

INSTITUTO NACIONAL DE ESTADISTICA



Methodological information standard for online dissemination

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. They contain 21 sections, with a total of 61 sub-sections or specific questions, which comprise the ESMS (*Euro SDMX Metadata Structure*) defined in the Commission Recommendation, of 23 June 2009, regarding reference metadata for the European Statistical System. The concepts included in the report structure serve to describe the production process of each operation, the technical characteristics and quality parameters of the information produced.

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"):*

3	Statistical presentation
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
5	Reference period
5.1	Reference period

3. Legal and institutional aspects:

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

4. Dissemination:

8	Dissemination policy
8.1	Dissemination calendar
8.2	Access to the dissemination calendar
8.3	User access
9	Frequency of dissemination
9.13	Frequency of dissemination
10	Dissemination format
10.1	Press releases
10.2	Publications
10.3	Online databases
10.4	Access to microdata
10.5	Other

5. Quality

11	Accessibility of the documentation
11.1	Documentation regarding methodology
11.2	Documentation regarding quality
12	Quality management
12.1	Quality guarantee
12.2	Quality assessment
13	Relevance
13.1	User needs
13.2	User satisfaction
13.3	Comprehensiveness
14	Accuracy and reliability
14.1	Global accuracy
14.2	Sampling errors

14.3	Non-sampling errors
15	Opportunity and punctuality
15.1	Opportunity
15.2	Punctuality
16	Comparability
16.1	Geographical comparability
16.2	Time comparability
17	Coherence
17.1	Coherence - sector crossing
17.2	Coherence - internal
18	Costs and workload
18.1	Costs and workload
19	Data review
19.1	Data review - Policy
19.2	Data review - Practice

6. *Statistical process*

20	Statistical processing
20.1	Source data
20.2	Data collection frequency
20.3	Data collection
20.4	Data validation
20.5	Data compilation
20.6	Adjustment
21	Observations
21.1	Observations