

Guidelines for the 2015 UNSD Industrial Commodity Statistics Questionnaire

1. Background and purpose

The 2015 edition of the *Industrial Commodity Statistics Questionnaire* continues to use the principles of 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).

These *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.

The purpose of this collection is to obtain annual statistics on commodity production for selected industrial products produced as primary and secondary products by all producing units classified in ISIC Rev.4 Section B, Mining and quarrying, and Section C, Manufacturing.

Products have been selected on the basis of their overall contribution to the world income and international trade and the general importance among outputs of individual industries in the world economy. Moreover, due to the significance of outsourcing of production in the global market, a consolidated list of contract processing services for industrial products has been included.

At the consolidated world level, the selected products are expected to reflect the level and change of industrial production for the world economy.

The dissemination of the time series of the selected industrial commodity statistics by reporting countries takes place through a hardcopy publication *Industrial Commodity Statistics Yearbook* and the UNdata portal (available at <https://unstats.un.org/unsd/publications/> and <http://data.un.org/Browse.aspx?d=ICS>).

2. UN List of Industrial Products

The UN List of Industrial Products 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 mining and manufacturing products.

The original **definitions** of the products in the List are, as far as possible, based on the Central Product Classification (CPC), Ver.1.1 and the Harmonized Commodity Description and Coding System (HS) 2002. Links to the revised classifications CPC Ver.2 and HS 2007 have also been provided. To facilitate data reporting by countries using the European guidelines for production statistics for mining, quarrying and manufacturing, links to PRODCOM 2002, 2008 and 2012 have been provided for all relevant products in the List.

The List includes 591 commodities, which, for publication purposes, will be supplemented by selected energy products from secondary sources. The complete List, including explanatory notes and links to other classifications, is included in the questionnaire (see “References” worksheet).

The coding of this List remains based on the CPC, Ver. 1.1 to facilitate users’ interpretation of previous and current data. 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.).

Titles and notes for 49 codes have been improved or edited this year mainly for greater clarity. Also, we are no longer requesting data for the following codes: 32000-1, 32200-1, 32500-1 and 32520-0. These products are not outputs of manufacturing but rather publishing activities in ISIC Rev.4. Beginning with the 2008 questionnaire, we introduced new “printing” products/services ending with “-2” as a result of the implementation of ISIC Rev.4 and associated change in scope of manufacturing.

Corrections in correspondence tables

The correspondence to Prodcom 2008 and Prodcom 2012 for 21400-1 and 21400-2 have been corrected. 21400-1 was previously fully linked to 10.32.19.30 which was incorrect. The correct correspondence should be that 10.32.19.30 is partially linked to both 21400-1 and -2.

If you have used the correspondence table for Prodcom 2008 or Prodcom 2012 to convert your national data, please review these changes and revise any previous data that may be affected.

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 (or invoiced) during the reference period.

The data reported should cover products produced by mining and manufacturing units, i.e. units classified in ISIC Rev.4 sections B and C, whether as primary or secondary production. The data should not cover output of units classified outside ISIC sections B or C.¹

¹ The definition of “industrial activities” covers ISIC Rev.4 sections B, C, D and E. However, at this point no products for sections D or E are collected through this questionnaire.

For example, beef produced as secondary product 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.

For the purpose of a comprehensive country-wide measure, production sold by production units across all class sizes, including household enterprises, should be reported.

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 all physical quantity and value of the goods sold, including those goods processed by the contractor.

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. be representative for the country or economic territory, not the production by reporting units only. In other words, countries are requested to gross up their estimates to country totals using appropriate grossing up factors.

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 2006-2014. While we primarily ask for information

about 2015, 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 in **Orange**. We would appreciate your reviewing these data points and either correcting the figures or indicating explicitly that they are correct as shown.

6. Confidential Data Flags

If data cannot be submitted in response to our questionnaire due to reasons of statistical confidentiality, many countries have indicated this by marking the corresponding cells with “C”. Even though no actual figures have been submitted (and are not requested by UNSD), this information is useful for many users of the statistics, as it indicates that production took place but cannot be reported for a specific reason.

7. Provision of Questionnaire

Questionnaires and accompanying “Guidelines” will be sent by e-mail. Hardcopies of the questionnaire can be forwarded by fax or regular mail for respondents requesting this.

8. Completed questionnaire

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

E-mail: Industry@un.org

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

Fax: +1-212-963-0623

Regular mail: Industrial and Energy Statistics Section
United Nations Statistics Division
DC2-1414, 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

Kgs	=	kilograms
M.T.	=	metric tons
000' M.T.	=	thousand metric tons
Litres		
Kl	=	kilolitres
000' Hl	=	thousand hectolitres
000' Kl	=	thousand kilolitres
m ³	=	cubic metres
000' m ³	=	thousand cubic metres
000' GRT	=	thousand gross register tons
KW	=	kilowatts
000' KW	=	thousand kilowatts
000' KVA	=	thousand kVA
Mill. KVA	=	million kVA
Metres		
000' Metres	=	thousand metres
Mill. Metres	=	million metres
000' Pairs	=	thousand pairs
Units	=	number of units
000' Units	=	thousand units
Mill. Units	=	million units
m ²	=	square metres
000' m ²	=	thousand square metres
Mill. m ²	=	million square metres
000' Carats	=	thousand carats