

# Retail Trade

Reference Metadata in Euro SDMX Metadata Structure

(ESMS)

INSTAT

## Reference Metadata

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<b>1. Contact</b>	
1.1. Contact organisation	INSTAT, Institute of Statistics
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<b>2. Metadata update</b>	
2.1. Metadata last certified	13.09.2017
2.2. Metadata last posted	
2.3. Metadata last update	13.09.2017
<b>3. Statistical presentation</b>	
3.1. Data description	<p>The Retail trade index show the performance of the goods market, this index is prepared as volume and turnover index, for the publication format this index is shown up in aggregate level only, as: retail trade, retail trade excluding retail sale of motor fuel, food, non-food, and retail sale of motor fuel, which derive from the processing of the ten (10) categories of a economic activity classes as follow. Indicators are expressed as indices and percent change (%).</p> <p>These categories result from the aggregation of the relevant economic activity classes (NACE Rev. 2 codes: 47.11-47.78).</p> <p>The ten categories of aggregated economic activity classes of the revised Retail Trade Turnover and Volume Indices are the following:</p> <ol style="list-style-type: none"> <li>1. Retail sale in non-specialised stores with food, beverages or tobacco predominating</li> <li>2. Other retail sale in non-specialised stores</li> <li>3. Retail sale of food, beverages and tobacco in specialised stores</li> <li>4. Retail sale of information and communication equipment in specialised stores</li> <li>5. Retail sale of other household equipment in specialised stores</li> </ol>

	<p>6. Retail sale of cultural and recreation goods in specialised stores</p> <p>7. Retail sale of clothing, footwear and leather goods in specialised stores</p> <p>8. Dispensing chemist, retail sale of medical and orthopaedic goods, retail sale of cosmetic and toilet articles in specialised stores</p> <p>9. Retail sale of other goods in specialised stores</p> <p>10. Retail sale of motor fuel</p>
3.2. Classification system	NACE Rev.2 statistical classification of economic activities is applied, in conformity with Regulation (EC) 1893/2006 of the Council and the European Parliament and DCM 320, date 28.05.2014. For more information, follow the link <a href="http://www.instat.gov.al/en/methods/classifications.aspx">http://www.instat.gov.al/en/methods/classifications.aspx</a>
3.3. Sector coverage	The Retail Trade Turnover Index (2010=100), according to the new NACE Rev. 2 classification covers the economic activity divisions identified by codes 4711 to 4778 inclusive.
3.4. Statistical concepts and definitions	The purpose of the Retail Trade Turnover Index is to show the performance of the goods market. The index does not cover other activities, such as provision of services. Turnover comprises the total amounts invoiced by the enterprise during the reference period, which correspond to the resale of goods without any further transformation. The data collected each month refer to sales affected, excluding VAT but including other duties and taxes on the goods. The sales volume represents the turnover value, at constant prices, and is a quantum index. It can be calculated as the turnover at current prices, deflated by applying the sales deflator.
3.5. Statistical unit	The statistical unit is the enterprise
3.6. Statistical population	In the survey for the compilation of the Retail Trade Turnover Index (2010=100) it was decided to include 3,153 retail trade enterprises listed in the Business Register, belonging to the economic activity divisions identified by the 4-digit codes 47.11 to 47.78 inclusive in the NACE Rev. 2 statistical classification.
3.7. Reference area	Territory of Republic of Albania
3.8. Time coverage	The time series of the Retail Trade Turnover and Volume Indices are published quarterly from 1999 to 2016.
3.9. Base period	Base year : 2010=100

<b>4. Unit of measure</b>	Indices; Percentage change on the same period of the previous year (rates); Percentage change on the previous period (rates)
<b>5. Reference period</b>	Quarterly, but monthly indicators are compiled and published
<b>6. Institutional mandate</b>	
6.1. Legal acts and other agreements	<p>The legal basis for the STS indicators are:</p> <ul style="list-style-type: none"> <li>• <a href="#">National Statistical Law</a></li> <li>• <a href="#">Official Statistics National Program, 2012-2016</a></li> <li>• Council Regulation <a href="#">No.1165/98</a> introducing short-term statistics at European level</li> <li>• European Commission Regulation <a href="#">No. 1503/2006</a></li> <li>• </li> </ul>
6.2. Data sharing	There is no data sharing till now on the European level.
<b>7. Confidentiality</b>	
7.1. Confidentiality - policy	<p>Confidentiality of statistical data is required by law and the staffs conducting surveys are required by law to treat the information with confidentiality.</p> <p>Article 15 on Statistics Law reads as follows: Data collected, processed and stored for the production of official statistics shall be treated by INSTAT, statistical agencies and any organization or person mandated by them, as strictly confidential when they allow statistical units to be identified, either directly or indirectly, thereby disclosing individual information that has not already been made public on other grounds. All employees of the bodies/controllers mentioned in the first paragraph of this point, who are aware about the data they use during their daily work, are obligated to maintain the confidentiality of reliability even after the end of their working function. Direct identification means when a statistical unit is directly identified from its name or address or any officially allocated and commonly known identification number. When data processing is made in a manner that allows the identification of the data subject, the data should immediately be encrypted in order for the subjects to be no longer identifiable.</p>
7.2. Confidentiality - data treatment	<p>INSTAT 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. INSTAT 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 INSTAT if and only if: a) these data have been treated, as it is specifically set out in the Regulation, 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</p>

	transmitted to INSTAT 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. Issues referring to the observance of statistical confidentiality are examined by the staff working in INSTAT. The responsibilities of this staff are to recommend 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 anonymous criteria for the microdata provided to users; the granting to researchers access to confidential data for scientific purposes.
<b>8. Release policy</b>	
8.1. Release calendar	Retail Trade data are published ninety (90) days after the end of the reference quarter (t+90). Releases and delays are preannounced in publication calendar. In the case of delays is specified the next date of publication as well as the explanation related to the reasons of delays.
8.2. Release calendar access	Access to the release calendar is granted through the following link: <a href="http://www.instat.gov.al/en/publications/publication-calendar,-2017.aspx">http://www.instat.gov.al/en/publications/publication-calendar,-2017.aspx</a>
8.3. User access	In line with the article 17 of Law No.9180 “On Official Statistics”, dated in 05.02.2004, as amended, the INSTAT disseminates statistics on INSTAT website and other media for simultaneous access, respecting professional independence and in an objective, professional and transparent manner in which all users are treated equitably. The following dissemination channels are used to release the results of Retail Trade: <ul style="list-style-type: none"> <li>• Website – online release</li> <li>• Written requests</li> <li>• Special publications (General printed publications, Statistical yearbook, Albania in Figures)</li> <li>• Data request,session available for external users in the link below<a href="http://www.instat.gov.al/en/about-us/data-request.aspx">http://www.instat.gov.al/en/about-us/data-request.aspx</a></li> </ul>
<b>9. Frequency of dissemination</b>	Retail Trade Turnover Index is compiled each quarter, but the information is monthly and disseminated quarterly.
<b>10. Accessibility and clarity</b>	
10.1. News release	The data of the Retail Trade Turnover and Volume Indices are announced quarterly with a press release, on specified dates, ninety (90) days after the end of the reference quarter (t+90). The press release is available on INSTAT’s website <a href="http://www.instat.gov.al/en/themes/enterprises-economic-indicators/publication/books/2017/retail-trade,-q4-2016.aspx">http://www.instat.gov.al/en/themes/enterprises-economic-indicators/publication/books/2017/retail-trade,-q4-2016.aspx</a>
10.2. Publications	The data are presented and published in the ( <a href="http://www.instat.gov.al">http://www.instat.gov.al</a> ) regular issues: <ul style="list-style-type: none"> <li>• Retail Trade Index;</li> </ul>

	<ul style="list-style-type: none"> <li>• Albania in Figures;</li> <li>• Statistical Year Book</li> </ul>
10.3. On-line database	Database of statistical data: <a href="http://databaza.instat.gov.al/pxweb/sq/DST">http://databaza.instat.gov.al/pxweb/sq/DST</a> Indexes in value and volume
10.4. Micro – data access	No micro-data are available for users
10.5. Other	Users can submit specific requests for data from the Retail Trade Turnover Index through the INSTAT website: <a href="http://www.instat.gov.al/en/about-us/data-request.aspx">http://www.instat.gov.al/en/about-us/data-request.aspx</a>
10.6. Documentation on methodology	The methodology of the Retail Trade Turnover Index is based upon the Methodology of Short-term Business Statistics, Interpretation and guidelines, 2006, which contains a comprehensive set of recommendations on the compilation of the STS statistics. A special methodological paper is available on the following link, containing detailed information on the sources and the methodology used: <a href="http://www.instat.gov.al/en/themes/enterprises-economic-indicators/methods/retail-trade-index.aspx">http://www.instat.gov.al/en/themes/enterprises-economic-indicators/methods/retail-trade-index.aspx</a>
10.7. Quality documentation	The Short Term Statistics Sector takes care about all documentation of the whole process of work of STS for internal purposes.
<b>11. Quality management</b>	
11.1. Quality assurance	<p>INSTAT is committed to ensure the highest quality with respect to the compilation of statistical information. In accordance with the Statistics Law, No. 9180, dated in 05.02.2004 INSTAT use statistical methods and processes in compliance with internationally recognized scientific principles and standards conduct ongoing analyses of the statistics with a view to quality improvements and ensure that statistics are as up-to-date. In performing its tasks it follows the general principles of quality management from the European Statistics Code of Practice. INSTAT declares that it takes into account the following principles: impartiality, quality of processes and products, user orientation, employee orientation, effectiveness of statistical processes, reducing the workload for respondents.</p> <p>Data collection in the Collection Units is programmed with serious and second degree errors, in order to filter the errors as they are introduced by the user. During data collection and filtering, measures are also taken for the reduction of non-response.</p> <p>Finally, once the data arrives to the Central Services, the data undergoes additional micro and macro-filtering controls. It is also compared with short-term survey and with information coming from administrative sources that allow guaranteeing a final product with enough quality.</p>
11.2. Quality assessments	Turnover Index in retail trade is an index that is being compiled in Albania since 1999, so it contains experience of many years. Moreover, its concepts and methodology have been developed according to international standards. Although, the editing and assessment of the data is developed both during and after the data are finished to be collected. Data control meaning is the

	continuously study of data taken from responsible staff in order to identifies the possible mistakes, especially those which indicate the obtained results. After the identifying the mistakes, verification is developed in collaboration with enterprises, in order to clarify the data where the mistake is identified.
<b>12. Relevance</b>	
12.1. User needs	Retail Trade Turnover Index provides statistical information necessary to improve the competitiveness and performance of the business community. The Index is used by different users such as the government and other administrative authorities, Bank of Albania, economic analysts, media and public.
12.2. User satisfaction	There has not been conducted a user satisfaction survey. Page Views (Hits) about Retail Trade Turnover Index 2016 are around 767 clicks. Page Views (Hits) about SBS 2015 are around 1,600 clicks.
12.3. Completeness	<p>Retail Trade publications are conform to the established Eurostat standards.</p> <ul style="list-style-type: none"> <li>• Council Regulation No.1165/98 introducing short-term statistics at European level</li> <li>• Commission Regulation No.1503/2006 defining variables and frequency of data compilation</li> </ul> <p>The degree of completeness of the data, for the Retail Trade Turnover Index 2016 is 80%. This calculation took into account only the Annex Crequired by EUROSTAT.</p>
<b>13. Accuracy and reliability</b>	
13.1. Overall accuracy	Overall, the data is checked with previous years to identify any significant changes in the data. Such queries are confirmed with financial statements or with an administrative source when available.
13.2. Sampling error	All indicator values are weighted to represent the population. Standard deviation is around 7.08%.
13.3. Non - sampling error	<p><b>Unit non response</b> takes in consideration enterprises that are unable or unwilling to give the answers or when interviewers are unable to find the enterprises address, or when other barriers exist to complete the interview. The unit non-response rate for Retail Trade 2016 is 11.2%.</p> <p><b>Item non-response</b> rate for the main variable are: Average number of employed is 1.68% while net sales is 1.37%.</p>
<b>14. Timeliness and punctuality</b>	
14.1. Timeliness	The retail trade turnover index and Volume index are published through a press release 90 days after the end of the reference quarter (T+90).
14.2. Punctuality	<p>The dissemination of the data is carried out in accordance with the calendar that the INSTAT compiles and publishes for each year.</p> <p><a href="http://www.instat.gov.al/en/publications/publication-calendar,-2017.aspx">http://www.instat.gov.al/en/publications/publication-calendar,-2017.aspx</a></p> <p>Based on this calendar the publication of Retail Trade has been punctuality in</p>

	time to 100% of publications carried out over the years.
<b>15. Coherence and comparability</b>	
15.1. Comparability - geographical	The retail trade turnover index and Volume index are produced in national level only, so rational comparisons are not available. But these indices are comparison in national level.
15.2. Comparability - over time	The data series has been compiled since the year 1999. The first set of indicators was based on NACE Rev 1. For the last revision of the Retail Trade Turnover and Volume Indices (2010=100) from NACE Rev. 1. 1 to NACE REV. 2, it was deemed necessary to calculate parallel series for those indices including and not including fuel. This was due to the inclusion of fuel in retail trade in order to maintain comparability with the previous series of the Retail Trade Turnover and Volume indices (2005=100) and the indexes that have been calculated with NACE Rev.1.1. The process of passing from the old to the new base consists of two steps: re-weighting, i.e. the weights used for the calculation of the indexes are updated from the base year 2005 to the base year 2010; and re-referencing, i.e., the periods of reference are updated from 2005=100 to 2010=100. In the Retail Trade statistics the two steps are used simultaneously. The data series are equivalent to each other; the rhythms of the increase are the same, and a series is convertible to the other.
15.3. Coherence - cross domain	Regular crosschecks are made with information from other surveys. The results are been compared with the available results of the Annual Structural Survey on enterprises.
15.4. Coherence - internal	Consequently comparisons between months and quarterly data declared by enterprises are developed for each survey.



16. Cost and burden	<p>Short Tern Statistics is part of Directorate of Economical Statistics, while according to data collection is managed by the Directorate of Data Collection. The stuff included in the process of data collection, of validation and of updating of the data is consisted by full-time and part-time stuff (enumerators).</p> <p>Total number of stuff    106 employees</p> <ul style="list-style-type: none"> <li>1. Matter specialists    1 employee</li> <li>2. Enumerators    101 employees</li> <li>3. Stuff of controlling of questionnaire          4 employees</li> </ul> <p>The part time stuff is committed in data collection in a period of three weeks with a periodicity four times during a year. According the treatment of non-response, are cost free, because the administrative data are used to impute the missing ones. Arrangements of Cooperation between INSTAT and the General Directorate of Tax Office and the National Registration Centre offers the opportunity of transition of data cost free. Statistical sources (of Business Register, of Structural Questionnaire of Enterprises ect.) are offered also free cost, as part of internal users. Processing, compilation, estimation, validation, analyzing, and valuation of data, is done by the stuff of STS and is not subject of any other added cost.</p>
	<b>17. Data revision</b>
17.1. Data revision - policy	<p>Revision policy of Retail Trade is done in accordance with general revision policy and errors treatment policy introduced by INSTAT in the links below:</p> <p><a href="http://www.instat.gov.al/media/371722/revision_policy_2016.pdf">http://www.instat.gov.al/media/371722/revision_policy_2016.pdf</a></p> <p><a href="http://www.instat.gov.al/media/371809/the_errors_treatment_policy.pdf">http://www.instat.gov.al/media/371809/the_errors_treatment_policy.pdf</a></p>
17.2. Data revision - practise	<p>As result of change of the number of active enterprises in Statistical Business Register with 20 %, in 2016 the indicators are published with the unchanged register, and after this at the end of 2016, the results of time series are updated in individual groups, and the weights are updated in aggregate level with the change register. From this very process the levels of the results obtained from change register changes from the results obtain from the unchanged have differences, but the growth rate remain almost the same.</p>
<b>18. Statistical processing</b>	
18.1. Source data	<p>Quarterly Statistical Survey</p> <p>The enterprises are selected from the Statistical Register of Enterprises. The enterprises with 1-4 employees are surveyed by sample survey, whereas the enterprises with 5 and more employees are surveyed exhaustively.</p>
18.2. Frequency of data collection	<p>Data collection is carried out quarterly, but the information is monthly</p>
18.3. Data collection	<p>The data required in Quarterly Survey of Economic Enterprises are collected directly in the enterprise based in face to face interview with the responsible</p>

	<p>person who has access on economic data of enterprise and who is in charged for the declared data such as president of enterprise, general director, general manager or economist. The information collected by interviewers based on training and instructions received earlier in INSTAT.</p> <p>Viewing a facility that offers this way of data collection and the disposition of enterprises to cooperate with us, Short-Term Statistics sector constantly increased the number of enterprises selected for the survey by Web-form.</p> <p>For STS sector is very important the administrative sources such as VAT file and Social Insurance file which are available from Tax Office. The information provided from these files used for data imputation that are not collected from quarterly survey and comparing statistical data of survey with administrative sources.</p>
18.4. Data validation	<p>Data validation is done by comparing the current values with those of the previous month, and of the same month of the previous year. Communication with respondents follows in case of outliers. Although, another comparison is made between the actual data and the data from administrative sources (data of VAT and Social Insurance files), according the same period time of reference.</p>
18.5. Data compilation	<p>First step is collecting information from the interviewers. The purpose is to bring this information to the statistic target level.</p> <p>This process follows:</p> <ul style="list-style-type: none"> <li>- Physical control of questionnaires (verification of completed questionnaires according to the scanning standards.)</li> <li>- Logical control of questionnaires (control of logical marked of responses indicators, description and codification of activity, and control of accurate values.)</li> <li>- Editing process of data collected (errors and modification)</li> <li>- Non response units and the missing information need to be completed through the imputation process.</li> <li>- Comparability phase (collected data with the administrative sources, previous periods or trends.)</li> <li>- Correction of figures taking into account any micro-enterprise at its historical level, or other distinctive aspects such as activity etc.</li> <li>- Analysis of results under each domain of publication.</li> <li>- Completed results are used for weight and re-weight phase</li> <li>- The aggregated data are compared to other data sources</li> <li>- The last two phases can be subject to other analysis used for publication domain.</li> </ul> <p>When statistic analysis is finished, these data are determined as a group of non public information. Before releasing the results, very important matter is the confidentiality of this information.</p> <p>The Retail Trade Volume Index is obtained from the Retail Trade Turnover Index deflated in accordance with the Consumer Price Index (CPI), as follows: Using CPI data, deflator-indices are compiled for the corresponding groups of the</p>

	Turnover Index. More specifically, deflators are calculated for ten categories of economic activity classes of the index. To deflate the Turnover Index and convert it to a Volume Index, the individual Turnover Indices are divided by the appropriate deflators.
18.6. Adjustment	Seasonal and calendar adjustment of monthly/quarterly time series of retail trade is done by using JDemetra+ 2.1 version software. The chosen model for the decomposition of time series is X-12 ARIMA, under specification X-13, the span of time series is from 2005 to 2017. X-12 ARIMA model is totally based in moving average. In all time series is applied the multiplicative decomposition and the direct approach. In calendar adjustment is applied the specification of trading day and a national calendar, considering both moving and fix national holidays. During the process of seasonal adjustment are treated even the special case occurred during the time series span, identified by software as outlier.
<b>19. Comment</b>	
<b>Annex</b>	
<a href="#">INSTAT website</a> <a href="#">Methodology</a> <a href="#">Retail Trade Publications</a> <a href="#">Retail Trade database</a> <a href="#">Retail Trade Index</a> <a href="#">NACE Rev.1.1- National Version</a> <a href="#">Changing to NACE Rev. 2 – National Version (release document)</a> <a href="#">NACE Rev.2- National Version</a> <a href="#">Application used to facilitate finding the right NACE Rev.2 – National Version</a>	