

## Guidelines for the preparation of country notes and presentations

The objectives of country notes is to provide an overall review of the situation in energy statistics in the country and address specific topics which would facilitate the discussion during the workshop. There are not restrictions on the length of the country papers, but it is suggested that they are concise (few paragraphs for each topics) and as informative as possible. It is suggested that the country papers cover the topics of the agenda, namely.

1. General introduction  
*Please include also a description the conceptual framework, manual or methodology used for the compilation of energy statistics in your country.*
2. Scope of energy statistics in your country and in your institution  
*Examples: are statistics collected only in physical units; are statistics on the infrastructure for the extraction, production, transformation and distribution part of energy statistics? Statistics on reserves/deposit of crude oil, coal etc. covered?*
3. Classifications used in the country in energy statistics  
*Examples: is there a classification of energy products in your country? Is there a correspondence with international classification such as the Harmonized System and the Central Product Classification?  
Is there a national classification of economic activities used in energy statistics?  
What are the problems in using international classifications (products and economic activities) in energy statistics in your country?*
4. Data compilation  
*Examples: what are the main data sources used by your institution. In the case of surveys, what are the statistical units used (or where are the data collected from)?  
What are the main problems faced with the data collection and how these problems have been or are addressed.*
5. Institutional arrangement in the compilation of energy statistics  
*Examples: what is the institutional arrangement in the country? How does it facilitate the compilation of energy statistics in your country?*
6. Units of measurement and conversion factors  
*Examples: what are the measurement units used for data collection and data dissemination (please note that they may differ) by type of energy product; how are country specific conversion factors (calorific values) collected and compiled; what are the country specific conversion factors (calorific values).*
7. Energy balances  
*Examples: If your institution compiles energy balances, please describe main problems that you face in their compilation and how you have addressed these problems*
8. Data quality assurance and dissemination  
*Examples: what are the data quality assurance used in energy statistics and the dissemination policy in your country?*
9. Uses of energy statistics  
*Examples: what are the main uses of energy statistics in your country*

## Guidelines for the preparation presentations

It is expected that the presentations under each agenda item will describe the country practice with respect to that specific agenda item. The presentations should also cover problems faced by the country and way to address them.