

Reference Metadata in ESMS 2.0 structure

## Statistical survey on trade

BS\_TRG.1\_M\_EN\_2021\_0

## Reference Metadata in ESMS 2.0 structure

<b>1</b>	<b>Contact</b>
State Statistical Office	
<b>1.1</b>	<b>Contact organisation</b>
<b>1.2</b>	<b>Contact organisation unit</b>
Department for internal trade, tourism and services.	
<b>1.3</b>	<b>Contact name</b>
Jana Grkova	
<b>1.4</b>	<b>Contact person function</b>
Junior associate	
<b>1.5</b>	<b>Contact mail address</b>
Dame Gruev 4, 1000 Skopje, Republic of North Macedonia	
<b>1.6</b>	<b>Contact email address</b>
jana.grkova@stat.gov.mk	
<b>1.7</b>	<b>Contact phone number</b>
++38923295761	
<b>1.8</b>	<b>Contact fax number</b>
<b>2</b>	<b>Metadata update</b>
<b>2.1</b>	<b>Metadata last certified</b>
05.10.2022	
<b>2.2</b>	<b>Metadata last posted</b>
05.10.2022	
<b>2.3</b>	<b>Metadata last update</b>
05.10.2022	
<b>3</b>	<b>Statistical presentation</b>
<b>3.1</b>	<b>Data description</b>
<p>- Turnover in wholesale and retail trade and repair of motor vehicles and motorcycles, NKD Rev.2</p> <p>-Number of persons employed in wholesale and retail trade and repair of motor vehicles and motorcycles, NKD Rev.2</p> <p>-Hours worked in wholesale and retail trade and sale and repair of motor vehicles and motorcycles, NKD Rev.2</p>	
<b>3.2</b>	<b>Classification system</b>
National Classification of Activities, NKD Rev.2.	
<b>3.3</b>	<b>Sector coverage</b>
Sector G - Wholesale and retail trade; repair of motor vehicles and motorcycles; Divisions 45, 46 and 47 (47.3).	
<b>3.4</b>	<b>Statistical concepts and definitions</b>

State Statistical Office

Reference Metadata in ESMS 2.0 structure

Turnover comprises the totals invoiced by the observation unit during the reference period, and this corresponds to market sales of goods or services supplied to third parties. Turnover also includes all other charges (transport, packaging, etc.) passed on to the customer, even if these charges are listed separately in the invoice. Turnover excludes VAT and other similar deductible taxes directly linked to turnover as well as all duties and taxes on the goods or services invoiced by the unit. Reduction in prices, rebates and discounts as well as the value of returned packing must be deducted. Price reductions, rebates and bonuses conceded later to clients, for example at the end of the year, are not taken into account. Income classified as other operating income, financial income, extraordinary income in company accounts, as well as subsidies received from public authorities or the institutions of the European Union, is excluded from turnover.

The term "number of persons employed" has a broader sense, comprising all persons engaged in the work of the business entity, no matter whether they are paid for their work or not. The number of persons employed is defined as the total number of persons who work in the observation unit (inclusive of working proprietors, partners working regularly in the unit and unpaid family workers), as well as persons who work outside the unit who belong to it and are paid by it (e.g. sales representatives, delivery personnel, repair and maintenance teams). It includes persons absent for a short period (e.g. sick leave, paid leave or special leave), and those on strike, but not those absent for an indefinite period. It also includes part-time workers who are regarded as such under the laws of the country concerned and who are on the payroll, as well as seasonal workers, apprentices and home workers on the payroll. The number of persons employed excludes manpower supplied to the unit by other enterprises, persons carrying out repair and maintenance work in the observation unit on behalf of other enterprises.

The total number of hours worked represents the aggregate number of hours actually worked for the output of the observation unit during the reference period. This variable excludes hours paid but not actually worked such as for annual leave, holidays and sickness leave. It also excludes meal breaks and commuting between home and work. Included are hours actually worked during normal working hours; hours worked in addition to those; time which is spent at the place of work on tasks such as preparing the site and time corresponding to short periods of rest at the work place.

### 3.5 Statistical unit

The basic units of statistical observation are the active enterprises, whose main activity in the Statistical Business Register is Sector G (Trade), NKD Rev.2

### 3.6 Statistical population

The statistical population are business entities from the Statistical Business Register whose main activity is trade. (Sector G - Wholesale and retail trade; repair of motor vehicles and motorcycles, NKD Rev.2).

### 3.7 Reference area

NUTS 1 and 2 (Republic of North Macedonia)

### 3.8 Time coverage

From January 2011.

### 3.9 Base period

2015=100

## 4 Unit of measure

Mil. denars; indices (value and volume indices) and change rates (in nominal and real terms).

## 5 Reference period

Month.

## 6 Institutional mandate

### 6.1 Legal acts and other agreements

**National:** Law on State Statistics ("Official Gazette of the Republic of Macedonia" No. 54/97, 21/07, 51/11, 104/13, 42/14, 192/15, 27/16, 83/18 and 220/18 and "Official Gazette of the Republic of North Macedonia" No. 31/20) and Programme of Statistical Surveys 2018-2022 ("Official Gazette of the Republic of Macedonia" No. 22/18, 224/18 and "Official Gazette of the Republic of North Macedonia" No. 18/20 and 300/20).

#### International (Regulations, Standards):

- Council Regulation (EC) No. 1165/98;
- Commission Regulation 1503/2006;
- Regulation (EU) 2019/2152 of the European Parliament and of the Council of 27 November 2019 on European business statistics;
- Methodology on Short-term statistics, Eurostat, 2006;
- International Recommendation on Distributive Trade Statistics, UNESA, 2008.

### 6.2 Data sharing

Indices are transmitted to Eurostat via EDAMIS.

## 7 Confidentiality

### 7.1 Confidentiality - policy

State Statistical Office

Reference Metadata in ESMS 2.0 structure

Individual data are protected by the [Law on State Statistics](#).

Data collected with statistical surveys from the reporting units or indirectly from administrative or other sources are confidential data and are used only for statistical purposes. Results from the statistical processing may also generate information considered as confidential, for example: anonymised individual data, tables with low level of aggregation, as well as unreleased data. [The Policy on Statistical Confidentiality](#) contains the basic principles used in the SSO.

## 7.2 Confidentiality - data treatment

All individual or personal data, in each phase of statistical processing, are treated as confidential data and may be used only for statistical purposes. When releasing data from this survey at an aggregated level, there is no need for additional data treatment for the purpose of ensuring confidentiality.

## 8 Release policy

### 8.1 Release calendar

Data are released in accordance with the Release Calendar, which is published on the web site of the State Statistical Office. The Release Calendar is prepared annually before the beginning of each year.

### 8.2 Release calendar access

[http://www.stat.gov.mk/Kalendar\\_nov\\_en.aspx](http://www.stat.gov.mk/Kalendar_nov_en.aspx)

### 8.3 User access

In accordance with the [Dissemination Policy](#), all users have equal access to statistical data at the same time. Data are released on the web site at the same time for all users, which are informed with the [Release Calendar](#), and no user has privileged access.

## 9 Frequency of dissemination

Monthly.

## 10 Accessibility and clarity

### 10.1 News release

Monthly news release: Trade turnover indices.

[http://www.stat.gov.mk/PrethodniSoopstenijaOblast\\_en.aspx?id=104&rbrObl=26](http://www.stat.gov.mk/PrethodniSoopstenijaOblast_en.aspx?id=104&rbrObl=26)

### 10.2 Publications

Not applicable. Survey data are not published in publication.

### 10.3 On-line database

MakStat database-internal trade.

<http://makstat.stat.gov.mk/PXWeb/pxweb/en/MakStat/?rxid=46ee0f64-2992-4b45-a2d9-cb4e5f7ec5ef>

### 10.4 Micro-data access

According to the [Law on State Statistics](#) (Article 41) and the [Policy on access to anonymised microdata](#) for scientific purposes, data collected for the purpose of official statistics may be used for scientific purposes if there is no risk of direct or indirect identification, i.e. disclosure of data individuality. Access to microdata is possible only in the safe room at the SSO, based on a submitted and approved request and a signed agreement.

### 10.5 Other

- [Monthly Statistical Bulletin](#)
- [Macedonia in figures](#)
- [Statistical Yearbook](#)

Data transmitted to Eurostat and published on the web site of this institution.

### 10.6 Documentation on methodology

The methodological notes are available on the web site of the State Statistical Office.

[http://www.stat.gov.mk/MethodoloskiObjasSoop\\_en.aspx?id=104&rbrObl=26](http://www.stat.gov.mk/MethodoloskiObjasSoop_en.aspx?id=104&rbrObl=26)

Methodology for STS, Eurostat, <https://circabc.europa.eu/sd/a/fd45995c-7bfd-4db0-986e-14ac23072343/Methodological%20manual%202006%20KS-BG-06-001-EN.pdf>

### 10.7 Quality documentation

State Statistical Office

Reference Metadata in ESMS 2.0 structure

Quality report 2021 SSO, on Eurostat

**11 Quality management****11.1 Quality assurance**

The commitment of the SSO to ensuring quality of products and services is described in the:

- [Law on State Statistics](#)
- [Strategy of the State Statistical Office](#)
- [Quality Policy of the State Statistical Office](#)

as well as in the continuous efforts for harmonisation with the [European Statistics Code of Practice](#).

The main aspects and procedures for quality management in the phases and sub-processes of the Statistical Business Process Model, as well as the good practices for ensuring quality are documented in the internal document called "Guide for ensuring quality of statistical processes". Input and output metadata, as well as relevant quality indicators for certain sub-processes are described in the document "Guide for survey managers".

**11.2 Quality assessment**

Retail trade indices are used mainly by the National Bank and the government as a short term economic indicator. All levels of aggregation, according to STS regulations are calculated and published at national level and transmitted to Eurostat. The statistical survey of retail trade turnover is in accordance with the accuracy principle. The data are published in accordance with the deadlines in the Release Calendar and transmitted to Eurostat. Retail trade indices are comparable geographically and over time.

**12 Relevance****12.1 User needs**

There are various users such as government agencies and bodies, banks, private business entities, universities, Eurostat. The data are used for analysing economic trends, market analysis, calculation of GDP and for decision-making processes.

**12.2 User satisfaction**

The State Statistical Office conducts the [User Satisfaction Survey](#).

This Survey was conducted in 2009, 2012, 2015, 2017 and the last one in 2019.

**12.3 Completeness**

According to STS regulation, all levels of aggregation are calculated and published at national level, and transmitted to Eurostat.

Data completeness rate at national level = 100%.

Data completeness rate for Eurostat = 100%.

**13 Accuracy and reliability****13.1 Overall accuracy**

Data accuracy is ensured by working on decreasing sampling and non-sampling errors, as well as with additional data comparisons and analysis before dissemination.

**13.2 Sampling error**

Coefficient of variation for:

Total turnover	3.04
Number of employees	2.43
Hours worked	2.41

Coefficient of variation for total turnover by months:

I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII
9.5	9.5	9.3	9.4	9.5	9.9	10.4	10.4	9.8	10.5	10.3	10.2

The calculation of the coefficient of variation is made with the SAS software, PROC SURVEYMEANS procedure.

**13.3 Non-sampling error**

State Statistical Office

**Coverage errors (overcoverage):** In this survey, the overcoverage is calculated related to the whole sample.

**Measurement errors:** The statistical survey on distributive trade turnover is a monthly survey based on a sample. The survey questionnaire is designed in the subject-matter department, based on regulations and methodologies for short-term business statistics. Reporting units are provided with information about the new survey through a letter, which is distributed once per year, together with the questionnaires. The regional departments for statistics are responsible for data gathering within specified deadlines, while control is made in the Central Office. If some of the reporting units do not respond on time, repeat contact is made by letter or by phone.

**Processing errors** are minimal and the correction of all errors is done while controlling the responses. There are controls with on-line data editing rules as well as control after data entry.

**Non-response errors:** item non-response does not exist, while in the case of unit non-response, a specific mathematical procedure for estimation of missing data is used (adjustment unit non-response). No automated imputation is used. The unit response rate (% of received responses from the eligible units) is 88.7%.

## 14 Timeliness and punctuality

### 14.1 Timeliness

Retail trade turnover indices are published 30 days after the reference period, as preliminary data (T+30). The final data are published 75 days after the reference year.

### 14.2 Punctuality

Data are disseminated within the deadlines in accordance with the Release Calendar and timely transmitted to Eurostat.

Length of time for publishing of data, for 2021

Reference month	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII
Release Calendar date of publishing	26.02	31.03	29.04	31.05	30.06	30.07	31.08	30.09	29.10	30.11	30.12	31.01
Date of publishing of newsrelease	26.02	31.03	29.04	31.05	30.06	30.07	31.08	30.09	29.10	30.11	30.12	31.01
Difference (in days)	0	0	0	0	0	0	0	0	0	0	0	0

## 15 Coherence and comparability

### 15.1 Comparability - geographical

Retail trade turnover indices produced at national level are harmonised with STS regulations. This provides comparability of the national with european data. The data are comparable at level NUTS 1 and 2 (national level).

### 15.2 Comparability - over time

Since January 2011 there is no gap in the time series. The number of reference periods in the time series is 132.

### 15.3 Coherence - cross domain

Cross domain coherence is not investigated.

### 15.4 Coherence - internal

Comparison is made of preliminary and final data. Internal coherence of data is ensured.

## 16 Cost and burden

The average time for completing the questionnaire is between 13 and 20 minutes.

## 17 Data revision

### 17.1 Data revision - policy

In accordance with the [Statistical Data Revision Policy](#).

### 17.2 Data revision - practice

Reference Metadata in ESMS 2.0 structure

Survey data are published as preliminary and as final (revised) data. The final (revised) data are published once per year. The Revision was also made in 2017, while changing the base year.

## 18 Statistical processing

### 18.1 Source data

**Source data:** enterprises

**Sample frame:** The sample frame is taken from the Statistical Business Register and includes enterprises engaged in trade activity (NKD Rev.2, Section G - Trade, Divisions 45, 46, 47).

**Stratification criteria:** The sample is stratified, and stratification is made on the basis of activity and turnover size. All large and medium-sized enterprises are included in the sample, while the rest are determined randomly.

**Sample size:** For 2021, the sample size was 1193 enterprises.

**Frequency of updating the sample:** the sample is updated annually. Large and medium-sized enterprises are kept while those which have closed or changed their activity has been replaced.

### 18.2 Frequency of data collection

Monthly.

### 18.3 Data collection

Data collection is made by paper questionnaires (Form TRG.1), which are sent to the reporting units by post. The questionnaires have to be completed by responsible persons in enterprises or by accounting offices. More recently, the questionnaires are collected via e-mail or via fax.

### 18.4 Data validation

Data validation is made in accordance with defined control criteria. Data control is carried out before and after data entry. For any inconsistencies in data, contact is made with the reporting unit. Final results are also under control before publishing.

### 18.5 Data compilation

After data gathering within specified deadlines, control is made in the Central Office. Data control is made from several aspects such as: timeliness, coverage (whether all reporting units respond), completeness (whether all items have a response) and accuracy. During the data control, which is done manually, all necessary corrections are made. A programme for data editing has been created by the subject-matter department, with on-line data editing rules, so if during data entry some errors occur, the computer will inform about the type of error made and will ask for data correction. After data entry, another control is made in order to check/compare the values with the previous months and accuracy of hours worked for the exact month. For calculation of weights (for grossing up), data on the number of employees are used. In grossing-up procedures, each reporting unit has its own weight, which depends on enterprise activity and turnover size. The deflator is calculated from the Consumer Price Index, which is produced in the Prices Department.

### 18.6 Adjustment

Seasonal data adjustment is implemented.

## 19 Comment

### A.1 Annexes

State Statistical Office