Tourism Statistics Metadata Project:

General Guidelines for documenting tourism statistics

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Tourism Satellite Account (TSA) Implementation Project

UNWTO Metadata Project: General Guidelines for documenting tourism statistics

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Presentation

Over the past few years, enormous strides have been made (by National Statistical Offices of numerous countries, as well as by some international organizations) in the definition of standards for the documentation of different aspects of the data included in general statistical publications such as, in the case of the UNWTO, the *Compendium* and the *Yearbook of Tourism Statistics*.

This effort stems from the consideration of statistics as a public good, with the users of the data being the ones (those preparing the National Accounts, business associations, academic researchers or consultants, etc.) who give credibility to such statistics.

The goal of documentation is "to provide a complete, unambiguous and multi-purpose record of the survey, including the data produced from them (we use the term *survey* generically to cover any activity that collects or acquires statistical data). Provide documentation that is up to date, well organized, retrievable, concise and precise should be one of the objectives of any type of initiative in this regard" ¹.

UNWTO's project is part of the effort of the international community for developing the required documentation that should fit user's needs. Our project is an adaptation to tourism statistics of the available standards developed by the International Monetary Fund with its General / Special Data Dissemination Standards initiatives (GDDS and SDDS respectively) and the SDMX Metadata Common Vocabulary project, from which many of the definitions here presented have been extracted, and which has been used to enter in more detail in the inventory. Along with the IMF, the efforts of other international organizations (notably, the OECD and Eurostat) have also contributed to making this type of initiatives and projects one of the greatest advances made by the international community in the area of statistics in the last several years.

Because tourism statistics include a wide range of data produced by different type of institutions (both at a national and international levels), there is a need for standards for the presentation of *metadata* (which is the term used for the documentation of the coverage, temporal reference, distribution and a whole series of other technical characteristics of the methodology used in obtaining the data used).

In fact, "users are often confronted by some difficulties of interpretation when comparing statistics compiled over time within one agency and by agencies in different countries as well as by different international organizations:

- conceptual differences arising from the use of different variable definitions, units and classifications;
- operational differences flowing out of differences in data collection and processing practices by countries, and;
- different practices in the presentation of data." ²

¹ Quality Guidelines, Statistics Canada, October 1998, Third edition

² Proposal for the development of international guidelines for the presentation of statistical data and metadata, OECD, Statistics Directorate, 2003 (Paper presented to the Committee for the Coordination of Statistical Activities, Geneva, 8-10 September 2003)

In the specific case of tourism statistics, UNWTO consultants, in the course of different technical assistance initiatives carried out in the past years, have seen the difficulties involved in obtaining a minimum set of documented information as to what statistical operations currently exist, what information is available, and how to carry out an initial general evaluation of the quality of the available data, for the purpose of promoting the TSA project.

We understand that it is up to the countries to eliminate these difficulties, and that they should understand the benefits of doing so: the lack of documentation might lead to erroneous interpretations of the data and thus of the information provided, and makes it difficult to propose improvements to existing data sources (or even to propose new ones), and is an obstacle to a greater credibility. Therefore, this document is aimed principally at countries, whether or not they are members of the UNWTO.

The project we are presenting forms part of a series of initiatives that the UNWTO has been preparing in order to promote the development of national systems of tourism statistics as a necessary condition for progress towards the development of the TSA. Furthermore, in our capacity as a specialized agency of the United Nations, the enclosed proposals are applicable to all kinds of countries. It is our opinion that it is of interest to all countries, whatever their level of statistical development. In fact, it should not be viewed as important only for advanced countries, which, due to the larger quantity of data available, have more elements with which to carry out internal cross-checking. Countries with less information are more vulnerable in terms of their higher dependence on isolated data, and thus have to be particularly careful about their quality.

Additionally, viewed from the perspective of the setting up of an inter-institutional platform, such an exercise might be the first step toward a collaborative working arrangement, where data and metadata are exchanged between partners.

Section 13 of document identifies the three stages that form the structure of the project; these stages should generally be undertaken in the following sequence:

- inventorying data sources;
- inventorying available data related to tourism variables;
- checking the quality of data related to a potential TSA exercise.

The UNWTO has focused its efforts on the first of these, and therefore, out of all the general guidelines proposed, those relative to the inventorying of data sources are the most developed: both the typology of the statistical sources considered (7), and the format in which to record the available information, have already been used by a significant number of countries (all Spanish-speaking).

For some countries, this project might seem too ambitious or somewhat unnecessary as the objective might seem to put rapidly data together and get some view on how tourism looks like. Nevertheless, UNWTO's experience is that too much haste, using data whose quality has not been sufficiently assessed, might lead to difficult situations in which low-quality data, used carelessly, might show a picture of tourism that is quite far from reality, compared to what more solid statistical work could show. This, in turn, might generate a general distrust towards the whole process of estimation of the economic impact of tourism.

We know from experience that the set of information to document is reasonably ambitious but could be used by all kinds of countries, as demonstrated by the work carried out the part of the Latin American countries without exception.

The UNWTO also has a direct interest in putting forward this project: for countries to document the official statistical sources of the data they send us for the preparation of the Compendium *of Tourism Statistics* (data that support at present the international comparability of tourism activity). Our intention is to make the *metadata* received available for download, along with the available data for the country concerned, from the new "Tourism Factbook" service of the UNWTO e-library.

I thank you in advance for your collaboration.

Yours sincerely,

Francesco Frangialli Secretary-General

I. Introduction

- 1. The present project heavily relies upon an important work that is underway at international level in order to unify the presentations of data as well as the documentation relative to the coverage, temporal reference, distribution and a whole series of technical characteristics of the methodology used in obtaining the data used (the term metadata refers precisely to this type of documentation), with the objective of making possible the exchange of information without ambiguity between institutions.
- 2. Great use has been given to the work that has been developed by the International Monetary Fund with its General / Special Data Dissemination Standards initiatives (GDDS and SDDS respectively) and the SDMX Metadata Common Vocabulary project, from which many of the definitions here presented have been extracted, and which has been used to enter in more detail in the inventory. Along with the IMF, the efforts of other international organizations (notably, the OECD and Eurostat) have also contributed to making this type of initiatives and projects one of the greatest advances made by the international community in the area of statistics in the last several years.
- 3. This document is an adaptation of these initiatives and pursues two objectives which complement each other:
 - the first one is to help countries to develop a useful database regarding the sources of information from which data integrating the System of Tourism Statistics (STS) ⁴ originate, what information is available for measuring the economic impacts of tourism, and lastly, improve the quality of the data related to the Tourism Satellite Account (TSA);
 - the second one is to share part of this documentation at international level in such a form that it could be easy to consult, to exchange experiences and to compare the procedures used in the different countries so that best practices might be derived.
- 4. As for the first, it should be recalled that the constitution of a STS, of which the TSA is part being also the unifying framework of most of its components-, requires the creation of an organized set of information on tourism and any other domain related to it, where not only statistical data are collected, but in which the processes through which these data have been obtained are clearly described.
- One of the major concerns regarding tourism is to be able to make relevant statements based on an information which quality is recognized: credibility is one of the major concerns of all the statistical activity worldwide, and this is particularly true in the field of tourism where credibility has often been lost because of the loose way in which many estimations have been made in the past or even the present, using data whose quality has not been sufficiently assessed.
- 6. With regard to the second objective, countries and key stakeholders in tourism are increasingly asking UNWTO about credibility of data concerning specific countries and regions, or on specific aspects of tourism in order to develop researches with different objectives, both global and specific.

³ This project is under the responsibility of the Statistical Data and Metadata Exchange Initiative (SDMX), a Task Force initiated by BIS (Bank of International Settlements), ECB (European Central Bank), IMF (International Monetary Fund), OECD (Organisation for Economic Co-operation and Development), Eurostat (Statistical Office of the European Communities) and the U.N. (United Nations).

⁴ See Annex 2 "System of Tourism Statistics".

- 7. For the time being, UNWTO is only able to provide the information that it receives occasionally from countries, without major indication about their quality. As a consequence, its use is not so wide as expected because it is difficult to guarantee whether data are consistent within a country, comparable between countries, whether they are additive within a region, etc. The notes that usually accompany the country data either in the *Compendium* or the *Yearbook of Tourism Statistics* are insufficient to give any reasonable view of the credibility to be attached to the existing information.
- 8. Countries wishing to improve their System of Tourism Statistics are also eager to know what other countries do, how they get their information, the procedures followed and the estimated quality of what is obtained.
- 9. UNWTO has been working for some time on this project with this dual objective, which implies the use of the same vocabulary and the same format of presentation. A preliminary proposal of this format was developed in 2002 and tested with the help of most Latin American countries.
- 10. For some countries, this project might seem too ambitious or somewhat unnecessary as the objective might seem to be to rapidly put data together and get some idea of what tourism looks like. Nevertheless, UNWTO's experience is that too much haste, using data whose quality has not been sufficiently assessed, might lead to difficult situations in which low-quality data, used carelessly, might show a picture of tourism that is quite far from reality, compared to what more solid statistical work could show. This, in turn, might generate a general distrust towards the whole process of estimation of the economic impact of tourism.

II. Documenting tourism statistics in perspective

- 11. Since the adoption of the *Tourism Satellite Account: Recommended Methodological Framework (TSA: RMF)* ⁵ by the United Nations Statistical Commission in March 2000 and its endorsement by other major international organizations active in the production or use of tourism statistics, the UNWTO Department of Statistics and Economic Measurement of Tourism has been working intensively in providing countries with information about the system, and with instruments in order to put its recommendations into practice.
- 12. One aspect that has merited special attention is explaining that the development of the TSA is a process that takes a long time, and therefore, once the political decision of working toward it has been made, an initial suggestion is to decide what is the most appropriate way for the country and to consequently define the corresponding TSA project.
- 13. Such a project cannot be expected to follow a pre-defined temporal development, nor can it be expected that all such projects should be identical in all countries, but our experience has made it possible for us to identify three basic stages with regard to it:
 - the first phase is independent of whether or not a country has decided to work toward a TSA, and has three elements: *descriptive* (of the tourism reality of a country, the available data sources, and the quantity of existing data in relation to the most important tourism variables), *training* (technical training of those responsible for tourism statistics in entities with statistical competencies related to

⁵ *Tourism Satellite Account: Recommended Methodological Framework*, Eurostat, OECD, U.N. and UNWTO, Luxembourg, Madrid, New York, Paris, 2001.

tourism activity--such as National Tourism Administrations (NTAs), National Statistical Offices (NSOs) and Central Banks (CBs) mainly, and experience in working together within the inter-institutional platform)-- and *experimental* (for example, the development of initiatives geared toward presenting initial results on the economic importance of tourism activity, in the form of macroeconomic indicators and/or by carrying out an experimental TSA exercise, through the completion of those tables proposed in *TSA:RMF* using the available information at the greatest possible level of detail, and thus seeing which tables or which part of them can be completed).

- the second stage presupposes that the decision has been made to advance toward a TSA (in fact, this phase entails initiating the viability study for the TSA). Among the tasks involved are: evaluating the quality of the information available for carrying out an initial pilot TSA exercise (understood as an exercise that is more complete and structured that the experimental exercise mentioned in the previous point), the improvements needed in the existing sources, as well as possible newly-created sources considered necessary, the resources needed to ensure the continuity of the project, etc. It seems logical to include as well a reasoned proposal regarding the means and resources considered necessary for its execution and the design of the different possible scenarios;
- the third stage would correspond to the definition of the institutionalization of the TSA project understood as an ongoing succession of annual results, the temporal sequence in terms of the degree of completeness of the tables, etc.
- 14. Over the course of the past four years, we have been able to identify the different initiatives that have been developed in those countries that have published their initial TSA exercises. We have reflected on how the UNWTO could contribute effectively to the development of the TSA in very different types of counties through more appropriate technical assistance initiatives and we have also made progress in developing an entire set of general guidelines relative to concrete aspects related with the development of the System of Tourism Statistics in the conceptual framework of the TSA.
- 15. This new set of general guidelines on the documentation of tourism statistics is geared toward identifying and discovering existing sources, the information a country has for measuring the economic impacts of tourism activity, the quality of the available data, etc. In other words, the general guidelines presented by the UNWTO in this document have to do with an important aspect of the above-mentioned first phase: the documentation relative to the coverage, temporal reference, distribution and an entire set of technical characteristics of the methodology used in obtaining the data used (the term *metadata* refers precisely to this type of documentation).
- 16. The project has been undergoing development over the past two years and in fact, we already have a wide and structured set of *metadata* for all the Latin American countries: approximately 150 forms documenting the corresponding data sources relative to 19 countries. It is precisely based on this experience in technical cooperation in the Americas region that it is now possible to launch this project at the world level, after having seen that this documentation effort has induced countries to develop a more systematic and comprehensive approach to their statistical sources. They have been encouraged to use UNWTO's proposed formats within the process of evaluating the information that is available for the setting up of their system of tourism statistics, and as a basis for compiling a TSA.

- 17. As mentioned in the Presentation, the UNWTO has begun to disseminate the documentation of the statistical sources provided by the group of countries through its "Tourism Factbook" service, and will include further forms sent in by other countries, as long as they follow the format specified later in this document.
- 18. The UNWTO is especially interested in having the countries initially fill out the forms corresponding to those statistical sources used to obtain the data they send us for publication in the *Compendium of Tourism Statistics*, which currently constitutes a set of information that allows the international comparability of tourism activity.

III. Content and periodification of associated tasks: overview

- 19. The project presented by UNWTO is a medium-term project, and aims at documenting information from three complementary perspectives. It concerns:
 - existing statistical sources;
 - the type and nature of available information now viewed from the perspective of the main tourism variables:
 - the quality of the data available, and the consistency of the diversity of available sources.

Therefore, we are referring to three tasks that are related to the process toward the TSA, as described in point 13, specifically:

- the first two entail a twofold inventory (on sources and available information) and are therefore related to the descriptive aspect of the first phase of the mentioned process. It bears repeating that this is regardless of whether or not a country has decided to advance toward the design of a TSA. The general guidelines suggested by the UNWTO are the most highly developed part of the project;
- we understand that documenting the quality of such information is necessarily related with the decision to advance toward a TSA and should therefore be one of the first tasks to be carried out in relation to the TSA viability study also mentioned in point 13.

The tables proposed by the UNWTO constitute an initial proposal that has not been proven in our technical assistance initiatives for countries; therefore, they will have to be discussed over the following months in order to be able to present a more highly developed proposal in 2006.

20. The following points (21 to 28) describe the general characteristics of each of these tasks, as well as their objectives; for their part, chapters IV to VI and Annexes 1, 3, 4 and 5 make it possible to identify the general guidelines proposed by the UNWTO to the countries for development.

III.1. Inventorying data sources and available data related to tourism variables

21. The inventory is a systematic procedure, where the different sources of information are organized and analyzed following a standardized scheme, which allows for a uniform view on the information, both at national and international level.

- 22. Setting an inventory of statistics is specially important as a preliminary step for the implementation of a TSA project, because it helps to assess the starting point of the exercise, and the real statistical gaps which will have to be filled in order to establish a full-fledged estimation of the system.
- 23. Using a uniform procedure allows an easier exchange of information, within the interinstitutional platform, and among countries working on similar kind of projects, and allows to gain time when the time comes to insert the data within a general inventory from the point of view of variables, and for the filling up of the tables of the TSA.
- 24. Statistics should be classified, in general terms, according to different criteria: their purpose; the type of statistical procedure behind the information; the method used to collect the primary data (surveying procedures/administrative records/documents of a descriptive kind or related to specific, limited aspects, etc.); the degree of comprehensiveness of the information collected; the dissemination procedures; the ways of accessing the information, etc. All these characteristics have an important impact on the precise determination of what is measured as compared to the conceptual references, and all available details which have an impact on the effective coverage and statistical dimensions of the sources have to be carefully documented for its further use.
- 25. Consequently, the main objective of this documentation effort is to provide the users of a given country, both a relevant set of information on those available statistics that are related to the national System of Tourism Statistics, and on the quantity of the information available with respect to the basic variables associated with the measurement of the economic importance of tourism activity.
- 26. It is, as has already been said, the most developed part of the project and consists of two related parts:
 - the "Inventory of data sources" refers to the documentation of sources (mainly of a statistical nature) that structure the greater part of the elements of the System of Tourism Statistics of a given country.
 - Chapter IV refers to it and puts forward a proposal for a basic form according to the different types of possible data sources, although it also includes a proposed expanded form (see Annex 3) whose completion is more complex and is probably worth considering only in countries with a highly developed statistical infrastructure.
 - the "Inventory of available data" is geared toward identifying the existence or non-existence of a basic data set on characteristics and variables that are essential for the analysis of tourism activity, and obviously, also for the possible preparation of the TSA. It seems logical for this inventory to be carried out after the inventory of sources.

Chapter V refers to this, and highlights those initiatives considered to be priorities.

III.2. Checking the quality of data related to a potential TSA exercise

27. In the case that a country has decided to advance toward the elaboration of a TSA, we understand that the inventories carried out should be completed with an evaluation of the quality of the data related to the TSA.

28. This task is geared toward the elaboration of the TSA tables and has a more analytical focus. It would be a major field of action for the inter-institutional platform, where stakeholders would exchange information about their level of understanding of the available data. The proposal presented in Chapter VI is of a provisional nature and should be revised as more direct experiences become available in countries that are carrying out TSA exercises.

IV. The inventory of data sources

- 29. Normally, the term *survey* is used in a general sense to refer to any activity that collects or acquires statistical data. ⁶ Included as such are:
 - a census, which attempts to collect data from all members of a population;
 - a sample survey, in which data are collected from a (usually random) sample of population members;
 - collection of data from administrative records, in which data are derived from files originally collected for non-statistical purposes;
 - a derived statistical activity, in which data are estimated, modelled, or otherwise derived from existing statistical data sources.
- 30. We have respected this typology for the purposes of the documentation of the inventory of data sources in national Systems of Tourism Statistics, albeit with a slight terminological adaptation:
 - we consider two types of surveys: surveys applied to the whole population of travellers or visitors, or surveys applied to enterprises / establishments of those productive activities serving visitors;
 - we prefer to use the term statistical syntheses to refer to those sources (such as the National Accounts or Balance of Payments) that could be included in the category of derived statistical activity mentioned above;
 - and we have also included, as another type of source, *databases* as well as *statistical publications on tourism*, as supports used for the storage/dissemination of the data obtained for the other mentioned sources.
- 31. Consequently, our inventory proposal consists of seven types of data sources:
 - T.1 Surveys applied to the whole population of travellers or visitors or to clearly predefined segments of this population. These surveys (derived from the demand perspective) typically occur at the borders for inbound and outbound visitors; at hotels or other places of collective accommodations; at tourism attractions, or can be modules of other types of statistical observations such as household budget surveys, etc. Data inferred from these surveys need to be examined at a detailed level as the precision of measurements might not be uniform, due to their difference of occurrence within the universe of reference.

⁶ Quality Guidelines, Statistics Canada, Third edition, October 1998

- T.2 Surveys applied to enterprises / establishments of those productive activities serving visitors. All of them share a supply perspective and might be general purposes surveys, or surveys specifically designed to supply information on tourism productive activities. Usually, it is the National Statistical Office which shall be in charge of general-purpose surveys encompassing also tourism characteristic activities, whereas the National Tourism Administration might develop specific surveys for the activities under its direct responsibility. The issue of reconciliation of these two sources on the overlapping domain will be crucial in the imbedding of TSA within the field of National Accounts.
- T.3 **Statistics based in data collection from administrative records**. These usually concern border control statistics, but other types of records might also exist, such as the IATA's record of embarking/disembarking passengers, compulsory registration of guests in hotels, or taxes invoices by tourism activities.
- T.4 **Census or directories**. Censuses are complete enumerations of the target population. Under these headings, we might have censuses or directories of tourism productive activities, or non-official counts of individuals entering the country or specific tourism areas, etc. It must be mentioned that the fact for a variable to be based on a Census, that is, on an exhaustive enumeration, is not a guarantee of having a perfect estimation of the variable as there are many reasons for omission and duplication which have to be identified (errors of observation) and which importance has to be measured.
- T.5 **Statistical synthesis.** This category includes those sources which elaboration requires the use of information stemming from some of those previously enumerated: of course, the most important ones are National Accounts and the Balance of Payments of a country. (As already mentioned, this type of sources can be identified as a "derived statistical activity" in which data are estimated, modelled or otherwise derived from existing statistical data sources.)
- T.6 **Databases**. These can be from a unique source or combine various statistical sources.
- T.7 **Statistical publications on tourism**. These may incorporate quantitative data related to tourism from various sources e.g. statistical sources *per se*, econometric forecasts, market research studies, etc.
- 32. In the case of tourism statistics, not all categories of sources exist in a country, not all are official or generated within the public administration, not all may have the same reference in time and periodicity, etc.
- 33. In fact, it should be mentioned that in most countries, the System of Tourism Statistics is made of a great diversity of sources, which in most of the cases have stood side by side, without major efforts to look for their consistency and reconciliation. Countries have data on non-resident visitors entering the country and of these same non-resident visitors leaving the country, and these data do not coincide; additionally, in most cases there is a non-explained systematic difference appearing overtime. Or they have information on overnight stays of inbound visitors which is inconsistent with that of nights spent in collective accommodation establishments, etc. There is information on total tourism consumption in this type of establishments, which does not compare with that supplied by hotels, etc...

- 34. For some countries, this project might seem too ambitious and unnecessary as the objective might seem to put rapidly data together and get some view on how tourism looks like. Nevertheless, UNWTO's experience is that also in those countries, documenting existing sources is a useful exercise for those technicians with responsibilities in tourism related statistics. But if the objective is really to insert tourism analysis within the mainstream of official statistics, it is necessary to develop a solid knowledge of the sources, their quality and reliability, and in consequence, the documentation of the sources is essential for the mapping of the domain, for determining the use of the sources and the possible way of relating these with other identified information.
- 35. A standard format is proposed although it needs to be slightly adapted to each of the seven types of data sources already defined, as can be seen in the 12 examples ⁷ for the different types of data sources taken from the real world, although not all of them have been updated to this date (April 2004).
- 36. As already mentioned, our experience tells us that the set of information to be documented is reasonably ambitious but could be used by all types of countries, as shown by the work done by the Latin American countries, without exception.

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⁷ See Annex 1: Sample forms for the different types of data sources.

INVENTORY OF DATA SOURCES: BASIC FORMAT *

Country

The statistical procedure

Title

Data source

Description

Administration

Institutional framework

Institution in charge

Unit responsible within this institution

Other units and/or institutions involved

Data dissemination

Name of publication

Published by

Frequency

Length of time series available

Reference period for the latest available publication

Timeliness

Access to data via the Internet

Coverage

Geographical coverage

Frequency

Reference period for the first procedure

Reference period for the last procedure conducted

Concepts

Specific subjects

Variables of reference

Data collection, manipulation / accounting conventions, etc.

Frame

Type of enumeration

Sampling

Distribution of the sample over time

Data collection principles

Geographical breakdown

Reporting units

Other issues

Observations on its use

Additional documentation

^{*} This format needs to be slightly adapted to each of the seven types of data sources defined, as can be seen in the 12 sample forms included in Annex 1. The most significant adaptation refers to the case of T. 6 "Databases" and T.7 "Statistical publications on tourism".

- 37. The basic format proposed is indeed an extract of the SDMX Metadata Common Vocabulary Structure. ⁸ SDMX, MCV project allows for a more ambitious set of *metadata* that could be especially helpful vis-à-vis the TSA project.
- 38. Finally, our proposal includes a glossary (only in English) ⁹ in order to reduce ambiguity in the interpretation of the terms that are used in the proposal.

V. The inventory of available data

- 39. It has been mentioned before (point 26) that this inventory is geared toward identifying the existence or non-existence of a basic data set on characteristics and variables that are essential for the analysis of tourism activity, and obviously, also for the possible preparation of the TSA.
- 40. The proposal of the UNWTO ¹⁰ in this case is in the form of a matrix where the rows contain the selected tourism variables and the columns contain the corresponding available information sources. The corresponding cells are marked where there is information in any or all the existing sources, and the periodicity of the data is also noted (monthly, quarterly, every six months, annual, or no predefined periodicity).
- 41. The UNWTO suggests six priority areas for the purpose of knowing the amount of information available on those variables or characteristics, for both the demand and supply sides, which are so to speak the "basic skeleton" of any exercise to measure tourism activity combining physical and monetary indicators. Namely, the selected areas are:
 - inbound tourism;
 - domestic tourism;
 - outbound tourism;
 - balance of payments;
 - existing classifications of tourism activities and products;
 - tourism characteristic activities.
- 42. Attention is drawn to table 2 included in Annex 4, which refers to domestic tourism, where it is proposed to document an entire set of documentation, for both tourists and resident same-day visitors. The reason for identifying the latter group of visitors, for which very few countries currently have information, is for application also to subnational levels, where same-day visitors constitute an enormously important group for the purpose of measuring tourism activity.

 $^{^{}f 8}$ See Annex 3 "Inventory of data sources: extended format"

See Annex 6 "Glossary". With very few exceptions, the definitions included have been obtained from the SDMX Metadata Common Vocabulary project. Additional references can be found at: http://www.sdmx.org/projects/project.aspx?id=4

See Annex 4 "Inventory of available data: tables"

VI. Checking the quality of data

- 43. This is a quantitative and qualitative extension of the inventory of available data.
- 44. The proposed tables ¹¹ were designed, principally, with the aim of identifying the breakdown of the information that exists in relation to the 10 tables that appear in the document *TSA: RMF*.
- 45. Moreover, the level of detail is more ambitious than the one proposed for the inventory of available data as a necessary condition for the evaluation of the quality of the data, and therefore the completion of all these tables (which are also in matrix form) requires the person(s) responsible to carry this out to have a higher level of specialization with regard to the use of statistical sources and also experience in statistical synthesis work, such as the National Accounts, for example.
- 46. The proposal considers a set of 11 tables:
 - flows of non resident visitors associated to inbound tourism and their corresponding tourism consumption;
 - flows of resident visitors associated to outbound tourism and their corresponding tourism consumption;
 - flows of resident visitors associated to domestic tourism and their corresponding tourism consumption;
 - tourism activity in specific places;
 - production accounts of tourism characteristic activities,
 - supply and use balance of tourism characteristic products;
 - means of transportation used;
 - collective accommodation;
 - travel agencies;
 - tour operators;
 - second homes for tourism purposes.

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¹¹ See Annex 5: Checking the quality of data: tables

Annexes

ANNEX 1

SAMPLE FORMS FOR THE DIFFERENT TYPES OF DATA SOURCES

l.	Surveys applied to the whole population of travellers or visitors or to clearly
	predefined segments of this population (T.1)

- I.1 Survey on hotel occupancy, 2002 (Ecuador)
- I.2 Survey on international visitor profiles (El Salvador)
- 1.3 Survey on Tourism Movements of Spanish Residents (Spain)
- 1.4 Airport survey of non-residents on tourism expenditure (Costa Rica)

II. Surveys applied to enterprises / establishments of those productive activities serving visitors (T.2)

- II.1 Survey on the Structure of Hotel Enterprises (Spain)
- II.2 Quarterly survey on employment and sales hotels and restaurants (Panama)

III. Statistics based in data collection from administrative records (T.3)

- III.1 International Movement of Persons (Argentina)
- III.2. Visitors to tourism centres (Nicaragua)

IV. Census or Directories (T.4)

IV.1 Directory of tourism establishments (Honduras)

V. Statistical syntheses (T.5)

- V.1 Mexican National Accounts System, base year 1993 (Mexico)
- V.2 Balance of payments: estimation of the travel item (Argentina)

VI. Databases (T.6)

VI.1 Statistical database on tourism in Honduras (Honduras)

VII. Statistical publications on tourism (T.7)

VII.1 Tourism Statistics Bulletin (Honduras)

I.1. Hotel occupancy survey, 2002

Country: Ecuador

The statistical procedure:

Title: Hotel occupancy survey, 2002

<u>Data source:</u> T1/ Surveys applied to the whole population of travellers or visitors <u>Description:</u> Survey on hotel establishments to estimate monthly parameters.

Administration:

Institutional framework:

Institution in charge: Ministry of Tourism

Unit responsible within this institution: Planning Department (MT) – Tourism Satellite Account Project. (In charge of survey design, field work, data recording, analysis and publication)

Other units and/or institutions involved: National Federation of Chambers of Tourism

Data dissemination:

Name of publication: No

Published by: No Frequency: No

Length of time series available: The Ministry of Tourism in Ecuador, in coordination with private entrepreneurs, restructured the surveys on accommodation establishments (hotels, guesthouses, hostels, boarding houses, tourism apartments) creating different categories (luxury, first, second, third and fourth) in order to improve both the quality and quantity of information.

Coverage:

Geographical coverage: National

Frequency: Monthly

Reference period for the first procedure: April 2002

Reference period for the last procedure conducted: February 2003

Concepts:

<u>Specific subjects:</u> Family homes receiving paying guests are not included under national accommodation establishments.

<u>Variables of reference:</u> Travellers arriving at accommodation establishments are classified according to place of residence (in the case of residents in Ecuador, information is requested on the usual province of residence, and in the case of non-residents, the question is open). Overnight stays by residents and non-residents, average length of stay, rates of hotel occupancy by room, rates of hotel occupancy by place, employees classified by sex, professional category and type of contract (permanent and temporary), accommodation prices for single and double rooms including private bathroom (not including tax or breakfast), data on published rates (RAC) and special rates (tour operators, companies, groups, and others), bookings made for the following three months and expectations for the following 3 months.

Data collection, manipulation/accounting conventions, etc:

Frame: All accommodation establishments entered in the Register of Tourism Establishments (Cadaster) at the Ministry of Tourism.

Type of enumeration: Monthly survey of accommodation establishments within the national territory.

Sampling: The survey applied stratified, probabilistic sampling to the employment variable, with multiple stage selection, taking the geographical jurisdiction of the Regional Departments of the Ministry of Tourism as primary sampling units. The secondary sampling units were accommodation establishments to which controlled selection was applied, allowing representation of the different sub-types of establishment (hotels, hostels, boarding houses, guesthouses, etc.)

The estimates were based on the different categories established by the Ministry of Tourism for accommodation establishments (luxury, first, second, third and fourth).

Data collection principles: Data was collected on a monthly basis from all the establishments selected. These received the form in advance either on paper or on a computer medium. In some cases, the establishments handed in the filled-in form personally at the Ministry of Tourism. In others, a Ministry representative visited the establishment to collect the information.

Reporting units: 860 establishments

Other issues: The average stay was obtained by relating the number of overnight stays to the number of travellers entering the establishment during the month. The rate of occupancy by place was obtained by establishing a percentage between the total number of overnight stays and number of places with the days of the overnight stays, including additional beds, and the rate of occupancy by room was a percentage between the daily average of occupied rooms during the month and the total number of rooms during the same period.

The *price index* was established as a measure of monthly trends in the main rates and prices applied by entrepreneurs to their customers, and the volume index was established as a measure of the monthly change or trend in real terms in activity in accommodation establishments.

As from 2002, the form that the Ministry of Tourism had been using since 1993 was redrafted. The new form includes variables that make it possible to obtain price and volume indices and early warning, as well as permanent and temporary staff.

Observations on its use:

Lack of collaboration on the part of private enterprise meant that the indicators could not be drawn up.

I.2. Survey on international visitor profiles (residents and non-residents)

Country: El Salvador

The statistical procedure:

<u>Title:</u> Survey on international visitor profiles (residents and non-residents)
<u>Data source:</u> T1/Surveys applied to the whole population of travellers or visitors
<u>Description:</u> Two annual surveys, each involving 1,500 interviews carried out at the main points of entry and departure in El Salvador (1,100 interviews on receiving tourism, and 400 on generating tourism). This survey aims to obtain a basic profile of international visitors to El Salvador and of Salvadoreans travelling to other countries (tastes and preferences, total expenditure and length of stay), through the collection of data twice a year aiming to determine the tourism phenomenon and total receipts (US\$) from tourism for the country.

Administration:

Institutional framework:

Institution in charge: Corporación Salvadoreña de Turismo (CORSATUR).

Unit responsible within this institution: Corporación Salvadoreña de Turismo (CORSATUR).

Other units and/or institutions involved: Banco Central de Reserva – BCR.

Data dissemination:

Name of publication: "Extranjeros y Salvadoreños residentes en el exterior que visitan El Salvador" and "Salvadoreños residentes en El Salvador que visitan otros países".

Published by: Corporación Salvadoreña de Turismo (CORSATUR). Reference period for the latest available publication: August 2002.

Coverage:

Geographical coverage: National.

Frequency: Two surveys are carried out per year: the first stage during the high season (December – January), and the second stage during the low season (May – June).

Reference period for the first procedure: September 2000.

Reference period for the last procedure conducted: August 2002.

Concepts:

<u>Specific subjects:</u> Basic international visitor profile. Total expenditure and length of stay of international visitors.

Variables of reference:

a) For foreigners and Salvadoreans resident abroad who visit El Salvador (on leaving the country).

Point of entry and departure, sex, age of visitor and of travelling companions, labour sector, nationality at birth, country and town of residence, reason for travel, duration of visit in overnight stays, total expenditure in dollars, breakdown of total expenditure in dollars (accommodation, food and drink, local transport, entertainment and/or leisure

activities, gifts and souvenirs, handcrafts, other expenses). Average value in dollars of goods brought to family members and/or friends by Salvadoreans resident abroad, source of information for planning travel, number of visits to the country of destination, accommodation used, places visited, regions and towns visited and regions and towns in which at least one night was spent in a place of accommodation, activities carried out during the visit, local transport used, visitor grading of aspects relating to goods and services available to visitors, intention to repeat visit.

b) For Salvadoreans resident in El Salvador visiting other countries (Salvadoreans arriving in El Salvador).

The same variables as for receiving tourism are considered.

With the exception of: nationality at birth, country and town of residence, average value of goods brought to family members and/or friends by Salvadoreans resident abroad, regions and towns visited.

With the addition of: region of residence in El Salvador, destination of travel.

Data collection, manipulation/accounting conventions, etc:

Frame: Monthly entry of receiving tourism and monthly departure of Salvadoreans resident in the country (generating tourism) crossing the various national frontiers.

Sampling:

Both are simple random samples, stratified by nationality, method of access and frontier post used.

<u>Receiving tourism</u>: The sample is based on calculation for a reference universe in annual arrivals, considering a confidence level of 95% and a permissible margin of error of 3%.

<u>Generating tourism</u>: The sample is based on calculation for a universe of annual arrivals, considering a confidence level of 95% and a permissible margin of error of 5%.

Distribution of the sample over time: This is determined according to the flow of visitors by nationality entering the country via the various frontier posts and methods of access (by air or by land), with 74% of receiving tourism (1,100 interviews) coming through land frontiers and 26% by air, and 68% of generating tourism (400 interviews) travelling through land frontiers and 32% by air.

Data collection principles: Personal interview at land frontier posts (immigration desks) and at airports (waiting rooms).

Reporting units: Two annual surveys are carried out, with 1,500 travellers interviewed at each stage of whom 1,100 are foreign and 400 are Salvadoreans resident in the country.

With the following exceptions:

- Visitors aged under 18.
- Visitors travelling through the country and not spending at least one night in El Salvador (transit travellers).
- Visitors receiving remuneration in the country visited (housewives, labourers, workers, etc.).

Included in the sample are 100 visitors of foreign nationality (receiving tourism) meeting the following conditions:

- One-day visitors not spending at least one night in the country (40 visitors interviewed).
- Visitors travelling for the purpose of transporting goods from their country of origin to the country of destination or vice versa (30 visitors interviewed).
- Visitors travelling for the commercial purpose of buying or selling goods in the country of destination (30 visitors interviewed), for whom only their total personal expenses are included.

Observations on its use:

The results of the survey (calculation of expenditure and length of stay) are used to determine receipts in US\$ from tourism during the period of reference and, together with visitor profiles per generating market (tastes and preferences), are provided to the CORSATUR Marketing Department for study so that the necessary decisions can be taken for the promotion and marketing of the country as a tourism destination.

I.3. Survey on Tourism Movements of Spanish Residents

Country: Spain

The statistical procedure:

Title: Survey on Tourism Movements of Spanish Residents

<u>Data source:</u> T1/Surveys applied to the whole population of travellers or visitors

<u>Description:</u> Survey of households resident in Spain, in order to quantify the flows of resident travellers to and from the different regions or Autonomous Communities and abroad. It provides information to characterise the trips made, regardless of their duration, according to their most relevant aspects.

Administration:

Institutional framework:

Institution in charge: Institute for Tourism Studies (IET)

Unit responsible within this institution: Institute for Tourism Studies (IET) Other units and/or institutions involved: No

Data dissemination:

Name of publication: Survey on Tourism Movements of Spanish Residents (Familitur)

Published by: IET

Frequency: publication of annual and seasonal (spring and summer) data

Length of time series available: No

Reference period for the latest available publication: Year 2001

Timeliness: three months

Access to data via the Internet. www.iet.tourspain.es

Coverage:

Geographical coverage: Regional (Autonomous Community)

Frequency: Ongoing survey with quarterly periods Reference period for the first procedure: June 1996

Reference period for the last procedure conducted: January 2002

Concepts:

<u>Specific subjects</u>: Tourism movements of individuals belonging to Spanish resident households.

<u>Variables of reference</u>: Number of travellers in Spanish resident households and number of trips they generate regardless of duration, including same-day travellers (information included since 2001), and type of accommodation used (collective or private). Regarding trips, information is collected on their main characteristics, such as: purpose, duration, method of organisation, means of transport used, number of persons involved, total expenditure, level of satisfaction, activities, anticipation in the organisation of the trip, etc.

The survey also collects information regarding the socio-demographic characteristics of the households interviewed, for correlation with their tourism behaviour.

Data collection, manipulation/accounting conventions, etc.:

Frame: Total number of persons and households in Spain, based on the following sources:

1991 Population Census. Registered and Actual Population of municipalities. National Statistical Institute.

1991 Population and Housing Census. Main results. National Statistical Institute.

1991 Socio-demographic Survey. National Statistical Institute.

Population Forecasts. Council for Scientific Research (CSIC)

Type of enumeration: panel of households

Sampling: The survey is carried out by means of a two-stage cluster sample with sub-sample and stratification of the first-stage units. The first-stage units are the census sections of INE. The second-stage units are the main family dwellings. Two stratification criteria are used for the sections: demographic, with each section being assigned to a habitat according to the size of the municipality the section belongs to, and socio-economic.

Distribution of the sample over time: the three samplings are taken at four-month intervals. All 10,800 households selected in the first sampling are interviewed in one other sampling.

Data collection principles: Computer Assisted Telephone Interview (CATI).

Geographical breakdown: The territorial distribution of the sample ensures representation at the Autonomous Community level. Each Autonomous community has been assigned a minimum number of sections (out of a total of 1200 sections) in order to ensure that the minimum threshold to provide data at the level of each region is achieved. The remaining sections have been assigned in proportion to the population of each Autonomous Community with the aim of reducing the sampling error in large Communities, and thus improve the efficiency of the national estimate.

Reporting units: A total of 10,800 households are surveyed each year and are interviewed on three occasions.

Observations on its use:

Familitur statistics, with its current methodological design, responds in large part to the commitments assumed by the Secretary of State for Trade and Tourism to comply with Directive 95/57/CE of the Council of the European Union regarding the collection of statistical information in the area of tourism.

Furthermore, the following were taken into account in the design of the questionnaire and certain questions and entries:

- the requirements and recommendations of the European Union regarding tourism statistics prepared by Eurostat in recent years.
- The updating of concepts and statistical approaches in accordance with the 1991 recommendations of the World Tourism Organization and its subsequent adoption by the United Nations Statistical Commission in March 1993.
- The Tourism Satellite Account: Recommended Methodological Framework approved in 2000 by the United Nations Statistical Commission.

Another aspect that needs to be pointed out with regard to the use of this survey is that it is a panel-type survey, with all the advantages this implies in terms of allowing longitudinal analyses to be made. Panel surveys are the only way to estimate changes in the behaviour of the population over time, in a consistent and unbiased manner.

Additional documentation:

"Table of Contents of the publication where the results of this statistical operation are given in the most complete form"

"List of tables presenting results (in the event that they do not appear in the above Table of Contents)"

"Sample of the questionnaires or forms used in this statistical operation"

I.4. Airport survey of non-residents on tourism expenditure

Country: Costa Rica

The statistical procedure:

<u>Title:</u> Airport survey of non-residents on tourism expenditure

<u>Data source:</u> T1/Surveys applied to the whole population of travellers or visitors

<u>Description:</u> Survey addressing non-resident travellers at the Juan Santamaría International Airport, the main airport for entering and leaving Costa Rica, in order to estimate quarterly expenditure by non-resident visitors to the country.

Administration:

Institutional framework:

Institution in charge: Instituto Costarricense de Turismo (ICT), Banco Central de Costa Rica (BCCR)

Unit responsible within this institution: ICT (in charge of field work, data processing and publication of results), BCCR (data processing, calculation of indicators).

Other units and/or institutions involved: Consultancy company taken on by the ICT that specialises in studies by sampling

<u>Data dissemination:</u> results available on compact disk

Name of publication: Encuesta Aérea de No Residentes 2001.

Published by: ICT. Frequency: Annual.

Length of time series available: No

Reference period for the latest available information: Third quarter 2002.

Timeliness: From 6 months to 1 year.

Access to data via the Internet: address: Not available.

Coverage:

Geographical coverage: Juan Santamaría International Airport.

Frequency: On-going quarterly survey.

Reference period for the first procedure: First quarter 2001.

Reference period for the last procedure conducted: First quarter 2003.

Concepts:

Specific subjects: Expenditure by non-resident air travellers

<u>Variables of reference</u>: Total value of expenditure on tourism and average expenditure paid out directly in Ecuador, broken down according to visitor type, country of residence, length of stay, main destination, expenses (accommodation, transport, food, medical, shopping, etc.), type of travel (package or independent).

Data collection, manipulation/accounting conventions, etc.:

Frame: Quarterly arrivals of visitors to Costa Rica by air, according to country of nationality. Information processed by the ICT and taken from the data bases provided by the migration registers kept by the Costa Rican General Department for Migration and Foreigners.

Type of enumeration: Random, establishing minimal quotas by country of residence.

Distribution of the sample over time: Interviews held during one month every quarter.

Data collection principles: Personal interview.

Reporting units: 6,000 non-resident visitors interviewed annually.

Observations on its use:

The information obtained from this survey has been used by the Costa Rican Central Bank since the first quarter of 2001 to calculate tourism receipts for the Balance of Payments.

Also of importance is the information provided by the Airport Survey of non-Residents from the point of view of the National Accounts for drawing up the Tourism Satellite Account for Costa Rica and for estimating Domestic Tourism Consumption.

II.1. Survey on the Structure of Hotel Enterprises

Country: Spain

The statistical procedure:

<u>Title:</u> Survey on the Structure of Hotel Enterprises

<u>Data source:</u> T2/Surveys applied to enterprises / establishments of those productive activities serving visitors.

<u>Description:</u> Survey of companies whose main activity falls under categories 55.11 (Hotels and motels with restaurant) and 55.12 (Hotels and motels without restaurant) of the 1993 National Economic Activity Classification. Its overall objective is to observe a series of variables that make it possible to evaluate the structure of the sector through the characteristics of the companies, revenues, expenditures, employment and economic results, defined in European Statistical Office's (Eurostat) Methodological Manual on Services Statistics of 1996 and the Spanish National Accounting Plan of December 1990.

Administration:

Institutional framework:

Institution in charge: National Statistical Institute (INE).

Unit responsible within this institution: INE Other units and/or institutions involved: No

Data dissemination:

Name of publication: Survey on the structure of hotel enterprises

Published by: INE Frequency: annual

Length of time series available: For 1987 and 1991, INE carried out the respective Surveys on the Structure of Hotel Establishments, based on the statistical unit "hotel establishment".

Reference period for the latest available publication: 1998

Timeliness: 18 months

Access to data via the Internet. www.ine.es

Coverage:

Geographical coverage: National and autonomous communities.

Frequency: annual

Reference period for the first procedure: 1987

Reference period for the last procedure conducted: 1999

Concepts:

<u>Specific subjects</u>: Characteristics of hotel businesses and establishments, revenues, expenditures, employment and economic results.

<u>Variables of reference</u>: identification of the company (company name, location), number of establishments, legal nature of the company, activity (main and secondary), operating income (turnover, breakdown of income from sales and services rendered), operating expenditure (personnel, goods and services, depreciation, change in inventory, activity-related taxes, breakdown of acquisitions), investments, employment.

Data collection, manipulation/accounting conventions, etc.:

Frame: universe of companies provided by the Central Directory of Companies (DIRCE) of INE.

Type of enumeration: sample for each autonomous community (regions) stratified into six strata according to number of employees: within each stratum systematic selection with random start, with the companies arranged according to number of employees from most to least.

Distribution of sample over time: No

Data collection principles: mixed system using mailed questionnaires and telephone interviews of hotel businesses, from September to December 1997. The informant unit is the company, which provides data regarding the business and its establishments, as reference units. The response rate was 94% for the 3.236 companies classified as surveyable.

Geographical breakdown: No

Reporting units: 4.361 companies, 558 of which belong to the stratum of companies with 50 or more employees, which is exhaustive.

Other issues: No

Observations on its use:

The survey considers an additional survey unit: the "hotel chain" defined as "a business with a certain number of hotel establishments under unified management and in different geographic areas.

Additional documentation:

"Table of Contents of the publication where the results of this statistical operation are given in the most complete form"

"List of tables presenting the results (in the event that they do not appear in the above Table of Contents)"

"Sample of the questionnaires or forms used in this statistical operation"

II.2. Quarterly survey on employment and sales – hotels and restaurants

Country: Panama

The statistical procedure:

<u>Title:</u> Quarterly survey on employment and sales – hotels and restaurants

<u>Data source:</u> T2 / Surveys applied to enterprises / establishments of those productive activities serving visitors.

<u>Description:</u> Survey of establishments employing 5 or more persons whose main activity falls within the categories of the National Uniform Industrial Classification of all economic activities from January 1990 (5,510 hotels; campsites and other types of temporary accommodation, as well as 5,520 restaurants, bars, etc.). The main objective is to observe a set of variables for the purpose of evaluating the structure of the sector through employment, remuneration and sales.

Administration:

Institutional framework:

Institution in charge: Contraloría General de la República – Dirección de Estadística y Censo.

Unit responsible within this institution: Statistics and Census Department – Section for Economic Surveys.

Other units and/or institutions involved: No

Consolidation and analysis: Section for Economic Indicators

Data dissemination:

Name of publication: Employment indicators, total remuneration and revenue from certain economic activities.

Frequency: Quarterly

Reference period for the latest available information: 4th guarter of 2002.

Timeliness: 6 months.

Name of publication: Sección 011 – Indicadores Económicos y Sociales.

Frequency: annual.

Reference period for the latest available information: 1st half of 2001.

Timeliness: 18 months.

Coverage:

Geographical coverage: Districts of Panamá and San Miguelito.

Frequency: Monthly, with quarterly data collection. Reference period for the first procedure: 1993.

Reference period for the last procedure conducted: 2002.

Concepts:

<u>Specific subjects:</u> Identification of the establishment (name or company name, location), revenue from the main activity and other revenue; number of persons employed and remuneration paid (gross wages and other remuneration and employers' taxes).

Data collection, manipulation / accounting conventions, etc.:

Frame: The 1993 Economic Census, referring to 1992, gives the framework of the business population stratified according to total revenue.

Sampling: The 1993 survey studied 100 establishments. It is now applied to 88. Within each stratum, random selection was made, with establishments arranged in order of total revenue.

Data collection principles: Data is collected quarterly during visits to establishments.

III.1. International Movement of Persons

Country: Argentina

The statistical procedure:

Title: International Movement of Persons

Data source: T3/Statistics based in data collection from administrative records.

<u>Description:</u> Covers traveller movements, limited to Ezeiza and Newbery airports and the

Port of Buenos Aires.

Administration:

Institutional framework:

Institution in charge: Ministry of the Economy, Public Works and Services.

Unit responsible within this institution: INDEC.

Other units and/or institutions involved: National Migrations Directorate (DNM).

Data dissemination:

Name of publication: International Movement of Persons.

Published by: INDEC. Frequency: bimonthly

Length of time series available: No

Reference period for the latest available publication: December 1999 – January 2000.

Timeliness: 4-6 months

Coverage:

Geographical coverage: Ezeiza and Newbery airports and the Port of Buenos Aires.

Frequency: monthly.

Reference period for the first procedure: No

Reference period for the last procedure conducted: June 2000

Concepts:

Specific subjects: Entry/departure of persons to and from Argentina.

<u>Variables of reference</u>: passengers and crew, nationality (Argentines and foreigners), origin of trip and final destination of trip

Data collection, manipulation/accounting conventions, etc.:

Frame: daily reports provided by the National Migrations Directorate

Type of enumeration: exhaustive processing of questionnaires collected by National Migrations Directorate

Observations on its use:

The specific data for each flight or trip indicates the origin of the flight or trip, its destination and nature (scheduled, non-scheduled or cargo). However, the correlation between the origin and destination of flights with those of persons is not always exact.

The information refers to the international movement of "travellers": the data collected does not allow adequate differentiation among the different categories (tourists, same-day visitors, temporary and cross-border workers, crews and emigrants).

Additional documentation:

"Table of Contents of the publication where the results of this statistical operation are given in the most complete form"

"List of tables presenting the results ((in the event that they do not appear in the above Table of Contents)"

"Sample of the questionnaires or forms used in this statistical operation"

III.2. Visitors to tourism centres

Country: Nicaragua

The statistical procedure:

Title: Visitors to tourism centres

<u>Data source:</u> T3/Statistics based in data collection from administrative records.

<u>Description:</u> Annual records containing information on visitor arrivals at Tourism Centres owned by the Nicaraguan Tourism Institute.

Administration:

Institutional framework:

Institution in charge: Instituto Nicaragüense de Turismo (INTUR).

Unit responsible within this institution: The Department for Tourism Centres collects the information then sends it to the Department for Economic Studies (INTUR). *Other units and/or institutions involved:* No

Data dissemination:

Name of the publication: No particular publication is produced. The information is included under one heading of the Tourism Statistics Bulletin.

Published by: Instituto Nicaragüense de Turismo.

Frequency: Annual.

Length of time series available: These tourism centres were built by the government for the purpose of recreation for the national population and foreign visitors.

Reference period for the latest available information: 2002.

Timeliness: One year (2003). Access to data via the Internet: No

Coverage:

Geographical coverage: For each Tourism Centre.

Frequency: Annual.

Reference period for the first procedure: 1983

Reference period for the latest procedure conducted: 2002.

Concepts:

Specific subjects: Number of visitors to the INTUR-owned Tourism Centres.

<u>Variables of reference:</u> Monthly number of visitors to each Recreational Centre. Structure and percentage change in total visitors for each Centre.

Data collection, manipulation/accounting conventions, etc.:

Processing of the statistics provided by the Department for Tourism Centres, for each individual centre.

Observations on its use:

Not all the information collected is published. We focus only on the number of persons visiting these tourism attractions year round.

However, there is a database from which information can be obtained on the means of transport used to reach each centre, with prices and revenue from entry tickets. This is limited by the fact that no distinction is made between tickets for foreign and national visitors.

IV.I. Directory of tourism establishments

Country: Honduras

The statistical procedure:

<u>Title:</u> Directory of tourism establishments Data source: T4/ Census or directories.

<u>Description</u>: The Directory of Tourism Establishments disseminates descriptive and economic information regarding accommodation establishments, food and beverage establishments, travel agencies, tour operators, car rental agencies, handicraft shops, and interurban transport, in the tourism communities of the country.

Administration:

Institutional framework:

Institution in charge: Secretariat of Tourism

Unit responsible within this institution: Statistics Department *Other units and/or institutions involved:* No

Data dissemination:

Name of publication: No specific publication is produced. A list of all the tourism establishments by area and city is simply included in a section of the Tourism Statistics Bulletin.

Length of time series available: In 1982 the first hotel directory was produced and its coverage has grown year after year as other activities were added to it. For this reason, its name was changed to Directory of Tourism establishments. Initially it was referred to as a census, but recently the name has been changed to a directory, since it only covers the main establishments located in tourism areas.

Coverage:

Geographical coverage: The information covers tourism areas and cities.

Frequency: annual

Reference period for the last procedure conducted: 1999

Concepts:

Specific subjects: Hotels, Other Tourism Services

<u>Variables of reference</u>: Type of establishment, location, date of opening, employment, investment, number of rooms, number of beds, prices, services offered, opening hours, installed capacity, speciality, number of service units.

Data collection, manipulation/accounting conventions, etc.:

Frame: only the main establishments related to tourism are interviewed.

Data collection principles: Personal interview using a questionnaire

Observations on its use:

Not all the information obtained through the survey of establishments is being used, perhaps only 30%, since no specific publication is issued except for the section appearing in the Statistical Bulletin regarding the number of establishments per zone and city.

V.1. Mexican National Accounts System (SCNM), base year 1993

Country: Mexico

The statistical procedure:

Title: Mexican National Accounts System (SCNM), base year 1993

<u>Data source:</u> T5/Statistical synthesis

<u>Description:</u> This presents the results of the accounting series for 1996-2001 on the development and structure of the Mexican economy, facilitating analysis of the macroeconomic indicators. It comprises two volumes. The first of these includes calculations at current prices of total economic accounts for goods and services, production, employment, average remuneration and productivity, gross added value by sub-group of the SCNM activities code. The second gives indicators at 1993 prices, except for employment, average remuneration and productivity and includes the respective implicit price indices.

Administration:

Institutional framework:

Institution in charge: Instituto Nacional de Estadística, Geografía e Informática (INEGI)

Unit responsible within this institution: General Department for National Accounts and Economic Statistics

Data dissemination:

Name of publication: Sistema de Cuentas Nacionales de México. Cuentas de Bienes y Servicios 1996-2001. Two volumes.

Published by: INEGI Frequency: annual

Length of time series available: Since 1978, the Instituto Nacional de Estadística, Geografía e Informática has been applying a macroeconomic statistics information programme included in the Mexican National Accounts System (SCNM). The SCNM started out taking 1970 as the reference year. This was later changed to 1980. The Mexican National Accounts have been drawn up gradually, generating a wide range of products such as: Input-Output tables, Accounts for Goods and Services, by Institutional Sectors, Situational Calculations, Satellite Accounts, etc.

Reference period for the latest available information: 2001

Timeliness: Eleven months after the survey year. *Access to data via the Internet:* www.inegi.gob.mx

Coverage:

Geographical coverage: national

Frequency: annual

Reference period for the first procedure: 1988

Reference period for the latest procedure conducted: 2001

Subsequently, the SCNM modernisation programme changed the base year for calculations at constant prices from 1980 to 1993, updating the country's economic structure by using the statistical infrastructure available for that year. Several series have also been generated, the latest being for 1996-2001.

Concepts:

<u>Specific subjects:</u> Total economic accounts (on goods and services, income generation, national disposable income, use of national disposable income, capital and current transactions account); also account of goods and services and production with breakdown.

<u>Variables of reference</u>: Production, gross added value (at base and market prices), intermediate consumption, remuneration of workers, taxes on production and imports, gross operating surplus, employment, annual average remuneration, productivity and supply and use, the latter with the appropriate breakdowns.

Data collection, manipulation/accounting conventions, etc.:

The SCNM base year 1993 takes into consideration the theoretical recommendations arising from the SCN-1993. This creates a sequence of total accounts including those on goods and services, income generation, national disposable income, use of disposable income, capital and foreign transactions.

The INEGI web site offers detailed information on the methodology used for the SCNM, base year 1993, in PDF format.

Observations on its use:

The national account records are essential for building up the Tourism Satellite Account for countries, as in Mexico. In general terms, they are based on the accounting concepts, definitions and regulations that have been harmonised with the theoretical guidelines issued by the World Tourism Organisation. This means that without the national account data there would be no Satellite Account.

In the case of Mexico, the national accounts provide the information for documenting characteristic activities and other activities that fall within the supply of tourism goods and services.

V.2. Balance of payments: estimation of the travel item

Country: Argentina

The statistical procedure:

Title: Balance of payments: estimation of the travel item

Data source: T5/ Statistical synthesis

<u>Description</u>: travel primarily covers the goods and services acquired from an economy by travellers during visits of less than one year in that economy. The goods and services are purchased by, or on behalf of, the traveller or provided, without quid pro quo, for the traveller. Excluded is the international carriage of travellers which is covered in passenger services under transportation. ¹²

Administration:

Institutional framework:

Institution in charge: Ministry of the Economy, Public Works and Services (Macroeconomic Planning Under-secretariat).

Unit responsible within this institution: National Directorate of International Accounts. *Other units and/or institutions involved*: Tourism Secretariat and INDEC.

Data dissemination:

Name of publication: Estimaciones trimestrales del Balance de Pagos y de Activos y Pasivos Externos.

Published by: National Directorate of International Accounts.

Frequency: quarterly.

Length of time series available: a standardised data series is available for the time period 1990-1999.

Reference period of data for the latest available publication: 1st quarter of 2000

Coverage:

Geographical coverage: National.

Frequency: quarterly.

Reference period for the first procedure: 1st quarter of 1994.

Reference period for the last procedure conducted: No

Concepts:

Specific subjects: Travel item of the Balance of Payments.

<u>Variables of reference</u>: Travellers entering and leaving Argentina, expenditure by residents while abroad and by non-residents during their visit to the country (except international carriage of passengers).

 $^{{\}bf 12}$ Balance of Payments Manual, rev 5 \S 241, IMF, Washington, 2003

Data collection, manipulation/accounting conventions, etc.:

Frame: International Tourism Survey, 1996 (INDEC); Entry/exit of travellers (National Immigration Directorate);

Type of enumeration: inference from the number of travellers, their average expenditure (fixed and variable) according to duration of stay and nine categories of travellers according to country of residence

Sampling: Surveys of hotels and tour operators (National Directorate of International Accounts) and other sources (various publications, data from other countries...).

Other issues: The estimate was carried out for the base year of 1996, and its structure for traveller movement was applied to the years in the series, with various assumptions regarding the available sources: variation of dollar prices for each destination country for variable expenses and shopping expenditure; and updating of the 1996 figures considering changes in relative prices in dollars between Argentina and each country of origin.

Observations on its use:

Limitations and sensitivity of the results to the assumptions used for the estimations, due to deficiencies in the available data, mainly: non-availability of data for total passenger movement, with no breakdown into categories; carrying on of the structure of trips (residence and purpose of trip) for 1996 over the entire period, and statistical gaps in the estimation of amount of purchases and variable expenditures.

The balance of payments also includes expenditure and income from international passenger transportation (air, sea and land).

Additional documentation:

Methodology: a monographic publication is available, entitled "Estimación de la Cuenta Viajes del Balance de Pagos, mayo 1999", from the National Directorate for International Accounts.

Other methodological references: International Tourism Survey 1996 (INDEC), Entry/exit data of the National Immigration Directorate and unpublished surveys by the National Directorate of International Accounts.

VI.1. Statistical data base on tourism in Honduras

Country: Honduras

The statistical procedure:

Title: Statistical data base on tourism in Honduras

Data source: T6/ Databases

<u>Description:</u> Instrument integrating a relevant number of variables and characteristics

investigated through migratory controls, censuses and surveys.

Administration:

Institutional framework:

Institution in charge: Tourism Secretariat and Honduras Tourism Institute.

Unit responsible within this institution: Unit for the Analysis of Tourism Information.

Coverage:

Geographical coverage: National.

Concepts:

<u>Specific subjects:</u> Migratory movements, survey on tourism establishments, survey on tourism expenditure, UNWTO statistical yearbook, monthly reports from other institutions recording tourism-related statistics.

<u>Variables of reference:</u> Tourism arrivals, departure of Hondurans and residents to foreign countries, hotel supply, other tourism services, foreign currency, employment, tourism expenditure and average length of stay, visitors to the main cities and tourism centres.

VII.1. Tourism Statistics Bulletin

Country: Honduras

The statistical procedure:

Title: Tourism Statistics Bulletin

<u>Data source:</u> T7/Statistical publications on tourism

<u>Description:</u> Compilation of tourism statistics at the world, regional and, specifically, national

level for the last five years, with special focus on the last year.

Administration:

Institutional framework:

Institution in charge: Secretariat of Tourism

Unit responsible within this institution: Statistics Department

Other units and/or institutions involved: No

Data dissemination:

Published by: Secretariat of Tourism
Reference period for the latest available publication: 1999

Coverage:

Geographical coverage: Mostly national level, but in some cases also tourism zones and cities.

Frequency: annual

Concepts:

<u>Specific subjects</u>: Tourism Concepts and Definitions, World and Regional Tourism, Tourism Demand, Tourism Supply, Tourism in the National Economy, Visitors to Principal Cities and Tourism Centres.

<u>Variables of reference</u>: Tourist arrivals at the world level and from Central America, Tourism receipts at the world level and from Central America, Inbound visitors, Outbound visitors, Supply of tourism services, Foreign exchange revenues from tourism, Employment generated by tourism, Average stay and tourism expenditure, Visitors to museums and archaeological centres, Other tourism indicators

Observations on its use:

Tourism-related concepts and definitions are given in the front pages of the Bulletin. An analysis of the figures in provided in the back pages.

Additional documentation:

Maps and graphs: Includes a map showing officially authorised entry/exit points into and out

of the country.

Historical series: 5 years Report or analysis: Yes

ANNEX 2

SYSTEM OF TOURISM STATISTICS (STS) AND ITS LINKS WITH THE GENERAL STATISTICAL SYSTEM

- 1. The General Statistical System (GSS) encompasses a series of statistical functions that correspond to a group of bodies that conduct statistical work. The coverage and extension of these systems at any given time can be ascribed to a series of elements, such as:
 - the organization and legal structure of the institutional units that produce statistics (mostly public):
 - the administrative mechanisms and legally established links between these and the Central Unit:
 - the statutory or non-statutory nature of certain statistical sources and administrative controls which generate information that is liable to be used for statistical purposes;
 - the human and material resources assigned to statistical tasks in these producing units.
- 2. The overall aim of the GSS is to provide users with reliable, consistent and appropriate statistical data relative to the country's socio-economic structures and developments, at different territorial levels, and which is geared to international comparisons with the results obtained in the different countries. To this end, the GSS must include, in addition to all the statistical sources existing at a given time, other methodological and instrumental elements that are necessary for its development.
- 3. Both on account of its aim and content, the GSS must therefore reconcile statistical information systems at the various state, infra-state and international levels, through appropriate coordination and integration, to which end a centralizing body must be set up.
- 4. For the purposes of this task, <u>reconciliation</u> is taken to mean the controlling activity that makes it possible to ensure that a particular process meets the purpose assigned to it within the overall System; <u>coordination</u> is taken to mean the function that serves to balance statistical programmes from the twofold standpoint of activities and projects; finally, <u>integration</u> is a function geared to ensuring the connection and assembly of the different statistical products.
- 5. From the perspective of this document, the following aspects should be highlighted with regard to the integration function: <u>instrumental elements</u> (international concepts, definitions, classifications and standards) on the one hand, and <u>integrated statistical information systems</u> (systems of national accounts and socio-demographic statistical systems) on the other.
- 6. Of the two, the System of National Accounts (SNA) is doubtless the most developed. In this respect, it would be desirable for a greater balance to be achieved between the two systems in the future, insofar as they are interrelated through certain concepts, definitions and classifications, and to some extent, because the separation of economic and social statistics is in part conventional since many statistical variables are at the same time of an economic and social nature, or affect both economic and social issues without distinction.
- 7. It is perhaps worth highlighting that beyond the obvious fact that the number and type of available functions condition the level of development of integrated systems, a reciprocal relationship also exists since integrated systems require a consistency and rigour in the preparation of basic statistics, providing the conceptual framework required to design the instrumental elements of the integration: definitions and classifications.

- 8. Consequently, integrated systems (applied by virtue of the corresponding international standards) become the centre of gravity for statistical work in all areas.
- 9. As the World Tourism Organization has been continuously stating, a System of Tourism Statistics (STS) should be understood, as that part of the General Statistical System providing reliable, consistent and appropriate statistical information on the socio-economic structure and the developments of tourism, integrated within all the economic and social statistics related to other fields, at different territorial levels (state, infra-state and international).
- 10. At present, the design of the STS should be viewed as the basic coordination framework of all the information produced by all stakeholders in tourism, which is mostly of socio-economic nature. Concepts, definitions, classifications, indicators and accounting aggregates relating to tourism, designed so as to secure an exhaustive description of the tourism phenomenon in all its aspects (physical, social, economic, etc.) and a measurement of its economic impact within a context of international comparability are a structural part of the system.
- 11. Although it is the countries' responsibility to carry out the development of the STS, the UNWTO recommends this should follow the basic principles of official statistics approved by the United Nations Statistical Commission (11/15 April 1994).
- 12. Those principles provide guidelines for establishing and maintaining a credible STS and therefore, the use of such principles should be understood as a necessary condition to maintain users' confidence in tourism statistics and, particularly, to help guaranteeing the integrity, transparency and confidentiality of the individual data and the public access to the available statistics.
- 13. The STS can be defined as a set of components, of statistical nature, made of the statistical sources themselves and the corresponding data obtained (i.e. statistics drawn from surveys, administrative records, or of a synthetic nature like the TSA -, etc.), the specific tools, methodological references and instruments used at some stages of the process that the generation of statistics entails (as is the case of concepts, definitions, classifications, databases, etc.), and also the instrumental and organizational resources used in all these processes. As a consequence, the STS encompasses the technical aspects of field operation, the creation of statistical infrastructure, the elaboration of the results, and the completion of work leading to an integration of the data into a system of information.
- 14. Users concerned more specifically with the production and analysis of tourism statistics will find additional references in the actual official documents which are entitled "Recommendations on Tourism Statistics" and "Tourism Satellite Account (TSA): Recommended Methodological Framework". These two documents, approved by the United Nations Statistical Commission, contain the existing recommendations on tourism statistics. The purpose of the first of these, approved in 1993, was to develop a first set of basic elements of STS, and the second relates to the design of the instrument that today is the unifying framework of most of its components, i.e. the Tourism Satellite Account (TSA), approved in 2000. Both recommendations correspond to the institutional role that the UNWTO assumes in statistics: the comparability of economic statistics and the development of international standards and guidelines.
- 15. In order for the STS to be, in its own right, a subsystem of the corresponding *General Statistical System*, UNWTO believes that, besides the TSA, it would be necessary to have also a Tourism Balance of Payments (TBP) because this would be another instrument unifying the referred subsystem, a function that the Balance of Payments performs for the *General Statistical System*. To some extent, a third unifying element could be a Tourism Labour Accounting System (LAS-T). A first version of the methodological design of the LAS-T was prepared by ILO and presented by the UNSC in March 2001.

- In presenting this new contribution to tourism statistics, UNWTO wishes to recall that, at the fifth session of its General Assembly held in New Delhi in 1983, it established the general guidelines for most of its work on the international harmonization of tourism concepts and statistics. Since then, there have been many contributions from institutions and individuals alike, finally enabling us to construct the necessary bases for enhancing the credibility of the measurement of tourism's economic importance. UNWTO takes this opportunity to thank all those who have helped in this endeavour.
- 17. The following scheme highlights the structure of the System of Tourism Statistics:

SYSTEM OF TOURISM STATISTICS

1. BASIC STATISTICS

- 1.1. TOURISM CONSUMPTION
 - 1.1.1. Concepts
 - 1.1.2. Tourism units
- 1.2. TOURISM SUPPLY
 - 1.2.1. Concepts and units
- 1.3. PRODUCTION FACTORS
 - 1.3.1. Labour force
 - 1.3.2. Capital
 - 1.3.3. Technical innovations

2. CLASSIFICATIONS RELATING TO TOURISM STATISTICS

- 2.1. TOURISM SPECIFIC PRODUCTS (List of)
- 2.2. STANDARD INTERNATIONAL CLASSIFICATION OF TOURISM ACTIVITIES (SICTA)

3. TOURISM SATELLITE ACCOUNT (TSA)

- 3.1. TSA CONCEPTS
- 3.2. TSA AGGREGATES
- 3.3. CLASSIFICATIONS FOR TSA
 - Tourism characteristic products (List of)
 - Tourism characteristic activities (List of)
- 3.4. TSA TABLES OF RESULTS
- 3.5. TSA EXTENSIONS
 - TSA Regional
 - TSA Indicators
 - TSA Supranational perspective
 - TSA Functional perspective
 - TSA Institutional perspective
 - Tourism Labour Accounting System

4. TOURISM BALANCE OF PAYMENTS

18. This outline is developed in the UNWTO Website (http://www.world-tourism.org/statistics/tsa project/basic references/index-en.htm) where the interested user will find the corresponding definitions extracted from the above-mentioned official documents.

ANNEX 3

INVENTORY OF DATA SOURCES: EXTENDED FORMAT

Country

The statistical procedure

Title

Data source

Description

Administration

Institutional framework

Institution in charge

Unit responsible within this institution

Contact attributes

Other units and/or institutions involved

Legal procedure

Insertion within the official general statistical system

Procedure of approval of the data before dissemination

Reference documents for metadata

Dissemination media used (for metadata)

Type of document (for each type of media)

Data dissemination

Release media

Possibility of privileged access to the database

Name of publication

Published by

Frequency

Classifications used (availability of breakdowns)

Possibility of specific breakdowns for its use in tourism statistics

Length of time series available

Missing data in time series

Breaks in time series

Reference period for the latest available publication

Timeliness

Revision policy

Update procedures

Access to data via the Internet

*

As mentioned earlier, the *UNWTO general guidelines for documenting tourism statistics* uses a basic format. This Annex relates UNWTO's project to the more ambitious SDMX Metadata Common Vocabulary Structure. The reader can see the greater depth of information afforded by the SDMX approach (which could be referred to as an "extended format") vis-à-vis UNWTO's basic format proposal.

Coverage

Geographical coverage

Population of reference

Classification schemes – reference with the classifications recommended in the STS and TSA Specific exclusions

Statistical units

Analytical units

Observation units

Departure from international definitions

Frequency

Reference period for the first procedure

Reference period for the last procedure conducted

Concepts

Specific subjects

Variables of reference

Data collection, manipulation / accounting conventions, etc.

Nature of the data source (administrative source, household survey, enterprise/establishment survey, other type of procedure) ***

Frame

Type – area, list (business register)

Approximate size of the frame at a point in time

Source of information about changes of frame overtime

Frame maintenance procedures

Frame maintenance issues – missing units, out of scope units, duplications, deaths...

Type of enumeration

Sampling

Sample design

Sampling frame

Sampling unit

Sample size

Sampling techniques

Stratification

Sampling weights

Weight update (frequency)

Valuation principles

Time of recording

Types of prices – e.g. basic, producers, sellers

Treatment of transactions in foreign currency

Valuation principles (cash, accrual, etc.)

Data collection principles

Periodicity of the procedure

Data collection method (self enumeration, personal interview, telephone...)

Type of enumeration: census, sample, use of cut-off threshold

Data editing and correction of data at collection time

Non-response rate

Follow-up action

Geographical breakdown

Reporting units

..

^{**} Although it has not been included under this name, the "concepts" heading includes two items ("specific subjects" and "variables of reference") related to the former.

Included in the section "The statistical procedure".

Data processing

Data capture

Coding

Edit types: validation, missing data, logical, consistency, range

Imputation: no response (item, complete)

Processing system Data reconciliation

Benchmarking/Interpolation

Manipulation

Aggregation method

Grossing up: from sample to total population

Weights used for aggregation Seasonal adjustment: system used

Derived data elements

Estimation of sampling errors

Quality and performance

Relevance

Identification of users

Users' needs

Relevance of statistical concepts (statistical measure, target population, reference period...)

Accuracy

Sampling errors

Non sampling errors

Missing data

Timeliness and punctuality

With respect to reference period

With respect to needs for STS

Accessibility and clarity

Information on the dissemination process

Access of data at the required level of detail for STS and TSA building

Comparability

Comparability over time

Geographic comparability

Comparability with other data within the STS

Coherence

Coherence between provisional and final estimations

Coherence of annual and short-term estimations

Coherence of statistics within the STS

Comparability with national accounts

Consistency over time

Spatial consistency

Consistency with related series

Continuity

Additivity

Completeness

Adequacy with users' needs

Other issues

Observations on its use

Additional documentation

ANNEX 4

INVENTORY OF AVAILABLE DATA: TABLES

T.1. INBOUND TOURISM

		Source	es of information (x)		
	Administrative border control	Border survey of visitors	Surveys at tourism accommodations	4. Surveys of	5. Others
Number of visitor aminute.	border control	of visitors	accommodations	transporters	(xx)
Number of visitor arrivals: - Total:					
A tourists in transit					
B same-day visitors in transit					
A. Tourists 1. Number of arrivals according to:					
a) country of origin					
country of usual residence nationality					
b) means of access air					
maritime road					
other (rail, riverway) reason for travel or visit					
holidays and leisure					
business and professionalother (health, education, family)					
d) length of stay number of overnights					
average stay destination sites in the country visited (by region, state, tourism area, city)					
f) tourism accommodation					
private					
g) organization of trip without tourism package					
with tourism package not specified					
Characteristics of the tourist by:					
a) sex b) age groups					
c) educational level d) occupation					
Tourism consumption expenditure: Tatal and hus					
Total and by:Accommodation					
Restaurant and beverage services Transport					
 international in the destination country 					
Travel agencies and tour operators Recreation and leisure					
Other goods and services (purchases of food and beverages, gifts, etc.)					
B. Same-day visitors 1. Number of arrivals according to:					
a) country of origin country of usual residence					
nationality					
b) means of access • air					
maritimeroad					
other (rail, riverway) reason for travel or visit					
holidays and leisure business and professional					
other (health, education, family)					
d) length of stay (hours) e) destination sites in the country visited (by region, state, tourism area, city)					
organization of trip without tourism package					
with tourism package not specified					
Characteristics of same-day visitor					
a) sex b) age groups					
c) educational level d) occupation					
Tourism consumption expenditure:					
Total and by:Restaurant and beverage services					
Transport international					
at place of visit Travel agencies and tour operators					
Recreation and leisure					
Other goods and services (purchases of food and beverages, gifts, etc.) (x) The names of related sources should be included in footnotes in order to facilitate the identification of "data so					

⁽x) The names of related sources should be included in footnotes in order to facilitate the identification of "data sources".

(xx) The other sources specified may be: surveys in specific sites, surveys of tourism intermediaries (agencies...), exchange of data with another country, etc.

T.2. DOMESTIC TOURISM

		Sources	of information (x)		
	Survey on tourism	2. Tourism module	3. Surveys at	Tourism surveys	
	expenditure of resident visitors	in household survey	tourism accommodation s	at place of destination	5. Other sources (xx)
Number of domestic visitor arrivals: - Total:					
A tourists					
 in transit B same-day visitors 					
- in transit					
A. Tourists					
Number of arrivals according to: a) place of usual residence					
state					
 region, department or province municipality 					
b) place of destinationstate					
region, department or province					
 municipality means of access 					
• air					
maritime road					
other (rail, riverway)					
d) reason for travel or visit holidays and leisure					
business and professional					
other (health, education, family) length of stay					
number of overnights average stay					
f) destination sites in the country visited (by region, state, tourism area, city)					
g) tourism accommodation collective					
private					
 h) organization of trip individual 					
with tourism package					
not specified					
Characteristics of the tourist by: a) sex					
b) age groups c) educational level					
d) occupation					
Tourism consumption expenditure:					
Total and by: Accommodation					
Restaurant and beverage services					
 Transport during inbound and outbound trip 					
 in the place of destination Travel agencies and tour operators 					
Recreation and leisure					
Other goods and services (purchases of food and beverages, gifts, etc.)					
B. Same-day visitors Number of arrivals according to:					
a) place of usual residence state					
region, department or province					
municipalityb) means of access					
• air					
maritimeroad					
other (rail, riverway) reason for travel or visit					
 c) reason for travel or visit holidays and leisure 					
 business and professional other (health, education, family) 					
d) length of stay (hours)					
 f) destination sites in the country visited (by region, state, tourism area, city) f) organization of trip 					
individual with tourism package					
with tourism package not specified					
Characteristics of same-day visitor					
a) sex b) age groups					
c) educational level d) occupation					
Tourism consumption expenditure: Total and by:					
Restaurant and beverage services					
 Transport during inbound and outbound trip 					
 in the place of destination Travel agencies and tour operators 					
Recreation and leisure					
Other goods and services (purchases of food and beverages, gifts, etc.) Note: Indicate the definition of "domestic tourism" used in the country of reference					

Note: Indicate the definition of "domestic tourism" used in the country of reference
(x) At the bottom of the form, please indicate for each column (with available information) the specific sources of information available, with the designation used in the System of Tourism Statistics (STS).
(xx) Other sources include, mainly: surveys on means of transport, surveys of tourism intermediaries (travel agencies, tour operators, travel booking agencies, etc.) and indirect indicators for estimates.

T.3. OUTBOUND TOURISM

		Sources	of information (x)		
	Administrative border control	Border survey of visitors	Surveys at tourism accommodations	Surveys of transporters	5. Others (xx)
Number of departures of resident visitors: - Total: • A tourists - in transit • B same-day visitors - in transit					
A. Tourists					
1. Number of departures according to: a) destination country b) means of departure/entry air maritime road other (rail, riverway) reason for travel or visit holidays and leisure business and professional other (health, education, family) length of stay number of overnights abroad number of overnights in country of residence places of usual residence in the country (region, state, tourism area, city) organization of trip without tourism package with tourism package with tourism package with tourism package on to specified Characteristics of the tourist by: sex b) age groups c) educational level d) occupation Tourism consumption expenditure: in the destination country: — Total and by: Accommodation Restaurant and beverage services Transport in the country of residence: — Total and by: Accommodation Restaurant and beverage services Transport in the destination country other (recreation, leisure, shopping) in the destination country other (recreation, leisure, shopping) in the country of residence: Transport in the destination country other (recreation, leisure, shopping) in the country of residences or and the destination country other (recreation, leisure, shopping)					
B. Same-day visitors 1. Number of departures according to:					
a) country of origin b) means of access air maritime road other (rail, riverway) reason for travel or visit holidays and leisure business and professional other (health, education, family) length of stay (hours) e) places of usual residence in the country organization of trip without tourism package with tourism package not specified					
Characteristics of same-day visitor a) sex b) age groups c) educational level d) occupation					
3. Tourism consumption expenditure: - Total and by: 0 Restaurant and beverage services 1 Transport ► international • at place of visit 1 Travel agencies and tour operators Cultural services Recreation and leisure Other goods and services (shopping)					

⁽x) The names of related sources should be included in footnotes in order to facilitate the identification of "data sources". (xx) Surveys of tourism intermediaries, data exchange with another country...

T.4. BALANCE OF PAYMENTS

	Income Payments Sources of information (x)										
	moonic	1 dyments	1	2	3	4.1	4.2	4.3	4.4	5	6
1. Travel - Total:	-	-								·	
business personal: health-related education-related others B. International transport of passengers Total: air maritime others	-	-									

(x) Information sources used in estimation of income and payments:

- Bank records (international transaction notification systems)
- 2. Administrative border control
- 3. Border survey of visitors
- 4. Surveys of visitors at:

 - 4.1. Households
 4.2. Tourism accommodations
 - 4.3. Tourism sites
 - 4.4. Means of transport
- 5. Surveys of tourism intermediaries (agencies and tour operators)
- 6. Other (specify: data exchange with another country, ...)

T.5. CLASSIFICATIONS OF TOURISM ACTIVITIES AND PRODUCTS

		YES	NO
1.	There is a national classification of tourism activities: characteristic related		
	here are "correspondence tables" with: National classifications of: economic activities branches of activity of the country's national account International classifications of: ISIC (Rev. 3 or 3.1) TSA:RMF Annex II. B. List of tourism characteristic activities		
3.	There is a national classification of tourism goods and services: characteristic related		
	here are "correspondence tables" with: Classification of goods and services of the country's national account International classifications of: CPC ver. 1.0 TSA:RMF Annex I and II. A. List of tourism characteristic products		

T.6. TOURISM CHARACTERISTIC ACTIVITIES

			Sources of	information (xx)	
То	urism characteristic activities and variables (x)	1. National statistics	2. Branches of the country's national account	3. Business associations	4. Others (specific studies,)
1.	Hotels and similar: a) value of production b) value of intermediate consumption c) value added d) remuneration of employees: total e) persons employed: total number g) gross fixed capital formation: total				
2.	Restaurants and similar: a) value of production b) value of intermediate consumption c) value added d) remuneration of employees: total e) persons employed: total number g) gross fixed capital formation: total				
3.	Passenger transport services: n				

(x) The characteristic activities listed should be those appearing as such in the country's National Classification of Characteristic Activities; if there is none, the list shall correspond to the following list included as Annex II. B of the TSA:RMF:

Activities description	ISIC, Rev.3	SICTA
1. Hotels and similar	5510	5510
2. Second home ownership (imputed)	Part of 7010	Part of 7010
Restaurants and similar	5520	5520
Railway passenger transport services	Part of 6010	6010-1, 6010-2
5. Road passenger transport services	Part of (6021 and 6022)	6021-1, 6021-2, 6021-3 6022-1, 6022-2, 6022-3, 6022-4
6. Water passenger transport services	Part of (6110 and 6120)	6110-1, 6110-2 Part of 6110, 6120-1, 6120-2, 6120-3, Part of 6120
7. Air passenger transport services	Part of (6210 and 6220)	6210-1 6220-1, 6220-2
8. Transport supporting services	Part of 6303	6303-1, 6303-2, 6303-3
9. Transport equipment rental	Part of (7111, 7112 and 7113)	7111-1, 7111-2, 7111-3 Part of 7112, 7113-1
10. Travel agencies and similar	6304	6304
11. Cultural services	9232 9233	9232-1, 9232-2 9233-1, 9233-2
12. Sporting and other recreational services	Part of 9214 Part of 9241 Part of 9219 Part of 9249	Part of 9214 Part of 9241 9219-1 Part of 9249

⁽xx) The names of related sources should be included in footnotes in order to facilitate the identification of "data sources".

ANNEX 5

CHECKING THE QUALITY OF DATA: TABLES

T.7. Flows of non-resident visitors associated to inbound tourism and their corresponding tourism consumption

		arrivals	by air		arrivals	by water	,	ar	rivals by	rail	arrivals	by road			other sourc	es	
	border	border surveys	carriers	IATA	border control	border surveys	carriers	border control	border surveys	carriers	border control	border surveys	at places visited	at collective accommodation	indirect estimation	Balance of Payments	others (specify
Identification of inbound visitors																(consumption only)	
Counts of number of (vehicles)/travellers																	
Institution in charge of defining the format of the source Institution in charge of collecting the information (field operation)																	
Institution in charge of processing the information																	
periodicity of the information time lag between the end of the reference period and dissemination reference period of the last available information																	
characteristics of the statistical process																	
place of observation at the border (border control, automatic count, border survey)																	
arrivals																	
departure in a different circumstance (describe)																	
statistical unit coverage: all vehicles, all individual crossing the border, all individuals in the																	
accommodation, in the place visited Total number of vehicles by types- arrivals/departures (if relevant)																	
Total number of persons (observation or estimation?) Number of arrivals/departures of non nationals (type of passport)																	
Number of arrivals/departures of non residents direct count																	
census automatic vehicle count entry/exit (if relevant)																	
survey																	
sample size frequency																	
process of expansion indirect estimation																	
base of the estimation																	
Characteristics of the traveler and his/her trip																	
characteristics of the statistical process within the same operation as the count of number of arrivals/departures																	
arrivals departure																	
another different one (describe) Institution in charge of defining the format of the source (if different)																	
Institution in charge of collecting the information (field operation) (if differen Institution in charge of processing the information (if different)	t)																
periodicity of the information																	
time lag between the end of the reference period and dissemination reference period of the last available information																	
direct count census																	
survey sample size																	
frequency process of expansion																	
indirect estimation																	
base of the estimation variables observed																	
gender																	
age individual																	
by age group																	
Occupation																	
all categories enumerated some categories specially pointed out																	
Highest level of education																	
country of residence																	
this one other																	
country of nationality (passport)																	
this one																	
another																	
periods of arrival/departure by dates (weeks, months, year)																	
by high/low season other characteristics																	
intended/effective duration of the stay in the country																	
no overnights																	
transit visitors (without overnight stay) number of nights (include/exclude transit with overnight stay)																	
purpose of the trip to this country																	
to work as employee of a nationally established business to work temporarily on a project paid by a non resident company																	
as a border worker to buy goods for resale																	
other work/business globally																	
breakdown (indicate)																	
leisure, recreation and holidays globally																	
breakdown (indicate)																	
main means of transportation used in the country visited public road transportation (bus, tram, etc.)																	
air boat, ship																	
taxis personnally owned vehicle																	
rented motor vehicle																	
bicycles, motos on foot																	
places of stay																	
main places of stay distribution of overnights according to places of stay																	
types of accommodation main types of accommodation																	
distribution of overnights according to types of accommodation in means of transportation																	
hotels and similar tourist campsites																	
other commercial establishments private accommodation																	
	1	1	0	1		0	0		i i	1		i e	ı	1	1	l .	1

T.7. Flows of non-resident visitors associated to inbound tourism and their corresponding tourism consumption

		arrivals	by air		arrivals	by water	,	an	rivals by	rail	arrivals	by road	other sources				
	border	border	_		border control			border	hordor		border border		er at places at collective indirect Balar			Balance of	others
		surveys	carriers	IATA	border control	surveys	carriers		surveys	carriers		surveys		accommodation	estimation	Payments (consumption only)	(specify)
main activities undertaken during the trip (list of)																	
form of organization of the trip																	
package tour (composition)																	
travel to destination accommodation																	
local travel																	
food services																	
sightseeing and recreation services																	
organized group (non package: summer camp, scouts, etc.) group of family and friends																	
individual																	
other characteristics																	
Tourism consumption associated to inbound visitors																	
·																	
Method of estimation by the same direct survey at the same time as inbound visitors	1																
by a different survey linked to the previous one by characteristics of visitor																	
by indirect estimations																	
Institution in charge of defining the format of the source																	
Institution in charge of collecting the information (field operation) Institution in charge of processing the information																	
periodicity of the information																	
time lag between the end of the reference period and dissemination reference period of the last available information																	
characteristics of the statistical process (if different from inbound visitors)																	
survey																	
sample size																	
frequency process of extrapolation to current period																	
indirect estimation																	
base of the estimation																	
techniques period of reference of the expenditure																	
the day before																	
the week before																	
the whole trip																	
Characteristics of the traveler and his/her trip taken as a link																	
according to main means of transportation used																	
according to country/region of residence																	
according to duration of the stay according to socio-economic characteristics of the visitor																	
according to the organization of the trip																	
other																	
none																	
average expenditure																	
by person																	
including international transport including expenditure paid by others (business tourism expenses)																	
method of averaging within a group(all persons, all persons having the expenditure)																	
by person/day including international transport																	
including international transport including expenditure paid by others (business tourism expenses)																	
method of averaging within a group and daily																	
expenditure before leaving the country of residence											l						
transportation purchased from a carrier not resident of the country visited details	1										l						
concerning package tours	1							l		1	1	1					
details	1																
concerning other type of expenditure global value											1						
											1						
expenditure in the country of reference global value estimated through use of means of payments (banking report)	1										l						
international transport																	
global value estimated directly											İ						
detailed values as % of total value	1							l		1	1	1					
degree of detail by function/product global value estimated adding separate detailed expenditures	1							l		1	1	1					
degree of detail by function/product	1							l		1	1	1					
	1																

Flows of inbound visitors might be measured as they enter or as they exit the country

Their consumption will usually be reported when they exit, or at some point during their trip (place visited, means of accommodation)

T.8. Flows of resident visitors associated to outbound tourism and their corresponding tourism consumption

		departur	e by air		depa	arture by	water	dej	parture by	/ rail	departu	re by road		irrespective o	f means of tr	ransport	
	border		carriers	ΙΑΤΑ	border control	border surveys	carriers	border control		carriers	border control	border surveys	specific survey to resident	module of general household	indirect estimation	Balance of Payments	others (specify)
Identification of outbour divisions													travellers	survey		(consumption only)	(,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
Identification of outbound visitors																	
Counts of number of (vehicles)/travellers Institution in charge of defining the format of the source																	
Institution in charge of collecting the information (field operation) Institution in charge of processing the information																	
periodicity of the information time lag between the end of the reference period and dissemination																	
reference period of the last available information																	
characteristics of the statistical process																	
place of observation at the border (border control, automatic count, border survey)																	
arrivals departure																	
in a different circumstance (describe) statistical unit																	
coverage: all vehicles, all individual crossing the border, all individuals in the accommodation, in the place visited																	
Total number of vehicles by types- arrivals/departures (if relevant) Total number of persons (observation or estimation?)																	
Number of arrivals/departures of non nationals (type of passport) Number of arrivals/departures of non residents																	
direct count census																	
automatic vehicle count entry/exit (if relevant) survey																	
sample size																	
frequency process of expansion																	
indirect estimation base of the estimation																	
Characteristics of the traveler and his/her trip																	
characteristics of the statistical process within the same operation as the count of number of arrivals/departures																	
arrivals departure																	
another different one (describe) Institution in charge of defining the format of the source (if different)																	
Institution in charge of collecting the information (field operation) (if different) Institution in charge of processing the information (if different)																	
periodicity of the information time lag between the end of the reference period and dissemination																	
reference period of the last available information																	
direct count census																	
survey sample size																	
frequency process of expansion																	
indirect estimation base of the estimation																	
variables observed gender																	
age																	
individual by age group																	
Occupation																	
all categories enumerated																	
some specific categories																	
Highest level of education																	
country of residence this one																	
other																	
country of nationality (passport) this one																	
another																	
periods of arrival/departure by dates (weeks, months, year)																	
by high/low season other characteristics																	
intended/effective duration of the stay outside the country																	
no overnights number of nights																	
purpose of the trip to a foreign country																	
to work as employee of a nationally established business																	
to work temporarily on a project paid by a non resident company as a border worker																	
to buy goods for resale other work/business																	
all the trip breakdown (indicate)																	
leisure, recreation and holidays all the trip																	
breakdown (indicate)																	
main means of transportation used at destination public road transportation (bus, tram, etc.)																	
air boat, ship																	
taxis personnally owned vehicle																	
rented motor vehicle																	
bicycles, motos on foot																	
places of stay																	
main places of stay distribution of overnights according to places of stay																	
types of accommodation																	
main types of accommodation distribution of overnights according to types of accommodation																	
in means of transportation hotels and similar																	
tourist campsites other commercial establishments																	
private accommodation																	
Other type of breakdown (describe)																	
main activities undertaken during the trip (list of)																	
form of organization of the trip package tour (composition)																	
travel to destination	1	1	l	1	l	l	l	l	1	l	1				1		

T.8. Flows of resident visitors associated to outbound tourism and their corresponding tourism consumption

		departur	e by air		depa	rture by	water	departure by rail			departure by road		irrespective of means of transport				
	border				border	border		border border control surveys carriers			border border control surveys		specific survey module of general to resident household				others
	control	surveys	carriers	IATA	control	surveys	carriers	control	surveys	carriers	control	surveys	to resident travellers	household survey	estimation	(consumption only)	(specify)
accommodation local travel food services sightseeing and recreation services organized group (non package: summer camp, scouts, etc.) group of family and friends																	
individual other characteristics																	
Calculation of tourism consumption of outbound visitors																	
Method of estimation by the same direct survey at the same time as outbound visitor; by a different survey linked to the previous one by characteristics of visitor by indirect estimations Institution in charge of defining the format of the source Institution in charge of collecting the information (field operation) Institution in charge of processing the information periodicity of the information ime lag between the end of the reference period and dissemination reference period of the last available information																	
characteristics of the statistical process (if different from outbound visitors) survey sample size frequency process of extrapolation to current period indirect estimation base of the estimation techniques period of reference of the expenditure the day before the week before the whole trip																	
Characteristics of the traveler and his/her trip taken as a link according to main means of transportation used according to country/region of residence according to duration of the stay according to socio-economic characteristics of the visitor according to the organization of the trip other none																	
average expenditure by person including international transport including expenditure paid by others (business tourism expenses) method of averaging within a group (all persons, all persons having the expenditure) by personiday including international transport including expenditure paid by others (business tourism expenses) method of averaging within a group and daily expenditure before leaving this country (place of residence) transportation purchased from resident carrier details concerning package tours details concerning other type of expenditure global value details expenditure in the country(les) visited global value estimated through use of means of payments (banking report) international transport other global value estimated directly detailed values as % of total value degree of detail by function/product																	
global value estimated adding separate detailed expenditures degree of detail by function/product		L															

Flows of outbound visitors might be measured as they exit or as they reenter the country.

Their consumption will usually be reported when they return.

T.9. Flows of resident visitors associated to domestic tourism and their corresponding tourism consumption

	specific survey of resident travelers	module of general household survey	surveys at places visited	surveys at collective accommodation	indirect estimation	other source (specify)
Identification of domestic visitors						
nstitution in charge of defining the format of the source						
nstitution in charge of collecting the information (field operation)						
nstitution in charge of processing the information						
periodicity of the information time lag between the end of the reference period and dissemination						
reference period of the last available information						
haracteristics of the statistical process						
statistical unit all residents						
all nationals resident						
all national residents above a certain age						
other explain (in urban areas,)						
statistical operation						
survey sample size						
frequency						
process of expansion						
panel						
sample size						
frequency process of expansion			1			
indirect estimation			1			
base of the estimation			1			
Characteristics of the traveler and his/her trips gender			1			
gender						
age						
individual						
by age group						
Occupation						
all categories enumerated						
some specific categories						
Highest level of education						
country of nationality						
this one another						
dates of departure within the reference period by dates (weeks, months, year) by high/low season other characteristics						
frequency of similar trips						
daily						
every week						
rather frequent (more than once a month) unfrequently						
first time						
effective duration of the stay outside the usual environment						
no overnights						
number of nights						
purpose of the trip taken outside the usual environment						
to work in a different place						
commuter on a daily or weekly basis						
other work/business globally			1			
breakdown (indicate)			1			
leisure, recreation and holidays						
globally breakdown (indicate)						
main mean of transport used to get to destination						
air						
boat, ship			1			
train			1			
bus personally owned vehicle			1			
rented motor vehicle						
bicycle, motos on foot						
main means of transport used at destination public transportation (bus, metro, tram,)	1					
taxis			1			
personally owned vehicle			1			
rented motor vehicle			1			
boat bicycle, motos			1			
on foot	1					
places of stay			1			

T.9. Flows of resident visitors associated to domestic tourism and their corresponding tourism consumption

	specific survey of resident travelers	module of general household survey	surveys at places visited	surveys at collective accommodation	indirect estimation	other sources (specify)
h man of annum defin						
types of accommodation						
main types of accommodation distribution of overnights according to types of accommodation						
in means of transportation						
hotels and similar						
tourist campsites						
other commercial establishments						
private accommodation						
Other type of breakdown (describe)						
marks and the construction of the other than the						
main activities undertaken during the trip (list of)						
form of organization of the trip						
package tour (composition)						
travel to destination						
accommodation						
local travel						
food services						
sightseeing and recreation services						
organized group (non package: summer camp, scouts, etc.)						
group of family and friends						
individual						
other characteristics						
Calculation of domestic tourism consumption						
concerning domestic visitors						
Method of estimation						
by the same direct survey at the same time as domestic tourism						
by a different survey linked to the previous one by characteristics of visitors						
by indirect estimations						
Institution in charge of defining the format of the source (if different)						
Institution in charge of collecting the information (field operation) (if different)						
Institution in charge of processing the information (if different)						
periodicity of the information						
time lag between the end of the reference period and dissemination						
reference period of the last available information						
characteristics of the statistical process (if different from domestic visitors)						
survey						
sample size						
frequency						
process of extrapolation to current period (explain)						
indirect estimation						
base of the estimation (explain)						
techniques ""						
period of reference of the expenditure						
one day						
one week the whole trip						
the whole trip						
Characteristics of the traveler and his/her trip taken as a link						
according to main means of transportation used						
according to country of residence						
according to duration of the stay						
according to socio-economic characteristics of the visitor						
according to the organization of the trip						
other						
none						
average expenditure/characteristic						
by person						
including transport to destination						
including expenditure paid by others (business tourism expenses)						
method of averaging within a group]					
by person/day						
including transport to destination						
including expenditure paid by others (business tourism expenses)						
method of averaging within a group and daily						
for trip within the country of reference						
expenditure within the usual environment						
concerning package tours	1					
details]					
concerning other type of expenditure						
global value						
detailed by products						
expenditure outside the usual environment]					
global value estimated directly						
detailed values as % of total value						
			I			I
degree of detail by function/product	İ					
global value estimated adding separate detailed expenditures						

T.10. Tourism activity in specific places

	region xx	city xx	island or isolated place xx	place of interest: tourism attraction xx
Identification of visitors				
Institution in charge of defining the format of the source				
Institution in charge of collecting the information (field operation)				
Institution in charge of processing the information				
periodicity of the information				
time lag between the end of the reference period and dissemination				
reference period of the last available information				
characteristics of the statistical process				
statistical unit				
all individuals who visit the place				
other (explain)				
statistical operation				
total enumeration				
survey				
sample size				
frequency				
process of expansion				
indirect estimation				
base of the estimation				
condition of the statistical operation: place and method				
island or isolated place				
specific points of entry (non exhaustive)				
elements of tourism consumption				
(if relevant)				
entrance fee (general, and categories)				
general				
by categories				
5) 54.0g0.105				
number of entrances				
general				
by categories				
income from entrance fee (general and categories)				
general				
by categories				
other income (cafeteria, souvenirs, etc)				
gross fixed capital formation				
acquisition of gross fixed assets				
detail				
uetaii		1		

T.11. Production accounts of tourism characteristic activities

	official			_
	industrial statistics (NSO)	national accounts compilation*	data from business associations	other sources
name of activity (or activities)				
highest level of breakdown available				
institution in charge of defining the format of the source				
institution in charge of collecting the information (field operation)				
institution in charge of processing the information				
periodicity of the information				
timelag between the end of the reference period and dissemination				
reference period of the last available information				
characteristics of the statistical process				
statistical units				
all units				
conditions of size				
conditions of legal status statistical operation				
Census				
survey				
sample size				
frecuency				
process of expansion				
Total value of output				
output of typical product				
other output (detail)				
Total value of intermediate consumption				
(breakdown by product if available)				
Total value added				
total compensation of employee paid				
(breakdown available)				
by type of payment (wages and salaries, social security contribution,) by classes of employed persons				
total mixed income paid				
(number of beneficiaries)				
total number of employed persons				
average of the period				
number on a given date				
maximum number during high season				
minimum number during low season				
other type of indicator				
by type of indicator				
other breakdown				
gender				
position				
seniority				
higher level of education				
other				
Gross fixed capital formation				
tourism specific assets				
specify				
other assets				
specify				

If necessary, elaborate one of such table for each activity with different types of information

^{*} Usually, data which are found in national accounts compilation derive from official industrial statistics. But there are further elaborations, breakdowns, aggregations and adjustments which result in different data from the original one.

T.12. Supply and use balance of tourism characteristic products

	national accounts work sheets	specific studies
name of products		
highest level of breakdown available		
supply		
production by resident producers at basic prices		
typical output		
secondary output		
,,,		
<u>imports</u>		
taxes on domestic production and imports		
4		
(trade and transport margins) (if relevant: goods)		
uco		
use household final consumption expenditure		
by resident households on the economic territory*		
by resident household (anywhere)		
(-) by resident household outside the economic territ	orv	
by non resident household on the economic territory*		
, ,		
government and NPISH final consumption expenditure		
Intermediate consumption		
business tourism expenses		
other		
gross capital formation		
gross supridi formulion		
<u>exports</u>		
		

^{*} except internationa passenger transport

T.13. Means of transportation used

	air ca	rrier	water carrier		railways bus tra		ransportation	
	resident	non resident	resident	non resident	(resident)	resident	non resident	
	carrier	carrier	carrier	carrier	, ,	carrier	carrier	
Institution in charge of defining the format of the source								
Institution in charge of collecting the information (field operation)								
Institution in charge of processing the information								
periodicity of the information								
time lag between the end of the reference period and dissemination								
reference period of the last available information								
characteristics of the statistical process								
statistical unit								
all individuals using this means of transportation								
other explain								
statistical operation								
total enumeration								
survey								
sample size								
frequency process of expansion								
indirect estimation								
base of the estimation								
condition of the statistical operation: place and method								
on the craft								
based on general data on passengers and place of purchase								
Characteristics of the traveler (cross classifications)								
port , airport, city of origin								
port, airport, city of boarding								
port, airport, city of disembarkation								
port, airport, city of destination								
country of origin according to passport								
tune of ticket								
type of ticket first class								
business class								
economy class								
special conditions :discounted prices								
infants								
children								
other discounts								
ferry services (for water transportation and railways)								
personal vehicle								
motorbike								
moto.biito								
Economic data								
L'Conomic data								
sales within the country for international travel	Ī							
number of tickets issued								
value of tickets								
other payments (excess luggage, other penalties, etc.)								
sales within the country for domestic trave								
number of tickets issued								
value								
other payments (excess luggage, other penalties, etc.)	Ī							
sales outside the country for international travel to the country								
number of tickets issued	Ī							
value	Ī							
other payments (excess luggage, other penalties, etc.)								
sales outside the country for domestic travel	Ī							
number of tickets issued	Ī							
value	Ī							
other payments (excess luggage, other penalties, etc.)								

T.14. Collective accommodation

	general information	chains	labels	data from specific	data concerning
	from industry			industries	specific regions
Institution in charge of defining the format of the source					
Institution in charge of collecting the information (field operation)					
Institution in charge of processing the information					
periodicity of the information					
time lag between the end of the reference period and dissemination					
reference period of the last available information					
characteristics of the statistical process					
coverage					
all accommodation units in this category					
all accommodation units in this geographically defined area					
all accommodation units corresponding to a specific condition: explain					
statistical operation					
total enumeration					
unique survey					
sample size					
frequency					
process of expansion					
various surveys according to various characteristics (size, legal organization,etc.)					
explain					
indirect estimation					
base of the estimation					
characteristics of the unit of accommodation					
· · · · · · · · · · · · · · · · · · ·	ĺ				
capacity available (at a given moment in time)					
in terms of rooms					
in terms of beds classification used					
by classes of accommodation; specify					
by type of administration (chain, label, independently owned and managed, etc)					
by official classification (stars, etc)					
by official classification (stats, etc)					
total supply during the period of reference					
in terms of rooms					
in terms of beds					
total use of capacity (global, by type of rooms)					
in terms of rooms					
in terms of beds					
importance of supply to tour operators					
in terms of rooms					
in terms of beds					
number of travellers					
by origin (nationality/place of residence)					
by purpose of travel (business/personnal)					
by length of overnight stay by organization of the trip (coming through a tour operator)					
by organization of the trip (confing through a tour operator)					
Economic information					
average price of a room (by category of pricing: no board, breakfast, half board, full board)					
high season					
special week end price					
normal price					
supplement for additional person in the room low season					
special week end price					
normal price					
supplement for additional person in the room					
Income from accommodation services	ĺ				
through tour operators					
other customers					
Income from other types of output					
Income from other types of output restaurants					
business center	ĺ				
letting of commercial space					
other					
-1101					
	I	<u> </u>	<u> </u>	I	I .

T.15. Travel agencies

	general information system	specific information from all the industry	specific information part of the industry
Institution in charge of defining the format of the source			
Institution in charge of collecting the information (field operation)			
Institution in charge of processing the information			
periodicity of the information			
time lag between the end of the reference period and dissemination			
reference period of the last available information			
characteristics of the statistical process			
coverage all travel agencies in this category			
all travel agencies in this category all travel agencies in this geographically defined area			
all travel agencies in this geographically defined area all travel agencies corresponding to a specific condition: explain			
an datal agonalos son sopolitaring to a specific contains in suprain			
Sales			
air line tickets			
international flights			
number of tickets sold international flights			
total value			
net income (commission)			
national flights			
number of tickets sold national flights total value			
net income (commission)			
water transport tickets			
international water transportation (including ferry)			
number of tickets sold international transportation			
total value			
net income (commission)			
national water transportation (including ferry)			
number of tickets sold			
total value			
net income (commission)			
railroad tickets			
international rail transportation			
number of tickets sold			
total value			
net income (commission)			
national rail transportation			
number of tickets sold			
total value			
net income (commission)			
international packages			
composition: international transportation+ accommodation			
number of packages sold			
total value			
net income (commission)			
composition: international transportation+ accommodation + national transportation			
number of packages sold			
total value			
net income (commission) other composition: explain			
number of packages sold			
total value			
net income (commission)			
, , ,			
national packages			
composition: accommodation + national transportation			
number of packages sold			
total value			
net income (commission) other composition: explain			
otner composition: expiain number of packages sold			
number or packages sold total value			
net income (commission)			
not moonio (commission)			
other income			
explain			
	<u> </u>		

T.16. Tour operators

	specific operation by NSO	specific operation by profession	specific operation by specific groups of operators
Institution in charge of defining the format of the source			
Institution in charge of collecting the information (field operation)			
Institution in charge of processing the information periodicity of the information			
time lag between the end of the reference period and dissemination			
reference period of the last available information			
characteristics of the statistical process			
<u>coverage</u> all tour operators in this category			
all tour operators in this geographically defined area			
all tour operators corresponding to a specific condition: explain			
Sales international packages			
composition: international transportation+ accommodation			
number of packages sold			
directly			
through resident travel agencies to non resident travel agencies or tour operators			
total value			
packages sold directly			
packages sold through resident travel agencies			
packages sold to non resident travel agencies or tour operators net income (commission)			
from packages sold directly			
from packages sold through resident travel agencies			
from packages sold to non resident travel agencies or tour operators			
composition: international transportation+ accommodation + national transportation number of packages sold			
directly			
through resident travel agencies			
to non resident travel agencies or tour operators			
total value packages sold directly			
packages sold through resident travel agencies			
packages sold to non resident travel agencies or tour operators			
net income (commission)			
from packages sold directly from packages sold through resident travel agencies			
from packages sold to non resident travel agencies or tour operators			
other composition: explain			
number of packages sold through resident travel agencies			
to non resident travel agencies or tour operators			
total value			
packages sold directly			
packages sold through resident travel agencies packages sold to non resident travel agencies or tour operators			
net income (commission)			
from packages sold directly			
from packages sold through resident travel agencies			
from packages sold to non resident travel agencies or tour operators			
national packages			
composition: accommodation + national transportation			
number of packages sold through resident travel agencies			
to non resident travel agencies or tour operators			
total value			
packages sold directly			
packages sold through resident travel agencies packages sold to non resident travel agencies or tour operators			
net income (commission)			
from packages sold directly			
from packages sold through resident travel agencies from packages sold to non resident travel agencies or tour operators			
other composition: explain			
number of packages sold			
through resident travel agencies			
to non resident travel agencies or tour operators total value			
packages sold directly			
packages sold through resident travel agencies			
packages sold to non resident travel agencies or tour operators			
net income (commission) from packages sold directly			
from packages sold directly from packages sold through resident travel agencies			
from packages sold to non resident travel agencies or tour operators			
other income explain			
- April -			

T.17. Second homes for tourism purposes

	housing census	s specific surve
stitution in charge of defining the format of the source		
stitution in charge of collecting the information (field operation)		
stitution in charge of processing the information		
periodicity of the information		
time lag between the end of the reference period and dissemination		
reference period of the last available information		
paracteristics of the statistical process		
coverage		
all second homes		
all second homes in a geographically defined area		
all second homes corresponding to a specific condition: explain		
statistical operation		
total enumeration		
survey		
sample size		
frequency		
process of expansion		
indirect estimation		
base of the estimation		
number of housing units		
some physical characteristics (explain)		
location		
imputed rent		
construction of new second homes or upgrading		
location		
value		

ANNEX 6

GLOSSARY *

Accessibility

Accessibility refers to the availability of statistical information to the user.

Accounting conventions

Accounting conventions refer to a broad range of processes and standards employed in calculating statistical aggregates. It captures the practical aspects of processing data from diverse sources under a common methodological framework, e.g., cash/accrual accounting basis.

Accuracy

Accuracy refers to the closeness between the estimated value and the (unknown) true value that the statistics are intended to measure. It is the degree to which those data correctly estimate or describe the quantities or characteristics that the statistical activity was designed to measure. Accuracy has many attributes, and in practical terms there is no single aggregate or overall measure of it. Of necessity these attributes are typically measured or described in terms of error, or the potential significance of error, introduced through individual major sources of error, e.g. coverage, sampling, non-response, processing and dissemination

Adjustments to data (adjustment methods)

Adjustment methods refer to the set of procedures employed to improve coverage/classification/timing/valuation of the data or to conform to an accounting/recording basis or address data quality differences in compiling specific data sets.

Aggregation/disaggregation

Aggregation is the combination of related categories, usually within a common branch of a hierarchy, to provide information at a broader level to that at which detailed observations are taken.

Disaggregation is the breakdown of observations, usually within a common branch of a hierarchy, to a more detailed level to that at which detailed observations are taken.

With standard hierarchical classifications, statistics for related categories can be grouped or collated (aggregated) to provide a broader picture, or categories can be split (disaggregated) when finer details are required and made possible by the codes given to primary observations.

Base period

Base period is the period of time for which data used as the base of an index number, or other ratio, have been collected. This period is frequently one year but it may be as short as one day or as long as the average of a group of years.

Basic data, Nature of the

The *nature of the basic data* refers to the data sources and data collection techniques employed in the production of official statistics.

This Annex reproduces part of the SDMX Metadata Common Vocabulary Glossary. Only the English-language version is included as other versions are not yet available.

Basic statistical data

Basic statistical data is data collected on a regular basis by survey from respondents, or from administrative sources.

Bias

The *bias* of an estimator is the difference between its mathematical expectation and the true value it estimates. In the case it is zero, the estimator is said to be unbiased. Generally, biases deprive a statistical result of representativeness by systematically distorting it, as distinct from a random error, which may distort on any one occasion but balances out on the average.

Clarity

Clarity refers to the data's information environment: are data provided with textual information, explanations, documentation, etc. (these altogether often called metadata)? Are they illustrated with graphs, maps, etc? Is information on their quality also available (possible limitation in use...)? Can further assistance be expected from the provider?

Classification. Nomenclature

A *classification* is a set of discrete, exhaustive and mutually exclusive observations, which can be assigned to one or more variables to be measured in the collation and/or presentation of data. The terms "classification" and "nomenclature" are often used interchangeably, despite the definition of a *nomenclature* being narrower than that of a *classification*.

The structure of classification can be either hierarchical or flat. Hierarchical classifications range from the broadest level (e.g. division) to the detailed level (e.g. class). Flat classifications (e.g. sex classification) are not hierarchical.

Classification, standard

Standard classifications are those that follow prescribed rules and are generally recommended and accepted. They aim to ensure that information is classified consistently regardless of the collection, source, point of time, etc.

In the international context of tourism statistics, standard classifications include ISIC Rev. 3, CPC, SICTA, CTA, CTP, etc. Many national statistical systems also have their own versions of standard classifications, which in the main are consistent with international standard classifications, though modified to meet national circumstances.

Code list, Coding

A *code list* is a predefined list from which some statistical concepts (coded concepts) take their values. *Coding* is the procedure for converting verbal information into numbers or other symbols which can be more easily counted and tabulated.

Coherence

Coherence of data and information reflects the degree to which the data and information from a single statistical program, and data brought together across data sets or statistical programs, are logically connected and complete. Fully coherent data are logically consistent - internally, over time, and across products and programs.

Comparability

The *comparability* component aims at measuring the impact of differences in applied statistical concepts and definitions when statistics are compared between geographical areas, non-geographical domains, or reference periods.

Compilation practices

Compilation practices refer to the processes for condensing information by classifying and tabulating statistical data into various categories or groups with the object of producing statistics.

Completeness

Completeness is the extent to which statistics are available - compared to what it should be available - for meeting the requirements.

Concepts

Concepts are the subjects of inquiry and analysis of interest to users. They refer to general characteristics or attributes of a statistical unit or of a population of like statistical units.

Confidentiality, data

Data confidentiality is a property of data, usually resulting from legislative measures, which prevents it from unauthorised disclosure.

Consistency (quality)

Consistency refers to logical and numerical coherence. Consistency over time, within datasets, and across datasets (often referred to as inter-sectoral consistency) are major aspects of consistency. For example, if two series purporting to cover the same phenomena differ, the differences in time of recording, valuation, and coverage should be identified so that the series can be reconciled. Inconsistency over time refers to revisions that lead to breaks in series stemming from, for example, changes in concepts, definitions, and methodology. Inconsistency within datasets may exist, for example, when two sides of an implied balancing statement-assets and liabilities or inflows and outflows-do not balance. Inconsistency occurs when, for example, consumption of public accommodation services by visitors exceeds the supply of such services in the economy.

Coverage

Coverage encompasses the key features of the scope of the data disseminated (e.g., geographic, institutional, product, industry sector, occupation, transaction, etc. as well as relevant exceptions and exclusions), which a user must be aware of in order to use and interpret the data appropriately

Data

Data is a representation of facts, concepts, or instructions in a formalized manner, suitable for communication, interpretation, or processing by humans or by automatic means. Statistical data refers to data from a survey or administrative source used to produce statistics.

Data analysis

Data analysis is the process of transforming raw data into usable information, often presented in the form of a published analytical article, in order to add value to the statistical output. Data analysis is one of the most crucial steps of a survey in terms of its impact on data quality, as the quality of the analysis and how well it is communicated can substantially add or detract from all the preceding steps in the survey process. A good analysis of relatively poor quality data is often worth much more than a poor analysis of good quality data.

Data capture

Data capture is the process by which collected data are put in a machine-readable form.

Data checking

Data checking is the activity through which the correctness conditions of the data are verified. It also includes the specification of the type of the error or condition not met, and the qualification of the data and its division into the "error free" and "erroneous data". Data checking may be aimed at detecting error-free data or at detecting erroneous data.

Data collection

Data collection encompasses such concepts as: the type(s) of interview used for data collection (e.g. personal or by telephone, paper and pencil, facsimile, computer-aided personal or telephone interview (CAPI/CATI), or mailed questionnaires); the duration and dates of the field work; the period used for data collection; the existence of a permanent survey organization and of specific personal, etc.

Data confrontation, data reconciliation

Data confrontation is the process of comparing data that has generally been derived from different surveys or other sources, especially those of different frequencies, in order to assess their coherency, and identify the reasons for any differences. Such processes may or may not attempt to quantify the impact of any differences. Data reconciliation in the more active sense, implies the process of adjusting data derived from two different sources to remove or at least reduce the impact of differences identified in the process of data confrontation.

Data dissemination

Data dissemination is an activity in the survey life cycle to distribute or transmit statistical data to its users.

The manner in which statistics are disseminated is relevant because it is through this process that statistics are converted into information.

Data editing

Data editing is the activity aimed at detecting and correcting errors (logical inconsistencies) in data. The checks for identifying missing, erroneous, or suspicious values in computer-assisted editing are called edit rules or edits. An editing change occurs when an item (question) value is adjusted as a consequence of action taken when an error is identified. Editing techniques refers to a range of procedures and processes used for detecting and handling errors in data.

Data processing

Data processing refers to the operation performed on data in order to derive new information according to a given set of rules.

Data source, type of

The term *type of data source* refers to the institutional, administrative, sample survey and/or census based information that serve as principal inputs for compiling statistical aggregates.

Definitions

Definitions describe not only the concepts in specific terms but also the variables used to measure the concepts. It is important that the definitions of the specific variables required for the measurement of the concepts be unambiguous and be clearly specified in the context of the analytical purposes for which the data are to be collected.

Error - in Survey - Quality - statistical

Error represents the (unknown) difference between the survey value and the corresponding true value. It is immediately associated with accuracy since accuracy is used to mean "the inverse of the total error, including bias and variance". The larger the error, the lower the accuracy.

Estimation

Estimation is concerned with inference about the numerical value of unknown population values from incomplete data. The estimation process from sample data is also referred to as grossing up. Estimation is of particular relevance to deriving missing data in the compilation of different variables in aggregated statistical system such as the TSA.

Frame

The *frame* is a tool to reach the units to be enumerated, exhaustively or on a sample basis. A frame can be a list, map or other specification of the units, which constitute the available information relating to the population designated for a particular sampling scheme. There is a frame corresponding to each of the sampling stages in a multi-stage sampling scheme. The frame may or may not contain information about the size or other supplementary information of the units, but should have enough details so that a unit, if included in the sample, may be located and taken up for inquiry.

Frame error

Frame error may be caused by the inherent limitations of input data, or by delays and errors in data acquisition and processing.

Frame errors cover:

coverage errors - erroneous inclusions, omissions and duplications; classification errors - units not classified, or misclassified by industry, geography or size; contact errors - units with incomplete or incorrect contact data.

General Data Dissemination System (GDDS)

The *GDDS* is a structured process through which IMF member countries commit voluntarily to improving the quality of the data produced and disseminated by their statistical systems over the long run to meet the needs of macroeconomic analysis.

Imputation

Imputation is a procedure for entering a value for a specific data item where the response is missing or unusable.

Metadata, statistical

Statistical metadata are data about statistical data.

Metadata provide information on data - and about processes of producing and using data. Metadata describe statistical data and - to some extent - processes and tools involved in the production and usage of statistical data.

Non-probability sample

Non-probability sample is a sample of units where the selected units have an unknown probability of being selected and where even some units of the target population may have no chance at all of being in the sample. Forms of non-probability sampling are manifold, such as voluntary samples (only responses of volunteers are used), quota samples, expert samples...

Non-response

Non-response results from a failure to collect complete information on all units in the selected sample except non-eligible units (dead units, out-of-scope units, non-contacts). Non-response might produce biases in the results, if non-respondents have a specific pattern, different from that of the whole population of reference.

Non-sampling error

Non-sampling error is the error attributable to all sources other than sampling error. Non-sampling errors arise during the planning, conducting, data processing and final estimation stages of all types of survey.

Observation unit / reporting unit

Observation units are those entities on which information is received and statistics are compiled. They might differ for the units selected in order to provide the information: for instance, an enterprise might be selected to provide information on all its establishments. These enterprises are observation units whereas the establishments are reporting units.

Outliers

An *outlier* is a data value that lies in the tail of the statistical distribution of a set of data values. The intuition is that outliers in the distribution of uncorrected (raw) data are more likely to be incorrect.

Periodicity

Periodicity refers to the frequency of compilation of the data.

Population, statistical

Population is the total membership or population or "universe" of a defined class of people, objects or events. There are two types of population, viz., target population and survey population.

A *target population* is the population outlined in the survey objects about which information is to be sought and a *survey population* is the population from which information can be obtained in the survey. The target population is also known as the scope of the survey and the survey population is also known as the coverage of the survey. For administrative records the corresponding populations are: the "target" population as defined by the relevant legislation and regulations, and the actual "client population"

Probability sample

A *probability sample* is a sample selected by a method based on the theory of probability (random process), that is, by a method involving knowledge of the likelihood of any unit being selected.

Processing error

A *processing error* is the error in final survey results arising from the faulty implementation of correctly planned implementation methods. 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.

Punctuality

Punctuality refers to the possible time lag existing between the actual delivery date of data and the target date when it should have been delivered, for instance, with reference to dates announced in some official release calendar, laid down by Regulations or previously agreed among partners.

Qualitative data

Qualitative data are data describing the attributes or properties that an object possesses. The properties are categorized into classes that may be assigned numeric values. However, there is no significance to the data values themselves, they simply represent attributes of the object concerned.

Quantitative data

Quantitative data is data expressing a certain quantity, amount or range. Usually, there are measurement units associated with the data, e.g. number of beds, associated to a hotel. It makes sense to set boundary limits to such data, and it is also meaningful to apply arithmetic operations to the data.

Reference document

A *reference document* provides pertinent details for consultation about a subject. It can take the form of publications (hardcopy, electronic), other databases (internal, external), Internet (Internet addresses), methodological references (for instance to summary metadata, detailed metadata, information on major changes).

Relevance

The *relevance* of data or of statistical information is a qualitative assessment of the degree to which the data or information serve to address the purposes for which they are produced and sought by users. In assessing relevance, one approach is to gauge relevance directly, by polling users about the data. Indirect evidence of relevance may be found by ascertaining where there are processes in place to determine the uses of data and the views of their users or to use the data in-house for research and other analysis. The uses and users of a given dataset may change over time, and new needs may arise that require new data; thus, the best processes have a dynamic nature.

Reliability (quality)

Reliability refers to the closeness of the initial estimated value(s) to the subsequent estimated value(s).

Response errors

Response errors [in household surveys] may be defined as those arising from the interviewing process. Such errors can result from a number of circumstances, such as the following:

inadequate concepts or questions;

inadequate training;

interviewer failures;

respondent failures.

Revision policy

Revision policy is a policy or set of policies, aimed at ensuring the transparency of disseminated data whereby preliminary data are compiled that are later revised when more and better source data become available. Providing users with documentation regarding the source data used and the way they are adjusted gives compilers the possibility to incorporate new and more accurate information into estimates, thus improving their accuracy without introducing breaks in the time series.

Data may also be subject to ad hoc revisions as a result of the introduction of new classifications, compilation frameworks and methodologies, which result in the compilation of historical data that replaces previously released data. Whether or not such changes constitute an actual "revision" or the compilation of a "new" series is a matter of judgment on the part of the statistical agency.

Sample, sample survey

A *sample* is a subset of a frame where elements are selected based on a randomised process with a known probability of selection. A *sample survey* is a survey which is carried out using a sampling method, i.e. in which a portion only, and not the whole population is surveyed.

Sample design

The *sample design* provides information on the target and final sample sizes, strata definitions and the sample selection methodology.

Sample size

The *sample size* refers to the number of sampling units which are to be included in the sample. In the case of a multi-stage sample this number refers to the number of units at the final stage in the sampling.

Sampling error

That part of the difference between a population value and an estimate, derived from a random sample, which is due to the fact that only a sample of values is observed; as distinct from errors due to imperfect selection, bias in response or estimation, errors of observation and recording, etc. *Sampling errors* arise from the fact that not all units of the targeted population are enumerated, but only a sample of them. Therefore, the information collected on the units in the sample may not perfectly reflect the information which could have been collected on the whole population. The difference is the sampling error

Sampling fraction

The sampling fraction is the ratio of the sample size to the population size.

Sampling unit

A *sampling unit* is one of the units into which an aggregate is divided for the purpose of sampling, each unit being regarded as individual and indivisible when the selection is made. Such units may be defined on some natural basis, such as a household or a person, or on some arbitrary basis, such as areas defined by co-ordinates on a map.

Serviceability

Serviceability refers to the practical aspects of how well the available data meet users' needs.

Serviceability is a term that captures the practical aspects of usability of data. The emphasis on "use" thus assumes that data are available. Thus, key aspects of usability are relevance, timeliness and frequency, consistency, and revision policy and practices.

Special Data Dissemination Standard (SDDS)

"Special Data Dissemination Standard". The SDDS was established by the International Monetary Fund (IMF) to guide members that have, or that might seek, access to international capital markets in the provision of their economic and financial data to the public. Subscription to the SDDS was opened in early April 1996.

Standard error

The standard error in statistics is the square root of the variance.

Stratification

Stratification consists of dividing the population into subsets (called strata) before the selection of a sample within each of these subsets.

Time of recording (accounting basis)

Time of recording (IMF) pertains to the issues involved in deciding whether to record a transaction with regard to when the claim arises (accrual) vs. when it is to be paid (cash).

Time of recording (date)

Time of recording (date) refers to the date the administered item was recorded in a dissemination medium. This may be the date the item was first recorded or the date an existing item was amended.

Time series breaks

Breaks in statistical time series occur when there is a change in the standards for defining and observing a variable over time. Such changes may the result of a single change or the combination of multiple changes at any one point in time of observation of the variable.

The specific causes of breaks in a statistical time series include changes in: classifications used, definitions of the variable; coverage; etc. Statistical agencies and users of time series data for economic research to analyse and interpret economic and social events and conditions attach very high importance to the continuity and consistency of data over time. However, it should be emphasised that the occurrence of time series break may not necessarily jeopardise the reliability of a time series. Statistical agencies frequently apply a number of techniques to ensure the continuity of a time series.

Timeliness

Timeliness refers to the speed of dissemination of the data - i.e., the lapse of time between the end of a reference period (or a reference date) and dissemination of the data. It reflects many factors, including some that are related to institutional arrangements, such as the preparation of accompanying commentary and printing.

Variable

A *variable* is a characteristic of a unit being observed that may assume more than one of a set of values to which a numerical measure or a category from a classification can be assigned (e.g. income, age, weight, etc. and 'occupation', 'industry', 'disease' etc.

Variance

The *variance* is the mean square deviation of the variable around the average value. It reflects the dispersion of the empirical values around its mean.

Weight

Weight is 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 shall assume a desired degree of importance in a function of all the observations of the set. Reweighting consists of raising the original weights for the respondent values when estimates are computed. Reweighting concerns mainly unit non-response. It may also be used to increase precision through the use of auxiliary information. Standard methods include post-stratification, calibration and response propensity modelling.