



UNITED NATIONS  
DEPARTMENT OF ECONOMIC AND SOCIAL AFFAIRS  
STATISTICS DIVISION

**Joint UNSD/ ECLAC Workshop on Statistics of International Trade in Services,  
13 – 16 September 2005, Panama City**

## **Guidelines for country presentations** *(as of 10. August 2005)*

**The guiding principle is: How do you arrive at your final estimates?**

Please try to include the following points in your presentation:

### Methodology and classifications used

1. Methodological guidelines and classifications used.
2. National deviations or exceptions.

### Data sources and data compilation

3. Main sources of data e.g. surveys, administrative records, etc.
4. Creation and maintenance of business register/ address list of businesses involved in international services transactions if survey approach is used.
5. Copy of questionnaire for your main survey(s).
6. Features of main survey such as legal basis, service transactions covered, frequency, sample method and size, response rate, minimum transaction etc.
7. Benchmark or other estimates used in compilation/ Treatment of non-responses.
8. Numerical example.
9. Transactions included and excluded/ Checks for ensuring full coverage/ Cross-check with additional sources / international reconciliation studies.

### Organization and data processing

10. Collaboration with other institutions/ division of labor/ legal structure.
11. Number of staff.
12. Use of technology in data processing and production.
13. Which institution is responsible for the official publication of the data?

#### Data availability

14. Detail and length of time series.
15. Timeliness / Time-lag.
16. Revision policy.
17. Issues of confidentiality.

#### Priorities and plans for the future

18. Current priorities.
19. Future plans, i.e. data by partner country/ FATS statistics.
20. Problem areas.
21. Suggestions.