Single Integrated Metadata Structure (SIMS)

Country: Greece

Compiling agency: ELSTAT

Domain name: Structural Business Statistics (SBS) Survey with Reference Year 2013

ELSTAT metadata

1. Contact	Top
1.1 Contact organisation	Hellenic Statistical Authority (ELSTAT)
1.2 Contact organisation unit	Trade and Services Statistics Division (C4) SBS survey sections: a. Distributive Trade Section (C41) b. Transports, Communications and Mass Media Section (C42) c. Tourism Statistics Section (C43) d. Shipping Statistics Section (C44)
1.3 Contact name	Christina Karamichalakou

	Spyridoula Sideri	
	Asimina Katri	
	Konstadinos Papandreou	
1.4 Contact person function	Head of Sections	
1.5 Contact mail address	Peireos 46 & Eponiton, 18510, Piraeus	
1.6 Contact email address	c.karamichalakou@statistics.gr s.sideri @statistics.gr a.katri@statistics.gr k.papandreou@statistics.gr	
1.7 Contact phone number	(+30) 213 135 2057 (+30) 213 135 2168 (+30) 213 135 2056 (+30) 213 135 2187	
1.8 Contact fax number	(+30) 213 135 2397/2398	

2. Introduction Top

2.1 Introduction	Structural Business Statistics Survey is an annual survey and it aims to collect the basic financial figures for the preparation of business statistics.

3. Metadata update Top

3.1 Metadata last certified	June 2016
3.2 Metadata last posted	June 2016
3.3 Metadata last update	June 2016

4. Statistical presentation Top

4.1 Data description

Data are collected through an annual sample survey with sampling unit the active enterprises in economic activities of Nace rev.2, that are included in the following sections: H (Transportation and Storage), I (Accommodation and Food Service Activities), J (Information and Communication), L (Real Estate Activities), M (Professional, Scientific and Technical Activities), N (Administrative and Support Service Activities), S95 (Repair of computers and personal and household goods), K651 and K652 (Insurance Activities) and K653 (Pension Funding). The results of the survey include mostly financial data (turnover, production value, value added at factor cost, investment in tangible goods etc.) and employment data (number of employees, salaries and personnel costs, etc.). The corresponding surveys are the Structural Business Statistics surveys at the sectors of: Transportation and Storage, Water Transport, Accommodation and Food Service Activities, Information and Communication, Real Estate Activities, Professional, Scientific and Technical Activities, Administrative and Support Service Activities and Other Service Activities (Repair of computers and personal and household goods), Insurance Activities and Pension Funding.

4.2 Classification system

The results of the survey are broken down according to the following classifications:

1. 4-digit level of economic activity of Nace Rev. 2 (lower level of analysis).
2. 2-digit level of regional breakdown (NUTS 2, NUTS1, NUTS0) at 1-digit level of Nace Rev. 2.

4.3 Sector coverage

The SBS survey covers the economic activities at 4-digit level of Nace Rev.2 sections listed in the field 4.1

4.4 Statistical concepts and definitions

The definitions of the characteristics and the technical format for the transmission of SBS data are laid down in the Implementing Regulation (EC) 250/2009 of 11 March 2009 and the produced data series are laid

down in the Implementing Regulation (EC) 251/2009 of 11 March 2009, implementing and amending Regulation (EC) No. 295/2008 of the European Parliament and the Council (at 4-digit, 3-digit and 2-digit level of analysis). These Regulations are available at the following links respectively:

http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2009:086:0001:0169:EN:PDF and
http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2009:086:0170:0228:EN:PDF and
http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2008:097:0013:0059:EN:PDF

4.5 Statistical unit

The statistical units of the SBS survey are the enterprises that are located in Greece and are active in the sections of economic activity listed in the field 4.1.

4.6 Statistical population

All the enterprises that are located in Greece and are active in the sections of economic activity listed in the field 4.1.

4.7 Reference area

Country: Greece, total.

Regional breakdown of the country at NUTS level 2 - (NUTS2, NUTS1 and NUTS0).

4.8 Time coverage

2000-2013

4.9 Base period

Not available.

5. Unit of measure   Top

Variables corresponding to numbers or amount (e.g. number of enterprises, number of employees, etc.) are measured in UNITS. Values are expressed in thousand Euros.

6. Reference period   Top

Calendar Year

7. Institutional mandate   Top

7.1 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 2012-1015" 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".*

Additionally, for the SBS surveys:

Decisions for the approval and award of the survey, according to the Commission Regulation (EC) No 250/2009, regarding structural business statistics.

7.2 Data sharing

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8. Confidentiality

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:

a) 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;

b) the anonymization criteria for the microdata provided to users;

c) 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

9.1 Release calendar

None of the publications that are related to the results of SBS survey are included in the release calendar.

9.2 Release calendar access

The release calendar is available on the website of Hellenic Statistical Authority:

www.statistics.gr

9.3 User access

The results of the survey are also included in tables that are published on the website of Hellenic Statistical Authority at:

http://www.statistics.gr/el/statistics/ind

10. Frequency of dissemination

Normally, 18 months after the end of the reference year the results of the survey are transmitted to Eurostat. After the finalization of the data both by Eurostat and ELSTAT the results of the survey are also published on the website of ELSTAT. The survey is annual.

11. Dissemination format

11.1 News release

For 2013 there was no press release.

11.2 Publications

General Releases (Statistical Yearbooks) are available at the link:

http://dlib.statistics.gr/portal/page/portal/ESYE

General concise publications of the European Structural Statistics are available at the link:

http://dlib.statistics.gr/portal/page/portal/ESYE

Special publications are available for the following surveys:

Transport - Communication (for the years 1929-1998) available at the link:

http://dlib.statistics.gr/portal/page/portal/ESYE/categoryyears?p_cat=10008076&p_topic=10008076

Hotels and Restaurants (for the years 1981-1996) available at the link:

http://dlib.statistics.gr/portal/page/portal/ESYE/categoryyears?p_cat=10008073&p_topic=10008073

Shipping companies (for the years 1915-1997) available at the link

http://dlib.statistics.gr/portal/page/portal/ESYE/categoryyears?p_cat=10008079&p_topic=10008079

General Publications for the European Structural Business Statistics are available at the link:

http://ec.europa.eu/eurostat/web/structural-business-statistics/data/main-tables

11.3 On-line database

1.3.1 Data Tables - consultations

Visits reached **2.987** views at total.

Per survey is as follows:

- Information and Communication, Transportation and Storage **462 views**.
- Real estate, professional, scientific and technical activities, Administrative Support and other activities**: 336 views**.
- Accommodation and Food Services activities **1958 views**.
- Water transports **231 views**.
- Insurance Activities 1500 **views**.

11.4 Micro-data access

Microdata are available to users only after the approval of the Statistical Confidentiality Committee. Also, microdata are available upon request to:

Hellenic Statistical Authority
Statistical Information and Publication Division,
Peireos 46 & Eponiton, 18510, Piraeus
P.O. 80847, Zip Code. 18510, Piraeus
(tel:+30 213 135173, fax :+30 213 135022, e-mail : data.dissem@statistics.gr)

11.5 Other

http://dlib.statistics.gr/portal/page/portal/ESYE/

11.3.1 Metadata – consultations

Visits reached **2987** views at total.

Per survey is as follows:
- Information and Communication, Transportation and Storage **462 views**.
- Real estate, professional, scientific and technical activities, Administrative Support and other activities**: 336 views**.
- Accommodation and Food Services activities **1958 views**.
- Water transports **231 views**.
- Insurance Activities 1500 **views**.

12. Accessibility of documentation   Top

12.1 Documentation on methodology

12.1.1 Completeness metadata - rate
The completeness of metadata is estimated to 100%.

12.2 Quality documentation

A Quality Report is sent to Eurostat 27 months after the end of the reference year for all the Structural Business Statistics Surveys, which includes distinct sections where differences exist.

13. Quality management   Top

13.1 Quality assurance

ELSTAT's policy for quality assurance is described in the following link:
http://www.statistics.gr/en/quality-asurance-framework

13.2 Quality assessment

Quality assurance is governed by Commission Regulation 1618/1999 of 23 July 1999, concerning the criteria for the evaluation of quality of Structural Business Statistics:

http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:1999:192:0011:0013:en:PDF.

Additional checks are carried out before tabulating the data, (such as comparability checks).
As soon as Eurostat receives the results from each Member State, performs the final quality control checks

and validates the data for their publication.

14. Relevance

14.1 User needs

Other Divisions of ELSTAT, (such as National Accounts), Eurostat, Enterprises, Trade Unions, academic researchers, universities, students, public authorities, and others. ELSTAT in cooperation with these users is examining whether the available SBS data meet their needs.

14.2 User satisfaction

The Division of Statistical Information and Publications of ELSTAT conducts a general user's satisfaction survey concerning the overall statistical production and not focused on SBS survey.

http://www.statistics.gr/en/user-satisfaction-survey

14.3 Completeness

For reference year 2013, the completeness of data required pursuant to Regulation 295/2008 is 100%.

15. Accuracy and reliability

15.1 Overall accuracy

The data set is based on a stratified sample survey. The stratification criteria are: a) Economic Activity, b) Region, c) Turnover.

If there are no response extrapolating factors are used in order to produce the results. The large number of companies gives extremely precise reductions.

Specifically for the sections of Insurance Activities (K651 and K652) and Pension Funding (K653), data are collected through an exhaustive survey.

15.2 Sampling error

The sampling errors (the difference in the basic variables' values, between the sample and the population - as coefficient of variation, CV's) of the basic characteristics of the survey are shown in the attached table of paragraph 21.

15.3 Non-sampling error

15.3.1 coverage errors

Coverage errors arise when particular population units (target population) is not possible to be included in the sample. Coverage errors are the result of a mismatch between the actual population and the sampling frame.

15.3.1.1 A2. Overcoverage rate

Not applicable.

15.3.1.2 A3. Common Units (percentage)

Not applicable.

15.3.2 Measurement Errors

Such errors are treated by giving clear instructions for filling in the survey questionnaire.

If there is an incomplete filling of questionnaire, then a communication with the operator (accountant) of the enterprise is carried out for further details.

15.3.3 Non-Response errors

In case of no response of an enterprise, the following actions are being taken:

1. An information letter is sent to the enterprise,

2. Telephone contact with the head of the accounting department more than once.

Regarding 2013 total number of enterprises were 15.966 and the response rate was 43,78%.

15.3.4 processing error
Quantitative controls are carried out in the database to correct possible data entry mistakes.

Other processing errors do not exist.

15.3.5 Model application errors
Not applicable.

16. Timeliness and punctuality

16.1 Timeliness
Provisional data are transmitted to Eurostat 10 months after the end of the reference year. Final data are transmitted to Eurostat 18 months after the end of the reference year. Data are published after having been finalized both by ELSTAT and Eurostat.

16.2 Punctuality
For reference year 2013, data was transmitted 38 days after the target date.

17. Comparability

17.1 Comparability – geographical
The produced SBS data are comparable with the corresponding data of other EU Member States, since the SBS surveys are conducted in full conformity with SBS Regulation.

http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2008:097:0013:0059:EN:PDF

17.1.1 Assymetry for mirror flows statistics – coefficient

17.2 Comparability over time
Produced statistics are checked for comparability over time, both by ELSTAT and Eurostat. However, from reference year 2008 onwards, NACE Rev. 2 was introduced in replacement of Nace Rev. 1.1, which was used in the past for the breakdown of economic activities. For that reason, data on many economic activities are not comparable.

18. Coherence

18.1 Coherence cross-domain
Data of the SBS surveys can be found in Labour Cost and Labour Force Statistics, National Accounts and other surveys of ELSTAT.

18.1.1 Coherence within monthly, quarterly and annual statistics
There isn't full coherence between SBS (Structural Business Statistics) and STS (Sort Term Statistics) as they have different frequency and different definitions.

18.1.2 Coherence with National Accounts
National accounts is the main (internal) user of the survey data, therefore there is full coherence between the two surveys.

18.2 Coherence - internal
Internal consistency of the data (between data series and between Variables) is validated by ELSTAT at the

final stage of data processing.

19. Cost and burden

SBS surveys are conducted by private collaborators. The total cost of the surveys for the private collaborators, for reference year 2013 was 96.035.34 €.
Analytically:

39.297,34 €: survey on Transportation and Storage -Information and Communication.

51.039,59 €: survey on Real estate, professional, scientific and technical activities, Administrative Support and other activities.

2.428,47 €: survey on accommodation and food services activities.

3.269,94 €: survey on water transport.

0,0 € survey on insurance activities.

20. Data revision

20.1 Revision policy

Ten (10) months after the end of the reference year, provisional data are transmitted to Eurostat. These data are not published by ELSTAT. Eighteen months after the end of the reference year final data are transmitted to Eurostat, which are published. Both ELSTAT and Eurostat make comparisons between the provisional and the final data of the previous year and if deviations outside the accepted limits are detected, then the data are examined and the appropriate adjustments are made, if necessary.

Data revision, if needed, is based on the Circular Revision Policy of ELSTAT that is available at the link:

http://www.statistics.gr/en/policies

20.2 Revision practice

For reference year 2013 one revision took place. This revision was not scheduled.

21. Statistical processing

21.1 Source data

The data set is based on an one stage stratified sample survey. The sampling units are the enterprises listed in the field 4,1.

The stratification criteria are:
    a) Branch of economic activity,
    b) Region
    c) Turnover

The sample size for reference year 2013 was 15.966 enterprises and response rate was 43,78%.

21.2 Frequency of data collection

Data are collected on a yearly basis.

21.3 Data collection

The survey is conducted through personal interviews for the completion of the questionnaires. The interviews were conducted by private collaborators who are duly trained through a special seminar that is oriented and focused on the characteristics of the survey, on how to complete the questionnaire, how to approach the enterprises and finally how to increase response rate.

21.4 Data validation

The filled in questionnaires are collected, codified and validated by ELSTAT. Afterwards, the data are imported in the database, where they are subject to computational checks, logical and completeness checks.

Before their transmission to Eurostat, the data are checked and validated with the EDIT validation tool. For any errors or warnings which may arise, either explanatory comments are transmitted or corrections are made for their elimination.

When Eurostat receives the final data and the explanatory reports of the survey, it conducts the final checks and before the final publication of the data it asks for the approval of the MS.

21.5 Data compilation

After the completion of the appropriate checks (completeness, validity, and plausibility checks) in order to identify the non-sampling errors, the "imputation" method is used to replace the missing values in the sample strata with little or no representation in the survey according to the following methodology:
The missing values are replaced by:
- Historical Data
- Hot-deck imputation: An enterprise of the same size class and of the same economic activity is used in another Region.

After this stage, the tables are produced at sample level, so as to investigate the accuracy of the data through the correlation of the various variables. After the completion of this phase, extrapolation factors are used for the reduction of the sample results to the reference population. The final results for the total population of the enterprises are compared with the corresponding data of previous years so as to identify any unjustified changes or discontinuities.

21.5.1 Imputation - rate
Imputation rate is up to 5,92%.

21.6 Adjustment

Not applicable

22. Comment

Sampling Errors (in the form of CVs) of the basic characteristics of the survey		
Economic Activity (NACE Rev. 2)	**Variable**	**Coefficient of Variation (%)**
H	Number of enterprises	5,40
H	Turnover	1,38
H	Value added at factor cost	1,98
H	Personnel costs	2,22
H	Gross investment in tangible goods	2,20
H	Number of persons employed	2,50
I	Number of enterprises	2,10
I	Turnover	1,77
I	Value added at factor cost	2,20
I	Personnel costs	2,82
I	Gross investment in tangible goods	8,07
I	Number of persons employed	2,08
J	Number of enterprises	4,60
J	Turnover	1,30
J	Value added at factor cost	1,58
J	Personnel costs	2,63
J	Gross investment in tangible goods	2,21
J	Number of persons employed	2,52
L	Number of enterprises	27,50
L	Turnover	4,64
L	Value added at factor cost	4,75
L	Personnel costs	11,71
L	Gross investment in tangible goods	2,35
L	Number of persons employed	19,01
M	Number of enterprises	2,50
M	Turnover	3,24
M	Value added at factor cost	6,27
M	Personnel costs	7,90
M	Gross investment in tangible goods	52,56
M	Number of persons employed	3,36
N	Number of enterprises	2,20
N	Turnover	1,15
N	Value added at factor cost	1,37
N	Personnel costs	3,06
N	Gross investment in tangible goods	3,28
N	Number of persons employed	2,98
S95	Number of enterprises	8,50
S95	Turnover	3,23
S95	Value added at factor cost	5,62
S95	Personnel costs	5,62
S95	Gross investment in tangible goods	4,33
S95	Number of persons employed	6,73