



Quality Report
for the Quarterly Statistics of
DISTRIBUTIVE TRADE, 2013

Table of Contents

1. Introduction into the statistical survey and its output – Survey methodology.....	5
1.1. Purpose and periodicity of survey implementation.....	5
1.2. Legal basis and responsibility of statistical institutions.....	5
1.3. Observation unit.....	5
1.4. Data collection	5
1.5. Coverage	5
1.6. Definitions	6
1.7. Data processing.....	6
1.8. Data publishing.....	7
1.9. Key variables	7
1.10. Key statistics.....	7
1.11. Questionnaire	7
1.12. Contact information.....	7
2. Relevance	7
2.1. Quality and performance indicator – Rate of available ESS statistics (R1)	7
3. Accuracy.....	8
3.1. Sampling errors	8
3.1.1. <i>Method of calculating sampling errors.....</i>	8
3.1.2. <i>Sampling error – Quality and performance indicator – Coefficient of variation (A1)</i>	8
3.1.2. <i>Sampling error – Quality and performance indicator – Coefficient of variation (A1)</i>	9
3.1.3. <i>Explanations</i>	9
3.1.4. <i>Activities to reduce sampling errors.....</i>	9
3.2. Non-sampling errors	9
3.2.1. <i>Coverage errors.....</i>	9
3.2.1.1. <i>Quality and performance indicator – Overcoverage rate (A2).....</i>	9
3.2.1.2. <i>Undercoverage error</i>	10
3.2.1.3. <i>Measures to reduce coverage errors</i>	10
3.2.2. <i>Measurement errors</i>	10
3.2.2.1. <i>Controls to detect measurement errors</i>	10
3.2.2.2. <i>Reasons for the occurrence of measurement errors</i>	10
3.2.2.3. <i>Procedures in cases of measurement errors.....</i>	10
3.2.2.4. <i>Quality and performance indicator – Data editing rate (A3)</i>	10
3.2.2.5. <i>Measures to reduce measurement errors</i>	10
3.2.3. <i>Non-response errors.....</i>	10
3.2.3.1. <i>Quality and performance indicator – Non-response rate of reporting unit (A4)</i>	10
3.2.3.2. <i>Quality and performance indicator – Non-response rate of variable (A5)</i>	10
3.2.3.3. <i>Procedures in cases of non-response</i>	10
3.2.3.4. <i>Procedures to reduce non-response rates.....</i>	11
3.2.3.5. <i>Quality and performance indicator – Rate of imputed data (A6).....</i>	11
3.2.3.6. <i>Quality and performance indicator – Number of errors, by type (A7)</i>	11
3.2.3.7. <i>Quality and performance indicator – Average size of revision (A8).....</i>	11
4. Timeliness and punctuality	11
4.1. Timeliness of release.....	11
4.1.1. <i>Quality and performance indicator – Timeliness of preliminary results (T1)</i>	11
4.1.2. <i>Quality and performance indicator – Timeliness of final results (T2)</i>	11
4.2. Punctuality of release	11
4.2.1. <i>Quality and performance indicator – Punctuality of release (T3)</i>	11
4.3. Reasons for significant delays and measures to improve timeliness and punctuality of release.....	11
5. Accessibility and clarity.....	12
5.1. Accessibility	12

5.1.1. Dissemination channels.....	12
5.1.2. Quality and performance indicator – Rate of used dissemination channels (AC1).....	12
5.1.3. Methods of dissemination.....	12
5.1.4. Quality and performance indicator – Rate of used dissemination methods (AC2).....	12
5.1.5. Quality and performance indicator – Number of accesses to the online database (AC3).....	13
5.2. Clarity.....	13
5.2.1. Printed publications and Internet publication.....	13
5.2.1.1. Disseminated results.....	13
5.2.1.2. Level (level of detail) of dissemination.....	13
5.2.1.3. Metadata.....	13
5.2.1.4. Measures to improve clarity of disseminated results.....	13
5.2.2. Quality and performance indicator – Rate of metadata completeness (AC4).....	13
6. Comparability and coherence.....	13
6.1. Comparability over time.....	13
6.1.1. Quality and performance indicator – Length of comparable time series (CC1).....	13
6.1.2. Breaks in time series.....	14
6.1.3. Other factors affecting comparability over time.....	14
6.2. Geographical comparability.....	14
6.2.1. Comparability with other members of the European Statistical System.....	14
6.3. Seasonal adjustment.....	14
6.4. Coherence between preliminary and final data.....	14
6.4.1. Dissemination policy for preliminary data.....	14
6.4.2. Quality indicator – Coherence between preliminary and final data (CC2).....	14
6.4.3. Reasons for significant differences between preliminary and final data.....	14
6.5. Coherence with results of the reference survey.....	14
6.5.1. Brief description of the reference survey.....	14
6.5.2. Quality and performance indicator – Compliance with the reference data (CC3).....	15
6.5.3. Reasons for significant discrepancies.....	15
7. Concessions – compromises between output quality components.....	15
8. Assessment of users' needs and perceptions.....	15
8.1. Classifying and understanding users.....	15
8.2. Measuring users' perceptions and user satisfaction.....	15
8.2.1. Quality and performance indicator – User satisfaction index (US1).....	15
8.2.2. Quality and performance indicator – Time elapsed since the last user satisfaction survey (US2).....	15
9. Costs and burden on respondents/reporting units.....	16
9.1. Costs of the Republika Srpska Institute of Statistics.....	16
9.1.1. Quality and performance indicator – Annual operating costs, average by main cost components (PCR1).....	16
9.2. Burden and costs of respondents/reporting units.....	16
9.2.1. Quality and performance indicator – Annual burden on respondents in hours and/or financial indicators (PCR2).....	16
9.3. Measures to reduce costs and burden.....	16
10. Confidentiality, transparency and protection.....	16
10.1. Confidentiality.....	16
10.2. Transparency.....	16
10.3. Protection.....	16
11. Conclusion.....	17

1. Introduction into the statistical survey and its output – Survey methodology

1.1. Purpose and periodicity of survey implementation

The purpose of this statistical survey is to obtain timely data on trends of turnover in distributive trade, i.e. to measure the dynamics of realised turnover (income from sale of goods/services).

One of the main aims of the calculation of turnover indices of distributive trade is to present changes in the level of realised turnover in the trade section. Turnover index of distributive trade is a short-term indicator used in national accounts statistics and for the needs of external users.

Index of distributive trade is calculated quarterly, on a regular basis.

1.2. Legal basis and responsibility of statistical institutions

Statistical survey on distributive trade (K KPS TRG-2) is carried out pursuant to the Statistical Programme of Republika Srpska for the period 2013-2017, which is based on the Law on Statistics of Republika Srpska ("Official Gazette of Republika Srpska", No. 85/03).

1.3. Observation unit

The survey on distributive trade covers business/legal entities which are, by their main activity, registered to perform activities in the section G of the KD BiH 2010:

45 – Wholesale and retail trade of motor vehicles and motorcycles; repair of motor vehicles and motorcycles;

46 – Wholesale trade, except trade of motor vehicles and motorcycles;

47 – Retail trade, except of motor vehicles and motorcycles.

- business entities that are, based on their main activity, registered in other activities (industry, construction, hotels and restaurants, etc.), but also perform trade activity.

1.4. Data collection

The Republika Srpska Institute of Statistics carries out the survey through its six regional offices. Data are collected using the reporting method, at the class level (NACE Rev 2). At the beginning of the year, the Republika Srpska Institute of Statistics sends to the regional offices letters, questionnaires, letters to reporting units and instructions for completion. These are in turn sent by post to reporting units covered by the sample. Reporting units submit two copies of completed reports 15 days after the end of the reference quarter (T+15), to the addresses of the Institute's regional offices. After the regional offices carry out logical controls, reports are sent to the Republika Srpska Institute of Statistics, for further survey phases.

1.5. Coverage

The survey is carried out using the sampling method. The framework for sample selection is the Statistical Business Register - SBR.

The survey covers all large and medium enterprises whose turnover in trade exceeds 4,000,000.00 KM and sampled small enterprises. The sample does not cover enterprises whose turnover is below 100,000 KM per year. On the basis of sample-based results, the entire set is assessed.

The number of observation units in the sample is 858.

1.6. Definitions

Trade is a set of activities of sale of goods and/or provision of services to realise profit or another socio-economic goal.

Distributive trade includes all forms of trade activities, from the purchase of goods from manufacturers, intermediation, resale, to the delivery of goods to final consumers on domestic market. It covers wholesale trade for own account, intermediation in wholesale trade, retail trade and repair of motor vehicles and motorcycles and of personal and household goods.

Wholesale trade is the activity of purchase or resale of goods to industrial, commercial or professional users and institutions and other business entities engaged in wholesale or retail trade. It also includes transit turnover of goods (sale of goods that are by a seller's order delivered directly to a purchaser, without being previously stored by the seller).

Intermediation in wholesale trade refers to the performance of wholesale trade activities for a fee or on a contract basis. It includes sale from consignment warehouses, commissioners/agents' services, sale through intermediaries for trading goods and other wholesalers operating on behalf of others. It also covers activities of entities engaged in connecting sellers with customers and of those that undertake trade transactions on behalf of the owner of the goods.

Retail trade includes sale of goods to final consumers, i.e. to the population (for own consumption or for household use).

Turnover is total invoiced amount calculated by an enterprise/reporting unit for goods sold to third persons or services performed during the reference period, which corresponds to the market value of these goods and services.

1.7. Data processing

Data collected from reporting units covered by this survey represent the basis for evaluation of data for the entire population. Based on microdata on turnover of reporting units and through their aggregation at the activity stratum level – KD BiH 2010, total turnover is calculated.

Turnover totals at the level of strata are added together and aggregated to different levels of activity (group, division, section).

Indices are obtained as a quotient of turnover in the current period (for different levels of activity) and turnover realised in the base year or in another earlier period.

Base indices – present relative change rates of turnover in the reference quarter (y_t) compared to the base year average ($y_b = \text{2010}$).

$$\text{Formula: } i_t = \frac{y_t}{y_b} \cdot 100$$

Chain indices – represent the percentage change of turnover between the current and previous period. In distributive trade, two types of chain indices are calculated.

- Chain index (same period of the previous year): quotient of turnover in the reference quarter (y_t) and turnover in the same period of the previous year (y_{t-4}).

$$\text{Formula: } i_t = \frac{y_t}{y_{t-4}} \cdot 100$$

- Chain index (previous period): quotient of turnover in the reference quarter (y_t) and turnover in the previous period (y_{t-1}).

$$\text{Formula: } i_t = \frac{y_t}{y_{t-1}} \cdot 100$$

1.8. Data publishing

The survey on distributive trade is carried out quarterly, on a regular basis. Survey results are published after the end of reference period, in accordance with the pre-defined Release Calendar.

The Republika Srpska Institute of Statistics publishes survey results at its official website www.rzs.rs.ba.

1.9. Key variables

- turnover (excluding VAT)
- number of employed persons
- turnover in retail trade by group of goods

1.10. Key statistics

- quarterly (chain) index, showing the change in turnover index in the current quarter compared to the previous quarter;
- base index, showing the change in turnover index in the current quarter compared to the base year average (previous year and 2010),
- annual index, showing the change in turnover index in the current quarter compared to the same month of the previous quarter.

1.11. Questionnaire

The questionnaire of quarterly survey on distributive trade [доступан](http://www2.rzs.rs.ba/static/uploads/obraci/unutrasnja_trgovina/TRG_2_Obrzac_2015.pdf) is available at the Institute's website, at: http://www2.rzs.rs.ba/static/uploads/obraci/unutrasnja_trgovina/TRG_2_Obrzac_2015.pdf

1.12. Contact information

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2. Relevance

2.1. Quality and performance indicator – Rate of available ESS statistics (R1)

Owing to the compliance of definitions of basic STS variables and of applied methodology with the Eurostat's requirements in terms of short-term business indicators, it is possible to compare the data with the EU member states' data.

Quarterly variables of distributive trade required by the STS Regulation are the turnover variable (120), number of employees (210) and wages and salaries (230).

Rate of available statistics represents the ratio between available and required statistics. The rate of available statistics is 66.6% [(2/3x100)].

3. Accuracy

3.1. Sampling errors

3.1.1. Method of calculating sampling errors

A combined method of full coverage and stratified random sample is used for the implementation of survey on distributive trade. As a consequence, it is impossible to prevent sampling errors. The most significant factor that determine the size of sampling errors are sample size and design and data variability.

Errors made due to the use of this type of sample are not statistically significant in terms of the dynamics of turnover in distributive trade.

3.1.2. Sampling error – Quality and performance indicator – Coefficient of variation (A1)

A combined method of full coverage and stratified random sample is used for the implementation of survey on distributive trade. Since unknown parameters of the entire target population are estimated using only a part of it (selected sample), it is impossible to avoid errors that occur in this regard. The design and size of the sample, as the most significant factors that define the size of sampling error, are controlled by statisticians, in order to reduce the sampling error to the lowest level possible, in accordance with the resources available for the survey implementation.

Taking into account all samples which can theoretically be selected from the framework, different samples will result in different estimates of parameters of the target population. In order to avoid incorrect interpretation of estimated parameters, it is necessary to have a quantified measure of the variability of estimates from all possible theoretical samples. The measure of such variability in this survey is a variance, which is calculated as follows:

$$\hat{V}_h = \sum_{h=1}^H N_h^2 \frac{1-f_h}{m_{rh}} S_{yh}^2$$

where:

$$f_h = \frac{n_h}{N_h}; \quad S_{yh}^2 = \frac{1}{m_{rh}-1} \sum_{j=1}^{m_{rh}} (y_j - \bar{y}_h)^2; \quad \bar{y}_h = \frac{1}{m_{rh}} \sum_{j=1}^{m_{rh}} y_j$$

f_h - sampling rate in the stratum h ($h=1...H$)

n_h - number of units in the stratum h sample

N_h - number of units in the framework of stratum h

m_{rh} - number of units in the response set of the stratum h

\bar{y}_h - average y_i at the stratum h level

S_{yh}^2 - squared standard deviation y_i at the stratum h level

Total variance represents the sum of calculated variances at the level of each stratum:

$$\hat{V} = \sum_{h=1}^H \hat{V}_h$$

Standard error (SE) is calculated as the square root of the variance.

The coefficient of variation (CV) is a relative measure of accuracy of estimates and it represents the ratio between the standard error and the value of the estimated parameter:

$$CV = \frac{SE}{\hat{\theta}} \cdot 100.$$

3.1.2. Sampling error – Quality and performance indicator – Coefficient of variation (A1)**Table 1. CV% for estimates of totals of quarterly turnover in distributive trade**

KD BiH 2010 group	First quarter 2013	Second quarter 2013	Third quarter 2013	Fourth quarter 2013
451	7.12	6.77	6.74	8.79
452	6.02	5.68	5.97	4.86
453	12.63	9.56	5.61	5.58
454	0.00	0.00	0.00	0.00
461	5.01	6.96	5.38	5.16
462	8.08	6.92	4.95	6.35
463	2.01	2.76	3.05	2.05
464	4.74	6.27	7.15	6.12
465	6.64	13.18	15.43	18.14
466	7.28	6.95	7.08	6.33
467	3.06	5.98	3.44	3.62
469	4.56	5.67	7.02	4.41
471	2.03	2.23	2.74	2.36
472	3.68	4.33	4.24	5.83
473	1.57	2.84	2.20	1.80
474	0.00	0.00	0.00	0.00
475	10.24	10.45	10.53	9.45
476	1.67	2.05	1.53	1.42
477	5.51	6.13	5.53	5.94
479	0.00	0.00	0.00	0.00

3.1.3. Explanations

Parametres of the target population are estimated using the method of ratio estimation, using data on total turnover available in the sample framework for all enterprises as auxiliary information.

3.1.4. Activities to reduce sampling errors

Coefficients of variation are analysed periodically and the design and size of the sample are modified.

3.2. Non-sampling errors**3.2.1. Coverage errors**

Coverage errors refer to differences between the target population and the population selected into the sample.

3.2.1.1. Quality and performance indicator – Overcoverage rate (A2)

The sample for quarterly survey on distributive trade is designed at the beginning of the year. If an enterprise ceases its operations during the year, it is not replaced by another enterprise. If an enterprise changes its activity, the activity is not changed in the survey. Enterprises that ceased their operations are not covered by the data processing.

3.2.1.2. Undercoverage error

Given that the sample is designed at the beginning of the year and that it is not revised during the year, enterprises that became engaged in trade activity during the reference year are not covered by the survey. Their potential inclusion in the sample may occur only when a new sample is selected, provided that they satisfy pre-defined sampling criteria.

3.2.1.3. Measures to reduce coverage errors

In the future, measures to reduce coverage errors should involve the expansion of coverage to entrepreneurs.

3.2.2. Measurement errors

3.2.2.1. Controls to detect measurement errors

The first control of data is done immediately after data collection. This is the so-called visual control (data not entered, errors in submitted data). After that, logical controls are performed during data entering. Once the data are entered into the database, automatic controls are performed. These serve to control the completeness of entered data, whether certain data amounted to 0, as well as to control data in which major unjustified changes were recorded in comparison with the previous reference period (increase or decrease by 30%).

3.2.2.2. Reasons for the occurrence of measurement errors

Measurement errors may only be made in the stage of completing the questionnaire by the reporting unit or in the data entry stage by the person entering the data.

3.2.2.3. Procedures in cases of measurement errors

If an error is made while the questionnaire is completed, the reporting unit is contacted in order to correct the data. If an error is made while data are entered, submitted questionnaires are checked, in order to enter the corrected, accurate data. Errors are corrected prior to the calculation of turnover indices; therefore, there are no subsequent revisions of data.

3.2.2.4. Quality and performance indicator – Data editing rate (A3)

Imputation of data is done for those variables for which this is possible owing to the remaining data.

No records of data imputations are kept; therefore, the rate of imputed data is not available.

3.2.2.5. Measures to reduce measurement errors

The methodology of data collection and instructions sent to reporting units are detailed and accurate, which contributes highly to a decrease in the number of errors made while questionnaires are completed. In addition, logical controls built into the application prevent data entry errors.

3.2.3. Non-response errors

3.2.3.1. Quality and performance indicator – Non-response rate of reporting unit (A4)

Non-response rate of reporting units are sporadic and insignificant. All enterprises selected into the sample at the beginning of the year are obliged to submit completed statistical reports. Non-response rate amounts to approximately 1%.

3.2.3.2. Quality and performance indicator – Non-response rate of variable (A5)

Non-response rate of variable is generally equal to the non-response rate of reporting unit.

3.2.3.3. Procedures in cases of non-response

In cases of non-response, data are not imputed from other resources, as the response rate is very high (99%).

3.2.3.4. Procedures to reduce non-response rates

If a reporting unit does not submit a completed questionnaire within the defined deadline, it is contacted by phone, urgencies are sent.

3.2.3.5. Quality and performance indicator – Rate of imputed data (A6)

No imputations were done.

3.2.3.6. . Quality and performance indicator – Number of errors, by type (A7)

As already noted, errors in microdata are eliminated during data processing, which means that there are no subsequent revisions. If an error is observed in the microdata, in the calculation or presentation of interpretation, there is a procedure to explain it.

3.2.3.7. Quality and performance indicator – Average size of revision (A8)

Revisions are not implemented.

4. Timeliness and punctuality

4.1. Timeliness of release

4.1.1. Quality and performance indicator – Timeliness of preliminary results (T1)

Timeliness of the first release of survey results is defined as the difference between the date of first release and the end of reference period - in our case, 55 days after the end of reference quarter.

Reference period	quarter
Date of release	25 th February, 25 th May, 25 th August, 25 th November
Number of days between the end of the reference period and date of release	T+55

4.1.2. Quality and performance indicator – Timeliness of final results (T2)

Preliminary results are also final results.

4.2. Punctuality of release

4.2.1. Quality and performance indicator – Punctuality of release (T3)

Actual dates of release did not deviate from the planned dates specified in the Release Calendar.

4.3. Reasons for significant delays and measures to improve timeliness and punctuality of release

Actual dates of release

Actual dates of release did not deviate from the planned dates specified in the Release Calendar.

5. Accessibility and clarity

5.1. Accessibility

5.1.1. Dissemination channels

Number	Dissemination channels	Used
1	Website of the Institute – Internet release	YES
2	Written requests of users according to their specification	YES
3	Data published via telephone	YES
4	Digital media (CD, floppy disk, etc.)	NO
5	Data presented at press conferences	NO
6	Thematic bulletin	NO
7	Special printed publications	YES
8	Databases available to external users	NO
9	Statistically protected microdata	YES

5.1.2. Quality and performance indicator – Rate of used dissemination channels (AC1)

The rate of used channels of dissemination is 55.5% (5/9X100).

5.1.3. Methods of dissemination

The following methods of dissemination were used to publish results:

Number	Method of dissemination	Used
1	Website of the Institute – Internet release	YES
2	Websites of other institutions	NO
3	Websites of international institutions	NO
4	Written requests	YES
5	Telephone mediation	YES
6	Digital media (CD, floppy disk, etc.)	NO
7	Data presented at press conferences	NO
8	Statistical Yearbook	YES
9	This is Republika Srpska	YES
10	Statistical Yearbook	YES
11	Thematic bulletin	NO
12	Special publications	YES
13	Eurostat's publications	NO
14	Publications of other international organisations (OECD, IMF)	NO
15	Databases for internal use	NO
16	Databases available to external users	NO

5.1.4. Quality and performance indicator – Rate of used dissemination methods (AC2)

The rate of used methods of dissemination is 43.7% (7/16X100).

5.1.5. Quality and performance indicator – Number of accesses to the online database (AC3)

Database of the quarterly statistical survey is not available online.

5.2. Clarity

5.2.1. Printed publications and Internet publication

- Quarterly release of distributive trade
- Statistical Yearbook, in the part referring to distributive trade
- This is Republika Srpska, in the part referring to distributive trade

5.2.1.1. Disseminated results

Survey results are presented as index numbers (quarterly release, Yearbook). Data are not seasonally adjusted. In addition to the presentation of data in tables, the abovementioned publications also present data in the form of graphs.

5.2.1.2. Level (level of detail) of dissemination

Statistical publications for Republika Srpska present trade indices at the level of groups of the KD BiH 2010.

5.2.1.3. Metadata

In the framework of Metadata at the official website of the Institute, basic data, definitions and methodology of the quarterly survey are available, at:

http://www2.rzs.rs.ba/static/uploads/obrasci/unutrasnja_trgovina/TRG_2_Obrzac_2015.pdf.

Brief methodology is also available in printed versions of the publications.

5.2.1.4. Measures to improve clarity of disseminated results

Data at the website of the Republika Srpska Institute of Statistics are presented in PDF format, in Excel tables and in graphs, in order to enable users to analyse and use the data.

5.2.2. Quality and performance indicator – Rate of metadata completeness (AC4)

Not subject to special analyses.

6. Comparability and coherence

6.1. Comparability over time

6.1.1. Quality and performance indicator – Length of comparable time series (CC1)

Data on trends of quarterly turnover indices of distributive trade have been collected and published since 1998, quarterly. Until 2013, the statistical activity “Quarterly wholesale and retail trade” was carried out on the full coverage of business entities engaged in trade activity in the section of activities G of the KD BiH 2010.

Since 2013, a harmonised methodology has been used, allowing for the comparison of data on distributive trade of Republika Srpska with the Eurostat’s data. Since then, the survey has been carried out on the basis of sample, combined method, full coverage and sampled enterprises.

The stratification of target population of the survey was done by class of financial data (financial statements for the previous year) and by activity of enterprises within the section G. The number of employed persons is used as an auxiliary stratification variable.

Given the fact that time series are quarterly, the value of indicator amounts to 24 (6*4).

6.1.2. Breaks in time series

There have been no breaks in series at the Republika Srpska level since the beginning of data collection. In the past years, data were collected on the full coverage basis, while since 2013 the survey is carried out on the sample basis.

6.1.3. Other factors affecting comparability over time

There were no significant factors affecting comparability over time.

6.2. Geographical comparability

6.2.1. Comparability with other members of the European Statistical System

Owing to the compliance of definitions of basic STS variables and of applied methodology with the Eurostat's requirements in terms of short-term business indicators, it is possible to compare the data with the EU member states' data.

6.3. Seasonal adjustment

Seasonal adjustments were not done in the quarterly survey on distributive trade for 2013.

6.4. Coherence between preliminary and final data

6.4.1. Dissemination policy for preliminary data

When results of the quarterly survey on distributive trade in Republika Srpska are published, dissemination policy for preliminary data of this survey is not used.

6.4.2. Quality indicator – Coherence between preliminary and final data (CC2)

Preliminary results are also final results; therefore, this indicator is not calculated.

6.4.3. Reasons for significant differences between preliminary and final data

There are no differences between preliminary and final data, since preliminary data are also final.

6.5. Coherence with results of the reference survey

6.5.1. Brief description of the reference survey

Reference survey is the monthly survey on retail trade, for the part of distributive trade that refers to retail trade. The monthly survey on retail trade is carried out on the sample basis and it complies with the EU STS Regulations. Since both surveys comply with the EU STS Regulations, it is possible to compare the obtained data.

6.5.2. Quality and performance indicator – Compliance with the reference data (CC3)

$$\text{Turnover: CC3} = \frac{X-Y}{Y} = (2,499,909 - 2,778,217) / 2,778,217 = -0.10$$

Turnover obtained through the monthly survey on distributive trade is 10% lower than turnover obtained through the reference survey, namely the monthly survey on retail trade.

6.5.3. Reasons for significant discrepancies

There were no significant discrepancies.

7. Concessions – compromises between output quality components

Not subject to special analyses.

8. Assessment of users' needs and perceptions

8.1. Classifying and understanding users

User requirements are met in a way that, in addition to PDF format, the Institute's website also provides Excel tables with turnover indices of distributive trade, for easier data management and analysis. To facilitate interpretation of data, each monthly release, in addition to data tables, also contains a brief comment and methodological explanations in Serbian and English.

Main users of the quarterly index of distributive trade are:

- Government and other public administration institutions, such as Ministry of Finances of Republika Srpska, Ministry of Economic Relations and Regional Cooperation of Republika Srpska, Ministry of Trade and Tourism of Republika Srpska, Banking Agency of Republika Srpska, municipal administration, as well as institutions at the BiH level, Insurance Agency of BiH, Directorate for Economic Planning
- Business entities (enterprises, lawyers and bar associations, Republika Srpska Chamber of Commerce)
- Science, research and education (faculties and research centres, citizens' associations)
- General public (physical entities)
- Media (broadcasters and printed media)
- Foreign users (EUROSTAT, WB, IMF, embassies of foreign countries)

8.2. Measuring users' perceptions and user satisfaction

A general User Satisfaction Survey has been conducted by the Institute, but not specifically for this survey.

8.2.1. Quality and performance indicator – User satisfaction index (US1)

Since there is no specific user satisfaction survey, user satisfaction index is not calculated either.

8.2.2. Quality and performance indicator – Time elapsed since the last user satisfaction survey (US2)

There is no specific user satisfaction survey.

9. Costs and burden on respondents/reporting units

9.1. Costs of the Republika Srpska Institute of Statistics

9.1.1 *Quality and performance indicator – Annual operating costs, average by main cost components (PCR1)*

Costs of the implementation of Quarterly survey on distributive trade are not subject to observation.

9.2. Burden and costs of respondents/reporting units

9.2.1. *Quality and performance indicator – Annual burden on respondents in hours and/or financial indicators (PCR2)*

Costs and burden on reporting units are not subject to observation.

9.3. Measures to reduce costs and burden

One of the measures is to simplify the process of data collection, processing and publishing as much as possible. First of all, it is necessary to develop an IT platform, which would enable reporting units to report the questionnaire K KPS TRG 02 online. This would significantly facilitate the process of data collection as well as reduce costs.

10. Confidentiality, transparency and protection

10.1. Confidentiality

Individual data submitted by reporting units to the relevant statistical institutions represent a business secret and are used for statistical purposes only. In exercising their responsibilities, the statistical institutions in Republika Srpska operate in accordance with the following legal regulations:

- Law on Statistics of Republika Srpska ("Official Gazette of Republika Srpska, No. 85/03);
- Law on Free Access to Information in Republika Srpska ("Official Gazette of Republika Srpska, No 20/01).

The data collected, processed and stored in order to produce statistical data for the Republika Srpska level are considered confidential if they allow either direct or indirect identification of statistical units.

10.2. Transparency

Users are familiar with the method of data use. No errors have been detected in the published editions from 2013, therefore there has been no need to correct these or publish them

10.3. Protection

See chapter 10.1.

11. Conclusion

The survey on distributive trade is a part of comprehensive statistical surveys of quarterly business statistics.

A redesigned quarterly survey on distributive trade has been carried out since January 2013. The aim of this modified survey is to align the production of quarterly distributive trade statistics in BiH with the EU STS Regulation. The methodological framework for the implementation of this survey and other services statistics surveys is provided in the Annex D of the Council Regulation (EC) No. 1165/98 on quarterly business statistics from 1996 and its subsequent amendments.

This publication is intended for all users who are interested in how the distributive trade survey is conducted on the territory of Republika Srpska. These include domestic institutions and users of statistical data, such as government institutions, business entities, research institutions and the general public, as well as key users in the EU and other international organisations.