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UNITED NATIONS  
DEPARTMENT OF ECONOMIC AND SOCIAL AFFAIRS  
STATISTICS DIVISION

**Expert Group on Distributive Trade Statistics  
Second Meeting  
New York, 16–19 July 2007**

## **Report of the Second Meeting**

**United Nations, New York**

**September 2007**

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## I. Purpose and organization

1. The main objective of the second meeting of the United Nations Statistics Division (UNSD) Expert Group on Distributive Trade Statistics (EG-DTS) was to review, amend and endorse the provisional draft of *International Recommendations on Distributive Trade Statistics (IRDTS)* which will be submitted to the thirty-ninth session of the United Nations Statistical Commission for adoption (26-29 February 2008). The meeting also advised UNSD on the preparation of two follow-up manuals that will provide practical guidance to compilers of distributive trade statistics, namely *Distributive Trade Statistics: Compilers Manual* and *Indices of Distributive Trade: A Handbook of Good Practices*.

2. The second meeting of EG-DTS was held from 16-19 July 2007 at the UN Headquarters in New York. The meeting was organized in continuation of UNSD work initiated in 2005 on the revision of existing United Nations recommendations on distributive trade statistics<sup>1</sup>. The EG-DTS was established with the mandate by the Statistical Commission to assist UNSD in the revision process. The provisional draft of IRDTS was prepared by UNSD on the basis of conclusions of the first meeting of the Expert Group, held in New York on 22-25 August 2005. The draft also incorporates comments received from countries and interested international organizations during the worldwide consultations.

3. In order to ensure the statistical coherence between standards on basic economic statistics and between them and other frameworks such as the System of National Accounts (1993 SNA) and the activity and product classifications (ISIC and CPC), the EG-DTS held several joint sessions with the Expert Group on Industrial Statistics. The recommendations and conclusions reached at the joint sessions on statistical units and their characteristics; data items and their definitions; data sources and data compilation methods; dissemination and proposed UNSD Knowledge Platform on Country Practices for Enterprises Statistics guaranteed mutual consistency in the treatment of common issues and alignment of concepts, definitions and terminology used in the draft international recommendations on industrial and distributive trade statistics. Matters, specific to the compilation of distributive trade statistics were discussed at individual sessions of the EG-DTS.

## II. Summary of the UNSD Director's opening statement

4. In his opening statement Mr. Paul Cheung, Director of UNSD, welcomed the participants of the Second Meetings of Expert Groups on Industrial and Distributive Trade Statistics. He stated that this is the first time that UNSD is holding a joint opening session for two Expert Group Meetings. Together with the planned several joint working sessions, this is an innovative arrangement that will help UNSD resolve some common issues and greatly facilitate the work of the two Expert Groups.

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<sup>1</sup> *International Recommendations on Statistics of the Distributive Trades and Services* (Statistical Papers, Series M, No. 57, United Nations, New York, 1975), and *Organization and Conduct of Distributive-Trade Surveys* (Statistical Papers, Series F, No. 19, United Nations, New York, 1977)

5. The Director emphasized that the revision of international recommendations on industrial and distributive trade statistics should be seen as part of building an *integrated economic statistics programme*. This implies that the conceptual frameworks, data sources and compilation methods of industrial and distributive trade statistics should be harmonized to the extent possible in current revision with other areas of economic statistics, particularly the SNA. The benefits of such an integrated approach will increase policy relevance of economic statistics, improve the capability of countries to produce data in a cost effective way and, at the same time, ensure better comparability. The need for conducting revisions of recommendations in various economic fields of statistics in an integrated way has also been underlined by the findings of the recently held work session of the Friends of the Chair established by the Statistical Commission to operationalize the concept of integration in economic statistics.

6. The Director further noted his disappointment that so little efforts internationally have been put in the development of statistical methods in the collection of sound business statistics. For achieving good quality and exhaustive coverage of data, it is imperative to review our data collection efforts in economic statistics. Therefore, the UNSD is now starting a process to assist the regions to review the various methods in the collection and compilation of economic data, and the contribution of questionnaire design toward data consistency. Several of these ideas are related to the topics that both Expert Groups will discuss and UNSD is looking forward to the further guidance of participants on this.

7. Concerning the process of finalizing these publications, the Director said that UNSD will produce new drafts of the two international recommendations and circulate them to all countries for comments in September 2007. Based on the comments obtained from the global consultation, UNSD will finalize the recommendations and submit them for adoption to the thirty-ninth session of the Statistical Commission.

8. In conclusion, the Director expressed his satisfaction from the fact that the meetings brought together experts of countries from different regions and with different experiences, circumstances and needs, and that they will participate actively in the discussions, so UNSD will be able to finalize drafts of both sets of recommendations and submit them to the Statistical Commission for adoption as planned. Mr. Cheung wished participants a successful meeting.

### **III. Evaluation**

9. The participants in the Second Expert Group meeting on DTS expressed their appreciation of the work done by UNSD in drafting the IRDTS. They also acknowledged the complexity of the task of organizing the meeting and congratulated UNSD for their efforts. The average overall value of the meeting in terms of its content and conduct was assessed at 4.6 using a scale from 5 to 1 (where 5 = excellent, 4 = good; 3 = adequate, 2 = poor, 1 = very poor). The meeting also achieved all its objectives.

10. The participants found organization of joint sessions with the Expert Group on Industrial Statistics to be a good initiative contributing to quality of discussions and achievement of coordinated and harmonized decisions.

11. Unanimously the participants stressed the need of keeping alive the Discussion forum on DTS which will continue to facilitate future discussions and information sharing on DTS issues.

#### **IV. Conclusions and recommendations**

##### **A. Conclusions and recommendations reached at the sessions of the Expert Group on Distributive Trade Statistics**

The Expert Group on Distributive Trade Statistics:

###### *1. Organization of draft IRDTS*

12. Fully agreed on the relevance and the contents of the draft IRDTS. However, for sake of improving international comparability and to enhance capacity of developing countries, it was agreed that a separate chapter on short-term DTS statistics to be added (see para. 36).

13. Re-emphasized the need of flexibility in implementing the recommendations. IRDTS should be less prescriptive and recognize that country decisions on how to implement recommendations will be dependent on factors particular to their circumstances, such as the identified user needs, resources, priorities and respondent burden.

14. Agreed also, that care should be taken to avoid duplication between IRDTS and the Compilers Manual.

###### *2. Introduction to the International Recommendations on Distributive Trade Statistics (IRDTS)*

15. Disagreed with the proposal to change the format of presentation and sequence of issues presented in the Introduction to the IRDTS. The Introduction highlights all important moments from the subsequent chapters. The Group recommended that it must be kept concise.

16. Agreed to present the Summary of changes in the recommendations as a separate Annex to the IRDTS as the list may become unnecessary long not fitting with the purpose of the Introduction.

17. Disagreed with the proposal for extending the IRDTS beyond the distributive trade/manufacturing dichotomy and also include boundary between distributive trade and

other service activities. The note was taken of the UNSD policy to prepare in 2007-2008 two separate documents – *International Recommendations on Industrial Statistics* (IRIS) and IRDTS. Other service activities are not part of the present recommendations and the introduction to IRDTS should clearly spell out the scope of the recommendations in terms of what is included and what is not.

### 3. *Scope of Distributive Trade Statistics*

18. Agreed that in terms of activities covered, the scope of IRDTS must be in line with ISIC, Rev.4. It was acknowledged, however, that there might be some differences in countries practices and that efforts need to be made to have comparable scope at the division level of ISIC, Rev.4. Concerning the scope in terms of units, the Group recommended that in order to be in line with 1993 SNA, Rev.1, all units engaged with trade activity should be covered.

19. Supported the idea to include, if ready, cross-correlation tables between ISIC, Rev.4 and CPC, Ver.2 in the Compilers Manual.

### 4. *Statistical and reporting units*

#### a. *Informal sector units*

20. Supported the present text on the topic and advised that the relevant section should clearly recognize the most important for DTS informal sector units. Due to the different national circumstances and forms/coverage of informal sector units more detailed discussion should be included in the Compilers Manual.

#### b. *Treatment of entities specific to distributive trade*

21. Did not support the proposal for merging the discussion on retail chains and franchising. Both forms are important in their own rights and it would be useful for compilers to have them separately.

22. Agreed that if a statistical unit maintains significant activities in more than one province, state or region and that sub-national data are important to the economy of a country, the unit should provide a list of all locations it operates in as well as totals on some of the important data items such as the number of employees, turnover, wages and salaries etc. about each location separately. Alternative methods such as using administrative data (e.g. employment data) from a business register as a proxy to allocate national economic activity to the sub-national level can also be considered to reduce the respondent burden.

### 5. *Data items and their definitions*

#### a. *Terminology and definition of Turnover*

23. Agreed with the name and the definition of Turnover. It was recognized however, that certain modifications may occur as a result of harmonization between IRIS and IRDTS data

items and definitions on which the view of the Group should be sought. Also advised that the ongoing work at Eurostat on defining the turnover should be taken into account before finalizing it.

24. Recommended that the most important components of turnover should be separately identified and listed, allowing for more detailed estimation of output of distributive trade units. The Group considered the inclusion of the OECD table providing links between turnover and other income concepts a useful addition to the present draft. Based on the definition and components of turnover countries may develop their own operational equivalents of the definition as to reflect specificity of their business accounting practice.

*b. E-commerce and gift card sales*

25. Agreed to include e-commerce and gift cards sales as “of which” items to the turnover. Although practical difficulties for collection of consistent information on gift cards sales were acknowledged, it will be helpful to have the data item in the list. There is a user interest to this data in some countries.

*c. Terminology and place of Accounts receivable*

26. Agreed to keep this data item in the list. To the extent possible the terminology should be harmonized with the terminology of the prevailing business accounting practice. The Group left to the drafting team the decision of where the most appropriate place of the item would be – as part of data items, or as part of performance indicators.

*d. Coverage of trade margin*

27. Agreed that the trade margin will refer only to the activities of trade units on the resale of goods in the same condition as purchased. The commission of trade agents will not be included in the trade margin. Commissions received on goods sold on behalf of others will be shown as a separate item in the turnover of trade units thus allowing for proper estimation of their output.

*e. Employment data items*

28. Agreed to keep the part-time/full-time split of employees for countries interested and compiling these data. Some countries pointed out difficulties with collection of data on hours worked and thus calculation of item “Employees in FTE”. Group also acknowledged that the 1993 SNA, Rev.1 will place less emphasis on the provision of FTE data on employees.

*6. Performance indicators*

29. Agreed that the proposed list of performance indicators for annual compilation is a useful addition to the present draft. The list should be short and demand driven, not to increase the response burden. The list with infra-annual performance indicators should be even shorter. Concerning the level of details of performance indicators the group supported the 2-digit level of ISIC, Rev.4.



## 7. *Data sources and data compilation methods*

### a. *Administrative data sources (ADS)*

30. Agreed that not only importance but also shortcomings with the use of ADS should be highlighted in the IRDTS. Recognizing their importance for reduction of respondent burden, the group recommended that quality and appropriateness of ADS information should be carefully assessed by the NSOs before their use. Precautions should also be taken in case of discontinuity of the ADS. The Group was in agreement that the IRDTS should include the methodological issues on the use of ADS; practical aspects should be deferred to the Compilers Manual.

### b. *Benchmarking*

31. Agreed with the importance of benchmarking for the compilation of DTS and the proposal to extend the discussion on it in the IRDTS. Issues related to practical implementation of benchmarking and level of details should be presented in the Compilers Manual.

### c. *Commodity surveys*

32. Concluded that although the issue is reflected in a number of sections throughout the text, the commodity surveys should be more consistently and explicitly treated.

## 8. *Indices of distributive trade*

33. Agreed that the chapter provides a broad conceptual overview and useful guidance for compilation of DTS indices. Calculation of indices should be in line with the practice of national accounts (in terms of base and reference year, benchmarking, seasonal adjustment etc.).

### a. *Choice of the type (formula) of the index and the periodicity of updating the weights*

34. Recommended chained Laspeyres indices with weights being updated on a five years period as a general guideline. Most countries (especially OECD countries) already adopt this guideline in their index compilation.

### b. *Periodicity of compilation of DTS indices*

35. Fully supported the recommendation for a monthly basis for the compilation of DTS indices. However, the Group acknowledges the fact that some national statistical offices may suffer from a lack of capacity to produce reliable monthly indices. In such cases, compilation of quarterly indices is also accepted.

*c. Merging chapters on DTS indices and seasonal adjustments in one new chapter on short-term statistics*

36. Agreed that the chapter for DTS indices provides the bridge to compilation of short-term statistics on distributive trade, however to enhance the usefulness of IRDTS, the remaining aspects of short-term statistics compilation such as benchmarking and data reconciliation should be also included. The Group recommended a new chapter on DTS short-term statistics to be drafted and included in the IRDTS. The chapter will combine the present Chapters on Seasonal Adjustments (Chapter VII) and Indices of Distributive Trade (Chapter VIII) and a new section about benchmarking.

*9. Treatment of seasonal adjustments in IRDTS and Compilers Manual*

37. Recommended that the chapter on seasonal adjustment in the IRDTS should be reviewed and some more technical issues be moved to the Compilers Manual.

*a. The importance of seasonal adjustment practice in the area of DTS*

38. Recognized the important role of seasonal adjustment for short-term statistics, including distributive trade statistics. As such, the Group recommended that seasonal adjustment be part of the daily practices of countries in the process of collection and compilation of distributive trade statistics.

*b. Revision of seasonally adjusted series*

39. Strongly supported the recommendation to use concurrent seasonal adjustment in the revision process of the seasonally adjusted data. This approach will allow producing up-to-date seasonally adjusted data by recalculating the values every time new data become available (especially at the end of the time series). Also, the Group supported the recommendation that countries re-identify the models once per year and re-estimate the parameters every time seasonal adjustment is performed.

*c. Seasonal adjustment of aggregates series: direct versus indirect*

40. Acknowledged the fact that there is neither theoretical nor empirical basis that favors one approach over the other. The Group advised to deal with this issue on a case by case manner, after a thorough analysis based on the characteristics of the series at hand and on the “aggregation constraints” imposed by the context (national accounts, geographical breakdowns, etc.).

*d. Consistency with the annual data*

41. Acknowledged the fact that initial recommendation of not forcing the totals of the seasonally adjusted data to agree with the annual totals of the raw data, must not be binding and that countries specificities must be taken into account. For national accounts reasons or even for some geographical breakdowns, additivity constraints must be maintained to ensure consistency of the data. In those cases, forcing the totals could be a viable option.

*e. Dissemination of seasonally adjusted data*

42. Agreed that as a minimum both the original and seasonally adjusted series should be disseminated. Dissemination of other series depends on users' interest and needs with usual precautions.

*10. Data quality and metadata*

43. While acknowledged the need to broaden the discussion on metadata, the Group recommended however, transferring some parts of the discussion into the follow up Compilers Manual, particularly the discussion about accuracy measures of sampling, non-sampling errors. The IRTDS chapter on data quality and metadata however, should state more explicitly the need for countries to compile, disseminate and make accessible appropriate metadata.

44. Recognized that coefficients of variations are important quality measures for accuracy of distributive trade data and should be calculated, however, the Group did not recommend their disclosure.

**B. Conclusions and recommendations reached at the joint sessions of the Expert Group on Distributive Trade Statistics and the Expert Group on Industrial Statistics**

The Expert Groups on Industrial and Distributive Trade Statistics:

*1. Statistical units and their characteristics*

45. Recognizing that the System of National Accounts recommends the establishment as the most appropriate statistical unit for production and employment data, the Groups encouraged countries to use establishment as a statistical unit for industrial and distributive trade statistics to ensure the homogeneity of the economic activity and its geographic distribution. However, the choice of statistical unit can be guided also by factors such as purpose of the study, the availability and quality of requisite data. Therefore the enterprise also can be used as the statistical unit. In majority of the cases the establishment and the enterprise are the same except in the case of the multi-establishment enterprises.

46. Recommended that allocation of profits and costs of a headquarter establishment, and other ancillary establishments to other establishments of the enterprise should be discussed in the international recommendations.

*a. Distribution of statistical units by size*

47. Supported the following size distribution adopted by Eurostat:

For industry -1-9, 10-19, 20-49, 50-249, 250+

For distributive trade – 1, 2-9, 10-19, 20-49, 50-249, 250+

48. Countries may use more detailed breakdowns provided that they can be aggregated into the recommended size classes. The Groups also acknowledged that for national purposes some countries may prefer to use the turnover as a criterion for size class distribution.

49. Did not support the labelling of the size classes of enterprises into micro, small, medium and large.

*2. Link between business accounting and the economic accounting and data items for the IRIS and IRDTS*

50. Emphasized that definitions of the data items should be consistent with the 1993 SNA, Rev.1. It was recognized that business accounting principles, rules and terminology vary from country to country, therefore, the Groups recommended that a section in both IRIS and IRDTS should discuss the importance of using terminology in the questionnaires that are familiar with businesses and advise countries to develop, to the extent possible, the correspondences between the concepts used in economic accounting and in national business accounting practices. This will be helpful to reduce the response burden and ensure a better quality of data.

*3. Harmonization of data lists of IRIS and IRDTS*

51. Recommended that the list of data items mentioned in both documents should be integrated and fully harmonized at the 2-digit level. The integrated list should identify each data item by the unique code and label and should include the data items for the purpose of both the structural business statistics and the short-term statistics. For this purpose it was suggested such a list of data items be developed in electronic consultation with the sub-group of the Expert Groups.

*4. Data sources and data compilation methods*

*a. Use of privately controlled administrative data sources (such as Dun and Bradstreet in UK)*

52. Agreed that privately controlled administrative sources could be a useful source of information especially on business registers. Data collected through surveys by such agencies can serve an important supplement to the official statistics, though such data should be used only when their quality is carefully examined and considered acceptable.

*b. Response burden management*

53. Agreed that reduction of response burden be emphasized in the text but modalities to achieve the same may be better left to be included in the best practices.

*c. Benchmarking*

54. Benchmarking is needed for all statistics. The Groups recommended that sectoral benchmarking should be done by sectoral statisticians and benchmarking at an aggregated and integrated level are done by national accountants. The Groups were of the view that reconciliation of micro and macro data is considered desirable and countries are encouraged to do it, but it was recognized that it may not be feasible in many cases.

*d. Editing*

55. The Australian Bureau of Statistics would help rationalizing the present text on editing in the documents. It was recognized that detailed information on editing should be left to compilation guides or best practices.

*e. Imputation for addressing non-responses*

56. The Australian Bureau of Statistics would help rationalizing the present text in the documents. It was recognized that detailed information on editing should be left to compilation guides or best practices.

*5. Dissemination and minimum data sets for international reporting*

*a. Application of confidentiality rules*

57. Emphasized that in most countries the collection and dissemination of statistics is supported by the national legal framework which provides for protection of confidentiality of the data and it was agreed that international recommendations should allow more flexibility in application of confidentiality rules.

*b. Dissemination timetable*

58. Recommended that countries should be encouraged to disseminate data internationally as soon as they become available for national users and that the following time line are considered as a minimum requirement: for annual data – 18 months; for quarterly data – 3 months; for monthly data – 45 days.

*c. Minimum list of data items for international reporting*

59. Broadly endorsed minimum lists of data items for international reporting as presented in IRIS and IRDTS subject to further clarification with respect to inclusion/exclusion of selected items (see question II. 5); recommended that consistency between the IRIS and IRDTS minimum lists is ensured. Minimum lists should contain specifications for annual, quarterly and monthly reporting. The index of industrial production (IIP) should be included as the data item for international reporting.

*d. Level of details for international reporting of variables*

60. Recommended that countries should be encouraged to report annual data at the 4-digit level of ISIC and that the 3-digit level of ISIC is considered as a minimum requirement; quarterly data is to be reported at the 2-digit level. As regards the dissemination of data on recommended variables by size class, the Groups recommended that countries should be encouraged to report the requisite data at 2-digit level and 1-digit level is considered as a minimum requirement.

6. *UNSD Knowledge Platform on Country Practices for Enterprise Statistics*

a. *Creation of UNSD knowledge base on enterprise statistics*

61. There was a widespread support for the proposed UNSD initiative for creation of a knowledge-base on compilation of basic economic statistics. It was recognized that this would be immensely useful especially to developing countries as a source of reference on experience sharing on all aspects of enterprise statistics including planning and execution of surveys to data collection, compilation and dissemination. It was emphasized that efforts should be made to make use of already available information on the subject with international/regional organisations. Before launching of such an initiative some issues need to be dealt with, like mode of collection of information from countries and organisations; and the language of the available information.

b. *List of topics to be included in the UNSD knowledge base on enterprise statistics*

62. The content and coverage of the suggested topics should be guided by the use. Project of this nature generally has a long time horizon and it is advisable that the views of the countries not represented in the meeting should also be ascertained on the matter. To ensure the constant usefulness of such an initiative, it is imperative that its content should regularly be updated.

c. *Coverage of topics*

63. The proposed coverage of topics received general support of the Groups. The Groups advised to proceed in steps and evaluate the extent of availability of information on suggested topics to keep it current.

d. *Other suggestions for implementing this proposal*

64. The Groups advised that a prototype of the knowledge base be developed and tested.

**C. Remaining steps for finalizing IRDTS**

65. The Expert Group on Distributive Trade Statistics identified two main steps in the process of finalizing the IRDTS:

66. First, the next draft version of IRDTS should incorporate and consolidate the countries comments and the feedback from the second meeting of the EG on DTS. The most important task in this phase would be the inclusion of a chapter on short-term statistics which aims to bridge the gap between sub-annual statistics and structural statistics (annual statistics). This version will be circulated among participants of the second meeting of the EG on DTS for fine-tuning of the document.

67. Second, another worldwide consultation on the final draft will take place before submitting the IRDTS for official editing and approval by the 2008 UN Statistical Commission. The Group looks forward to seeing the final version of the IRDTS manual.

#### **D. Follow up manuals**

68. For the sake of improving international comparability and also enhancing capacities of developing countries, the Expert Group on DTS identified a need to go further than the recommendations on DTS contained in the IRDTS manual. The Group welcomed the UNSD plans to prepare two follow-up manuals to complement the IRDTS: *The Distributive Trade Statistics: Compilers Manual* and the *Indices of Distributive Trade Statistics: A Handbook of Good Practices*.

69. The Compilers Manual should address practical issues relevant to the collection, compilation and dissemination of distributive trade statistics. The structure of the manual should follow to the extent possible the content of IRDTS. It is anticipated that a detailed annotated outline of Compilers Manual will be submitted for review of the EGDTS members together with an amended version of IRTDS. The Group agreed on the necessity of minimizing the duplication of IRDTS and Compilers Manual; documents should be complementary rather than overlapping.

70. The Group agreed on the necessity to draft a separate manual and to present good practices in compilation of distributive trade indices. While the current chapter on indices in IRDTS contains the main useful guidance for their compilation, the new manual should be broader and practically oriented. As for the Compilers Manual, it is anticipated that a detailed annotated outline of the handbook will be submitted for review of the EGDTS members not later than October 2007.

## Annex I

### Expert Group on Distributive Trade Statistics Second meeting

*New York, 16-19 July 2007*

#### Agenda

**Monday, 16 July 2007**

*Morning session: 9:00 am – 12:30 pm*

*Joint session – Expert Group on Distributive Trade Statistics and Expert Group on Industrial Statistics - Conference Room 5*

9:00 – 9:30      Registration

9:30 – 10:30      (1) Opening statement by Paul Cheung, Director UNSD  
                          (2) Objectives and organization of the meetings  
                          (3) Administrative matters and introduction of participants

10:30 – 10:50      Coffee break

*Expert Group on Distributive Trade Statistics – Conference Room A*  
*Chair: Mr. Clifford Lewis, Trinidad and Tobago*

10:50 – 12:30      (4) Adoption of the agenda  
                          (5) **Introduction** of the *International Recommendations on Distributive Trade Statistics (IRDTS)*

UNSD introduction  
General discussion  
Conclusions

(6) **Chapter I - Scope of distributive trade statistics**

UNSD introduction  
General discussion  
Conclusions

12:30 – 14:00      *Lunch*



**Monday, 16 July 2007**

*Afternoon session: 14:00 pm – 17:30 pm*

*Joint session – Expert Group on Distributive Trade Statistics and Expert Group on Industrial Statistics – Conference Room 5*

*Chair: Mr. Paul Sullivan, Australia*

14:00 – 16:00 (7) *Chapter II - Statistical and reporting units*

UNSD introduction  
General discussion  
Conclusions

(8) *Chapter III - Characteristics of statistical units*

UNSD introduction  
General discussion  
Conclusions

16:00 – 16:20 *Coffee break*

*Expert Group on Distributive Trade Statistics – Conference Room A*

*Chair: Mr. Hon-kwan Lam, China, Hong Kong SAR*

16:20 – 17:30

(9) *Chapter II (cont.) - Treatment of entities specific to distributive trade*

UNSD introduction  
General discussion  
Conclusions

(10) *Chapter III (cont.) - Characteristics of statistical units specific to distributive trade*

UNSD introduction  
General discussion  
Conclusions

**Tuesday, 17 July 2007**

***Morning session: 9:00 am – 12:30 pm***

***Joint session – Expert Group on Distributive Trade Statistics and Expert Group on Industrial Statistics – Conference Room 5***

***Chair: Mr. Ronald Gness, Germany***

09:00 – 10:30    ***(11) Chapter IV - Data items and their definitions***

UNSD introduction  
General discussion  
Conclusions

10:30 – 10:50    *Coffee break*

***Expert Group on Distributive Trade Statistics – Conference Room A***

***Chair: Mr. Richard Evans, Canada***

10:50 – 12:30    ***(12) Chapter IV (cont.) - Data items and their definitions***

General discussion  
Conclusions

***(13) Chapter V - Performance indicators***

UNSD introduction  
General discussion  
Conclusions

12:30 – 14:00    *Lunch*

**Tuesday, 17 July 2007**

***Afternoon session: 14:00 pm – 17:00 pm***

***Joint session – Expert Group on Distributive Trade Statistics and Expert Group on Industrial Statistics – Conference Room 5***

***Chair: Mr. Ronald Gness, Germany***

14:00 – 16:00    ***(14) Chapter V - Data sources and data compilation methods***

UNSD introduction  
General discussion  
Conclusions

16:00 – 16:20    *Coffee break*

***Expert Group on Distributive Trade Statistics – Conference Room A***

***Chair: Mr. Richard Evans, Canada***

15:50 – 17:30 (15) ***Chapter V - Data sources and data compilation methods (cont.)***

General discussion

Conclusions

**Wednesday, 18 July 2007**

***Morning session: 9:00 am – 12:30 pm***

***Joint session – Expert Group on Distributive Trade Statistics and Expert Group on Industrial Statistics – Conference Room 5***

***Chair: Ms. Maria Eugenia Ojeda, Chile***

09:00 – 10:30 (14) ***Chapter X - Dissemination***

UNSD introduction

General discussion

Conclusions

(15) ***Chapter X (cont.) - Minimum data sets for international reporting***

UNSD introduction

General discussion

Conclusions

10:30 – 10:50 *Coffee break*

***Expert Group on Distributive Trade Statistics – Conference Room A***

***Chair: Darren Morgan, UK***

10:50 – 12:30 (16) ***Chapter VII - Seasonal Adjustments***

UNSD introduction

General discussion

Conclusions

12:30 – 14:00 *Lunch*

**Wednesday, 18 July 2007**

***Afternoon session: 14:00 pm – 17:30 pm***

***Expert Group on Distributive Trade Statistics – Conference Room A***  
***Chair: Darren Morgan, UK***

14:00 – 15:30 (17) ***Chapter VIII - Indices of distributive trade***

UNSD introduction  
General discussion  
Conclusions

15:30 – 15:50 *Coffee break*

15:50 – 17:30 (18) ***Chapter IX - Data quality and metadata***

UNSD introduction  
General discussion  
Conclusions

**Thursday, 19 July 2007**

***Morning session: 9:00 am – 12:30 pm***

***Joint session – Expert Group on Distributive Trade Statistics and Expert Group on Industrial Statistics – Conference Room 5***

***Chair: Mr. Peter Lys, Canada***

09:00 – 10:30 (19) ***UNSD Knowledge Platform on Country Practices for Basic Economic Statistics***

UNSD introduction  
General discussion  
Conclusions

10:30 – 10:50 *Coffee break*

***Expert Group on Distributive Trade Statistics – Conference Room A***

10:50 – 12:30 (20) ***International Recommendations on Distributive Trade Statistics – remaining steps for finalizing the draft IRDTS***

General discussion  
(21) ***Follow up manuals to be drafted by UNSD - Distributive Trade Statistics: Compilers Manual and Indices of Distributive Trade: A Handbook of Good Practices***

UNSD introduction  
General discussion  
Conclusions

12:30 – 14:00 *Lunch*

***Afternoon session: 14:00 pm – 17:00 pm***  
***Expert Group on Distributive Trade Statistics – Conference Room A***

14:00 – 17:00 (22) Round table discussion on the EG conclusions  
(23) Evaluation of the meeting  
(24) Conclusion of the meeting

## Annex II

### List of Participants

#### **Brazil**

1. Mr. Roberto Saldanha  
Senior Information Analyst  
Institute of Geography and Statistics  
Brazil  
e-mail: [Roberto.saldanha@ibge.gov.br](mailto:Roberto.saldanha@ibge.gov.br)

#### **Canada**

2. Mr. Richard Evans  
Director  
Statistics Canada  
Ottawa, Ontario  
e-mail: [richard.evans@statcan.ca](mailto:richard.evans@statcan.ca)

#### **Chile**

3. Mrs. Maria Eugenia Oliden  
Economic Statistics Coordinator  
Instituto Nacional de Estadísticas  
Santiago, Chile  
e-mail: [mariaeugenia.oliden@ine.cl](mailto:mariaeugenia.oliden@ine.cl)

#### **China, Hong Kong SAR**

4. Mr. Hon-kwan Lam  
Senior Statistician  
Census and Statistics Department  
Hong Kong, China  
e-mail: [jhklam@censtatd.gov.hk](mailto:jhklam@censtatd.gov.hk)

#### **Ghana**

5. Mr. Anthony Amuzu  
Head, Trade Statistics  
Statistical Service of Ghana  
Ghana  
e-mail: [amuzua@yahoo.com](mailto:amuzua@yahoo.com)

#### **India**

6. Mr. Alekh Kumar Sahu  
Director  
Ministry of Statistics and PI

New Delhi, India  
e-mail: [aksahu56@yahoo.co.in](mailto:aksahu56@yahoo.co.in)

### **Malaysia**

7. Mdm. Fuziah Md. Amin  
Assistant Director  
Department of Statistics  
Malaysia  
e-mail: [fuziah@stats.gov.my](mailto:fuziah@stats.gov.my)

### **Mexico**

8. Mr. Franciso Ardavin-Perez  
Director de Estadísticas del Sector Tercario  
INEGI  
Mexico  
e-mail: [francisco.ardavin@inegi.gob.mx](mailto:francisco.ardavin@inegi.gob.mx)

### **Mongolia**

9. Ms. Bibish Oyunsuren  
Officer-in-Charge, Distributive Trade Statistics  
Statistical Planning and Policy Coordination Department  
National Statistical Office  
Ulan-Bator, Mongolia  
e-mail: [nso@magicnet.mn](mailto:nso@magicnet.mn)
10. Ms. Batjargal Badamtsetseg  
Deputy Director  
Statistical Planning and Policy Coordination Department  
National Statistical Office  
Ulan-Bator, Mongolia  
e-mail: [iambadmaa@yahoo.com](mailto:iambadmaa@yahoo.com)

### **Peru**

11. Mr. Jose Alberto Garcia Zanabria  
Technical Director of Economic Indicators  
National Institute of Informatics and Statistics (INEI-PERU)  
Lima, Peru  
e-mail: [jose.garcia@inei.gob.pe](mailto:jose.garcia@inei.gob.pe)

### **Poland**

12. Ms. Malgorzata Dytman  
Director, Service Statistics Division  
Central Statistical Office  
Warsaw, Poland  
e-mail: [M.Dytman@stat.gov.pl](mailto:M.Dytman@stat.gov.pl)

### **Russia**

13. Mr. Alexander Kevesh  
Deputy Head of Federal State Statistics  
Service of the Russian Federation (ROSSTAT)  
Moscow, Russia  
e-mail: [kevesh@gks.ru](mailto:kevesh@gks.ru)

**Singapore**

14. Ms. Cui Hui Min  
Assistant Director, Commerce Statistics & Indices  
Singapore Department of Statistics  
Singapore  
e-mail: [Cui\\_Hui\\_Min@singstat.gov.sg](mailto:Cui_Hui_Min@singstat.gov.sg)

**South Africa**

15. Mr. Michael Manamela  
Executive Manager Industry and Trade Statistics  
Statistics South Africa  
Pretoria, South Africa  
e-mail: [michaelm@statssa.gov.za](mailto:michaelm@statssa.gov.za)

**Trinidad and Tobago**

16. Mr. Clifford Lewis  
Senior Statistician, National Accounts Division  
Central Statistical Office  
Port of Spain, Trinidad, West Indies  
e-mail: [Clifford.Lewis@statistics.gov.tt](mailto:Clifford.Lewis@statistics.gov.tt)

**Ukraine**

17. Mr. Anatoliy Fryzorenko  
Director, Trade Statistics Directorate  
State Statistics Committee of Ukraine  
Kyiv, Ukraine  
e-mail: [R.Vnukov@ukrstat.gov.ua](mailto:R.Vnukov@ukrstat.gov.ua)

**United Kingdom**

18. Mr. Darren Morgan  
Head of Index of Services  
Office for National Statistics  
United Kingdom  
e-mail: [Darren.morgan@ons.gsi.gov.uk](mailto:Darren.morgan@ons.gsi.gov.uk)

**United States**

19. Ms. Anne S. Russell  
Assistant Division Chief  
Retail and Wholesale Indicator Programs  
Service Sector Statistics Division  
U.S. Census Bureau



Suitland, MD  
e-mail: [anne.sigda.russell@census.gov](mailto:anne.sigda.russell@census.gov)

## **International Organizations**

### **OECD**

20. Mr. Eun-Pyo Hong  
Administrator  
Organization for Economic Cooperation and Development  
Paris, France  
e-mail: [Eun-pyo.hong@oecd.org](mailto:Eun-pyo.hong@oecd.org)

### **United Nations Statistics Division**

21. Mr. Vladimir Markhonko  
Chief, Trade Statistics Branch  
United Nations Statistics Division, DESA  
e-mail: [markhonko@un.org](mailto:markhonko@un.org)

22. Ms. Youlia Antonova  
Statistician  
United Nations Statistics Division, DESA  
e-mail: [antonova@un.org](mailto:antonova@un.org)

23. Mr. Thierno Balde  
Statistician  
United Nations Statistics Division, DESA  
e-mail: [baldet@un.org](mailto:baldet@un.org)

24. Mrs. Arlene Adriano  
Statistics Assistant  
United Nations Statistics Division, DESA  
e-mail: [adriano@un.org](mailto:adriano@un.org)