

## **QUALITY REPORT**

### **To be filled out for each series/data set produced**

#### *1. Introduction*

- Description of the series/data set produced
- Type of the statistical process for the production of statistical data (e.g. sample survey, census, data collection from administrative sources, compilation of price indices or other economic indices, compilation of economic aggregates etc.)
- Initial year of the time series of the produced statistical data
- Reference to documentation related to the statistical process

#### *2. Relevance*

- Why are the data collected/statistics produced? What needs are they supposed to satisfy?
- Description of the coverage of the statistical data (domains, variables etc.)
- Degree of compliance with relevant Regulations/Directives
- Unmet user needs, including reasons for not meeting them

#### *3. Accuracy*

- Evaluation and/or quantitative information on overcoverage and multiple listing (e.g. over-count or double-count in the case of a census etc.)
- Evaluation and/or assessment, preferably quantitative, on the extent of undercoverage (e.g. under-count in the case of a census etc.)
- Actions taken for the reduction of undercoverage
- Information on the frame used (reference period, updating, quality)
- Information on the magnitude of measurement errors, in terms of the number of inconsistencies identified during data editing
- The efforts made for the reduction of measurement errors (questionnaire testing, interviewer training etc.)
- Questionnaires used should be annexed
- Non-response rates for the whole survey and for important sub-domains
- Item non-response rates for key variables
- Measures taken to reduce non-response
- Evaluation and or assessment of processing errors (coding errors, typing errors etc.)

- Information on the extent to which imputation is used and description of the imputation procedures
- Average number and size of revisions
- Where sampling is used there should be a section on sampling errors, providing their magnitude (in terms of coefficients of variation or confidence intervals) and the formulas applied for their calculation
- Any other available information and indicators relating to accuracy

#### *4. Timeliness and punctuality*

- The average time from the end of the reference period to each release of data (for annual or more frequent releases)
- For European statistics: Timeliness as compared with requirements according to the relevant regulations
- The percentage of releases delivered on time, based on scheduled release dates (for annual or more frequent releases)
- The reasons for non-punctual releases (if any)

#### *5. Accessibility and clarity*

- A description of the conditions of access to the data: media, support, pricing policies, restrictions etc.
- A summary of user feedback on accessibility and clarity

#### *6. Comparability and coherence*

- Brief descriptions of all conceptual and methodological metadata elements that could affect the comparability and coherence
- Differences between the statistical process and the corresponding European Regulations/standards and/or international standards (if any)
- Reference periods when series breaks (if any) occurred, the reasons for them and treatment of them