

**METADATA FOR BUSINESS TENDENCY AND CONSUMER OPINION SURVEYS**

<b>Top level<sup>1</sup></b>	<b>Child level<sup>1</sup></b>	<b>Business/Consumer Survey Specifics</b>
Source	<u>Country</u>	
	<u>Sector</u>	Industry (manufacturing), services (non-manufacturing), retail trade, construction, consumers
	<u>Name of collection / source used</u>	Business tendency survey or consumer survey
	<u>Organisation and contact person</u>	Institute, Manager, contact person, address phone, fax, email, web-site
	Types of <u>Data sources used</u> (household, estab/enterprise survey)	Enterprise/establishment survey or consumer survey
	<u>Source periodicity</u>	Monthly or quarterly
	Date input last received from source	
<u>Statistical concepts and classifications used</u>	Key <u>statistical concepts</u> used	Ordinal scale
	<u>Definition of indicators</u>	Please attach a questionnaire in national language or translated into English
	<u>Classification(s) used</u>	ISIC etc.
Data characteristics and collection	Unit of measure used	Pre-printed response alternatives with three or five reply options: Percentage of positive replies, unchanged replies and negative replies indicating the direction of change of a variable (question)
	Power code	
	<u>Variables collected</u>	List of survey questions (variables)
	<u>Sampling frame</u>	Statistical or administrative register
	<u>Size of actual frame list</u>	Number of enterprises/households
	<u>Characteristics included in frame list</u>	Identification, address, contact, sector code, number of employees, turnover etc.
	<u>Frame list update</u>	
	<u>Sampling method</u>	Stratified sample, representative panel etc.
	<u>Sample size</u>	
	<u>Sample representativeness</u>	
	<u>Response rate</u>	
	<u>Sample coverage</u>	In per cent of number of employees in sector or turnover etc.
	<u>Reporting unit</u>	Entreprise, local unit etc.
	<u>Periodicity</u>	Monthly, quarterly
	<u>Survey method</u>	Postal mail, e-mail, internet etc.
	<u>Fieldwork period</u>	
	<u>Timeliness</u>	
	<u>Reference period</u>	Reference period is the period in which the survey is carried out
	Base period	Base period for any confidence or composite indicators calculated in index form
	Date last updated	
	Non-response	
	Link to <u>Release calendar</u>	
	<u>Contact person</u>	
	Other data characteristics and collection	

1. Top and Child level headings underlined equate with those currently proposed for use by IMF and Eurostat in their metadata dissemination models.

<b>Top level<sup>1</sup></b>	<b>Child level<sup>1</sup></b>	<b>Business/Consumer Survey Specifics</b>
Statistical population and scope of the data	<u>Statistical population</u>	All enterprises in surveyed sector or all households
	<u>Geographic coverage</u>	National territory
	<u>Sector coverage</u>	ISIC sectors and/or categories covered
	<u>Institutional coverage</u>	
	<u>Item coverage</u>	
	<u>Population coverage</u>	
	<u>Product coverage</u>	
	<u>Other coverage</u>	
Manipulation and dissemination	<u>Aggregation &amp; consolidation.</u>	Confidence indicators and component variables (questions)
	<u>Estimation</u>	
	<u>Imputation</u>	
	Transformations	Balance or diffusion index calculated as the difference (in percentage points of total answers) between positive and negative answers to each question (variable)
	<u>Validation</u>	
	Index type	
	<u>Weights</u>	Individual weighting of response units based on employment size or turnover etc. and/or aggregation of branch of activity on the basis of value added weights
	<u>Seasonal adjustment</u>	Method used for seasonal adjustment, if performed
	Other manipulation & adjustments	
	<u>Dissemination format(s)</u>	File format, notes & studies, publications
Other aspects	Recommended uses and limitations	
	<u>Quality comments</u>	
	<u>Other comments</u>	

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