

Retail Trade

Reference Metadata in Euro SDMX Metadata Structure

(ESMS)

INSTAT

Reference Metadata

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1. Contact	
1.1. Contact organisation	INSTAT, Institute of Statistics
1.2. Contact organisation unit	Short Term Statistics Unit
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2. Metadata update	
2.1. Metadata last certified	12.03.2020
2.2. Metadata last posted	13.03.2019
2.3. Metadata last update	12.03.2020
3. Statistical presentation	
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 an economic activity classes as follow. Indicators are expressed as indices and percent change (%). These categories result from the aggregation of the relevant economic activity classes (NACE Rev. 2 codes: 47.11-47.78). 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"> 1. Retail sale in non-specialised stores with food, beverages or tobacco predominating

	<ol style="list-style-type: none"> 2. Other retail sale in non-specialised stores 3. Retail sale of food, beverages and tobacco in specialised stores 4. Retail sale of information and communication equipment in specialised stores 5. Retail sale of other household equipment in specialised stores 6. Retail sale of cultural and recreation goods in specialised stores 7. Retail sale of clothing, footwear and leather goods in specialised stores 8. Dispensing chemist, retail sale of medical and orthopaedic goods, retail sale of cosmetic and toilet articles in specialised stores 9. Retail sale of other goods in specialised stores 10. Retail sale of motor fuel
3.2. Classification system	<p>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.</p>
3.3. Sector coverage	<p>The Retail Trade Turnover Index (2015=100), according to the new NACE Rev.2 classification covers the economic activity divisions identified by codes 4711 to 4778 inclusive.</p>
3.4. Statistical concepts and definitions	<p>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.</p>
3.5. Statistical unit	<p>The statistical unit is the enterprise.</p>
3.6. Statistical population	<p>In the survey for the compilation of the Retail Trade Turnover Index (2015=100) include 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.</p>
3.7. Reference area	<p>Retail Trade data cover the whole territory of Albania..</p>
3.8. Time coverage	<p>The time series of the Retail Trade Turnover and Volume Indices are published quarterly.</p>
3.9. Base period	<p>Base year: 2015 = 100, applied starting in the first quarter of 2019.</p>

4. Unit of measure	Indices; Percentage change on the same period of the previous year (rates); Percentage change on the previous period (rates)
5. Reference period	Retail Trade data refers to quarterly period, but monthly indicators are compiled and published . The reference year of this report is 2019.
6. Institutional mandate	
6.1. Legal acts and other agreements	<p>The legal basis for the retail trade indicators are:</p> <ul style="list-style-type: none"> • National Statistical Law • Official Statistics National Program 2017-2021 <p>Classifications and definitions according to relevant EU regulations:</p> <ul style="list-style-type: none"> • Council Regulation No.1165/98 introducing short-term statistics at European level • Commission Regulation No.1503/2006
6.2. Data sharing	From the first quarter 2018 data for main indicators are transmitted regularly to Eurostat.
7. Confidentiality	
7.1. Confidentiality - policy	<p>Data are considered strictly confidential and are used only for statistical and research purposes based on national Statistical Law No.17/2018 “On Official Statistics”, date 10.03.2018 and on Law No.9887, date 10.03.2008 “Personal Data Protection”. Article 31 on Statistics Law reads as follows: Data collected for the production of official statistics shall be treated by INSTAT as confidential and shall be used only in aggregated tables that will not identify the source information unit. 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>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. Albania 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 Albania Institute of Statistics if and only if:</p> <p>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</p>

	<p>b) the statistical unit has given its consent, without any reservations, for the disclosure of data.</p> <p>The confidential data that are transmitted to Albania 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 Albania 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.</p>
8. Release policy	
8.1. Release calendar	<p>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.</p>
8.2. Release calendar access	<p>The calendar of publications is available on INSTAT website.</p>
8.3. User access	<p>In line with the article 34 of Law No.17/2018 “On Official Statistics”, dated in 17.04.2018, 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:</p> <ol style="list-style-type: none"> 1. Website – online release 2. Written requests 3. Special publications 4. Data request, section available for external users
9. Frequency of dissemination	<p>Retail Trade Turnover Index is compiled each quarter.</p>
10. Accessibility and clarity	
10.1. News release	<p>According to the calendar of publications, press release regarding to the Retail Trade Turnover and Volume Indices 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 the Retail Trade Turnover and Volume Indices are published online at INSTATs website.</p>
10.2. Publications	<p>The data are presented and published at INSTATs website according to legislation and regular issues:</p> <ul style="list-style-type: none"> • Retail Trade Index

	<ul style="list-style-type: none"> • Statistical Year Book
10.3. On-line database	All the information is available in both Albanian and English language. Since 2011, time series of Retail Trade Indexes in value and volume 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	No micro-data are available for users.
10.5. Other	Users can send other specific requests through a dedicated section for Contacts .
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. Also the Methodological notes are published at INSTAT’s website.
10.7. Quality documentation	The Short Term Statistics Sector takes care about all documentation of the whole process of work of Retail trade index for internal purposes.
11. Quality management	
11.1. Quality assurance	INSTAT is committed to ensure the highest quality with respect to the compilation of statistical information. In accordance with the Statistics Law, 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. 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.
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.
12. Relevance	
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	<p>Page Views (Hits) about Retail trade index in 2019 are around 2,868 clicks. INSTAT conduct User Satisfaction Survey.</p> <p>During 2019 INSTAT conducted User Satisfaction Survey concerning INSTAT publications. The survey results show that the overall quality of Retail Trade Statistics is rated 3.60 (72.0%) on a scale of 1 (very poor) to 5 (very good).</p> <p>INSTAT organizes every year User Satisfaction Survey.</p>
12.3. Completeness	<p>Retail Trade publications are conform to the established Eurostat standards.</p> <ul style="list-style-type: none"> • Council Regulation No.1165/98 introducing short-term statistics at European Level • Commission Regulation No.1503/2006 defining variables and frequency of data compilation <p>The degree of completeness of the data, for the Retail Trade Turnover Index 2019 is 80%. This calculation took into account only the Annex C required by EUROSTAT.</p>
13. Accuracy and reliability	
13.1. Overall accuracy	<p>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.</p> <p>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.</p> <p>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.</p>
13.2. Sampling error	All indicator values are weighted to represent the population. Relative

	standard deviation in average for the variable Turnover is 1.61%.								
13.3. Non - sampling error	<p>Unit non-response 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 in average for Retail Trade 2019 is 0.35 % .</p> <p>Item non-response rate in average for the main variable are: for the Number of employed is 0.01% while for Turnover is 0.03%.</p>								
14. Timeliness and punctuality									
14.1. Timeliness	<p>Results of Turnover Index Volume of Retail Trade are published on INSTAT website 72 days after the end of the reference period (T+72 days). The reference period of these results is December 31st, 2019.</p> <table border="1"> <tr> <td>Reference period</td> <td>12/31/2019</td> </tr> <tr> <td>Date of publication</td> <td>3/12/2020</td> </tr> <tr> <td>Time lag</td> <td>72</td> </tr> </table>	Reference period	12/31/2019	Date of publication	3/12/2020	Time lag	72		
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14.2. Punctuality	<p>The data of Turnover Index Volume of Retail Trade are disseminated according to the publication calendar. The publication of Turnover Index Volume of Retail Trade has been punctuality in time to 100% of publications carried out over the years.</p> <table border="1"> <tr> <td>Reference period</td> <td>12/31/2019</td> </tr> <tr> <td>Date of announcement</td> <td>3/12/2020</td> </tr> <tr> <td>Date of publication</td> <td>3/12/2020</td> </tr> <tr> <td>Time lag</td> <td>0</td> </tr> </table>	Reference period	12/31/2019	Date of announcement	3/12/2020	Date of publication	3/12/2020	Time lag	0
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15. Coherence and comparability									
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								

	<p>2005=100 to 2010=100.</p> <p>In 2019, in STS the weights structure is updated and the basic index period changes from 2010 to 2015. The data series are equivalent to each other; the rhythms of the increase are the same, and a series is convertible to the other.</p>
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 Economic Statistics, while according to data collection is managed by the Directorate of Regional Statistics. The stuff included in the process of data collection, of validation and of updating of the data is consisted by full-time and parttime stuff (enumerators).</p> <p>Total number of staff 106 employees:</p> <ol style="list-style-type: none"> 1. Specialists 1 employee 2. Enumerators 101 employees 3. Controllers 4 employees <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 nonresponse, are cost free, because the administrative date 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, analysing, and valuation of data, is done by the stuff of STS and is not subject of any other added cost.</p>
17. Data revision	
17.1. Data revision - policy	<p>Revision policy of STS (retail trade) is done in accordance with general revision policy and errors treatment policy introduced by INSTAT in the links below. The same revision policy is applied nationally and in transmissions to Eurostat.</p> <ul style="list-style-type: none"> • Revision Policy • The Errors treatment Policy
17.2. Data revision - practise	Published data are not considered final; they may be revised. Data are revised in the whole range or for other reasons such as: Implementation of the new NACE classification, methodological changes, new information or data

	improvements and error correction. But the revisions are generally rather limited in scale. Revision of the previous quarter is possible during each quarter and adjustments can be made at the end of each year for the four quarters.
18. Statistical processing	
18.1. Source data	Quarterly Statistical Survey on Retail trade. 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.
18.2. Frequency of data collection	Data collection is carried out quarterly, but the information is monthly
18.3. Data collection	The data required in Quarterly Survey of Economic Enterprises are collected directly in the enterprise based in face to face interview with the responsible 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. 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. 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.
18.4. Data validation	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.
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. This process follows:</p> <ul style="list-style-type: none"> • Physical control of questionnaires (verification of completed questionnaires according to the scanning standards.) • Logical control of questionnaires (control of logical marked of responses indicators, description and codification of activity, and control of accurate values.) • Editing process of data collected (errors and modification) • Non response units and the missing information need to be completed through the imputation process. • Comparability phase (collected data with the administrative sources, previous periods or trends.) • Correction of figures taking into account any micro-enterprise at its

	<p>historical level, or other distinctive aspects such as activity etc.</p> <ul style="list-style-type: none"> • Analysis of results under each domain of publication. • Completed results are used for weight and re-weight phase • The aggregated data are compared to other data sources • The last two phases can be subject to other analysis used for publication domain. When statistical 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>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 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.</p>
18.6. Adjustment	<p>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. 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.</p>
19. Comment	
Annex	