



Third International Seminar on Early Warning and Business Cycle Indicators

**17 – 19 November 2010
Moscow, Russian Federation**

Handbook on Harmonised System of Tendency Surveys – Table of Content

HANDBOOK ON HARMONISED SYSTEM OF TENDENCY SURVEYS

The envisaged handbook would be based on existing OECD/EC guidelines, but would be expanded/modified to address additional aspects. Overall, the text/structure/content of the handbook could be more streamlined than the existing guidelines and would put more emphasis on the application of tendency surveys to assist countries that are still new to this kind of surveys.

Below is a first outline of such a handbook. Subheadings may be refined during the revision process.

TABLE OF CONTENTS

1. INTRODUCTION

- a. Qualitative *versus* quantitative data
- b. Developments in tendency surveys
- c. Information collected in tendency surveys
- d. Use of tendency surveys

2. SAMPLE DESIGN

- a. Survey frame
- b. Sampling
- c. Contacts with respondents
- d. Periodicity and timeliness

3.1. QUESTIONNAIRE DESIGN

- a. General instructions
- b. Layout of the questionnaire
- c. Choice of questions

3.2. STANDARD “HARMONISED” QUESTIONNAIRES

(Covering harmonized questions: item selection, wording, type of question (past change, future change, judgement))

- a. Business tendency surveys
- b. Consumer surveys
- c. Investment surveys
- d. Innovation surveys

4. DATA PROCESSING, QUALITY AND ANALYSIS

- a. Measurement and processing errors
- b. Conversion of multiple-choice questions into quantitative time series
- c. Measurement scales
- d. Aggregation and weighting
- e. Seasonal adjustment

5. USE OF TENDENCY SURVEY RESULTS

- a. Nowcasting and forecasting macroeconomic aggregates
- b. Confidence and sentiment indicators: how to synthesize the information contained in tendency surveys
- c. Applications of tendency surveys in business cycle analysis and turning points' dating and detection

6. DATA DISSEMINATION AND PUBLICATION

a. Metadata

b. Publication procedures

ANNEX (online)

a. Global assessment of country practices

b. Sample questionnaires