Coding Rules in NACE

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Summary

- Rules for composing NACE titles

- Rules' for composing NACE explanatory notes

Rules for composing NACE titles (1/4)

- **Activities:** Since NACE is a classification of economic activities, "activities", or "service activities" should be mentioned in the NACE title. The reference to "services" alone is reserved for the product classification CPA.

- **Commas:** A comma marks a "pause" in the text, to make a long title easier to read.

- **Semicolons:** Semicolons are used to mark that a title consists of several independent parts, usually divided by the respective groups and classes.

- **Parentheses and brackets:** Text in parentheses and brackets should not be used in the titles, since they are used for listing examples. These examples should instead be listed in the explanatory notes

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Rules for composing NACE titles (2/4)

- **Exclusions:** In order to keep the titles short, it is recommended not to include exclusions in the titles as such. Exclusions should instead be quoted in the exclusions of the explanatory notes.

- **Quotation marks:** Quotation marks are not used, since those typically mark a colloquial style that is not appropriate in a technical context, such as a statistical classification.

- **Brand names, acronyms and "buzz words":** NACE is a classification that should last for a number of years, and be neutral to technology or expressions. For this reasons a title should not include references such as "Paytech", "Fintech", "Crypto", "Robo", etc. Instead, the concepts should be explained in technical terminology in the explanatory notes.

Rules for composing NACE titles (3/4)

- **Abbreviations:** The structure - and the explanatory notes – should not contain any abbreviations, with the exception of the "n.e.c." = "not elsewhere classified". All expressions should be self-explanatory and spelled out.

- **Other:** The word "other" usually marks the class that contain the not so detailed subset of activities.

Rules for composing NACE titles (4/4)

- **n.e.c.:** The abbreviation "n.e.c." = "not elsewhere classified" marks the residual class of a division or group. The residual class (different from the class labelled just "other") covers all content that is not covered (explicitly or implicitly) in the more detailed groups or classes in that division. The "n.e.c." is also recognised by the numbering in the structure, which typically is a "9" at the group level: XY.9, and if the group is split in several classes as a "99" at the class level: XY.99, with the last digit always being a "9". If not truly all content that is not covered in the more detailed groups or classes is included in the group or class, the group or class cannot be labelled as "n.e.c.".

Rules for composing NACE explanatory notes (1/2)

- Use British English

- Purpose of the "include also" part of a NACE position description?
  - ➢ Use "Includes also" for borderline cases

- No group description for groups which only have one class

- For specifying examples use: "…, e.g. XXX"

- Avoid the use of abbreviations; if an abbreviation is necessary, please describe it also in the complete form

- No repetitions for included activities in one NACE position

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Rules for composing NACE explanatory notes (2/2)

- Format of "exclusions":
  - they have to be ordered according the codes that is excluded
  - they have to follow the standard: "...., see XX.XX" for classes, "...., see XX.X" for groups, "...., see division XX" for divisions and "...., see section X" for sections
  - the first letter should not be a capital letter

- In every section check for the coherent use of concepts. There are terms that refer to the same concept creating confusion