

SHORT-TERM STATISTICS

Reference Metadata in Euro SDMX Metadata Structure

(ESMS)

INSTAT

Reference Metadata

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1. Contact	
1.1. Contact organisation	Institute of Statistics, INSTAT
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2. Metadata update	
2.1. Metadata last certified	19.03.2026
2.2. Metadata last posted	19.03.2026
2.3. Metadata last update	02.09.2026
3. Statistical presentation	
3.1. Data description	Short-Term Statistics (STS) provide information on a wide range of economic activities of enterprises, selected by the Statistical Business Register and classified according to the nomenclature NACE Rev.2 classification (Statistical Classification of Economic Activities in the European Community) by enterprises that operate in our country. The main variables requested are: Turnover, Industrial Production, Construction Volume, Number of persons employed, Gross wages and salaries, Producer Price, Import Price and Construction Cost. All indicators are expressed as indices, annual and quarterly changes. They are produced on a quarterly period and are presented with seasonal adjustments and without. Indicators produced by sector, are as follows:

INDUSTRY

Production Volume (deflated)

Turnover (deflated) total.

Producer Price: total, Domestic market and Export market.

Import Price

Labour input indicators:

- Average number of employees (total);
- Average number of paid employees;
- Gross Wages and salaries.

CONSTRUCTION

Production volume (deflated)

The total construction volume is divided in:

- New buildings;
- Reconstructions;
- Engineering works.

Construction Costs Index;

The Material Costs Index;

The Labor Costs Index.

Labor input indicators:

- Average number of employees (total);
- Average number of paid employees;
- Gross Wages and salaries.

RETAIL TRADE

Turnover (deflated)

Labor input indicators:

- Average number of employees (total);
- Average number of paid employees;
- Gross Wages and salaries.

OTHER SERVICES

Turnover

Labor input indicators:

- Average number of employees (total);
- Average number of paid employees;
- Gross Wages and salaries.

3.2. Classification system	The nomenclature used for Short-Term Statistics (STS) is the Statistical Classification of Economic Activities NACE Rev.2. Statistical Classification of Products by Activity version 2008, (CPA). The split of the construction indicators into new buildings, reconstructions and civil engineering works is made based on Statistical Classification of Products by Activity (CPA).
3.3. Sector coverage	Short-Term Statistics (STS) cover all active enterprises in the Republic of Albania which have economic activity: INDUSTRY Indicators in this sector cover economic activities listed in sections B to E of NACE Rev.2. • B - Mining and Quarrying covers economic activities listed in codes 05-09; • C - Manufacturing covers economic activities listed in codes 10-33; • D - Electricity, gas, steam covers economic activities listed in code 35; • E -Water supply; sewerage, waste management and remediation activities cover economic activities listed in codes 36-39. The Import prices indicators covers products listed in Sections B to E regarding to the Statistical Classification of Products by Activity version 2008, (CPA). CONSTRUCTION Indicators in this sector cover economic activities listed in sections F of NACE Rev.2. • F - Construction covers economic activities listed in codes 41-43. The split of the construction indicators into new buildings, reconstructions and civil engineering works is made based on Statistical Classification of Products by Activity (CPA Ver. 2.2). RETAIL TRADE Indicators in this sector cover economic activities listed in sections G of NACE Rev.2. G - Retail trade covers economic activities listed in codes 47.11 to 47.78. OTHER SERVICES Indicators in this sector cover economic activities listed in sections G to N of NACE Rev.2. G - Wholesale and retail trade; repair of motor vehicles and motorcycles covers economic activities listed in code 45; G - Wholesale covers economic activities listed in code 46;

	H - Transport and storage covers economic activities listed in codes 49 to 53: • Railway transport covers economic activities listed in code 49; • Maritime transport covers economic activities listed in code 50; • Air transport covers economic activities listed in code 51; • Warehousing and support activities for transportation covers economic activities listed in code 52; • Postal and courier activities covers economic activities listed in code 53. I - Accommodation and food service activities, which cover the economic activities listed under: code 55.00 (Hotels) and code 56.00 (Bars and restaurants). J - Information and communication covers economic activities listed in codes 58, 60, 61 and 62: • Publishing activities covers economic activities listed in code 58; • Programming and broadcasting activities covers economic activities listed in code 60; • Telecommunications covers economic activities listed in code 61; • Computer programming, consultancy and related activities covers economic activities listed in code 62. L - Real estate activities cover economic activities listed in code 68. M - Professional, scientific and technical activities cover economic activities listed in code 69, 71; • Legal and Accounting activities covers economic activities listed in code 69; • Architectural and engineering activities covers economic activities listed in code 71; N - Administrative and support service activities cover economic activities listed in code 79, 80, 82. • Travel agency covers economic activities listed in code 79. • Security and investigation activities cover economic activities listed in code 80. • Office administrative, office support and other business support activities cover economic activities listed in code 82.
3.4. Statistical concepts and definitions	Production The objective of the production index is to measure changes in the volume of output at close and regular intervals, normally quarterly and annually. It provides a measure of the volume trend in value added over a given reference period. The production index is a theoretical measure that must be approximated by practical measures. Value added at basic prices can be calculated from turnover (excluding VAT and other similar deductible taxes directly linked to turnover), plus capitalized production, plus other operating income plus or minus the changes in 5 stocks, minus the purchases of goods and services, minus taxes on products which are linked to turnover but not deductible plus any subsidies on products received.

Turnover

It is the objective of the Turnover Index to show the development of the market for goods and services. Turnover comprises the totals invoiced by the observation unit during the reference period, and this corresponds to market sales of goods or services supplied to third parties. Turnover also includes all other charges (transport, packaging, etc.) passed on to the customer, even if these charges are listed separately in the invoice. Turnover excludes VAT and other similar deductible taxes directly linked to turnover as well as all duties and taxes on the goods or services invoiced by the unit. The indices of domestic and export turnover require turnover to be split according to the first destination of the product based on the change of ownership. The destination is determined by the residency of the third party that purchased the goods and services. The indices of domestic and export turnover are collected but not published.

Volume of Sales

The volume of sales represents the value of deflated sales at constant and current prices through the application of the deflator of sales.

Producer Prices Index

The Producer Price Index measures changes in producer-level prices of goods produced domestically and destined for both the domestic and international markets.

The Producer Price Index for products sold on the domestic market measures the change in prices of products produced and sold within the country over a given period of time (quarterly);

The Export Price Index measures the change in producer prices of domestically produced goods sold to foreign markets over a given reference period (quarterly).

Import Price Index

The Import Price Index measures the change in prices of imported goods. Imports are defined as any products that are not produced in Albania but are imported from another country.

Average Number of Employees

The objective of the index of the number of persons employed is to measure developments in employment. The number of persons employed is defined as the total number of persons who work in the observation unit (inclusive of working proprietors, partners working regularly in the unit and unpaid family workers), as well as persons who work outside the unit who belong to it and are paid by it (e.g. sales representatives, delivery personnel, repair and maintenance teams).

Average Number of Paid Employees

It is the objective of the index of number of person's employees to show the development of employment. The number of employees is defined as those persons who work for an employer and who have a contract of employment and receive compensation in the form of wages, salaries, gratuities, piecework pay or remuneration.

Wages and salaries

The objective of the wages and salaries index is to measure the development in total personnel costs. Wages and salaries are defined as the total remuneration, in cash or in kind, payable to all persons counted on the payroll (including home workers), in return for work done during the accounting period, regardless of whether it is paid on the basis of working time, output or piecework and whether it is paid regularly.

Construction Costs Index

The **Construction Cost Index (CCI for Dwellings)** measures the price development of: construction materials, labor cost, machinery, transport, energy and other costs that are used in the construction of a typical dwelling (8- 10 floors).

The Material Costs Index measures the price development of the main construction materials. This group consists of three subgroups; construction materials, electric and communication materials and hydro-sanitary materials.

The Labor Costs Index measures the salary for engineers, technicians and workers.

The main indicator of Building Permits issued are:

- Total number of Building Permits issued for residential and non-residential buildings;
- Total floor area in square meters of building permits issued for residential and non-residential buildings;
- Approximate value of Building Permits issued for buildings (residential and non-residential) and civil engineering works;
- Approximate value of Building Permits issued for buildings (residential and non-residential) and civil engineering works by type of client.

Building Permits issued: Total number of buildings, total floor area in square meters

- A building permit is an authorization to start work on a building project. The Building Permit is the final stage of planning and building authorization prior to start the work;
- The Building Permits issued indicators forecast the tendency of the construction sector for the next period based on the main data obtained

	from this indicator; Buildings are roofed constructions which can be used separately, have been built for permanent purposes, can be entered for persons and are suitable or intended for protecting persons, animals or objects. Floor area is the total area where the approved project is implemented.
3.5. Statistical unit	The statistical unit is the enterprise. In cases where an enterprise carries out more than one economic activity, the kind-of-activity unit (KAU) is applied.
3.6. Statistical population	The statistical population includes statistical units, namely enterprises that are active during the reference period, operating in economic activities according to NACE Rev.2, as follows: - Industry (sections B, C, D and E, respectively divisions 05-39); - Construction (section F, divisions 41-43); - Trade (section G, divisions 45-47); - Services (section H, divisions 49-53, section I, division 55.1, and 56, section J, divisions 58-63, section M, division 69 and 71, section N, division 79, 80 and 82).
3.7. Reference area	Short-Term Statistics (STS) cover the whole territory of Albania.
3.8. Time coverage	Quarterly Short-Term Statistics (STS) Survey referred to Indexes of Sales, Production, Number of employees, Gross wages and salaries dating from 2003 onwards. The Volume Sale Index in Retail Trade and the Producer Price Index date from 1999 onwards. The Construction Cost Index dates from 1993 onwards. Import Price Indices were first published in 2016 with a 2012-2016 time series (2012 = 100).
3.9. Base period	Starting from the first quarter of 2024, the base year 2021 (2021 = 100) is applied.
4. Unit of measure	Measurement units are indices and percentage changes.
5. Reference period	The information collected and elaborated by Short-Term Statistics (STS) refers to quarterly periods. This report is based on reference year 2025.
6. Institutional mandate	
6.1. Legal acts and other agreements	The legal basis on which Short-Term Statistics (STS) indicators are based consists of: National Statistical Law;

	• Official Statistics National Program 2022-2026. Classifications and definitions according to relevant European Union regulations: • Regulation (EU) 2019/2152 of the European Parliament and of the Council of 27 November 2019 on European Business Statistics; • Commission Implementing Regulation (EU) 2020/1197 of 30 July 2020 laying down technical specifications and arrangements pursuant to Regulation (EU) 2019/2152 of the European Parliament and of the Council on European Business Statistics.
6.2. Data sharing	Since the first quarter of 2018, Short-Term Statistics (STS) have been regularly transmitted to Eurostat for several key indicators.
7. Confidentiality	
7.1. Confidentiality - policy	The data collected are considered as strictly confidential and used only for statistical purposes and scientific research in accordance with the National Statistical Law No.17/2018 “On Official Statistics”, date 10.03.2018 and the Law No. 124/2024 on the Protection of Personal Data. Article 31 of the Law on Official Statistics clearly define that all statistical information collected by INSTAT are confidential and may only be used or published in such summary tables that do not identify the information of the unit. The direct identification is called when a statistical unit is directly identified by the name, address or any officially recognized identification number. When data processing is performed in such a way as to enable the data subject to be identified, the data must be coded immediately so that the entities are no longer recognized.
7.2. Confidentiality - data treatment	Albanian Institute of Statistics 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. Albanian Institute of Statistics 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 Albanian Institute of Statistics 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 transmitted to Albanian Institute of Statistics 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 Albanian Institute of Statistics. The responsibilities of this staff are to recommend on:

	which detailed level the 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 access granting to researchers on confidential data for scientific purposes.
8. Release policy	
8.1. Release calendar	Notifications about the dissemination of statistics are published in the release calendar, which is available on the website. The announcements and delays are per-announced in this calendar. In the case of delays, the date of the next publication and the explanation of the reasons for the delays are specified.
8.2. Release calendar access	The calendar of publications is available on INSTAT website.
8.3. User access	In accordance with Article 34 of Law No. 17/2018 “On Official Statistics”, official statistics are disseminated in such a way that all users have immediate and equal access. All possible forms of media are used, and INSTAT and the agencies responsible for dissemination seek to meet any request from organizations or individuals for unpublished data or special analyses. The channels through which users can obtain the results of publications are as follows: 1. Website – online release; 2. Written requests, (by mail or email); 3. Publications; 4. Data request, section available for external users.
9. Frequency of dissemination	Short-Term Statistics (STS) data are disseminated on quarterly basis.
10. Accessibility and clarity	
10.1. News release	According to the calendar of publications, press releases on Short-Term Statistics (STS) is published quarterly. The format of press release has not been changed; it is defined by publication sector as well as the date of release. Press releases of Short-Term Statistics (STS) are published online at INSTAT’s website.
10.2. Publications	Short-Term Statistics (STS) results are published in a dedicated publication. Users can find the results on the INSTAT website: • Industry, Trade and Services, Short-Term Statistics.
10.3. On-line database	All the information is available in both Albanian and English language. Since 2011, time series of Short-Term Statistics (STS) is provided to external users in the website through the Pc-Axis system. A short methodological explanation exists also in the web page. You can access the database on the section: Statistical Database.

10.4. Micro – data access	Databases at micro level are not published due to confidentiality reasons. Aggregated data is the only type of data that is provided to external users. Even the micro data are not published they can be accessed based on the article 31, point 7 of the Law No. 17/2018, dated 17.04.2018 “On Official Statistics”.
10.5. Other	Users can send specific requests through the dedicated Contacts section.
10.6. Documentation on methodology	A short explanation related to the definitions of the main concepts and methodological explanations are provided to users in the end of press releases and publications. Additional support information is given to internal users when needed or required. Also the methodological notes are published at INSTAT’s website.
10.7. Quality documentation	The Sector of Short-Term Statistics and Tourism within Enterprises documents all the work processes and procedures of Short-Term Statistics (STS) for internal purposes.
11. Quality management	
11.1. Quality assurance	INSTAT is committed to quality assurance in the production of official statistics. Based on Law no. 17/2018 "On Official Statistics" , INSTAT uses statistical methods and processes in accordance with internationally accepted scientific principles and standards, and conducts continuous analysis to improve the quality and provision of up-to-date statistics. In carrying out its tasks, INSTAT follows the general principles of quality management, in accordance with the European Statistics code of Practice . INSTAT for quality assurance is guided by the following principles: impartiality, quality of statistical processes and products, user orientation, employee orientation, effectiveness of statistical processes and reducing the workload for respondents.
11.2. Quality assessments	Quality controls and validation of data are actions carried out throughout the process. The staff is involved in different stages of index calculation, such as the data collection, data control, data input and other necessary control are all well trained. This helps the staff to know the enterprises and their responsibilities and keep an updated collaboration. A comparison is made with data of previous year to see if there is any data coherence or if there were major changes.
12. Relevance	
12.1. User needs	Users of Short-Term Statistics (STS) are classified as external and internal. External users are: • Ministries and public administrations that use the data for planning economic and social policies;

	• Universities (professors/graduated and post graduate students), research organizations; • National and international NGOs; • Enterprises; • General public which gets the information via mass media through publications made by Statistical Office. Internal users are other sectors within INSTAT, as follows: • National Account Directory; • Statistical Business Register; • Employment and Wages Sector.
12.2. User satisfaction	INSTAT annually conducts the Survey for Measuring User Satisfaction, the results of which are published on the web at the link: User Satisfaction Survey .
12.3. Completeness	Short-Term Statistics (STS) on their completeness are built in accordance with Eurostat regulations. The degree of completeness of the data, for the survey of Short-Term Statistics (STS) 2025 is 62%. This calculation is based on the ratio of requirements met by INSTAT to what is required by European regulations.
13. Accuracy and reliability	
13.1. Overall accuracy	Overall, the data are checked with previous years and previous quarter to identify any significant changes. Such queries are confirmed with financial statements or with an administrative source when available. The sampled population of Short-Term Statistics (STS) 2025 includes approximately 11,462 enterprises that are surveyed each quarter. Sampling design is stratified simple random sampling. The criterion used for stratification is the number of employees according to the NACE Rev.2, 3-digit level. Calculating the estimates of statistical data and analysis evaluating outliers are done regularly. The overall accuracy rate is high, considering the high response rate. To calculate the estimates, Horvitz-Thompson estimator is used, that is unbiased. The accuracy of the estimates is reached by eliminating sampling errors and non-sampling errors, such as coverage, non-response, response mistakes and processing errors. Coverage errors reasons are: misclassification of units and changes in state of reporting units. In case of non-response, units are contacted by telephone and email. The sampling error in percent (CV) is calculated for main indicators of survey that are published every quarter.
13.2. Sampling error	Sampling error is treated in the internal technical reports, where, for main indicators in survey we calculate the total variance and relative standard errors, to eliminate the negative effect of NACE activity changed in Short-

	Term Statistics (STS) time series. All indicator values are weighted to represent the population. CV in average for the variable Turnover is 0.91%.								
13.3. Non - sampling error	Unit non-response refers to enterprises that are unable or unwilling to provide answers, or cases where interviewers are unable to locate the enterprise's address, or when other barriers prevent the completion of the interview. The average unit non-response rate for Short-Term Statistics (STS) in 2025 is 2.44%. The average item non-response rate at variable level for the main variables of Short-Term Statistics (STS) are: • For the number of employed is 1.053 %; • While for Turnover is 1.046 %.								
14. Timeliness and punctuality									
14.1. Timeliness	Results of Short-Term Statistics (STS) are published on INSTAT website 78 days after the end of the reference period (T+ 78 days). The reference period of these results is December 31st, 2025. <table border="1"> <tr> <td>Reference period</td><td>12/31/2025</td></tr> <tr> <td>Date of publication</td><td>03/19/2026</td></tr> <tr> <td>Timeliness</td><td>78</td></tr> </table>	Reference period	12/31/2025	Date of publication	03/19/2026	Timeliness	78		
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14.2. Punctuality	The data of Short-Term Statistics (STS) are disseminated according to the publication calendar. The publication has been punctual in time to 100% of publications carried out over the years. <table border="1"> <tr> <td>Reference period</td><td>12/31/2025</td></tr> <tr> <td>Date of announcement</td><td>03/19/2026</td></tr> <tr> <td>Date of publication</td><td>03/19/2026</td></tr> <tr> <td>Time lag</td><td>0</td></tr> </table>	Reference period	12/31/2025	Date of announcement	03/19/2026	Date of publication	03/19/2026	Time lag	0
Reference period	12/31/2025								
Date of announcement	03/19/2026								
Date of publication	03/19/2026								
Time lag	0								
15. Coherence and comparability									
15.1. Comparability - geographical	The data related to the indicators of Short-Term Statistics (STS) are prepared in accordance with Eurostat methodology and as such are comparable at international level. These data are comprehensive and produced at the country level.								
15.2. Comparability - over time	Over the years Quarterly Survey of Enterprises in Short-Term Statistics (STS) has undergone changes in coverage and in the method of choice. Quarterly Survey of Enterprises has started for the first time in 2003. In 2005 it added Wholesale trade activity. In 2008 the sampling method changed from a listing method in combined method (with sampling and listing). Enterprises with 1-9 employees are selected through sampling, while								

	enterprises with over than 10 employees are selected through exhaustive listing, without changing the scope of coverage. In 2012 the population of the Quarterly Survey of Enterprises changes as a result of updating the Register of Enterprises with the results of the Economic Enterprises Census 2010. In 2014 in Short-Term Statistics (STS) implemented nomenclature of economic activities, NACE Rev. 2, updated of the weights and changing the structure of the base period of the indices from 2005 to 2010. In 2019 the structure of the base period of the indices changed from 2010 to 2015. In 2024, in Short Term Statistics (STS) the weights structure is updated and the basic index period changes from 2015 to 2021. In all these changes, the index series have not been interrupted; rather, the indices have been updated to reflect the changes. All these changes are reported in the methodological explanations that accompany the respective publications. Short-Term Statistics (STS) data by quarters according to NACE Rev. 2 Economic Activity Classification date back to 2006 referring to the statistical database providing a time comparability of 20 years ($CC2 = Jlast - Jfirst + 1 = 20$). The data are subject to continuous checks to ensure their comparability over time series.
15.3. Coherence - cross domain	Short-Term Statistics (STS) for the greater part are measured by using VAT data. For the enterprise that VAT data are not available data are collected through sample survey. There is no other statistical product that could be used for cross checking instead of the current indicators.
15.4. Coherence - internal	The internal consistency of the data is checked before it is finalized. The links between variables are checked and coherence between different data series confirmed. Short-Term Statistic (STS) specialists work together with relevant departments to ensure consistency and coherence of statistical indicators.

16. Cost and burden	The Short-Term Statistics (STS) cost includes information on the permanent and temporary number of the staff. The number of Short-Term Statistics (STS) staff is as follows: • Total staff in central office: 8 employees; • Logistics specialists: 2 employees; • Interviewers: 124 employees; • Controllers: 2 employees. Interviewers are hired four times a year for the following surveys: • Quarterly Survey of Enterprise; • Producer Price Survey; • Import Price Survey; • Construction Cost Survey. Administrative data are transmitted to INSTAT without cost, based on Memorandum of Cooperation between INSTAT, General Directorate of Taxation and QKR. Statistical sources, such as the Statistical Business Register and previous Short-Term Statistics surveys, are also without cost, as they are considered internal sources. The Short-Term Statistics staff manages the control and analysis of the data; therefore, these two processes do not involve additional costs.
17. Data revision	
17.1. Data revision - policy	The revision policies of the Quarterly Survey of Enterprises are implemented in accordance with the general revision policy and the error treatment policy defined by INSTAT, as follows: • Revision Policy; • Errors Treatment Policy. The same revision policy is applied to national releases and transmissions to Eurostat.
17.2. Data revision - practice	Published data are not considered final and may be subject to revision. Data are revised for various reasons, such as the implementation of the new NACE classification, methodological changes, new information or data improvements, and error correction. However, revisions are generally limited in scale. Revisions of the previous quarter may occur during each quarter, and adjustments may be made at the end of each year for the four quarters. During 2025 the Short-Term Statistics (STS) estimations are not revised. No numeric values are available for MR and MAR indicators.

18. Statistical processing	
18.1. Source data	Data are based on quarterly statistical surveys and administrative source. The basis of selection is the Register of active enterprises for the reference year. Classification of enterprises is done according to the Nomenclature of Economic Activities, NACE Rev. 2. The population under study is determined by two main criteria: the size of the enterprise (based on the number of employees) and the economic activity within the scope of the study. The method of selection used is Stratified Simple Random Sampling (SRS). Stratification is based on a combination of economic activity with size group of the enterprise. Indicators are presented for economic activities according to areas specified in the Short-Term Statistics (STS) regulation and also based on user needs.
18.2. Frequency of data collection	Data are collected on a quarterly basis.
18.3. Data collection	During 2025, data were provided in a combined way through administrative sources and data collected directly from enterprises with face to face interview. The surveyed data are collected by interviews with paper questionnaire on a quarterly basis, 15 days after the end of the reference period. During the reference year, no changes to the questionnaire were planned.
18.4. Data validation	The data obtained from the survey and from the VAT file are evaluated using valid logical rules. At the national level, data editing involves examining the data provided by respondents in order to identify and correct errors. Not all errors can be identified, but the aim is to detect those errors that have a significant impact on the results. The rules used for error identification may highlight possible errors that require further investigation to determine whether there is an actual error or simply an unusual result, or they may identify clearly defined errors. Editing includes checks for completeness, verification that values fall within specified limits, and that values for related variables are coherent. Data editing may be carried out during or after data entry. Responses may also be compared with those from previous quarters. Inconsistencies or large deviations (outside a predefined range) indicate that a more detailed investigation is required, which may result in data editing. Given time constraints, the editing process is designed to initially focus on outlier units that have the greatest impact on the main aggregates. By addressing the most extreme cases, significant improvements can be achieved in the quality and reliability of aggregated data.

18.5. Data compilation	National level The first step involves collecting information through direct interviews conducted by interviewers. The main objective is to transform this information into a statistically usable form. The process followed is as follows: • Physical verification of the completeness of questionnaires; • Logical control of questionnaires (checking the logical marking of response indicators, the description of the activity and its coding, as well as verifying the completeness of numerical values); • After data entry, errors and inconsistencies are identified and corrected during the editing process; • Non-response cases and missing information for important enterprises (large enterprises) are completed through the imputation process using information obtained from other sources; • Data comparability is checked between survey data and administrative data, as well as with previous periods or trends; • Analysis of results for each publication domain; • The complete and cleaned data results are then used for the weighting and re-weighting phase; • Aggregated data are compared with data from other sources; • The last two phases may be subject to further analyses depending on the results by publication domains. Finally, once the statistical analysis is completed, these data are considered as a set of non-public information. Before the dissemination of the results, a very important step is to ensure the confidentiality of this information.
18.6. Adjustment	Seasonal adjustment of quarterly time series of producer of materials goods is done by using JDemetra+ 2.2.4 version software. The chosen model for the decomposition of time series is X-12 ARIMA, under specification X-13. X-12 ARIMA model is totally based on moving averages. In all-time series, the multiplicative decomposition is applied. During the process of seasonal adjustment are treated even the special case occurred during the time series span identified by software as outlier.
19. Comment	
Annex	