

3. Glossary or terms

administrative data: the set of units and data derived from an administrative source

administrative source: a data holding containing information collected and maintained for the purpose of implementing one or more administrative regulations

benchmark: a recognised standard, or a reference point, that forms the basis for assessment or comparison.

catalogue: an ordered list of statistical products available in the organisation

micro-data: observation data collected on an individual object or statistical unit.

data confidentiality: a property of *data*, usually resulting from legislative measures, which prevents it from unauthorised disclosure

data quality: fitness for use of statistical information, i.e. the degree to which a set of inherent characteristics in the statistical data fulfils user requirements; measured in terms of the prerequisites and eight dimensions of quality, namely: relevance, accuracy, timeliness, accessibility, interpretability, comparability and coherence, methodological soundness and integrity

electronic media: dissemination media that allow electronic exchange of data such that software, or a combination of individuals and software, can put the data in a compatible form at the receiving end

estimate: the particular value yielded by an estimator in a given set of circumstances

estimator: a rule or method of estimating a parameter of a population, usually expressed as a function of sample values

guidelines: directions or principles used in the development, maintenance and application of rules; they may or may not be necessarily mandatory, but are provided as an aid to interpretation and use of rules

misclassification: when a subject is falsely classified into a category in which the subject does not belong. It may result from misreporting by study subjects, from the use of less than optimal measurement devices, or from random error

quality indicator: an attribute of statistical information that is used to measure its quality

reference period: the period of time relevant for a particular *question*.

respondent burden: the effort, in terms of time and cost, required for respondents to provide satisfactory answers to a survey

scope: coverage or sphere of what is to be observed. It is the total membership or population of a defined set of people, objects or events

standard: a comprehensive set of guidelines for *surveys* and administrative sources collecting information on a particular topic, including definitions, statistical units, classifications, coding processes, questionnaire modules, and output categories

survey: a process which collects, examines, and reports on data concerning variables of interest for a *reference period*

statistical programme: a programme for producing statistics in a particular socio-economic sphere