

Single Integrated Metadata Structure (SIMS)

Country: Greece

Name: Data Collection regarding the Operation and Performance of the Hellenic Post Organization for the year 2013

ELSTAT metadata
Reference metadata
1. Contact
2. Introduction
3. Metadata update
4. Statistical presentation
5. Unit of measure
6. Reference period
7. Institutional Mandate
8. Confidentiality
9. Release policy
10. Frequency of dissemination
11. Dissemination format
12. Accessibility of documentation
13. Quality management
14. Relevance
15. Accuracy and reliability
16. Timeliness and punctuality
17. Comparability
18. Coherence
19. Cost and Burden
20. Data Revision
21. Statistical processing
22. Comments

1. Contact Top	
1.1 Contact organization	Hellenic Statistical Authority (ELSTAT)
1.2 Contact organization unit	Trade and Services Statistics Division (C4), Transports, Communications and Mass Media Section (C42)
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1.4 Contact person function	Employee
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2. Introduction Top	
2.1 Introduction	Collection, validation and presentation in table format of Statistical data regarding manpower and provided services (number of employees, number of operating units, postal services provided and economic performance) of the Hellenic Post Organization.

3. Metadata update Top	
3.1 Metadata last certified	Year 2013
3.2 Metadata last posted	Year 2013
3.3 Metadata last updated	Year 2013

4. Statistical presentation Top	
4.1 Data description	Collection, validation and presentation in table format of Statistical data regarding manpower and provided services of the Hellenic Post Organization –ELTA (number of employees, number of operating units, postal services provided and economic performance). It is a census survey regarding the operation of the Hellenic Post Organization.
4.2 Classification system	Statistical data refer to the activities of the Hellenic Post Organization and are classified as follows: <ol style="list-style-type: none"> 1. Geographical classification: Country- Greece, total 2. Classification based on employment, operating units, postal services and economic performance.
4.3 Sector coverage	Post Activities (NACE rev. 2 div. 53)
4.4 Statistical concepts and definitions	Variables: number of Employees, number of Operating Units, Postal Services provided and Economic Performance (income and expenditures).
4.5 Statistical unit	Hellenic Post Organization (ELTA)
4.6 Statistical population	A single Enterprise: Hellenic Post Organization (ELTA)
4.7 Reference area	Country Greece total
4.8 Time coverage	From 1968 to 2013
4.9 Base period	Not applicable

5. Unit of measure Top	
Employees, Operating Units and Postal Services in units. Economic performance in thousand Euros.	

6. Reference period

[Top](#)

Year 2013

7. Institutional Mandate

[Top](#)

7.1 Institutional Mandate – legal acts and other agreements

The legal framework concerning the organization and operation of ELSTAT is as follows:

- **Law 3832/2010** (Government Gazette No 38, Issue A): *"Hellenic Statistical System Establishment of the Hellenic Statistical Authority (ELSTAT) as an Independent Authority"*, as amended by article 90 paragraphs 8 and 9 of the Law 3842/2010 (Government Gazette No 58, Issue A): *"Restoration of fiscal justice, confrontation of tax evasion and other provisions"*, by article 10 of the Law 3899/2010 (Government Gazette No 212, Issue A): *"Urgent measures for the implementation of the assistance program of the Greek Economy"*, by article 45 of the Law 3943/2011 (Government Gazette No 66, Issue A): *"Combating tax evasion, staffing of auditing services and other provisions falling within the competence of the Ministry of Finance"*, by article 22 paragraph 1 of the Law 3965/2011 (Government Gazette No 113, Issue A): *"Operations Reform of the Consignment and Loan Fund, Public Debt Management Agency, Public Enterprises and Government bodies, the establishment of the General Secretary of Public Property and other provisions"*, by article first of the Law 4047/2012 (Government Gazette No 31, Issue A): *"Ratification of the Act of Legislative Content "Very urgent measures for the implementation of the Medium-term Fiscal Strategy 2012-2015 and of the State Budget for 2011" and of the Act of Legislative Content "Regulation of very urgent issues for the implementation of law 4024/2011 "Pension provisions, uniform pay scale - grading system, labour reserve and other provisions for the implementation of the Medium-term Fiscal Strategy Framework 2012-2015" and of issues falling within the competence of the Ministries of Administrative Reform and E-Governance, Interior, Finance, Environment, Energy and Climate Change, and of Education, Lifelong Learning and Religious Affairs and related to the implementation of the Medium-term Fiscal Strategy Framework 2012-2015" and other provisions"*, by article 323 of the Law 4072/2012 (Government Gazette No 86, Issue A): *"Improvement of the business environment New corporate form - Trade Marks - Realtors - Regulating maritime, port and fishing matters and other provisions"* and by article 7 paragraph 1 of the Act of Legislative Content dated 18/11/2012 (Government Gazette No 228, Issue A): *"Financial rules and other provisions"*, by Article 93 of the Law 4182/2013 (Government Gazette No 185, Issue A): *"Code of charitable estate, inheritances in abeyance and other provisions"*, by Article 6 paragraph 8 of the Law 4244/2014 (Government Gazette 60, Issue A): *"Integration in Greek law of the Council Directive 2013/1/EU of 20 December 2012 amending Directive 93/109/EC as regards certain detailed arrangements for the exercise of the right to vote and stand as a candidate in elections to the European Parliament for citizens of the Union residing in a Member State of which they are not nationals and amendment of law 2196/1994 (A' 41) and other provisions"*, by Article first subparagraph C.3 of the Law 4254/2014 (Government Gazette No 85, Issue A): *"Measures for the support and development of the Greek economy, in the context of the implementation of Law 4046/2012, and other provisions of law"* and by Article 33, paragraphs 5a and 5b of the Law 4258/2014 (Government Gazette No 94, Issue A): *"Demarcation process and arrangements of matters for streams - arrangements of Urban Planning legislation and other provisions"*.
- **Regulation on the Operation and Administration of the Hellenic Statistical Authority (ELSTAT)**, 2012, (Government Gazette No 2390, Issue B, 28-8-2012)
- **Regulation (EC) No 223/2009 of the European Parliament and of the Council**, on the European statistics (Official Journal of the European Union L 87/164).
- **Article 14 of the Law 3470/2006** (Government Gazette No 132, Issue A): *"National Export Council, tax regulations and other provisions"*.
- **Article 3, paragraph 1c, of the Law 3448/2006** (Government Gazette No 57, Issue A): *"For the further use of information coming from the public sector and the settlement of matters falling within the responsibility of the Ministry of Interior, Public Administration and Decentralization"*.
- **European Statistics Code of Practice** adopted by the Statistical Programme Committee on 24 February 2005 and promulgated in the Commission Recommendation of 25 May 2005 on the independence, integrity and accountability of the national and Community statistical Authorities, after its revision, which was adopted on 28 September 2011 by the European Statistical System Committee.
- **Presidential Decree 226/2000** (Government Gazette No 195, Issue A): *"Organization of the General*

Secretariat of the National Statistical Service of Greece".

Articles 4, 12, 13, 14, 15 and 16 of the Law 2392/1996 (Government Gazette No 60, Issue A): *"Access of the General Secretariat of the National Statistical Service of Greece to administrative sources and administrative files, Statistical Confidentiality Committee, settlement of matters concerning the conduct of censuses and statistical works, as well as of matters of the General Secretariat of the National Statistical Service of Greece".*

7.2 Data sharing

Not applicable

8. Confidentiality

[Top](#)

8.1 Confidentiality policy

The issues concerning the observance of statistical confidentiality by the Hellenic Statistical Authority (ELSTAT) are arranged by articles 7, 8 and 9 of the Law 3832/2010 as in force, by Articles 8, 10 and 11(2) of the Regulation on Statistical Obligations of the agencies of the Hellenic Statistical System and by Articles 10 and 15 of the Regulation on the Operation and Administration of ELSTAT.

More precisely:

ELSTAT disseminates the statistics in compliance with the statistical principles of the European Statistics Code of Practice and in particular with the principle of statistical confidentiality.

8.2 Confidentiality – data treatment

- ELSTAT protects and does not disseminate data it has obtained or it has access to, which enable the direct or indirect identification of the statistical units that have provided them by the disclosure of individual information directly received for statistical purposes or indirectly supplied from administrative or other sources. ELSTAT takes all appropriate preventive measures so as to render impossible the identification of individual statistical units by technical or other means that might reasonably be used by a third party. Statistical data that could potentially enable the identification of the statistical unit are disseminated by ELSTAT if and only if:
 - a) these data have been treated, as it is specifically set out in the Regulation on Statistical Obligations of the agencies of the Hellenic Statistical System (ELSS), in such a way that their dissemination does not prejudice statistical confidentiality or
 - b) the statistical unit has given its consent, without any reservations, for the disclosure of data.
- The confidential data that are transmitted by ELSS agencies to ELSTAT are used exclusively for statistical purposes and the only persons who have the right to have access to these data are the personnel engaged in this task and appointed by an act of the President of ELSTAT.
- ELSTAT may grant researchers conducting statistical analyses for scientific purposes access to data that enable the indirect identification of the statistical units concerned. The access is granted provided the following conditions are satisfied:
 - a) an appropriate request together with a detailed research proposal in conformity with current scientific standards have been submitted;
 - b) the research proposal indicates in sufficient detail the set of data to be accessed, the methods of analyzing them, and the time needed for the research;

c) a contract specifying the conditions for access, the obligations of the researchers, the measures for respecting the confidentiality of statistical data and the sanctions in case of breach of these obligations has been signed by the individual researcher, by his/her institution, or by the organization commissioning the research, as the case may be, and by ELSTAT.

- Issues referring to the observance of statistical confidentiality are examined by the Statistical Confidentiality Committee (SCC) operating in ELSTAT. The responsibilities of this Committee are to make recommendations to the President of ELSTAT on:
 - the level of detail at which statistical data can be disseminated, so as the identification, either directly or indirectly, of the surveyed statistical unit is not possible;
 - the anonymization criteria for the microdata provided to users;
 - the granting to researchers access to confidential data for scientific purposes.
- The staff of ELSTAT, under any employment status, as well as the temporary survey workers who are employed for the collection of statistical data in statistical surveys conducted by ELSTAT, who acquire access by any means to confidential data, are bound by the principle of confidentiality and must use these data exclusively for the statistical purposes of ELSTAT. After the termination of their term of office, they are not allowed to use these data for any purpose.
- Violation of data confidentiality and/or statistical confidentiality by any civil servant or employee of ELSTAT constitutes the disciplinary offence of violation of duty and may be punished with the penalty of final dismissal.
- ELSTAT, by its decision, may impose a penalty amounting from ten thousand (10,000) up to two hundred thousand (200,000) euros to anyone who violates the confidentiality of data and/or statistical confidentiality. The penalty is always imposed after the hearing of the defense of the person liable for the breach, depending on the gravity and the repercussions of the violation. Any relapse constitutes an aggravating factor for the assessment of the administrative sanction.

9. Release policy

[Top](#)

9.1 Release calendar

Not applicable

9.2 Release calendar access

The release calendar is available on the website of ELSTAT:

<http://www.statistics.gr>

9.3 User access

In line with the Community legal framework and the [European Statistics Code of Practice](#) ELSTAT disseminates European statistics on Eurostat's website (see item 10 - 'Dissemination format') respecting professional independence and in an objective, professional and transparent manner in which all users are treated equitably.
http://www.statistics.gr/portal/page/portal/ESYE/PAGE-themes?p_param=A0903&r_param=SME06&y_param=2013_00&mytabs=0

10. Frequency of dissemination

[Top](#)

Statistical tables of annual and time series results of the survey are published on ELSTAT's website.

11. Dissemination format	Top
11.1 News release	
Not applicable	
11.2 Publications	
Statistical Yearbook of Greece	
11.3 On-line database	
http://www.statistics.gr/portal/page/portal/ESYE/PAGE-themes?p_param=A0903&r_param=SME06&y_param=2013_00&mytabs=0	
11.3.1 Data table -consultations	
The total number of hits amounts to 139.	
11.4 Microdata access	
Micro-data are not available.	
11.5 Dissemination format – other	
http://dlib.statistics.gr/portal/page/portal/ESYE/	
1.5.1 Metadata consultations	
The total number of hits amounts to 139.	

12. Accessibility of documentation	Top
12.1 Documentation on methodology	
A methodological note is available on the website of the Hellenic Statistical Authority: http://www.statistics.gr/portal/page/portal/ESYE/PAGE-themes?p_param=A0903&r_param=SME06&y_param=2013_00&mytabs=0	
12.2 Quality management documentation	
Before the publication of statistical tables checks such as comparability checks with data from previous years are being performed.	

13. Quality management	Top
13.1 Quality assurance	
ELSTAT's quality assurance policy is described at the following website link: http://www.statistics.gr/portal/page/portal/ESYE/BUCKET/General/ELSTAT_Quality_Policy_GR.pdf	
13.2 Quality assessment	
Checks such as comparability checks with data from previous years are being performed prior to the publication of statistical tables and statistical results are 100% reliable.	

14. Relevance	Top
14.1 Users needs	
The main users are Ministries, Academic researchers and universities. ELSTAT in cooperation with the users is examining whether the available statistical data of Transport sector meet their needs.	
14.2 User Satisfaction	
Statistical Information and Publications Division of ELSTAT is conducting a survey for user's satisfaction who address ELSTAT for statistical information. Results for User satisfaction are available at the following web link:	

<http://www.statistics.gr/portal/page/portal/ESYE/PAGE-conferences>

14.3 Completeness

For reference year 2013 the surveys' data completeness is 100%.

15. Accuracy and reliability

[Top](#)

15.1 Overall accuracy

It is a census survey based on administrative data and its reliability and accuracy is 100%.

15.2 Sampling error

It is a census survey and there are not any sampling errors.

15.3 No sampling errors

It is a census survey with full coverage and all variables are completed.

16. Timeliness and punctuality

[Top](#)

16.1 Timeliness

Data are being published on ELSTAT's website 14 to 18 months after the end of the reference year.

16.2 Punctuality

There is not a fixed date for the publication of the Annual Statistical Yearbook.

17. Comparability

[Top](#)

17.1 Geographical comparability

Not applicable

17.1.1 Asymmetry for mirror flows statistics - coefficient

None.

17.2 Comparability over time

Statistical data are being thoroughly checked for their comparability over time and they are found comparable.

18. Coherence

[Top](#)

18.1 Cross domain coherence

Not applicable.

18.2 Internal coherence

Not applicable.

19. Cost and burden

[Top](#)

No data available

20. Data revision

[Top](#)

20.1 Revision policy

The Data revision - policy applied by EL.STAT is presented in the following link:
<http://www.statistics.gr/portal/page/portal/ESYE/PAGE-codepractice>

20.2 Revision practice

None exist. The survey is based on administrative data.

21. Statistical processing

[Top](#)

21.1 Source data

Statistical data are based on administrative sources provided to ELSTAT by the Hellenic Post Organization and they refer to employment, operating units, postal services and economic performance.

21.2 Frequency of data collection

The survey is conducted on a yearly basis.

21.3 Data collection

The survey is conducted through dispatch of questionnaires or via e-mail to the Hellenic Post Organization.

21.4 Data validation

The data sent to ELSTAT by the Hellenic Post Organization (ELTA) are thoroughly checked for their accuracy and reliability by the competent staff of ELSTAT and then they are published in ELSTAT's website in table format.

21.5 Data compilation

21.5.1 Imputation rate

Not applicable

21.6 Adjustment

21.6.1 Seasonal adjustment

Not applicable

22. Comments

[Top](#)