



EUROPEAN COMMISSION
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Directorate F: Social Statistics

Unit F-5: Education, health and social protection statistics



CVTS 4 manual - ANNEXES

Version 6

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Annex 1: NACE Rev 2 categories for dissemination, stratification and analyses

NACE 20: Categories for **sample size** calculations and analysis

NACE 20 codes	Section/ Sub-section	Division/ Group	Name
2001	B	B05-B09	Mining and quarrying and support activities
2002	C	C10-C12	Manufacture of food products, beverages and tobacco
2003	C	C13-C15	Manufacture of textiles and textile products Manufacture of leather and leather products
2004	C	C17-C18	Manufacture of pulp, paper and paper products Printing of newspapers
2005	C	C19-C23	Manufacture of coke oven products Manufacture of flat glass
2006	C	C24-C25	Manufacture of basic iron and steel and of ferro-alloys Manufacture of metal structures and parts of structures
2007	C	C26-C28 and C33	Manufacture of electronic components Manufacture of engines and turbines, except aircraft, vehicle and cycle engines Repair of fabricated metal products
2008	C	C29-C30	Manufacture of motor vehicles Building of ships and floating structures
2009	C	C16+C31-C32	Sawmilling and planing of wood Manufacture of office and shop furniture Striking of coins
2010	D-E	D-E	Electricity, gas, steam and air conditioning supply Water supply; sewerage, waste management and remediation activities
2011	F	F	Construction
2012	G	G45	Sale of cars and light motor vehicles
2013	G	G46	Agents involved in the sale of agricultural raw materials, live animals, textile raw materials and semi-finished goods
2014	G	G47	Retail sale in non-specialised stores with food, beverages or tobacco predominating
2015	H	H	Transportation and storage
2016	I	I	Accommodation and food service activities
2017	J	J	Information and communication
2018	K	K64-K65	Financial and insurance activities Life insurance
2019	K	K66	Administration of financial markets
2020	L, M,N,R,S	L+M+N+R+S	Real estate activities Professional, scientific and technical activities Administrative and support service activities Arts, entertainment and recreation Other service activities

Annex 2: Size classification of enterprises for dissemination, stratification and analyses

Size 3: Size classification of enterprises for primary dissemination as well as for sample size calculations and sample stratification and primary dissemination in countries less than 50 millions inhabitants:

Size code	Enterprise size
1	10 – 49
2	50 – 249
3	250 and more employees

Size 6: Size classification of enterprises for analysis as well as for sample size calculations and sample stratification in countries of 50 millions inhabitants:and more:

Size code	Enterprise size
4	10 – 19
5	20 – 49
6	50 – 249
7	250 – 499
8	500 – 999
9	1000 and more employees


Annex 3: Participants in CVTS activities and IVT

Annex 3a - Obligatory courses on health and safety at work

This section aims at précising the notion of "obligatory courses on health and safety at work" used in question C4. It has been prepared with the input of the European Agency for Safety and Health at Work, DG Employment and Eurostat unit 'health statistics'.

▪ VARIABLE

C4 Certain CVT activities have to be organised regularly on health and safety at work. Which share of the paid training hours in CVT courses in 2010 was spent on such CVT activities?

	Reason for CVT	Share out of training hours in 2010 (%)
A	Obligatory courses on health and safety at work	C4
B	Any other reason (all other courses) 	
	100% = all paid working time spent on CVT courses	100%

▪ PURPOSE

The variable aims at isolating "obligatory courses on health and safety at work". The purpose is to measure aspects which are not directly related to the enterprise strategy, i.e. training which is not imposed to the enterprise by law, in other words to comply with legal requirements. These activities deal with "prevention and protection of the health and safety of workers" but only those required by law have to be counted for the CVTS variable C4.

▪ RATIONALE

The mandatory safety and health training of workers is prescribed by the Framework Directive 89/391/EEC on the introduction of measures to encourage improvements in the safety and health of workers at work. Article 12 paragraph 1 of the Directive says that: "the employer shall ensure that each worker receives adequate safety and health training, in particular in the form of information and instructions specific to his workstation or job:

- on recruitment,
- in the event of a transfer or a change of job,
- in the event of the introduction of new work equipment or a change of in equipment,
- in the event of introduction of any new technology.

The training shall be:

- adapted to take account of new or changes risks, and
- repeated periodically if necessary."

The second paragraph of this article says that the employer shall ensure that workers from outside undertakings and/or establishment engaged in work in his undertaking and /or establishment have in fact received appropriate instructions regarding health and safety risks, during their activities in his undertaking and/or establishment.

Individual directives within the meaning of article 16 (1) of Directive 87/391/EEC contain specific provisions on training and information of workers without prejudice to the article 12 of Directive 89/391/EEC.

Therefore, the scope of application of the provision of Health and Safety at Work Directives is both more precise and wider than what is meant by the CVTS.

The mandatory health and safety at work training takes the form of information and instructions specific to the workstation or job. In light of various individual directives the workers have to be also informed of all measures to be implemented pursuant to these Directives with regard to the protection of safety and of health. It may include for example as detailed information as additional proper training and information on how to handle loads correctly and the risks that might be open to particularly if these tasks are not performed correctly (Directive 90/269/EEC).

It is considered that awareness raising is not actually training, and the assessment of risks is an obligation of an employer based on which he/she decides on the protective measures to be taken, and if necessary, the protective equipment to be used. So, they should not be suggested as "others" with the meaning of non-mandatory training.

▪ IMPLEMENTATION

The label "health and safety at work training" is the closest to the term used in the Framework Directive 89/391/EEC.

As this question might be difficult to phrase in the context of the CVTS, it is useful to compare different CVT categories. From a general point of view, we should distinguish between.

- Mandatory training at the work place (mandatory for the employer by law, for all employees in certain occupations, e.g. health and safety).
- Training required/advised by professional associations for certain high skilled occupations to maintain competences at a good level (e.g. physicians)
- Training defined by the enterprise to develop the skills of its workforce (scope of the CVTS)

From a health and safety point of view, this can be translated as follows:

1. **Obligatory CVT activities by law for some tasks**, such as driving a fork lift, training for preventive services – for example occupational physicians may be required by law to do some training regularly -, training for safety representatives who deal with OSH questions at the enterprise level – also mandatory by law in some Member States - and training for first aid measures (by law, a certain number of people have to be able to offer first aid)
2. **CVT activities for workers to enable them to do their work adequately** and to protect themselves and others. They have to be tailored to the needs and conditions of the respective workplaces and the knowledge of the worker(s). This is for example to train doctors how to use and discard needles to avoid needle stick injuries, or to train a laboratory worker how to work safely, or to train an apprentice how to use the protective guards when using a circular saw. This kind of training is normally included in the category "guided on the job" training and cannot always be separated out. That training has to be refreshed and updated regularly. Another simple example would be fire exercises.
3. **CVT activities aiming at enhancing capabilities**, this would be rather voluntary training, but some Member States may foresee rights for workers to pursue such training, for example in their working time, if they wish to do so. Some companies may even require their staff to do such training to refresh their experience/knowledge.

Those mentioned under point 1 and 2 should be considered as obligatory from the perspective of the Community legislation in the sense that the employer has to make sure that a worker received a proper

training tailored to the needs and conditions of the workplace. It is proposed to focus on points 1 and 2 for the CVTS 4 question C4 as well. Examples relevant at national level should be provided in the questionnaire to avoid misunderstanding during the data collection.

Enhancing capabilities through the participation in extra events such as conferences etc. that are more broadly related to working life would fall under category of additional non obligatory training related to health and safety at work.

▪ **COHERENCE WITH THE AES**

Options 1, 2 and 3 are covered by the AES and would reply to the directive needs. The Adult Education Survey isolates indeed the field of the education and training code 862 on occupational health and safety. The AES and the CVTS will therefore provide complementary measures.

Annex 3b - Participants in IVT

▪ VARIABLES

F1 – What was the total number of apprentices in ISCED 2-4 programmes in the enterprise during 2010?

F2– For which main reason(s) does your enterprise usually offer apprenticeships?

▪ PURPOSE

This section provides the main components one should consider when defining apprentices and trainees in surveys. The meaning of 'apprentices' or 'trainees' differ indeed widely across countries (e.g. a 'trainee' has a different meaning across countries not to say respondents within a country).

It is therefore proposed to consider an operational definition of IVT and focus on apprentices in order to let countries deciding about the best approaches to collect data as defined at EU level. This section aims at giving the main elements to consider while the section 'implementation' provides the criteria to define all groups.

(i). Apprenticeships

Apprenticeships aim at completing a given education and training programme in the formal education system. Learning time alternates between periods of practical training at the workplace (inside or outside the employer premises) and general/theoretical education in an educational institution or training centre (on a weekly, monthly or yearly basis).

An apprenticeship has to fulfil the following criteria:

- *The apprenticeship is a component of a formal education programme*
- *Upon successful completion, as evidenced by a qualification or certificate, apprenticeships qualify for employment in a specific occupation or group of occupations.*
- *The characteristics of the apprenticeship (e.g. occupation, duration, skills to be acquired) are defined in a training contract or formal agreement between the apprentice and the employer directly or via the educational institution.*
- *The participant (apprentice) receives remuneration (wage or allowance).*
- *The duration of the contract or formal agreement is at least six months and at most six years.*
- *In most cases, the apprenticeship contract or formal agreement involves an employer and a person not having any other formal arrangement with the latter before the apprenticeship starts.*

(ii). Traineeships

A **traineeship** is another form of vocational training offering practical experience at the workplace (inside or outside the employer premises). It is organised by an education, training or employment institution.

▪ RATIONALE

In the context of the communication from the Commission of 3rd March 2010 on Europe 2020, the flagship initiative: "Youth on the move" invites to "To launch a Youth employment framework outlining policies aimed at reducing youth unemployment rates: this should promote, with Member States and social partners, young people's entry into the labour market through apprenticeships, stages or other work experience, including a scheme ("Your first EURES job") aimed at increasing job opportunities for young people by favouring mobility across the EU."

From an education point of view, the apprenticeship and traineeship definitions should support the provision of statistics on vocational education and training. There should be a clear distinction between:

- formal education programmes, covering all apprenticeships and some traineeships,
- non formal learning activities, covering some traineeships and continuing vocational training of employees and some traineeships for unemployed in specific government measures.

From an employment point of view, apprentices and paid trainees can be considered as a certain form of employees (e.g. in the Labour Force Survey).

▪ IMPLEMENTATION

An operational definition of apprenticeships and traineeships for sample surveys was discussed in the context of the CVTS and the LFS in 2009 and 2010. The chart below gives the criteria to define apprenticeships in the scope of the CVTS at national level. **These principles are meant to select eligible educational programmes and AVOID referring to a general concept of “apprenticeships” in questionnaires which would not allow for comparable results across the EU. A pre-selection of most frequent relevant educational programmes at national level should be privileged in the national questionnaires** As highlighted in section 3 of the manual, IVT needs to be differentiated from CVT activities (e.g. Guided on the job training)

Three groups could be distinguished under the approach set above for an operational definition of apprenticeships and traineeships:

- Apprenticeship (within a formal education programme)
- Paid and unpaid trainees linked to a formal education programme
- Paid and unpaid traineeships within a non-formal programme.

Four main criteria are needed to differentiate these categories: the form of the programme, the mandatory status to obtain a qualification or certification, the duration and the remuneration.

Apprenticeship	Traineeship in formal education and training	Traineeship in non-formal education and training
(1) The apprenticeship must be a component of a formal programme (2) The completion of the apprenticeship is mandatory to obtain a qualification or certification for this programme (3) The duration of the apprenticeship is from 6 months to 6 years (4) The apprentices receive a remuneration	(1) The traineeship is a component of a formal programme (2) The completion of the traineeship is NOT necessarily mandatory to obtain a qualification or certification for this programme (3) The duration of the apprenticeship is less than 6 months (4) The trainees can be paid or unpaid	(1) The traineeship is a component of a non-formal programme (2) The completion of the traineeship is NOT necessarily mandatory to obtain a qualification or certification for this programme (3) The duration of the apprenticeship is less than 2 years (4) The trainees can be paid or unpaid

In the context of the CVTS 4, the questions related to IVT **focus on apprentices in ISCED 2 to 4 programmes**. This will enhance the comparability of the results across Member States compared to CVTS3 and avoid burden related to internships at ISCED 5 or 6 levels.

- **COHERENCE WITH THE LFS**

These implementation criteria are tested in the LFS over the period 2010-2011 to allow providing more details on apprentices in all ISCED levels (defined as employed according to the International Labour Organisation definition of employment). More information on the specification for the tests for a possible implementation of the variable in the LFS can be provided upon request.

Annex 3c - Coherence with AES results (formal and non-formal education and training)

At the occasion of their September 2009 meeting, the Directors of Social Statistics and the Education and Training Statistics Working Group approved Eurostat's general approach for enhancing the coherence between the three EU statistical sources on lifelong learning (Adult Education Survey - AES, Continuing Vocational Training Survey - CVTS and Labour Force Survey - LFS). This integrated approach foresees that the AES provides detailed information on the participation of individuals in education and training activities every 5 years while the LFS would provide annual evolutions for a limited set of indicators and the CVTS should complete the AES results each 5 years focussing on enterprise strategies for employee skill developments. This approach implies a higher coherence of sources around the Classification of Learning Activities.

In that context, the CVTS Task Force discussed the best way to ensure the coherence between the CVTS4 results and the Classification of Learning Activities, the results of the AES and of the LFS. Apart from the restriction of household survey results to enterprise-provided activities¹, there are two main issues for a grouping of CVTS categories according to the usual division between formal, non-formal and informal activities in the CVTS.

- The statistical unit for the CVTS: it is more appropriate to use the 5 categories set as 'other forms of CVT' for a questionnaire dedicated to enterprises and a separate category for courses (although covering both formal and non-formal activities). The homogeneity of items proposed in the 5 categories of 'other forms of CVT' is more relevant from an employer perspective.
- The relatively low quality of the information on participants (versus events) in the categories of 'other forms of CVT': the CVTS Task force acknowledged the difficulty of gathering accurate information on these topics in enterprises. However, the results on enterprises proposing 'other forms of CVT' would not be accurate enough without quantitative information (all enterprises would select all activities).

The information collected would therefore allow profiling enterprises on these important learning activities while acknowledging the potential quality issues behind the quantification provided by enterprises. The AES could then be used for more accurate information on the type of activities carried out (using the relevant variables to approach the scope of the CVTS). The CVTS 3 categories have been slightly adapted for CVTS 4 in that perspective: re-ordering of the 5 sub-groups of activities within the group of "other forms of CVT", adaptation of few labels (guided on-the-job training, e-learning).

¹ Using the AES variables on "education and training activity taking place during working time" or "paid at least partially by the employer".

Annex 4: Costs of CVT courses and IVT

This section has been designed to gather information on the subdivision of costs for enterprises of providing CVT courses for their persons employed and of providing initial vocational training.

Enterprises should be asked to present extract figures on training-costs from the enterprise records (accounts, data files, minutes etc.). In the case that an enterprise cannot or is unable to establish a costs breakdown using the framework mentioned below, they may enter a total costs figure. Countries should ensure that this is the **exception** rather than the general rule and should ensure the quality of the total.

Costs of external and internal CVT courses

The following gives details of which costs should be included under each heading.

	Cost Category	Description
A	Fees and payments for courses for persons employed	These are costs made to external organisations for the provision of CVT courses and services. VAT paid by the employer should be excluded from all expenses. It refers to the total amount paid in fees for external courses or for external trainers or instructors (including those providing internal CVT). It should also include payments made to external consultants, assessors or examiners for course-related activities. Any payments made by employers for courses that have been undertaken in persons employed' own time should be included. Fees for training courses undertaken by apprentices or trainees should be excluded.
B	Travel and subsistence payments	This refers to actual payments made to cover the travel and subsistence costs of persons employed participating in CVT courses. VAT paid by the employer should be excluded from the expenses. It should also include any additional payments made for time spent travelling to courses.
C	Labour costs of internal trainers for CVT courses	<p>These costs are the labour costs of the staff of an enterprises own training centre and other staff exclusively or partly involved in providing, designing and managing CVT courses within the enterprise. It should include:</p> <ul style="list-style-type: none"> - internal trainers and staff of training centres - directors and other top managers concerned with training policy - instructors and training managers or officers - clerical/administrative and other personnel supporting these activities <p>Anyone dealing solely with apprenticeship training and anyone who is not a member of the normal workforce of the enterprise should be excluded. For staff engaged full-time in course related activities, the figures quoted should be the total annual labour costs of all those identified. For staff engaged only partly (for some part of their working hours) in CVT course-related activities, it should be a proportion of their labour costs, reflecting the proportion of time they spent in CVT course-related activities.</p>
D	Costs for training centre, training premises or specific training rooms of the enterprise, in which CVT courses take place and Costs for teaching materials of CVT courses	<p>These costs include the costs of running the rooms and annual depreciation for rooms and equipment. VAT paid by the employer should be excluded from all expenses. This should include the cost of running a training centre (excluding staff labour costs) or any other premises used for CVT courses. If the costs are not available from the enterprise records, then the costs may be estimated by using data on other rooms or premises of comparable size and with comparable equipment.</p> <p>This refers to costs of materials bought specifically for CVT courses. This can be equipment like a beamer, an overhead projector, flipcharts, CD-ROMs, paper, pencils, etc. VAT paid by the employer should be excluded from all expenses.</p>

Costs of initial vocational training (optional variable)

The following gives details of which costs should be included under each heading.

	Cost Category	Description
A	Labour costs of individuals registered on an IVT activity	Labour costs of individuals registered on an IVT activity consists of direct remuneration and indirect labour costs for them. If total labour costs of individuals registered on an IVT activity are not available from the enterprise records, then the labour costs may be estimated by using data on the total number of individuals registered on an IVT activity and average remuneration plus indirect labour costs. The labour costs for all persons that did IVT during the year 2005 have to be provided. This cost item will not be added to the IVT costs total.
B	Other costs	These costs include all other costs which incurred in the context of IVT activities. It addresses training fees, travel costs, costs for teaching materials, costs of training centres or specific training rooms. VAT paid by the employer should be excluded from all expenses.
C	Labour costs of IVT trainers or mentors	NB This item is optional at the national level Labour costs of IVT trainers or mentors consist of direct and indirect labour costs for them. If those trainers or mentors are only partly involved in IVT training, only the time spent on IVT training should be taken into account. If total labour costs of IVT trainers or mentors are not available from the enterprise records, then the labour costs may be estimated by using data on the total number of IVT trainers and mentors and average remuneration plus indirect labour costs.

Contributions for CVT and IVT

The issues of CVT and IVT (apprentices in ISCED 2-4 programmes) are handled separately in questions B5a and F4a (optional).

Enterprises should assure that no double accounting of these amounts is presented in the cases where enterprise makes a single combined contribution for CVT and IVT. Where these combined contributions are the case enterprises are requested to estimate a split between CVT and IVT and to present this in questions B5a and F4a (optional variable). Where this split is not possible then the total amount should be entered under question F3a.

The section is intended to give the costs of contributions to collective funding arrangements, through Government and intermediary organisations, i.e. levies and subscriptions for CVT courses and IVT activities, to enable an estimate of the total costs to employers for CVT courses and IVT activities. Examples of funds could be regional, sector or national funds. In the national questionnaires examples for contributions should be added.

It is important that countries ensure, that contributions for CVT activities and / or IVT activities can be collected even if there are no participants to CVT courses and / or IVT participants in an enterprise.

Receipts from collective funds and from sources of revenue for CVT and IVT

The issues of CVT and IVT are handled separately in B5b and F4b (optional).

The issue of combined receipts for CVT and IVT should be treated in a similar manner as that proposed above for CVT and IVT contributions

The section is intended to give the receipts from different collective funding arrangements, subsidies and financial assistance through Government and other sources and receipts from sources of revenue for CVT courses and IVT activities to enable an estimate of the total costs to employers for CVT courses and IVT activities.

Examples for receipts are:

- Receipts from regional/sector funds
- Receipts from national Funds
- Subsidies from EU sources
- Government subsidies
- Government rebates on expenditures
- Tax concessions on the expenditures (tax relief)
- External financial assistance from non-government sources, such as private foundations
- Royalty payments from external bodies and persons for the use of training resources developed by the enterprise
- Payments the enterprise received for CVT courses provided to external bodies and persons

Countries shall ensure, that receipts for CVT activities and / or IVT activities can be collected even in the case where, within the enterprise, there were no CVT course participants and / or IVT participants.

Annex 5: Questions on skill needs, use of different periods in the questionnaire

▪ VARIABLE ON SKILL NEEDS

A9 - Does your enterprise **assess regularly the needs** of skills and competences **in the enterprise**?

(regularly covers the recent past years and the next few years): No or Yes but not regularly (mainly linked to changes in personnel) or Yes, it is part of the overall planning process in the enterprise

A10 - How does your enterprise **usually react to future needs of skills and competences**?

(i.e. how did the enterprise react up to now when confronted to future skill needs): Continuing vocational training of available staff and/or Recruitment of new staff with the suitable qualifications, skills and competences and/or Recruitment of new staff combined with specific training and/or Internal reorganisation to better use the existing skills and competences (in line with future needs)

A11a - Does your enterprise usually **review the skill and training needs** of the **individual employees**?

Yes, mainly by way of structured interviews or Yes, but mainly by way of other methods or no.

IF Yes: A11b - Do these reviews focus on Occupations or group of occupations and/or Skills and competences and/or Working tasks and activities and/or Formal qualifications?

A12 – In your enterprise, which **skills/competences** are generally **considered as important** for the development of the enterprise in the next few years? (List of skills/competences)

▪ PURPOSE

The European Employment Strategy underlines the need to match workers' education and skill levels and actual job requirements through effective monitoring and anticipation of skills.

In this context, following the recommendation by the March 2008 European Council "to present a comprehensive assessment of the future skills requirements in Europe up to 2020, taking account of the impact of technological change and ageing populations and to propose steps to anticipate future needs", the New Skills for New Jobs agenda² was launched (December 2008).

More recently the Europe 2020 strategy³, the successor of the Lisbon strategy, confirmed the need for more information in the field of skills through "an Agenda for new skills and jobs".

▪ RATIONALE

Three types of questions relate to "skills" in the 2010 survey. They aim at measuring:

1. The type of skills relevant to the training or development of the enterprise
2. The strategies to reply to new skill needs at the level of the enterprise
3. The methods used to assess individual skills and related training needs.

The new questions will contribute to reply to the statistical needs expressed in the Commission communication on 'new skills for new jobs'.

It should be noted that the consistency and burden with the CEDEFOP pilot survey on future skill needs of enterprises is ensured by a close co-operation between CEDEFOP, Eurostat and DG Employment.

² <http://ec.europa.eu/social/main.jsp?catId=822&langId=en>

³ See the flagship initiatives in the Commission communication on Europe 2020: <http://ec.europa.eu/eu2020/pdf/COMPLET%20EN%20BARROSO%20%20%20007%20-%20Europe%202020%20-%20EN%20version.pdf>

▪ **IMPLEMENTATION (LIST OF SKILLS AND COMPETENCES)**

The list of skills and competences has been developed over many years of research in the UK, asking for instance individuals directly about the skills required to perform their job. The list has been condensed and adapted into something asked to employers as in the UK National employer skills surveys (NESS)

The NESS has a slightly longer list and does not provide further explanation of the terms used as they are meant to be self-explanatory. However, it could help for the purpose of translation to provide some examples as shown below.

Table A5.a – Types of skills and competences for the data collection in CVTS4

	Skills and competences	Examples
a	General IT skills	Using a computer, word processing, electronic diary, simple spreadsheets or the internet
b	IT professional skills	Specialist knowledge or understanding such as producing web pages and writing complex programs
c	Management skills	Leading and managing staff, planning the activities of others
d	Team working skills	Dealing with colleagues, working together
E	Customer handling skills	Dealing with customers, persuading or influencing others
F	Problem solving skills	Spotting problems or faults, working out the causes, and thinking of solutions
g	Office administration skills	Invoicing, time-management
h	Foreign language skills	Reading, writing, listening and speaking in a foreign language
i	Technical, practical or job-specific skills	Operating machinery; Selling a product or service
j	Oral or written communication skills	Making speeches or presentations; Reading long documents such as long reports, manuals, articles or books
k	Numeracy or literacy skills	Simple arithmetic, calculations using decimals, percentages or fractions; Reading or writing written information such as forms, notices, signs or short documents

The list below could be considered as a starting point for the data analysis as presented in table A5.b.

Table A5.b – Types of skills and competences for analysis

	Skills FOR ANALYSIS	Possible correspondence with skills (FOR DATA COLLECTION)
a	Social skills/competences (team work – e.g. social perceptiveness, persuading, reconciling, adjusting actions; service orientation)	Team working skills Customer handling skills Oral or written communication skills
b	Personal basic skills/competences (e.g., literacy, mathematics, active learning, critical thinking, work independently, take over responsibility)	Numeracy or literacy skills
c	Management skills/competences (e.g., management of financial, material or personnel resources; time management)	Management skills
d	Methodical and systems skills (e.g., complex problem solving; judgement and decision making; analyse how systems work and how changes will affect outcomes; identify measures and actions to improve system performance)	Problem solving skills
e	Technical skills/competences (specific knowledge, skills and competences related to working tasks and working activities: e.g., equipment maintenance; repairing; installation; operation and control; computer programming; quality control; technology design)	General IT skills IT professional skills Office administration skills Foreign language skills Technical, practical or job-specific skills

Question A12 focusses on skills and competences important in the next few years. Question C5 however collects data on the basis on the most important volume of courses related to them. In that context, it should be noted that a particular course may cover more than one category. The volume of training hours related to it can assigned based on the most important factor it covered. For example a course in 'influencing skills' may relate more directly to Team working or customer handling, but will also overlap to a lesser degree with Management skills and Office administration skills.

As skills and competences can not match the fields of education and training, the question C5 deals with skills and competences targeted by CVT courses. A rough correspondence between C5 and the fields of education and training is proposed above for analysis but **should not be used for the data collection as** a question on the field of the activity would provide information on the main topic rather than on the skills targeted by the activity (although it is similar in many cases). The CVTS4 Task Force considered that a question on skills would lower the burden on respondents since the choice of CVTS activities is rather made on this basis while the classification of fields of education and training is rarely known by respondents.

Table A.5c – Rough correspondence with fields of education and training for analysis

	Skills for data collection in CVTS4	Fields of education and training collected in CVTS3
A	General IT skills	Computer use (482)
B	IT professional skills	Computer science (481)
C	Management skills	Management and Administration (345)
D	Team working skills	Working life (347)
E	Customer handling skills	Sales (341) and Marketing (342)
F	Problem solving skills	Personal development (090) and Working life (347)
G	Office administration skills	Accounting (344), Finance (343) and Office Work (346)
H	Foreign language skills	Languages, Foreign (222) and Mother Tongue (223)
I	Technical, practical or job-specific skills	Engineering, Manufacturing and Construction (5), Environment protection (850) and Occupational health and safety (862), Transport services (84), Protection of property and persons (861) and Military (863)
J	Oral or written communication skills	Personal development (090)
K	Numeracy or literacy skills	Literacy and numeracy (080) ⁴
L	None of these	Personal services (81)

▪ **IMPLEMENTATION (SEQUENCE OF QUESTIONS)**

The sequence of the variables in the questionnaire avoids using different reference periods in different parts of the questionnaire. However, the questions on future needs should focus on the near future, as enterprises will have many difficulties to reply to questions, which depend more on external factors rather than on their own strategies.

In case of difficulties to the reply to the questions, it is proposed to:

- Refer to the 'next few years' if 'future' is considered as too general for the respondent. For instance for the question on the methods used to review of skill needs, the methods have usually been used for the review of skill needs in the recent years and/or will be used for the reviews of skills for the year to come or the next few years.
- Add that the question refers to a regular activity process without any outstanding negative or positive expectations (i.e. considering the current situation with realistic expectations).

⁴ Not requested in CVTS3

Variable	Section relates to	Questions	Reference period
A1 to A6	All enterprises	NACE <u>up to</u> product/process innovation	2010
A7	All enterprises	Training center	without precision
A9		Resp for training	Usually
A9 to A12		Future needs	Usually (next few years)
A13 to A17		Written training plan <u>to</u> information/advice	Usually
B1 to B5		CVT courses and other forms measures	2010 (B3: 2009)
C1 to C7	Enterprises providing CVT courses	Number participants <u>to</u> costs	2010
D1 to D2b	Enterprises providing CVT courses and/or other forms of CVT	Quality assurance <u>up to</u> forms of outcomes	Usually
D3, E1	All enterprises	limiting factors, reasons for non provision	2010
F1	All enterprises	IVT participants	2010
F2	Enterprises providing IVT	Reasons	Usually

* "usually" (no reference period) indicates that the usual situation should be considered as opposed to 2010.

▪ COHERENCE with CVTS3

The questions A9 and A11a should allow providing results comparable to CVTS3. Countries with a satisfactory experience from the CVTS3 questions D4 and D5 on this topic could adapt these questions accordingly.

Annex 6: Other methodological issues, optional variables

Annex 6a refers to good practices in other fields than annexes 3 to 5 (e.g. working hours and labour costs)

Annex 6b provides details on optional variables and in particular

1. The list of variables TF members plan to cover
2. The occupational groups
3. The standard optional questions

Annex 6a - Good practices for the collection of data on working hours and labour costs

The following questions were asked in the 2005 UK survey to collect data on total working hours and total labour costs:

▪ TOTAL WORKING HOURS

- A4 In the calendar year 2005, what was the total number of paid hours worked by people employed by your organisation?
Please EXCLUDE apprentices and young people in their first job involved in an initial training programme.

Total number of hours worked (HOURS)

Write in

IF RESPONDENT CANNOT GIVE PRECISE FIGURES, ASK FOR BEST ESTIMATE IF RESPONDENT CANNOT GIVE BEST ESTIMATE, GO TO CALCULATIONS

CALCULATION QS

- Q20 What was the average number of hours worked per day by an average member of staff in your organisation (including any paid overtime hours)?

Input number of hours per day _____ (allow 1 decimal place)

- Q21 What is the average number of days of annual leave that an average employee would take in your organisation?

Input number of days leave per year _____

- Q22 In the UK there are 8 bank holidays. What is the average number of days of public or bank holidays that an average employee would take in your organisation?
If nec: 4 of these fall on a Monday (Easter Monday, Early May Bank holiday, Spring bank holiday (late May) and August Summer bank holiday).

Input number of bank/public holidays per year _____

- Q23 Are there any other days off work that your staff are entitled to?

1. Yes
2. No

Where yes:
Q24 How many other days off work on average would your average staff member be entitled to?

Input number of other days off per year _____

CATI to produce total number of working hours _____

▪ **TOTAL LABOUR COSTS**

A5 In the calendar year 2005, what were the total labour costs for all these employees? Please EXCLUDE apprentices and young people in their first job involved in an initial training programme.

These would be all direct and indirect costs and would also include the cost of overtime and additional payments such as bonuses or commission.

IF NEC: We can estimate the total labour costs using a few quick questions.

Total labour costs (£)

Write in

IF RESPONDENT CANNOT GIVE PRECISE FIGURES, ASK FOR BEST ESTIMATE IF RESPONDENT CANNOT GIVE BEST ESTIMATE, GO TO CALCULATIONS

CALCULATION QS

Q26 What would you say is the average salary of employees in your company, taking into account the lowest salary, the highest salary, and the salary that the largest number of employees is on?

Please exclude additional payments such as bonuses from this figure

Input average salary _____

Q27 What is the average annual additional payment such as bonus or commission that an average employee would earn in your company?

Input average bonus/commission _____

Q28 How many hours of overtime would you say has been worked by all employees in total in the calendar year 2005?

Input total number of hours _____

Q29 What would you say is the average hourly rate paid for overtime worked by employees in total in the calendar year 2005?

Input average hourly rate _____

CATI to produce total labour costs (salary + bonus * employees + overtime hours * rate) _____

Annex 6b: Optional variables

1. Coverage of optional variables

The indicative table A6.3 below will be made available after the survey has been carried out in the EU quality report.

2. Occupational groups

The groups of occupation need to be defined to collect data from most Member States as some countries prefer 2 groups, some other 3 groups some other 4 groups.

It is proposed to collect data by two groups to allow for the collection of a maximum of country data, i.e. Managers, professional staff and technicians (group 1, ISCO major groups 1 to 3) and other employees. The following grouping is however advised: ISCO 1-3, ISCO 4-5, ISCO 6-8, ISCO 9 (see results from the 2008 LFS below).

It should be noted that the Directors of Social Statistics have agreed upon an implantation of ISCO-08 from 2011 in all statistical sources apart from the Structure of Earnings Survey (from 2010 - SES). As the CVTS will provide figures in 2012 at EU level and which will be compared to the 2011 AES results, it is advised to use ISCO-08 in CVTS4 as for the SES. There is indeed not a perfect comparability of ISCO-88COM and ISCO-08 groups at one digit level as shown in table A6.2.

Table A6.1: Percentages of persons participating in education and training, EU-27, Employees aged 25-64, 2008

ISCO1D	Total
ISCO1	16.7
ISCO2	19.2
ISCO3	14.8
ISCO1_3	16.8
ISCO4	11.1
ISCO5	10.5
ISCO4_5	10.8
ISCO6	4.5
ISCO7	4.3
ISCO8	4.1
ISCO6_8	4.2
ISCO9	4.5
NRESP	24.0
TOTAL	11.0

Source: EU-LFS

Note (ISCO-88 COM): Major group 1: legislators, senior officials and managers
Major group 2: professionals
Major group 3: technicians and associate professionals
Major group 4: clerks
Major group 5: service workers and shop and market sales workers
Major group 6: skilled agricultural and fishery workers
Major group 7: craft and related trades workers
Major group 8: plant and machine operators and assemblers
Major group 9: elementary occupations

Table A6.2: Comparability of ISCO-88 COM and ISCO-08 at 1 digit level

ISCO-88	ISCO-08
1	1
1	2
1	3
1	5
1	6
2	1
2	2
2	3
3	2
3	3
3	4
3	5
3	7
4	3
4	4
4	5
5	3
5	5
5	9
6	5
6	6
6	7
6	9
7	3
7	7
7	8
8	3
8	7
8	8
9	5
9	9
0	0

Table A6.3 - Availability of optional variables by country (EU)

Countries/variables	A1bis	A2bis	A2ter	A6bis	A11abis	A11ater	B3bis	B4bis	C2bis	C3bis	C5bis	C6bis	F0	F1bis	F3	F4
BE																
BG																
CZ																
DK																
DE																
EE																
IE																
EL																
ES																
FR																
IT																
CY																
LV																
LT																
LU																
HU																
MT																
NL																
AT																
PL																
PT																
RO																
SI																
SK																
FI																
UK																

Table A6.3 - Availability of optional variables by country (Non EU)

Countries/variables	A1bis	A2bis	A2ter	A6bis	A11abis	A11ater	B3bis	B4bis	C2bis	C3bis	C5bis	C6bis	F0	F1bis	F3	F4
HR																
MK																
TR																
IS																
NO																
CH																

3. Standard optional questions

A1bis - What is the principal economic activity of the enterprise (according to NACE Rev 1.1)?

	A1bis
Principal economic activity of the enterprise ** according to NACE Rev 1.1 *	

** This information should be entered from the business register from which the sample is selected for countries applying a double coding in NACE Rev 1.1 and NACE Rev 2. Question A1 (NACE Rev 2) is mandatory.*

A2bis - What was the average number of persons employed by the enterprise in 2010?

	Total
Average 2010	A2bis

A2ter - What were the total number of persons employed ^(def. 10) by the enterprise by main occupational group?

Total number of persons employed	
	Total
Group 1 (see section 2 above)	A2terG1
Group 2 (see section 2 above)	A2terG2

A6bis – In the year 2010, did your enterprise introduce any of the following:

- New business practices for organising procedures
- New methods of organising work responsibilities and decision making or
- New methods of organising external relations with other firms or public institutions?

		Yes	No
A6bis	Organisational or marketing innovations	A6bis	A6bis

A11abis – If Yes, mainly by way of structured interviews and other methods to A11a:

		Yes	No
a	Interviews are conducted with upper and middle management staff?	A11abisa	A11abisa
b	Interviews are conducted with other staff categories	A11abisb	A11abisb

A11ater – If Yes, mainly by way of structured interviews to A11a, do these interviews concern

		Yes	No
a	Individual objectives of professionalization	A11atera	A11atera
b	Wishes of the employees in terms of training	A11aterb	A11aterb
c	Information about career development and access to training	A11aterc	A11aterc
d	Conditions in which training courses are carried out (outside working hours)	A11aterd	A11aterd

B3b - Does the enterprise expect to provide / has started to provide **CVT Courses** for its persons employed during the year 2011?

		Yes	No
B3b	CVT Courses for persons employed in the current year	B3b	B3b

B4b - Does the enterprise expect to provide / has started to provide **Other Forms of CVT** for its persons employed during the year 2011?

		Yes	No
B4b	Other forms of CVT for persons employed in the current year	B4b	B4b

C2bis How many **persons employed** by the enterprise participated in 1 or more **CVT course(s)** (either **internal** or **external**) by occupational group?

	Total
Group 1	C2bisa
Group 2	C2bisb

C3bis - In 2010, did certain employees have to spend a significant number of hours **outside paid working time on CVT courses paid fully or partially by the enterprise?**

	Yes / No	Total (hours)
Number of training hours spent outside paid working time in 2010	C3bisflag	C3bis

NOTE: The variable C3bis refers to the variable C3 but the question should be asked after C6 to avoid misunderstanding on the questions C3 to C6.

C5bisflag Please tick **the three main subjects** covered by CVT courses for each occupational group in the table below

	Skills/subject	Group 1	Group 2
a	General IT skills	C5bisaG1	C5bisaG2
b	IT professional skills	C5bisbG1	C5bisbG2
c	Management skills	C5biscG1	C5biscG2
d	Team working skills	C5bisdG1	C5bisdG2
e	Customer handling skills	C5biseG1	C5biseG2
f	Problem solving skills	C5bisfG1	C5bisfG2
g	Office administration skills	C5bisgG1	C5bisgG2
h	Foreign language skills	C5bishG1	C5bishG2
i	Technical, practical or job-specific skills	C5bisiG1	C5bisiG2
j	Oral or written communication skills	C5bisjG1	C5bisjG2
k	Numeracy and/or literacy skills	C5biskG1	C5biskG2
l	None of these	C5bislG1	C5bislG2

C6bisflag In 2010, what was the number of paid training hours spent on external CVT courses for the following groups of providers. If the enterprise has no detailed records on this issue, please provide estimates.

	Groups of <u>EXTERNAL</u> CVT Course provider	Training hours
a	Schools, colleges, universities and other higher education institutions	C6bisa
b	Public training institutions (financed or guided by the government; e.g. adult education centres)	C6bisb
c	Private training companies	C6bisc
d	Private companies whose main activity is not training. (e.g. equipment suppliers, parent/associate companies)	C6bisd
e	Employer's associations, chambers of commerce, sector bodies	C6bise
f	Trade unions	C6bisf
g	Other training providers	C6bisg

NOTE: the question above replaces C6 in case "hours" are also collected. The C6 mandatory variable columns 'tick those which apply' and 'most important' are derived by each country for the transmission to Eurostat.

F0Flag – Did the enterprise have apprentices in ISCED 2-4 programmes ^(def 3 and 9) during 2010?

		Yes	No
F0flag	Apprentices in ISCED 2-4 programmes during 2010	F0flag	F0flag

Note: A definition of apprenticeship is available in the annex 3b besides definitions 3 and 9 in section 3. This question should provide information on IVT even though the number of apprentices is not known

F1bis – What was the average number of apprentices in the enterprise during 2010?

	Total
Number of apprentices on average during 2010	F1bis
Apprenticeships leads to a formal qualification or certificate (i.e. must be a component of a formal education programme)	

Filter
<p>If F1tot = 0 then stop <i>Countries should take care with filter on F1tot so that costs can be collected for F4a apprentices contributions even if there are no apprentices participants in the enterprise</i></p>

F3 What were the **costs incurred** by the enterprise in relation to **apprentices**, broken down by the cost categories indicated below.?

	Costs of apprentices	Did you incur costs in this category?	Costs
		Yes / No	
a	Labour costs of apprentices ^(def. 42)	F3aflag	F3a

b	Other costs (including training fees, travel costs, teaching materials, costs of training centres or specific training rooms)	F3bflag	F3b
c*	Labour costs of apprentices trainers or mentors ^(def. 43)	F3cflag*	F3c*

F4

In this question, we would like to know whether the enterprise contributed to collective or other funds, or received payments from such funds or other sources of grants/subsidies, in the context of apprentices working in the enterprise in 2010?

		Yes / No	Amount
a	Apprentices contributions	F4aflag	F4a
b	Apprentices Receipts	F4bflag	F4b

Annex 7a : Code book

Core variables are variables for which no missing value shall be accepted, nor imputation permitted:
Key variables are variables for which every effort should be made to avoid missing values and for which imputation is recommended.

Variable Name	Codes	Description	Comments
COUNTRY	2 digits	Country code (see annexe 12)	All Enterprises Unique
ENTERPR	6 digits 0 999996	Enterprise ID Lower bound value Upper bound value	All Enterprises No missing
REFYEAR	2010	Reference year	All Enterprises Unique
WEIGHT	10 digits	Weighting factor Two decimal positions - Use "." as decimal separator	All Enterprises No missing
NACE_SP	4 digits 2001 to 2020	Sampling plan economic activity category - (see annexe 1)	All Enterprises No missing
SIZE_SP	0 1 2 3 4 5 6 7 8 9	Sampling plan size group 5 - 9 employees (only some countries) 10 - 49 employees (Size3) 50 - 249 employees (size3) 250 and over employees (size3) 10 - 19 employees (size6) 20 - 49 employees (size6) 50 - 249 employees (size6) 250 - 499 employees (size6) 500 - 999 employees (size6) 1000 and over employees (size6)	All Enterprises No missing
NSTRA_SP	5 digits 0 99996	Sampling plan – Number of enterprises in the stratum defined by NACE_SP and SIZE_SP, i.e. the population Lower bound value Upper bound value	All Enterprises No missing
N_SP	5 digits 0 99996	Sampling plan — Number of sampled enterprises from the sample-frame in the stratum defined by NACE_SP and SIZE_SP Lower bound value Upper bound value	All Enterprises No missing
SUB_SP	0 1	Sub-sample indicator, shows if enterprise belongs to sub-sample Not in sub-sample In sub-sample	All Enterprises No missing
N_RESPST	5 digits 0 99996	Number of responding enterprises in the stratum defined by NACE_SP and SIZE_SP Lower bound value Upper bound value	All Enterprises No missing
N_EMPREG	6 digits	Number of persons employed according to the register	All Enterprises

		05 10 999996 999999	Lower Bound (only some countries) Lower bound Upper bound No answer	No missing
RESPONSE			Response indicator (sampling unit type) 1 respondent 2 Non-response (of use at national level only) 3 Over coverage (inclusion of non-population units)	All Enterprises No missing
PROC			Data collection mode (see annexe 14)	All Enterprises No missing
IDLANGUA	3 digits		Language of data collection (see annexe 12)	All Enterprises No missing
IDREGION	3 digits		Region identification NUTS — level 1 (see annexe 12)	All Enterprises No missing
EXTRA1			Extra variable 1 (see Annex III of the Commission Regulation)	All Enterprises
EXTRA2			Extra variable 2 (see Annex III of the Commission Regulation)	All Enterprises
EXTRA3			Extra variable 3 (see Annex III of the Commission Regulation)	All Enterprises
A1 Core	5 digits		Actual NACE code NACE Rev 2 code (see annex 13)	All Enterprises No missing
A2tot Core	6digits		Total number of persons employed by the enterprise on 31 December of the reference year Total	All Enterprises No missing
	5-9 10-999996		5-9 persons employed (optional) Total number of persons employed from 10 persons employed	
A2m	6digits		Total number of males employed on 31 December of the reference year Total number of males employed No answer	All enterprises
	0- 999996 999999			
A2f	6digits		Total number of females employed on 31 December of the reference year Total number of females employed No answer	All enterprises
	0- 999996 999999			
A3tot Key	6 digits		Total number of persons employed on 31 Dec of the previous year Total number of persons employed Not applicable (enterprise did not exist in the previous year) No answer	All Enterprises
	1-999996 999998 999999			
A4 Key	12 digits		Total number of hours worked by persons employed in the reference year Total number of hours worked (up to 12 digits)	All enterprises No missing
	1-999999999996			
A5 Key	12 digits		Total labour costs (direct + indirect) of persons employed in the reference year Total labour costs (up to 12 digits)	All enterprises No missing
	1-999999999996			
A6			New or significantly improved goods, services or methods of producing or delivering products and services during the reference year	All enterprises

	0 1 9	No Yes No answer	
A7		Own or shared training centre	All enterprises
	0 1 9	No Yes No answer	
A8		Specific person or unit within the enterprise having the responsibility for the organisation of CVT	All enterprises
	0 1 9	No Yes No answer	
A9		Assessment of future skill needs of the enterprise (for the next few years)	All enterprises
	0 1 2 9	No Yes, not regularly (mainly linked to changes in personnel) Yes, it is part of overall planning process in the enterprise No answer	
(A10)		REACTION TO FUTURE NEEDS OF SKILLS AND COMPETENCES through:	
A10a		- Continuing vocational training of available staff	All enterprises
	0 1 9	No Yes No answer	
A10b		- Recruitment of new staff with the suitable qualifications, skills and competences	All enterprises
	0 1 9	No Yes No answer	
A10c		- Recruitment of new staff combined with specific training of the recruited staff	All enterprises
	0 1 9	No Yes No answer	
A10d		- Internal reorganisation	All enterprises
	0 1 9	No Yes No answer	
A11a		Review of skill and training needs of <u>individual employees</u>	All enterprises
	0 1 2 9	No Yes mainly by way of structured interviews Yes but mainly by way of other methods No answer	
(A11b)		The REVIEW OF SKILL AND TRAINING NEEDS OF INDIVIDUAL EMPLOYEES focus on:	
A11ba		- Occupations or a group of occupations	A11a= 1 or 2
	0 1 8 9	No Yes Not applicable (A11a≠ 1 or 2) No answer	

A11bb	0 1 8 9	- Skills and competences No Yes Not applicable (A11a≠ 1 or 2) No answer	A11a= 1 or 2
A11bc	0 1 8 9	- Working tasks and activities No Yes Not applicable (A11a≠ 1 or 2) No answer	A11a= 1 or 2
A11bd	0 1 8 9	- Formal qualifications No Yes Not applicable (A11a≠ 1 or 2) No answer	A11a= 1 or 2
A12flag	0 1 2 9	TYPE OF SKILLS AND COMPETENCES IMPORTANT IN THE NEXT FEW YEARS None of the categories below (A12l=1) At least one category from "a" to "k" below No needs or do not know (A12o=1) No answer (no answer to any category "a" to "o") List of skills (multiple responses allowed)	All enterprises
A12a	0 1	- General IT skills No Yes	All enterprises
A12b	0 1	- IT professional skills No Yes	All enterprises
A12c	0 1	- Management skills No Yes	All enterprises
A12d	0 1	- Team working skills No Yes	All enterprises
A12e	0 1	- Customer handling skills No Yes	All enterprises
A12f	0 1	- Problem solving skills No Yes	All enterprises
A12g	0 1	- Office administration skills No Yes	All enterprises
A12h	0 1	- Foreign language skills No Yes	All enterprises
A12i	0 1	- Technical, practical or job-specific skills No Yes	All enterprises
A12j	0 1	- Oral or written communication skills No Yes	All enterprises
A12k	0 1	- Numeracy or literacy skills	All enterprises

	0	No	
	1	Yes	
A12l		- None of these	All enterprises
	0	No	
	1	Yes	
A12o		- No needs or do not know	All enterprises
	0	No	
	1	Yes	
A12Main		- Most important	A12flag≠ 2,9
	a-l	Category "a" to "l" above	
	8	Not applicable (A12flag= 2 OR 9)	
	9	No answer	
A13		Planning of CVT in the enterprise usually lead to a written training plan or programme	All enterprises
	0	No	
	1	Yes	
	9	No answer	
A14		Annual training budget, which usually includes provision for CVT	All enterprises
	0	No	
	1	Yes	
	9	No answer	
A15		National, sectorial or other agreements between the social partners, which usually cove the provision of CVT	All enterprises
	0	No	
	1	Yes	
	9	No answer	
	8	Do not know, Not applicable (no agreements)	
	7	OR: (advised for data collection)	
	8	Do not know (optional)	
	8	Not applicable (no agreements - optional)	
A16a		Staff representatives/committees usually involved in the management process of CVT	All enterprises
	0	No	
	1	Yes	
	8	Not applicable (no staff representatives/committees)	
	9	No answer	
(A16b)		ASPECTS COVERED BY STAFF REPRESENTATIVES/COMMITTEES	

A16ba	0 1 8 9	- Objective setting of training No Yes Not applicable (A16a≠1) No answer	A16a=1
A16bb	0 1 8 9	- Criteria for the selection of participants or specific target groups No Yes Not applicable (A16a≠1) No answer	A16a=1
A16bc	0 1 8 9	- Form/type of training No Yes Not applicable (A16a≠1) No answer	A16a=1
A16bd	0 1 8 9	- Content of training No Yes Not applicable (A16a≠1) No answer	A16a=1
A16be	0 1 8 9	- Budget for training No Yes Not applicable (A16a≠1) No answer	A16a=1
A16bf	0 1 8 9	- Selection of external training providers No Yes Not applicable (A16a≠1) No answer	A16a=1
A16bg	0 1 8 9	- Evaluation/assessment of training outcomes No Yes Not applicable (A16a≠1) No answer	A16a=1
(A17)		SOURCES OF INFORMATION	All enterprises
A17a	0 1 9	- Public information centres/services and authorities No Yes No answer	
A17b	0 1 9	- Private training providers No Yes No answer	
A17c	0 1 9	- Personnel/staff representatives No Yes No answer	
A17d	0 1 9	- Others No Yes No answer	

A17e	0	- Do not use any such source of information No Yes No answer	
	1		
	9		
B1		PROVISION OF INTERNAL OR EXTERNAL CVT COURSES in the reference year	
	B1a Core	- Provision of Internal CVT courses	All enterprises No missing
	0 1	No Yes	
B1b Core		- Provision of External CVT courses	All enterprises No missing
	0 1	No Yes	
B2		PROVISION OF OTHER FORMS OF CVT in the reference year	
	B2aflag Core	- Provision of guided on-the-job training	All enterprises No missing
	0 1	No Yes	
B2a	6 digits	- Number of participants in guided on-the job training	B2aflag=1
	0-999996 999998 999999	Number of participants Not applicable No answer	
B2bflag Core		- Provision of job rotation, exchanges, secondments or study visits	All enterprises No missing
	0 1	No Yes	
	B2b	- Number of participants in job-rotation, exchanges, secondments or study visits	B2bflag=1
B2b	6 digits	Number of participants Not applicable No answer	
	0-999996 999998 999999		
B2cflag Core		- Conferences, workshops, trade fairs or lectures	All enterprises No missing
	0 1	No Yes	
	B2c	- Number of participants in conferences, workshops, trade fairs or lectures	B2cflag=1
B2c	6 digits	Number of participants Not applicable No answer	
	0-999996 999998 999999		
B2dflag Core		- Learning or quality circles	All enterprises No missing
	0 1	No Yes	
	B2d	- Number of participants in learning or quality circles	B2dflag=1
B2d	6 digits	Number of participants Not applicable No answer	
	0-999996 999998 999999		

B2eflag		- Self directed learning/e-learning	All enterprises
Core	0	No	No missing
	1	Yes	
B2e	6 digits	- Number of participants in self directed learning/e-learning	B2eflag=1
	0-999996	Number of participants	
	999998	Not applicable	
	999999	No answer	
B3a		Provision of CVT courses for persons employed in the previous year	All enterprises
	0	No	
	1	Yes	
	8	Not applicable (enterprise did not exist in the previous year)	
	9	No answer	
B4a		Provision of other forms of CVT for persons employed in the previous year	All enterprises
	0	No	
	1	Yes	
	8	Not applicable (enterprise did not exist in the previous year)	
	9	No answer	
(B5)		CVT CONTRIBUTIONS AND RECEIPTS in the reference year	All enterprises
B5aflag		Existence of CVT contributions	All enterprises
	0	No	
	1	Yes	
	9	No answer	
B5a	10 digits	Amount of CVT contributions	B5aflag=1
	0-9999999996	Amount in Euros	
	9999999998	Not applicable (B5aflag≠1)	
	9999999999	No answer	
B5bflag		Existence of CVT receipts	All enterprises
	0	No	
	1	Yes	
	9	No answer	
B5b	10 digits	Amount of CVT receipts	B5bflag=1
	0-9999999996	Amount in Euros	
	9999999998	Not applicable (B5bflag≠1)	
	9999999999	No answer	
B6		MEASURES THAT THE ENTERPRISE USUALLY BENEFIT FROM, for the provision of CVT	
B6a		- Tax incentives (Tax allowances, tax exemptions, tax credits, tax relief, tax deferrals)	B5bflag=1
	0	No	
	1	Yes	
	8	Not applicable (B5bflag≠1)	
	9	No answer	
B6b		- Receipts from training funds (national, regional, sectoral)	B5bflag=1
	0	No	
	1	Yes	

B6c	9	Not applicable (B5bflag≠1) No answer	B5bflag=1
	0	- EU subsidies (e.g., European Social Fund) No	
	1	Yes	
B6d	9	Not applicable (B5bflag≠1) No answer	B5bflag=1
	0	- Government subsidies No	
	1	Yes	
B6e	8	Not applicable (B5bflag≠1)	B5bflag=1
	9	No answer	
	0	- Other sources (e.g., private foundations, revenue for the use of own training resources by or training provision to external bodies/persons) No	
B6f	1	Yes	B5bflag=1
	8	Not applicable (B5bflag≠1)	
	9	No answer	
C1	0	- None of these No	B5bflag=1
	1	Yes	
	8	Not applicable (B5bflag≠1)	
C1tot	9	No answer	(B1a or B1b) = 1
	0	- None of these No	
	1	Yes	
Key	8	Not applicable (B5bflag≠1)	No missing
	9	No answer	
	6 digits	Total number of CVT course participants	
C2m	1-999996	Total number of participants	(B1a or B1b) = 1
	999998	Not applicable [(B1a or B1b) ≠ 1]	
	999999	No answer	
C2f	6 digits	Number of CVT course participants – Males	(B1a or B1b) = 1
	0-999996	Number of participants – Males	
	999998	Not applicable [(B1a or B1b) ≠ 1]	
(C3)	999999	No answer	(B1a or B1b) = 1
	6 digits	Number of CVT course participants – Females	
	0-999996	Number of participants – Females	
(C3)	999998	Not applicable [(B1a or B1b) ≠ 1]	TOTAL PAID WORKING TIME (in hours) SPENT ON ALL CVT COURSES broken down by internal or external CVT course, in the reference year
	999999	No answer	

C3tot Key	10 digits 1-9999999996 9999999998	Paid working time spent on all CVT courses Paid working time in hours (up to 10 digits) Not applicable [(B1a or B1b) ≠ 1]	No missing (B1a or B1b) = 1
C3i	10 digits 0-9999999996 9999999998	Paid working time for internal CVT courses Paid working time in hours (up to 10 digits) Not applicable (B1a ≠ 1)	B1a = 1
C3e	10 digits 0-9999999996 9999999998	Paid working time for external CVT courses Paid working time in hours (up to 10 digits) Not applicable (B1b ≠ 1)	B1b = 1
C4	3 digits 0-100 998 999	Share of training hours spent on health and safety at work (question asked after C5) Health and safety at work Not applicable No answer	C3tot > 0
C5flag	 0 1 8 9	Skills targeted by CVT courses None of the categories below (C5I=1) At least one category from "a" to "k" below Not applicable (B1a ≠ 1 and B1b ≠ 1) No answer (no answer to any category "a" to "l") List of skills (multiple responses allowed)	B1a=1 or B1b=1
C5a	 0 1 8	- General IT skills No Yes Not applicable	B1a=1 or B1b=1
C5b	 0 1 8	- IT professional skills No Yes Not applicable	B1a=1 or B1b=1
C5c	 0 1 8	- Management skills No Yes Not applicable	B1a=1 or B1b=1
C5d	 0 1 8	- Team working skills No Yes Not applicable	B1a=1 or B1b=1
C5e	 0 1 8	- Customer handling skills No Yes Not applicable	B1a=1 or B1b=1
C5f	 0 1 8	- Problem solving skills No Yes Not applicable	B1a=1 or B1b=1
C5g	 0 1 8	- Office administration skills No Yes Not applicable	B1a=1 or B1b=1
C5h	 0 1 8	- Foreign language skills No Yes Not applicable	B1a=1 or B1b=1

	1 8	Yes Not applicable	
C5i	0 1 8	- Technical, practical or job-specific skills No Yes	B1a=1 or B1b=1
C5j	0 1 8	- Oral or written communication skills No Yes	B1a=1 or B1b=1
C5k	0 1 8	- Numeracy or literacy skills No Yes	B1a=1 or B1b=1
C5l	0 1 8	- Other (none of these) No Yes	B1a=1 or B1b=1
C5Main	0 1 8 a-l 8 9	- Most important Category a to l above Not applicable (C5flag=8 or 9) No answer	C5flag=0 or 1
C6flag	0 1 8 9	Providers (external CVTS courses) None of the categories below (C6g=1) At least one category from "a" to "f" below Not applicable (B1b=0) No answer (no answer to any category "a" to "g") List of providers (multiple responses allowed)	(B1b) = 1
C6a	0 1 8	- Schools, colleges, universities and other higher education institutions No Yes	(B1b) = 1
C6b	0 1 8	- Public training institutions (financed or guided by the government; e.g. adult education centres) No Yes	(B1b) = 1
C6c	0 1 8	- Private training companies No Yes	(B1b) = 1
C6d	0 1 8	- Private companies whose main activity is not training. (e.g. equipment suppliers, parent/associate companies) No Yes	(B1b) = 1
C6e	0 1 8	- Employer's associations, chambers of commerce, sector bodies No Yes	(B1b) = 1
	0 1 8	Not applicable	

C6f	0 1 8	- Trade unions No Yes Not applicable	(B1b) = 1
C6g	0 1 8	- Other training providers No Yes Not applicable	(B1b) = 1
C6Main	a-g 8 9	- Most important Category a to g above Not applicable (C6flag=8 or 9) No answer	C6flag=0 or 1
C7		COSTS OF CVT COURSES in the reference year	
C7aflag	0 1 8 9	- Existence of fees and payments for courses for employees No Yes Not applicable No answer	(B1a or B1b) = 1
C7a	10 digits 0-9999999996 9999999998 9999999999	- Fees and payments (in Euros) Fees and payments (in Euros) Not applicable No answer	(B1a or B1b) = 1
C7bflag	0 1 8 9	- Existence of travel and subsistence payments No Yes Not applicable No answer	(B1a or B1b) = 1
C7b	10 digits 0-9999999996 9999999998 9999999999	- Travel and subsistence payments (in Euros) Travel and subsistence payments (in Euros) Not applicable No answer	(B1a or B1b) = 1
C7cflag	0 1 8 9	- Existence of labour costs of internal trainers No Yes Not applicable No answer	(B1a or B1b) = 1
C7c	10 digits 0-9999999996 9999999998 9999999999	- Labour costs of internal trainers (in Euros) Labour costs of internal trainers (in Euros) Not applicable No answer	(B1a or B1b) = 1
C7dflag	0 1 8 9	- Existence of Training centre and teaching materials for CVT courses No Yes Not applicable No answer	(B1a or B1b) = 1
C7d	10 digits 0-9999999996 9999999998 9999999999	- Training centre, or rooms and teaching materials (in Euros) Training centre, or rooms and teaching materials (in Euros) Not applicable No answer	(B1a or B1b) = 1
C7sflag	0 1 8 9	Existence of "Sub-total only" (no sub-categories) No Yes Not applicable No answer	(B1a or B1b) = 1

C7sub Key	10 digits 1-9999999996 9999999998	CVT costs sub-total (in Euros) in Euros Not applicable	(B1a or B1b) = 1 No missing
PAC Key	10 digits 1-9999999996 9999999998	Personal absence cost To be calculated (PAC=C3tot*A5/A4) in Euros Not applicable	(B1a or B1b) = 1
C7tot Key	10 digits 1-9999999996 9999999998	Total cost CVT – To be calculated (C7sub + B5a – B5b) in Euros Not applicable	(B1a or B1b) = 1
(D1) D1a		ASPECTS CONSIDERED TO ENSURE THE QUALITY OF CVT - Certification of external providers (e.g., use of national registers)	(B1a or B1b=1) or (B2aflag or B2bflag or B2cflag or B2dflag or B2eflag) =1
	0	No	
	1	Yes	
	8	Not applicable (B1a and B1b=0) and (B2aflag and B2bflag and B2cflag and B2dflag and B2eflag =0)	
	9	No answer	
D1b		- Continuous training of internal trainers	(B1a or B1b=1) or (B2aflag or B2bflag or B2cflag or B2dflag or B2eflag) =1
	0	No	
	1	Yes	
	8	Not applicable (B1a and B1b=0) and (B2aflag and B2bflag and B2cflag and B2dflag and B2eflag =0)	
	9	No answer	
D1c		- Continuing vocational training and certification is based on national/sectoral recognised standards or frameworks	(B1a or B1b=1) or (B2aflag or B2bflag or B2cflag or B2dflag or B2eflag) =1
	0	No	
	1	Yes	
	8	Not applicable (B1a and B1b=0) and (B2aflag and B2bflag and B2cflag and B2dflag and B2eflag =0)	
	9	No answer	
D1d		- Others	(B1a or B1b=1) or (B2aflag or B2bflag or B2cflag or B2dflag or B2eflag) =1
	0	No	
	1	Yes	
	8	Not applicable (B1a and B1b=0) and (B2aflag and B2bflag and B2cflag and B2dflag and B2eflag =0)	
	9	No answer	
D1e		- Does not consider any particular aspect to ensure	(B1a or B1b=1) or (B2aflag or
	0	No	
	1	Yes	
	8	Not applicable (B1a and B1b=0) and (B2aflag and B2bflag and B2cflag and B2dflag and B2eflag =0)	
	9	No answer	

		the quality of CVT	B2bflag or B2cflag or B2dflag or B2eflag) =1
	0	No	
	1	Yes	
	8	Not applicable (B1a and B1b=0) and (B2aflag and B2bflag and B2cflag and B2dflag and B2eflag =0)	
	9	No answer	
D2a		Assessment and or documentation of the outcomes of CVT activities	(B1a or B1b=1) or (B2aflag or B2bflag or B2cflag or B2dflag or B2eflag) =1
	0	No, Confirmation of participation is sufficient	
	1	Yes, for all activities	
	2	Yes for some activities	
	8	Not applicable (B1a and B1b=0) and (B2aflag and (B2bflag and B2cflag and B2dflag and B2eflag =0)	
	9	No answer	
(D2b)		FORMS OF ASSESSMENT	D2a=1 or 2
D2ba		- Certificate after written or practical test	
	0	No	
	1	Yes	
	8	Not applicable (D2a≠1 or 2)	
	9	No answer	
D2bb		- Satisfaction survey amongst participants	D2a=1 or 2
	0	No	
	1	Yes	
	8	Not applicable (D2a≠1 or 2)	
	9	No answer	
D2bc		- Assessment of participants' behaviour/performance after training	D2a=1 or 2
	0	No	
	1	Yes	
	8	Not applicable (D2a≠1 or 2)	
	9	No answer	
D2bd		- Assessment / measurement of the impact of training on performance of relevant department or the whole enterprise	D2a=1 or 2
	0	No	
	1	Yes	
	8	Not applicable (D2a≠1 or 2)	
	9	No answer	
D3		FACTORS LIMITING THE PROVISION OF CVT ACTIVITIES in the reference year	
D3a		- No limiting factors: the level of training was appropriate to the enterprise's needs.	(B1a or B1b=1) or (B2aflag or B2bflag or B2cflag or B2dflag or B2eflag) =1
	0	No	
	1	Yes	
	8	Not applicable (B1a and B1b=0) and (B2aflag and	

D3b	9	B2bflag and B2cflag and B2dflag and B2eflag =0) No answer	(B1a or B1b=1) or (B2aflag or B2bflag or B2cflag or B2dflag or B2eflag) =1
	0	No	
	1	Yes	
	8	Not applicable (B1a and B1b=0) and (B2aflag and B2bflag and B2cflag and B2dflag and B2eflag =0)	
	9	No answer	
D3c	9	- Difficulties in assessing training needs	(B1a or B1b=1) or (B2aflag or B2bflag or B2cflag or B2dflag or B2eflag) =1
	0	No	
	1	Yes	
	8	Not applicable (B1a and B1b=0) and (B2aflag and B2bflag and B2cflag and B2dflag and B2eflag =0)	
	9	No answer	
D3d	9	- Lack of suitable CVT courses in the market.	(B1a or B1b=1) or (B2aflag or B2bflag or B2cflag or B2dflag or B2eflag) =1
	0	No	
	1	Yes	
	8	Not applicable (B1a and B1b=0) and (B2aflag and B2bflag and B2cflag and B2dflag and B2eflag =0)	
	9	No answer	
D3e	9	- High costs of CVT courses	(B1a or B1b=1) or (B2aflag or B2bflag or B2cflag or B2dflag or B2eflag) =1
	0	No	
	1	Yes	
	8	Not applicable (B1a and B1b=0) and (B2aflag and B2bflag and B2cflag and B2dflag and B2eflag =0)	
	9	No answer	
D3f	9	- Higher focus on IVT provision than on CVT	(B1a or B1b=1) or (B2aflag or B2bflag or B2cflag or B2dflag or B2eflag) =1
	0	No	
	1	Yes	
	8	Not applicable (B1a and B1b=0) and (B2aflag and B2bflag and B2cflag and B2dflag and B2eflag =0)	
	9	No answer	
D3g	9	- Major efforts in CVT realised in recent years	(B1a or B1b=1) or (B2aflag or B2bflag or B2cflag or B2dflag or B2eflag) =1
	0	No	
	1	Yes	
	8	Not applicable (B1a and B1b=0) and (B2aflag and B2bflag and B2cflag and B2dflag and B2eflag =0)	
	9	No answer	

E1	D3h	0 1 8 9	- No available time for participation in CVT	(B1a or B1b=1) or (B2aflag or B2bflag or B2cflag or B2dflag or B2eflag) =1
	D3i	0 1 8 9	- Other reasons	(B1a or B1b=1) or (B2aflag or B2bflag or B2cflag or B2dflag or B2eflag) =1
	REASONS FOR NON-PROVISION OF CVT ACTIVITIES in reference year			
	E1a	0 1 8 9	- The existing skills and competences were appropriate to the current needs	(B1a and B1b=0) and (B2aflag and (B2bflag and B2cflag and B2dflag and B2eflag =0)
	E1b	0 1 8 9	- Preferred to recruit individuals with the required skills and competencies	(B1a and B1b=0) and (B2aflag and (B2bflag and B2cflag and B2dflag and B2eflag =0)
	E1c	0 1 8 9	- Difficulties in assessing training needs	(B1a and B1b=0) and (B2aflag and (B2bflag and B2cflag and B2dflag and B2eflag =0)
	E1d	0 1 8 9	- Lack of suitable CVT courses in the market	(B1a and B1b=0) and (B2aflag and (B2bflag and B2cflag and B2dflag and B2eflag =0)
		0	No	
		1	Yes	
		8	Not applicable (B1a and B1b=0) and (B2aflag and B2bflag and B2cflag and B2dflag and B2eflag =0)	
		9	No answer	

E1e	0	No	<ul style="list-style-type: none"> - High costs of CVT courses 	(B1a and B1b=0) and (B2aflag and (B2bflag and B2cflag and B2dflag and B2eflag =0)
	1	Yes		
	8	Not applicable (B1a or B1b=1) or (B2aflag or B2bflag or B2cflag or B2dflag or B2eflag) =1		
	9	No answer		
E1f	0	No	<ul style="list-style-type: none"> - Higher focus on IVT provision than on CVT 	(B1a and B1b=0) and (B2aflag and (B2bflag and B2cflag and B2dflag and B2eflag =0)
	1	Yes		
	8	Not applicable (B1a or B1b=1) or (B2aflag or B2bflag or B2cflag or B2dflag or B2eflag) =1		
	9	No answer		
E1g	0	No	<ul style="list-style-type: none"> - Major efforts in CVT realised in recent years 	(B1a and B1b=0) and (B2aflag and (B2bflag and B2cflag and B2dflag and B2eflag =0)
	1	Yes		
	8	Not applicable (B1a or B1b=1) or (B2aflag or B2bflag or B2cflag or B2dflag or B2eflag) =1		
	9	No answer		
E1h	0	No	<ul style="list-style-type: none"> - No available time for participation in CVT 	(B1a and B1b=0) and (B2aflag and (B2bflag and B2cflag and B2dflag and B2eflag =0)
	1	Yes		
	8	Not applicable (B1a or B1b=1) or (B2aflag or B2bflag or B2cflag or B2dflag or B2eflag) =1		
	9	No answer		
E1i	0	No	<ul style="list-style-type: none"> - Other reasons 	(B1a and B1b=0) and (B2aflag and (B2bflag and B2cflag and B2dflag and B2eflag =0)
	1	Yes		
	8	Not applicable (B1a or B1b=1) or (B2aflag or B2bflag or B2cflag or B2dflag or B2eflag) =1		
	9	No answer		
F1tot	0	No	Total number of apprentices in the enterprise in the	All enterprises
	1	Yes		
	8	Not applicable (B1a or B1b=1) or (B2aflag or B2bflag or B2cflag or B2dflag or B2eflag) =1		
	9	No answer		
	6 digits			

Core	0-999996	reference year Number of IVT participants (apprentices in ISCED 2-4 programmes)	
(F2)		REASONS TO OFFER IVT	
F2a		- To qualify future employees according to the needs of the firm	F1tot>0
	0	No	
	1	Yes	
	8	Not applicable (F1tot=0)	
	9	No answer	
F2b		- To choose among the best apprentices for future employment after completion of apprenticeship	F1tot>0
	0	No	
	1	Yes	
	8	Not applicable (F1tot=0)	
	9	No answer	
F2c		- To avoid possible mismatch with enterprise needs in case of external recruitment	F1tot>0
	0	No	
	1	Yes	
	8	Not applicable (F1tot=0)	
	9	No answer	
F2d		- To make use of the productive capacities of apprentices already during their vocational training	F1tot>0
	0	No	
	1	Yes	
	8	Not applicable (F1tot=0)	
	9	No answer	
F2e		- None of these	F1tot>0
	0	No	
	1	Yes	
	8	Not applicable (F1tot=0)	
	9	No answer	

Code book for OPTIONAL VARIABLES (as specified in annex 6b)

Variable Name	Codes	Description	Comments
A1bis	4digits 9999	Principal economic activity of the enterprise (according to NACE Rev 1.1) Codes of the NACE rev1.1 as ins described in the CVTS3 manual Non response	All enterprises
A2bis	6 digits 0- 999996 999999	Average number of persons employed by the enterprise in 2010 Non response	All enterprises
A2terG1	6 digits 0- 999996 999999	Total number of persons employed by the enterprise by main occupational group 1 Non response	All enterprises
A2terG2	6 digits 0- 999996 999999	Total number of persons employed by the enterprise by main occupational group 2 Non response	All enterprises
A6bis		Introduction in the reference year of new business practices for organising procedures, new methods of organising work responsibilities and decision making or new methods of organising external relations with other firms or public institutions	All enterprises
	0 1 9	No Yes Non response	
A11abisa		Structured interviews are conducted with upper and middle management staff	A11a=1
	0 1 9 8	No Yes Non response Non applicable	
A11abisb		Structured interviews are conducted with other staff categories	A11a=1
	0 1 9 8	No Yes Non response Non applicable	
A11atera		Structured interviews concern individual objectives of professionalization	A11a=1
	0 1 9 8	No Yes Non response Non applicable	
A11aterb		Structured interviews concern the wishes of the employees in terms of training	A11a=1
	0 1 9 8	No Yes Non response Non applicable	
A11aterc		Structured interviews concern the information about career development and access to training	A11a=1

Variable Name	Codes	Description	Comments
	0 1 9 8	No Yes Non response Non applicable	
A11aterd		Structured interviews concern the conditions in which training courses are carried out (outside working hours)	A11a=1
	0 1 9 8	No Yes Non response Non applicable	
B3b		CVT Courses for persons employed in the current year	All enterprises
	0 1 9	No Yes Non response	
B4b		Does the enterprise expect to provide / has started to provide Other Forms of CVT for its persons employed during the year 2011	All enterprises
	0 1 9	No Yes Non response	
C2bisa	6 digits 1-999996 999999	How many persons employed by the enterprise participated in 1 or more CVT course(s) (either internal or external) by occupational group 1 Non response	(B1a or B1b) = 1
C2bisb	6 digits 1-999996 999999	How many persons employed by the enterprise participated in 1 or more CVT course(s) (either internal or external) by occupational group 2 Non response	(B1a or B1b) = 1
C3bisflag		Did certain employees have to spend a significant number of hours outside paid working time on CVT courses paid fully or partially by the enterprise?	
	0 1 9 8	No Yes Non response Non applicable	
C3bis	12 digits 1-999999999996 999999999999	Number of hours outside paid working time on CVT courses paid fully or partially by the enterprise Non response	(B1a or B1b) = 1
C5bisflag		Existence of replies to the questions on main subjects covered by CVT courses for each occupational group	(B1a or B1b) = 1
	0 1 8 9	No Yes Non applicable Non response	
C5bisaG1		General IT skills	(B1a or B1b) = 1 and C5a=1
	0 1 9 8	No Yes Non response Non applicable	
C5bisbG1		IT professional skills	(B1a or B1b) = 1 and C5b=1
	0 1 9 8	No Yes Non response Non applicable	

Variable Name	Codes	Description	Comments
C5biscG1		Management skills	(B1a or B1b) = 1 and C5c=1
	0 1 9 8	No Yes Non response Non applicable	
C5bisdG1		Team working skills	(B1a or B1b) = 1 and C5d=1
	0 1 9 8	No Yes Non response Non applicable	
C5biseG1		Customer handling skills	(B1a or B1b) = 1 and C5e=1
	0 1 9 8	No Yes Non response Non applicable	
C5bisfG1		Problem solving skills	(B1a or B1b) = 1 and C5f=1
	0 1 9 8	No Yes Non response Non applicable	
C5bisgG1		Office administration skills	(B1a or B1b) = 1 and C5g=1
	0 1 9 8	No Yes Non response Non applicable	
C5bishG1		Foreign language skills	(B1a or B1b) = 1 and C5h=1
	0 1 9 8	No Yes Non response Non applicable	
C5bisiG1		Technical, practical or job-specific skills	(B1a or B1b) = 1 and C5i=1
	0 1 9 8	No Yes Non response Non applicable	
C5bisjG1		Oral or written communication skills	(B1a or B1b) = 1 and C5j=1
	0 1 9 8	No Yes Non response Non applicable	
C5biskG1		Numeracy and/or literacy skills	(B1a or B1b) = 1 and C5k=1
	0	No	

Variable Name	Codes	Description	Comments
	1 9 8	Yes Non response Non applicable	
C5bisIG1		Other (non of these)	(B1a or B1b) = 1 and C5I=1
	0 1 9 8	No Yes Non response Non applicable	
C5bisaG2		General IT skills	(B1a or B1b) = 1 and C5a=1
	0 1 9 8	No Yes Non response Non applicable	
C5bisbG2		IT professional skills	(B1a or B1b) = 1 and C5b=1
	0 1 9 8	No Yes Non response Non applicable	
C5biscG2		Management skills	(B1a or B1b) = 1 and C5c=1
	0 1 9 8	No Yes Non response Non applicable	
C5bisdG2		Team working skills	(B1a or B1b) = 1 and C5d=1
	0 1 9 8	No Yes Non response Non applicable	
C5biseG2		Customer handling skills	(B1a or B1b) = 1 and C5e=1
	0 1 9 8	No Yes Non response Non applicable	
C5bisfG2		Problem solving skills	(B1a or B1b) = 1 and C5f=1
	0 1 9 8	No Yes Non response Non applicable	
C5bisgG2		Office administration skills	(B1a or B1b) = 1 and C5g=1
	0 1 9 8	No Yes Non response Non applicable	

Variable Name	Codes	Description	Comments
C5bishG2		Foreign language skills	(B1a or B1b) = 1 and C5h=1
	0 1 9 8	No Yes Non response Non applicable	
C5bisiG2		Technical, practical or job-specific skills	(B1a or B1b) = 1 and C5i=1
	0 1 9 8	No Yes Non response Non applicable	
C5bisjG2		Oral or written communication skills	(B1a or B1b) = 1 and C5j=1
	0 1 9 8	No Yes Non response Non applicable	
C5biskG2		Numeracy and/or literacy skills	(B1a or B1b) = 1 and C5k=1
	0 1 9 8	No Yes Non response Non applicable	
C5bislG2		Other (non of these)	(B1a or B1b) = 1 and C5l=1
	0 1 9 8	No Yes Non response Non applicable	
C6bisflag		Number of paid training hours spent on external CVT courses for the following groups of providers. If the enterprise has no detailed records on this issue, please provide estimates	
	0 1 8 9	No Yes Non applicable Non response	
C6bisa	12 digits 0-999999999996 999999999999 999999999998	Schools, colleges, universities and other higher education institutions Non response Non applicable	B1b = 1
C6bisb	12 digits 0-999999999996 999999999999 999999999998	Public training institutions (financed or guided by the government; e.g. adult education centres) Non response Non applicable	B1b = 1

Variable Name	Codes	Description	Comments
C6bisc	12 digits 0-999999999996 999999999999 999999999998	Private training companies Non response Non applicable	B1b = 1
C6bisd	12 digits 0-999999999996 999999999999 999999999998	Private companies whose main activity is not training. (e.g. equipment suppliers, parent/associate companies) Non response Non applicable	B1b = 1
C6bise	12 digits 0-999999999996 999999999999 999999999998	Employer's associations, chambers of commerce, sector bodies Non response Non applicable	B1b = 1
C6bisf	12 digits 0-999999999996 999999999999 999999999998	Trade unions Non response Non applicable	B1b = 1
C6bisg	12 digits 0-999999999996 999999999999 999999999998	Other training providers Non response Non applicable	B1b = 1
F0flag		Did the enterprise have apprentices in ISCED 2-4 programmes during 2010	All enterprises -
	0 1 9	No Yes Non response	
F1bis	6 digits 0-999996 999999	Average number of apprentices in the enterprise in the reference year Average number of IVT participants (apprentices in ISCED 2-4 programmes) No answer	All enterprises
F3aflag		What were the costs incurred by the enterprise in relation to apprentices, broken down by the cost categories indicated below.?	F1toi>0
	0 1 8 9	No Yes Non applicable Non response	
F3a	10 digits 0-9999999996 9999999998 9999999999	Value in euros Not applicable Non response	
F3bflag		Other costs (including training fees, travel costs, teaching materials, costs of training centres or specific training rooms)	F1toi>0

Variable Name	Codes	Description	Comments
	0 1 8 9	No Yes Non applicable Non response	
F3b	10 digits 0-9999999996 9999999998 9999999999	Value in euros Not applicable Non response	
F3cflag		Labour costs of apprentices trainers or mentors	F1tot>0
	0 1 8 9	No Yes Non applicable Non response	
F3c	10 digits 0-9999999996 9999999998 9999999999	Value in euros Not applicable Non response	
F4aflag		Apprentices contributions	F1tot>0
	0 1 8 9	No Yes Non applicable Non response	
F4a	10 digits 0-9999999996 9999999998 9999999999	Value in euros Not applicable Non response	
F4bflag		Apprentices Receipts	F1tot>0
	0 1 8 9	No Yes Non applicable Non response	
F4b	10 digits 0-9999999996 9999999998 9999999999	Value in euros Not applicable Non response	

Annex 7b: Exchange rates

Exchanges rates for the transmission of data in Euros for the following countries:

CURRENCY/TIME	2010
BGN - Bulgarian lev	1.9558
CZK - Czech koruna	25.284
DKK - Danish krone	7.4473
GBP - Pound sterling	0.85784
HUF - Hungarian forint	275.48
LTL - Lithuanian litas	3.4528
LVL - Latvian lats	0.7087
PLN - Polish zloty	3.9947
RON - Romanian leu	4.2122
SEK - Swedish krona	9.5373
NOK - Norwegian krone	8.0043
ISK - Icelandic krona	161.89
HRK - Croatian kuna	7.2891
MKD - Denar (of the former Yugoslav Republic of Macedonia)	61.4800
TRY - Turkish lira	1.9965

Source: table [ert_bil_eur_a](#) On Eurostat's website – Extraction date: 08/12/2011

Annex 8: Checking rules - Field level (ex-entry level)

version 2.0

This annex present the “record level” rules included in the data validation software provided to countries. All optional variables are part of the CSV file to be transmitted to Eurostat. The code book (annex 7) provides the codes to be used in case the corresponding question was not introduced in the national CVTS. The “field level” rules below have been included in the validation software accordingly.

Data entry check number	Variable name	Level	Possible values
FL 1	COUNTRY	Mandatory	Field [COUNTRY]: See EU Manual for valid list of codes (annex 12)
FL 2	ENTERPR	Mandatory	Field [ENTERPR]: In the range 0 to 999996
FL 3	WEIGHT	Mandatory	Field [WEIGHT]: In the range 1 to 999999
FL 4	NACE_SP	Mandatory	Field [NACE_SP]: In the range 2001-2020 - See EU Manual (annex 1)
FL 5	SIZE_SP	Mandatory	Field [SIZE_SP]: In the range 0 to 9
FL 6	NSTRA_SP	Mandatory	Field [NSTRA_SP]: In the range 1 to 99996
FL 7	N_SP	Mandatory	Field [N_SP]: In the range 1 to 99996
FL 8	SUB_SP	Mandatory	Field [SUB_SP]: 0 or 1
FL 9	N_RESPST	Mandatory	Field [N_RESPST]: In the range 1 to 99996 (exceptionally 0)
FL 10	N_EMPREG	Mandatory	Field [N_EMPREG]: In the range 10 to 999996 or 999999 or exceptionally in the range 5 to 999996
FL 11	RESPONSE	Mandatory	Field [RESPONSE]: 1, 2 or 3
FL 12	PROC	Mandatory	Field [PROC]: 10, 11, 20, 21, 30, 31, 40, 50
FL 13	IDLANGUA	Mandatory	Field [IDLANGUA]: See EU Manual for valid list of codes (annex 12)
FL 14	IDREGION	Mandatory	Field [IDREGION]: See EU Manual for valid list of codes (annex 12)
FL 15		Mandatory	Field [EXTRA1]: No check
FL 16		Mandatory	Field [EXTRA2]: No check
FL 17		Mandatory	Field [EXTRA3]: No check
FL 18	A1	Mandatory	Field [A1]: In the range B0510 to S9609 - See EU Manual (annex 13)
FL 19	A2tot	Mandatory	Field [A2tot]: In the range 10 to 999996 or exceptionally in the range 5 to 999996
FL 20	A2m	Mandatory	Field [A2m]: In the range 0 to 999996 or 999999
FL 21	A2f	Mandatory	Field [A2f]: In the range 0 to 999996 or 999999
FL 22	A3tot	Mandatory	Field [A3tot]: In the range 0 to 999996 or 999998 or 999999
FL 23	A4	Mandatory	Field [A4]: In the range 1 to 99999999996 or 99999999999
FL 24	A5	Mandatory	Field [A5]: In the range 1 to 9999999996 or 9999999999
FL 25	A6	Mandatory	Field [A6]: 0, 1 or 9
FL 26	A7	Mandatory	Field [A7]: 0, 1 or 9
FL 27	A8	Mandatory	Field [A8]: 0, 1 or 9
FL 28	A9	Mandatory	Field [A9]: 0, 1, 2 or 9
FL 30	A10a	Mandatory	Field [A10a]: 0, 1 or 9
FL 31	A10b	Mandatory	Field [A10b]: 0, 1 or 9
FL 32	A10c	Mandatory	Field [A10c]: 0, 1 or 9

FL	33	A10d	Mandatory	Field [A10d]: 0, 1 or 9
FL	34	A11a	Mandatory	Field [A11a]: 0, 1, 2 or 9
FL	35	A11ba	Mandatory	Field [A11ba]: 0, 1, 8 or 9
FL	36	A11bb	Mandatory	Field [A11bb]: 0, 1, 8 or 9
FL	37	A11bc	Mandatory	Field [A11bc]: 0, 1, 8 or 9
FL	38	A11bd	Mandatory	Field [A11bd]: 0, 1, 8 or 9
FL	39	A12o	Mandatory	Field [A12o]: 0, 1
FL	40	A12flag	Mandatory	Field [A12flag]: 0, 1, 2 or 9
FL	40a	A12a	Mandatory	Field [A12a]: 0, 1
FL	41	A12b	Mandatory	Field [A12b]: 0, 1
FL	42	A12c	Mandatory	Field [A12c]: 0, 1
FL	43	A12d	Mandatory	Field [A12d]: 0, 1
FL	44	A12e	Mandatory	Field [A12e]: 0, 1
FL	45	A12f	Mandatory	Field [A12f]: 0, 1
FL	46	A12g	Mandatory	Field [A12g]: 0, 1
FL	47	A12h	Mandatory	Field [A12h]: 0, 1
FL	48	A12i	Mandatory	Field [A12i]: 0, 1
FL	49	A12j	Mandatory	Field [A12j]: 0, 1
FL	50	A12k	Mandatory	Field [A12k]: 0, 1
FL	50a	A12l	Mandatory	Field [A12l]: 0, 1
FL	51	A12Main	Mandatory	Field [A12Main]: a-l, 8 or 9
FL	52	A13	Mandatory	Field [A13]: 0, 1, 8 or 9
FL	53	A14	Mandatory	Field [A14]: 0, 1, 8 or 9
FL	54	A15	Mandatory	Field [A15]: 0, 1, 7, 8 or 9
FL	55	A16a	Mandatory	Field [A16a]: 0, 1, 8 or 9
FL	56	A16ba	Mandatory	Field [A16ba]: 0, 1, 8 or 9
FL	56a	A16bb	Mandatory	Field [A16bb]: 0, 1, 8 or 9
FL	57	A16bc	Mandatory	Field [A16bc]: 0, 1, 8 or 9
FL	58	A16bd	Mandatory	Field [A16bd]: 0, 1, 8 or 9
FL	59	A16be	Mandatory	Field [A16be]: 0, 1, 8 or 9
FL	60	A16bf	Mandatory	Field [A16bf]: 0, 1, 8 or 9
FL	61	A16bg	Mandatory	Field [A16bg]: 0, 1, 8 or 9
FL	62	A17a	Mandatory	Field [A17a]: 0, 1, 9
FL	63	A17b	Mandatory	Field [A17b]: 0, 1, 9
FL	64	A17c	Mandatory	Field [A17c]: 0, 1, 9
FL	65	A17d	Mandatory	Field [A17d]: 0, 1, 9
FL	66	A17e	Mandatory	Field [A17e]: 0, 1, 9
FL	67	B1a	Mandatory	Field [B1a]: 0 or 1
FL	68	B1b	Mandatory	Field [B1b]: 0 or 1
FL	69	B2aflag	Mandatory	Field [B2aflag]: 0 or 1
FL	70	B2a	Mandatory	Field [B2a]: In the range 0 to 999996 or 999998 or 999999
FL	71	B2bflag	Mandatory	Field [B2bflag]: 0 or 1
FL	72	B2b	Mandatory	Field [B2b]: In the range 0 to 999996 or 999998 or 999999
FL	73	B2cflag	Mandatory	Field [B2cflag]: 0 or 1
FL	74	B2c	Mandatory	Field [B2c]: In the range 0 to 999996 or 999998 or 999999
FL	75	B2dflag	Mandatory	Field [B2dflag]: 0 or 1
FL	76	B2d	Mandatory	Field [B2d]: In the range 0 to 999996 or 999998 or 999999
FL	77	B2eflag	Mandatory	Field [B2eflag]: 0 or 1
FL	78	B2e	Mandatory	Field [B2e]: In the range 0 to 999996 or 999998 or 999999
FL	79	B3a	Mandatory	Field [B3a]: 0, 1, 8 or 9
FL	81	B4a	Mandatory	Field [B4a]: 0, 1, 8 or 9
FL	83	B5aflag	Mandatory	Field [B5aflag]: 0, 1, or 9
FL	84	B5a	Mandatory	Field [B5a]: In the range 0 to 9999999996 or 9999999998 or 9999999999
FL	85	B5bflag	Mandatory	Field [B5bflag]: 0, 1, or 9

FL	86	B5b	Mandatory	Field [B5b]: In the range 0 to 9999999996 or 9999999998 or 9999999999
FL	87	B6a	Mandatory	Field [B6a]: 0, 1, 8 or 9
FL	89	B6b	Mandatory	Field [B6b]: 0, 1, 8 or 9
FL	90	B6c	Mandatory	Field [B6c]: 0, 1, 8 or 9
FL	91	B6d	Mandatory	Field [B6d]: 0, 1, 8 or 9
FL	92	B6e	Mandatory	Field [B6e]: 0, 1, 8 or 9
FL	93	B6f	Mandatory	Field [B6f]: 0, 1, 8 or 9
FL	94	C1tot	Mandatory	Field [C1tot]: In the range 1 to 999996 or 999998 or 999999
FL	95	C2m	Mandatory	Field [C2m]: In the range 0 to 999996 or 999998 or 999999
FL	96	C2f	Mandatory	Field [C2f]: In the range 0 to 999996 or 999998 or 999999
FL	97	C3tot	Mandatory	Field [C3tot]: In the range 0 to 9999999996 or 9999999998 or 9999999999
FL	98	C3i	Mandatory	Field [C3i]: In the range 0 to 9999999996 or 9999999998 or 9999999999
FL	99	C3e	Mandatory	Field [C3e]: In the range 0 to 9999999996 or 9999999998 or 9999999999
FL	100	C4	Mandatory	Field [C4]: In the range 0 to 100, or 999, 998
FL	100a	C5flag	Mandatory	Field [C5flag]: 0, 1, 8 or 9
FL	102	C5a	Mandatory	Field [C5a]: 0, 1 or 8
FL	103	C5b	Mandatory	Field [C5b]: 0, 1 or 8
FL	104	C5c	Mandatory	Field [C5c]: 0, 1 or 8
FL	105	C5d	Mandatory	Field [C5d]: 0, 1 or 8
FL	106	C5e	Mandatory	Field [C5e]: 0, 1 or 8
FL	107	C5f	Mandatory	Field [C5f]: 0, 1 or 8
FL	108	C5g	Mandatory	Field [C5g]: 0, 1 or 8
FL	109	C5h	Mandatory	Field [C5h]: 0, 1 or 8
FL	110	C5i	Mandatory	Field [C5i]: 0, 1 or 8
FL	110a	C5j	Mandatory	Field [C5j]: 0, 1 or 8
FL	111	C5k	Mandatory	Field [C5k]: 0, 1 or 8
FL	111a	C5l	Mandatory	Field [C5l]: 0, 1 or 8
FL	112	C5Main	Mandatory	Field [C5Main]: a-l, 8 or 9
FL	112a	C6flag	Mandatory	Field [C6flag]: 0,1,8,9
FL	113	C6a	Mandatory	Field [C6a]: 0, 1,8
FL	114	C6b	Mandatory	Field [C6b]: 0, 1,8
FL	115	C6c	Mandatory	Field [C6c]: 0, 1, 8
FL	116	C6d	Mandatory	Field [C6d]: 0, 1, 8
FL	117	C6e	Mandatory	Field [C6e]: 0, 1,8
FL	118	C6f	Mandatory	Field [C6f]: 0, 1, 8
FL	119	C6g	Mandatory	Field [C6g]: 0, 1,8
FL	120	C6Main	Mandatory	Field [C6Main]: a-g, 8 or 9
FL	121	C7aflag	Mandatory	Field [C7aflag]: 0, 1, 8 or 9
FL	122	C7a	Mandatory	Field [C7a]: In the range 0 to 9999999996 or 9999999998 or 9999999999
FL	123	C7bflag	Mandatory	Field [C7bflag]: 0, 1, 8 or 9
FL	124	C7b	Mandatory	Field [C7b]: In the range 0 to 9999999996 or 9999999998 or 9999999999
FL	125	C7cflag	Mandatory	Field [C7cflag]: 0, 1, 8 or 9
FL	126	C7c	Mandatory	Field [C7c]: In the range 0 to 9999999996 or 9999999998 or 9999999999
FL	127	C7dflag	Mandatory	Field [C7dflag]: 0, 1, 8 or 9

FL	128	C7d	Mandatory	Field [C7d]: In the range 0 to 9999999996 or 9999999998 or 9999999999
FL	129	C7sflag	Mandatory	Field [C7sflag]: 0, 1, 8 or 9
FL	130	C7sub	Mandatory	Field [C7sub]: In the range 0 to 9999999996 or 9999999998 or 9999999999
FL	131	C7tot	Mandatory	Field [C7tot]: In the range – 9999999996 to 9999999996 or 9999999998 or 9999999999
FL	133	PAC	Mandatory	Field [PAC]: In the range 1 to 9999999996 or 9999999998 or 9999999999
FL	134	D1a	Mandatory	Field [D1a]: 0, 1, 8 or 9
FL	135	D1b	Mandatory	Field [D1b]: 0, 1, 8 or 9
FL	136	D1c	Mandatory	Field [D1c]: 0, 1, 8 or 9
FL	137	D1d	Mandatory	Field [D1d]: 0, 1, 8 or 9
FL	138	D1e	Mandatory	Field [D1e]: 0, 1, 8 or 9
FL	139	D2a	Mandatory	Field [D2a]: 0, 1, 2, 8 or 9
FL	142	D2ba	Mandatory	Field [D2ba]: 0, 1, 8 or 9
FL	143	D2bb	Mandatory	Field [D2bb]: 0, 1, 8 or 9
FL	144	D2bc	Mandatory	Field [D2bc]: 0, 1, 8 or 9
FL	145	D2bd	Mandatory	Field [D2bd]: 0, 1, 8 or 9
FL	147	D3a	Mandatory	Field [D3a]: 0, 1, 8 or 9
FL	148	D3b	Mandatory	Field [D3b]: 0, 1, 8 or 9
FL	149	D3c	Mandatory	Field [D3c]: 0, 1, 8 or 9
FL	150	D3d	Mandatory	Field [D3d]: 0, 1, 8 or 9
FL	151	D3e	Mandatory	Field [D3e]: 0, 1, 8 or 9
FL	152	D3f	Mandatory	Field [D3f]: 0, 1, 8 or 9
FL	153	D3g	Mandatory	Field [D3g]: 0, 1, 8 or 9
FL	154	D3h	Mandatory	Field [D3h]: 0, 1, 8 or 9
FL	155	D3i	Mandatory	Field [D3i]: 0, 1, 8 or 9
FL	156	E1a	Mandatory	Field [E1a]: 0, 1, 8 or 9
FL	157	E1b	Mandatory	Field [E1b]: 0, 1, 8 or 9
FL	158	E1c	Mandatory	Field [E1c]: 0, 1, 8 or 9
FL	159	E1d	Mandatory	Field [E1d]: 0, 1, 8 or 9
FL	160	E1e	Mandatory	Field [E1e]: 0, 1, 8 or 9
FL	161	E1f	Mandatory	Field [E1f]: 0, 1, 8 or 9
FL	162	E1g	Mandatory	Field [E1g]: 0, 1, 8 or 9
FL	163	E1h	Mandatory	Field [E1h]: 0, 1, 8 or 9
FL	164	E1i	Mandatory	Field [E1i]: 0, 1, 8 or 9
FL	165	F1tot	Mandatory	Field [F1tot]: In the range 0 to 999996
FL	166	F2a	Mandatory	Field [F2a]: 0, 1, 8 or 9
FL	167	F2b	Mandatory	Field [F2b]: 0, 1, 8 or 9
FL	168	F2c	Mandatory	Field [F2c]: 0, 1, 8 or 9
FL	169	F2d	Mandatory	Field [F2d]: 0, 1, 8 or 9
FL	170	F2e	Mandatory	Field [F2e]: 0, 1, 8 or 9
FL	171	A1bis	Warning	Field [A1bis]: NACE rev 1.1
FL	172	A2bis	Warning	Field [A2bis]: In the range of 0-999996
FL	173	A2terG1	Warning	Field [A2terG1]: In the range of 0-999996
FL	174	A2terG2	Warning	Field [A2terG2]: In the range of 0-999996
FL	175	A6bis	Warning	Field [A6bis]: 0,1,9
FL	176	A11abisa	Warning	Field [A11abisa]: 0,1,8,9
FL	176a	A11abisb	Warning	Field [A11abisb]: 0,1,8,9
FL	177	A11atera	Warning	Field [A11atera]: 0,1,8,9
FL	177a	A11aterb	Warning	Field [A11aterb]: 0,1,8,9
FL	177b	A11aterc	Warning	Field [A11aterc]: 0,1,8,9
FL	177c	A11aterd	Warning	Field [A11aterd]: 0,1,8,9

FL	178	B3b	Warning	Field [B3b]: 0,1,8,9
FL	179	B4b	Warning	Field [B4b]: 0,1,8,9
FL	180	C2bisa	Warning	Field [C2bisa]: In the range of 0-999996
FL	181	C2bisb	Warning	Field [C2bisb]: In the range of 0-999996
FL	182	C3bisflag	Warning	Field [C3bisflag]: 0,1,8,9
FL	183	C3bis	Warning	Field [C3bis]: In the range of 1-99999999996
FL	184	C5bisflag	Warning	Field [C5bisflag]: 0,1,8,9
FL	185	C5bisaG1	Warning	Field [C5bisaG1]: 0,1,8,9
FL	186	C5bisbG1	Warning	Field [C5bisbG1]: 0,1,8,9
FL	187	C5biscG1	Warning	Field [C5biscG1]: 0,1,8,9
FL	188	C5bisdG1	Warning	Field [C5bisdG1]: 0,1,8,9
FL	189	C5biseG1	Warning	Field [C5biseG1]: 0,1,8,9
FL	190	C5bisfG1	Warning	Field [C5bisfG1]: 0,1,8,9
FL	191	C5bisgG1	Warning	Field [C5bisgG1]: 0,1,8,9
FL	192	C5bishG1	Warning	Field [C5bishG1]: 0,1,8,9
FL	193	C5bisiG1	Warning	Field [C5bisiG1]: 0,1,8,9
FL	194	C5bisjG1	Warning	Field [C5bisjG1]: 0,1,8,9
FL	195	C5biskG1	Warning	Field [C5biskG1]: 0,1,8,9
FL	196	C5bislG1	Warning	Field [C5bislG1]: 0,1,8,9
FL	197	C5bisaG2	Warning	Field [C5bisaG2]: 0,1,8,9
FL	198	C5bisbG2	Warning	Field [C5bisbG2]: 0,1,8,9
FL	199	C5biscG2	Warning	Field [C5biscG2]: 0,1,8,9
FL	200	C5bisdG2	Warning	Field [C5bisdG2]: 0,1,8,9
FL	201	C5biseG2	Warning	Field [C5biseG2]: 0,1,8,9
FL	202	C5bisfG2	Warning	Field [C5bisfG2]: 0,1,8,9
FL	203	C5bisgG2	Warning	Field [C5bisgG2]: 0,1,8,9
FL	204	C5bishG2	Warning	Field [C5bishG2]: 0,1,8,9
FL	205	C5bisiG2	Warning	Field [C5bisiG2]: 0,1,8,9
FL	206	C5bisjG2	Warning	Field [C5bisjG2]: 0,1,8,9
FL	207	C5biskG2	Warning	Field [C5biskG2]: 0,1,8,9
FL	208	C5bislG2	Warning	Field [C5bislG2]: 0,1,8,9
FL	209	C6bisflag	Warning	Field [C6bisflag]: 0,1,8,9
FL	210	C6bisa	Warning	Field [C6bisa]: In the range of 0-99999999996, 99999999998 or 99999999999
FL	211	C6bisb	Warning	Field [C6bisb]: In the range of 0-99999999996, 99999999998 or 99999999999
FL	212	C6bisc	Warning	Field [C6bisc]: In the range of 0-99999999996, 99999999998 or 99999999999
FL	213	C6bisd	Warning	Field [C6bisd]: In the range of 0-99999999996, 99999999998 or 99999999999
FL	214	C6bise	Warning	Field [C6bise]: In the range of 0-99999999996, 99999999998 or 99999999999
FL	215	C6bisf	Warning	Field [C6bisf]: In the range of 0-99999999996, 99999999998 or 99999999999
FL	216	C6bisg	Warning	Field [C6bisg]: In the range of 0-99999999996, 99999999998 or 99999999999
FL	217	F0flag	Warning	Field [F0flag]: 0,1,8,9
FL	218	F1bis	Warning	Field [F1bis]: In the range of 0-99999999996 or 99999999999
FL	219	F3aflag	Warning	Field [F3aflag]: 0,1,8,9
FL	220	F3a	Warning	Field [F3a]: In the range of 1-99999999996 or 99999999998 or 99999999999
FL	221	F3bflag	Warning	Field [F3bflag]: 0,1,8,9
FL	222	F3b	Warning	Field [F3b]: 1-99999999996 or 99999999998 or 99999999999
FL	223	F3cflag	Warning	Field [F3cflag]: 0,1,8,9

FL	224	F3c	Warning	Field [F3c]: In the range of 1-9999999996 or 9999999998 or 9999999999
FL	225	F4aflag	Warning	Field [F4aflag]: 0,1,8,9
FL	226	F4a	Warning	Field [F4a]: In the range of 1-9999999996 or 9999999998 or 9999999999
FL	227	F4bflag	Warning	Field [F4bflag]: 0,1,8,9
FL	228	F4b	Warning	Field [F4b]: In the range of 1-9999999996 or 9999999998 or 9999999999

Annex 9: Checking rules - Record level

version 2.0 / 29-06-2010

This annex present the “record level” rules included in the data validation software provided to countries.

All optional variables are part of the CSV file to be transmitted to Eurostat. The code book (annex 7) provides the codes to be used in case the corresponding question was not introduced in the national CVTS. There are no rules for optional variables (record level: RL) in the data validation software provided to countries.

Record level check no	Variable name	Level	Record level check
RL001	ENTERPR,N_SP, NSTRA_SP	Mandatory	N_SP <= NSTRA_SP
RL002	ENTERPR,N_RESPST, N_SP	Mandatory	N_RESPST <= N_SP
RL003	ENTERPR,A1	Mandatory	Check if A1 corresponds correctly to NACE_SP
RL004	ENTERPR,A2tot	Warning	check against N_EMPREG
RL005	ENTERPR,A2tot	Warning	check if A2tot corresponds correctly to SIZE_SP
RL006	ENTERPR,A2tot, A3tot	Warning	If A2tot≥0 and A2tot<999996 and A3tot>=0 and A3tot<= 999996 then $abs(A2tot-A3tot)/A2tot > 0.2$
RL007	ENTERPR,A2tot, A3tot	Warning	If A2tot≥0 and A2tot<50 and A3tot>=0 and A3tot<= 999996 then $abs(A2tot-A3tot)/A2tot > 0.2$
RL008	ENTERPR,A2tot	Mandatory	If A2tot>=10 and A2tot<999996
RL009	ENTERPR,A2tot	Warning	check against N_EMPREG
RL010	ENTERPR,A2m, A2f, A2tot	Mandatory	If A2m and A2f within range 0 to 999996 then A2tot = A2m + A2f
RL011	ENTERPR,A2m	Warning	check against N_EMPREG
RL012	ENTERPR,A2m, A2tot	Mandatory	If A2m within range 0 to 999996 then A2m<= A2tot
RL013	ENTERPR,A2f	Warning	check against N_EMPREG
RL014	ENTERPR,A2f, A2tot	Mandatory	If A2f within range 0 to 999996 then A2f<= A2tot
RL015	ENTERPR,A4	Mandatory	if A4>=1 and A4<= 99999999996
RL016	ENTERPR,A4,A2tot	Warning	If A4 in the range 10 to 99999999996 and A2tot in the range 10 to 999996 then $A4 < 220 * 10 * A2tot$
RL017	ENTERPR,A5	Mandatory	if A5>=1 and A5<= 99999999996
RL018		Mandatory	
RL019		Mandatory	
RL020		Mandatory	
RL021		Mandatory	
RL022		Mandatory	
RL023	ENTERPR,A11a,A11ba, A11bb, A11bc, A11bd	Mandatory	If a11a=9 then A11ba=9 and a11bb=9 and a11bc=9 and a11bd=9
RL024	ENTERPR,A11a, A11ba	Mandatory	If A11a not in 0 or not in 9 then A11ba in 0,1,9
RL025	ENTERPR,A11a, A11bb	Mandatory	If A11a not in 0 or not in 9 then A11bb in 0,1,9
RL026	ENTERPR,A11a, A11bc	Mandatory	If A11a not in 0 or not in 9 then A11bc in 0,1,9
RL027	ENTERPR,A11a, A11bd	Mandatory	If A11a not in 0 or not in 9 then A11bd in 0,1,9
RL028	ENTERPR,A12l, A12flag	Mandatory	If A12l=1 then A12flag=0

RL029	ENTERPR,A12o, A12flag	Mandatory	If A12o=1 then A12flag=2
RL030	ENTERPR,A12a,A12b,A12c,A12d,A12e,A12f,A12g,A12h,A12i,A12j,A12k,A12flag	Mandatory	if A12a=1 or A12b=1 or A12c=1 or A12d= 1 or A12e=1 or A12f=1 or A12g=1 or A12h=1 or A12i=1 or A12j=1 or A12k=1 then A12flag=1
RL031	ENTERPR,A12a,A12b,A12c,A12d,A12e,A12f,A12g,A12h,A12i,A12j,A12k,A12l,A12o,A12flag	Mandatory	if A12a=0 and A12b=0 and A12c=0 and A12d= 0 and A12e=0 and A12f=0 and A12g=0 and A12h=0 and A12i=0 and A12j=0 and A12k=0 and A12l=0 and A12o=0 then A12flag=9
RL032	ENTERPR,A12flag	warning	if A12flag=0 or A12flag=1 then A12main in a to l
RL033	ENTERPR,A12flag,A12Main	Mandatory	if A12flag=2 or A12flag=9 then A12main = 8
RL034		Mandatory	
RL035	ENTERPR,A16a,A16ba,A16bb,A16bc,A16bd,A16be,A16bf,A16bg	Mandatory	If A16a not in 0 or not in 8,9 then A16ba=1,9 or A16bb=1,9 or A16bc=1,9 or A16bd=1,9 or A16be=1,9 or A16bf=1,9 or A16bg=1,9
RL035A	ENTERPR,A16a,A16ba,A16bb,A16bc,A16bd,A16be,A16bf,A16bg	Mandatory	If A16a = 8 then all A16ba,...,A16bg should be =8
RL036	ENTERPR,A16a,A16ba	Mandatory	If A16a not in 0,8,9 then A16ba=1 or 0 or 9
RL037	ENTERPR,A16a,A16bb	Mandatory	If A16a not in 0,8,9 then A16bb=1 or 0 or 9
RL038	ENTERPR,A16a,A16bc	Mandatory	If A16a not in 0,8,9 then A16bc=1 or 0 or 9
RL039	ENTERPR,A16a,A16bd	Mandatory	If A16a not in 0,8,9 then A16bd=1 or 0 or 9
RL040	ENTERPR,A16a,A16be	Mandatory	If A16a not in 0,8,9 then A16be=1 or 0 or 9
RL041	ENTERPR,A16a,A16bf	Mandatory	If A16a not in 0,8,9 then A16bf=1 or 0 or 9
RL042	ENTERPR,A16a,A16bg	Mandatory	If A16a not in 0,8,9 then A16bg=1 or 0 or 9
RL043	ENTERPR,B2aflag,B2a	Mandatory	If B2aflag = 0, then B2a = 999998
RL044	ENTERPR,B2aflag,B2a	Mandatory	If B2aflag = 1, then B2a = within the range 1 to 999996 or 999999
RL045	ENTERPR,B2bflag,B2b	Mandatory	If B2bflag = 0, then B2b = 999998
RL046	ENTERPR,B2bflag,B2b	Mandatory	If B2bflag = 1, then B2b = within the range 1 to 999996 or 999999
RL047	ENTERPR,B2cflag,B2c	Mandatory	If B2cflag = 0, then B2c = 999998
RL048	ENTERPR,B2cflag,B2c	Mandatory	If B2cflag = 1, then B2c = within the range 1 to 999996 or 999999
RL049	ENTERPR,B2dflag,B2d	Mandatory	If B2dflag = 0, then B2d = 999998
RL050	ENTERPR,B2dflag,B2d	Mandatory	If B2dflag = 1, then B2d = within the range 1 to 999996 or 999999
RL051	ENTERPR,B2eflag,B2e	Mandatory	If B2eflag = 0, then B2e = 999998
RL052	ENTERPR,B2eflag,B2e	Mandatory	If B2eflag = 1, then B2e = within the range 1 to 999996 or 999999
RL053	ENTERPR,A3tot,B3a	Mandatory	If A3tot = 999998 then B3a = 8
RL054	ENTERPR,A3tot,B3a	Mandatory	If A3tot within range 1 to 999996 then B3a =0 or B3a=1 or 9
RL055	ENTERPR,A2tot,B4a	Mandatory	If A2tot = 999998 then B4a = 8
RL056	ENTERPR,A3tot,B4a	Mandatory	If A3tot within range 1 to 999996 then B4a =0 or B4a=1 or 9
RL057	ENTERPR,B5aflag,B5a	Mandatory	If B5aflag = 1, then B5a = within the range 1 to 9999999996 or 9999999999
RL059	ENTERPR,B5aflag,B5a	Mandatory	If B5aflag = 0 then B5a = 9999999998

RL059A	ENTERPR,B5aflag,B5a	Mandatory	If B5aflag = 9 then B5a = 9999999999
RL060	ENTERPR,B5bflag,B5b	Mandatory	If B5bflag = 1, then B5b = within the range 1 to 9999999996 or 9999999999
RL061	ENTERPR,B5bflag,B5b	Mandatory	If B5bflag = 0 then B5b = 9999999998
RL061A	ENTERPR,B5bflag,B5b	Mandatory	If B5bflag = 9, then B5b = 9999999999
RL062	ENTERPR,B5bflag,B6a,B6b,B6c,B6d,B6e,B6f	Mandatory	If B5bflag = 0, then B6a=8 and B6b=8 and B6c=8 and B6d=8 and B6e =8 and B6f=8
RL063	ENTERPR,B5bflag,B6a,B6b,B6c,B6d,B6e,B6f	Mandatory	If B5bflag =1, then B6a=1 or B6b=1 or B6c=1 or B6d=1 or B6e =1 or B6f = 1
RL063a	ENTERPR,B6a,B6b,B6c,B6d,B6e,B6f	Mandatory	If (B6a = 1) OR (B6b = 1) OR (B6c = 1) OR (B6d = 1) OR (B6e = 1) then (B6f = 0)
RL063b	ENTERPR,B6f,B6a,B6b,B6c,B6d,B6e	Mandatory	if (B6f = 1) then (b6a=0 and b6b=0 and b6c=0 and b6d=0 and b6e=0)
RL064	ENTERPR,B5bflag,B6a,B6b,B6c,B6d,B6e,B6f	Mandatory	If B5bflag =9 then B6a=8 and B6b=8 and B6c=8 and B6d=8 and B6e =8 and B6f=8
RL065	ENTERPR,B1a,B1b,C1tot	Mandatory	if (B1a or B1b) = 1 then C1tot within the range 1 to 999996 or 999999
RL066	ENTERPR,C2m,C1tot	Mandatory	if C2m in range 0 to 999996 then C2m <= C1tot
RL067	ENTERPR,C2f,C1tot	Mandatory	if C2f in range 0 to 999996 then C2f <= C1tot
RL068	ENTERPR,B1a,C1tot	Mandatory	if (B1a and B1b) = 0 then C1tot = 999998
RL069	ENTERPR,C1tot,A2tot	Warning	if C2m and C2f within the range 1 to 999996 then C1tot ≤ A2tot
RL070	ENTERPR,C1tot,C2m,C2f	Mandatory	if C1tot and C2m and C2f within the range 0 to 999996 then C1tot = C2m+C2f
RL071	ENTERPR,C2m,C2f,C1tot	Mandatory	if C2m and C2f within the range 0 to 999996 then C1tot = C2m+C2f
RL072	ENTERPR,B1a,B1b,C2m	Mandatory	if (B1a and B1b) =0 then C2m = 999998
RL073	ENTERPR,B1a,B1b,C2f	Mandatory	if (B1a or B1b) = 1 then C2m within the range 0 to 999996 or 999999
RL074	ENTERPR,B1a,B1b,C2f	Mandatory	if (B1a and B1b) =0 then C2f = 999998
RL075	ENTERPR,B1a,B1b,C2f	Mandatory	if (B1a or B1b) = 1 then C2f within the range 0 to 999996 or 999999
RL076	ENTERPR,B1a,B1b,C3tot	Mandatory	If (B1a or B1b) = 1 then C3tot within the range 0 to 9999999996
RL077	ENTERPR,C1tot,C3tot	Warning	If C1tot >0 and C1tot ≤ 999996 and C3tot =0 (CVT outside paid working time)
RL078	ENTERPR,B1a,B1b,C3tot	Mandatory	If (B1a and B1b) = 0, then C3tot = 9999999998
RL079	ENTERPR,C3i,C3tot	Mandatory	if C3i within the range 0 to 9999999996 then C3i <= C3tot
RL080	ENTERPR,C3e,C3tot	Mandatory	if C3e within the range 0 to 9999999996 then C3e <= C3tot
RL081	ENTERPR,C3i,C3e,C3tot	Mandatory	if C3i and C3e in the range 0 to 9999999996 then C3tot = (C3e + C3i)
RL082	ENTERPR,C3tot,A4	Mandatory	if C3tot within the range 0 to 9999999996 then C3tot <= A4
RL083	ENTERPR,B1a,C3i	Mandatory	If (B1a) = 1, then C3i within the range 0 to 9999999996 or 9999999999
RL084	ENTERPR,B1a,C3i	Mandatory	If (B1a) = 0, then C3i = 9999999998 or 0

RL085	ENTERPR,C3i, A4	Mandatory	if C3i within the range 1 and 9999999996 then C3i <= A4
RL086	ENTERPR,B1b,C3e	Mandatory	If (B1b) = 1, then C3e within the range 0 to 9999999996 or 9999999999
RL087	ENTERPR,B1b,C3e	Mandatory	If (B1b) = 0, then C3e = 9999999998 or 0
RL088	ENTERPR,C3e, A4	Mandatory	if C3e within the range 1 to 9999999996 then C3e <= A4
RL089	ENTERPR,B1a,B1b,C4	Mandatory	if (B1a and B1b) = 0 then C4=998
RL090	ENTERPR,B1a,B1b,C5a	Mandatory	if (B1a or B1b) = 1 then C5a=0,or C5a=1 or C5a=9
RL091	ENTERPR,B1a,B1b,C5a	Mandatory	if (B1a and B1b) = 0 then C5a=8
RL092	ENTERPR,B1a,B1b,C5b	Mandatory	if (B1a or B1b) = 1 then C5b=0,or C5b=1 or C5b=9
RL093	ENTERPR,B1a,B1b,C5b	Mandatory	if (B1a and B1b) = 0 then C5b=8
RL094	ENTERPR,B1a,B1b,C5c	Mandatory	if (B1a or B1b) = 1 then C5c=0,or C5c=1 or C5c=9
RL095	ENTERPR,B1a,B1b,C5c	Mandatory	if (B1a and B1b) = 0 then C5c=8
RL096	ENTERPR,B1a,B1b,C5d	Mandatory	if (B1a or B1b) = 1 then C5d=0,or C5d=1 or C5d=9
RL097	ENTERPR,B1a,B1b,C5d	Mandatory	if (B1a and B1b) = 0 then C5d=8
RL098	ENTERPR,B1a,B1b,C5e	Mandatory	if (B1a or B1b) = 1 then C5e=0,or C5e=1 or C5e=9
RL099	ENTERPR,B1a,B1b,C5e	Mandatory	if (B1a and B1b) = 0 then C5e=8
RL100	ENTERPR,B1a,B1b,C5f	Mandatory	if (B1a or B1b) = 1 then C5f=0,or C5f=1 or C5f=9
RL101	ENTERPR,B1a,B1b,C5f	Mandatory	if (B1a and B1b) = 0 then C5f=8
RL102	ENTERPR,B1a,B1b,C5g	Mandatory	if (B1a or B1b) = 1 then C5g=0,or C5g=1 or C5g=9
RL103	ENTERPR,B1a,B1b,C5g	Mandatory	if (B1a and B1b) = 0 then C5g=8
RL104	ENTERPR,B1a,B1b,C5h	Mandatory	if (B1a or B1b) = 1 then C5h=0,or C5h=1 or C5h=9
RL105	ENTERPR,B1a,B1b,C5h	Mandatory	if (B1a and B1b) = 0 then C5h=8
RL106	ENTERPR,B1a,B1b,C5i	Mandatory	if (B1a or B1b) = 1 then C5i=0,or C5i=1 or C5i=9
RL107	ENTERPR,B1a,B1b,C5i	Mandatory	if (B1a and B1b) = 0 then C5i=8
RL108	ENTERPR,B1a,B1b,C5j	Mandatory	if (B1a or B1b) = 1 then C5j=0,or C5j=1 or C5j=9
RL109	ENTERPR,B1a,B1b,C5j	Mandatory	if (B1a and B1b) = 0 then C5j=8
RL110	ENTERPR,B1a,B1b,C5k	Mandatory	if (B1a or B1b) = 1 then C5k=0,or C5k=1 or C5k=9
RL111	ENTERPR,B1a,B1b,C5k	Mandatory	if (B1a and B1b) = 0 then C5k=8
RL112	ENTERPR,B1a,B1b,C5l	Mandatory	if (B1a or B1b) = 1 then C5l=0,or C5l=1 or C5l=9
RL113	ENTERPR,B1a,B1b,C5l	Mandatory	if (B1a and B1b) = 0 then C5l=8
RL114	ENTERPR,B1a,B1b,C5flag	Mandatory	if (B1a and B1b)=0 then if C5flag=8
RL115	ENTERPR,B1a,B1b,C5flag	Mandatory	If C5l=1 then C5flag=0
RL116	ENTERPR,C5a,C5b,C5c,C5d,C5e,C5f,C5g,C5h,C5i,C5j,C5k,C5flag	Mandatory	if C5a=1 or C5b=1 or C5c=1 or C5d= 1 or C5e=1 or C5f=1 or C5g=1 or C5h=1 or C5i=1 or C5j=1 or C5k=1 then C5flag=1
RL117	ENTERPR,C5a,C5b,C5c,C5d,C5e,C5f,C5g,C5h,C5i,C5j,C5k,C5l,C5flag	Mandatory	if (C5a=0 and C5b=0 and C5c=0 and C5d= 0 and C5e=0 and C5f=0 and C5g=0 and C5h=0 and C5i=0 and C5j=0 and C5k=0) AND C5l=0 then C5flag=9
RL118	ENTERPR,C5flag,C5Main	warning	if C5flag=0 or C5flag=1 then C5main in a to l
RL119	ENTERPR,C5flag,C5Main	Mandatory	If C5flag=9 then C5main=8
RL120	ENTERPR,C5flag,C5Main	Mandatory	if C5flag=8 then C5Main=8

RL121	ENTERPR,B1b,C6a	Mandatory	if B1b = 1 then C6a=0,or C6a=1 or C6a=9
RL122	ENTERPR,B1b,C6a	Mandatory	if B1b = 0 then C6a=8
RL123	ENTERPR,B1b,C6b	Mandatory	if B1b = 1 then C6b=0,or C6b=1 or C6b=9
RL124	ENTERPR,B1b,C6b	Mandatory	if B1b = 0 then C6b=8
RL125	ENTERPR,B1b,C6c	Mandatory	if B1b = 1 then C6c=0,or C6c=1 or C6c=9
RL126	ENTERPR,B1b,C6c	Mandatory	if B1b = 0 then C6c=8
RL127	ENTERPR,B1b,C6d	Mandatory	if B1b = 1 then C6d=0,or C6d=1 or C6d=9
RL128	ENTERPR,B1b,C6d	Mandatory	if B1b = 0 then C6d=8
RL129	ENTERPR,B1b,C6e	Mandatory	if B1b = 1 then C6e=0, or C6e=1 or C6e=9
RL130	ENTERPR,B1b,C6e	Mandatory	if B1b = 0 then C6e=8
RL131	ENTERPR,B1b,C6f	Mandatory	if B1b = 1 then C6f=0, or C6f=1 or C6f=9
RL132	ENTERPR,B1b,C6f	Mandatory	if B1b = 0 then C6f=8
RL133	ENTERPR,B1b,C6g	Mandatory	if B1b = 1 then C6g=0, or C6g=1 or C6g=9
RL134	ENTERPR,B1b,C6g	Mandatory	if B1b = 0 then C6g=8
RL135	ENTERPR,B1b,C6flag	Mandatory	if B1b =0 then if C6flag=8
RL136	ENTERPR,C6g,C6flag	Mandatory	If C6g=1 then C6flag=0
RL137	ENTERPR,C6a,C6b,C6c,C6d,C6e,C6f,C6flag	Mandatory	if C6a=1 or C6b=1 or C6c=1 or C6d= 1 or C6e=1 or C6f=1 then C6flag=1
RL138	ENTERPR,C6a,C6b,C6c,C6d,C6e,C6f,C6g,C6flag	Mandatory	if C6a=0 and C6b=0 and C6c=0 and C6d= 0 and C6e=0 and C6f=0 and C6g=0 then C6flag=9
RL139	ENTERPR,C6flag,C6Main	Mandatory	If C6flag=9 then C6main=8
RL140	ENTERPR,C6flag,C6Main	Mandatory	if C6flag=8 then C6Main=8
RL141	ENTERPR,C6flag,C6Main	Warning	if C6flag=0 or C6flag=1 then C6main in a to g
RL142	ENTERPR,B1a,B1b,C7aflag	Mandatory	if (B1a or B1b) = 1, then C7aflag = 0, 1 or 9
RL143	ENTERPR,B1a,B1b,C7aflag	Mandatory	if (B1a and B1b) = 0, then C7aflag = 8
RL144	ENTERPR,B1a,B1b,C7a	Mandatory	if (B1a and B1b) = 0, then C7a = 999999998
RL145	ENTERPR,C7aflag,C7a	Mandatory	if C7aflag = 0 then C7a = 999999998
RL146	ENTERPR,C7aflag,C7a	Mandatory	if C7aflag = 1, then C7a >0 and C7a<= 9999999996or C7a= 999999999
RL147	ENTERPR,C7aflag,C7a	Mandatory	if C7aflag = 8, then C7a = 999999998
RL148	ENTERPR,C7aflag,C7a	Mandatory	if C7aflag = 9, then C7a = 999999999
RL149	ENTERPR,B1a,B1b,C7bflag	Mandatory	if (B1a or B1b) = 1, then C7bflag = 0, 1 or 9
RL150	ENTERPR,B1a,B1b,C7bflag	Mandatory	if (B1a and B1b) = 0, then C7bflag = 8
RL151	ENTERPR,B1a,B1b,C7b	Mandatory	if (B1a and B1b) = 0, then C7b = 999999998
RL152	ENTERPR,C7bflag,C7b	Mandatory	if C7bflag = 0 then C7b = 999999998
RL153	ENTERPR,C7bflag,C7b	Mandatory	if C7bflag = 1, then C7b >0 and C7b<= 9999999996or C7b= 999999999
RL154	ENTERPR,C7bflag,C7b	Mandatory	if C7bflag = 8, then C7b = 999999998
RL155	ENTERPR,C7bflag,C7b	Mandatory	if C7bflag = 9, then C7b = 999999999
RL156	ENTERPR,B1a,B1b,C7cflag	Mandatory	if (B1a or B1b) = 1, then C7cflag = 0, 1 or 9
RL157	ENTERPR,B1a,B1b,C7cflag	Mandatory	if (B1a and B1b) = 0, then C7cflag = 8
RL158	ENTERPR,B1a,B1b,C7c	Mandatory	if (B1a and B1b) = 0, then C7c = 999999998

RL159	ENTERPR,C7cflag,C7c	Mandatory	if C7bflag = 0 then C7c = 9999999998
RL160	ENTERPR,C7cflag,C7c	Mandatory	if C7cflag = 1, then C7c >0 and C7c<= 9999999996 or C7c= 9999999999
RL161	ENTERPR,C7cflag,C7c	Mandatory	if C7cflag = 8, then C7c = 9999999998
RL162	ENTERPR,C7cflag,C7c	Mandatory	if C7cflag = 9, then C7c = 9999999999
RL163	ENTERPR,B1a,B1b,C7dflag	Mandatory	if (B1a or B1b) = 1, then C7dflag = 0, 1 or 9
RL164	ENTERPR,B1a,B1b,C7dflag	Mandatory	if (B1a and B1b) = 0, then C7dflag = 8
RL165	ENTERPR,B1a,B1b,C7d	Mandatory	if (B1a and B1b) = 0, then C7d = 9999999998
RL166	ENTERPR,C7dflag,C7d	Mandatory	if C7dflag = 0 then C7d= 9999999998
RL167	ENTERPR,C7dflag,C7d	Mandatory	if C7dflag = 1, then C7d >0 and C7d<= 9999999996or C7d= 9999999999
RL168	ENTERPR,C7dflag,C7d	Mandatory	if C7dflag = 8, then C7d= 9999999998
RL169	ENTERPR,C7dflag,C7d	Mandatory	if C7dflag = 9, then C7d= 9999999999
RL170	ENTERPR,B1a,B1b,C7sflag	Mandatory	if (B1a and B1b) = 0, then C7sflag = 8
RL171	ENTERPR,B1a,B1b,C7a,C7b,C7c,C7d,C7sub,C7sflag	Mandatory	If (B1a or B1b) = 1 and (C7a and C7b and C7c and C7d) = 9999999999 and (C7sub > 0 and C7sub< 9999999996) then C7sflag = 1
RL172	ENTERPR,B1a,B1b,C7a,C7b,C7c,C7d,C7sub,C7sflag	Mandatory	If (B1a or B1b) = 1 and (C7a and C7b and C7c and C7d) = 9999999999 and C7sub = 9999999999 then C7sflag = 9
RL173	ENTERPR,B1a,B1b,C7sub	Mandatory	if (B1a and B1b) = 0, then C7sub = 9999999998
RL174	ENTERPR,C7sflag,C7a,C7b,C7c,C7d,C7sub	Mandatory	if C7sflag=1 And ((C7a >=0 and C7a< 9999999996) and (C7b >=0 and C7b< 9999999996) and (C7c >=0 and C7c< 9999999996) and (C7d>=0 and C7d< 9999999996)) then C7sub = C7a + C7b +C7c + C7d
RL175	ENTERPR,C7sflag,C7a,C7b,C7c,C7d,C7sub	Mandatory	if C7sflag=1 And ((C7a >=0 and C7a< 9999999996) and (C7b >=0 and C7b< 9999999996) and (C7c >=0 and C7c< 9999999996) and (C7d>=0 and C7d< 9999999996)) then (C7a<= C7sub and C7b<= C7sub and C7c<= C7sub and C7d<= C7sub)
RL176	ENTERPR,C7sflag,C7sub	Mandatory	if C7sflag=1 then C7sub >= 0 and C7sub <= 9999999996
RL177	ENTERPR,C3tot,A4,A5,PAC	Mandatory	if (C3tot > 0 and C3tot <= 9999999996) and if (A4 > 0 and A4 <= 99999999996) and if (A5 > 0 and A5 <=99999999996) then PAC = C3tot*A5/A4 (rounded)
RL178	ENTERPR,C3tot,PAC	Mandatory	If C3tot >0 and C3tot<=9999999996 then PAC>0
RL179	ENTERPR,B1a,B1b,PAC	Mandatory	If (B1a or B1b) = 1 then PAC in range 1 to 9999999996 or 9999999999 f
RL180	ENTERPR,B1a,B1b,PAC	Mandatory	If (B1a and B1b) = 0 then PAC = 9999999998
RL181	ENTERPR,C3tot,PAC	Warning	If C3tot = 0 then PAC = 0
RL182	ENTERPR,PAC,A5	Mandatory	if (PAC > 0 and PAC <= 9999999996) and if (A5 > 0 and A5 <= 9999999996) then PAC< A5
RL183	ENTERPR,B1a,B1b,C7tot	Mandatory	If (B1a=1 or B1b=1) then (C7tot >= -9999999996 and C7tot<= 9999999996)

RL184	ENTERPR,B1a,B1b,B5aflag,B5bflag,C7tot	Mandatory	If (B1a=0 and B1b=0) and (B5aflag =1 or B5bflag=1) , then (C7tot >= -9999999996 and C7tot<= 9999999996)
RL185	ENTERPR,B1a,B1b,B5aflag,B5bflag,C7tot	Warning	If (B1a and B1b) = 0 and (B5aflag =0 and B5bflag=0) , then C7tot=9999999998
RL185A	ENTERPR,B1a,B1b,B5A,B5b,C7tot	Warning	If (B1a and B1b) = 0 and (B5a NOT IN 9999999998, 9999999999 AND (B5B NOT IN (9999999998, 9999999999)) , then C7tot=B5a-B5b.
RL186	ENTERPR,B1a,B1b,B2aflag,B2bflag,B2cflag,B2dflag,B2eflag,D1a,D1b,D1d,D1e	Mandatory	If (B1a =1 or B1b=1 or B2aflag =1 or B2bflag=1 or B2cflag=1 or B2dflag =1 or B2eflag=1) , then (D1a=0,1,9 or D1b=0,1,9 or D1c=0,1,9 or D1d=0,1,9 or D1e=0,1,9)
RL187	ENTERPR,B1a,B1b,B2aflag,B2bflag,B2cflag,B2dflag,B2eflag,D1a,D1b,D1c,D1d,D1e	Mandatory	If (B1a =0 and B1b=0 and B2aflag =0 and B2bflag=0 and B2cflag=0 and B2dflag =0 and B2eflag=0) , then (D1a=8 and D1b=8 and D1c=8 and D1d=8 and D1e=8)
RL188	ENTERPR,B1a,B1b,B2aflag,B2bflag,B2cflag,B2dflag,B2eflag,D2a	Mandatory	If (B1a =1 or B1b=1 or B2aflag =1 or B2bflag=1 or B2cflag=1 or B2dflag =1 or B2eflag=1) , then (D2a=0,1,2,9)
RL189	ENTERPR,B1a,B1b,B2aflag,B2bflag,B2cflag,B2dflag,B2eflag,D2a,D2ba,D2bb,D2bc,D2bd	Mandatory	If (B1a =0 and B1b=0 and B2aflag =0 and B2bflag=0 and B2cflag=0 and B2dflag =0 and B2eflag=0) , then (D2a=8 and D2ba=8 and D2bb=8 and D2bc=8 and D2bd=8)
RL190		Mandatory	
RL191		Mandatory	
RL192		Mandatory	
RL193	ENTERPR,B1a,B1b,B2aflag,B2bflag,B2cflag,B2dflag,B2eflag,D3a	Mandatory	If (B1a =1 or B1b=1 or B2aflag =1 or B2bflag=1 or B2cflag=1 or B2dflag =1 or B2eflag=1) then D3a=0,1or 9
RL194	ENTERPR,B1a,B1b,B2aflag,B2bflag,B2cflag,B2dflag,B2eflag,D3a	Mandatory	if (B1a =0 and B1b=0 and B2aflag =0 and B2bflag=0 and B2cflag=0 and B2dflag =0 and B2eflag=0) , then D3a=8
RL195	ENTERPR,B1a,B1b,B2aflag,B2bflag,B2cflag,B2dflag,B2eflag,D3b	Mandatory	If (B1a =1 or B1b=1 or B2aflag =1 or B2bflag=1 or B2cflag=1 or B2dflag =1 or B2eflag=1) then D3b=0,1or 9
RL196	ENTERPR,B1a,B1b,B2aflag,B2bflag,B2cflag,B2dflag,B2eflag,D3b	Mandatory	if (B1a =0 and B1b=0 and B2aflag =0 and B2bflag=0 and B2cflag=0 and B2dflag =0 and B2eflag=0) , then D3b=8
RL197	ENTERPR,B1a,B1b,B2aflag,B2bflag,B2cflag,B2dflag,B2eflag,D3c	Mandatory	If (B1a =1 or B1b=1 or B2aflag =1 or B2bflag=1 or B2cflag=1 or B2dflag =1 or B2eflag=1) then D3c=0,1or 9
RL198	ENTERPR,B1a,B1b,B2aflag,B2bflag,B2cflag,B2dflag,B2eflag,D3c	Mandatory	f (B1a =0 and B1b=0 and B2aflag =0 and B2bflag=0 and B2cflag=0 and B2dflag =0 and B2eflag=0) , then D3c=8
RL199	ENTERPR,B1a,B1b,B2aflag,B2bflag,B2cflag,B2dflag,B2eflag,D3d	Mandatory	If (B1a =1 or B1b=1 or B2aflag =1 or B2bflag=1 or B2cflag=1 or B2dflag =1 or B2eflag=1) then D3d=0,1or 9
RL200	ENTERPR,B1a,B1b,B2aflag,B2bflag,B2cflag,B2dflag,B2eflag,D3d	Mandatory	if (B1a =0 and B1b=0 and B2aflag =0 and B2bflag=0 and B2cflag=0 and B2dflag =0 and B2eflag=0) , then D3d=8
RL201	ENTERPR,B1a,B1b,B2aflag,B2bflag,B2cflag,B2dflag,B2eflag,D3e	Mandatory	If (B1a =1 or B1b=1 or B2aflag =1 or B2bflag=1 or B2cflag=1 or B2dflag =1 or B2eflag=1) then D3e=0,1or 9
RL202	ENTERPR,B1a,B1b,B2aflag,B2bflag,B2cflag,B2dflag,B2eflag,D3e	Mandatory	if (B1a =0 and B1b=0 and B2aflag =0 and B2bflag=0 and B2cflag=0 and B2dflag =0 and B2eflag=0) , then D3e=8

RL203	ENTERPR,B1a,B1b,B2aflag,B2bflag,B2cflag,B2dflag,B2eflag,D3f	Mandatory	If (B1a =1 or B1b=1 or B2aflag =1 or B2bflag=1 or B2cflag=1 or B2dflag =1 or B2eflag=1) then D3f=0,1or 9
RL204	ENTERPR,B1a,B1b,B2aflag,B2bflag,B2cflag,B2dflag,B2eflag,D3f	Mandatory	f (B1a =0 and B1b=0 and B2aflag =0 and B2bflag=0 and B2cflag=0 and B2dflag =0 and B2eflag=0) , then D3f=8
RL205	ENTERPR,B1a,B1b,B2aflag,B2bflag,B2cflag,B2dflag,B2eflag,D3g	Mandatory	If (B1a =1 or B1b=1 or B2aflag =1 or B2bflag=1 or B2cflag=1 or B2dflag =1 or B2eflag=1) then D3g=0,1or 9
RL206	ENTERPR,B1a,B1b,B2aflag,B2bflag,B2cflag,B2dflag,B2eflag,D3g	Mandatory	if (B1a =0 and B1b=0 and B2aflag =0 and B2bflag=0 and B2cflag=0 and B2dflag =0 and B2eflag=0) , then D3g=8
RL207	ENTERPR,B1a,B1b,B2aflag,B2bflag,B2cflag,B2dflag,B2eflag,D3h	Mandatory	If (B1a =1 or B1b=1 or B2aflag =1 or B2bflag=1 or B2cflag=1 or B2dflag =1 or B2eflag=1) then D3h=0,1or 9
RL208	ENTERPR,B1a,B1b,B2aflag,B2bflag,B2cflag,B2dflag,B2eflag,D3h	Mandatory	if (B1a =0 and B1b=0 and B2aflag =0 and B2bflag=0 and B2cflag=0 and B2dflag =0 and B2eflag=0) , then D3h=8
RL209	ENTERPR,B1a,B1b,B2aflag,B2bflag,B2cflag,B2dflag,B2eflag,D3i	Mandatory	If (B1a =1 or B1b=1 or B2aflag =1 or B2bflag=1 or B2cflag=1 or B2dflag =1 or B2eflag=1) then D3i=0,1or 9
RL210	ENTERPR,B1a,B1b,B2aflag,B2bflag,B2cflag,B2dflag,B2eflag,D3i	Mandatory	f (B1a =0 and B2aflag =0 and B2bflag=0 and B2cflag=0 and B2dflag =0 and B2eflag=0) , then D3i=8
RL211	ENTERPR,B1a,B1b,B2aflag,B2bflag,B2cflag,B2dflag,B2eflag,E1a	Mandatory	If (B1a and B1b) = 0 and (B2aflag and B2bflag and B2cflag and B2dflag and B2eflag) = 0, then E1a = 0, 1 or 9
RL212	ENTERPR,B1a,B1b,B2aflag,B2bflag,B2cflag,B2dflag,B2eflag,E1a	Mandatory	If (B1a or B1b) = 1 or (B2aflag or B2bflag or B2cflag or B2dflag or B2eflag) = 1, then E1a = 8
RL213	ENTERPR,B1a,B1b,B2aflag,B2bflag,B2cflag,B2dflag,B2eflag,E1b	Mandatory	If (B1a and B1b) = 0 and (B2aflag and B2bflag and B2cflag and B2dflag and B2eflag) = 0, then E1b = 0, 1 or 9
RL214	ENTERPR,B1a,B1b,B2aflag,B2bflag,B2cflag,B2dflag,B2eflag,E1b	Mandatory	If (B1a or B1b) = 1 or (B2aflag or B2bflag or B2cflag or B2dflag or B2eflag) = 1, then E1b = 8
RL215	ENTERPR,B1a,B1b,B2aflag,B2bflag,B2cflag,B2dflag,B2eflag,E1c	Mandatory	If (B1a and B1b) = 0 and (B2aflag and B2bflag and B2cflag and B2dflag and B2eflag) = 0, then E1c = 0, 1 or 9
RL216	ENTERPR,B1a,B1b,B2aflag,B2bflag,B2cflag,B2dflag,B2eflag,E1c	Mandatory	If (B1a or B1b) = 1 or (B2aflag or B2bflag or B2cflag or B2dflag or B2eflag) = 1, then E1c = 8
RL217	ENTERPR,B1a,B1b,B2aflag,B2bflag,B2cflag,B2dflag,B2eflag,E1d	Mandatory	If (B1a and B1b) = 0 and (B2aflag and B2bflag and B2cflag and B2dflag and B2eflag) = 0, then E1d = 0, 1 or 9
RL218	ENTERPR,B1a,B1b,B2aflag,B2bflag,B2cflag,B2dflag,B2eflag,E1d	Mandatory	If (B1a or B1b) = 1 or (B2aflag or B2bflag or B2cflag or B2dflag or B2eflag) = 1, then E1d = 8
RL219	ENTERPR,B1a,B1b,B2aflag,B2bflag,B2cflag,B2dflag,B2eflag,E1e	Mandatory	If (B1a and B1b) = 0 and (B2aflag and B2bflag and B2cflag and B2dflag and B2eflag) = 0, then E1e = 0, 1 or 9
RL220	ENTERPR,B1a,B1b,B2aflag,B2bflag,B2cflag,B2dflag,B2eflag,E1e	Mandatory	If (B1a or B1b) = 1 or (B2aflag or B2bflag or B2cflag or B2dflag or B2eflag) = 1, then E1e = 8
RL221	ENTERPR,B1a,B1b,B2aflag,B2bflag,B2cflag,B2dflag,B2eflag,E1f	Mandatory	If (B1a and B1b) = 0 and (B2aflag and B2bflag and B2cflag and B2dflag and B2eflag) = 0, then E1f = 0, 1 or 9
RL222	ENTERPR,B1a,B1b,B2aflag,B2bflag,B2cflag,B2dflag,B2eflag,E1f	Mandatory	If (B1a or B1b) = 1 or (B2aflag or B2bflag or B2cflag or B2dflag or B2eflag) = 1, then E1f = 8

RL223	ENTERPR,B1a,B1b,B2aflag,B2bflag,B2cflag,B2dflag,B2eflag,E1g	Mandatory	If (B1a and B1b) = 0 and (B2aflag and B2bflag and B2cflag and B2dflag and B2eflag) = 0, then E1g = 0, 1 or 9
RL224	ENTERPR,B1a,B1b,B2aflag,B2bflag,B2cflag,B2dflag,B2eflag,E1g	Mandatory	If (B1a or B1b) = 1 or (B2aflag or B2bflag or B2cflag or B2dflag or B2eflag) = 1, then E1g = 8
RL225	ENTERPR,B1a,B1b,B2aflag,B2bflag,B2cflag,B2dflag,B2eflag,E1h	Mandatory	If (B1a and B1b) = 0 and (B2aflag and B2bflag and B2cflag and B2dflag and B2eflag) = 0, then E1h = 0, 1 or 9
RL226	ENTERPR,B1a,B1b,B2aflag,B2bflag,B2cflag,B2dflag,B2eflag,E1h	Mandatory	If (B1a or B1b) = 1 or (B2aflag or B2bflag or B2cflag or B2dflag or B2eflag) = 1, then E1h = 8
RL227	ENTERPR,B1a,B1b,B2aflag,B2bflag,B2cflag,B2dflag,B2eflag,E1i	Mandatory	If (B1a and B1b) = 0 and (B2aflag and B2bflag and B2cflag and B2dflag and B2eflag) = 0, then E1i = 0, 1 or 9
RL228	ENTERPR,B1a,B1b,B2aflag,B2bflag,B2cflag,B2dflag,B2eflag,E1i	Mandatory	If (B1a or B1b) = 1 or (B2aflag or B2bflag or B2cflag or B2dflag or B2eflag) = 1, then E1i = 8
RL229	ENTERPR,F1tot,F2a	Mandatory	If F1tot = 0 then F2a = 8
RL230	ENTERPR,F1tot,F2a	Mandatory	If F1tot within the range of 1 to 999996, then F2a = 0, 1 or 9
RL231	ENTERPR,F1tot,F2b	Mandatory	If F1tot = 0 then F2b = 8
RL232	ENTERPR,F1tot,F2b	Mandatory	If F1tot within the range of 1 to 999996, then F2b = 0, 1 or 9
RL233	ENTERPR,F1tot,F2c	Mandatory	If F1tot = 0 then F2c = 8
RL234	ENTERPR,F1tot,F2c	Mandatory	If F1tot within the range of 1 to 999996, then F2c = 0, 1 or 9
RL235	ENTERPR,F1tot,F2d	Mandatory	If F1tot = 0 then F2d = 8
RL236	ENTERPR,F1tot,F2d	Mandatory	If F1tot within the range of 1 to 999996, then F2d = 0, 1 or 9
RL237	ENTERPR,F1tot,F2e	Mandatory	If F1tot = 0 then F2e = 8
RL238	ENTERPR,F1tot,F2e	Mandatory	If F1tot within the range of 1 to 999996, then F2e = 0, 1 or 9

Annex 10 – Checking rules; file level

The rules included in the data validation software delivered to countries are limited to the following checks:

- unique reference year (2010) in the variable REFYEAR
- unique country code in the variable COUNTRY
- unique enterprise code in the variable ENTERPR.

Other checks are performed by Eurostat outside the scope of the data validation software to detect potential outliers and report to countries if required.

Annex 11 – Control table

A first draft of control table is provided in the excel file attached.

The control table to be provided for CVTS 4 has a similar format to the one used in CVTS3. In addition to the flat file to be provided (CSV file),

In addition to this flat file, Eurostat provides an Excel file on Circa which allows a more user-friendly outline of selected indicators which are thought for dissemination of provisional results. The XLS table uses exclusively information from the control table. Similar indicators are listed in annex 17 below (Comparability with previous surveys).

Annex 12 : Country and regional codes (“COUNTRY” and "REGION"), Language codes (“IDLANGUA”)

Country	Code
Austria	AT
Belgium	BE
Bulgaria	BG
Croatia	HR
Cyprus	CY
Czech Republic	CZ
Denmark	DK
Estonia	EE
Finland	FI
Former Yugoslav Republic of Macedonia	MK
France	FR
Germany	DE
Greece	EL
Hungary	HU
Ireland	IE
Iceland	IS
Italy	IT
Latvia	LV
Lithuania	LT
Luxembourg	LU
Malta	MT
Netherlands	NL
Norway	NO
Poland	PL
Portugal	PT
Romania	RO
Slovakia	SK
Slovenia	SI
Spain	ES
Sweden	SE
Turkey	TR
United Kingdom	UK

Language	Code
Basque	BAQ
Bulgarian	BUL
Catalan	CAT
Croatian	HRV
Czech	CZE
Danish	DAN
Dutch; Flemish	DUT
English	ENG
Estonian	EST
Finnish	FIN
French	FRE
German	GER
Greek	GRE
Hungarian	HUN
Icelandic	ICE
Irish	GLE
Italian	ITA
Latvian	LAV
Lithuanian	LIT
Luxembourgish	LTZ
Macedonian	MAC
Maltese	MLT
Norwegian	NOR
Polish	POL
Portuguese	POR
Romanian	RUM
Russian	RUS
Slovak	SLO
Slovenian	SLV
Spanish	SPA
Swedish	SWE
Turkish	TUR
Welsh	WEL

The IDLANGUA-variable refers to the language of the questionnaire. For example: the French version of the Belgium questionnaire should have “FRE” on the IDLANGUA, the Dutch version of the Belgium questionnaire should have “DUT”. So the purpose of the IDLANGUA variable is to distinguish in the range the different language-versions of the questionnaire.

The checking program will search and report on variance in answers in the range the different language versions of the questionnaire. However, this variable will not be used in the final reports of Eurostat.

Note: If a language is used which is not in this list, please use the right ISO-code 639.

Regional codes for EU countries (NUTS)	
AT1	Ostösterreich
AT2	Südösterreich
AT3	Westösterreich
BE1	Région de Bruxelles-Capitale/Brussels Hoofdstedelijk Gewest
BE2	Vlaams Gewest
BE3	Région Wallonne
BG3	Severna i iztochna Bulgaria

BG4	Yugozapadna i yuzhna centralna Bulgaria
CY0	Cyprus
CZ0	Czech Republic
DE1	Baden-Württemberg
DE2	Bayern
DE3	Berlin
DE4	Brandenburg
DE5	Bremen
DE6	Hamburg
DE7	Hessen
DE8	Mecklenburg-Vorpommern
DE9	Niedersachsen
DEA	Nordrhein-Westfalen
DEB	Rheinland-Pfalz
DEC	Saarland
DED	Sachsen
DEE	Sachsen-Anhalt
DEF	Schleswig-Holstein
DEG	Thüringen
DK0	Denmark
EE0	Estonia
ES1	Noroeste
ES2	Noreste
ES3	Comunidad de Madrid
ES4	Centro (ES)
ES5	Este
ES6	Sur
ES7	Canarias (ES)
FI1	Manner-Suomi
FI2	Åland
FR1	Île de France
FR2	Bassin Parisien
FR3	Nord - Pas-de-Calais
FR4	Est
FR5	Ouest
FR6	Sud-Ouest
FR7	Centre-Est
FR8	Méditerranée
FR9	French overseas departments (FR)
EL1	Voreia Ellada
EL2	Kentriki Ellada
EL3	Attiki
EL4	Nisia Aigaiou, Kriti
HU1	Közép-Magyarország
HU2	Dunántúl
HU3	Alföld és Észak
IE0	Ireland
ITC	Nord Ovest
ITH	Nord Est
ITI	Centro (IT)
ITF	Sud (IT)
ITG	Isole (IT)
LT0	Lithuania

LU0	Luxembourg (Grand-Duché)
LV0	Latvia
MT0	Malta
NL1	Noord-Nederland
NL2	Oost-Nederland
NL3	West-Nederland
NL4	Zuid-Nederland
PL1	Centralny
PL2	Poludniowy
PL3	Wschodni
PL4	Północno-Zachodni
PL5	Poludniowo-Zachodni
PL6	Północny
PT1	Continente (PT)
PT2	Região Autónoma dos Açores (PT)
PT3	Região Autónoma da Madeira (PT)
RO1	Macroregiunea unu
RO2	Macroregiunea doi
RO3	Macroregiunea trei
RO4	Macroregiunea patru
SE1	Östra Sverige
SE2	Södra Sverige
SE3	Norra Sverige
SI0	Slovenia
SK0	Slovakia
UKC	North East (ENGLAND)
UKD	North West (ENGLAND)
UKE	Yorkshire and The Humber
UKF	East Midlands (ENGLAND)
UKG	West Midlands (ENGLAND)
UKH	Eastern
UKI	London
UKJ	South East
UKK	South West (ENGLAND)
UKL	Wales
UKM	Scotland
UKN	Northern Ireland

Regional codes for Candidate countries	
HR0	Hrvatska
MK0	Poranesna jugoslovenska Republika Makedonija (provisional code)
TR1	Istanbul
TR2	Bati Marmara
TR3	Ege
TR4	Dogu Marmara
TR5	Bati Anadolu
TR6	Akdeniz
TR7	Orta Anadolu
TR8	Bati Karadeniz
TR9	Dogu Karadeniz
TRA	Kuzeydogu Anadolu
TRB	Ortadogu Anadolu
TRC	Güneydogu Anadolu

Regional codes for EFTA countries (NUTS)	
CH0	Switzerland
IS0	Iceland
LI0	Liechtenstein
NO0	Norway

Annex 13: NACE- Rev.2 code

Categories to be addressed by all countries in CVTS4 (variable A1)

B	Mining and quarrying
B0510	Mining of hard coal
B0520	Mining of lignite
B0610	Extraction of crude petroleum
B0620	Extraction of natural gas
B0710	Mining of iron ores
B0721	Mining of uranium and thorium ores
B0729	Mining of other non-ferrous metal ores
B0811	Quarrying of ornamental and building stone, limestone, gypsum, chalk and slate
B0812	Operation of gravel and sand pits; mining of clays and kaolin
B0891	Mining of chemical and fertiliser minerals
B0892	Extraction of peat
B0893	Extraction of salt
B0899	Other mining and quarrying n.e.c.
B0910	Support activities for petroleum and natural gas extraction
B0990	Support activities for other mining and quarrying
C	Manufacturing
C1011	Processing and preserving of meat
C1012	Processing and preserving of poultry meat
C1013	Production of meat and poultry meat products
C1020	Processing and preserving of fish, crustaceans and molluscs
C1031	Processing and preserving of potatoes
C1032	Manufacture of fruit and vegetable juice
C1039	Other processing and preserving of fruit and vegetables
C1041	Manufacture of oils and fats
C1042	Manufacture of margarine and similar edible fats
C1051	Operation of dairies and cheese making
C1052	Manufacture of ice cream
C1061	Manufacture of grain mill products
C1062	Manufacture of starches and starch products
C1071	Manufacture of bread; manufacture of fresh pastry goods and cakes
C1072	Manufacture of rusks and biscuits; manufacture of preserved pastry goods and cakes
C1073	Manufacture of macaroni, noodles, couscous and similar farinaceous products
C1081	Manufacture of sugar
C1082	Manufacture of cocoa, chocolate and sugar confectionery
C1083	Processing of tea and coffee
C1084	Manufacture of condiments and seasonings
C1085	Manufacture of prepared meals and dishes
C1086	Manufacture of homogenised food preparations and dietetic food
C1089	Manufacture of other food products n.e.c.
C1091	Manufacture of prepared feeds for farm animals
C1092	Manufacture of prepared pet foods
C1101	Distilling, rectifying and blending of spirits
C1102	Manufacture of wine from grape
C1103	Manufacture of cider and other fruit wines
C1104	Manufacture of other non-distilled fermented beverages
C1105	Manufacture of beer
C1106	Manufacture of malt
C1107	Manufacture of soft drinks; production of mineral waters and other bottled waters
C1200	Manufacture of tobacco products
C1310	Preparation and spinning of textile fibres
C1320	Weaving of textiles
C1330	Finishing of textiles
C1391	Manufacture of knitted and crocheted fabrics
C1392	Manufacture of made-up textile articles, except apparel
C1393	Manufacture of carpets and rugs
C1394	Manufacture of cordage, rope, twine and netting
C1395	Manufacture of non-wovens and articles made from non-wovens, except apparel
C1396	Manufacture of other technical and industrial textiles
C1399	Manufacture of other textiles n.e.c.
C1411	Manufacture of leather clothes
C1412	Manufacture of workwear
C1413	Manufacture of other outerwear

C1414	Manufacture of underwear
C1419	Manufacture of other wearing apparel and accessories
C1420	Manufacture of articles of fur
C1431	Manufacture of knitted and crocheted hosiery
C1439	Manufacture of other knitted and crocheted apparel
C1511	Tanning and dressing of leather; dressing and dyeing of fur
C1512	Manufacture of luggage, handbags and the like, saddlery and harness
C1520	Manufacture of footwear
C1610	Sawmilling and planing of wood
C1621	Manufacture of veneer sheets and wood-based panels
C1622	Manufacture of assembled parquet floors
C1623	Manufacture of other builders' carpentry and joinery
C1624	Manufacture of wooden containers
C1629	Manufacture of other products of wood; manufacture of articles of cork, straw and plaiting materials
C1711	Manufacture of pulp
C1712	Manufacture of paper and paperboard
C1721	Manufacture of corrugated paper and paperboard and of containers of paper and paperboard
C1722	Manufacture of household and sanitary goods and of toilet requisites
C1723	Manufacture of paper stationery
C1724	Manufacture of wallpaper
C1729	Manufacture of other articles of paper and paperboard
C1811	Printing of newspapers
C1812	Other printing
C1813	Pre-press and pre-media services
C1814	Binding and related services
C1820	Reproduction of recorded media
C1910	Manufacture of coke oven products
C1920	Manufacture of refined petroleum products
C2011	Manufacture of industrial gases
C2012	Manufacture of dyes and pigments
C2013	Manufacture of other inorganic basic chemicals
C2014	Manufacture of other organic basic chemicals
C2015	Manufacture of fertilisers and nitrogen compounds
C2016	Manufacture of plastics in primary forms
C2017	Manufacture of synthetic rubber in primary forms
C2020	Manufacture of pesticides and other agrochemical products
C2030	Manufacture of paints, varnishes and similar coatings, printing ink and mastics
C2041	Manufacture of soap and detergents, cleaning and polishing preparations
C2042	Manufacture of perfumes and toilet preparations
C2051	Manufacture of explosives
C2052	Manufacture of glues
C2053	Manufacture of essential oils
C2059	Manufacture of other chemical products n.e.c.
C2060	Manufacture of man-made fibres
C2110	Manufacture of basic pharmaceutical products
C2120	Manufacture of pharmaceutical preparations
C2211	Manufacture of rubber tyres and tubes; retreading and rebuilding of rubber tyres
C2219	Manufacture of other rubber products
C2221	Manufacture of plastic plates, sheets, tubes and profiles
C2222	Manufacture of plastic packing goods
C2223	Manufacture of builders' ware of plastic
C2229	Manufacture of other plastic products
C2311	Manufacture of flat glass
C2312	Shaping and processing of flat glass
C2313	Manufacture of hollow glass
C2314	Manufacture of glass fibres
C2319	Manufacture and processing of other glass, including technical glassware
C2320	Manufacture of refractory products
C2331	Manufacture of ceramic tiles and flags
C2332	Manufacture of bricks, tiles and construction products, in baked clay
C2341	Manufacture of ceramic household and ornamental articles
C2342	Manufacture of ceramic sanitary fixtures
C2343	Manufacture of ceramic insulators and insulating fittings
C2344	Manufacture of other technical ceramic products
C2349	Manufacture of other ceramic products
C2351	Manufacture of cement
C2352	Manufacture of lime and plaster
C2361	Manufacture of concrete products for construction purposes
C2362	Manufacture of plaster products for construction purposes

C2363	Manufacture of ready-mixed concrete
C2364	Manufacture of mortars
C2365	Manufacture of fibre cement
C2369	Manufacture of other articles of concrete, plaster and cement
C2370	Cutting, shaping and finishing of stone
C2391	Production of abrasive products
C2399	Manufacture of other non-metallic mineral products n.e.c.
C2410	Manufacture of basic iron and steel and of ferro-alloys
C2420	Manufacture of tubes, pipes, hollow profiles and related fittings, of steel
C2431	Cold drawing of bars
C2432	Cold rolling of narrow strip
C2433	Cold forming or folding
C2434	Cold drawing of wire
C2441	Precious metals production
C2442	Aluminium production
C2443	Lead, zinc and tin production
C2444	Copper production
C2445	Other non-ferrous metal production
C2446	Processing of nuclear fuel
C2451	Casting of iron
C2452	Casting of steel
C2453	Casting of light metals
C2454	Casting of other non-ferrous metals
C2511	Manufacture of metal structures and parts of structures
C2512	Manufacture of doors and windows of metal
C2521	Manufacture of central heating radiators and boilers
C2529	Manufacture of other tanks, reservoirs and containers of metal
C2530	Manufacture of steam generators, except central heating hot water boilers
C2540	Manufacture of weapons and ammunition
C2550	Forging, pressing, stamping and roll-forming of metal; powder metallurgy
C2561	Treatment and coating of metals
C2562	Machining
C2571	Manufacture of cutlery
C2572	Manufacture of locks and hinges
C2573	Manufacture of tools
C2591	Manufacture of steel drums and similar containers
C2592	Manufacture of light metal packaging
C2593	Manufacture of wire products, chain and springs
C2594	Manufacture of fasteners and screw machine products
C2599	Manufacture of other fabricated metal products n.e.c.
C2611	Manufacture of electronic components
C2612	Manufacture of loaded electronic boards
C2620	Manufacture of computers and peripheral equipment
C2630	Manufacture of communication equipment
C2640	Manufacture of consumer electronics
C2651	Manufacture of instruments and appliances for measuring, testing and navigation
C2652	Manufacture of watches and clocks
C2660	Manufacture of irradiation, electromedical and electrotherapeutic equipment
C2670	Manufacture of optical instruments and photographic equipment
C2680	Manufacture of magnetic and optical media
C2711	Manufacture of electric motors, generators and transformers
C2712	Manufacture of electricity distribution and control apparatus
C2720	Manufacture of batteries and accumulators
C2731	Manufacture of fibre optic cables
C2732	Manufacture of other electronic and electric wires and cables
C2733	Manufacture of wiring devices
C2740	Manufacture of electric lighting equipment
C2751	Manufacture of electric domestic appliances
C2752	Manufacture of non-electric domestic appliances
C2790	Manufacture of other electrical equipment
C2811	Manufacture of engines and turbines, except aircraft, vehicle and cycle engines
C2812	Manufacture of fluid power equipment
C2813	Manufacture of other pumps and compressors
C2814	Manufacture of other taps and valves
C2815	Manufacture of bearings, gears, gearing and driving elements
C2821	Manufacture of ovens, furnaces and furnace burners
C2822	Manufacture of lifting and handling equipment
C2823	Manufacture of office machinery and equipment (except computers and peripheral equipment)
C2824	Manufacture of power-driven hand tools

C2825	Manufacture of non-domestic cooling and ventilation equipment
C2829	Manufacture of other general-purpose machinery n.e.c.
C2830	Manufacture of agricultural and forestry machinery
C2841	Manufacture of metal forming machinery
C2849	Manufacture of other machine tools
C2891	Manufacture of machinery for metallurgy
C2892	Manufacture of machinery for mining, quarrying and construction
C2893	Manufacture of machinery for food, beverage and tobacco processing
C2894	Manufacture of machinery for textile, apparel and leather production
C2895	Manufacture of machinery for paper and paperboard production
C2896	Manufacture of plastic and rubber machinery
C2899	Manufacture of other special-purpose machinery n.e.c.
C2910	Manufacture of motor vehicles
C2920	Manufacture of bodies (coachwork) for motor vehicles; manufacture of trailers and semi-trailers
C2931	Manufacture of electrical and electronic equipment for motor vehicles
C2932	Manufacture of other parts and accessories for motor vehicles
C3011	Building of ships and floating structures
C3012	Building of pleasure and sporting boats
C3020	Manufacture of railway locomotives and rolling stock
C3030	Manufacture of air and spacecraft and related machinery
C3040	Manufacture of military fighting vehicles
C3091	Manufacture of motorcycles
C3092	Manufacture of bicycles and invalid carriages
C3099	Manufacture of other transport equipment n.e.c.
C3101	Manufacture of office and shop furniture
C3102	Manufacture of kitchen furniture
C3103	Manufacture of mattresses
C3109	Manufacture of other furniture
C3211	Striking of coins
C3212	Manufacture of jewellery and related articles
C3213	Manufacture of imitation jewellery and related articles
C3220	Manufacture of musical instruments
C3230	Manufacture of sports goods
C3240	Manufacture of games and toys
C3250	Manufacture of medical and dental instruments and supplies
C3291	Manufacture of brooms and brushes
C3299	Other manufacturing n.e.c.
C3311	Repair of fabricated metal products
C3312	Repair of machinery
C3313	Repair of electronic and optical equipment
C3314	Repair of electrical equipment
C3315	Repair and maintenance of ships and boats
C3316	Repair and maintenance of aircraft and spacecraft
C3317	Repair and maintenance of other transport equipment
C3319	Repair of other equipment
C3320	Installation of industrial machinery and equipment

D Electricity, gas, steam and air conditioning supply

D3511	Production of electricity
D3512	Transmission of electricity
D3513	Distribution of electricity
D3514	Trade of electricity
D3521	Manufacture of gas
D3522	Distribution of gaseous fuels through mains
D3523	Trade of gas through mains
D3530	Steam and air conditioning supply

E Water supply; sewerage, waste management and remediation activities

E3600	Water collection, treatment and supply
E3700	Sewerage
E3811	Collection of non-hazardous waste
E3812	Collection of hazardous waste
E3821	Treatment and disposal of non-hazardous waste
E3822	Treatment and disposal of hazardous waste
E3831	Dismantling of wrecks
E3832	Recovery of sorted materials
E3900	Remediation activities and other waste management services

F

F4110	Development of building projects
F4120	Construction of residential and non-residential buildings
F4211	Construction of roads and motorways
F4212	Construction of railways and underground railways
F4213	Construction of bridges and tunnels
F4221	Construction of utility projects for fluids
F4222	Construction of utility projects for electricity and telecommunications
F4291	Construction of water projects
F4299	Construction of other civil engineering projects n.e.c.
F4311	Demolition
F4312	Site preparation
F4313	Test drilling and boring
F4321	Electrical installation
F4322	Plumbing, heat and air conditioning installation
F4329	Other construction installation
F4331	Plastering
F4332	Joinery installation
F4333	Floor and wall covering
F4334	Painting and glazing
F4339	Other building completion and finishing
F4391	Roofing activities
F4399	Other specialised construction activities n.e.c.

Construction**G**

G4511	Sale of cars and light motor vehicles
G4519	Sale of other motor vehicles
G4520	Maintenance and repair of motor vehicles
G4531	Wholesale trade of motor vehicle parts and accessories
G4532	Retail trade of motor vehicle parts and accessories
G4540	Sale, maintenance and repair of motorcycles and related parts and accessories
G4611	Agents involved in the sale of agricultural raw materials, live animals, textile raw materials and semi-finished goods
G4612	Agents involved in the sale of fuels, ores, metals and industrial chemicals
G4613	Agents involved in the sale of timber and building materials
G4614	Agents involved in the sale of machinery, industrial equipment, ships and aircraft
G4615	Agents involved in the sale of furniture, household goods, hardware and ironmongery
G4616	Agents involved in the sale of textiles, clothing, fur, footwear and leather goods
G4617	Agents involved in the sale of food, beverages and tobacco
G4618	Agents specialised in the sale of other particular products
G4619	Agents involved in the sale of a variety of goods
G4621	Wholesale of grain, unmanufactured tobacco, seeds and animal feeds
G4622	Wholesale of flowers and plants
G4623	Wholesale of live animals
G4624	Wholesale of hides, skins and leather
G4631	Wholesale of fruit and vegetables
G4632	Wholesale of meat and meat products
G4633	Wholesale of dairy products, eggs and edible oils and fats
G4634	Wholesale of beverages
G4635	Wholesale of tobacco products
G4636	Wholesale of sugar and chocolate and sugar confectionery
G4637	Wholesale of coffee, tea, cocoa and spices
G4638	Wholesale of other food, including fish, crustaceans and molluscs
G4639	Non-specialised wholesale of food, beverages and tobacco
G4641	Wholesale of textiles
G4642	Wholesale of clothing and footwear
G4643	Wholesale of electrical household appliances
G4644	Wholesale of china and glassware and cleaning materials
G4645	Wholesale of perfume and cosmetics
G4646	Wholesale of pharmaceutical goods
G4647	Wholesale of furniture, carpets and lighting equipment
G4648	Wholesale of watches and jewellery
G4649	Wholesale of other household goods
G4651	Wholesale of computers, computer peripheral equipment and software
G4652	Wholesale of electronic and telecommunications equipment and parts
G4661	Wholesale of agricultural machinery, equipment and supplies
G4662	Wholesale of machine tools
G4663	Wholesale of mining, construction and civil engineering machinery
G4664	Wholesale of machinery for the textile industry and of sewing and knitting machines
G4665	Wholesale of office furniture

Wholesale and retail trade; repair of motor vehicles and motorcycles

G4666 Wholesale of other office machinery and equipment
G4669 Wholesale of other machinery and equipment
G4671 Wholesale of solid, liquid and gaseous fuels and related products
G4672 Wholesale of metals and metal ores
G4673 Wholesale of wood, construction materials and sanitary equipment
G4674 Wholesale of hardware, plumbing and heating equipment and supplies
G4675 Wholesale of chemical products
G4676 Wholesale of other intermediate products
G4677 Wholesale of waste and scrap
G4690 Non-specialised wholesale trade
G4711 Retail sale in non-specialised stores with food, beverages or tobacco predominating
G4719 Other retail sale in non-specialised stores
G4721 Retail sale of fruit and vegetables in specialised stores
G4722 Retail sale of meat and meat products in specialised stores
G4723 Retail sale of fish, crustaceans and molluscs in specialised stores
G4724 Retail sale of bread, cakes, flour confectionery and sugar confectionery in specialised stores
G4725 Retail sale of beverages in specialised stores
G4726 Retail sale of tobacco products in specialised stores
G4729 Other retail sale of food in specialised stores
G4730 Retail sale of automotive fuel in specialised stores
G4741 Retail sale of computers, peripheral units and software in specialised stores
G4742 Retail sale of telecommunications equipment in specialised stores
G4743 Retail sale of audio and video equipment in specialised stores
G4751 Retail sale of textiles in specialised stores
G4752 Retail sale of hardware, paints and glass in specialised stores
G4753 Retail sale of carpets, rugs, wall and floor coverings in specialised stores
G4754 Retail sale of electrical household appliances in specialised stores
G4759 Retail sale of furniture, lighting equipment and other household articles in specialised stores
G4761 Retail sale of books in specialised stores
G4762 Retail sale of newspapers and stationery in specialised stores
G4763 Retail sale of music and video recordings in specialised stores
G4764 Retail sale of sporting equipment in specialised stores
G4765 Retail sale of games and toys in specialised stores
G4771 Retail sale of clothing in specialised stores
G4772 Retail sale of footwear and leather goods in specialised stores
G4773 Dispensing chemist in specialised stores
G4774 Retail sale of medical and orthopaedic goods in specialised stores
G4775 Retail sale of cosmetic and toilet articles in specialised stores
G4776 Retail sale of flowers, plants, seeds, fertilisers, pet animals and pet food in specialised stores
G4777 Retail sale of watches and jewellery in specialised stores
G4778 Other retail sale of new goods in specialised stores
G4779 Retail sale of second-hand goods in stores
G4781 Retail sale via stalls and markets of food, beverages and tobacco products
G4782 Retail sale via stalls and markets of textiles, clothing and footwear
G4789 Retail sale via stalls and markets of other goods
G4791 Retail sale via mail order houses or via Internet
G4799 Other retail sale not in stores, stalls or markets

H
Transportation and storage
H4910 Passenger rail transport, interurban
H4920 Freight rail transport
H4931 Urban and suburban passenger land transport
H4932 Taxi operation
H4939 Other passenger land transport n.e.c.
H4941 Freight transport by road
H4942 Removal services
H4950 Transport via pipeline
H5010 Sea and coastal passenger water transport
H5020 Sea and coastal freight water transport
H5030 Inland passenger water transport
H5040 Inland freight water transport
H5110 Passenger air transport
H5121 Freight air transport
H5122 Space transport
H5210 Warehousing and storage
H5221 Service activities incidental to land transportation
H5222 Service activities incidental to water transportation
H5223 Service activities incidental to air transportation
H5224 Cargo handling

H5229	Other transportation support activities
H5310	Postal activities under universal service obligation
H5320	Other postal and courier activities
I	Accommodation and food service activities
I5510	Hotels and similar accommodation
I5520	Holiday and other short-stay accommodation
I5530	Camping grounds, recreational vehicle parks and trailer parks
I5590	Other accommodation
I5610	Restaurants and mobile food service activities
I5621	Event catering activities
I5629	Other food service activities
I5630	Beverage serving activities
J	Information and communication
J5811	Book publishing
J5812	Publishing of directories and mailing lists
J5813	Publishing of newspapers
J5814	Publishing of journals and periodicals
J5819	Other publishing activities
J5821	Publishing of computer games
J5829	Other software publishing
J5911	Motion picture, video and television programme production activities
J5912	Motion picture, video and television programme post-production activities
J5913	Motion picture, video and television programme distribution activities
J5914	Motion picture projection activities
J5920	Sound recording and music publishing activities
J6010	Radio broadcasting
J6020	Television programming and broadcasting activities
J6110	Wired telecommunications activities
J6120	Wireless telecommunications activities
J6130	Satellite telecommunications activities
J6190	Other telecommunications activities
J6201	Computer programming activities
J6202	Computer consultancy activities
J6203	Computer facilities management activities
J6209	Other information technology and computer service activities
J6311	Data processing, hosting and related activities
J6312	Web portals
J6391	News agency activities
J6399	Other information service activities n.e.c.
K	Financial and insurance activities
K6411	Central banking
K6419	Other monetary intermediation
K6420	Activities of holding companies
K6430	Trusts, funds and similar financial entities
K6491	Financial leasing
K6492	Other credit granting
K6499	Other financial service activities, except insurance and pension funding n.e.c.
K6511	Life insurance
K6512	Non-life insurance
K6520	Reinsurance
K6530	Pension funding
K6611	Administration of financial markets
K6612	Security and commodity contracts brokerage
K6619	Other activities auxiliary to financial services, except insurance and pension funding
K6621	Risk and damage evaluation
K6622	Activities of insurance agents and brokers
K6629	Other activities auxiliary to insurance and pension funding
K6630	Fund management activities
L	Real estate activities
L6810	Buying and selling of own real estate
L6820	Renting and operating of own or leased real estate
L6831	Real estate agencies
L6832	Management of real estate on a fee or contract basis

M	Professional, scientific and technical activities
M6910	Legal activities
M6920	Accounting, bookkeeping and auditing activities; tax consultancy
M7010	Activities of head offices
M7021	Public relations and communication activities
M7022	Business and other management consultancy activities
M7111	Architectural activities
M7112	Engineering activities and related technical consultancy
M7120	Technical testing and analysis
M7211	Research and experimental development on biotechnology
M7219	Other research and experimental development on natural sciences and engineering
M7220	Research and experimental development on social sciences and humanities
M7311	Advertising agencies
M7312	Media representation
M7320	Market research and public opinion polling
M7410	Specialised design activities
M7420	Photographic activities
M7430	Translation and interpretation activities
M7490	Other professional, scientific and technical activities n.e.c.
M7500	Veterinary activities
N	Administrative and support service activities
N7711	Renting and leasing of cars and light motor vehicles
N7712	Renting and leasing of trucks
N7721	Renting and leasing of recreational and sports goods
N7722	Renting of video tapes and disks
N7729	Renting and leasing of other personal and household goods
N7731	Renting and leasing of agricultural machinery and equipment
N7732	Renting and leasing of construction and civil engineering machinery and equipment
N7733	Renting and leasing of office machinery and equipment (including computers)
N7734	Renting and leasing of water transport equipment
N7735	Renting and leasing of air transport equipment
N7739	Renting and leasing of other machinery, equipment and tangible goods n.e.c.
N7740	Leasing of intellectual property and similar products, except copyrighted works
N7810	Activities of employment placement agencies
N7820	Temporary employment agency activities
N7830	Other human resources provision
N7911	Travel agency activities
N7912	Tour operator activities
N7990	Other reservation service and related activities
N8010	Private security activities
N8020	Security systems service activities
N8030	Investigation activities
N8110	Combined facilities support activities
N8121	General cleaning of buildings
N8122	Other building and industrial cleaning activities
N8129	Other cleaning activities
N8130	Landscape service activities
N8211	Combined office administrative service activities
N8219	Photocopying, document preparation and other specialised office support activities
N8220	Activities of call centres
N8230	Organisation of conventions and trade shows
N8291	Activities of collection agencies and credit bureaus
N8292	Packaging activities
N8299	Other business support service activities n.e.c.
R	Arts, entertainment and recreation
R9001	Performing arts
R9002	Support activities to performing arts
R9003	Artistic creation
R9004	Operation of arts facilities
R9101	Library and archives activities
R9102	Museums activities
R9103	Operation of historical sites and buildings and similar visitor attractions
R9104	Botanical and zoological gardens and nature reserves activities
R9200	Gambling and betting activities
R9311	Operation of sports facilities
R9312	Activities of sport clubs
R9313	Fitness facilities

R9319 Other sports activities
R9321 Activities of amusement parks and theme parks
R9329 Other amusement and recreation activities

S

Other service activities

S9411 Activities of business and employers membership organisations
S9412 Activities of professional membership organisations
S9420 Activities of trade unions
S9491 Activities of religious organisations
S9492 Activities of political organisations
S9499 Activities of other membership organisations n.e.c.
S9511 Repair of computers and peripheral equipment
S9512 Repair of communication equipment
S9521 Repair of consumer electronics
S9522 Repair of household appliances and home and garden equipment
S9523 Repair of footwear and leather goods
S9524 Repair of furniture and home furnishings
S9525 Repair of watches, clocks and jewellery
S9529 Repair of other personal and household goods
S9601 Washing and (dry-)cleaning of textile and fur products
S9602 Hairdressing and other beauty treatment
S9603 Funeral and related activities
S9604 Physical well-being activities
S9609 Other personal service activities n.e.c.

Annex 14 : Data collection codes (“PROC”)

To distinguish in the range the different ways in which respondents can be requested to complete the questionnaire, the data collection procedure variable (PROC) must be used.

The data collection variable refers to the collection procedure used for collecting most of the information. This means that if some information is taken from the SBR, for instance, the data collection information procedure variable will refer to that part of the data that are directly collected from the respondent.

Value	Data collection approach
10	Postal, non electronic version
11	Postal, electronic version
20	Face-to-face, non electronic version
21	Face-to-face, electronic version
30	Telephone, non electronic version
31	Telephone, electronic version
40	Use of internet
50	Mixed mode collection (e.g.: both postal and interview to collect data from one enterprises)

Annex 15: International Standard Classification of Education ISCED 1997

ISCED 0 - PRE-PRIMARY EDUCATION

Programs at level 0, (pre-primary) defined as the initial stage of organised instruction are designed primarily to introduce very young children to a school-type environment, i.e. to provide a bridge between the home and a school based atmosphere. Upon completion of these programs, children continue their education at level 1 (primary education).

ISCED 1 - PRIMARY EDUCATION OR FIRST STAGE OF BASIC EDUCATION

Programmes at level 1 are normally designed on a unit or project basis to give students a sound basic education in reading, writing and mathematics along with an elementary understanding of other subjects such as history, geography, natural science, social science, art and music. In some cases religious instruction is featured. The core at this level consists of education provided for children, the customary or legal age of entrance being not younger than five years or older than seven years. This level covers, in principle, six years of full-time schooling.

ISCED 2 - LOWER SECONDARY EDUCATION OR SECOND STAGE OF BASIC EDUCATION

The contents of education at this stage are typically designed to complete the provision of basic education which began at ISCED level 1. In many, if not most countries, the educational aim is to lay the foundation for lifelong learning and human development. The programmes at this level are usually on a more subject oriented pattern using more specialised teachers and more often several teachers conducting classes in their field of specialisation. The full implementation of basic skills occurs at this level. The end of this level often coincides with the end of compulsory schooling where it exists.

ISCED 3 - (UPPER) SECONDARY EDUCATION

This level of education typically begins at the end of full-time compulsory education for those countries that have a system of compulsory education. More specialisation may be observed at this level than at ISCED level 2 and often teachers need to be more qualified or specialised than for ISCED level 2. The entrance age to this level is typically 15 to 16 years. The educational programmes included at this level typically require the completion of some 9 years of full-time education (since the beginning of level 1) for admission or a combination of education and vocational or technical experience.

ISCED 3A: Programmes designed to provide direct access to ISCED 5A;
ISCED 3B: Programmes designed to provide direct access to ISCED 5B;
ISCED 3C: Programmes not designed to lead to ISCED 5A or 5B.

ISCED 4 - POST-SECONDARY NON TERTIARY EDUCATION

ISCED 4 captures programmes that straddle the boundary between upper secondary and post-secondary education from an international point of view, even though they might clearly be considered as upper secondary or post-secondary programmes in a national context. These programmes can, considering their content, not be regarded as tertiary programmes. They are often not significantly more advanced than programmes at ISCED 3 but they serve to broaden the knowledge of participants who have already completed a programme at level 3.

Typical examples are programmes designed to prepare students for studies at level 5 who, although having completed ISCED level 3, did not follow a curriculum which would allow entry to level 5, i.e. pre-degree foundation courses or short vocational programmes. Second cycle programmes can be included as well.

ISCED 4A: See text for ISCED 3
ISCED 4B: See text for ISCED 3
ISCED 4C: See text for ISCED 3

LEVEL 5 - FIRST STAGE OF TERTIARY EDUCATION (NOT LEADING DIRECTLY TO AN ADVANCED RESEARCH QUALIFICATION)

This level consists of tertiary programmes having an educational content more advanced than those offered at levels 3 and 4. Entry to these programmes normally requires the successful completion of ISCED level 3A or 3B or a similar qualification at ISCED level 4A. They do not lead to the award of an advanced research qualification (ISCED 6). These programmes must have a cumulative duration of at least two years.

ISCED 5A: Programmes that are largely theoretically based and are intended to provide sufficient qualifications for gaining entry into advanced research programmes and professions with high skills requirements.
ISCED 5B: Programmes that are practically oriented/ occupationally specific and are mainly designed for participants to acquire the practical skills and know-how needed for employment in a particular occupation or trade or class of occupations or trades, the successful completion of which usually provides the participants with a labour-market relevant qualification

ISCED 6 - SECOND STAGE OF TERTIARY EDUCATION (LEADING TO AN ADVANCED RESEARCH QUALIFICATION)

This level is reserved for tertiary programmes which lead to the award of an advanced research qualification. The programmes are therefore devoted to advanced study and original research and not based on course-work only. They typically require the submission of a thesis or dissertation of publishable quality, which is the product of original research and represents a significant contribution to knowledge. They prepare graduates for faculty posts in institutions offering ISCED 5A programmes, as well as research posts in government, industry, etc.

Annex 16: Training providers

This basic classification was used in CVTS2. In order to reduce the burden for enterprises some categories of the training providers have been combined for CVTS3. The same list as CVTS3 is used for CVTS4. A comparison with CVTS1 and CVTS2 is still possible.

Providers of external training courses for CVTS3 are:

	Training providers	Description
A	Schools, colleges, universities and other higher education institutions	This includes public and private (lower and upper) secondary schools, tertiary non-university institutions and polytechnics, universities and other higher education institutions.
B	Public training institutions (financed or guided by the government; e.g. adult education centres)	This includes public adult education and training institutions (under public authority, government dependent, providing training as core business), that provide training for adult job-seekers and/or persons employed (including open learning centres, and training centres related to the employment service).
C	Private training companies	This includes private for profit providers that provide training as a core business (e.g. training companies and consultancy agencies).
D	Private companies whose main activity is not training (e.g. equipment suppliers; parent/associate companies)	Equipment suppliers include private enterprises that provide training as an additional service to their core business. Parent/associate companies exist as a training provider when the enterprise which is the reporting unit in the survey is linked financially to other enterprises, e.g. a subsidiary of a larger enterprise, and an enterprise in the group (usually, but not always, the parent enterprise) provides training for the persons employed of other enterprises in the group.
E	Employer's associations, chambers of commerce, sector bodies	This includes chambers of commerce, industry, trade or agriculture, sectoral or branch organisations and employers' organisations/associations.
F	Unions	This includes trade unions and professional or occupational employee organisations (or associations).
G	Other training providers	---

Annex 17 – Comparability with previous surveys (summary table)

This annex provides preliminary information on the main indicators thought for the publication of CVTS 4 results along with availability in CVTS 2 and 3⁵. The table will evolve until the first publication of CVTS 4 results takes place.

Labels for dissemination (for better coherence with AES and CLA)	Labels used in control tables (see annex 11, differences only)	1999	2005	2010
Total number of enterprises (1000)		X	X	X
- Number of persons employed		X	X	X
- Females employed - %		X	X	X
Percentage of training enterprises by form of learning	Percentage of training enterprises by form of training			
- % of training enterprises (all forms) - %		X	X	X
- Participation rate of employees		X	X	X
- % of training enterprises - Formal and non-formal courses only - %	(1) - % of training enterprises - CVT courses only - %	X	X	X
- Participation rate of employees		X	X	X
- % of training enterprises - In other forms only - %	(2)	X	X	X
- Participation rate of employees		X	X	X
Characteristics of enterprise-provided activities courses (training enterprises)	Characteristics of CVT courses (training enterprises)			
- Average number of instruction hours per employee (courses only, per year)	- Average number of hours in CVT courses per employee (per year)	X	X	X
- External courses:				
Share of external courses among all courses (in % of training hours)		X	X	X
Share of costs of external training (as a % total CVT costs)	Share of "fees and payments" out of total CVT costs	X	X	X
- Share of training hours spent on health and safety at work				X

⁵ Eurobase tables to be added gradually for few indicators not yet shown on Eurostat's website.

Labels for dissemination (for better coherence with AES and CLA)	Labels used in control tables (see annex 11, differences only)	1999	2005	2010
- Costs of courses as a % of total labour costs		X	X	X
- of which: contributions (4)		X	X	X
receipts		X	X	X
- Costs of courses: per participant	- Costs of courses: per participant	X	X	X
(in PPS/EUR) per training hour	(in EUR) per training hour	X	X	X
per employee in training enterprises	per employee in training enterprises	X	X	X
Difficulties (non-training enterprises)				
- % of non-training enterprises		X	X	X
- % of training enterprises which limited their training due to training offerings or costs on the market			X	X
- % of non-training enterprises due to training offerings or training prices on the market			X	X
- % of enterprises which did not need training			X	X
Strategies (all enterprises) (5)				
- % of enterprises having a training planning and/or budget (3)			X	X
- % of enterprises with agreements on training between social partners and/or staff representatives/committees (3)			X	X
- % of enterprises assessing the skills and training needs of employees (4)		X	X	X
Outcomes, quality (training enterprises)				
- % of enterprises assessing the outcomes of training			X *	X
- % of enterprises using recognised quality criteria to select external training activities or continuous training for internal trainers				X
Apprentices				
- % of enterprises offering apprenticeships			X *	X

Notes:

All rates and ratios are computed excluding no answers. The sign "**" is used to indicate quality or comparability issues. CVTS 1 results (1993) would be added later

(1) see also AES results. Eurostat will investigate the possibility to produce CVTS data based on average employees instead of employees on 31/12/2010 (optional variable)

(2) "Other forms" cover some non-formal and informal activities

(3) Training planning and budget are also available separately on Eurostat website

(4) for the few countries where contributions also exists for non-training enterprises, the figures for the % among all enterprises are to be given in the text accompanying the table

(5) CVTS 3 questions on strategies were often limited to training enterprises

Annex 18 – Quality reports

A quality report is provided in the excel file attached.

It should be noted that the Commission Regulation states in Annex V, section 2.2.4, footnote 9 on page 25 that the unit response rate is defined as: "... the ratio of the number of in scope respondents to the number of questionnaires sent to the population selected." Any unused sample are therefore excluded from the denominator.

This precision is added to avoid issues encountered in CVTS 3. In addition, the Cedefop evaluation report for CVTS3 makes a reference to the definition in the Eurostat Quality Glossary: "For an interview survey, the numerator of the formula is the number of interviews. The denominator is the total sample size minus non-eligible respondents, i.e. minus those not meeting the criteria for a potential respondent as defined for that particular study."

Annex 19 – Regulation (EC) No 1552/2005 of the European Parliament and of the Council of 7 September 2005 on statistics relating to vocational training in enterprises (consolidated version)

I

(Acts whose publication is obligatory)

REGULATION (EC) No 1552/2005 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL
of 7 September 2005
on statistics relating to vocational training in enterprises
(Text with EEA relevance)

THE EUROPEAN PARLIAMENT AND THE COUNCIL OF THE EUROPEAN UNION,

Having regard to the Treaty establishing the European Community, and in particular Article 285(1) thereof,

Having regard to the proposal from the Commission,

Acting in accordance with the procedure laid down in Article 251 of the Treaty ⁽¹⁾,

Whereas:

(1) At the Lisbon European Council on 23 and 24 March 2000 the European Union set the strategic goal of becoming the most competitive and dynamic knowledge-based economy in the world, capable of sustained economic growth with more and better jobs and greater social cohesion.

(2) The employability, adaptability and mobility of citizens are vital for the Union to maintain its commitment to becoming the most competitive and dynamic knowledge-based economy in the world.

(3) Lifelong learning is a key element in developing and promoting a skilled, trained and adaptable workforce.

(4) The Council Conclusions of 5 May 2003 on reference levels of European average performance in education and training (Benchmarks) ⁽²⁾ adopted the following benchmark for lifelong learning: 'Therefore, by 2010, the European Union average level of participation in Lifelong Learning should be at least 12,5 % of the adult working age population (25 to 64 age group)'.

(5) The Lisbon European Council confirmed lifelong learning as a basic component of the European social model.

(6) The new European Employment Strategy confirmed by Council Decision 2003/578/EC of 22 July 2003 on guidelines for the employment policies of the Member States ⁽³⁾ aims to contribute better to the Lisbon strategy and to implement coherent and comprehensive strategies for lifelong learning.

(7) When applying this Regulation, account should be taken of the notion of 'people at a disadvantage in the labour market' given in the guidelines for the employment policies of the Member States.

(8) Particular attention should be given to training at the workplace and during working hours, both these aspects being crucial dimensions of lifelong learning.

(9) Comparable statistical information at Community level, with specific respect to vocational training in enterprises, is essential for the development of lifelong learning strategies and for the monitoring of progress in their implementation.

(10) The production of specific Community statistics is governed by the rules set out in Council Regulation (EC) No 322/97 of 17 February 1997 on Community Statistics ⁽⁴⁾.

(11) The transmission of data subject to statistical confidentiality is governed by the rules set out in Regulation (EC) No 322/97 and in Council Regulation (Euratom, EEC) No 1588/90 of 11 June 1990 on the transmission of data subject to statistical confidentiality to the Statistical Office of the European Communities ⁽⁵⁾.

⁽³⁾ OJ L 197, 5.8.2003, p. 13.

⁽⁴⁾ OJ L 52, 22.2.1997, p. 1. Regulation as amended by Regulation (EC) No 1882/2003 of the European Parliament and of the Council (OJ L 284, 31.10.2003, p. 1).

⁽⁵⁾ OJ L 151, 15.6.1990, p. 1. Regulation as last amended by Regulation (EC) No 1882/2003.

⁽¹⁾ Opinion of the European Parliament of 23 February 2005 (not yet published in the Official Journal) and Council Decision of 27 June 2005.

⁽²⁾ OJ C 134, 7.6.2003, p. 3.

- (12) Commission Regulation (EC) No 831/2002 of 17 May 2002 implementing Council Regulation (EC) No 322/97 on Community Statistics, concerning access to confidential data for scientific purposes⁽¹⁾ established the conditions under which access to confidential data transmitted to the Community authority may be granted.
- (13) Since the objective of this Regulation, namely the creation of common statistical standards that permit the production of harmonised data on vocational training in enterprises, cannot be sufficiently achieved by the Member States and can therefore be better achieved at Community level, the Community may adopt measures, in accordance with the principle of subsidiarity as set out in Article 5 of the Treaty. In accordance with the principle of proportionality, as set out in that Article, this Regulation does not go beyond what is necessary in order to achieve that objective.
- (14) The measures necessary for the implementation of this Regulation should be adopted in accordance with Council Decision 1999/468/EC of 28 June 1999 laying down the procedures for the exercise of implementing powers conferred on the Commission⁽²⁾. These measures should take into account the capacities available in the Member States for data collection and processing.
- (15) The Statistical Programme Committee has been consulted in accordance with Article 3 of Council Decision 89/382/EEC, Euratom of 19 June 1989 establishing a Committee on the Statistical Programmes of the European Communities⁽³⁾,

HAVE ADOPTED THIS REGULATION:

Article 1

Subject matter

This Regulation establishes a common framework for the production of Community statistics on vocational training in enterprises.

Article 2

Definitions

For the purpose of this Regulation, the following definitions shall apply:

⁽¹⁾ OJ L 133, 18.5.2002, p. 7.

⁽²⁾ OJ L 184, 17.7.1999, p. 23.

⁽³⁾ OJ L 181, 28.6.1989, p. 47.

1. 'enterprise' means the enterprise as defined in Council Regulation (EEC) No 696/93 of 15 March 1993 on the statistical units for the observation and analysis of the production system in the Community⁽⁴⁾;
2. 'NACE Rev. 1.1' means the common statistical classification of economic activities within the European Community, as established by Council Regulation (EEC) No 3037/90 of 9 October 1990 on the statistical classification of economic activities in the European Community⁽⁵⁾.

Article 3

Data to be collected

1. The data shall be collected by the Member States with a view to producing Community statistics for the analysis of continuing vocational training in enterprises in the following fields:
 - (a) training policy and training strategies of enterprises in developing the skills of their workforce;
 - (b) management, organisation and forms of continuing vocational training in enterprises;
 - (c) the role of social partners in ensuring all aspects of continuing vocational training in the workplace;
 - (d) access to continuing vocational training, its volume and content, especially in the context of economic activity and enterprise size;
 - (e) specific continuing vocational training measures of enterprises to improve the ICT skills of their workforce;
 - (f) chances for employees in small and medium-sized enterprises (SMEs) to access continuing vocational training and to acquire new skills, and the particular needs of SMEs in the provision of training;
 - (g) the effects of public measures on continuing vocational training in enterprises;
 - (h) equal opportunities to access continuing vocational training in enterprises for all employees, with respect to gender and specific age groups in particular;
 - (i) specific continuing vocational training measures for people at a disadvantage in the labour market;

⁽⁴⁾ OJ L 76, 30.3.1993, p. 1. Regulation as last amended by Regulation (EC) No 1882/2003.

⁽⁵⁾ OJ L 293, 24.10.1990, p. 1. Regulation as last amended by Regulation (EC) No 1882/2003.

- (j) continuing vocational training measures geared to different types of employment contract;
 - (k) expenditure on continuing vocational training: funding levels and funding resources, incentives for continuing vocational training; and
 - (l) evaluation and monitoring procedures of enterprises as regards continuing vocational training.
2. Specific data shall be collected by the Member States with respect to initial vocational training in enterprises on:
- (a) participants in initial vocational training; and
 - (b) total expenditure on initial vocational training.

Article 4

Scope of statistics

The statistics on vocational training in enterprises shall cover at least all economic activities defined in sections C to K and O of the NACE Rev. 1.1.

Article 5

Statistical units

1. For the collection of the data, the enterprise active in one of the economic activities referred to in Article 4 and employing 10 or more employees shall be used as a statistical unit.
2. Having regard to the specific national size distribution of enterprises and the evolution of policy needs, Member States may extend the definition of the statistical unit in their country. The Commission may also decide to extend this definition in accordance with the procedure referred to in Article 14(2), if such extension would enhance substantially the representativeness and the quality of the result of the survey in the Member States concerned.

Article 6

Data sources

1. Member States shall acquire the required data using either a survey in enterprises or a combination of a survey in enterprises and other sources, applying the principles of reduced burden on respondents and of administrative simplification.
2. Member States shall lay down the modalities for enterprises to reply to the survey.
3. Through the survey the enterprises shall be called upon to give correct and complete data within the prescribed deadlines.

4. Other sources, including administrative data, could be used to complete the data to be collected where these sources are appropriate in terms of relevance and timeliness.

Article 7

Survey characteristics

1. The survey shall be a sample survey.
2. Member States shall take the necessary measures to ensure that the data they transmit reflect the structure of the population of the statistical units. The survey shall be conducted in such a way as to permit a breakdown of the results at Community level in at least the following categories:
 - (a) economic activities pursuant to NACE Rev. 1.1; and
 - (b) size of the enterprises.
3. Sampling and precision requirements, the sample sizes needed to meet these requirements, and the detailed specifications of the NACE Rev. 1.1 and size categories into which the results can be broken down shall be determined in accordance with the procedure referred to in Article 14(2).

Article 8

Survey approach

1. In order to reduce the burden on respondents the survey approach shall permit the data collection to be customised with respect to:
 - (a) training and non-training enterprises; and
 - (b) different forms of vocational training.
2. The specific data to be collected with respect to training and non-training enterprises and to the different forms of vocational training shall be determined in accordance with the procedure referred to in Article 14(2).

Article 9

Quality control and reports

1. Member States shall take the necessary measures to ensure the quality of the data they transmit.
2. No later than 21 months after the end of each reference period referred to in Article 10, Member States shall submit to the Commission (Eurostat) a quality report containing all the information and data requested for it to verify the quality of the data transmitted. The report shall specify possible breaches of the methodological requirements.

3. On the basis of the reports referred to in paragraph 2, the Commission (Eurostat) shall assess the quality of the data transmitted with particular regard to ensuring the comparability of the data between Member States.

4. The quality requirements for the data to be collected and transmitted for Community statistics on vocational training in enterprises, the structure of the quality reports referred to in paragraph 2 and any measures necessary for assessing or improving the quality of the data shall be determined in accordance with the procedure referred to in Article 14(2).

Article 10

Reference period and periodicity

1. The reference period to be covered by the data collection shall be one calendar year.
2. The Commission shall determine the first reference year for which the data are to be collected in accordance with the procedure referred to in Article 14(2).
3. Member States shall collect the data every five years.

Article 11

Transmission of data

1. Member States and the Commission, within their respective fields of competence, shall promote the conditions for increased use of electronic data collection, electronic data transmission and automatic data processing.
2. Member States shall transmit to the Commission (Eurostat) the individual data on enterprises in accordance with the existing Community provisions on transmission of data subject to statistical confidentiality as set out in Regulations (EC) No 322/97 and (Euratom, EEC) No 1588/90. Member States shall ensure that the transmitted data do not permit the direct identification of the statistical units.
3. Member States shall transmit the data in electronic form, in conformity with the appropriate technical format and the interchange standard to be determined in accordance with the procedure referred to in Article 14(2).
4. Member States shall transmit the complete and correct data no later than 18 months after the end of each reference year.

Article 12

Report on implementation

1. By 20 October 2010 and after consultation of the Statistical Programme Committee, the Commission shall transmit a report to the European Parliament and the Council on the implementation of this Regulation. In particular, this report shall:
 - (a) assess the benefits accruing to the Community, the Member States and the users of the statistics produced in relation to the burden on the respondents; and
 - (b) identify areas for potential improvement and amendments considered necessary in the light of the results obtained.
2. Following the report, the Commission may propose measures to improve the implementation of this Regulation.

Article 13

Implementing measures

The measures necessary for the implementation of this Regulation, including measures to take account of economic and technical developments concerning the collection, transmission and processing of the data, shall be adopted in accordance with the procedure referred to in Article 14(2).

Article 14

Committee procedure

1. The Commission shall be assisted by the Statistical Programme Committee.
2. Where reference is made to this paragraph, Articles 5 and 7 of Decision 1999/468/EC shall apply, having regard to the provisions of Article 8 thereof.

The period laid down in Article 5(6) of Decision 1999/468/EC shall be set at three months.

Article 15

Financing

1. For the first reference year for which the Community statistics provided for in this Regulation are produced, the Commission shall make a financial contribution to the Member States to help cover the costs incurred by them in collecting, processing and transmitting the data.

2. The amount of the financial contribution shall be fixed as part of the relevant annual budgetary procedure. The budget authority shall determine the appropriation available.

3. In implementing this Regulation, the Commission may have recourse to experts and to technical assistance organisations, the financing of which may be provided for within the overall financial framework for this Regulation. The Commission may organise seminars, colloquia or other meetings of experts as are likely to facilitate the implementation of this

Regulation, and undertake appropriate information, publication and dissemination actions.

Article 16

Entry into force

This Regulation shall enter into force on the twentieth day following that of its publication in the *Official Journal of the European Union*.

This Regulation shall be binding in its entirety and directly applicable in all Member States.

Done at Strasbourg, 7 September 2005.

For the European Parliament

The President

J. BORRELL FONTELLES

For the Council

The President

C. CLARKE

Annex 20 – Commission Regulation (EU) No 822/2010 of 17 September 2010 amending Regulation (EC) No 198/2006 implementing Regulation (EC) No 1552/2005 of the European Parliament and of the Council on statistics relating to vocational training in enterprises, as regards the data to be collected, the sampling, precision and quality requirements

COMMISSION REGULATION (EU) No 822/2010**of 17 September 2010****amending Regulation (EC) No 198/2006 implementing Regulation (EC) No 1552/2005 of the European Parliament and of the Council on statistics relating to vocational training in enterprises, as regards the data to be collected, the sampling, precision and quality requirements****(Text with EEA relevance)**

THE EUROPEAN COMMISSION,

Having regard to the Treaty on the Functioning of the European Union,

Having regard to Regulation (EC) No 1552/2005 of the European Parliament and of the Council of 7 September 2005 on statistics relating to vocational training in enterprises ⁽¹⁾, and in particular Articles 7(3), 8(2) and 9(4) thereof,

Whereas:

- (1) Regulation (EC) No 1552/2005 establishes a common framework for the production of European statistics on vocational training in enterprises.
- (2) Commission Regulation (EC) No 198/2006 of 3 February 2006 implementing Regulation (EC) No 1552/2005 of the European Parliament and of the Council on statistics relating to vocational training in enterprises ⁽²⁾ defines the specific data to be collected with respect to the training and non-training enterprises and to the different forms of vocational training, the sampling and precision requirements, the quality requirements for the data to be collected, the structure of the quality reports.
- (3) Following the entry into force of Regulation (EC) No 1893/2006 of the European Parliament and of the Council of 20 December 2006 establishing the statistical classification of economic activities NACE Revision 2 ⁽³⁾, detailed NACE Rev.2 and size categories into which the results can be broken down should be adopted.
- (4) The Commission should define the specific data to be collected with respect to the training and non-training enterprises and to the different forms of vocational training.

- (5) Implementing measures concerning the quality requirements for the data to be collected and transmitted for European statistics on vocational training in enterprises, the structure of the quality reports and any measures necessary for assessing or improving the quality of the data should be adopted.

- (6) Regulation (EC) No 452/2008 of the European Parliament and of the Council of 23 April 2008 concerning the production and development of statistics on education and lifelong learning ⁽⁴⁾ defines a new statistical instrument on the participation of adults in lifelong learning.

- (7) In light of the information to be made available through Regulation (EC) No 452/2008 as well as of the need to improve the quality of the results on vocational training in enterprises and lower the statistical burden on enterprises, it is appropriate to modify the codification scheme, sampling, precision and quality requirements.

- (8) Regulation (EC) No 198/2006 should therefore be amended accordingly.

- (9) The measures provided for in this Regulation are in accordance with the opinion of the European Statistical System Committee,

HAS ADOPTED THIS REGULATION:

Article 1

Annexes I, II, III and V to Regulation (EC) No 198/2006 are replaced by the text set out in the Annex to this Regulation.

*Article 2*This Regulation shall enter into force on the 20th day following its publication in the *Official Journal of the European Union*.⁽¹⁾ OJ L 255, 30.9.2005 p. 1.⁽²⁾ OJ L 32, 4.2.2006, p. 15.⁽³⁾ OJ L 393, 30.12.2006, p. 1.⁽⁴⁾ OJ L 145, 4.6.2008, p. 227.

This Regulation shall be binding in its entirety and directly applicable in all Member States.

Done at Brussels, 17 September 2010.

For the Commission
The President
José Manuel BARROSO

ANNEX

1. Annex I to Regulation (EC) No 198/2006 is replaced by the following:

'ANNEX I

VARIABLES

Note to the table:

The values "core" and "key" in the column "variable group" are explained in Annex III. The value "ID" means that the variable is an "identification variable" (no missing allowed). In the column "variable type" the value "QL" refers to "Qualitative variable" of type Yes/No, "QM" to "Qualitative variable" with multiple categories as described in the table and "QT" refers to "Quantitative variable". CVT stands for Continuing Vocational Training. NACE refers to economic activity according to NACE Rev 2.

1. Variables to be collected from all enterprises: sample characteristics

Variable name	Variable group	Variable type	Variable description
COUNTRY	ID		Country code
REGION	ID		Region identification NUTS — level 1
REFYEAR	ID		Reference year
RESPID	ID		Enterprise ID
RESPWEIGHT	ID		Weighting factor Two decimal positions — use "." as decimal separator
RESPEXTRA1	ID		Extra variable 1 (see Annex III)
RESPEXTRA2	ID		Extra variable 2 (see Annex III)
RESPEXTRA3	ID		Extra variable 3 (see Annex III)
SP_NACE	ID		Sampling plan economic activity category
SP_SIZE	ID		Sampling plan size group
SP_NSTRA	ID		Sampling plan – Number of enterprises in the stratum defined by NACE_SP and SIZE_SP, i.e. the population
SP_N	ID		Sampling plan — Number of sampled enterprises from the sample-frame in the stratum defined by NACE_SP and SIZE_SP
SP_SUB	ID		Sub-sample indicator, shows if enterprise belongs to sub-sample
N_RESPST	ID		Number of responding enterprises in the stratum defined by NACE_SP and SIZE_SP
N_EMPREG	ID		Number of persons employed according to the register
INTRESP	ID		Response indicator (sampling unit type)
INTMETHOD	ID		Data collection mode
INTLANG	ID		Language of data collection

2. Variables to be collected from all enterprises: background data

Variable name	Variable group	Variable type	Variable description
A1	Core	QL	Actual NACE CODE
A2tot	Core	QT	Total number of persons employed on 31 December of the reference year
A2m		QT	Total number of males employed on 31 December of the reference year
A2f		QT	Total number of females employed on 31 December of the reference year
A3	Key	QT	Total number of persons employed on 31 December of the previous year
A4	Key	QT	Total number of hours worked in the reference year by persons employed
A5	Key	QT	Total labour costs (direct + indirect) of all persons employed in the reference year
A6		QL	Introduction of any new or significantly new improved products or services or methods of producing or delivering products and services during the reference year.

3. Variables to be collected from all enterprises: CVT strategies

Variable name	Variable group	Variable type	Variable description
A7		QL	Own or shared training centre
A8		QL	Person or unit within the enterprise with responsibility for the organisation of CVT
A9		QL	Assessment of future skill needs of the enterprise
A10		QM	Reaction to future needs through
			<i>Continuing vocational training of current staff</i>
			<i>Recruitment of new staff with the suitable qualifications, skills and competences</i>
			<i>Recruitment of new staff combined with specific training</i>
			<i>Internal reorganisation to better use existing skills and competences</i>
A11a		QM	Reviews of future skill and training needs of individual employees
			<i>Yes, mainly by way of structured interviews</i>
			<i>Yes, but mainly by way of other methods</i>
			<i>No</i>
A11b		QM	The reviews of future skill and training needs of individual employees focus on:
			<i>Occupations or groups of occupations</i>

Variable name	Variable group	Variable type	Variable description
			<i>Skills and competences</i>
			<i>Working tasks and activities</i>
			<i>Formal qualifications</i>
A12		QM	Skills and competences important in the next few years
			<i>General IT skills</i>
			<i>IT professional skills</i>
			<i>Management skills</i>
			<i>Team working skills, customer handling skills, social skills</i>
			<i>Problem solving skills</i>
			<i>Office administration skills</i>
			<i>Foreign language skills</i>
			<i>Technical, practical or job-specific skills</i>
			<i>Oral or written communication skills</i>
			<i>Numeracy and/or literacy skills</i>
			<i>None of these</i>
			<i>Do not know</i>
A13		QL	Planning of CVT in the enterprise lead to a written training plan or programme
A14		QL	Annual training budget, which includes provision for CVT
A15		QL	National, sector or other agreements between the social partners, which cover the provision of CVT
A16a		QL	Staff representatives/committees involved in the management process of continuing vocational training
A16b		QM	Aspects covered by staff representatives/committees
			<i>Objective setting of training</i>
			<i>Establishing criteria for the selection of participants or specific target groups</i>
			<i>Form/type of training (e.g. internal/external courses; other forms such as guided on-the-job training)</i>
			<i>Content of training</i>
			<i>Budget for training</i>
			<i>Selection of external training providers</i>

Variable name	Variable group	Variable type	Variable description
			<i>Evaluation/assessment of training outcomes</i>
A17		QM	Sources of information about CVT
			<i>Public information centres/services and authorities</i>
			<i>Private training providers</i>
			<i>Personnel/staff representatives</i>
			<i>Others</i>
			<i>Do not use any such source of information</i>

4. Variables to be collected from all enterprises: CVT characteristics

Variable name	Variable group	Variable type	Variable description
B1a	Core	QL	Provision of internal CVT courses in the reference year
B1b	Core	QL	Provision of external CVT courses in the reference year
B2a	Core	QL	Provision of guided on-the-job training in the reference year
		QT	<i>Number of participants in guided on-the-job training</i>
B2b	Core	QL	Provision of job rotation in the reference year
		QT	<i>Number of participants: job-rotation, exchanges, secondments or study visits</i>
B2c	Core	QL	Attendance at conferences/workshops in the reference year
		QT	<i>Number of participants in conferences/workshops</i>
B2d	Core	QL	Participation in learning and quality circles in the reference year
		QT	<i>Number of participants in learning or quality circles</i>
B2e	Core	QL	Planned training by self-directed learning/e-learning in the reference year
		QT	<i>Number of participants in self-directed learning/e-learning</i>
B3		QL	Provision of CVT courses in the year before the reference year
B4		QL	Provision of other forms of CVT in the year before the reference year
B5a		QL	Existence of CVT contributions in the reference year
		QT	<i>Amount of contributions CVT (in euros)</i>
B5b		QL	Existence of CVT receipts in the reference year

Variable name	Variable group	Variable type	Variable description
		QT	Amount of receipts CVT (in euros)
B6		QM	Measures the enterprise benefits from
			Tax incentives (tax allowances, tax exemptions, tax credits, tax relief, tax deferrals)
			Receipts from training funds (national, regional, sector)
			EU subsidies (e.g. European Social Fund)
			Government subsidies
			Other sources
			None of these

The following sections 5 and 6 shall be addressed to enterprises providing CVT courses in the reference year [(B1a or B1b) = YES].

Section 7 shall be addressed to all training enterprises in the reference year, i.e.:

- enterprises providing CVT courses in 2010 [(B1a or B1b) = YES], or
- enterprises providing other forms of CVT [(B2a or B2b or B2c or B2d or B2e) = YES].

Section 8 shall be addressed to non-training enterprises.

5. Variables to be collected from enterprises which provided CVT courses: CVT participants, subjects and providers

Variable name	Variable group	Variable type	Variable description
C1tot	Key	QT	Total number of CVT course participants
C2m		QT	Number of CVT course participants — males
C2f		QT	Number of CVT course participants — females
C3tot	Key	QT	Paid working time (in hours) spent on all CVT courses
C3i		QT	Paid working time (in hours) for internal CVT courses
C3e		QT	Paid working time (in hours) for external CVT courses
C4		QT	Share of training hours spent on obligatory courses for health and safety at work
C5		QL	Subjects covered
			General IT skills
			IT professional skills
			Management skills
			Team working skills, customer handling skills, social skills
			Problem solving skills
			Office administration skills

Variable name	Variable group	Variable type	Variable description
			<i>Foreign language skills</i>
			<i>Technical, practical or job-specific skills</i>
			<i>Oral or written communication skills</i>
			<i>Numeracy and/or literacy skills</i>
			<i>None of these</i>
C5Main		QL	Main subject (with respect to volume of training hours)
C6		QL	Providers (external courses)
			<i>Schools, colleges, universities and other higher education institutions</i>
			<i>Public training institutions (financed or guided by the government; e.g. adult education centre)</i>
			<i>Private training companies</i>
			<i>Private companies whose main activity is not training</i>
			<i>Employer's associations, chambers of commerce, sector bodies</i>
			<i>Trade unions</i>
			<i>Other training providers</i>
C6Main		QL	Main provider (with respect to volume of training hours)

6. Variables to be collected from enterprises which provided CVT courses: CVT costs

Variable name	Variable group	Variable type	Variable description
C7a		QL	Existence of fees
		QT	<i>CVT course costs — fees and payments for courses for employees (in euros)</i>
C7b		QL	Existence of travel costs
		QT	<i>CVT course costs — travel and subsistence payments (in euros)</i>
C7c		QL	Existence of labour costs of internal trainers
		QT	<i>CVT course costs — labour costs of internal trainers (in euros)</i>
C7d		QL	Existence of costs of training centre and teaching materials etc.
		QT	<i>CVT course costs — training centre, or rooms and teaching materials for CVT courses (in euros)</i>
C7sub		QL	Existence of "Sub-total only" (no sub-categories)
	Key	QT	<i>CVT costs sub-total (in euros)</i>

Variable name	Variable group	Variable type	Variable description
PAC	Key	QT	Personal absence cost — to be calculated ($PAC=C3_{tot} \cdot A5/A4$ in euros)
C7tot	Key	QT	Total cost CVT — to be calculated ($C7_{sub} + B5a - B5b$ (in euros)

7. Variables to be collected from enterprises which provided CVT courses or other forms of CVT: CVT quality, outcomes and difficulties

Variable name	Variable group	Variable type	Variable description
D1		QM	Aspects considered to ensure the quality of CVT
			<i>Certification of external providers (e.g. use of national registers)</i>
			<i>Continuous training of internal trainers</i>
			<i>Continuing vocational training and certification is based on national/sector recognised standards or frameworks</i>
			<i>Others</i>
			<i>No particular aspect considered</i>
D2a		QM	Assessment of the outcomes of CVT activities
			<i>Yes, for all activities</i>
			<i>Yes, for some activities</i>
			<i>No, proof of participation is sufficient</i>
D2b		QM	Methods of assessment
			<i>Certification after written or practical test</i>
			<i>Satisfaction survey amongst participants</i>
			<i>Assessment of participants' behaviour or performance in relation to training objectives</i>
			<i>Assessment/measurement of the impact of training on performance of relevant departments or the whole enterprise</i>
			<i>Other</i>
D3		QM	Factors limiting CVT provision in the reference year
			<i>No limiting factor: level of training provided was appropriate to the enterprises needs</i>
			<i>Recruitment of individuals with the required qualifications, skills and competencies</i>
			<i>Difficulties in assessing training needs in the enterprise</i>
			<i>Lack of suitable offerings of CVT courses in the market</i>
			<i>High costs of CVT courses</i>
			<i>Higher focus on IVT provision than on CVT</i>

Variable name	Variable group	Variable type	Variable description
			<i>Major efforts in CVT realised in recent years</i>
			<i>Limited time available for staff to participate in CVT</i>
			<i>Other reasons</i>

8. Variables to be collected from non-training enterprises: reasons for the non-provision of CVT activities

Variable name	Variable group	Variable type	Variable description
E1		QM	Reasons for not providing CVT in the reference year
			<i>The existing qualifications, skills and competences were appropriate to the current needs of the enterprise</i>
			<i>Recruitment of individuals with the required qualifications, skills and competencies was preferred</i>
			<i>Difficulties in assessing training needs in the enterprise</i>
			<i>Lack of suitable offerings of CVT courses in the market</i>
			<i>High costs of CVT courses</i>
			<i>Higher focus on IVT provision than on CVT</i>
			<i>Major efforts in CVT realised in recent years</i>
			<i>No time available for staff to participate in CVT</i>
			<i>Other reasons</i>

9. Variables to be collected from all enterprises: IVT

Variable name	Variable group	Variable type	Variable description
F1tot	Core	QT	Total number of IVT participants in the enterprise during the reference year
F2		QM	Reasons for providing IVT (if F1Tot > 0)
			<i>To qualify future employees according to the needs of the enterprise</i>
			<i>To choose the best apprentices for future employment after completion of initial vocational training</i>
			<i>To avoid possible mismatch with enterprise needs in case of external recruitment</i>
			<i>To make use of the productive capacities of IVT participants already during their initial vocational training</i>
			<i>Other (e.g. to make the enterprise more attractive to potential staff)</i>

Optional variables

Member States can transmit complementary variables to the Commission (Eurostat) on an optional basis in a harmonised format as described in the "European Union Manual" referred to in Article 8.;

2. Annex II to Regulation (EC) No 198/2006 is replaced by the following:

‘ANNEX II

SAMPLE

1. Business registers referred to in Regulation (EC) No 177/2008 of the European Parliament and of the Council of 20 February 2008 establishing a common framework for business registers for statistical purposes ⁽¹⁾ shall be taken as the main source of the sampling frame. A nationally representative stratified probability sample of enterprises shall be taken from this frame.
2. The sample shall be stratified by NACE Rev.2 and size category according to the following minimum specification:
 - 20 NACE Rev.2 categories [B, C10-C12, C13-C15, C17-C18, C19-C23, C24-C25, C26-C28 and C33, C29-C30, C16+C31-32, D-E, F, G(45), G(46), G(47), I, H, J, K(64,65), K(66), L+M+N+R+S],
 - Member States can cover other sectors and use additional categories for the stratification (e.g. O, P, and Q) on an optional basis,
 - 3 enterprise size categories, according to their number of persons employed: (10-49) (50-249) (250 and more) for countries with fewer than 50 million inhabitants,
 - 6 enterprise size categories, according to their number of persons employed: (10-19) (20-49) (50-249) (250-499) (500-999) (1 000 and more) for Member States with 50 million inhabitants and more.
3. A sample size shall be calculated to assure a **maximum** half-length of the 95 % confidence interval of 0,2 for the estimated parameters, which are a proportion of “training enterprises” (after allowance for the non-response rate in the sample) for each of the 60 stratified elements identified above (120 stratified elements for Member States with 50 million inhabitants and more).
4. The following formula may be used in determining the sample size:

$$n_h = 1/[c^2 \times te_h + 1/N_h] / r_h$$

Where:

r_h = the anticipated response rate in the stratum cell, h

c = maximum length of half the confidence interval

te_h = the anticipated proportion of training enterprises in the stratum cell, h

N_h = the total number of enterprises (training and non-training) in the stratum cell, h

⁽¹⁾ OJ L 61, 5.3.2008, p. 6.;

3. Annex III to Regulation (EC) No 198/2006 is replaced by the following:

‘ANNEX III

Imputation principles and record weighting

Countries shall take all appropriate measures to reduce item and unit non-response. Prior to imputation countries shall make all reasonable efforts to use other data sources.

Core variables, for which no missing value shall be accepted, nor imputation permitted are:

- A1, A2tot, B1a, B1b, B2a(QL), B2b(QL) B2c(QL), B2d(QL) B2e(QL), F1tot.

Key variables, for which every effort should be made to avoid missing values and for which imputation is recommended are:

— A3, A4, A5, C1tot, C3tot, C7sub, C7tot, PAC.

Imputation for item non-response shall be recommended within the following general limits:

1. When a record contains less than 50 % of variables presented then this record shall normally be considered as a unit non-response.
2. For a single NACE Rev.2/size cell imputations shall not be allowed if more than 50 % of the responding enterprises have missing data for more than 25 % of the quantitative variables.
3. For a single NACE Rev.2/size cell, no imputation shall be performed on a quantitative variable if the proportion of responding enterprises for that particular variable is less than 50 %.
4. For a single NACE Rev.2/size cell, no imputation shall be performed on a qualitative variable if the proportion of responding enterprises for that particular variable is less than 80 %.

Quantitative and qualitative variables are identified in Annex I.

Member States shall calculate and transmit a weight to be applied to each data record together with any auxiliary variables, which may have been used in the calculation of this weight. These auxiliary variables should be recorded as the variables RESPEXTRA1, RESPEXTRA2, RESPEXTRA3 as necessary. The methodology adopted for establishing the weights shall be detailed in the quality report.;

4. Annex V to Regulation (EC) No 198/2006 is replaced by the following:

‘ANNEX V

QUALITY REPORT FORMAT

Member States shall submit quality reports to be written according to a standard quality-reporting format provided by the Commission (Eurostat). A copy of the national questionnaire shall accompany the quality report.

1. RELEVANCE

Implementation of the survey and the degree to which statistics meet current and potential users' needs. This covers a description of users and their individual needs as well as an evaluation of to what degree these needs have been satisfied.

2. ACCURACY

- 2.1. **Sampling errors**

This covers:

- Description of the sample design and the realised sample.
- Description of the calculation of the final weights including non-response model and auxiliary variables used, estimator used, e.g. Horvitz-Thompson estimator, variance of the estimates according to the sample strata, variance estimation software, in particular, a description of the auxiliary variables or information used should be reported in order to recalculate the final weights within Eurostat since it is needed for variance estimation.
- In case of non-response analysis, a description of the biases in the sample and results.

Tables to be provided (broken down by **NACE Rev.2 and size classes** according to the national sampling plan):

- Number of enterprises in the sampling frame.
- Number of enterprises in the sample.

Tables to be provided (broken down by **NACE Rev.2 and size classes** according to the national sampling plan, however allocation according to the observed enterprise characteristics):

- Coefficients of variation (1) for the following **key statistics**.
- Total number of persons employed, total number of enterprises that provided CVT, ratio of the total number of enterprises that provided CVT to the total number of enterprises.
- Total number of enterprises that provided CVT courses, ratio of the total number of enterprises that provided CVT courses to the total number of enterprises.
- Total number of persons employed in enterprises that provided CVT, total number of participants in CVT courses, ratio of the total number of participants in CVT courses to the total number of persons employed, ratio of the total number of participants in CVT courses to the total number of persons employed in enterprises that provided CVT.
- Total costs of CVT courses.
- Total number of enterprises providing IVT, total number of participants in IVT, ratio of the total number of enterprises providing IVT to the total number of enterprises.

2.2. Non-sampling errors

2.2.1. Coverage errors

This covers:

- Description of the register used for sampling and its overall quality, information included in the register, and its updating frequency.
- Errors due to the discrepancies between the sampling frame and the target population and sub-populations (over-coverage, under-coverage, misclassifications).
- Methods used to obtain this information and notes on the processing of misclassifications.

Tables to be provided (broken down by **NACE Rev.2 and size classes** according to the national sampling plan, however allocation according to the observed enterprise characteristics):

- Number of enterprises.
- Ratio of the number of enterprises for which the observed strata equals the sampling strata.

2.2.2. Measurement errors

Where appropriate an assessment of errors that occurred at the stage of data collection due for example to:

- The questionnaire design (results of pre-tests or laboratory methods; questioning strategies).
- Reporting unit/respondent considering the data collection mode used (e.g. problems and strategies to find the appropriate respondent(s) in the enterprise, memory problems, errors when filling the forms, assistance to the respondent). This includes a description and assessment of measures taken to assure the high quality of the information related to “participants” and to assure that “participant events” were not collected.

- Existence/use of relevant information systems and administrative records in the enterprise, e.g. correspondence between the administrative and survey concept (reference period, availability of individual data).

- Methods used to reduce this kind of errors, problems with the questionnaire as a whole or with single questions.

2.2.3. Processing errors

This covers a description of the data editing process such as processing system and tools used, errors due to coding, editing, weighting or tabulation, quality checks at macro/micro level and corrections/failed edits.

2.2.4. Non-response errors

This covers an assessment of unit non-response and item non-response and a description of the measures undertaken regarding "re-contacts" as well as:

- Full report on imputation procedures including methods used for imputation and/or re-weighting.
- Methodological notes and results of non-response analysis or other methods to assess the effects of non-response.

Tables to be provided (broken down by **NACE Rev.2 and size classes** according to the national sampling plan, however allocation according to the observed enterprise characteristics):

- Unit response rates ⁽²⁾.
- Item response rates ⁽³⁾ for the following with respect to all respondents: total number of hours work as a function of all respondents and total labour cost as a function of all respondents.
- Item response rates for the following with respect to enterprises offering CVT courses:
 - Total number of participants in courses, males, females as a function of enterprises offering CVT courses.
 - Total number of hours on CVT courses as a function of enterprises offering CVT courses, number of hours on CVT courses managed internally and externally as a function of enterprises offering CVT courses.
 - Total costs of CVT courses as a function of enterprises offering CVT courses.
- Item response rates for the following with respect to enterprises offering IVT: Total number of participants in IVT as a function of enterprises offering IVT.

3. TIMELINESS AND PUNCTUALITY

This covers a table of dates when each of the following phases of the project started and ended such as fieldwork (considering the different data collection modes), reminders and follow-up, data checking and editing, further validation and imputation, non-response survey (as appropriate) and estimations as well as data transmission to Eurostat and dissemination of national results.

4. ACCESSIBILITY AND CLARITY

This covers the type of results sent to enterprises, a dissemination scheme of results and a copy of any methodological documents relating to the statistics provided.

5. COMPARABILITY

This covers the deviations from the standard European questionnaire and definitions provided in the manual referred to in Article 8 and a description of links done with other statistical sources (use of certain data available in registers, survey linked to another national survey).

6. COHERENCE

This covers a comparison of statistics for the same phenomenon or item from other surveys or sources and an assessment of coherence with structural business statistics for the number of persons employed as a function of NACE Rev.2 and Size Group.

Tables to provide (broken down by **NACE Rev.2 and size classes** according to the national sampling plan, however allocation according to the observed enterprise characteristics):

- Number of persons employed from structural business statistics and number of persons employed from CVTS.
- Percentage of differences $(SBS - CVTS)/SBS$.

7. COST AND BURDEN

This covers an analysis of the burden and benefit at national level through, for example, a consideration of average time for answering to each questionnaire, problematic questions and variables, variables most/least useful in describing CVT at national level, estimated or actual satisfaction level of data users at national level, difference of burden between for small and large enterprises and efforts made to reduce burden.

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- (1) The coefficient of variation is the ratio of the square root of the variance of the estimator to the expected value. It is estimated by the ratio of the square root of the estimate of the sampling variance to the estimated value. The estimation of the sampling variance must take into account the sampling design and changes of strata.
- (2) The unit response rate is the ratio of the number of in scope respondents to the number of questionnaires sent to the population selected.
- (3) The item response rate for a variable is the ratio of the number of available data to the number of available and missing data (equal to the number of in scope respondents).'
-