

INSTITUTO NACIONAL DE ESTADÍSTICA



# **Methodological information standard for online dissemination**

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## 1 Description of the structure of the Standardised Methodological Report.

The standardised methodological reports contain the methodological information that must accompany the statistical data from the INE statistical operations disseminated via the institutional website. The concepts included in the report serve to describe the production process of each operation, the characteristics and quality parameters of the information produced.

Its design was established in line with the ESMS (Euro SDMX Metadata Structure) structure defined in the Commission Recommendation of 23 June 2009 on reference metadata for the European Statistical System.

In 2016, the structure of the standardised methodological report (EMI) was amended in accordance with the international version ESMS Version 2.0 containing SIMS 2.0 (Single Integrated Metadata Structure), the conceptual framework and dynamic inventory for all reference metadata concepts and quality of the European statistical system.

The ESMS Version 2.0 maintains the original structure of headings and sub-headings, but by regrouping it changes from 21 to 19 main headings, maintaining the existing 61 sub-headings.

In order to fully coincide with version 2.0 of the ESMS, the new structure of the EMI is adapted and grouped under the new heading 10 'Accessibility and Clarity', the old '10.Dissemination format' and '11.Accessibility to documentation'. On the other hand, the old '16. Comparability' and '17.Coherence' are adapted and grouped under the new heading 15 'Coherence and Comparability'.

To complete the transformation of the new structure, the headings and sub-headings are renumbered.

Six clearly-defined thematic sections are observed

### ***1. Contact and organisational data:***

1	Contact
1.1	Contact organisation
1.5	Street address of the contact

## ***2. Description of the Statistical Operation (“project”):***

<b>3</b>	<b>Statistical presentation</b>
3.1	Data description
3.2	Classification systems
3.3	Coverage by sector
3.4	Statistical concepts and definitions
3.5	Statistical unit
3.6	Statistical population
3.7	Geographical scope
3.8	Time coverage
3.9	Base period
<b>5</b>	<b>Reference period</b>
5.1	Reference period

## ***3. Legal and institutional aspects:***

<b>6</b>	<b>Institutional mandate</b>
6.1	Legal acts and other agreements
6.2	Data sharing
<b>7</b>	<b>Confidentiality</b>
7.1	Confidentiality policy
7.2	Treatment of confidential data

## ***4. Dissemination:***

<b>8</b>	<b>Dissemination policy</b>
8.1	Dissemination calendar
8.2	Access to the dissemination calendar
8.3	User access
<b>9</b>	<b>Frequency of dissemination</b>
9.1	Frequency of dissemination
<b>10</b>	<b>Accessibility and clarity</b>
10.1	Press releases
10.2	Publications
10.3	Online databases
10.4	Access to microdata
10.5	Other

## **5. Quality**

10.6	Documentation regarding methodology
10.7	Documentation regarding quality
11	Quality management
11.1	Quality guarantee
11.2	Quality assessment
12	Relevance
12.1	User needs
12.2	User satisfaction
12.3	Comprehensiveness
13	Accuracy and reliability
13.1	Global accuracy
13.2	Sampling errors
13.3	Non-sampling errors
14	Opportunity and punctuality
14.1	Opportunity
14.2	Punctuality
15	Coherence and comparability
15.1	Geographical comparability
15.2	Time comparability
15.3	Coherence - sector crossing
15.4	Coherence - internal
16	Costs and workload
16.1	Costs and workload
17	Data review
17.1	Data review - Policy
17.2	Data review - Practice

## **6. Statistical process**

18	Statistical processing
18.1	Source data
18.2	Data collection frequency
18.3	Data collection
18.4	Data validation
18.5	Data compilation
18.6	Adjustment
19	Observations
19.1	Observations