



UNITED NATIONS
DEPARTMENT OF ECONOMIC AND SOCIAL AFFAIRS
STATISTICS DIVISION

**Workshop on Compilation of International Merchandise Trade Statistics
Abuja, 30 August - 2 September 2005**

Instructions for the Presentations of the Statistical Officers

The framework for the workshop is given by the recent publication of the United Nations Statistics Division called “International Merchandise Trade Statistics: Compilers Manual”¹ which is a practical guide to the 1998 publication of “International Merchandise Trade Statistics: Concepts & Definitions, Revision 2”.

At this workshop there will be separate presentations given by Customs Officers and by Statistical Officers. We would like the Statisticians to include in their presentation the values for total imports and exports of the last 5 years, as well as the main imports and exports commodities and the main imports and exports partners.

Further we would like the Statistical Officers to describe the processing of the information received from Customs (and other sources) until the moment that the External Trade Statistics are officially published. If possible, please include the following points:

- What is the mandate of the Statistical Office with respect to External Trade Statistics?
- Do you have to enter paper declarations or do all declarations come in electronic format?
- Do you get all declarations from Customs, or does Customs make a selection for you?
- What system of trade is used in your country?
- How do you decide which customs procedures should be excluded from the trade statistics?
- What checks do you do on the data received from Customs?
- How is the arrangement with Customs if declarations seem to have errors?
- Which other sources do you use besides Customs Declarations? Do you get data from Processing Zones or Free Zones and how are these handled?
- What is the time schedule of processing the declarations?
- Do you get together with Customs and other agencies before the official publication of the trade statistics?

¹ See http://unstats.un.org/unsd/publication/SeriesF/seriesf_87e.pdf for a downloadable version of the Compilers Manual and http://unstats.un.org/unsd/publication/SeriesM/SeriesM_52rev2E.pdf for a downloadable version of the Concepts and Definitions.