

# Guidelines for the 2007 UNSD Industrial Commodity Statistics Questionnaire

## 1. Introduction

The 2007 edition of the Industrial Commodity Statistics Yearbook continues to use the principles employed in previous editions of the Yearbook, i.e. collecting data on output in terms of physical quantity and monetary value for products specified in the UN List of Industrial Products (revised in 2005).

The guidelines reflect the recommendations of the UN Expert Group Meeting on Industrial Statistics, held in New York from 19 to 23 September 2005; a meeting convened to review recommendations on industrial statistics.

## 2. UN List of Industrial Products

The UN list of Industrial Products (List) forms the basis on which annual data for the United Nations Industrial Commodity Statistics Yearbook is compiled. The current version of the List has been in use since the 2004 collection round. This List, which is used in the questionnaire, is comprised of a **selected set of products** intended for data collection on industrial production. It is not intended to represent an exhaustive list of industrial manufacturing products. Products have been selected on the basis of their overall importance and their importance as outputs of individual ISIC industries in the world economy. Moreover, a consolidated list on contract processing services for industrial products has been included.

The List includes 588 commodities, which for publication purposes, will be supplemented by selected agriculture-related products as well as selected energy products from secondary sources.

The **definitions** of the products in the List are, as far as possible, based on the Central Product Classification (CPC), and the Harmonized Commodity Description and Coding System (HS) 2002. A separate table has been attached to the questionnaire, showing the definition of the products in the List in terms of CPC Ver.1.1, HS 2002 and also in terms of Products of the European Community (PRODCOM 2002), to facilitate data reporting by countries that are carrying out data collection programmes based on these classifications.

The coding of this List is based on the CPC, Ver. 1.1. The column "Code" of the questionnaire contains the adapted CPC codes of the products on which data need to be reported. The first five digits of these codes correspond to the CPC Version 1.1 categories A dash (-) and sixth digit have been added to indicate whether the product corresponds to the complete CPC subclass (in which case this digit is "0") or whether the product represents only a portion of the CPC subclass (in which case this digit is a running number "1","2" etc.).

### 3. Scope of production to be reported

#### a. Production sold

Data to be reported for the products in the List should reflect *value and volume of production sold during the survey period*, which is defined as the production carried out at some time, which has been sold (invoiced) during the reference period.

The data reported should cover products produced by mining, manufacturing and electricity and gas units, i.e. units classified in ISIC 3.1 sections C, D and E, whether as primary or secondary production. The data should not cover output of units classified outside ISIC sections C, D and E.

For example, beef produced on a farm should not be included (this constitutes output of agriculture); while beef produced in a slaughterhouse should be included (this constitutes output of manufacturing). This reflects the continuation of the “industrial production” concept used in the previous editions of the Yearbook.

#### b. Contract processing

**Contract processing** is also covered by statistics collected according to the List of Industrial Products. Contract processing takes place when material supplied free of charge and owned by the principal is worked or processed by a contractor.

The current recommendation is to collect and report the production sold of the physical goods by the principal and not to impute ownership for production from goods received for processing under contract. The principal should report physical quantity and value of the goods sold.

Production carried out by the contractor, whether in the same or a different country should be reported only as a processing service, valued as the processing fee received from the principal. The contractor should report the value of this service in the special services categories provided (code numbers starting with 88 or 89).

#### c. Country totals

If the data in a country are produced through a survey, the figures to be reported in the questionnaire should reflect the adjusted **country totals**, i.e. representative for the country or economic territory, not the production by reporting units only.

If the reported production values represent only a subset of the whole population (e.g. only establishments with 20 or more employees), this should be indicated in the provided space on the first sheet of the questionnaire.

### 4. Collection of quantity and value data

The data for products included in the List should be supplied in (a) physical units and (b) monetary values.

**a. Quantity data**

A preferred **unit of measurement for physical units** has been indicated for each product in the List to report the quantity data. However, data with other units of measurement will be accepted if a country cannot report data in this preferred unit. (See annex I for a list of units used in the questionnaire)

**b. Value data**

The **monetary value** of the production should be measured in local currency on the basis of the ex-works selling price obtained during the reporting period.

The ex-works selling price **includes**:

- packaging costs, even if charged separately

The ex-works selling price **excludes**:

- turnover tax and consumer tax charged
- separately charged freight costs

Discounts granted to customers should be reflected in the selling price.

If finished products are leased or rented out, the price obtainable on the market for the product in question should be recorded as a market equivalent value (when sold in the market). If the enterprise is unable to estimate the market equivalent value, the National Statistical Office should impute the value from other equivalent products sold by enterprises in the country or in other countries.

In instances where data collection relating to volume (coverage of the universe of statistical units in your country) and value of a given product are undertaken independently of each other, every effort should be made to ensure that these data are in accordance with each other. Any deviations should be flagged and explicitly reported in the notes to the questionnaire.

## **5. Structure of the questionnaire**

When completing the questionnaire, please consider the instructions below.

- i) Verify the name of the country and currency unit (e.g. "Pesos") used in the questionnaire.
- ii) Indicate general deviations from the concept or guidelines in the space provided on the first sheet of the questionnaire.
- iii) Quantities and values should be presented in the quantity and currency unit indicated for each product in the questionnaire. Any deviations in scale (e.g. thousands, billions) should be clearly marked.

- iv) Indicate footnotes on any deviations from the recommended standards with sequential numbers behind each data item (e.g. “/1”, “/2”, etc). The text of the footnotes should be reported on the bottom of the data page of the questionnaire.
- v) The questionnaire is prefilled with information provided by you or obtained from secondary sources for the period of 1998-2007. While we primarily ask for information about the last period, i.e. 2007, we would also appreciate you making any necessary corrections/revisions to figures for previous years.
- vi) Data points that have been flagged in previous validation procedures are highlighted. We would appreciate your reviewing these data points and either correcting the figures or indicating explicitly that they are correct as shown.

## 6. Provision of Questionnaire

Questionnaires and accompanying “Guidelines” will be sent by e-mail and provided on the web at <http://unstats.un.org/unsd/industry/questionnaire.asp>. Hardcopies of the questionnaire can be forwarded by fax or regular mail for respondents requesting this.

## 7. Completed questionnaire

Responses to the questionnaire are preferred via e-mail. These should be directed to:

**E-mail:** [Industry@un.org](mailto:Industry@un.org)

Any questions concerning the questionnaire may also be send to the e-mail address above or by fax or regular mail to:

**Fax:** +1-212-963-1374

**Regular mail:** Economic Statistics and Classification Section  
United Nations Statistics Division  
DC2-1522, 2-UN Plaza  
New York, NY 10017, USA

Thank you very much for your cooperation and support of the UNSD industrial statistics data collection programme.

## **Annex I: List of units used in the Questionnaire**

000 metres = thousand metres

000 square metres = thousand square metres

000 cubic metres = thousand cubic metres

000 carats = thousand carats

kilograms

metric tons

000 metric tons = thousand metric tons

units

000 units = thousand units

000 pairs = thousand pairs

litres

000 litres = thousand litres

000 hectolitres = thousand hectolitres

000 kilowatts = thousand kilowatts

000 gross register tons = thousand gross register tons