

**SBSFATS\_ESMSINW\_A\_RO\_2011\_0000**

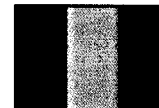
National Reference Metadata in Euro SDMX Metadata Structure  
(ESMS)

Compiling agency: NATIONAL INSTITUTE OF STATISTICS

Time Dimension: 2011-A0

Data Provider: RO1

Data Flow: SBSFATS\_ESMSINW\_A



**Eurostat metadata**

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For any question on data and metadata, please contact: [EUROPEAN STATISTICAL DATA SUPPORT](#)

<b>1. Contact</b> <span style="float: right;"><a href="#">Top</a></span>	
<b>1.1. Contact organisation</b>	NATIONAL INSTITUTE OF STATISTICS
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	<b>Annexes:</b>

<b>2. Metadata update</b>		<a href="#">Top</a>
<b>2.1. Metadata last certified</b>	18/12/2013	
<b>2.2. Metadata last posted</b>	14/02/2014	
<b>2.3. Metadata last update</b>	14/02/2014	

<b>3. Statistical presentation</b>		<a href="#">Top</a>
<b>3.1. Data description</b>		
<p>Foreign Affiliates Statistics (FATS) measure the commercial presence through affiliates in foreign markets. Inward FATS describe the overall activity of foreign affiliates resident in the compiling economy.</p> <p>Inward FATS deliver information on the following characteristics of foreign affiliates:</p> <ul style="list-style-type: none"> <li>• 11110 Number of enterprises (expressed in units)</li> <li>• 12110 Turnover (NC)</li> <li>• 12120 Production value (NC)</li> <li>• 12150 Value added at factor cost (NC)</li> <li>• 13110 Total purchases of goods and services (NC)</li> <li>• 13120 Purchases of goods and services purchased for resale in the same condition as received (NC)</li> <li>• 13310 Personnel costs (NC)</li> <li>• 15110 Gross investment in tangible goods (NC)</li> <li>• 16110 Number of persons employed (units)</li> <li>• 16130 Number of employees on a voluntary basis or if 16110 is not available (units)</li> <li>• 22110 Total intra-mural R&amp;D expenditure (NC)</li> <li>• 22120 Total number of R&amp;D personnel (NC)</li> </ul> <p>From 2012 reference year we send the data in KNC.</p> <p>Data on R&amp;D are collected through R&amp;D survey.</p> <p>Inward FATS data are annual. They are available from reference year 2003, but 2003-2006 data were collected on a voluntary basis and thus they were not complete in terms of country coverage. Also the methodology of data compilation was not consistent over time. From reference year 2007 onwards, inward FATS has been collected according to the Regulation (EC) No. 716/2007 of the European Parliament and the Council on Community statistics on the structure and activity of foreign affiliates (<a href="#">FATS-Regulation</a>).</p> <p>The <a href="#">FATS Recommendations Manual (the 2012 edition)</a> advises on the implementation of the FATS-Regulation.</p>		
<b>3.2. Classification system</b>		
<p>From 2008 data onwards, the NACE Rev. 2 classification is used and sections B to N are covered. Further details can be found in chapter II.1.4 of the <a href="#">FATS Recommendations Manual (the 2012 edition)</a>. In addition to that, the requested activity breakdown from the reference year 2010 onwards for series 1G is shown in Table II.5.</p> <p>Starting from the reference year 2010 the aggregate B-N_S95_X_K will include S95 (Repair of computers and personal and household goods) in order to be coherent with the coverage of structural business statistics. For the reference years 2008 and 2009, section S95 is not included in this aggregate, except for Bulgaria for 2009.</p> <p>The country list of FATS controllers is an extract from the Balance of Payments Regulation and can be seen from Table II.3 of the <a href="#">FATS Recommendations Manual (2012 edition)</a>.</p> <p>The geographical breakdown is provided according to the FATS-Regulation from the reference year 2003 onwards.</p>		
<b>3.3. Coverage - sector</b>		
<p>In general, the economic activity breakdown currently covers NACE Rev. 2 sections B to N and S95. Data on section K of NACE Rev. 2 (financial sector) is provided only for a limited number of variables and not included in the Total business activity (BUS) aggregates.</p> <p>We provide also data for levels of activity breakdown on a voluntary basis (C303, K642, P, Q, R, S94, S96).</p>		
<b>3.4. Statistical concepts and definitions</b>		
<p><b>Inward Foreign Affiliates Statistics (Inward FATS)</b> are describing the overall activity of foreign affiliates resident in the compiling economy.</p> <p><b>Foreign affiliate</b> in the framework of inward FATS shall mean an enterprise resident in the compiling country over which an</p>		

institutional unit not resident in the compiling country has control.

**Control** shall mean the ability to determine the general policy of an enterprise by choosing appropriate directors, if necessary. Enterprise A is deemed to be controlled by an institutional unit B when B controls - directly or indirectly - more than half of the shareholders' voting power or more than half of the shares.

**Foreign control** shall mean that the controlling institutional unit is resident in a different country from the one where the institutional unit on which it has control is resident.

FATS data published by Eurostat are generally broken down by country of **ultimate controlling institutional unit (UCI)** of a foreign affiliate, which shall mean the institutional unit, proceeding up a foreign affiliate's chain of control, which is not controlled by another institutional unit.

The the FATS Recommendations Manual (2012 edition) provides the definitions and guidelines for national compilers and ensures a data compilation in line with the FATS-Regulation, which builds the legal framework for collection of FATS from reference year 2007 onwards.

According to the FATS-Regulation two datasets are compiled, one is broken down by economic activity and a selection of countries considered to be most relevant places of residence of UCIs. The countries are all EU Member States and Australia, Canada, Switzerland, China, Hong Kong, Israel, Iceland, Japan, Liechtenstein, Norway, New Zealand, Russian Federation, Turkey, the United States and an aggregated figure for the Offshore Financial Centres. The other dataset is broken down by all countries of the world, but is not further broken down by economic activity (total sum for the non-financial business economy). Ten characteristics as defined in the Annex to Commission Regulation (EC) No 2700/98 of 17 December 1998 (the definitions are also explained in Chapter I.3 of the the FATS Recommendations Manual (2012 edition)), concerning the definitions of characteristics for Structural Business Statistics (SBS) are collected:

- **11110 Number of enterprises** (i.e. number of foreign controlled enterprises resident in the compiling economy);
- **12110 Turnover** (market sales of goods and services supplied to third parties, including non-deductible taxes, duties and charges, rebates and discounts);
- **12120 Production value** (amount actually produced, based on sales, including changes in stocks and resale of goods and services);
- **12150 Value added at factor cost** (gross income from operating activities after adjusting for operating subsidies and indirect taxes);
- **13110 Total purchases of goods and services** (value of all goods and services purchased during the accounting period for resale or consumption in the production process, excl. capital goods);
- **13120 Purchases of goods and services purchased for resale in the same condition as received** (purchases of goods for resale to third parties without further processing, output from service activities, rights to use predetermined services or physical supports for services);
- **13310 Personnel costs** (total remuneration payable incl. taxes and social contributions paid by the employer and the employee);
- **15110 Gross investment in tangible goods** (investment in existing or new tangible capital goods incl. land);
- **16110 Number of persons employed** (average yearly headcount of persons employed and paid by the observation unit incl. unpaid family workers and persons absent for a short time);
- **16130 Number of employees** on a voluntary basis or if 16110 is not available (average yearly headcount of persons having a contract of employment with the observation unit and receiving compensation);
- **22110 Total intra-mural R&D expenditure**
- **22120 Total number of R&D personnel**

**Deviations from the FATS Regulation and FATS Recommendations Manual**

<b>Are there any deviations from the FATS Regulation and FATS Recommendations Manual regarding (yes/no):</b>	
a) the definitions of statistical units, for example if branches are not covered?	no
b) the definition of the target population, for example problems with provision of nationally controlled enterprises (A2) ?	no
c) the UCI approach, for example if indirect control is not taken into account?	no
d) the concept of residency, for example if the concept of nationality is used instead?	no
e) the definitions of characteristics ?	no
f) the allocation of 100 % of the values to one country even if it does not exercise full ownership?	no
g) the definition of activities in series 1G, for example if part of the activity is not covered?	yes
h) aggregate BUS (series 1G2) ?	no
i) the definition of partners, e.g. if Monaco is not included in France?	no
<b>Please describe all deviations from the FATS Regulation and/or FATS Recommendations Manual if you replied "yes" to any of questions above a) to i).</b>	
There are missing some activities under section K because they are not covered in the SBS, therefore the series 1G contains only partially section K.	
<b>Please give a detailed description of the coverage of Special Purpose Entities (SPE).</b>	

<b>Please give a brief description of the treatment of equally shared control.</b>
This case is fairly rarely
<b>Please give a brief description of the treatment of multiple minority ownership.</b>
<b>Please give a brief description of the treatment of natural persons as owners.</b>
Natural persons were not covered in 2011

### 3.5. Statistical unit

The statistics refer to enterprises and branches under foreign control. More information on the definition of the statistical unit can be found in under I.1.1.4 and I.2.1.1. of the [FATS Recommendations Manual \(2012 edition\)](#).

### 3.6. Statistical population

The statistical population is all enterprises in the data compiling economy and branches under foreign control.

### 3.7. Reference area

Romania

### 3.8. Coverage - Time

Data are available from 2003 till 2011.

### 3.9. Base period

Not applicable

## 4. Unit of measure

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Monetary data are expressed in NC.

Employment variables and number of enterprises are expressed in UNITS.

## 5. Reference Period

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The fiscal year is the same with the calendar year and also with reference year of survey.

## 6. Institutional Mandate

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### 6.1. Institutional Mandate - legal acts and other agreements

Until 2006 reference year, data are collected under a gentlemen's agreement within the context of the development of Structural Business Statistics (SBS, Council Regulation No 58/97 concerning structural business statistics as amended by European Parliament and Council Regulation No 2056/2002).

The definitions of the characteristics for which Inward FATS are collected are included in Commission Regulation No 2700/98 as amended by Commission Regulation No 1670/2003.

From reference year 2007 onwards, data are collected according to the [FATS-Regulation](#) which provides a legal basis for the data collection and according to the Order of the President of NIS no. 217/2009.

The data are covered by the rules on confidential data in force in the EU.

### 6.2. Institutional Mandate - data sharing

According with our national rules of confidentiality the variables 11110, 12110, 16110, 16130 are non-confidential cells. Eurostat makes available all non-confidential data on its dissemination website.

## 7. Confidentiality

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### 7.1. Confidentiality - policy

Regulation (EC) No 223/2009 on European statistics (recital 24 and Article 20(4)) of 11 March 2009 (OJ L 87, p. 164), stipulates the need to establish common principles and guidelines ensuring the confidentiality of data used for the production of European statistics and the access to those confidential data with due account for technical developments and the requirements of users in a democratic society.

Romanian NIS uses two steps to identify confidential cells at national level:

Primary confidentiality is decided following the rules

- 1) the number of enterprises as threshold (less than 4 enterprises)
- 2) one or two enterprises dominates; more than 80% of the total turnover in one aggregation level.

The treatment of secondary confidentiality is done manually in order to undisclose the primary confidential cells.

## 7.2. Confidentiality - data treatment

The following confidentiality treatment was applied by the Member State (to be pre-filled by Eurostat):	
only primary confidentiality	
primary and secondary confidentiality	<b>X</b>

The rate of confidential cells is (to be pre-filled by Eurostat):	%
$\Sigma$ number of confidential cells / $\Sigma$ number of cells provided x100	21.0
The rate of confidential cells (formula 2) is:	
$\Sigma$ number of confidential cells / $\Sigma$ number of non-zero cells provided x100	40.0
Please provide any comments on the amount of data affected by confidentiality.	

## 8. Release policy

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### 8.1. Release calendar

Not available.

### 8.2. Release calendar access

Not available.

### 8.3. Release policy - user access

Not available

## 9. Frequency of dissemination

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Annual

## 10. Dissemination format

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### 10.1. Dissemination format - News release

Dissemination at national level: are news release published?	
Reference year	News release
2011	<input type="checkbox"/>
published on	
<i>For 2012, please report any scheduled action plan, specifying the implementation date.</i>	

### 10.2. Dissemination format - Publications

Dissemination at national level: publications		
Reference year	Statistical yearbook	Thematic publications
2011	<input type="checkbox"/>	<input checked="" type="checkbox"/>
published on		30.06.2013 (a few indicators in the general publication for SBS) 30.09.2013 (the thematic publication for FATS Inward)

For 2012, please report any scheduled action plan, specifying the implementation date.

**10.3. Dissemination format - online database**

Dissemination at national level: Electronic publications			
Reference year	Internet database		CD/DVD-Rom Other (fax, e-mail, etc.)
2011			<input checked="" type="checkbox"/>
published on			30.06.2013 (in the general publication for SBS)
For 2012, please report any scheduled action plan, specifying the implementation date.			
Please indicate links to your electronic publications on inward FATS.			

**10.4. Dissemination format - microdata access**

Not available

**10.5. Dissemination format - other**

Release of new data is usually not accompanied by a press release.

Additional information may be found in the Eurostat's Statistics Explained website: [http://ec.europa.eu/eurostat/statistics-explained/index.php/Foreign\\_affiliates\\_statistics\\_-\\_FATS](http://ec.europa.eu/eurostat/statistics-explained/index.php/Foreign_affiliates_statistics_-_FATS)

**11. Accessibility of documentation**

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**11.1. Documentation on methodology**

**Available metadata**

**Are statistical metadata available?**

<input checked="" type="checkbox"/>	for paper publications
<input checked="" type="checkbox"/>	on the website (electronic version)
	no methodological explanations on data are disseminated

**If metadata are published electronically, please indicate the links.**

<http://colectaredate.insse.ro/metadata/public.htm?locale=en>

**11.2. Quality management - documentation**

Not available

**12. Quality management**

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**12.1. Quality assurance**

As from data for reference year 2007 Member States have been providing Eurostat with regular (annual) quality reports covering most of the categories of the [ESS Standard for Quality Reports](#).

**12.2. Quality management - assessment**

The quality of the data is measured by the coefficient of variation, which values are equal to zero. Moreover the standards concepts are applied according to the national and EU approach.

**13. Relevance**

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**13.1. Relevance - User Needs**

Users of inward FATS are: European Commission services, international organisations, ministries, chambers of commerce, trade unions, journalists, researchers etc. User needs go beyond what data compilers can provide.

**13.2. Relevance - User Satisfaction**

We do not have any users' satisfaction indicators.

**13.3. Completeness**

**Data availability (in percentage) see the annex:**

Level of detail	Formula	Calculation	Result (%)

a) series 1G: characteristics based on foreign-controlled enterprises (Z9), business economy (BUS)	S delivered characteristics / S requested characteristics x100	11/11*100%	100 %
b) series 1G: activities based on foreign-controlled enterprises (Z9), number of enterprises (11110)	S delivered activities / S requested activities x100	130/131*100%	99.24 %
c) series 1G: partners based on business economy (BUS), number of enterprises (11110)	S delivered partners / S requested partners x100	48/48*100%	100 %
d) series 1G2: partners based on business economy (BUS), number of enterprises (11110)	S delivered partners / S requested partners x100	243/243*100%	100 %
e) series 1G: overall rate	S nb. of cells provided / S nb. of fields applicable x100	59328/59472*100%	99.76 %
f) series 1G2: overall rate	S nb. of cells provided / S nb. of fields applicable x100	2673/2673*100%	100 %
<b>Please comment if rate a) or b) is # 0%, if it was necessary to allocate to "extra-EU not allocated" because the country of the UCI was not known and if the aggregate also covers cases other than "extra-EU not allocated".</b>			
<b>Please comment if you also used Z7 for cases for which you could not attribute the country of the UCI (other than cases of equally shared control of UCIs of more than one Member State).</b>			

The following details are missing (see the annex) or :

a) characteristics	nothing missing
b) activity breakdown in series 1G	K66
c) geographical breakdown in series 1G	nothing missing
d) geographical breakdown in series 1G2	nothing missing

The following employment variable was provided:

number of persons employed (16110)	X
number of employees (16130)	X

**Please comment on the rates of available statistics calculated by Eurostat, explain the reasons why any characteristics or breakdowns required by the FATS Regulation are not available (e.g. derogations) and describe your plans for improvement in the future.**

K66 it is no covered by SBS regulation requirements therefore data is not available.

<b>14. Accuracy</b>				<a href="#">Top</a>
<b>14.1. Accuracy - overall</b>				
<b>Use of residual geographical codes</b>				
<b>Share of the codes (to be pre-filled by Eurostat):</b>				
Rate	Formula	Calculation	Result	
a) extra-EU not allocated (Z8) in A1 (all enterprises) based on the aggregate BUS and variable turnover (12110)	SZ8/SA1 (BUS,12110)x100	0/994018509*100%	0 %	

b) extra-EU not allocated (Z8) in A1 (all enterprises) based on the aggregate BUS and variable number of persons employed (16110) - or number of employees (16130) if it is delivered instead	SZ8/SA1 (BUS,16110)x100	0/3821360*100%	0 %
c) equally shared control of UCIs of more than one Member State (Z7) in A1 (all enterprises) based on the aggregate BUS and variable turnover (12110)	SZ7/SA1 (BUS,12110)x100	0/994018509*100%	0 %
d) equally shared control of UCIs of more than one Member State (Z7) in A1 (all enterprises) based on the aggregate BUS and variable number of persons employed (16110) - or number of employees (16130) if it is delivered instead	SZ7/SA1 (BUS,16110)x100	0/3821360*100%	0 %
<b>Please comment if rate a) or b) is ≠ 0%, if it was necessary to allocate to "extra-EU not allocated" because the country of the UCI was not known and if the aggregate also covers cases other than "extra-EU not allocated".</b>			
<b>Please comment if you also used Z7 for cases for which you could not attribute the country of the UCI (other than cases of equally shared control of UCIs of more than one Member State).</b>			

**Deviations from inward FATS quality checks**

For 2011 inward FATS data were validated with the EDIT tool provided by Eurostat, all the output reports generated by the IT tool have been explained concerning the errors/warnings and for each case based on the explanation provided by NIS the errors/warnings message have been deleted and the data have been validated and published.

**Is the UCI approach applied to identify the relevant statistical units?**

<input checked="" type="checkbox"/>	yes
	the UBO (Ultimate Beneficial Owner) concept is used as a proxy
	the first foreign owner is used as a proxy
	if any other concept is applied, please describe it briefly:

**Do you check "not-foreign-controlled enterprises" (e.g. a list obtained from business registers) to reduce potential underestimation?**

<input checked="" type="checkbox"/>	yes
	no

**Do you harmonise the UCI information across enterprises belonging to the same enterprise group in your country?**

<input checked="" type="checkbox"/>	yes
	no

**For compilation of inward FATS, do you take into account the demography of the statistical units, for example births, deaths, mergers and acquisitions (M&A)?**

<input checked="" type="checkbox"/>	yes
	no

**For compilation of inward FATS, do you monitor the (major) entries and exits of statistical units from either administrative (e.g. VAT registers) or publicly available sources (e.g. mass media or annual reports)?**

<input checked="" type="checkbox"/>	yes
	no

**If administrative sources are used, please state on which date the information regarding the country of the UCI was updated by the "source administration". If this is not available, please give information about the frequency of updates of the administrative sources and whether this delays the compilation process for inward FATS. In the event of delays, do you know the share of updated cells at the time of extraction?**

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Please describe any other method used to improve the accuracy of the UCI information not mentioned above. If the UCI approach is not used, please describe your plans for improvement in the future.

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Please estimate the share of value of each characteristics that could be identified correctly (no proxy needed) in %

11110 (number of enterprises)	12120 (turnover)	16110 (number of persons employed) or number of employees (16130) if it is delivered instead.
100 %	100 %	100 %

Did the UCIs which could not be identified belong mainly to big or to small and medium-sized enterprises?

**14.2. Sampling error**

We compile inward FATS data based on SBS surveys results and administrative sources we currently use.

**14.3. Non-sampling error**

**Misclassification errors**

If different data sources/surveys were combined (e.g. SBS for the economic characteristics and FDI for the country of the UCI), did you detect mismatches of identifiers?

	yes
<b>X</b>	no

Please describe the main misclassification problems encountered in collecting the data and the methods used to process misclassifications.

**15. Timeliness and punctuality**

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**15.1. Timeliness**

Please provide the key dates for the following action:

Action	Deadline(s) .J.J....
a) Data-collection, if any	-
b) Post-collection phase	-
c) Dissemination in your country, if applicable	30.06.2013 and 30.09.2013

**15.2. Punctuality**

The punctuality for your country is (to be pre-filled by Eurostat) :

-8.

Please comment on the punctuality of transmission to Eurostat if you sent the data after the deadline of t+20 months, e.g. the reasons for late delivery and the action taken or planned to improve punctuality.

**16. Comparability**

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**16.1. Comparability - geographical**

Not available

**16.2. Comparability - over time**

Please confirm the length of time series (from the period when the statistics were compiled for the first time to the latest reference year available at Eurostat) pre-filled by Eurostat and the length of comparable time series (from the last break in time series to the latest reference year available at Eurostat).

Indicator	Period (yyyy - yyyy)
a) Length of time series	<b>2003-2011</b>
b) Length of comparable time series	2006-2011

If a) is not equal to b), please indicate the reasons and any differences in concepts and measurement methods for breaks in time series.

UCI approach stated to be used since 2006

**17. Coherence** [Top](#)

**17.1. Coherence - cross domain**

**Inward FATS and SBS**

Eurostat quality checks found the following inconsistencies between inward FATS (A1) and SBS series 1A, 2A, 3B and 4A:

**NO DEVIATIONS**

Please comment on these inconsistencies and any consistency problems between inward FATS and SBS, including the confidential cells.

**Inward FATS and inward FDI**

**Do you harmonise the activity code with inward FDI?**

<input checked="" type="checkbox"/>	yes
<input type="checkbox"/>	no

**Inward FATS R&D characteristics and R&D statistics**

Please comment on any consistency problems between inward FATS R&D characteristics and R&D statistics (only for uneven years and if R&D variables are to be provided).

Data on R&D are collected through R&D survey.

**Inward FATS and data provided to the OECD and/or other international organisations**

**Do you provide inward FATS data to any other international organisation (tick as appropriate)?**

<input type="checkbox"/>	OECD
<input type="checkbox"/>	to the following other international organisation:
<input checked="" type="checkbox"/>	only to Eurostat

Please describe any differences in the level of detail of the data provided to the OECD or any other international organisation mentioned.

**17.2. Coherence - internal**

Not available

**18. Cost and Burden** [Top](#)

Not available

**19. Data revision** [Top](#)

**19.1. Data revision - policy**

**Please describe your revision policy.**

Revision are done only significant differences are noticed.

**19.2. Data revision - practice**

**Size of revisions**

The following table, pre-filled by Eurostat, presents the results of the MAPE calculation, taking into account data for business economy (BUS) and Z9 (foreign-controlled enterprises):

Characteristics	2010	2011	2012
a) Number of enterprises (11110)	0		
b) Turnover (12110)	0		
c) Number of persons employed (16110) or employees (16130)	0		

Please comment on the indicators calculated by Eurostat if they are different from 0.

**20. Statistical processing** Top

**20.1. Source data**

**Methodological approach**

Which of the following approaches best describes the methodology adopted to produce inward FATS data? (please tick ("X") in the left column and answer yellow cells where relevant)

	census survey, particularly for inward FATS				
	sample survey, particularly for inward FATS				
<b>X</b>	linking of the following sources to obtain :	geographical breakdown		economic information	
	Structural Business Statistics (SBS)			<b>X</b>	
	Foreign Direct Investment (FDI)				
	Business Register	<b>X</b>			
	the following other statistical register: EGR	<b>X</b>			
	the following administrative sources: Balance Sheet and Profit and Loss Accounts			<b>X</b>	
	publicly available sources (e.g. mass media or annual reports)				
	the following private databases:				
	direct contacts (e.g. telephone or e-mail)				
<b>X</b>	other approaches (please describe briefly):	Financial links survey			

The population of FATS is established based on BR information, financial links survey and EGR. For those enterprises economic variables available from SBS are added. In case of non-available data administrative sources are used (Balance Sheet and Profit and loss Account of the enterprise). No cut-off threshold is used.

**20.2. Frequency of data collection**

Annual

**20.3. Data collection**

Not available

**20.4. Data validation**

Not available

**20.5. Data compilation**

**Economic information (characteristics and activity breakdown)**

Was it necessary to estimate characteristics or activities because the information was not available from the sources used?

	yes
<b>X</b>	no

If yes, how did you complete the information (e.g. which data sources were used)?

Please estimate the share of value of each characteristics drawing on the following sources			
	11110 (number of enterprises)	12120 (turnover)	16110 (number of persons employed) or number of employees (16130) if it is delivered instead.
SBS:		100 %	100 %
Other sources:	100 %		
Estimates:			

**20.6. Adjustment**

Is not the case

**21. Comment**

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No comment

**Related metadata**

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**Annexes**

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