STATISTICAL OFFICE OF MONTENEGRO

INSTRUCTIONS AND CONTENT FOR COMPLETING THE NATIONAL QUALITY REPORT

Podgorica, December 2024

1. Introduction – Basic information about the survey

1.1 Purpose, goal and subject of survey

Main characteristics of the survey and description of the main variables and indicators produced, as well as the inputs used for their production. The description should be provided in a clear and understandable manner.

1.2 Legal basis

Legal acts and other formal or informal regulations defining responsibilities for the collection, processing and dissemination of data (agreements, rulebooks, guidelines, procedures, etc.). A predefined common text may be adapted as necessary. Relevant EU regulations should be indicated.

1.3 Statistical units

List the statistical observation units for which data are produced (e.g. enterprises, local units, households, etc.). The observation unit may differ from the reporting unit.

1.4 Coverage and scope of the survey

1.4.1 Sectors

List economic or other sectors covered by the survey. More detailed levels of division (areas, classes, etc.) may be added where necessary.

1.4.2 Statistical population

Describe the target statistical population (one or more) to which the dataset refers.

1.5 Reference geographical area

Geographical levels to which the statistical data refer (country, municipalities, settlements).

1.6 Concepts and definitions

Provide a list of main variables (input and output) with definitions. Describe differences in relation to ESS standards, if any. If relevant, describe the concepts applied in the survey.

1.7 Classifications

List international and national classifications and other categorisations used in data production.

1.8 Frequency of data collection

Specify the frequency of data collection from sources

1.9 Frequency of data dissemination

Specify the time interval for data dissemination (monthly, quarterly, annually, etc.). The frequency of data transmission to Eurostat should be emphasized.

1.10 Methodology (link)

Provide brief methodological information and a link where available. If unavailable, provide a description. Reference other relevant documents, guidelines and manuals. A link to national metadata may also be provided..

1.11 Base period

The period used as the base for index numbers to which the data series refer.

1.12 Unit of measure

Measurement units used when disseminating data (euro, %, number of persons, etc.). Indicate magnitude (thousands, millions) where applicable.

1.13 Source of data

Specify data sources and characteristics of source data used for statistical production.

2. Relevance – Data users

2.1 User needs

Identify main users of the data. Classify them as international and national users and indicate whether data are used for producing other statistics. Specify plans for future data production based on user requests.

2.2 User satisfaction

Describe user satisfaction surveys (overall or sectoral) and other consultations with users. Provide results of the most recent survey. A predefined common text may be adapted if necessary.

3. Accuracy and reliability

3.1 Accuracy – Overall remark

Provide information on planned and actual data releases, taking national deadlines into account. Describe the indicator.

3.2 Sampling error

Sampling error is defined as the difference between the value of an indicator for the total population and the estimated value obtained from a random sample.

Indicators of sampling error (A1)

Sampling error arises because surveys are conducted on samples rather than full coverage. Precision assessment requires calculation of sampling errors.

Sampling error may be expressed:

– in absolute terms (standard error),

– in relative terms (coefficient of variation),

– as reliability measures (confidence intervals).

Detailed calculation methods are provided in the Annex to the Handbook for Quality and Metadata Reports.

3.3 Non-sampling error

Errors not caused by sampling, including nonresponse errors, measurement errors, questionnaire design errors, interviewer/respondent errors, item nonresponse, data processing errors, coding and imputation errors, and modelling errors.

3.3.1 Coverage error

Coverage error represents discrepancies between the frame population and the target population. Describe registers or sampling frames, reference periods, update frequency, updating activities, differences between registers, and other relevant factors. Provide quantitative assessments where possible for overcoverage or undercoverage and measures taken to reduce bias.

Coverage error indicator (A2)

The overcoverage rate is the share of units in the sample frame not belonging to the target population. For sample surveys, it is estimated using sample data.

Detailed calculation methods are provided in the Annex to the Handbook for Quality and Metadata Reports.

3.3.2 Measurement error

Describe errors occurring during data collection due to questionnaire design, insufficient interviewer training, and other causes. Describe measures taken to reduce such errors.

Nonresponse rate (A4)

The unit nonresponse rate indicates the proportion of units that did not respond to the questionnaire relative to the total number of valid units.

Detailed calculation methods are provided in the Annex to the Handbook for Quality and Metadata Reports.

3.4 Seasonal adjustment

Describe the seasonal adjustment process, if applied.

3.5 Data revision

3.5.1 Data revision policy

Provide information on the general or sectoral revision policy and a link where available.

3.5.2 Data revision practice

The average revision size represents the average difference between initially released and revised key variables over a given period.

3.5.3 Data revision – average size (A6)

The average revision size represents the average difference between initially released and revised key variables over a given period.

Detailed calculation methods are provided in the Annex to the Handbook for Quality and Metadata Reports.

4. Timeliness and punctuality

4.1 Timeliness

Provide information on publication dates and reference periods. National dissemination practices should be considered. Describe indicators.

4.1.1 Time lag for publication of preliminary data (TP1)

Number of days/weeks/months from the reference period to publication of final results (T+n).

4.1.2 Time lag for publication of final data (TP2)

Number of days/weeks/months from the reference period to publication of final results (T+n).

4.2 Punctuality (TP3)

Provide information on planned and actual release dates. Punctuality measures the time difference between the actual and scheduled publication date and the rate of releases published according to the release calendar.

5. Availability and clarity

5.1 Releases

Provide information and links to regular or ad-hoc press releases containing the data.

5.2 Publications

Provide information and links to regular or ad-hoc publications where data are disseminated. A predefined common text may be adapted if needed.

5.3 Availability of microdata

Describe conditions and procedures for accessing microdata. A predefined common text may be adapted if needed.

6. Comparability

6.1 Geographical comparability

Describe comparability of data across geographical areas. Highlight comparability issues with EU regulations and international standards.

6.2 Comparability over time

Describe comparability across time and reasons for breaks in series due to methodological or production changes.

Possible cases:

1) Data fully comparable

2) Minor methodological differences; largely comparable

3) Not comparable due to major methodological changes

Explanations must be provided for cases 2 and 3.

7. Entry into force

With the adoption of this internal rule, the “Content and instructions for completing the National Quality Report (2017)” shall cease to be valid.

This internal rule shall enter into force on the date of adoption.