



Distributive trade

Reference metadata based on the Euro SDMX Metadata Structure (ESMS)

Republika Srpska Institute of Statistics

- [1. Contact](#)
- [2. Metadata update](#)
- [3. Statistical presentation](#)
- [4. Unit of measure](#)
- [5. Reference period](#)
- [6. Institutional mandate](#)
- [7. Confidentiality](#)
- [8. Release policy](#)
- [9. Frequency of dissemination](#)
- [10. Accessibility and clarity](#)
- [11. Quality management](#)
- [12. Relevance](#)
- [13. Accuracy and reliability](#)
- [14. Timeliness and punctuality](#)
- [15. Coherence and comparability](#)
- [16. Cost and burden](#)
- [17. Data revision](#)
- [18. Statistical processing](#)
- [19. Comment](#)

1. Contact

1.1.	Contact organisation	REPUBLIKA SRPSKA INSTITUTE OF STATISTICS
1.2.	Contact organisation unit	Economic Statistics Sector - Services Statistics Division
1.3.	Contact name	Radmila Lazendić
1.4.	Contact person function	Associate for Distributive trade
1.5.	Contact mail address	Veljka Mlađenovića 12d, 78000 Banja Luka, Republika Srpska, Bosnia and Herzegovina
1.6.	Contact email address	radmila.lazendic@rzs.rs.ba
1.7.	Contact phone number	+387 51 332 755
1.8.	Contact fax number	+387 51 332 750

2. Metadata update

2.1.	Metadata last certified	01.08.2018.
2.2.	Metadata last posted	01.08.2018.
2.3.	Metadata last update	01.08.2018.

3. Statistical presentation

3.1. Data description

The quarterly survey K KPS TRG-2 collects data on the trade of goods and services in the distributive trade for the reporting quarter for the level of Republika Srpska.
The purpose of this survey is to provide timely information on the movement of the distributive trade index and to determine the dynamics of the realized turnover (income from the sale of goods / services).

3.2. Classification system

Classification of activities KDBiH 2010, which is in terms of content and structure in full compliance with the EU Statistical Activity Classification NACE Rev. 2.

3.3. Sector coverage

Section G according to KDBiH 2010.

3.4. Statistical concepts and definitions

Trade is a set of activities for the sale of goods and / or the provision of services in order to achieve profit or some other socio-economic goal.

Distributive trade includes all forms of trade activities, from the purchase of goods from manufacturers 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).

Mediation in wholesale trade involves the performance of wholesale activities at a fee or contract basis. It includes sales from consignment warehouses, commissioning agents, sales through merchants and other wholesalers trading on behalf of or for others. Also, the activity of the entities involved in linking the seller with the customers or undertaking trade transactions on behalf of the owner of the goods.

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

Turnover represents the total invoiced amount accounted by a business entity for goods sold or services rendered in trade during the reference period to third persons and it reflects their market value.

3.5. Statistical unit

The units of observation most often coincide with the reporting unit (reporting units are business entities registered in the field of trade, as well as businesses that are classified in other activities, but also perform trade activities in the Republika Srpska and are selected in the coverage), except in cases when the main activity is not trade, then the observation unit is only a part that relates to trade, not the entire business entity.

3.6. Statistical population

Business entities registered in the field of trade as well as business entities that are classified in other activities, but also perform trade activities in Republika of Srpska and are selected in coverage.

3.7. Reference area

Republika Srpska

3.8. Time coverage

From 1997

3.9. Base period

2010

4. Unit of measure

Indices

5. Reference period

Quarter

6. Institutional mandate

6.1. Legal acts and other agreements

Law on Statistics of Republika Srpska ("Official Gazette of Republika Srpska", No. 85/03), the Statistical Programme of Republika Srpska for the period 2013-2017 and the current Work plan of the Republika Srpska Institute of Statistics.

6.2. Data sharing

7. Confidentiality

7.1. Confidentiality - policy

The protection and confidentiality of data collected for the purpose of calculating the industrial producer price index are ensured in accordance with the Law on Statistics of Republika Srpska ("Official Gazette of Republika Srpska", No. 85/03), the Rules of protection of confidential data of the Republika Srpska Institute of Statistics and other applicable regulations in the field of data protection and confidentiality, including the Law on the Protection of Personal Data ("Official Gazette of BiH", No. 49/06).

7.2 Confidentiality – data treatment

All collected data is treated as confidential and used only for statistical purposes. The document of the Republika Srpska Institute of Statistics "Rules on the protection of confidential data" lists the principles of handling confidential data, procedures for securing confidentiality during the collection, processing and dissemination of data as well as procedures for accessing microdata.

8. Release policy

8.1. Release calendar

Data on distributive trade are published according to predefined Release Calendar, 55 days after the end of the observed quarter.

8.2. Release calendar access

http://www.rzs.rs.ba/publications/?left_mi=15&add=15

8.3. User access

All users have the right to access data and information at the same time and in the same way.

9. Frequency of dissemination

Quarterly

10. Accessibility and clarity

10.1. Release

Quarterly release "Short term indicators of distributive trade and other services":
http://www.rzs.rs.ba/front/article/2829/?left_mi=None&add=None

10.2. Publications

- Statistical Yearbook of Republika Srpska - final results;
- This is Republika Srpska - final results

10.3. Online database

Not available.

10.4. Microdata access

Microdata are not available.

10.5. Other

Data are disseminated also through responses to users' requests for data, as well as through annual publications.

10.6. Documentation on methodology

Concepts and definitions related to the statistics of distributive trade are available at the web site :
http://www.rzs.rs.ba/terms/defs/?left_mi=111&add=111

10.7. Quality documentation

The quality report is available at the website of the Republika Srpska Institute of Statistics:
http://www.rzs.rs.ba/front/category/340/371/?left_mi=284&add=284

11. Quality management

11.1. Quality assurance

When it comes to quality assurance for statistical data and maintaining public confidence in the data, the Law on Statistics of Republika Srpska (Article 17, paragraph 1) prescribes the application of principles of impartiality, reliability, transparency, timeliness, professional independence and statistical confidentiality in organisation and production of statistics in Republika Srpska. The Republika Srpska Institute of Statistics follows the recommendations on organisation and quality management defined by the European Statistics Code of Practice (CoP).

11.2. Quality assessment

Final phase of the statistical activity is an overall assessment using information from all processes, from the design of survey instruments and data collection, to data publication and feedback from users. This information is used to produce a quality report, which contains descriptions of all processes of the statistical activities and lists advantages and disadvantages related to quality, as well as quality indicators.

12. Relevance

12.1. User needs

Key users of distributive trade data are:

- Public sector: Government and other administrative bodies such as Ministry of Finance RS, Ministry of Economic Relations and Regional Cooperation RS, municipalities, as well as institutions at BiH level, Directorate for Economic Planning;
- business entities: enterprises, lawyers and bar associations, Chamber of Commerce of RS;
- science, research and education: institutes, educational institutions, students;
- general public: individuals;

- the media: radio and TV, news agencies;
- foreign users: EUROSTAT, WB, IMF, foreign countries embassies;
- internal users: National accounts division.

12.2. User satisfaction

The results of the latest User Satisfaction Survey from 2017 are available at the Institute's website:
http://www.rzs.rs.ba/front/article/2699/?left_mi=306&add=306

12.3. Completeness

Thanks to the conformity of the definitions of the basic STS variables and the methodology used with Eurostat's requirements in the field of short-term business indicators, comparability of data with the data of the EU countries is made possible. Quarterly distributive trader variables required by STS regulations are turnover variable (120), number of employees (210) and salaries and wages (230).

13. Accuracy and reliability

13.1. Overall accuracy

Data accuracy is checked using the prescribed methodology, control of measurement errors, as well as comparing data from the previous period and additional analyzes.

13.2. Sampling error

In a quarterly survey on distributive trade, a combined method of full-coverage and stratified random sample is used. The measure of variability in this survey is a variance. Target population parameters are estimated using the ratio estimation method using as auxiliary information on the total turnover, available within the sample for all enterprises.

13.3. Non-sampling error

In the case of some data missing or inconsistent data, contact with the reporting unit is established with the aim of completing the report in the manner that methodology requires. Exceptionally, in the case of non-response for a complete report or only for individual items as well as in the case of discrepancies, inconsistencies and errors that can not be corrected through contact with the reporting unit, imputation of data is made based on the available data for the observation unit from the previous quarter.

14. Timeliness and punctuality

14.1. Timeliness

T + 55 days

14.2. Punctuality

75% (the release for the first quarter was late because of the surveys that are published together with the distributive trade).

15. Coherence and comparability

15.1. Comparability - geographical

Thanks to the harmonization of the definitions of the basic STS variables and the methodology used with the requirements of Eurostat in the area of quarterly business indicators, comparability of data with the data of the EU countries is ensured.

15.2. Comparability – over time

Quarterly data on distributive trade turnover are available since 1997. A comparable series of data by groups of the Classification of Activities of KD BiH 2010 has been available since 2005.

15.3. Coherence – cross domain

Not applicable.

15.4. Coherence - internal

16. Cost and burden

Data on costs and burden on respondents are not available.

17. Data revision

17.1. Data revision – policy

Revision was not planned nor conducted.

17.2. Data revision - practice

Revision was not planned nor conducted.

18. Statistical processing

18.1. Source data

The data source for the Quarterly Distribution Trade Survey (K KPS TRG-2) are business entities registered in the field of trade as well as business entities that are classified in other activities, but also perform trade activities in Republika Srpska and are selected in the coverage

18.2. Frequency of data collection

Distribution trade data are collected and published quarterly.

18.3. Data collection

Quarterly turnover data are collected through a paper form K KPS TRG-2 from business entities selected in the sample. Reporting units submit the completed reports, in two copies, 15 days after the ending of the reference quarter (T + 15), to the addresses of the regional offices of the Institute. After logical control, no later than 15 days after receipt of the report, the regional office reports to the Republika Srpska Institute of Statistics, where the next processing phase is continued.

18.4. Data validation

The entry and processing of turnover statistics data was organized at the headquarters of the Republika Srpska Institute of Statistics.
In the office of the Institute, all received reports are recorded. Then, data on turnover number of employees, the number of hours worked, gross salaries and wages, supplies and time for completing the questionnaires are compared with the values from the previous quarter. Any major deviations, as well as the occurrence of missing data, are controlled and verified by telephone contact with the reporting unit. In the data entry application, controls are installed that warn that the calculation and logically incorrect data are entered into the database.

18.5. Data compilation

In the case of non-response for a complete report or only for specific items, as well as in the case of deviations, inconsistencies and mistakes that can not be corrected by re-contacting the reporting unit, an estimation of the data is made based on available data for the observation unit from the previous quarter.

18.6. Adjustment

The working-day and seasonal adjustment was done indirectly in the Demetra application (version 2.2) using the TRAMO-SEATS method on the original quarterly data series since 2005 and in accordance with the European Statistical System (ESS) guidelines.

19. Comment