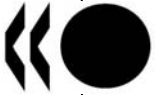


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**STD/NAES/TASS/SERV(2003)4**



Organisation de Coopération et de Développement Economiques  
Organisation for Economic Co-operation and Development

**English - Or. English**

**STATISTICS DIRECTORATE**

**National Accounts and Economic Statistics - Services**

**INTERNATIONAL TRADE IN SERVICES  
METHODOLOGICAL SOUNDNESS QUESTIONNAIRE**

*OECD-EUROSTAT MEETING OF EXPERTS IN TRADE IN SERVICES STATISTICS  
Château de la Muette, Paris  
8 April 2003 (afternoon) - 10 April 2003*

*Beginning at 2:30 p.m. on the first day*

**English - Or. English**

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## INTERNATIONAL TRADE IN SERVICES METHODOLOGICAL SOUNDNESS QUESTIONNAIRE

### 1. Introduction

1. Quality issues have recently attracted a great deal of attention within the statistical community. Detailed information on methodological practices should be a key element of any quality framework. This questionnaire tries to fill the current lack of such detailed information on the field of Statistics on International Trade in Services. The questionnaire has been designed to compile the information in a standardised way (as for example the SIMSDI does for FDI). The information collected will be used for different purposes: enhance OECD/Eurostat publications, disseminate best-practices, detect fields where further improvement is needed...The *Manual on Statistics of International Trade in Services* is now the international benchmark and the questionnaire explicitly addresses the recommendations regarding the EBOPS included in it.

### 2. Background

2. The current situation regarding the information available on national practices' compliance with international guidelines for compiling International Trade in Services statistics is far from satisfactory. At the EU level, the most complete set of methodological information was collected in the report Task Force 2 Current Account (1996). The experience of such detailed investigation on national practices was considered fruitful by countries, even if it constituted a big effort for them. Some information can also be found in documents created by various Technical Groups. Summing up, the information available is fragmented, not homogeneous for all countries and not up-to-date.

3. The questionnaire has been planned as a tool to change this state of affairs. Its structure is designed to allow us to gather the information in a harmonised way. It is intended to be an annual or bi-annual exercise. The burden it implies to national compilers will be softened in subsequent rounds, as only changes would need to be reported.

4. The questionnaire takes into account all the recommendations contained in the *Manual on Statistics of International Trade in Services* and it would be a useful tool to foster the implementation of the EBOPS. According to a draft Regulation on Balance of Payments, EU member states will have to report the EBOPS in two or three years. Information collected would allow us to identify best practices that will then be shared.

5. Due to the high political sensitivity of International Trade in Services statistics, as they are intended to be used in trade negotiations, it is of the utmost importance to inform our users of the exact concepts that each figure is measuring. Published data should then be presented with detailed methodological information, indicating any departure from the Manual recommendations. It is Eurostat/OECD intention to make full use of all the information collected through the questionnaire and to make it available in their publications.

### 3. Timetable for Implementation

6. Eurostat presented a first version of the questionnaire to its Balance of Payments Working Group (BoP WG) in October 2002. Member States welcomed the initiative and asked Eurostat to liaise with the OECD to convert it into a Joint OECD-Eurostat document. This was a natural step forward given the close collaboration OECD and Eurostat maintain in the field of Statistics on International Trade in Services (Joint OECD/Eurostat Classification, Joint OECD/Eurostat publication...).

7. An updated version of the questionnaire was presented to the BoP WG in March 2003 which incorporated a number of suggestions made by the OECD. In that meeting the following schedule was approved for the implementation of the questionnaire. The timetable takes into account both the initial time national compilers will have to devote to fill in the questionnaire and Eurostat/OECD needs.

- Delegates can send comments on the questionnaire to OECD ([Joscelyn.Magdeleine@oecd.org](mailto:Joscelyn.Magdeleine@oecd.org)) and Eurostat ([Luis.Biedma@cec.eu.int](mailto:Luis.Biedma@cec.eu.int)) until the end of April

- Eurostat/OECD will send the final version to be filled in May

- Countries will send the questionnaire filled in no later than October

**Methodology of International Trade in Services Questionnaire**

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**IMPORTANT NOTES: GUIDELINES FOR FILLING THE FORMS**

Please indicate in "remarks" the reference year from which the methodological provisions apply in your country. In "remarks" reference can be made to further details in existing documentation.

1 GENERAL PRINCIPLES					Remarks
	Yes	No	Partly	N/A	
1					
<b>Geographical dimension</b>					
Do you determine reliably the residency (centre of economic interest, economic territory) of units involved in Balance of Payments transactions, so as to record transactions between residents and non-residents as a rule? <i>Please indicate main deviations</i>					
2					
<b>Time dimension</b>					
Do you evaluate the period in which Balance of Payments transactions occur on the basis of the change in ownership principle? <i>Please indicate main deviations.</i>					
3					
<b>Valuation</b>					
3.1 Do you evaluate Balance of Payments transactions on the basis of market prices? <i>Please indicate main deviations</i>					
3.2 When a currency conversion is necessary, do you apply the market exchange rate prevailing on the transaction dates? <i>Please indicate main deviations</i>					
4					
<b>Currency</b>					
Do you express and publish Balance of Payments transactions in your national currency or do you use another currency? <i>Please indicate currency used</i>					

2 TRANSPORTATION		Yes	No	Party	Remarks
<b>I. TRANSPORTATION SERVICES</b>					
<b>1 Use of the operator principle:</b>					
Do you allocate transportation services according to the residency – as defined by the international guidelines – of the operator rather than that of the owner of the transport equipment? <i>Please indicate in remarks if you have difficulties linked to specific mode(s) of transport.</i>					
2	Do you exclude rentals or charters of carrier without crew from transportation services? (covered by operational/leasing)				
3	Do you obtain a breakdown by mode of transport from the source (yes) or do you estimate it out of an aggregate figure (no)? <i>Please indicate also whether an item is negligible, and if necessary indicate different situation for credits and debits in "Remarks"</i>				
	3.1 Sea?				
	3.2 Air?				
	3.3 Space?				
	3.4 Rail?				
	3.5 Road?				
	3.6 Inland waterways?				
	3.7 Pipeline transport and electricity transmission?				
	3.8 Other supporting and auxiliary transport services?				
4	Do you allocate transactions relating to transport services adequately by kind of service?				
	4.1 Passenger services?				
	4.2 Freight transport?				
	4.3 Supporting and auxiliary transport services?				
5	<i>Please indicate, in "remarks", any problem of coverage, or peculiar treatment you apply, which affect the data that you transmit to Eurostat/OECD for this item.</i>				
<b>II. PASSENGER SERVICES</b>					
<b>1 Do passenger services cover international transactions relating to the transportation of passengers, including</b>					
	1.1 charges for excess baggage, passenger vehicles or other accompanying effects?				
	1.2 passengers' expenditures on board carriers, for food, drink, or other items?				
	1.3 rentals of vehicles with crew for limited periods?				
	1.4 fares that are a part of package tours?				
<b>Excluding</b>					
	1.5 cruise fares (travel)?				
<b>2 Treatment of transportation of passengers (transactions between residents/non-residents) performed within a country:</b>					
	2.1 Do you include in passenger services those performed within a country by carriers non-resident in that country?				
	2.2 Do you exclude from passenger services those performed within a country by carriers resident in that country (travel)?				
3	Do you identify distinctly the residency of passengers so as to record transactions between residents and non-residents? <i>In case you make assumptions on the residency of passengers, please indicate it in "remarks"</i>				
4	<i>Please indicate, in "remarks", any problem of coverage, or peculiar treatment you apply, which affect the data that you transmit to Eurostat/OECD for this item.</i>				

<b>III. FREIGHT</b>				
<b>1 Treatment of transportation consistently with the f.o.b. valuation of goods, according to the IMF guidelines: services (performed by resident carriers) registered as CREDIT on freight transportation</b>				
<i>Please indicate in 'remarks' for the corresponding rows where your country's practices and estimation procedures (e.g. estimate produced out of foreign trade statistics) impact on the accuracy of your data (geographical breakdown, adequate recording in ECoP, split between modes of transport...)</i>				
1.1. Do you include claims of resident carriers (regardless of whether the transactions actually occur with the resident exporters or the non-resident importers), arising from the carriage of your country's exports of merchandise beyond your country's border, in <u>freight transport – credit</u> ?				
1.1.1 Sea transport?				
1.1.2 Air transport?				
1.1.3 Other modes of transport?				
1.2. Do you include claims of resident carriers (regardless of whether the transactions actually occur with the resident importers or the non-resident exporters), arising from the carriage of your country's merchandise imports within the exporting country, in <u>freight transport – credit</u> ?				
1.2.1 Sea transport?				
1.2.2 Air transport?				
1.2.3 Other modes of transport?				
1.3. Do you include claims of resident carriers on non-residents (international transactions), arising from the carriage of goods other than your country's exports and imports of goods (such as transit trade, cross-trade, transport of mail...) in <u>freight transport – credit</u> ?				
1.3.1 Sea transport?				
1.3.2 Air transport?				
1.3.3 Other modes of transport?				
1.4. Do you include claims of residents on non-residents (international transactions), arising from rentals of carriers with crew for the carriage of freight, in <u>freight transport – credit</u> ?				
1.4.1 Sea transport?				
1.4.2 Air transport?				
1.4.3 Other modes of transport?				
<b>2 Treatment of transportation consistently with the f.o.b. valuation of goods, according to the IMF guidelines: Services (performed by non-resident carriers) registered as DEBIT on freight transportation</b>				
<i>Please indicate in 'remarks' for the corresponding rows below where your country's practices and estimation procedures (e.g. estimate produced out of foreign trade statistics) impact on the accuracy of your data (geographical breakdown, adequate recording in ECoP, split between modes of transport...)</i>				
2.1. Do you include payments due to non-resident carriers (regardless of whether these amounts are actually payable by resident importers or non-resident exporters), for the carriage of your country's imports of merchandise beyond the border of the exporting country, in <u>freight transport – debit</u> ?				
<i>Note: a suggested proxy for this is total (estimated) transportation charge on imports of goods, minus transport services performed by residents on imports of goods</i>				
2.1.1 Sea transport?				
2.1.2 Air transport?				
2.1.3 Other modes of transport?				
2.2. Do you include payments due to non-resident carriers (regardless of whether these amounts are actually payable by resident exporters or non-resident importers), for the carriage of your country's exports of merchandise up to your country's border, in <u>freight transport – debit</u> ?				
2.2.1 Sea transport?				
2.2.2 Air transport?				
2.2.3 Other modes of transport?				

2.3. Do you include payments due to non-resident carriers by residents (international transactions); for the carriage of goods other than your country's exports and imports of goods (such as transit trade, cross-trade, transport of mail...), in freight transport – debit?					
2.3.1 Sea transport?					
2.3.2 Air transport?					
2.3.3 Other modes of transport?					
2.4. Do you include payments due to non-residents by residents (international transactions); for rentals of carriers with crew for the carriage of freight, in freight transport – debit?					
2.4.1 Sea transport?					
2.4.2 Air transport?					
2.4.3 Other modes of transport?					
3 3.1. Do you compile freight transportation on merchandise, valued on a transaction basis (memorandum item), i.e. on the basis of actual transactions occurring between residents and non-residents:					
3.1.1 Sea freight?					
3.1.2 Air freight?					
3.1.3 Other freight?					
3.1.4 Space freight?					
3.1.5 Rail freight?					
3.1.6 Road freight?					
3.1.7 Inland waterways freight?					
3.1.8 Pipeline freight?					
4 Do you exclude from freight transport services					
4.1 freight insurance?					
4.2 postal and courier services, except in the case of specific arrangement (resident/non-resident) for the separate provision of the transportation part of the postal/courier service?					
5 Please indicate, in "remarks", any problem of coverage, or peculiar treatment you apply, which affect the data that you transmit to					
<b>IV. SUPPORTING AID AUXILIARY SERVICES</b>					
1 Do you include in supporting and auxiliary services					
1.1 services provided in ports, airports and other terminal facilities (such as cargo handling, storage and warehousing, canal dues, salvage operations, pilotage and navigational aid for carriers, towing in ports...)?					
1.2 agents' fees associated with passenger and freight transportation in supporting and auxiliary services?					
2 Do you exclude from supporting and auxiliary services					
2.1 goods procured in ports by non-resident carriers (treated as goods)?					
2.2 repairs of transportation equipment (treated as goods), except repairs incidental to the maintenance performed in ports and airports on transportation equipment?					
2.3 repairs of railways facilities, harbours and airfield facilities (covered by construction services)?					
2.4 towing related to the transportation of drilling platforms, floating cranes and dredges (covered by freight transport)?					
3 Please indicate, in "remarks", any problem of coverage, or peculiar treatment you apply, which affect the data that you transmit to Eurostat/OECD for this item.					

		Yes	No	Partly	N/A	Remarks
<b>I TRAVEL</b>						
1	Do you treat as <b>travellers</b>					
	1.1. - individuals, staying for less than one year, in an economy of which they are not resident?					
	1.2. - students, and medical patients receiving health care, however long (less or more than one year) they stay in an economy in which they are not resident even when they stay abroad for more than one year?					
2	Do you exclude from <b>travellers</b> , individuals staying abroad in an economy of which they are not resident and which are:					
	2.1. - stationed on a military base or being an employee (including diplomats and other embassy and consulate personnel) of an agency of his or her government?					
	2.2. - an accompanying dependent of an individual mentioned above?					
	2.3. - undertaking a productive activity directly for an entity that is resident of that economy?					
3	Do you <b>include</b> in <i>travel</i> :					
	3.1. goods and services acquired (purchased and provided without a quid pro quo) from an economy by non-resident travellers during their visit for their own use (i.e. not for resale), or acquired by travel or other agencies on behalf of travellers?					
	3.2. services acquired by travellers in advance of the journey (incl. price of package tours etc., excluding visas)?					
	3.3. transactions made by tour operators and travel agencies related to travel?					
	3.4. transport of travellers within a country, by carriers resident in that country?					
4	Do you <b>exclude</b> from <i>travel</i> :					
	4.1. international transportation of passenger passengers (covered by <i>passenger transportation</i> )?					
	4.2. transportation of travellers within a country, by carriers non-resident in that country (covered by <i>passenger transportation</i> )?					
	4.3. expenditures of individuals and their dependants, being stationed on a military base or being employees of an agency of their government abroad (including diplomats and other embassy and consulate personnel)?					
	4.4. goods purchased by a traveller for resale in the traveller's home economy or in any other economy (incl. shuttle trade) (covered by <i>merchandise</i> )?					
	4.5. purchase of cars, large household appliances etc. (covered by <i>merchandise</i> )?					
	4.6. visas and airport fees (covered by <i>government services or transportation</i> )?					
	4.7. possible expenditures of travellers other than goods and services (transfer of funds for investment, capital income taking, other <i>financial account</i> transactions)?					
5	Do you compile a breakdown of <i>travel</i> between <i>business travel</i> and <i>personal travel</i> ?					
6	Do you compile a breakdown of travel expenditures into the recommended memorandum items:					
	6.1. <i>expenditure on goods</i> ,					
	6.2. <i>expenditure on accommodation and food and beverage serving services</i>					
	6.3. <i>other travel expenditures</i> ?					
7	Please indicate, in "remarks", any problem of coverage, or peculiar treatment you apply, which affect the data that you transmit to Eurostat/OECD for this item.					
<b>II BUSINESS TRAVEL</b>						
1	Do you <b>include</b> travel expenditures by <i>business travellers</i> , in <i>business travel</i> :					
	1.1. seasonal, border and other non-resident workers?					
	1.2. private business travel?					
	1.3. carriers crews stopping off or laying over?					
	1.4. other personal expenditures on goods and services by business travellers?					
2	Do you <b>exclude</b> from <i>business travel</i> :					

2.1 fees for services rendered abroad by teachers or doctors (covered by <i>personal, cultural, and recreational services</i> )?					
2.2 sales or purchases on behalf of the enterprises, that business travellers represent?					
3 Do you compile a breakdown of <i>business travel</i> between expenditure by <i>seasonal and border workers and other</i> , as recommended in the <i>Manual on Statistics of International Trade in Services</i> ?					
4 <i>Please indicate, in "remarks", any problem of coverage, or peculiar treatment you apply, which affect the data that you transmit to Eurostat/ OECD for this item.</i>					
<b>III PERSONAL TRAVEL</b>					
1 Do you <b>include</b> <i>health related expenditures, in personal travel:</i>					
1.1 hospital charges, treatments and physician fees					
1.2 other personal expenditures on goods and services by medical patients					
2 Do you <b>include</b> <i>education related expenditures, in personal travel</i>					
2.1 tuition fees and course material, accommodation and general living expenses					
2.2 other personal expenditures on goods and services by students					
3 Does <i>personal travel</i> cover <i>other travel expenditures</i> for purposes other than mentioned above, <b>including</b>					
3.1 holidays, visits to friends and relations					
3.2 participation in sports and cultural activities					
3.3 pilgrimage and religious observances					
3.4 expenditures of travellers not staying one night at least					
4 Do you <b>exclude</b> support payments (such as scholarships payments), related to travellers, made by the government or by other institution of the host country (covered by <i>transfers</i> )?					
5 Do you compile a breakdown of <i>personal travel</i> between <i>health-related expenditures, education-related expenditures and other</i> , as recommended in the <i>Manual on Statistics on International Trade in Services</i> ?					
6 <i>Please indicate, in "remarks", any problem of coverage, or peculiar treatment you apply, which affect the data that you transmit to Eurostat for this item.</i>					

4. COMMUNICATION SERVICES					Remarks
I. POSTAL AND COURIER SERVICES					
	Yes	No	Partly	N/A	
1					
Do you <b>include</b> services rendered by private operators (other than the former monopoly operator) in <i>postal and courier services</i> transactions?					
2					
Do you <b>exclude</b> the following activities from <i>postal and courier services</i> ?					
2.1					
financial services rendered by the historic postal operator ( <i>financial services</i> )?					
2.2					
contracts for international mail carriage concluded by post offices and courier businesses and performed by transport enterprises ( <i>transportation</i> )?					
2.3					
storage of goods handled in the postal/courier activity ( <i>transportation</i> )?					
2.4					
mail preparation services ( <i>other business services</i> )?					
3					
Are the reciprocal claims between resident and foreign operators recorded on a gross basis?					
4					
<i>Please indicate, in "remarks", any problem of coverage, or peculiar treatment you apply, which affect the data that you transmit</i>					
II. TELECOMMUNICATION SERVICES					
1					
Do you <b>include</b> the following services in <i>telecommunication services</i> ?					
1.1					
cellular telephone services?					
1.2					
internet backbone services?					
1.3					
on-line access services, including internet access services?					
2					
Do you <b>exclude</b> the following activities from <i>telecommunication services</i> ?					
2.1					
installation of telephone networks equipment ( <i>construction services</i> )?					
2.2					
database services and related computer services to access and manipulate data provided by database servers ( <i>computer &amp; information services</i> )?					
3					
Do you distinguish between <i>telecommunication services</i> and <i>computer and information services</i> in the case of service provision combining both components (e.g. in addition to the 'simple' transmission of a message, provision by the telecommunication operator of a package of other services (processing of information...))?					
4					
Are the reciprocal claims between resident and foreign telecommunication operators recorded on a gross basis?					
5					
<i>Please indicate, in "remarks", any problem of coverage, or peculiar treatment you apply, which affect the data that you transmit to OECD/ Eurostat for this item.</i>					

5. CONSTRUCTION SERVICES					Remarks
	Yes	No	Partly	N/A	
1					
<b>International guideline followed</b>					
1.1					
Are <i>construction services</i> broken down between <i>construction abroad</i> and <i>construction in the compiling economy</i> – according to the guidelines set forth in the Manual on statistics of International Trade in Services?					
<b>International guideline followed</b>					
1.2					
Is the rule applied in your country for measuring construction services that of the Manual on Statistics of International Trade in Services, i.e. expenditures on goods and services purchased in the host economy included are included as appropriate in construction abroad and construction in the compiling economy ( instead of including these expenditures in other business services as recommended in BPM5)?					
- When it is not possible to separately identify the purchase of goods and services from labour cost in the host economy do you:					
1.3.1					
estimate a breakdown?					
1.3.2					
allocate all costs either as goods and services or as labour costs? (please specify in "remarks")					
2					
<b>Distinction between Services and Direct investment</b>					
Are construction works classified as international trade in services or direct investment in accordance with international guidelines? (i.e. one year guideline, residency)					
<i>"Detailed benchmark definition of foreign direct investment" of the OECD, report of the TF2 pages 72/73.</i>					

<p><b>3 Performance of construction works</b></p>	
<p>3.1. Do you record all works that form an integral part of construction contracts in construction services, including</p>	
<p>3.1.1 site preparation work</p>	
<p>3.1.2 installation and assembly of machinery</p>	
<p>3.1.3 renting service of construction or demolition equipment with operators</p>	
<p>3.1.4 exterior cleaning work of buildings</p>	
<p>3.1.5 construction repairs</p>	
<p>3.2. Do you identify distinctly those services that should be recorded under construction services and</p>	
<p>3.2.1 those pertaining to architectural, engineering and other technical services</p>	
<p>3.2.2 those pertaining to agricultural, mining and on-site processing services</p>	
<p><b>4 Expenditures on goods and services purchased in the host economy, and income paid</b></p>	
<p>Goods and services purchased locally,</p>	
<p>Goods and services imported from third countries,</p>	
<p>Income paid to local staff.</p>	
<p>4.1. Do you include expenditures on goods and services purchased in the host economy ("on-site expenditures") in construction services</p>	
<p>4.1.1 debit in case of construction abroad</p>	
<p>4.1.2 credit in case of construction in the compiling economy</p>	
<p>4.2. Are "on-site expenditures" identified</p>	
<p>4.2.1 as a whole (e.g. lump sum transfers from the general contractor's central office to the building site)?</p>	
<p>4.2.2 separately (goods and services procured locally, goods and services imported from third economies, and income paid to local staff)?</p>	
<p>4.2.3. Please indicate in remark if you produce an estimate out of an aggregate figure</p>	
<p>4.3.1 is income paid to local staff allocated to compensation of employees?</p>	
<p>4.3.2 is income paid to local staff allocated to "on-site expenditures"?</p>	
<p>4.4. Goods imported from third countries for use on the construction site: is their recording in "on-site expenditures" consistent with the entries in item goods?</p>	
<p><b>5 Goods purchased in the contractor's home economy and shipped to the construction site</b></p>	
<p>5.1. Are goods shipped from the contractor's home economy separately identified and excluded from "on-site expenditures"?</p>	
<p>5.2. Is an adjustment made to exclude them:</p>	
<p>5.2.1 from foreign trade statistics when compiling the BoP goods component?, or</p>	
<p>5.2.2 from the construction contract's value (subtracted from construction abroad credit and construction in the compiling economy debit)?</p>	
<p><b>6 Gross flows</b></p>	
<p>Do you register gross flows in construction abroad and construction in the compiling economy (gross receipts from construction works on the one hand, and – if the Manual recommendation is applied – related expenditures on the other hand)?</p>	
<p><b>7 Time of recording</b></p>	
<p>Do you allocate construction services consistently with respect to the accrual principle (in particular in the case of prepayments and payment arrears)?</p>	
<p>8 Please indicate, in "remarks", any problem of coverage, or peculiar treatment you apply, which affect the data that you transmit to Eurostat/ OECD for this item.</p>	

<b>6. INSURANCE SERVICES</b>		Yes	No	Partly	N/A	Remarks
1	Are insurance services valued by the service charge included in total premiums rather than by total premiums? <i>If relevant, please indicate in remark the differences in situations between insurance services sub-items, and between (credit and debit) flows</i>					
2	Classification of insurance premiums (net of service charge) and claims: 2.1 Do you record the difference between premiums and the service charge in <i>current transfers</i> for non-life insurance? 2.2 Do you record claims related to non-life insurance in <i>current transfers</i> ? 2.3 Do you record the difference between premiums and the service charge in the <i>financial account</i> for life insurance? 2.4 Do you record claims related to life insurance in the <i>financial account</i> ?					
3	<i>Freight insurance services</i> — consistency with the I.o.b. valuation of goods 3.1. Do you include as <b>credit</b> , insurance services provided by resident insurance companies: 3.1.1 (to <i>non-resident importers</i> or <i>resident exporters</i> ) relating to your country's exports of goods beyond your customs border, and 3.1.2 to non-residents, relating to other transportation of goods (than your country's trade in goods)? 3.2. Do you include as <b>debit</b> , insurance services provided by non-resident insurance companies: 3.2.1 (to <i>resident importers</i> or <i>non-resident exporters</i> ) relating to your country's imports of goods beyond the customs border of the exporting country, and 3.2.2 to residents, relating to other transportation of goods (than your country's trade in goods)?					
4	Do you produce a breakdown of <i>insurance services</i> by type from the source (yes) or do you estimate it out of an aggregate figure (no)? <i>Please indicate also whether an item is negligible, and if necessary indicate different situation for credits and debits in "Remarks"</i> 4.1 <i>Life insurance and pension funding</i> ? 4.2 <i>Freight insurance</i> ? 4.3 <i>Other direct insurance</i> ? 4.4 <i>Reinsurance</i> ? 4.5 Do you distinguish services transactions closely related to insurance and pension fund operations from the insurance premiums, and include them in <i>auxiliary services related to insurance and reinsurance</i> ?					
5	Is term life insurance, where benefits are provided in the case of death but in no other circumstance, included in <b>other direct insurance</b> (rather than in <i>life insurance</i> )?					
6	Do you include pension fund management services in <i>life insurance and pension funding</i> ?					
7	Is insurance of the vehicles that are used to transport freight, included in <b>other direct insurance</b> rather than in <i>freight insurance</i> ?					
8	Do you exclude from <i>insurance services</i> social security schemes for large sections of the community that are imposed, controlled or financed by general government?					
9	Is information on gross premiums and claims collected/estimated separately for <i>insurance services</i> 9.1 Credit? 9.2 Debit?					
10	Are gross premiums and claims collected/estimated separately for life insurance 10.1 Credit? 10.2 Debit?					
11	Are gross premiums and claims collected/estimated separately for <i>freight insurance</i> ? 11.1 Credit? 11.2 Debit?					

12	Are gross premiums and claims collected/estimated separately for other direct insurance? (please indicate if these flows include also pension funding)																										
	12.1 Credit?																										
	12.2 Debit?																										
13	Are gross premiums and claims collected separately for one or more "groups" of insurance sub-components that you do not dissociate from each other (e.g. group if yes please specify the items concerned in "remark".																										
	13.1 Credit?																										
	13.2 Debit?																										
14	<b>Time of recording</b>																										
	14.1 Is the information on premiums and claims recorded on an accrual basis?																										
	14.2 If not, do you make adjustments to approximate accrual (e.g. by recording changes in technical reserves (non-life insurance) in the BoP)?																										
15	Could you briefly indicate in "remarks" for each type of insurance and direction of flows (credit, debit), how you estimate the service insurance charge (difference between premiums and claims, medium or long term ratio applied to premiums, partner																										
	15.1. - Life insurance																										
	15.1.1. Credit																										
	15.1.2. Debit																										
	15.2 - Pension funding																										
	15.2.1. Credit																										
	15.2.2 Debit																										
	15.3. - Freight insurance																										
	15.3.1. Credit																										

<b>7. FINANCIAL SERVICES</b>					<b>Yes</b>	<b>No</b>	<b>Partly</b>	<b>N/A</b>	<b>Remarks</b>
1 Do you record financial intermediation and auxiliary services between residents and non-residents, in <i>financial services</i> , including:									
1.1. explicit commissions and fees associated with financial transactions:									
1.1.1 related to deposit taking/lending, incl. mortgage loans?									
1.1.2 related to letters of credit, bankers' acceptance and credit lines?									
1.1.3 related to financial leasing and factoring?									
1.1.4 related to financial derivatives?									
1.1.5 related to underwriting, placement of issues, brokerage and redemption of securities, commissions related to the income payments for securities?									
1.2. implicit commissions and fees, not reported separately but included in the price of traded assets, associated with financial transactions:									
1.2.1 related to trade in securities?									
1.2.2 related to financial derivatives?									
1.2.3 related to foreign exchange transactions?									
1.3. other commissions and fees associated with financial transactions:									
1.3.1. financial advisory services?									
1.3.2 custody services for financial assets?									
1.3.3 merger and acquisition services?									
1.3.4 corporate finance and venture capital services?									
1.3.5 credit card and other credit granting services?									
1.3.6 administration of financial markets?									
1.3.7 credit rating?									
1.3.8 service charges related to using IMF resources?									
2 Do you <b>exclude</b> the following transactions from <i>financial services</i> :									
2.1 life insurance, pension intermediation and other insurance services (covered by <i>insurance services</i> )?									
2.2 interests and dividends receivable/payable (covered by <i>investment income</i> )?									
2.3 non-financial advisory services provided by banks (such as management advisory services covered by <i>consultation services</i> etc)?									
2.4 gains and losses related to changes in exchange rates and prices of financial assets?									
2.5 principal and interest payments of financial leases?									
2.6 financial intermediation services indirectly measured ( <i>FISIM</i> )?									
3 Is the <i>FISIM</i> attributable to external transaction estimated (for compilation of national accounts, etc), and recorded in <i>FISIM</i> and <i>financial services including FISIM</i> (memorandum items)?									
4 Please indicate, in <i>remarks</i> , any problem of coverage, or peculiar treatment you apply, which affect the data that you transmit to Eurostat/OECD for this item.									

<b>8. COMPUTER AND INFORMATION SERVICES</b>					Yes	No	Partly	N/A	Remarks	
<b>I. COMPUTER SERVICES</b>										
1	Do computer services cover hardware and software related services, and data processing services, including in particular									
	1.1	"semi-customised" adaptable software?								
2	Do you <b>exclude</b> from computer services									
	2.1	the provision of packaged non-customised software (goods)?								
	2.2	the provision of non-specific computer training courses (other personal, cultural, and recreational services)?								
	2.3	Royalties and licence fees for the use of computer programs (royalties and licence fees)?								
	2.4	Database services (information services)?								
3	Do you compile and/or publish a breakdown (beyond EBOPS) for computer services? If yes, please list the breakdown in									
4	Please indicate, in "remarks", any problem of coverage, or peculiar treatment you apply, which affect the data that you transmit									
<b>II. INFORMATION SERVICES</b>										
1	Do you include in information services the provision of news, photographs and feature articles to the media, as well as database services?									
2	Do you exclude from information services the fees for copyrights to use the news information?									
3	Do you provide a breakdown of information services between news agency services and other information provision services?									
4	Please indicate, in "remarks", any problem of coverage, or peculiar treatment you apply, which affect the data that you transmit to Eurostat/OECD for this item.									

<b>9. ROYALTIES AND LICENSE FEES</b>					Yes	No	Partly	N/A	Remarks	
<b>1 Do you include, in royalties and license fees, transactions between residents and non-residents related to:</b>										
	1.1.	franchises and similar rights, including								
	1.1.1	franchising fees?								
	1.1.2	royalties for the use of registered trademarks (words, symbols, designs or combination thereof)?								
	1.2	other royalties and license fees, including								
	1.2.1	the authorised use of intangible, non-produced, non-financial assets and property rights (patents, copyrights, industrial processes etc.)?								
	1.2.2	the use, through licensing agreements, of produced originals or prototypes (manuscripts, films etc)?								
2	Do you <b>exclude</b> from royalties and license fees									
	2.1	fees for establishing of protective rights (usually by patent offices) (covered by government services n.i.e)?								
	2.2	payables and receivables for the outright purchase or sale of existing intangible assets or rights (covered by capital account)?								
	2.3	payables and receivables related to distributive rights for audiovisual products for a limited period or a limited area (covered by audiovisual and related services)?								
3	Do you produce a breakdown of royalties and license fees between franchises and similar rights and other royalties and license fees?									
4	Do you compile and/ o publish a breakdown for Royalties and license fees that goes beyond EBOPS? If yes, please list the breakdown in "remarks"									
5	Please indicate, in "remarks", any problem of coverage, or peculiar treatment you apply, which affect the data that you transmit to Eurostat/ OECD for this item.									

<b>12. MISCELLAN. BUSINESS, PROF., &amp; TECH. SERVICES</b>				<b>Yes</b>	<b>No</b>	<b>Partly</b>	<b>N/A</b>	<b>Remarks</b>
1	Do you have impacting difficulties in distinguishing between transactions pertaining to sub-items of <i>miscellaneous business, professional and technical services</i> , and other items in services?							
	1.1. <i>Communications services?</i>							
	1.2. <i>Construction services?</i>							
	1.3. <i>Other? (please specify)</i>							
2	Do you produce a breakdown of <i>miscellaneous business, professional and technical services</i> ? (please check ('yes') among the items below those that you identify separately, and indicate also negligible items)							
	2.1 <i>Legal, accounting, management consulting, and public relations services?</i>							
	2.2 <i>Advertising, market research, and public opinion polling?</i>							
	2.3 <i>Research and development services?</i>							
	2.4 <i>Architectural, engineering, and other technical services?</i>							
	2.5 <i>Agricultural, mining, and on-site processing services?</i>							
	2.6 <i>Other business services?</i>							
	2.7 <i>Services between related enterprises, n.i.e.?</i>							
3	Within this breakdown, do you classify the following activities in the appropriate items?							
	3.1 <i>Advertising services?</i>							
	3.2 <i>Public relations services?</i>							
4	Do you produce a breakdown of <i>legal, accounting, management consulting, and public relations services</i> among							
	4.1 <i>Legal services?</i>							
	4.2 <i>Accounting, auditing, bookkeeping, and tax consulting services?</i>							
	4.3 <i>Business and management consulting and public relations services?</i>							
5	Do you produce a breakdown of <i>agricultural, mining, and on-site processing services</i> among <i>waste treatment</i> on the one hand, and <i>depollution and agricultural, mining and other on-site processing services</i> on the other hand?							
6	Do <i>services between related enterprises n.i.e.</i> only include payments between related enterprises for services that cannot be specifically classified to any other component of EBOPS?							
7	Please indicate, in "remarks", any problem of coverage, or peculiar treatment you apply, which affect the data that you transmit to Eurostat/OECD for this item.							

13. PERSONAL, CULTURAL AND RECREATIONAL SERVICES					Yes	No	Partly	N/A	Remarks
I AUDIOVISUAL AND RELATED SERVICES									
1	Do you record services and associated fees related to the production of motion pictures, radio and television programs, and musical recordings, in <i>audiovisual and related services, including</i>								
	1.1 receivables and payables for rentals?								
	1.2 fees payable to resident actors, producers and so forth for production abroad (and to non-residents for productions in your country)?								
	1.3 fees for distribution rights sold to the media for a limited number of showings in specified areas?								
	1.4 fees as described in 1.1 to 1.3 related to theatrical and musical production, sporting events, circuses and other similar events?								
	1.5 access to encrypted television channels (such as cable services)?								
2	Do you <b>exclude</b> from <i>audiovisual and related services</i>								
	2.1 rental of equipment (covered by operational or financial leasing)?								
	2.2 rents for authorised use of produced originals, prototype for the production of copies (covered by <i>royalties and license fees</i> )?								
	2.3 sale of rights for video edition of films and television programs?								
	2.4 purchases and sales of films, television and radio programs, recorded music, musical composition and manuscripts, and the rights to these?								
3	Do you compile the memorandum item <i>audiovisual transactions</i> as all balance of payments (but those in goods) transactions concerning audiovisual, <b>comprising</b> :								
	3.1 <i>audiovisual services</i> ?								
	3.2 items included in <i>royalties and license fees</i> relating to audiovisual?								
	3.3 audiovisual-related acquisition and disposal of non-produced, non-financial assets such as patents, copyrights, trademarks and franchises?								
4	<i>Please indicate, in "remarks", any problem of coverage, or peculiar treatment you apply, which affect the data that you transmit to Eurostat for this item.</i>								
II OTHER PERSONAL, CULTURAL AND RECREATIONAL SERVICES									
1	Do you record services such as those associated with museums, libraries, archives, and other cultural, sporting, and recreational activities in <i>other personal, cultural and recreational services, including</i>								
	1.1 education related services such as correspondence courses, television and internet courses or payments of teachers supplying educational services directly in country of the students?								
	1.2 health services provided by doctors, nurses, paramedics, laboratories, whether rendered remotely or on-site, incl. veterinary and social work services?								
2	Do you <b>exclude</b> expenditures by travellers on education and health from <i>other personal, cultural and recreational services</i> (covered by travel)?								
3	Do you produce a breakdown of <i>other personal, cultural and recreational services</i> among <i>education services, health services</i> and <i>other</i> ?								
4	<i>Please indicate, in "remarks", any problem of coverage, or peculiar treatment you apply, which affect the data that you transmit to Eurostat for this item.</i>								

14. GOVERNMENT SERVICES, n.i.e.					Remarks
1	Yes	No	Partly	N/A	
1					
<p>Do you record in <i>government services, n.i.e.</i>, <b>government services transactions</b>, including those of international organisations, in both goods and services, <b>not classified elsewhere</b>; by embassies, consulates, military units, defence agencies and other official entities (missions, promotion offices etc.); <b>with</b> residents of the economies in which these are located and other economies?</p>					
2					
<p>Do <i>government services</i> cover:</p>					
2.1					
<p>transactions between your country's government and non-residents?</p>					
2.2					
<p>transactions between residents and foreign governments (incl. international organisations)?</p>					
2.3					
<p>personal expenditures by foreign diplomats, military, and other personnel of official entities as well as their dependants in the economy in which they are located?</p>					
3					
<p>Do you <b>include</b> in <i>government services, n.i.e.</i></p>					
3.1					
<p>transactions associated with general administrative expenditures and the like that are not classified elsewhere?</p>					
3.2					
<p>services rendered by embassies (passport and visa fees etc.)?</p>					
3.3					
<p>transactions associated with the provision of joint military arrangement, peacekeeping forces, troops etc. (incl. help in case of disaster etc.) such as those of the United Nations?</p>					
3.4					
<p>transactions associated with aid services (provided by non-military agencies), that do not give rise to any payments and have offsets in <i>transfers</i>?</p>					
4					
<p>Do you <b>exclude</b> income payable to local staff (residents of host country, covered by <i>compensation of employees</i>) from <i>government services, n.i.e.</i>?</p>					
5					
<p>Do you produce a breakdown of <i>government services, n.i.e.</i> into services transacted by <i>embassies and consulates</i>, services transacted by <i>military units and agencies</i>, and <i>other government services</i>?</p>					
6					
<p>Please indicate, in "remarks", any problem of coverage, or peculiar treatment you apply, which affect the data that you transmit to Eurostat for this item.</p>					

15. EBOPS EXTENSIONS					Remarks
1	Yes	No	Partly	N/A	
1					
<p>Do you compile and / or publish for any other items a more detailed breakdown of services than that recommended in the Manual on Statistics of International Trade in Services (beyond EBOPS)? If yes, please list the breakdown in "remarks"</p>					