

Admin Data ESSnet, Work Package 1

Overview of MSs' Existing Practices in the Uses of Administrative Data for Business Statistics

Database "Overview of Existing Practices" USER MANUAL

October 2011







1. TO GET STARTED

Open the ESSnet Admin Data homepage at http://essnet.admindata.eu/

If already a registered user, sign in with your ID and password, otherwise register (top right of the page).

Only registered users can access the Database, and registration is allowed only to the owners of a valid email account of a NSI of the EU/EFTA or Eurostat's.

Such restriction has been imposed on demand of several respondents, which deemed this to be the most appropriate dissemination level for the information they provided (on the modules used for the information collection this was the subject of a specific question).

Once logged in, under OVERVIEW OF EXISTING PRACTICES click on search the on-line database.



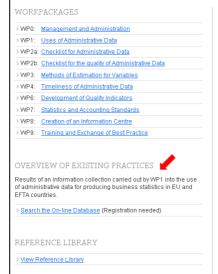


The Use Of Administrative And Accounts Data For Business Statistics

Support to the EU member states in creating more efficient ways of producing enterprise and trade statistics is one of the priorities set forth by the EU Parliament and the Council via MEETS Programme. The business statistics are produced by conducting statistical surveys requiring enterprises to submit data they already provided to other government institutions. That creates extra burden on businesses.

The information once collected from enterprises should be used for producing business statistics to a possible extend, aiming to reduce the reporting burden on businesses and to improve quality of statistical information. This ESSnet project aims to find common ways for use of administrative data for business statistics are share the practices and methods to all interested member states. More on project background, actions and expected results

Recently added: ESSNET Admin Data Wiktionary user rights explained.



LATEST AND UPCOMING EVENTS

Participation of WPs 1,2,3,4+6 in the ISI 2011 WP1: Uses of Administrative Data 21. - 26. August 2011, Location: Dublin, Ireland

The WP1 participated in the 58th Congress of the International Statistical institute, which took place in Dublin, Ireland on 21st-August 2011, to present the Overview of existing practices in t...

Workshop Using Admin Data - Estimation approaches

WP9: Training and Exchange of Best Practice 26. - 27. May 2011, Location: Vilnius

The use of administrative data is one of the most important challenges for the National Statistical Institutes in order to reduce burden on businesses and to increase quality of statistical On the Database's homepage, you will find also essential BACKGROUND INFORMATION and links to some ADDITIONAL RESOURCES.



From here, you can start browsing the information to produce a customised query, or just download the full dataset.

In the first case, you will be guided in building your query through applying one or more filters.

The full dataset, instead, consists of eight XLS files, compressed in a single ZIP folder. Each file provides a full tabulation of the information collected in relation to one of the covered topics.

The ZIP folder contains also the file "background info+index.doc", that provides useful meta-information.



Overview of Existing Practices

BACKGROUND INFORMATION

The information provided in this section comes from a two-phase collection, carried out by WP1 of this ESSnet

The first phase consisted in a literature/web search, conducted from November 2009 to January 2010. In the second phase, carried out from October to December 2010, the results of such search were submitted to the NSIs in the form of partly pre-filled modules to be edited/completed/updated and validated.

The current update therefore refers to the end of 2010

Thirty-one countries are covered: the 27 Member States of the EU and the 4 members of the EETA (Iceland, Liechtenstein, Norway and Switzerland)

Two main topics are covered

- General information about the use of administrative data for statistical purposes, related to individual countries as a
- Existing practices in the use of administrative data for producing business statistics, related to four domains; Business Register, STS (by main variable), SBS (by sector/annex) and Prodcom

All information collected are made available to users via a Database, which can be browsed by topic, by domain

Users can either produce customised reports (and download them as XLS or CSV files) or directly download the full dataset, tabulated in eight XLS files. To get started, choose one of the below links.

Database is best viewed with Internet Explorer 8/Google Chrome/Mozilla Firefox 3/Safari 3 or newer versions of the

Browse information

- By topic
- . By domain (regulation)



ADDITIONAL RESOURCES

Within the Database, for all information (record) a source of information is quoted (either a document or the person who provided/validated the information). All documents quoted, together with others also relevant, are available on the Reference

A Report that summarises the main findings of the information collection (Deliverable 1.1/2010) is also available here.

	TOPICS	FILES
	Legal basis of the use of administrative data for statistical purposes	WP1DB_1.1
	and possible legal barriers to such use	
GENERAL INFORMATION	Cooperation with Public Administration in the use of administrative	WP1DB_1.2
ABOUT THE USE OF	data for producing business statistics	
ADMINISTRATIVE DATA	Organisational solutions adopted for the management of	WP1DB_1.3
ADMINISTRATIVE DATA	administrative data within the NSIs	
	Projects currently in process to increase/improve the use of	WP1DB_1.4
	administrative data for producing business statistics	
	Surveys carried out to update the Business register	WP1DB_2.1
EXISTING PRACTICES IN THE	Combination of sources used for producing business statistics, and	WP1DB_2.2
	why administrative data are not used (where applicable)	
USE OF ADMINISTRATIVE DATA FOR BUSINESS STATISTICS	Administrative sources used for producing business statistics and	WP1DB_2.3
TON BOSINESS STATISTICS	main characteristics of their data	
	Use of estimation methods	WP1DB_2.4

2. HOW TO MAKE A CUSTOMISED QUERY

You can build a customised query following three different paths (by topic, by domain or by country).

2.1. Browsing by topic

If starting from (browse information) **by topic**, you have to choose first the topic of interest (multiple choices are not allowed).

The topics to choose from are divided into two groups:

Under GENERAL INFORMATION... you will find information related to the countries as a whole.

Under EXISTING PRACTICES... you will find information related to one or more specific domains of business statistics.

At any step, you can go back using the navigation bar on top of the page.





- Combination of sources used for producing business statistics, and why administrative data are not used (where applicable)
- Administrative sources used for producing business statistics and main characteristics of their data
- Use of estimation methods

2.1.1. Topics falling under "General information about the use of administrative data"

If choosing one of these topics, the next step is to select one or more countries of interest by ticking the relevant box(es).

If you don't want to apply this filter (so to viewing all countries at once), click on **select all**.

Select none to clear the current selection.

Once made your selection, press the **view report** button to visualise the result of your query.

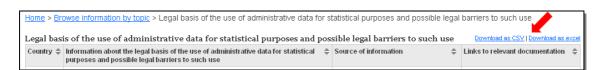


View report	
Select countries t	to include
■ Austria	Liechtenstein
Belgium	Lithuania
Bulgaria	Luxembourg
Cyprus	☐ Malta
Czech Republic	■ Netherlands
Denmark	Norway
Estonia	Poland
☐ Finland	☐ Portugal
□ France	Romania
□ Germany	☐ Slovakia
☐ Greece	Slovenia
Hungary	☐ Spain
Iceland	Sweden
☐ Ireland	■ Switzerland
■ Italy	☐ United Kingdom
Latvia	
	Select all
	Select none

Records can be sorted (either in ascending or descending order) using the arrows (*) in columns' headings.

You can download your report as a CSV (text separated by commas) or XLS file, using the links on top right of the page.





Please note that the "Links to relevant documentation" (last column on the right), where available, point to other websites, so it cannot be excluded that some URLs are no longer active. Anyway, the documents quoted as a "source of information" can be retrieved in the <u>Reference Library</u>.

2.1.2. Topics falling under "Existing practices in the use of administrative data for business statistics"

If choosing one of these topics (except for administrative sources used...), the next step is to select the country and domain of interest by ticking the relevant box(es).

It is needed to select at least one country (otherwise an error message will be displayed).

If no domain is selected, the filter by domain simply will not be applied, and your query will include all domains for the selected country/ies.

If don't wanting to filter information by country (so to viewing all countries at once), click on **select all** (countries).

Select none to clear the current selections.



If choosing the topic **administrative sources used...**, you can apply also a third filter, for the type of source.

Also in this case, it is needed to select at least one country.

If no domains and/or no types of source are selected, these filters simply will not be applied.

Once made your selection, press the **view report** button to visualise the result of your query.



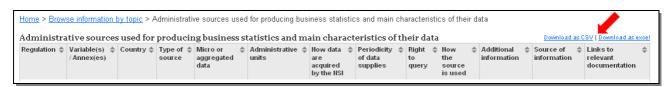
Home > Browse information by topic > Combination of sources used for producing business statistics, and why administrative data are not used (where applicable)		
View report		
Select countries	to include	Select domains to include
Austria Belgium Bulgaria Cyprus Czech Republic Denmark Estonia Finland France Germany Greece Hungary Iceland Ireland Italy Latvia	Liechtenstein Lithuania Luxembourg Malta Netherlands Norway Poland Portugal Romania Slovenia Spain Sweden Switzerland United Kingdom	STS - Turnover STS - Production prices/costs STS - New orders STS - Building permits STS - Employments STS - All main variables STS - Annex SI V SBS - Annex V (Insurance) SBS - Annex V (Insurance) SBS - Annex VI (Business services) SBS - Annex VIII (Business services) SBS - Annex VIII (Business demography) SBS - All Annexes Producom Select all Select none
	Select none	

Select countries	to include	Colored Construction to the clouds	
- · · ·		Select domains to include	Select type of sources to include
Austria Belgium Belgium Bulgaria Cyprus Czech Republic Denmark Estonia Finland France Germany Greece Hungary Iceland Italy Latvia	Liechtenstein Lithuania Luxembourg Malta Netherlands Norway Poland Portugal Romania Slovakia Slovakia Slovenia Spain Sweden Switzerland United Kingdom Select all Select none	□ STS - Turnover □ STS - Production prices/costs □ STS - New orders □ STS - Building permits □ STS - Employments □ STS - All main variables □ STS - Annex VI (Insurance) □ SBS - Annex VI (Pension funds) □ SBS - Annex VII (Pension funds) □ SBS - Annex VII (Business services) □ SBS - Annex IX (Business demography) □ SBS - All Annexes □ Prodcom □ Business Register	□ VAT □ Commercial data providers □ Courts Register □ Employment Register/Office □ Local Authorities □ Ministries and other Governmental bodies □ Personal Income Tax □ Corporate Tax □ Other Business Taxation □ Social Security □ Published Business Accounts □ Central Bank □ Chambers of Commerce/Professional Associations □ Customs & Excise □ Central Population/Building Register □ Single Administrative Business Register □ Regulatory Authorities □ Cother sources

Records can be sorted (either in ascending or descending order) using the arrows (*) in columns' headings.

You can download your report as a CSV (text separated by commas) or XLS file, using the links on top right of the page.





Please note that the "Links to relevant documentation" (last column on the right), where available, point to other websites, so it cannot be excluded that some URLs are no longer active. Anyway, the documents quoted as a "source of information" can be retrieved in the <u>Reference Library</u>.

2.2. Browsing by domain

If starting from (browse information) **by domain**, you have to choose first a topic within the domain of interest.

Multiple choices are not allowed but, within each domain, you can choose **everything** to get a report including all related topics.

At any step, you can go back using the navigation bar on top of the page.



Home > Browse information by domain BUSINESS REGISTER Surveys carried out to update the Business register · Administrative sources used and main characteristics of their data Use of estimation methods Everything SHORT-TERM STATISTICS (STS) • Combination of sources used and why administrative data are not used (where applicable) · Administrative sources used and main characteristics of their data Use of estimation methods • Everything STRUCTURAL BUSINESS STATISTICS (SBS) . Combination of sources used and why administrative data are not used (where applicable) Administrative sources used and main characteristics of their data • Use of estimation methods • Everything PRODCOM STATISTICS . Combination of sources used and why administrative data are not used (where applicable) Administrative sources used and main characteristics of their data

Use of estimation methods
 Everything

2.2.1. Business Register

If choosing any topic related to the BR (except for administrative sources used...), the next step is to select at least one country of interest by ticking the relevant box(es).

If you don't want to apply this filter (so to viewing all countries at once), click on **select all**.

Select none to clear the current selection.

Once made your selection, press the **view report** button to visualise the result of your query.



Home > Browse information by domain > Business Register - Surveys carried out to update the Business register		
View report		
Select countries	to include	
Austria	Liechtenstein	
Belgium	Lithuania	
Bulgaria	Luxembourg	
Cyprus	Malta	
Czech Republic	Netherlands	
Denmark	Norway	
Estonia	Poland	
Finland	Portugal	
France	Romania	
Germany	Slovakia	
Greece	Slovenia	
Hungary	☐ Spain	
lceland	Sweden	
☐ Ireland	Switzerland	
☐ Italy	United Kingdom	
Latvia		
	Select all	
	Select none	

If choosing the topic **administrative sources used...**, you can apply also a second filter, for the type of source.

Also in this case, it is needed to select at least one country.

If no types of source are selected, this filter simply will not be applied.

Once made your selection, press the **view report** button to visualise the result of your query.



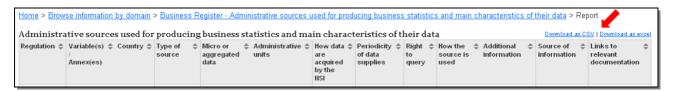
View report		
Select countries	to include	Select type of sources to include
Austria Belgium Bulgaria Cyprus Czech Republic Denmark Estonia Finland France Germany Greece Hungary Iceland Italy Latvia	Liechtenstein Lithuania Luxembourg Malta Netherlands Norway Poland Portugal Romania Slovenia Spain Sweden Switzerland United Kingdom Select all Select none	□ VAT □ Commercial data providers □ Courts Register □ Employment Register/Office □ Local Authorities □ Ministries and other Governmental bodies □ Personal Income Tax □ Corporate Tax □ Other Business Taxation □ Social Security □ Published Business Accounts □ Central Bank □ Charmbers of Commerce/Professional Associations □ Customs & Excise □ Central Population/Building Register □ Single Administrative Business Register Regulatory Authorities □ Other sources

If you have initially selected **everything**, you will get – on the same screen – three distinct reports, downloadable separately.

Records can be sorted (either in ascending or descending order) using the arrows (*) in columns' headings.

You can download your report(s) as CSV (text separated by commas) or XLS file(s), using the links on top right of the page.





Please note that the "Links to relevant documentation" (last column on the right), where available, point to other websites, so it cannot be excluded that some URLs are no longer active. Anyway, the documents quoted as a "source of information" can be retrieved in the Reference Library.

2.2.2. Short-Term Statistics (STS)

If choosing the topic **combination of sources used...**, the next step is to select the country and domain of interest by ticking the relevant box(es).

It is needed to select at least one country (otherwise an error message will be displayed). If no domain is selected, the filter by domain simply will not be applied, and your query will include all domains for the selected country/ies. If you don't want to filter the information by country (so to viewing all countries at once), click on **select all** (countries).

Select none to clear the current selections.

Once made your selection, press the **view report** button to visualise the result of your query.



If choosing the topic **administrative sources used...**, you can apply also a third filter, for the type of source.

Also in this case, it is needed to select at least one country. If no domains and/or no types of source are selected, these filters simply will not be applied. If you don't want to filter the information by country (so to viewing all countries at once), click on select all (countries).

Select none to clear the current selections.

Once made your selection, press the **view report** button to visualise the result of your query.



Select countries	to include	Select domains to include
Austria	Liechtenstein	STS - Turnover
Belgium	Lithuania	STS - Production prices/costs
■ Bulgaria	Luxembourg	STS - New orders
Cyprus	☐ Malta	STS - Building permits
Czech Republic	Netherlands	STS - Employments
Denmark .	Norway Norway	
Estonia	Poland	Select all
Finland	Portugal	Select none
France	Romania	
☐ Germany	Slovakia	
Greece	Slovenia	
Hungary	Spain	
☐ Iceland	Sweden	
☐ Ireland	Switzerland	
☐ Italy	United Kingdom	
Latvia		
	Select all	
	Select none	

Home > Browse information by domain > Short-Term Statistics (STS) - Combination of sources used

Home > Browse info and main characteris		Short-Term Statistics (STS) - Administrati	ve sources used for producing business statistics
Select countries	to include	Select domains to include	Select type of sources to include
Austria Belgium Bulgaria Cyprus Czech Republic Denmark Estonia Finland France Germany Greece Hungary Iceland Italy Latvia	Liechtenstein Lithuania Luxembourg Malta Netherlands Norway Poland Portugal Romania Slovenia Slovenia Spain Sweden Switzerland United Kingdom Select all Select none	STS - Turnover STS - Production prices/costs STS - New orders STS - Building permits STS - Employments Select all Select none	

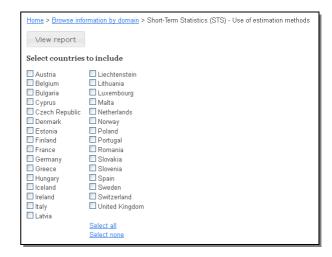
If choosing the topic **use of estimation methods** or **everything**, the next step is to select the country/ies of interest by ticking the relevant box(es).

It is needed to select at least one country (otherwise an error message will be displayed). If you don't want to filter the information by country (so to viewing all countries at once), click on **select all**.

Select none to clear the current selections.

Once made your selection, press the **view report** button to visualise the result of your query.





If you have initially selected **everything**, you will get – on the same screen – three distinct reports, downloadable separately.

Records can be sorted (either in ascending or descending order) using the arrows (*) in columns' headings.

You can download your report(s) as CSV (text separated by commas) or XLS file(s), using the links on top right of the page.





Please note that the "Links to relevant documentation" (last column on the right), where available, point to other websites, so it cannot be excluded that some URLs are no longer active. Anyway, the documents quoted as a "source of information" can be retrieved in the <u>Reference Library</u>.

2.2.3. Structural Business Statistics (SBS)

The same directions provided in paragraph 2.2.2 for STS apply to SBS.

2.2.4. Prodcom statistics

The same directions provided in paragraph 2.2.1 for the BR apply to Prodcom.

2.3. Browsing by country

If starting from (browse information) **by country**, you have to select first the country of interest (multiple choices are not allowed).

At any step, you can go back using the navigation bar on top of the page.





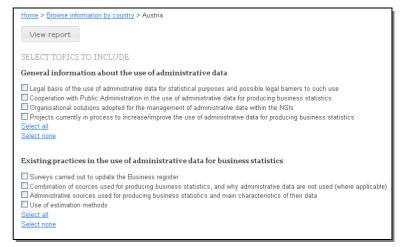
The next step is to select the topic(s) of interest. Here multiple choices are allowed.

If you don't want to filter the information by topic (so to getting reports for each topic at once), click on **select all**.

Select none to clear the current selections.

Once made your selection, press the **view report** button to visualise the result of your query.





If you have selected more than one topic, you will get – on the same screen – distinct reports for each selected topic, downloadable separately.

Records can be sorted (either in ascending or descending order) using the arrows (*) in columns' headings.

You can download your report(s) as CSV (text separated by commas) or XLS file(s), using the links on top right of the page.





Please note that the "Links to relevant documentation" (last column on the right), where available, point to other websites, so it cannot be excluded that some URLs are no longer active. Anyway, the documents quoted as a "source of information" can be retrieved in the <u>Reference Library</u>.

3. INDEX OF DATABASE'S CONTENTS BY TOPIC

GENERAL INFORMATION ABOUT THE USE OF ADMINISTRATIVE DATA		
Legal basis of the use of administrative data for statistical purposes and possible legal barriers to such use		
(File WP1DB_1.1.xls / Table 1.1)		
Field	Values / Content	
Country	Classification variable	
	(Values: Austria / Belgium / Bulgaria / Cyprus / Czech Republic / Denmark /	
	Estonia / Finland / France / Germany / Greece / Hungary / Iceland / Ireland /	
	Italy / Latvia / Liechtenstein / Lithuania / Luxembourg / Malta / Netherlands /	
	Norway / Poland / Portugal / Romania / Slovakia / Slovenia / Spain / Sweden /	
	Switzerland / United Kingdom)	
Information about the legal basis of	Free text – Information collected in response to the questions:	
the use of administrative data for	A) Does the NSI have a legal basis for using administrative data?	
statistical purposes and possible legal	B) Does the NSI generally have access to micro administrative data?	
barriers to such use	C) Are public bodies obliged by law to provide data to the NSI?	
Source of information	Free text – Bibliographic reference(s), where available / Else: Person(s) who	
	provided the information and institution of belonging (in brackets).	
Links to relevant documentation	Free text – Link to relevant URL, where available.	

GENERAL INFORMATION ABOUT THE USE OF ADMINISTRATIVE DATA		
Cooperation with Public Administration in the use of administrative data for producing business statistics		
(File WP1DB_1.2.xls / Table 1.2)		
Field	Values / Content	
Country	Classification variable	
	(Values: Austria / Belgium / Bulgaria / Cyprus / Czech Republic / Denmark /	
	Estonia / Finland / France / Germany / Greece / Hungary / Iceland / Ireland /	
	Italy / Latvia / Liechtenstein / Lithuania / Luxembourg / Malta / Netherlands /	
	Norway / Poland / Portugal / Romania / Slovakia / Slovenia / Spain / Sweden /	
	Switzerland / United Kingdom)	
Information about the cooperation	Free text – Information collected in response to the questions:	
with Public Administration in the use	A) Do administrative data collectors collaborate with the NSI in defining the	
of administrative data for producing	administrative data forms?	
business statistics	B) Do co-operative relationships exist between the NSI and the administrative	
	data collectors in using administrative data for statistical purposes? (Please	
	report particular problems faced and solutions adopted, if any)	
Source of information	Free text – Bibliographic reference(s), where available / Else: Person(s) who	
	provided the information and institution of belonging (in brackets).	
Links to relevant documentation	Free text – Link to relevant URL, where available.	

GENERAL INFORMATION ABOUT THE USE OF ADMINISTRATIVE DATA		
Organisational solutions adopted for the management of administrative data within the NSIs		
(File WP1DB_1.3.xls / Table 1.3)		
Field	Values / Content	
Country	Classification variable	
	(Values: Austria / Belgium / Bulgaria / Cyprus / Czech Republic / Denmark /	
	Estonia / Finland / France / Germany / Greece / Hungary / Iceland / Ireland /	
	Italy / Latvia / Liechtenstein / Lithuania / Luxembourg / Malta / Netherlands /	
	Norway / Poland / Portugal / Romania / Slovakia / Slovenia / Spain / Sweden /	
	Switzerland / United Kingdom)	
Management of administrative data	Information collected in response to the question:	
flows - Receiving administrative data	Within your NSI, are the tasks [of Receiving administrative data from the	
from the providers	providers] centralised or distributed?	
	(Values: Centralised / Mainly centralised / Distributed / Mainly distributed).	

GENERAL INFORMATION ABOUT THE USE OF ADMINISTRATIVE DATA Organisational solutions adopted for the management of administrative data within the NSIs (File WP1DB_1.3.xls / Table 1.3)		
Field	Values / Content	
Management of administrative data	Information collected in response to the question:	
flows - Processing administrative	Within your NSI, are the tasks [of Processing administrative data] centralised	
data	or distributed?	
	(Values: Centralised / Distributed / Mainly distributed).	
Research and development in the	Information collected in response to the question:	
field of administrative data -	Within your NSI, are the tasks [of Investigating new administrative sources]	
Investigating new administrative	centralised or distributed?	
sources	(Values: Centralised / Partly centralised / Distributed).	
Research and development in the	Information collected in response to the question:	
field of administrative data -	Within your NSI, are the tasks [of Developing new ways of using	
Developing new ways of using	administrative data] centralised or distributed?	
administrative data	(Values: Centralised / Partly centralised / Distributed).	
Additional information	Free text – Further details provided about the organisational solutions	
	adopted for the management of administrative data within the NSIs.	
Source of information	Free text – Bibliographic reference(s), where available / Else: Person(s) who	
	provided the information and institution of belonging (in brackets).	
Links to relevant documentation	Free text – Link to relevant URL, where available.	

GENERAL INFORMATION ABOUT THE USE OF ADMINISTRATIVE DATA Projects currently in process to increase/improve the use of administrative data for producing business statistics	
(File WP1DB_1.4.xls / Table 1.4)	
Field	Values / Content
Country	Classification variable
	(Values: Austria / Belgium / Bulgaria / Cyprus / Czech Republic / Denmark /
	Estonia / Finland / France / Germany / Greece / Hungary / Iceland / Ireland /
	Italy / Latvia / Liechtenstein / Lithuania / Luxembourg / Malta / Netherlands /
	Norway / Poland / Portugal / Romania / Slovakia / Slovenia / Spain / Sweden /
	Switzerland / United Kingdom)
Project	Free text – Name of the project.
Brief description	Free text – Information collected about the aims of the project, the methods
	and the data used.
Source of information	Free text – Bibliographic reference(s), where available / Else: Person(s) who
	provided the information and institution of belonging (in brackets).
Contact	Free text – Email address(es) of person(s) who can be contacted for more
	information about the project / Else: Name of the person(s) responsible for
	the project and institution of belonging.
Links to relevant documentation	Free text – Link to relevant URL, where available.

EXISTING PRACTICES IN THE USE OF ADMINISTRATIVE DATA FOR BUSINESS STATISTICS	
Surveys carried out to update the Business register	
(File WP1DB_2.1 / Table 2.1)	
Field	Values / Content
Country	Classification variable
	(Values: Austria / Belgium / Bulgaria / Cyprus / Czech Republic / Denmark /
	Estonia / Finland / France / Germany / Greece / Hungary / Iceland / Ireland /
	Italy / Latvia / Liechtenstein / Lithuania / Luxembourg / Malta / Netherlands /
	Norway / Poland / Portugal / Romania / Slovakia / Slovenia / Spain / Sweden /
	Switzerland / United Kingdom)

EXISTING PRACTICES IN THE USE OF ADMINISTRATIVE DATA FOR BUSINESS STATISTICS		
Surveys carried out to update the Business register		
(File WP1DB_2.1 / Table 2.1)		
Field	Values / Content	
Does the NSI regularly take a survey	Information collected in response to the question:	
to collect data for the BR which are	In some cases, some of the information needed for maintaining/updating the	
not available from administrative	BR may not be available from administrative sources. Does your NSI regularly	
sources?	take a survey specifically to collect data for the BR which are not available	
	from Admin sources?	
	(Values: Yes / No).	
Additional information	Free text – Further details provided about the surveys carried out to update	
	the Business register.	
Links to relevant documentation	Free text – Link to relevant URL, where available.	

EXISTING PRACTICES IN THE USE OF ADMINISTRATIVE DATA FOR BUSINESS STATISTICS	
Combination of sources used for producing business statistics, and why administrative data are not used (where	
applicable)	
(File WP1DB_2.2 / Table 2.2)	
Field	Values / Content
Regulation	Classification variable
	(Values: Prodcom / SBS / STS).
Variable(s) / Annexes	Classification variable
	(Values: Prodcom / SBS Annexes I-IV / SBS Annex V (Insurance) / SBS Annex VI
	(Credit institutions) / SBS Annex VII (Pension funds) / SBS Annex VIII (Business
	services) / SBS Annex IX (Business demography) / STS Building permits / STS
	Employment / STS New orders / STS Production prices/costs / STS Turnover).
Country	Classification variable
	(Values: Austria / Belgium / Bulgaria / Cyprus / Czech Republic / Denmark /
	Estonia / Finland / France / Germany / Greece / Hungary / Iceland / Ireland /
	Italy / Latvia / Liechtenstein / Lithuania / Luxembourg / Malta / Netherlands /
	Norway / Poland / Portugal / Romania / Slovakia / Slovenia / Spain / Sweden /
	Switzerland / United Kingdom)
Combination of sources used	Free text – Information collected in response to the question:
	Which data sources are used in your NSI for the production of
	Prodcom/SBS/STS?
	(Respondents could indicate one or a combination of the following
	categories: Register data only / Admin data only / Survey data only / Register
	& Admin data / Register & Survey data / Admin & Survey data / Register,
Why administrative data are not used	Admin & Survey data).
Why administrative data are not used	Free text – Information collected in response to the question: Why administrative data are not used? (where applicable).
	(Respondents could indicate one or a combination of the following
	categories: All relevant data are available from the BR / No Admin data exist
	which are relevant / Admin data are not available because of legal restrictions
	to their use for statistical purposes / Admin data are available but not suitable
	for statistical production because of accuracy/reliability issues / Admin data
	are available but not suitable for statistical production because of timeliness
	issues / Admin data are available but not suitable for statistical production
	because of comparability issues / Admin data are available but not suitable
	for statistical production due to differences in applying statistical
	definitions/classifications / Admin data are available but not suitable for
	statistical production due to differences in applying technical standards (e.g.
	data formats, transmission protocols, etc.) / A methodology for using Admin
	data is currently being developed / Other (to be specified)).
Additional information	Free text – Further details provided about the combination of sources used
	for producing business statistics, and/or the reason why administrative data
	are not used (where applicable).

EXISTING PRACTICES IN THE USE OF ADMINISTRATIVE DATA FOR BUSINESS STATISTICS	
Combination of sources used for producing business statistics, and why administrative data are not used (where	
applicable)	
(File WP1DB_2.2 / Table 2.2)	
Field	Values / Content
Source of information	Free text – Bibliographic reference(s), where available / Else: Person(s) who
	provided the information and institution of belonging (in brackets).
Links to relevant documentation	Link to relevant URL, where available.

(File WP1DB_2.3 / Table 2.3)	
Field	Values / Content
Regulation	Classification variable
	(Values: BR / Prodcom / SBS / STS).
Variable(s) / Annexes	Classification variable
	(Values: BR / Prodcom / SBS Annexes I-IV / SBS Annex V (Insurance) / SBS
	Annex VI (Credit institutions) / SBS Annex VII (Pension funds) / SBS Annex VIII (Business services) / SBS Annex IX (Business demography) / STS Building
	permits / STS Employment / STS New orders / STS Production prices/costs /
	STS Turnover).
Country	Classification variable
Country	(Values: Austria / Belgium / Bulgaria / Cyprus / Czech Republic / Denmark /
	Estonia / Finland / France / Germany / Greece / Hungary / Iceland / Ireland /
	Italy / Latvia / Liechtenstein / Lithuania / Luxembourg / Malta / Netherlands /
	Norway / Poland / Portugal / Romania / Slovakia / Slovenia / Spain / Sweden /
	Switzerland / United Kingdom)
Type of source	Classification variable
	(Values: Central Bank / Central Population/Building Register / Chambers of
	Commerce/Professional Associations / Commercial data providers / Corporate
	Tax / Courts Register / Customs & Excise / Employment Register/Office / Local
	Authorities / Ministries and other Governmental bodies / Other Business
	Taxation / Other sources (various) / Personal Income Tax / Published Business
	Accounts / Regulatory Authorities / Single Administrative Business Register /
NAisus su securented dete	Social Security / VAT).
Micro or aggregated data	Information collected in response to the question: Does this source provide micro or aggregated data?
	(Respondents could indicate one or both of the following categories:
	Aggregated / Micro).
Administrative units	Information collected in response to the question:
	To which statistical units does the data provided by this source refer?
	(Respondents could indicate one or a combination of the following
	categories: Local units / Enterprises / Legal units / Admin Source's own units).
How data are acquired by the NSI	Information collected in response to the question:
	How does the NSI acquire the data from this source?
	(Respondents could indicate one or a combination of the following
	categories: Freely by law / Freely by specific legal agreement / Non-monetary
	exchange / Purchased at market prices).
Periodicity of data supplies	Information collected in response to the question:
	With which periodicity does this source provide data?
	(Respondents could indicate one or a combination of the following
	categories: Continuous / Monthly / Quarterly / Annual / Other (to be
Dight to guard	specified)).
Right to query	Information collected in response to the question: Does the NSI have the right to query (i.e. to contact units directly to check the
	administrative data)?
	(Values: Yes / No).

EXISTING PRACTICES IN THE USE OF ADMINISTRATIVE DATA FOR BUSINESS STATISTICS Administrative sources used for producing business statistics and main characteristics of their data	
Field	Values / Content
How the source is used	Free text – Information collected in response to the questions: A) For each administrative source, please indicate whether the source is used to update identification variables only, statistical variables only, or both identification and statistical variables (only for BR). B) For each administrative source, please indicate whether the source is direct or indirect. Where direct, please specify whether the source is used to cover the entire population or to cover a subset of the population. Where indirect, please specify whether the source is used as a sampling frame, for editing and validation, for imputation of missing values and/or for estimation procedures (all other domains).
Additional information	Free text – Further details provided about the administrative sources/data used.
Source of information	Free text – Bibliographic reference(s), where available / Else: Person(s) who provided the information and institution of belonging (in brackets).
Links to relevant documentation	Link to relevant URL, where available.

EXISTING PRACTICES IN THE USE OF ADMINISTRATIVE DATA FOR BUSINESS STATISTICS	
Use of estimation methods within the production of business statistics	
(File WP1DB 2.4 / Table 2.4)	
Field	Values / Content
Regulation	Classification variable
	(Values: BR / Prodcom / SBS / STS).
Country	Classification variable
	(Values: Austria / Belgium / Bulgaria / Cyprus / Czech Republic / Denmark /
	Estonia / Finland / France / Germany / Greece / Hungary / Iceland / Ireland /
	Italy / Latvia / Liechtenstein / Lithuania / Luxembourg / Malta / Netherlands /
	Norway / Poland / Portugal / Romania / Slovakia / Slovenia / Spain / Sweden /
	Switzerland / United Kingdom)
Does the NSI use statistical methods	Information collected in response to the question:
to estimate variables which are not	Does your NSI use statistical methods to estimate variables which are not
available from either administrative	available (for the entire population or for a part of it) from either Admin or
or survey sources?	Survey sources?
	(Values: Yes / No).
Additional information	Free text – Brief description(s) of the reported method(s).
Source of information	Free text – Bibliographic reference(s), where available / Else: Person(s) who
	provided the information and institution of belonging (in brackets).
Links to relevant documentation	Link to relevant URL, where available.