

## Annex

### Details on required data format and metadata

#### 1. Data format

Please send your data electronically as a machine readable data file, for example a delimited text file (e.g. in .csv format) or Excel, exported from your trade in services database. The required data fields are:

**service category; trade flow; partner; trade value; reference year**

There is no need to further customize your files if the data fields indicated above are clearly identifiable. Please see the table below for detailed data description.

| Field Name              | Field Content   |
|-------------------------|---|
| Service category        | EBOPS (Extended Balance of Payments Services) classification code. If you do not compile according to EBOPS, please use classification according to IMF <i>Balance of Payments Manual</i> (BPM5) or national classification (please provide description of codes).  |
| Trade flow              | Exports (credits) and imports (debits)  |
| Partner country or area | Name of area in national nomenclature or according to United Nations <i>Standard country or area codes for statistical use</i> which is available at <a href="http://unstats.un.org/unsd/methods/m49/m49alpha.htm">http://unstats.un.org/unsd/methods/m49/m49alpha.htm</a> or according to ISO 3166-1. Please indicate which and provide description of which countries are included if you use regional groupings. Please include data for as many partner countries or groups of partner countries as available in your country's database on trade in services. Please include World in your list of partners. |
| Trade value             | In national currency or United States dollars (USD). Please indicate which currency and the unit of measurement (if values are in thousands or millions).   |
| Reference year          | Gregorian calendar January to December  |

If your country does not maintain a database you may use the Excel worksheet that can be downloaded from: <http://unstats.un.org/unsd/tradeserv/datacollection.htm>

#### 2. Metadata

In addition to the necessary explanation of your data fields, please also add any further information that is relevant for a better understanding of your trade in services data. This might include information on data sources, data collection systems used, data processing and estimation and other issues related to the data quality.