



REPUBLIC OF SLOVENIA



STATISTICAL OFFICE OF THE REPUBLIC OF SLOVENIA

Internal Rules for Updating of Data Release Calendar 2006

Draft dissemination plan	A draft dissemination plan covering all statistical databases for the ensuing calendar year is prepared in September by the General Methodology and Standards Department.
Basis for drafting	The plan is based on data from documents published in the current and previous years. Envisaged release dates must be working days.
Confirmation of "no-later-than" (NLT) dates	Authors and area editors review and approve the draft for the ensuing four months – (e.g. end of September 2006 for January 2007) and define "no-later-than" dates. Publications bearing such a date may be released before such a date, but never after it.
Adoption of the plan	<p>The dissemination plan is reviewed by the SDD Standards Monitoring Group. The plan is thereby adopted.</p> <p>The Coordination Group meets twice a month, on Fridays – the second and last Fridays of the month. Each last Friday the Coordination Group also reviews the dissemination plan for $M + 4$ (in September 2006 for January 2007).</p>
Responsibility for timely release	<p>Responsibility for timely release (NLT) in PO and SI databases lies with the area editor.</p> <p>Responsibility for timely release in SL, KL, MG, PS, RP, etc. databases lies with the database editor.</p>
Deadlines for preparation of release in Sector VIII	<p>The head of the Department for the Dissemination of Statistical Data and Methods assures that editing, language editing and design are terminated within agreed deadlines, as defined in relation to database type, phase of finalization and copyright considerations (publications are prepared in compliance with relevant rules and have already been released at least once covering the agreed contents).</p> <p>Ensured adequate workflow by number of days</p>

(editing in Slovenian and English, revision, design, etc.) through Sector VIII.

PO – POs that have already been released at least once with the same agreed contents, and when there are less than 24 hours available for their preparation, are not forwarded to the editor – 0 working days

PO – a publication is to be released for the first time or has been modified – no more than 7 working days, provided that Sector VIII receives it no later than on Wednesday of the current week

SI – publications that have already been released at least once with the same agreed contents – no more than 7 working days, provided that Sector VIII receives them no later than on Wednesday of the current week

SI – a publication will be published for the first time or has been modified – no more than 17 working days, provided that Sector VIII receives it no later than on Wednesday of the current week

Confirmation of release date

The date of release in PO and SI databases may be confirmed by the author (change of status from NLT) for the entire ensuing year; this must be done at the meeting of the SDD Standards Monitoring Group on the Friday prior to the week when the document will actually be released, at the latest.

Priorities

Priority planning concerns short-term indicators provided for by Slovenian law, EU regulations, SDDS IMF and ECB, and for data subject to any other accepted international commitments.

Annual publications

As a rule, the release of annual statistical research data is never scheduled on the following days: Fridays, the last working day in the month, or the 15th day of the month. Derogations from this (and other) rules are to be agreed by the Department for the Dissemination of Statistical Data and Methods after consulting the Coordination Group (Implementation of IMF Special Data Dissemination Standards Monitoring Group).

Strategy

The Office's strategy is the following: releases are planned and users are informed of imminent releases in advance. Further, release dates must be defined as soon as possible and for the longest period possible.

Data from external

Authors who use data produced by external institutions must inform their data sources of the

institutions

impact of such release in compliance with the SORS dissemination calendar. A draft of a relevant notice will be prepared by the General Methodology and Standards Department.

Principle of publicity

The planned dates of release of any publication in any database of the Office for the ensuing four months are public and are published on the Office's website.

Extraordinary events

In case of extraordinary events that prevent the timely release of data in any form (even as an estimate) and when the release had been planned and confirmed, an apology shall be prepared to that effect on the planned day of release and circulated to all subscribers.

The apology is removed when the date of release (of the same data) is confirmed.