

## **Structural Business Statistics:**

- **Industrial Sector**
- **Trade Sector**
- **Services sector**

## **Methodology**

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## I Introduction

The National Statistics Institute annually prepares, for the Industry, Trade and Service sectors, the structural business statistics. These statistics are governed by Regulation 295/2008 of the Parliament and the Council of the European Union whose objective is to provide information on the main structural and economic characteristics of the companies, in the different sectors studied, through a wide range of variables relating to the personnel employed, turnover and other incomes, purchases and consumption, personnel expenditure, tax and investment.

Until the reference year 2014 included, the structural business statistics of the industrial, trade and services sectors (formerly known as Annual Industrial Companies Survey, Annual Trade Survey, Annual Services Survey) were elaborated, according to the different areas of research, through separate processes and with different collection and publication schedules.

**Since the reference year 2015** and with the aim to standardize and improve the process of elaboration of these operations, the statistical results and the dissemination of the information, the implementation of the **Integration Project of the Structural Business Statistics**, has begun. This project has been carried out over two reference years (2015 and 2016) and has meant a major reform of the following statistical operations, which, in order to underline the idea of integration, have been renamed as follows:

Denomination until the year of reference 2014	New denomination since the year of reference 2015
Industrial Companies Survey	Structural Business Statistics: Industrial Sector
Annual Trade Survey	Structural Business Statistics: Trade Sector
Annual services survey	Structural Business Statistics: Services sector

The reform has included, among other aspects, the following improvements:

### As of the reference year 2015:

- The use of practically uniform questionnaires for the three sectors of the study, (even though some specific questions specially related to the industrial Sector have been maintained) and adapted, in the case of legal person companies, to the standard models of the National Accounts. In addition, the collection of information is already carried out in an integrated and simultaneous manner for the three sectors under study.
- New dissemination plan, homogeneous for the three operations, which facilitates the comparison of the statistical results for the different sectors.

### As of the reference year 2016:

- More efficient sample designs in order to reduce the burden on the respondents and improve the use of the administrative registers.
- The new sample designs and the simultaneous organization for the collection of the three sectors under study allow to establish two different moments for the dissemination of the results:
  - **Advance results**, using the information from the 'main sample' collected up to the end of September of year t+1, sample that allows to offer results with sufficient quality for a first level of disaggregation by activities (at least up to 3 digits of the CNAE-2009 for the industry and trade sectors, and up to 2 digits for the services sector).
  - **Final results**, based on the 'complete sample' (main and complementary, the latter collected up to December of year t+1), at the maximum level of detail by activities (up to 4 digits of the CNAE-2009), as required by the Community Regulation. These detailed results will also make it possible to meet the requests of other more specialised users.

This document on the **Methodology of Structural Business Statistics** under the integration scope also presents a joint and uniform form for the three sectors of the study, the principal methodological lines, concepts, and definitions. It should be noted that, even though many of the technical aspects of the three operations have been standardized, some of the features or specific

aspects of each sector have been maintained, issues which have been properly indicated and explained in this methodological document.

After a brief summary of the objectives of the Integration Project the general methodological outline of this operation, its objectives and investigation scope are described in the following sections. Then, there is a reference to the sampling and design process. Followed by the collection of definitions of the main variables that are published. Finally, the different phases of the development of the survey are presented: information collection, processing, tabulation and diffusion of the results.

## II The integration project of the structural business statistics surveys

The business structural surveys of the INE (known before as Annual Industrial Companies Survey, Annual Trade Survey and Annual Services Survey) were prepared, until the reference exercise of 2014, through separate process according to the different sectors using non-uniform questionnaires among the Industrial, Commercial/Services sectors, with different schedules for the collection and publication.

To be able to improve the production process of these operations, homogenise the statistics produced and to unify the schedules “The integration project of the structural business statistics”<sup>1</sup> emerged, which affects the subsequent statistical operations and whose principles and objectives are described in the following paragraphs.

Code IOE	Denomination until the year reference year 2014.	<b>New denomination</b> <sup>2</sup> , from the reference year 2015.
30048	Industrial Companies Survey	<b>Structural Business Statistics: Industrial Sector</b>
30232	Annual Trade Survey	<b>Structural Business Statistics: Trade Sector</b>
30177	Annual services survey	<b>Structural Business Statistics: Services sector</b>

The concrete motifs for doing the integration of the structural operations of the business were:

- The INE, and in general the European Statistical System, according to the postulates on the modernisation of the statistical production process should advance to an integrated process, where standardization and normalization play a prominent role.
- The use of administrative registers that are used throughout the UFAES (acronym for the Spanish *Uso de Fuentes Administrativas en las Encuestas Estructurales de Empresas: Use of Administrative Sources in the Structural Surveys of the Business*) in the surveys for Trade and Services, also recommend the integration of these surveys so that future exploits and developments of this project are carried out jointly in all the areas.
- There is an increasing demand from some users for a more homogeneous treatment and diffusion calendars that allow for better comparisons between the different sectors.
- The implementation of the future FRIBS Regulation (*Framework Regulation Integrating Business Statistics*) of which the structural statics are a part, invite for the homogeneous treatment of all the investigated sectors so that it becomes easier to address the new European demands, among which are the investigation of new sectors within the statistical structure (Health and Education) or of new phenomena such as the globalization, through a survey on Global Value Chains (GVC).

“*The integration project of the structural business statistics*” is founded on five basic pillars:

1. *An integrated questionnaire* of the economical structure surveys.

<sup>1</sup> This project was presented to the Higher Statistical Council in its Permanent Commission meeting on 29 September, 2015 and ruled favourably in the meeting of the Commission on 18 February, 2016. The complete document of the Project, with its implementation calendar, can be found on the WEB page of the INE (*Methods and Projects. New projects*).

<sup>2</sup> The idea of integration is underlined by the new denominations that were included in the Annual Program 2016 of the National Statistical Plan 2013-2016 (Royal Decree 1089/2015 of 4 December)

2. A more efficient harmonised sample design that enables the exploitation of administrative information and to advance in the diffusion of the information.
3. *Joint and simultaneous collection for the three sectors of the study* (Industry, Trade and Service) for the reference year t by means of collecting a main sample in October of year t+1 and one complementary sample from October to December of year t+1. It is foreseen to include new ways of capturing the information in the collection process.
4. *Homogenization of the process* so that they allow for the gradual standardisation of the micro and macro purification, imputation, processing, etc...., of the collected information from the informing units.
5. Simultaneous diffusion of 'Advance Results' of the three sectors in December of the year t+1, using the information from the mains sample collected until the end of September of the year t+1, which allows for the supply of information with enough quality for the breakdown level similar to that of the standard diffusion made be the INE. The complementary sample collected up to December will allow to obtain more detailed results (Final Results) as demanded by the Community Regulation and to meet the petitions of the rest of the more specialised users.

Given the reach of the five goals mentioned, the complete integration process could not be addressed in a single exercise and has therefore been implemented throughout the development of the SBS-2015 and SBS-2016 operations.

This will be together with the *Structural Business Statistics (SBE). Industrial Sector, Trade Sector and Services Sector*, and as it was already being carried out, the information for the following statistical operations is collected and processed, who have not changed their denomination:

Code...IOE	Denomination
30233	Trade Sector products statistics (annual operation linked to the SBE Trade Sector)
30228	Trade Sector products statistics (annual operation linked to the SBE Services sector)
30070	<p><b>Survey of Energy Consumption (bi-annual operation linked to the SBE Industrial Sector)</b>            Operation directed to a sub-sample of mining and quarrying and manufacturing industries.</p> <p><b>Only for the odd number reference year</b></p>

### III Structural Business Statistics:

The **Structural Business Statistics** is composed of three integrated statistical operations, which have a structural and an annual periodicity, prepared on a group of business dedicated to activities of their respective study sector.

- Structural Business Statistics: Industrial Sector
- Structural Business Statistics: Trade Sector
- Structural Business Statistics: Services sector

These operations provide a wide range of statistical results describing the economic structure, behaviour and performance of the economic sectors and sub-sectors under study.

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## 1. Objectives

The main goal of the *Structural Business Statistics (SBS)* is to offer information about the main structural and economic characteristics of the companies of the sector under study, by means of a wide range of variables relating to the personnel employed, turnover and other income, purchases and consumptions, personnel expenditure, taxes, and investments.

The obtained information must meet a set of basic requisites such as being comparable at an international level and to cover the information needs of the different users of the statistics.

It must also allow the study of the transformation in the studied sectors, the main uses of the SBE are the following:

- To satisfy the information requirements of the international organisations, especially, of the Statistical Office of the European Communities (EUROSTAT) and to comply with the requirements of the European Regulations. These statistics are governed by the Regulation 295/2008 of European Union Parliament and the Council on Structural Business Statistics (Regulation SBS, and specifically Annexes I, II, and III). The methodological adaptation to the mentioned Regulation makes it possible to compare with the other countries of the European Union that diffuse this same information for their respective areas and sectors.
- To make available basic information for the National Accounting.
- To serve as a framework for the updating of the circumstantial indicators.
- To meet the statistical demands of the Autonomous Communities.
- To serve the rest of the national and international users (institutions, companies and associations, investigators, universities and, in general anyone interested in the structural analysis of the economic sectors of the study)

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## 2. Statistical unit

The basic statistical unit of these operations is **the company** is understood to be any organised unit which produces goods and services, and which has a certain degree of autonomy in making decisions, mainly when using the current resources that it has. The company can exercise one or more activities in one or several places.

This is a statistical definition, expressed in broad terms. In order to realize its scope in a reality as complex as "*the company*" and to make it operational for statistical effects, it has been taken into account, in the first place, that what is to be studied is the technical-economic dimension of those organizational units that produce goods and services (their production and cost functions), and secondly, that these study units should be perfectly defined and located and have the accounting and employment data necessary for their analysis. That is why "legal units" has been considered as an approximation to the concept of "company" that can contract with other agents and owners of economic factors.

Thus, for the purposes of these statistics, **the legal units that produce goods or services are considered as a company**. They may be companies with legal personality (limited companies) or individuals (individual entrepreneurs). The legal unit is also the informant unit because by being perfectly defined and located and having the accounting and employment data, the response is facilitated, and the homogeneous information is obtained.



**FOR THE INDUSTRIAL SECTOR:** In addition to using the company as the basic and central unit, the SBE in the Industrial Sector takes into consideration other units that complement the information system. These units are the industrial or local establishment and the local economic activity unit.

- The *establishment or premises* is any productive unit located in a topographically delimited place (workshop, mine, factory, warehouse, shop, office, etc.), from which economic activities are carried out to which, with exceptions, one or more persons of the same company dedicate their work.
- The *unit of local economic activity* is the part of a company that develops a certain activity in a specific geographical location.

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### 3. Survey scope

The scope of the statistic is defined in relation to the population investigated, to the time and space.

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#### 3.1. Population scope

The SBE is aimed at all companies, societies, and individuals whose **main activity** is in the following sections of the national classification of Economic Activities CNAE-2009:

Sectors	Activities according to CNAE-2009		
	Section	Divisions	
<b>Industrial Sector</b>	B	Extractive Industries	05-09
	C	Manufacturing Industry	10-33
	D	Electric energy, gas, steam and air conditioning supply	35
	E	Water supply, sewerage, waste management and decontamination activities	36-39
<b>Trade Sector</b>	G	Wholesale and retail business; repair of motor vehicles and motorcycles	45-47
<b>Services sector</b>	H	Transport and storage	49-53
	I	Accommodation and food service	55-56
	J	Information and communications	58-63
	L	Real state activities	68
	M	Professional, scientific and technical activities	69-75
	N	Administrative and support services activities	77-82
	R	Artistic, recreational and entertainment activities	90-93
S	Other services (except 94 associative activities)	95-96	

The activities included in the scope of these operations are presented in detail in Annex 1.



**FOR THE INDUSTRIAL SECTOR:** Up to the year of reference 2012, the survey focused its field of study in industrial enterprises with at least one wage earner. As of the year of reference 2013, the population area is extended, including, since then, the companies without wage earning employees.



**FOR SERVICES SECTORS:** For the reference exercises 2009 to 2011, the activities of section R (arts, recreation, and entertainment) and Division 96 (other personal services) were studied each year partially, alternately, by means of a rotating system. Since 2012, all the activities of section R and Divisions 95 and 96 of section S are included annually.

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#### 3.2. Territorial or geographical scope

All statistical units located in the national territory are investigated.



**FOR THE INDUSTRIAL SECTOR:** Until the year of reference 2012, the survey covered the whole of the national territory, with the except of Ceuta and Melilla. Since 2013 both autonomous cities are also included within the scope of industrial statistics.

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#### 3.3. Time scope

The SBE is an annual statistic.

The reference period for the data is generally the calendar year. Exceptionally, the companies that operate by seasons or campaigns that comprise two different years and thus have accounted for their data report the information for the season or campaign that ended in the year of reference of the survey.

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## 4. Sample design

The sampling type is stratified random sampling. In each stratum, a random sample is obtained, except the one formed by companies with 50 or more employees, where all of them are included in the sample. Companies with certain characteristics are also comprehensively included in the sample, as will be detailed in section 4.2. Determination of comprehensive companies.

The sample size is calculated by applying optimum allocation, and the estimators are those of simple expansion, adjusted by registrations, de-registrations and changes of stratum.

Each of the design stages are detailed below.

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### 4.1. Population framework

The sample frame is the Central Business Register (CBR), a list of companies that is updated once a year from administrative sources, mainly related to taxes and Social Security. It is also updated with information from the statistical operations of the INE.

The CBR contains information on the main economic activity, the number of employees and turnover, variables used in the sample design, and on identification and localization data, necessary for the correct collection of the information.

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### 4.2. Determination of exhaustive business

All companies with 50 or more employees are studied comprehensively and therefore enter the sample with probability 1. All companies, with 20 or more employees or relevant due to their turnover, registered in the framework in the same reference year, are also allocated and enter with probability 1. The collective of subsidiaries of foreign companies in Spain, and companies with less than 50 employees, but with large turnovers are also studied exhaustively. The latter are determined by applying the Sigma Deviation Rule and the Quartile Method.

The Sigma Deviation Rule (see Julien and Maranda Le Plan de Sondage de Enquête Nationale Sur les Fermes de 1988 Techniques d'enquête 1990, vol. 16, n° 1, pp. 127-139) is an empirical rule that consists in ordering the companies from smaller to higher according to the turnover variable and take as comprehensive those that follow to the first that complies with that the difference with the previous one is greater than the standard deviation of that variable.

The quartile method selects those companies whose turnover exceeds the value  $M + c(Q_3 - M)$  where  $M$  is the median,  $Q_3$  is the third quartile of the turnover variable and  $c \in \mathbb{R}$  a coefficient to be established.

The application of these techniques in the different sectors of statistics is detailed:



#### FOR THE INDUSTRIAL SECTOR:

For industrial companies with employees, the sigma deviation rule applies in the following sub-populations:

- Activity class and size group.
- Activity class and Autonomous Community.

The quartile method is applied by activity class and size group.

If any sub-population, formed by the activity class and Autonomous Community, has been left without any comprehensive company, the two companies with the highest turnover are chosen as comprehensive.

For industrial companies without employees, those with a turnover of one million euros or more are comprehensive.



### TRADE AND SERVICES SECTORS:

For trade and service companies, the sigma deviation rule applies in the following sub-populations:

- Activity class and size group.
- Activity group and Autonomous Community.
- Activity class and Autonomous Community.

The quartile method is applied by activity class and size group.

If any sub-population, formed by the activity class and Autonomous Community, has been left without any comprehensive company, the two companies with the highest turnover are chosen as comprehensive.

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### 4.3. Stratification

The population under study, contained in the framework, is divided into separated homogeneous groups with respect to what it is intended to study, called strata. Each stratum constitutes an independent population for sampling purposes.



### INDUSTRIAL SECTOR

The population of industrial companies is stratified taking into account the following variables:

- Main economic activity.
- Autonomous Community, except for companies with 0 employees.
- Size groups, according to the number of employees.
- Turnover.

The CNAE-2009 determines the main economic activity. In the formation of strata, the activity class is considered, which corresponds to the CNAE-2009 to 4 digits and the activity sectors defined in Annex 2. In the following, class-sector refers to the classes that form a sector on their own, as detailed in this annex.

The size groups are as follows:

Group	Employees
0	0
1	From 1 to 3
2	From 4 to 9
3	From 10 to 19
4	From 20 to 49

For companies between 1 to 49 employees, strata are formed as follows:

- 1. Autonomous Community× activity class× size group.**  
In order to form a stratum in this grouping, there must be a minimum of 10 companies. Otherwise, it moves to the next one.
- 2. Autonomous Community× sector× size group.**  
In order to form a stratum in this grouping, there must be a minimum of 10 companies. Otherwise, it moves to the next one.
- 3. Group of Autonomous Communities× activity class× size group.**  
In order to form a stratum in this grouping, there must be a minimum of 10 companies. Otherwise, it moves to the next one.
- 4. Groups of Autonomous Communities× sector× size group.**  
In order to form a stratum in this grouping, there must be a minimum of 10 companies.

Otherwise, it moves to the next one.

**5. Activity class × size group.**

To form a stratum in this grouping there must be a minimum of 10 companies, except for companies in size group 4 (20 to 49 employees) which do not require a minimum and form a stratum here. Otherwise, it moves to the next one.

**6. Sector × size group.**

This is the last grouping considered, the reason why there is no minimum required.

Once the companies are grouped into the strata defined above, the rule of the cumulative square root of the frequency distribution of turnover applies (see Cochran 1977). The aim is to divide those strata in which greater efficiency is achieved into two.

Companies with 0 employees are grouped by activity sector, without considering the Autonomous Community.



**TRADE AND SERVICES SECTORS:**



The population of trade and services companies is stratified taking into account the following variables:

- Main economic activity.
- Autonomous Community (except for section R and Division 96 of the CNAE-2009).
- Size groups, according to the number of employees.
- Natural/Legal Person.
- Turnover.

In the formation of strata, the main economic activity is determined by the classes and sectors defined in **Annexes 3 and 4**. The size groups are as follows:

Group	Employees
00	0
11	From 1 to 2
12	From 3 to 5
13	From 6 to 9
14	From 10 to 19
15	From 20 to 49

The strata are formed as follows:

**1. Autonomous Community × activity class × size group × status.**

The “status” variable can take three values: NP (Natural Person), LP (Legal Person), TO (both NP and LP). When it is more efficient to separate companies with 5 or fewer employees in NP and LP, within each autonomous community × activity class × size group, it is divided into two.

In order to form a stratum in this grouping it is necessary to have a minimum number of companies, which varies according to size. Otherwise, it moves to the next one. The minimum number required is as follows:

Group	Minimum number of companies
00	50
11	35
12	25
13	20
14	15
15	10

2. **Autonomous Communityx sectorx size groupx status.**

In order to form a stratum in this grouping it is necessary to have at least the following number of companies:

Group	Minimum number of companies
00	30
11	25
12	20
13	15
14	10
15	0

Otherwise, it moves to the next one.

3. **Group of Autonomous Communitiesx activity classx size groupx status.**

In order to form a stratum in this grouping it is necessary that the minimum requirements in the previous step are met. Otherwise, it moves to the next one.

4. **Groups of Autonomous Communitiesx sectorx size groupx status.**

In order to form a stratum in this grouping it is necessary that the minimum requirements in the previous step are met. Otherwise, it moves to the next one.

5. **Activity class x size groupx status.**

In order to form a stratum in this grouping it is necessary that the minimum requirements in the previous step are met. Otherwise, it moves to the next one.

6. **Sectorx size groupx status.**

This is the last grouping considered and therefore no minimum is required.

As in the Industrial sector, once the companies are grouped into the strata defined above, the rule of the cumulative square root of the frequency distribution of turnover applies. In addition, the size group '11' is divided into two, consisting of a sub-group of companies with 1 employee and another sub-group with 2 employees. These subdivisions are only made if greater efficiency is achieved.

**Companies in Section R and Division 96 of CNAE-2009**

This population is stratified by activity classx size group. In addition, the rule of the cumulative square root of the frequency distribution of turnover is applied in the size group '00' to divide the stratum in two, and in the size group '11' it is divided in two according to the number of employees. As always, only if these sub-stratifications increase efficiency.

**4.4. Sample size. Allocation**

Within each stratum, the sample size is calculated by optimal allocation. This consists of calculating sample sizes per stratum (nh) in such a way that the overall sample size (n) is minimal, subject to the fact that the sample error of the estimator of the total of a given variable is equal to or less than a prefixed error. The following expression gives the result of this allocation:

$$n_h = \frac{N_h S_h \sum_h N_h S_h}{V + \sum_h N_h S_h^2}$$

Where:

- Nh: Number of companies in the framework in stratum h

- Sh: Standard deviation of the variable under consideration, in stratum h

- V is the square of the absolute prefixed error:  $V = (er.X)^2$  where er is the relative prefixed error and X is the total of the considered variable.

The calculation of the sample size is done in two steps, to adapt to the two phases of diffusion. It is first made for a 'main' sample, which is that collected from April to September, both inclusive, and on the basis of which the first results are disseminated. Then, the 'total' sample size is calculated for the second phase of dissemination where more disaggregated results are published.



## INDUSTRIAL SECTOR

For the main sample, the relative sampling errors are prefixed, for the estimator of total employees, at the following disaggregation levels:

- 1% by class-sector, 1% by group
- 2% by activity group (CNAE to three digits)
- 5% by Autonomous Communityx division (CNAE to two digits)
- 5% by size groupx division (size groups 1 and 2 are added)

For the total sample, the relative sampling errors are prefixed, for the estimator of total employees, at the following disaggregation levels:

- 1% by activity class
- 10% by Autonomous Communityx group (CNAE to three digits)
- 5% by group sizex group (size groups 1 and 2 are added)

In both steps, the final size is given by the maximum of each of the sample sizes obtained by the optimal allocation, applied in each of the levels. The difference between the total sample and the main sample of each stratum is what determines the sample that is collected from October to December.

For the group of 0 employees, a sample is obtained with proportional allocation.



## TRADE SECTOR

For the main sample, the relative sampling errors are prefixed, for the estimators of total employees and turnover, at the following disaggregation levels:

Level	Errors in %	
	Employees	Turnover
Class-sector	1	4
Branch of activity	1	4
Activity groupxsize group	5	(10,8,6)*
Activity divisionxAutonomous Community	5	5

At the level of activity groupx size group, the prefixed error of the estimator of total turnover varies depending on the size of the company. For the size groups '00' and '11' the prefixed error is 10%, for the groups '12' and '13' it is 8% and for the groups '14' and '15' it is 6%.

For the total sample, the relative sampling errors are prefixed for the estimators of total employees and turnover, at the following levels of disaggregation:

Level	Errors in %	
	Employees	Turnover
Class-sector and other very relevant ones	1	4
Rest of classes	2	5
Activity groupxsize group	4	(8,6,4)*
Activity groupxAutonomous Community	5	(7,6,5)*

At the level of activity groupx Autonomous Community, as well as at the level of activity groupx size groupx, the prefixed error of the estimator of total turnover varies depending on the size of the Autonomous Community. For small Autonomous Communities the prefixed error is 7%, for medium-sized ones it is 6% and for large ones it is 5%.

In both steps, the final size is given by the maximum of each of the sample sizes obtained by the optimal allocation, applied in each of the levels. The difference between the total sample and the main sample of each stratum is what determines the sample that is collected from October to December.



## SERVICES SECTOR

In the case of service companies, except for Section R and Division 96 of CNAE-2009, for the main sample, the relative sampling errors are prefixed, for the estimators of total employees and turnover, at the following levels of disaggregation:

Level	Errors in %	
	Employees	Turnover
Class-sector	1	4
Branch of activity	1	4
Activity division×size group	5	(10,8,6)*
Activity section×Autonomous Community	5	5

At the level of activity group× size group, the prefixed error of the estimator of total turnover varies depending on the size of the company. For the size groups '00' and '11' the prefixed error is 10%, for the groups '12' and '13' it is 8% and for the groups '14' and '15' it is 6%.

For the total sample, the relative sampling errors are prefixed for the estimators of total employees and turnover, at the following levels of disaggregation:

Level	Errors in %	
	Employees	Turnover
Class-sector and other very relevant ones	1	4
Rest of classes	2	5
Activity group×size group	4	(8,6,4)*
Activity division ×Autonomous Community	5	(7,6,5)*

At the level of activity group× Autonomous Community, as well as at the level of activity group× size group×, the prefixed error of the estimator of total turnover varies depending on the size of the Autonomous Community. For small Autonomous Communities the prefixed error is 7%, for medium-sized ones it is 6% and for large ones it is 5%.

In both steps, the final size is given by the maximum of each of the sample sizes obtained by the optimal allocation, applied in each of the levels. The difference between the total sample and the main sample of each stratum is what determines the sample that is collected from October to December.

### Companies in Section R and Division 96 of CNAE-2009

Only one sample is obtained from this population, which is investigated at the same time as the main sample of the rest of the sectors. In order to obtain the sample size, the relative sampling errors are prefixed, for estimators of total employees and turnover, at the following level of disaggregation:

Level	Errors-in-%	
	Employees	Turnover
Activity-division	1	4

#### 4.5. Sample selection

The sample is obtained randomly in each of the strata, using negative coordination techniques (load function and the Technique of Permanent Random Numbers), which allow distributing the statistical load

of the companies. The goal is to reduce the number of surveys that a CBR company carries out throughout the year.

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#### 4.6. Estimators

The estimators are those of simple expansion, adjusted by the lack of response and changes of stratum. The estimator of the total of the variable Y for a stratum h is given by the following expression:

$$\hat{Y}_h = \hat{F}_h \sum_i^{n_h^e} y_{hi}$$

Where:

- $\hat{F}_h$ : Estimated elevation factor
- $y_{hi}$ : Value taken by the variable Y in company i of stratum h.

The calculation of the estimated elevation factor is detailed below.



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- $\hat{F}_h = \frac{\hat{N}_h}{n_h^e}$
- $\hat{N}_h$ : Total number of companies estimated in stratum h.
- $n_h^e$ : Number of sample companies corresponding to or allocated to stratum h.

The total number of companies estimated in stratum h is given by the following expression:

$$\hat{N}_h = N_h \left( 1 - \frac{b_h}{n_h} \right) - \frac{N_h}{n_h} n_h^k + \sum_{k \neq h} \frac{N_k}{n_k} n_k^h + A_h$$

Where:

- $b_h$ : Number of companies that are: permanent or partial closure, with no activity, out of scope and duplicate, in stratum h.
- $n_h$ : Number of companies of the initial sample, in stratum h.
- $n_h^k$ : Number of companies of the sample in stratum h that move to stratum k.
- $n_k^h$ : Number of enterprises of the sample in stratum k that move to stratum h.
- $A_h$ : Number of companies registered in stratum h, under 20 or more employees, in the framework of a reference year similar to the statistics.



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$$\bar{F}_h = \frac{\bar{N}_h^*}{n_h^e}$$

- $\bar{N}_h^*$  : Adjusted estimator (according to the number of months of activity of the companies registered in the reference year) of the total number of companies in stratum h.
- $n_h^e$  : Number of sample companies corresponding to or allocated to stratum h.

The total number of companies estimated in stratum h is given by the following expression:

$$\hat{N}_h^* = N_h \left( 1 - \frac{\sum_{j \in sh} \frac{N_j}{n_j} b_j}{N_{sh}} - \frac{\sum_{\substack{j \in sh \\ j \neq k}} \frac{N_j}{n_j} n_j^k}{N_{sh}} + \frac{\sum_{j \in sh} \sum_{k \neq j} \frac{N_k}{n_k} n_k^j}{N_{sh}} \right) + A_h^*$$

Where:

$$A_h^* = \sum_{i=1}^{A_h} \frac{T_i}{12}$$

- $A_h$ : Number of companies registered in stratum h, under 20 or more employees, in the framework of a reference year similar to the statistics.
- $T_i$ : Number of months of activity of the company i during the year.

The total number of companies estimated in stratum h is given by the following expression, analogous to the previous one except for the number of registrations considered:

$$\hat{N}_h = N_h \left( 1 - \frac{\sum_{j \in sh} \frac{N_j}{n_j} b_j}{N_{sh}} - \frac{\sum_{\substack{j \in sh \\ j \neq k}} \frac{N_j}{n_j} n_j^k}{N_{sh}} + \frac{\sum_{j \in sh} \sum_{k \neq j} \frac{N_k}{n_k} n_k^j}{N_{sh}} \right) + A_h$$

The difference with the Industrial sector is the appearance of the superstratum noted by the subscript 'sh', to estimate the number of de-registrations and changes of stratum. The aim is to achieve more accurate and stable estimates over time.

The superstratum h is formed by adding all the identical strata h but without taking the Autonomous Community into account. In this way, homogeneous groups are obtained according to the rest of the stratification variables which, by accumulating a larger sample size, allow a more reliable estimation of losses and changes in the stratum. The rest of the notation is similar to that given in the Industrial Sector.

### 4.7. Sampling errors.

The estimator of the total of Y for domain 'm' (any subgroup of the population, which does not necessarily coincide with the strata), is given by the following expression:

$$\hat{Y}_m = \sum_h \sum_{i=1}^{n_h^e} \hat{F}_i y_{hi} Z_{mhi}$$

Where:

- $\hat{F}_i$ : Final elevation factor associated with company i ( $\hat{F}_h$  equals  $\frac{\hat{N}_h}{n_h^e}$ )
- $Z_{mhi}$ : a random variable that takes value 1 if the company i belongs to the domain m and 0 if otherwise.

Estimates of relative sampling errors or variance coefficients are calculated and published in %, for the main variables, in certain domains. The relative sampling error, for the total estimator of Y in domain m, is given by the following expression:

$$CV(\hat{Y}_m) = \frac{\sqrt{v(\hat{Y}_m)}}{\hat{Y}_m} \times 100$$

To calculate  $v(\hat{Y}_m)$  the Raulin formula is used, which gives a good approximation to the direct method and is given as follows:

$$\hat{V}(\hat{Y}_m) = \sum_h \frac{(n_h^e - 1)}{n_h^e} \sum_{i=1}^{n_h^e} \hat{F}_i (\hat{F}_i - 1) (y_{hi} Z_{mhi} - \hat{Y}_{mh})^2$$

Where:

$$\hat{Y}_{mh} = \frac{\sum_{i=1}^{n_h^e} y_{hi} Z_{mhi}}{n_h^e}$$

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## 5. Variables and Definitions

For a better understanding and interpretation of the statistical results of these operations below are defined the main variables and concepts used, ordered according to the following grouping:

### 5.1. Classification variables:

- 5.1.1. Main economic activity of the business
- 5.1.2. Size of the company according to their employees
- 5.1.3. Geographical distribution by Autonomous Communities

### 5.2. Variables object of study:

- 5.2.1. Variables on statistical units
- 5.2.2. Variables on personnel employed
- 5.2.3. Variables on earnings
- 5.2.4. Variables on stock changes
- 5.2.5. Variables on expenditure (except for personnel expenditure)
- 5.2.6. Variables on personnel expenditure
- 5.2.7. Variables on investments

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## 5.1. Classification Variables

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### 5.1.1. Economic Activity

The economic activity carried out by a company is defined as the creation of added value through the production of goods and services.

Companies frequently perform diverse activities that should be classified into separate classes of the CNAE-2009. In general, activities developed by an economic unit can be of three types: primary, secondary and ancillary activity.

- It is understood by **main activity the one that generates the highest added value**. Faced with the difficulty of calculating the added value of the companies when carrying out several activities, for the purposes of the SBS, it is considered as the main activity that generates the largest turnover or, failing that, that employs a larger number of employees.
- A **secondary activity** is any other activity carried out by the company, whose outputs are goods or services that are susceptible of being distributed or rendered to third parties.
- An **ancillary activity** is one that exists only to support the main activity and the secondary activities of the company, by providing goods and services for the exclusive use of such unit, that is to say that they are not sold on the market and serve only the unit on which they depend on (administration departments, transport or storage services).

Initially, each company has a main economic activity assigned to it in the Central Directory of Companies, determined from administrative information (tax heading present in the tax of economic activities, CNAE-2009 code of activity that appears in the Social Security Contribution Accounts...).

However, companies that carry out more than one activity must be registered in several headings of the economic activity tax. To be able to assign this main activity of budget item, the INE's Directory Unit applies a series of filters and criteria. This main activity of budget item can be modified in the collection of the survey with the description that the company makes of its main activity.

The economic and employment information requested from the SBE reporting units refers not only to the main activity but also to all the secondary and ancillary activities that it carries out.

The statistical results are presented classified according to the main activity, and the following questions should be highlighted according to the different sectors under study:



**FOR THE INDUSTRIAL SECTOR:** The industrial sector questionnaires, besides requesting extensive information on the company's income and expenses, include a limited set of variables for each of the company's industrial establishments. The information gathered at the level of the industrial establishment is composed of the principal activity of the establishment, the number of employees, turnover, and investment in tangible assets.

**Until the year of reference 2014 included,** the Industrial survey of companies presented their statistical results, both national and regional, based on the main activity of the industrial establishment. In order to do this, all the variables of the company were allocated in function of the information gathered from the establishments.

As of year of reference 2015 included, with the initiation of *the Project of integration of the structural economic surveys*, it is considered necessary to apply a homogeneous treatment in the Industry, Trade and Services sectors. For this reason, the new classification criteria of information for the Industrial Sector is established in the following way:

- For the national statistical results, all the variables of the study were classified in function of the principal activity of the company. With a change of criterion, in addition to the new statistical series, for this year a table of statistical results is offered under the previous criterion so that the users can also have the old statistical series without discontinuity
- For the regional statistical results, the variables disseminated are classified according to the main activity of the establishments (more details in 5.1.3)



#### **FOR TRADE AND SERVICES SECTORS:**

For these sectors, both national and regional outcomes are classified according to the company's core business.

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### **5.1.2. Size of the company**

The size of the companies is one of the most important variables when determining the behaviour of the business. This dimension can be established regarding the magnitude of the turnover or the value of the production or by considering the number of persons constituting the company's workforce. The second option to determine the size of companies was selected for these statistics, establishing some size ranges according to their employed personnel.

The group of people who contribute, through the contribution of their work, to the production of goods and services, or who carry out ancillary activities in the company, are considered employees, whether they are paid or not. Persons licensed for a short period (sick leave, vacation, or exceptional leave), personnel on strike and persons working outside the company but who are part of it and are paid by it (more details in paragraph 5.2.2) are included.



**FOR THE INDUSTRIAL SECTOR:** The following sections of size are considered depending on the staff employed (in the average annual) by the company:

- Of less than 10 people employed
- From 10 to 19 people employed
- From 20 to 49 people employed
- From 50 to 249 people employed
- Of 250 or more people employed



**FOR TRADE AND SERVICES SECTORS:** The following sections of size are considered depending on the staff employed (in the average annual) by the company:

- Of less than 2 people employed



- From 2 to 9 people employed
- From 10 to 19 people employed
- From 20 to 49 people employed
- From 50 to 249 people employed
- Of 250 or more people employed

### 5.1.3. Geographical distribution by Autonomous Community

The companies can have establishments or premises in different geographical locations, and they can also carry out their management and administration in one of these sites or another located in the same or in another community. A breakdown by Autonomous Communities is presented for certain variables (number of premises, turnover, salaries, and salaries, investment in material assets and personnel occupied) **considering the location of these premises.**

To obtain this distribution, it is required for the companies to break down the variables previously quoted according to where the establishments are located (**that belong to the company and when they have personnel**) from which the economic activity of the company is carried out.

Clarifications, particular situations and examples according to the different sectors:



#### FOR THE INDUSTRIAL SECTOR:

The place where the economic variables of study are generated is considered the location of the industrial establishments, for the regional distribution of the statistical results of the industrial sector. The total figures for the company must be completely divided among their different establishments. If the variables requested from the industrial establishments do not add up to the total of the figures provided by the company, the difference is allocated to the Autonomous Community where the headquarters of the company is registered, as well as to its main activity. This can happen for some reasons, including that the company does part of its production through subcontracting.

Exceptionally, for industrial companies of distribution or trade of electrical power or gas by pipeline (activities 3512, 3513, 3514, 3522, 3523 of the CNAE-2009), given the special characteristics of this subsector, for the regional breakdown, the distribution by communities according to the location of the clients is considered.

For the statistical results of the industrial sector by communities and activity, the main activity of the establishments is considered.



#### FOR TRADE AND SERVICES SECTORS:

For the regional distribution of the statistical results of the trade and services sectors, the location of the establishments is considered to be where the economic variables of study are generated.

Clarifications and examples:

- The professional, technical or support services to other companies (consultancies, architecture, advertising, etc.) that have offices in several communities must distribute their turnover according to how much they invoice in each office, regardless of the residence of their clients.
- Services that have to be developed at the client's offices (for example cleaning, security services, etc.) must distribute their turnover according to the communities where the premises of the company are located. In the case of a company that provides services in clients' offices in a community where they do not have their own premises, that percentage of the turnover must be allocated to the community where the company is located.

For the statistical results of the trade and services sectors by communities and activity, the main activity of the company is taken into account.

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## 5.2. Variables studied

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### 5.2.1. Variables on statistical units

#### Number of companies

The company corresponds to an organizational production unit of goods and services, which enjoys a certain autonomy of decision, mainly when using the current resources available to it. The company exercises one or more activities in one or more places.

#### Number of premises

The establishment or premises is any productive unit located in a topographically delimited place (workshop, mine, factory, warehouse, shop, office, etc.), from which economic activities are carried out by one or more persons of the same company dedicate to one sole company, with exceptions.

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### 5.2.2. Variables on personnel employed

#### Employees

Employees are considered to be the group of people who, as part of the company, contribute through their work, whether remunerated or not, to the activities of the same. They include working owners, partners who work regularly on the unit and unpaid family members who work regularly on the unit. Also included are people who, although they work outside the company, belong to it and are employed by it (for example, the trade representatives, the courier staff and the repair and maintenance teams that work for the company). The staff includes both fixed and temporary staff, either full-time or part-time.

Not included as employees:

- Exclusively capitalist partners and family members of the owner who do not participate actively in the company.
- The members of the Board of Directors who do not dedicate at least one-third of the normal working day for the company.
- The staff who work in the premises of the company but that depend on another company, from which they receive their wages.
- Staff facilitated by temporary work companies (TWC): It is the staff who works in the company does not belong to it because they are staff supplied by temporary work companies.
- People with unlimited license, leave of absence, retired... unless they are still really working in the company.
- Independent, autonomous workers: They are the professionals that are not on the payroll of the company and that they are linked to this one by some contract other than those of work character, like commercial contracts or others, and that they work exclusively, or at least mainly, for the company.
- In general, free professionals linked to the company by a commercial contract.

Employees include both paid and unpaid staff.

#### Paid staff

Paid staff are trained by workers linked to the company by a work contract and who receive remuneration in the form of wage, salary, commission, reward, a piece of work or in kind. It includes both fixed and eventual staff, either full-time or part-time.

Included are the persons who perform functions directly associated with the productive activities of the company, as well as those others whose tasks are not directly linked to the productive process (directors on salary, managers, technicians, office and administrative personnel, subordinates, sales force, etc.).

Starting from the reference year 2016, in order to reduce the statistical burden of reporting companies, the SBS questionnaires only ask for information on company personnel as at 30 September of the reference year. Subsequently, for each company, this information is combined with the administrative registers of affiliation to Social Security applying the following formula:

$$\mathbf{NMR_i = NMAc_{ai} + P30SREM_i - AFA30Sca_i}$$

Where:

NMR<sub>i</sub>: Paid staff in company i.

NMAc<sub>ai</sub>: Average number of employees affiliated by the company i.

P30SREM<sub>i</sub>: Paid staff as at 30 September in company i.

AFA30Sca<sub>i</sub>: Employees affiliated by the company i as at 30 September.

### Hours worked by paid staff

It represents the aggregate of the hours actually worked by paid staff for the production of the unit being observed during the reference period.

It includes the total hours worked, both normal and extraordinary. It does not include the hours not worked as a result of sick leave, strikes, vacations, holidays, etc., interruptions for meals, and hours spent on the journey from home to the workplace and vice versa.

Starting from the reference year 2016, in order to reduce the statistical burden on reporting companies and improve the estimation of the number of hours worked by paid staff, a new method of estimation of this variable is used by applying auxiliary information from the Quarterly Labour Cost Survey (QLCS) to each company of the SBS sample. The calculation formula is the following:

$$\mathbf{HEF_i = (1 - PHNT_d + PHEX_d) * [(NATC_i * HPTC_d) + (NATP_i * HPTP_d)]}$$

Where:

HEF<sub>i</sub>: Hours worked by paid staff in company i.

PHNT<sub>d</sub>: Proportion of hours not worked in division d (QLCS).

PHNT<sub>d</sub> = HNT<sub>d</sub> / HP<sub>d</sub> (hours not worked in division d / hours agreed in division d).

PHEX<sub>d</sub>: Proportion of overtime hours in division d (QLCS).

PHNT<sub>d</sub> = HNT<sub>d</sub> / HP<sub>d</sub> (overtime hours in division d / agreed hours in division d).

NATC<sub>i</sub>: Full-time paid staff in company i.

NATP<sub>i</sub>: Part-time paid staff in company i.

HPTP<sub>d</sub>: Part-time agreed hours in division d (QLCS).

HPTC<sub>d</sub>: Full-time agreed hours in division d (QLCS).

In which:

*Agreed hours*: These are the hours legally established by verbal agreement, individual contract or collective agreement between the worker and the company.

*Overtime hours*: Are all those that are carried out above the agreed working day, whether due to force majeure or voluntary reasons.

*Non-worked hours*: These are, of the total number of agreed hours, those not worked for any reason. The following are included: non-worked hours due to vacations, non-worked hours due to holidays (official or unofficial), non-worked hours due to temporary disability, non-worked hours due to maternity, adoption, paid leave (marriage, birth, death...), non-worked hours due to technical or economic reasons (with or without an Employment Regulation Order), other hours not worked and paid (union representation, medical visits, etc.), non-worked hours at the workplace due to force

majeure (power cuts, machine breakdowns, etc.), non-worked hours due to labour disputes and, finally, non-worked hours for other reasons (absenteeism, lock-out, etc.).

### Full-time equivalent paid staff

It is a measure of paid staff, calculated as the sum of full-time paid staff working all year round, plus the sum of time fractions of the paid staff working in a part-time or non-working period, i.e. considering the time-periods of those persons whose working hours are less than a standard day, less than the standard number of working days per week or less than the standard number of weeks or months per year.

Conversion to full-time equivalent must be carried out on the basis of the number of hours, days, weeks or months worked.

Starting from the reference year 2016, in order to reduce the statistical burden on reporting companies and improve the estimation of full-time equivalent paid staff, a new method of estimation of this variable is used by applying auxiliary information from the Quarterly Labour Cost Survey (QLCS) to each company of the SBS sample. The calculation formula is the following:

$$EAE_i = NATC_i + [NATP_i \cdot (HPTP_d / HPTC_d)]$$

Where:

EAE<sub>i</sub>: Full-time equivalent paid staff in company i.

NATC<sub>i</sub>: Full-time paid staff in company i.

NATP<sub>i</sub>: Part-time paid staff in company i.

HPTP<sub>d</sub>: Part-time agreed hours in division d (QLCS).

HPTC<sub>d</sub>: Full-time agreed hours in division d (QLCS).

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### 5.2.3. Variables on earnings

The fundamental characteristic of these statistical operations is the study of the economic variables. To collect information on the monetary flows, it has been considered that the most suitable source is the accounting of the company, so in the questions relating to purchases, expenses and income the denominations and criteria of the General Plan of Accounting (PGC-2007) are taken as a point of reference. This ensures the homogeneity of information and facilitates the response to collaborating companies, using common terminology and requesting data that the company already has.

Within the general accounting plan, the content of the profit and loss account offers the most interesting information and the framework that best suits the objectives of the survey, which is the reason why the data that make up this account are defined in a detailed way.

The information obtained directly from the general accounting plan is not always sufficient to know how the income and expenses are generated, the breakdown of the turnover according to different criteria (for example the geographical destination of the sales), the distribution of the expenses of personnel, or the importance of each one of the services rendered. For this reason, sometimes more detailed questions are included in the questionnaires, trying in all cases not to leave the accounting framework.

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### Turnover

It comprises the total amounts invoiced by the observed unit during the reference period for the sale of goods and services supplied to third parties, considering both, those carried out directly by the observed unit and those from eventual subcontracts.

These sales of goods or services are accounted for in net terms, that is to say, including customer charges (transportation, packaging, etc.), even if they are invoiced separately, but deducting sales discounts for early payment, sale returns or the value of returned packaging, as well as sales rebates.

Taxes and fees levied on goods or services invoiced by the unit are included, but VAT is excluded from the customer.

From an administrative point of view, the General Accounting Plan (GAP) (RD 1514/2007, of 16 November) defines the Total net amount of the turnover by the following accounting items: C700 + C701 + C702 + C703 + &AMP; + C705-C706-C708-C709 being:

- C700. Merchandise sales
- C701. Sales of finished products
- C702. Sales of semi-finished products
- C703. Sales of by-products and waste
- C704. Sales of packaging and packaging
- C705. Delivery of Services
- C706. Discounts on sales for early payment
- C708. Sales returns and similar operations
- C709. "Rebates" on sales

The turnover does not include, therefore, subsidies or other operating revenues, nor the financial, extraordinary or other income affecting the outcome of the exercise.

### **Breakdown of turnover according to geographical destination**

This concept includes the distribution by geographic markets of the total amount of the turnover of the company. Three geographical destinations are specified: Spain, other European Union countries and the rest of the world.

### **Product Sales (Industrial Sector only)**

This concept includes the total amount of sales of finished or semi-finished products, as well as by-products, waste, containers or packaging made by the company during the reference year. These terms are defined below:

- Finished products: manufactured goods by the company in its production process, or by third parties, via production by subcontracts, and those that are destined for the final consumption or to its use by other companies.
- Semi-Finished Products: Goods manufactured by the company which are not normally intended for sale until they are processed, incorporated or transformed later.
- By-products: Goods obtained during the production process that has the character of secondary or accessories to the main manufacture.
- Residues: obtained inevitably and at the same time as the products or by-products, whenever they have intrinsic value and can later be used or sold
- Containers: containers or vessels, normally intended for sale in conjunction with the product they contain.
- Packaging: Covers or wrappings, usually irretrievable, destined to protect products or goods to be transported.

Sales are considered net, that is, once discounted the "rebates" on sales (discounts and similar that are based on reaching a certain volume of orders) and the returns of sales (deliveries returned by customers, normally due to non-compliance with the conditions of the order), as well as the discounts due to quality defects, delays in the delivery period of orders, etc., which have occurred after the invoice is issued.

### **Merchandise sales (industrial sector only)**

This concept includes the total amount of sales made by the company during the reference year of all goods or goods purchased for subsequent sale without processing (resale of goods in the same state in which they were purchased).

Sales are considered net, that is, once discounted "rebates," returns and the like.

### **Income from delivery of services (Industrial Sector only)**

This concept includes the total amount of income obtained by the company during the year of reference counterpart for the services (which are the subject of the ordinary traffic of the company) provided to other companies, individuals or entities. Due to its importance, within this item, the income for subcontracts, i.e. the payments made to the company as a result of its participation, as a subcontractor, in the design or production of a certain product for another company.

#### **Work done by the company for its assets**

This concept collects the counterpart of the expenses made by the company for its fixed assets using its own equipment and personnel. It can affect both the fixed asset (physical facilities, equipment for information processes, major repairs or improvements, etc.), the real estate investments (land, buildings, and constructions as investment), as well as intangible assets (computer applications, research and development, audiovisual productions, etc.)

This concept includes both the production of equipment or buildings, as well as the major repairs and improvements made to the existing ones in order to increase the useful life of the goods, their production capacity or their performance. Also included within this heading is the counterpart of the expenses that are activated corresponding to the payments made to other companies for the payment for the work awarded to them for research and development purposes (expenses for extramural research and development).

The work carried out by the company itself for its assets is valued at cost price, that is determined by adding to the purchase price of the raw materials and other consumable materials, the costs directly attributable to the product, as well as the indirect costs that can reasonably be assigned to the product concerned.

#### **Other management income**

Includes other income other than those considered in the turnover, such as income from leases, income from industrial property transferred in operation, income from commissions, income from services to personnel (such as stores transport, housing, etc.), income originated by the eventual provision of certain services to other companies or individuals (eventual transport services, consultancies, reports), etc. It does not include subsidies for exploitation, which are considered in the following variable.

#### **Subsidies for exploitation**

This concept includes the amounts of the transfers granted to the company by the public administrations, companies or individuals in order to assure to this one a minimum profitability, to compensate deficit of exploitation of the exercise or previous exercises, or to allow sufficient remuneration for the production factors. Not included are those made by the partners or companies of the group, multi-group or associates. Nor are the amounts received in the form of tax exemption or investment aid included. It also includes the amount passed to the result of the exercise of other subsidies, donations, and legacies other than capital grants.

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### **5.2.4. Variables on stock changes**

#### **Variation of stocks of finished and ongoing products**

The amount corresponding to the difference between the final and initial stocks (at the end and the beginning of the reference year of the data) of the different products (finished, semi-finished, in progress, by-products, waste, and recovered materials) manufactured by the company. These stocks are valued at the production cost.

#### **Variation of stocks of raw materials and supplies**

The amount corresponding to the difference between the final and initial stocks (at the end and the beginning of the data reference year) of raw materials and supplies. These stocks are valued at acquisition prices

#### **Variation of stocks of goods and services for resale**

The amount corresponding to the difference between the final and initial stocks (at the end and the beginning of the data reference year) of goods and services for resale. These stocks are valued at acquisition prices

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## 5.2.5. Variables on expenditure (except for personnel expenditure)

### Total purchases of goods and services

This concept includes:

- **Purchases of Goods:** The amount of goods acquired by the company during the reference year for resale in the same state in which they are purchased without processing them. They are accounted in net terms, that is, discounting the discounts on purchases by early payment<sup>1</sup>, rebates<sup>2</sup> on purchases and returns of purchases<sup>3</sup> and similar operations.
- **Purchases of raw materials and other supplies:** The value of goods acquired for their processing during the production process (raw materials) and the amount of purchases of supplies such as fuel, spare parts, packaging, office supplies, etc. (supplies must have the characteristic of being storable). They are posted in net terms, that is, discounting the discounts on purchases for early payment<sup>1</sup>, rebates<sup>2</sup> on the purchases and the return of purchases<sup>3</sup> and similar operations.
- **Work done by other companies or professionals in the sector.** Value of the works that, as part of their own production process, are commissioned and carried out by other companies or professionals. Due to its importance, within this heading, worth noting are expenses from subcontracting, that is, the payments made by the company to other companies as a result of their participation, as subcontractors, in the design or production of a given product.
- **Expenses in foreign services:** Are operating expenses of a different nature made by the company during the year of reference, such as R & D expenses, leases and royalties, repair and maintenance, services of independent professionals, transportation, insurance premiums, banking and similar services, advertising, propaganda and public relations, supplies and other services.

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The literal definition of Regulation No 295/2008 is detailed below:

*The value of all goods and services purchased during the accounting period for resale or the consumption in the production process are included in total purchases of goods and services, excluding capital goods, consumption which is recorded as fixed capital consumption. The goods and services in question may be resold with or without further processing, used completely in the production process or stored.*

*These purchases include materials that are directly incorporated into the goods produced (raw materials, intermediates, and components), plus small tools and non-capitalized equipment. The value of auxiliary materials (lubricants, water, packaging, materials for maintenance and repair or office supplies) and energy products are also included. This variable includes purchases of materials made for the production of capital goods by the unit.*

*Also included are the services paid for during the reference period, both industrial and non-industrial, and the amounts paid for work carried out by third parties on behalf of the unit, including common repairs and maintenance, installation work and technical studies. The amounts paid for the installation of capital goods and the value of assets capitalized are excluded.*

*Also included are payments made by non-industrial services such as legal and accounting fees, patents and licenses (when not capitalized), insurance premiums, costs of meetings of shareholders and government bodies, contributions to business and professional associations, mailing, telephone, electronic, telegraph and fax, transportation services for goods and personnel, advertising costs, commissions (when not included in salaries and salaries), rents, bank charges (excluding payments of interest) and all other commercial services provided for by third parties. It includes the services that the unit transforms and capitalizes on capitalized production.*

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<sup>1</sup> Discounts on purchases for early payment. Discounts and assimilations that are given to the company by its suppliers, for early payment, not included in the invoice.

<sup>2</sup> Rebates Are the discounts and the like that are based on having reached a certain volume of orders

<sup>3</sup> Shopping returns. It comprises deliveries returned to suppliers normally due to non-compliance with the order conditions.

*Expenses classified as financial or income in the form of interest or dividends are excluded from the total purchases of goods and services.*

*The value of purchases of goods and services will be the purchase price, that is, the price actually paid by the purchaser for the products, including all taxes (minus the subsidies) that are charged for the products purchased, except the taxes on the added value. Consequently, all other taxes and fees on products are not deducted from the valuation of purchases of goods and services. The treatment of taxes on production is not relevant in the valuation of these purchases.*

*For statistics on industrial, commercial and service activities, except in the case of companies whose activities are financial and insurance, the expenses classified as financial in corporate accounting are excluded from the total purchases of goods and services.*

### **Consumption of goods and services for resale**

Are purchases of goods and services for resale minus the variation of stocks of the same.

Resale purchases are purchases of goods for resale to third parties without any transformation. They also include services purchased by service companies that, in turn, "re billed," that is, those companies whose turnover is formed not only by the fees charged for a service transaction (as in the case of real estate companies) but also by the actual amount of the service transaction (for example, transportation purchases by travel companies). The value of goods and services sold to third parties by commission are excluded, since the agent receiving the commission does not buy or sell the goods and services in question.

### **Consumption of raw materials, intermediate products, and other supplies**

Are purchases of raw materials, intermediate products, and other supplies less the variation of stocks of the same.

### **Expenses in external services**

This concept comprises the total amount of the whole of operating expenses of a different nature carried out by the company during the year of reference, such as the following, as listed in PGC-2007:

- *Research and development.* Expenses in research and development for services ordered to other companies.
- *Leases and Royalties.* The amount of the payments accrued by the rental of movable and fixed property used by the company and the fixed or variable amounts that are satisfied for the right to use the various manifestations of industrial property.
- *Repairs and conservation.* Maintenance costs of the goods included in the tangible assets (computer equipment, buildings, vehicles, machinery, etc.) made by third parties.
- *Independent professional services.* It comprises the fees of economists, lawyers, auditors, notaries, etc., as well as commissions to independent mediators
- *Transport carried out by third parties.* Expenditure by the company for transport carried out by third parties when it is not necessary to include them in the purchase price.
- *Non-social insurance premiums.* Amounts satisfied in respect to insurance that does not have a social character referred to the staff of the company.
- *Banking and similar services.* Amounts satisfied in the concept of banking and similar services, such as commissions for different concepts (management of collections, transfers, cheques, cards, cancellations of account, etc.).
- *Publicity, propaganda and public relations.* Expenses for these concepts contracted with third parties to make the company or its products known.
- *Supplies.* The value of the expenses made by the company in the acquisition of supplies that do not have the quality of storable: water, electricity, gas, etc.
- *Other expenses in foreign services.* They include payments to temporary work companies, travel expenses, diets, personnel transportation, mail, telephone, fax, messaging, local cleaning, surveillance and security and all other office expenses that have not been collected previously.

### **Taxes linked to production and non-VAT products and excise duties**

Compulsory payments made to the public administrations, which tax the productive activity of the company and the utilization of the factors of production. Income, equity, and capital taxes are not included for the survey and, in particular, the corporation tax or the income tax of individuals. VAT and excise duties are excluded.

They include the tax on economic activities (TEA), the fixed assets tax (FAT), the tax on mechanical traction vehicles, import-related taxes, the vehicle registration tax, the tax on gaming and lotteries, the property transfer tax and documented legal acts, taxes on pollution for electricity companies, the Tax on the Value of Electricity Production (IVPEE), municipal fees ...

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## 5.2.6. Variables on personnel expenditure

### Personnel expenses

This concept contains the total aggregate amount of payments made by the company during the year of reference in respect to salaries and salaries, allowances, social security and other personnel expenses. It is broken down into the following concepts:

#### Wages and salaries

They comprise all amounts, obligatory or voluntary, paid in cash or in kind by the company to their salaried personnel of all types (fixed and eventual), in the concept of remuneration for the work carried out by them.

These payments are accounted for by their gross amount, i.e. before making the deductions corresponding to the social security and income taxes of the physical persons in charge of the workers. **It also includes compensations**, i.e. payments made directly by the company to its employees in case of sickness, unemployment, dismissal, accident, pension, early retirement, ... It also includes remuneration for staff liquidated with equity instruments (e.g. shares, participations, etc.).

The full base salary is included; supplements in money for overtime, seniority, title, endangerment, incentives, assistance, residence, transportation premium, etc.; Premiums for benefits, Christmas bonuses and extraordinary pay; The remuneration in kind (valued according to the net cost that it represents for the company) supplied free or at reduced price to its employees in the concept of consumers (foodstuffs, fuels, housing, dress, shares, etc.).

Payments made to free and independent professionals or collaborators linked to the company by a business contract, travel expenses of the company's staff, payments to temporary work companies are not included. Also included in this heading are contributions to social security and pension funds in charge of the company, which is considered under the following heading.

#### Social burdens

It includes the statutory contributions to the social security in charge of the company, i.e. the contributions that the company pays to the social security for the various benefits that it carries out (old age, invalidity, sickness, maternity, work accident, occupational illnesses, unemployment and family allowances).

It also includes the long-term remuneration by means of defined contribution systems (amounts of contributions accrued for long term pay to the company's staff, such as pensions or other retirement/retirement benefits, which are articulated through a defined contribution system). Also, other social expenses are included, in compliance with a legal or voluntary disposition of the company, in favour of its employees.

#### Other personnel expenses

This concept includes provisions for personnel expenses. They are express or tacit obligations in the long term, clearly specified as to their nature, but which, on the closing date of the financial year, are indeterminate as to their exact amount or to the date in which they will be produced (long-term remunerations through defined benefit systems, cash-liquidated personnel remunerations based on equity instruments, excess provision for staff remuneration, excess provision for transactions with payments based on equity instruments).

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## 5.2.7. Variables on investments

### Investment

Investment is defined as real increases in the value of capital resources made by the company in the reference year. This is gross investment.

It is understood by real increase of the productive resources, the increases of value that occur in the different types of assets, that have their origin in purchases of goods to third parties (new or used), in own production of assets, or in works carried out by the company itself or by third parties on existing elements in order to increase their productive capacity, its performance or its useful life (acquisitions, improvements and own production).

The investment operations are reflected by the total of their value. If purchased from third parties, they are valued at acquisition prices, excluding deductible VAT and including transportation, installation costs, registration and notary fees, and other non-deductible taxes. The work done by the company with its resources is valued at cost price.

The SBE distinguishes between investment in material assets and investment in intangible assets, concepts that are defined below.

### Investment in tangible assets

Included are the material capital goods, both new and existing, regardless of whether they have been purchased from third parties, they have been acquired through a financial leasing contract (the right to use a durable asset in exchange for the payment of rents for a long and pre-determined period) or have been manufactured for self consumption (capitalized production of material assets), which have a shelf life of more than one year, including unfabricated material goods, such as land. Property acquired through restructuring (such as mergers, takeovers, fragmentation, or breakups) is excluded. Current maintenance costs are excluded. Current maintenance costs are excluded.

This is gross investment during the reference period in material goods. It establishes a differentiation of the investment depending on the type of good.

The following concepts are distinguished:

1. *Land and natural goods.* They comprise the urban-natured plots, rustic farms, other non-urban land, mines, and quarries, excluding any construction carried out on the surface. It includes the adaptation of land and natural goods (levelling, piping, or roads and roads).
2. *Buildings, constructions, and renovations.* It includes the cost of existing buildings and structures acquired during the reference period, as well as expenditure on the construction, renovation or transformation of buildings.

In the case of acquisition of buildings including land, if the value of the two components is not separable, the total is recorded under this heading if the estimated value of the buildings exceeds the value of the land.

With respect to the transformation of buildings, all additions, alterations, improvements and renovations that extend the useful life or increase the productive capacity of the buildings are included.

Permanent installations, such as water supply, central heating, air conditioning, electricity are included, as well as expenditure on the construction of oil wells (drilling), mines in operation, gas pipelines, power lines, canals, railway lines, port facilities, roads, bridges, viaducts, drainages and other land improvements.

3. *Technical facilities.* The technical installations are complex, specialized units used in the production process (buildings, machinery, material, parts or elements, including computer systems that, even though they are detachable by nature, are permanently linked to their operation).

4. *Machinery and tooling.* Machinery or equipment used for the elaboration of the products as well as the utensils or tools intended for this purpose and which can be used autonomously or in conjunction with the machinery.

5. *Transport elements and others.* Vehicles of all kind destined for land, sea or air transportation of persons, animals or goods *are included, as well as* other tangible assets such as furniture, information processing equipment, office equipment and other materials and other fixed assets not listed above.

### **Investments in intangible assets**

They refer to the expenses of the company for the acquisition of elements of long duration that are not materials such as concessions, patents, licenses, trademarks, designs, royalties, .... They include active research and development expenditures, administrative concessions, industrial property, goodwill, the right to transfer premises and investments in computer applications.

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### **5.2.8. Economic aggregates**

The economic aggregates presented in this publication are calculated from the variables of the questionnaire as required by Regulation No. 295/2008 of Structural Statistics.

#### **Production value**

The value of the production measures the amount of the goods and services produced by the company during the financial year.

The value of the production is defined as the turnover, more or less the variations of the stocks of finished products, ongoing work and goods and services purchased for resale, less purchases of goods and services for resale, plus the work done by the company for its asset (capitalized production) and other management income (excluding subsidies).

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The literal definition of Regulation No 295/2008 is detailed below:

*Value of production is understood as the turnover or the income from the sale of goods and the provision of services, more or less the variation of the stocks of finished and ongoing products and the goods and services purchased for resale, less purchases of goods and services for resale (only goods and services sold during the reporting period , excluding the storage and transport costs of goods purchased for resale), plus capitalized production, plus other (exploitation and extraordinary) income, excluding subsidies. Income and expenses classified as financial or income in the form of interest and dividends in business accounting are excluded from the value of production. In the purchases of goods and services for resale are included the services purchased to lend to third parties under the same conditions.*

*N.B.: In the capitalized production is included the production of all the goods that the producers retain as an investment. The latter includes the production of fixed assets (buildings, etc.) and intangible assets (software development, etc.). Capitalized production is an unsold production and is valued at its production cost. Note that these capital assets should also be included in the investment.*

*N.B.: Other income (of exploitation and extraordinary) is an accounting heading of the company. Its contents can vary by sector and over time, so it cannot be defined precisely for statistical purposes.*

#### **Added value at market prices**

The added value at market prices is calculated from the value of the production minus the operating costs other than those destined for resale (consumption of raw materials, intermediates and other supplies and expenses in external services).

#### **Added value at factor cost**

The value added to the cost of the factors is the gross income of the exploitation activities after adjusting the effect of the exploitation subsidies and indirect taxes. It is calculated from the gross added value at market prices, deducting all the taxes linked to the production and the products and adding the subsidies to the exploitation.

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The literal definition of Regulation No 295/2008 is detailed below:

*The value added to the cost of the factors amounts to the gross income from the exploitation activities after the adjustment by exploitation subsidies and indirect taxes.*

*It can be calculated from the turnover, plus capitalized production, plus other operating income (including exploitation subsidies), more or less the variation of stocks, minus purchases of goods and services, minus other taxes on products linked to the volume of business but not deductible, minus taxes and production-related fees. The taxes and fees linked to production are compulsory payments without counterpart, in cash or kind, collected by the public administrations or by the institutions of the European Union, which encumber the production and imports of goods and services, the use of labour, the ownership or use of land, buildings and other assets used in the production, irrespective of the amount or value of goods and services produced or sold. It can also be calculated from gross operating surplus, adding personnel costs.*

*The income and expenses classified as financial in the corporate accounting in accordance with the annual accounts of the capital companies are excluded from the added value. Income and expenses classified as interest income, dividend income, exchange earnings from foreign currency loans in relation to interest expenses, proceeds from rescue operations or the extinction of debt or financial expenses in accordance with international accounting standards are excluded from the added value.*

*The added value at the cost of the factors is calculated as raw since the value adjustments (such as depreciation and impairment losses) are not subtracted.*

### **Gross operating surplus**

The gross exploitation surplus is the surplus generated by the exploitation activities once the work factor has been rewarded. It can be calculated from the value added at the cost of the factors, less the costs of personnel. It is the available balance for the unit that allows you to reward your fund and debt providers, pay taxes, and eventually finance your entire investment or part of it.

### **5.2.9. Main indicators**

In order to facilitate the analysis of the particular characteristics of each sector investigated and, within these, to show the differences or similarities between the companies that compose them, some indicators are produced in the form of ratios from the previously exposed variables.

#### **Productivity**

It is the quotient between the value added at the cost of the factors and the average number of employees in the year. It represents the contribution of each employee (whether remunerated or not) to the generation of income of the company; Indirectly it is a measure of the relative weight of the work factor in each activity. It appears expressed in euros.

#### **Average personnel costs**

It is the quotient between the total staff costs and the average of paid staff in the company. It appears expressed in euros.

#### **Added value rate**

It is the proportion that the gross value added at the cost of the factors represents relative to the value of the production. It shows the capacity of income generation per unit of product or service. It appears expressed as a percent.

#### **Staffing fee**

It is the proportion that the staff costs represent relative to the value added at the cost of the factors. It can be considered as a measure of the participation of remunerated employment in the distribution of income generated in the sector. It is complementary to the surplus rate. It appears expressed as a percent.

#### **Gross exploitation rate**

It is the proportion that the gross operating surplus represents with respect to the turnover. It appears expressed as a percent.

**Investment rate**

It is the proportion that the total investment (in both material and intangible assets) represents in relation to the value added at the cost of the factors. It appears expressed as percent.

**Paid personnel rate**

The proportion of staff paid for the total number of staff employed, both as an annual average. Its complement measures the degree of unpaid employment of each sector.

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## 6. Information collection

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### 6.1. Questionnaires studied

To adapt the required information to the specific characteristics of the companies, three basic types of questionnaires have been designed, taking into account aspects such as the legal nature, paid personnel and turnover of the company:

- Type1 Questionnaire: Broad model, mainly aimed at companies with legal personality (shareholding companies).
- Type2 Questionnaire: A reduced model for companies with legal personality (share holding companies).
- Type 3 Questionnaire: A reduced model for companies that are individuals.

These questionnaires are designed in a uniform way for the Industry and Trade/Services Sectors. However, some singularities have been maintained in each sector (for example, the different approach to the territorial section, or different requirements of the European regulation for the industrial sector).

For the design of the questionnaires, an effort has been made to simplify and reduce as much as possible the statistical load and to facilitate the completion of economic data for the informant. To do this:

- The Type1 and Type2 questionnaires have been designed around the development of the company's profit and loss account.

In addition to facilitating the completion of the required data, this new design will enable, for the collection of information, mechanisms consisting of direct data upload, either of the electronic version of the accounts presented by companies to the Mercantile Registry (load of XML files), or of tax administrative sources based on Corporate Tax.

- On the other hand, the Type3 questionnaire has focused around the concepts used for the income tax return of the natural persons.

It should be noted that, for certain activities, together with the main questionnaire of the SBE, an additional questionnaire is included to collect additional information on the characteristics of each subsector. So:

- For Trade and certain Services activities, an annex Questionnaire (module) is included, which, among other characteristics, requests the breakdown of the turnover by product types or according to customer types. The statistical results obtained are disseminated annually in the operations called *Statistics of Products of the Trade Sector and Statistics of Products of the Services Sector*.
- With regards to the industrial sector, and in particular for a subsample of companies in the extractive and manufacturing industry, a module on energy consumption is included every two years, the statistical results of which are disseminated under the operation called *Energy Consumption Survey*. This statistical operation is only performed for odd years of reference.

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### 6.2. General organization

The information is collected annually during the months of April to December.

For reference year  $t$ , collection is organised in two phases or waves:

- First Wave: consists of a main sample (which will allow the preparation of the Advance Results) and takes place from April to September of the year  $t+1$ .
- Second Wave: it is made up of a complementary sample (which, together with the main sample, will allow to obtain the final results in greater detail) and takes place from October to December of year  $t+1$ .

Collection is carried out through the INE Collection Units. The completion of the questionnaire via the Internet is encouraged, although in any case, respondents have other response channels available (fax, post, telephone, etc.).

The Collection Units are responsible for the implementation of the collection, recording and cleaning of the questionnaires, as well as the telephone assistance for the resolution of queries from respondents. Telephone contacts with companies are also made in cases where no response is obtained within the established period or is considered insufficient or inconsistent.

For the control of the field work the different situations that can be encountered during the collection of the information are taken into account. The company is deemed to have been effectively surveyed if it has a main activity included in the population area of study, the completed questionnaire has been obtained and the data verify the established controls of completeness and consistency.

Also, in the process of collecting information, a series of incidents that do not allow obtaining the questionnaire can happen. Its rigorous treatment is of great importance since its analysis allows to update the framework of the survey and to affect the treatment of the information.

The incidents taken into account are:

- Discharge or definitive closing: The company has ceased in its activity in a definitive way, a situation that can be justified with some official document that accredits this.
- Temporarily or inactively closed: The company remains closed during the information collection period and cannot be located to any informant or has no activity during the year.
- Erroneously included: The company has a main activity that is outside the scope of the survey.
- Out-of-scope: Other characteristics of the unit, other than the main activity, situate it outside the scope of study of the survey.
- Duplicate: The company is listed in the directory more than once.
- Untraceable, negative and non-responsive. These situations, which at the end of the collection are small, are treated specially by the collection units to try to minimize the lack of response.

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### **6.3. Measures to reduce the statistical burden of the business**

The INE, aware of the statistical burden that companies support, tries to apply in its surveys certain measures to reduce it as much as possible and, in any case, to facilitate the filling of the information required to the informers.

The following are some of the measures taken in these operations to reduce the statistical burden:

- Formulas for cooperation are established in order to make the best use of the information available and to avoid unnecessary duplication of statistical operations. The sample size and the length of the questionnaires are reduced to the bare minimum.
- In the sample selection process, negative coordination methods are applied, that is to say, minimal overlap possible (covering the survey's objectives) between surveys samples that coexist in the same period.
- Use of different models of questionnaires with different levels of simplification according to the characteristics of each company. Thus, small companies usually fill out a questionnaire with fewer variables and breakdowns. In all the questionnaire models we try to reduce the breadth of the questionnaires to the bare minimum.
- The completion through the internet is enhanced using electronic questionnaires with questions, flows, and validations adapted to the informant company, which facilitates the completion and improves the quality of the data collected. The design of the questionnaires for the Internet are posed in such a way that they can avoid or at least minimize subsequent re-contacts with the informers.
- The reform of the questionnaire for the Structural Survey Integration Project has led to the reduction of certain variables, such as some related to employment, which will be estimated using the administrative data of the Social Security system.

- For the trade and services sectors, the UFAES project (Acronym for Utilización de Fuentes Administrativas para Encuestas Económicas: Use of Administrative Sources for Economic Surveys) has been implemented since the year of Reference 2012, whereby 23% of the sample of Services or Trade (alternatively, each year) is estimated from administrative data, so the number of companies required to fill out the questionnaires has been reduced by approximately 18,000 annual units. Until 2014, this reduction in the sample for direct collection was applied biennially to the service sector and, in the alternate years, to the trade sector. Since the implementation of the Integration Project of the Structural Business Statistics, with its consequent sample reformulation, it has been possible to apply the reduction annually to the two sectors without the need for alternation.

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## 7. Data processing

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### 7.1. Data validation

During the collection phase of the questionnaires, a first purification and codification process of them is carried out. Both the electronic questionnaires that the informers fill out on the Internet, as the application of management, recording and debugging of the collection used by the collection units of the INE, have systems programmed for the detection of errors to validating the data as they are introduced by the user. It distinguishes between serious type errors (which must be necessarily corrected) and anomalies of a second level (which, after confirmation, must be justified). Also, during data collection and debugging, measures are also taken to reduce the lack of response.

The registers recorded by the Collection Units form and feed, at least every fifteen days, the complete recording files on which the subsequent phases of the joint processing of the information are made. These files are processed in the Central Services where information coverage is controlled to guarantee completeness of the recorded data, detect duplicates and coverage errors and at the same time carry out an initial assessment of the quality of the variables collected.

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### 7.2. Data compilation

As the collection progresses and the complete recording files are formed, at the data is subjected to additional controls of micro-debugging at Central Services, focused, in a selective way, on the detection and debugging of errors and inconsistencies in the variables of each register, as well as the debugging and imputation of errors in the contents. Depending on the characteristics of each type of error, automatic imputation procedures are used in certain cases. Likewise, the systematic errors detected in the studies and analyses carried out previously on the recorded data are corrected.

As from 2016, a number of methodological improvements have been implemented on the SBS within the framework of the "Integration Project of the Structural Business Statistics". These improvements are related to the treatment of companies that enter or leave the target population during the reference year, as well as the estimation of lack of response. On the other hand, the estimation of employment variables has also been improved using administrative sources.

- The lack of response (companies considered active for which it is not possible to obtain a duly completed questionnaire) is automatically imputed, which allows it to be taken into account as an effective sample. This represents a relevant methodological change with respect to what was being done until 2015: only very relevant companies with a lack of response were imputed; the rest were not considered effective samples and therefore they contributed to increase the magnitude of elevation factors, since the companies that were in fact included in their stratum were the ones that represented them.

Internal methodological studies concluded that reweighting the lack of response led to some overestimation of the monetary variables, given that a relevant part of the lack of response was only active for part of the reference year. It has therefore been decided to replace this reweighting by the application of different imputation techniques, based on administrative data. The minimum objective of these imputations has been that both turnover and the number of paid employees should correspond to a company's own value during the year in question. The rest of the variables are imputed either by means of highly correlated administrative information or conditionally to these two variables, which guarantees the overall coherence of the registers imputed.

- With respect to employment variables, their estimation has been improved by combining the information collected in the questionnaires with data from administrative sources for each company.

Further details can be found in the document "Structural Business Statistics. Methodology".

For the effective sample, (which as of 2016 includes, for the above reasons, the lack of response), the calculation of the elevation factors is calculated to determine the estimations of the different variables. The last stage, before the tabulation and diffusion of the results, is the obtaining of analysis tables to eliminate the errors and detected inconsistencies using macro-debugging techniques. The data is also undergoes compared with other statistics (e.g., other INE short-term surveys on the sectors under study) and with information from administrative sources, in order to guarantee a final product of sufficient quality.

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## 8. Dissemination of information

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### 8.1. Dissemination plan

Starting from the reference year 2016, the new sample designs and the simultaneous organisation of the collection of the three sectors under study allow to establish two different moments for the dissemination of the results:

- Advance results, using the information from the 'main sample' collected up to the end of September of year t+1, sample that allows to offer results with sufficient quality for a first level of disaggregation by activities (at least up to 3 digits of the CNAE-2009 for the industry and trade sectors, and up to 2 digits for the services sector).
- Final results, based on the 'complete sample' (main and complementary, the latter collected up to December of year t+1), at the maximum level of detail by activities (up to 4 digits of the CNAE-2009), as required by the Community Regulation.

According to the objectives for the *Integration of the economic structural surveys*, and to facilitate the comparability of the statistical results of the Industrial, Trade and Services Sectors, a new **homogeneous dissemination plan for the three sectors of study** has been designed.

The tabulation is presented according to the following classification criteria:

- **Main economic activity**, according to the codes of CNAE-2009.  
The data is presented under the entire hierarchy of the CNAE-2009 until it reaches the detail indicated for each table. For example, the table of major magnitudes is detailed at a level of 1, 2, 3, and 4 digits.
- **Company size**, according to the number of employed persons.
- **Geographical distribution**, by Autonomous Community.
- **Target study variables**: main figures, main indicators, exploitation results, investment, turnover breakdown by geographical destination of sales, external services expenditure.

Specifically, the publication of results is organised in the following tables:

#### **National results**

- 1 Main magnitudes
  - According to main activity
  - According to main activity and size (by employees)
- 2 Main indicators
  - According to the main activity
  - According to main activity and size (by employees)
- 3 Exploitation results, according to main activity
- 4 Investment, according to main activity
- 5 Other Economic data
  - Breakdown of turnover by geographical destination of sales, according to main activity
  - Breakdown of expenses in external services, according to main activity

#### **Results by Autonomous Communities and Cities**

- 6 Regionalized magnitudes according to communities and main activity

#### **Sampling errors.**

7. Sampling errors based on main activity

## 8. Sampling errors according to communities and main activity

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**FOR THE INDUSTRIAL SECTOR:** As noted in paragraph 5.1.1, as from the year of reference 2015, in order to obtain the national statistical results by activities of the Industrial sector, the **main activity of the company** (a criterion also used for the Trade and Service sectors) applies as a classification criterion. However, the previous series of the Industrial sector (*Industrial Survey of Companies*, series 2008-2014) based the mentioned results on the **main activity of the establishments**.

With a change in criteria, in addition to the new statistical series, for the year of reference 2015, a table of statistical results is offered under the previous criterion so that the users can also have the old statistical series without discontinuity

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With regard to the statistical results of these operations, it should be noted that the inter-annual variations obtained from their data may be due, on some occasions (and to a greater or lesser extent), to changes in the structure of the relevant reference populations (e.g., changes in activity in certain companies that result in their assignment to a sector of activity other than that of the previous year, etc.), therefore, not in all cases, the aforementioned variations must be directly associated with a change of the same magnitude in the productive activity of the group of companies of a particular sector or sub population.

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### 8.2. Handling Sensitive data

Law 12/1989 of the Public Statistical Function establishes that the INE cannot disseminate, or make available in any way, individual or aggregate data that could lead to the identification of previously unfamiliar data for a person or entity.

The INE adopts the logical, physical and administrative measures necessary to ensure that the protection of confidential data is effective, from data collection to the publication.

- The questionnaires in the surveys include a legal clause informing the protection that covers the data collected.
  - In the phases of information processing the data that allow direct identification is only retained while they are strictly necessary to guarantee the quality of the processes.
  - The publication of the result tables analyses the detail of the information to avoid that confidential data from statistical units can be deducted. Cells that could result in the identification of individual data are marked as confidential and do not show the information they contain (primary and secondary confidentiality).
  - In the tailored requests, likewise, the same treatment is carried out to preserve the statistical secrecy.
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### **FOR TRADE AND SERVICES SECTORS:**

**Until the reference year 2015** included, in the Trade and Services Sectors, certain 4-digit activities of the CNAE-2009 were classified as CETO (Contribution to European Totals Only) when designing the samples for these sectors. This measure, provided for in Article 8.3 of Regulation 295/2008 on structural statistics and applicable only to a limited number of activities with a smaller weight on the totals of each sector, made it possible to mitigate as far as possible the increase in sample sizes. This implied that the results of these activities were only representative for the elaboration of aggregates at the European level and the commitment not to publish such data at the national level and, therefore, not at a more disaggregated level of Autonomous Community or province.

The activity codes of the CNAE-2009 to 4 digits considered as CETO are as follows:

#### **Trade Sector:**

4511 - 4519 - 4531 - 4532 - 4647 - 4648 -  
4649 - 4665 - 4666 -

4741 - 4742 - 4743 - 4753 - 4754 - 4759 - 4763 - 4764 - 4765 - 4776 - 4777 - 4778 - 4781 - 4782 - 4789

**Services Sector:**

4941 - 4942 - 5221 - 5222 - 5223 - 5621 - 5629 - 5811 - 5812 - 5813 - 5814 - 5819 - 5821 - 5829 -  
5912 - 5914 - 5915 - 5916 - 5917 - 5918 - 6201 - 6202 - 6203 - 6209 - 6311 - 6312 - 6391 - 6399 -  
6831 - 6832 - 7021 - 7022 - 7711 - 7712 - 7721 - 7722 - 7729 - 7731 - 7732 - 7733 - 7734 - 7735 - 7739 -  
8121 - 8122 - 8129 - 8211 - 8219 - 8291 - 8292 - 8299 -  
9511 - 9512 - 9521 - 9522 - 9523 - 9524 - 9525 - 9529

**As of the reference year 2016** included, thanks to the reform and optimization of the sample designs, all the activities to 4 digits of the CNAE-2009 of the sectors under study have their corresponding sample support, so it has been possible to cease applying the CETO figure. Thus, from that year onwards, the publication of the final SBS data will be able to offer, for all activities not affected by confidential data, statistical results up to the 4-digit level of the CNAE-2009.

## Annex 1. CNAE-2009 activities included in the scope of the survey

The population subject to the structural statistics of companies. The Industrial Sector, Trade Sector, Services Sector are formed by the companies whose main activity is described in sections B to E, G, H to J, L to N, R and Divisions 95 and 96 of section S, of the National Classification of Economic Activities (CNAE-2009) which includes the following divisions, groups and classes:

### Activities according to CNAE-2009

#### INDUSTRIAL SECTOR

##### B Extractive industries

###### 05 Extraction of anthracite, coal and lignite

- 051 Extraction of anthracite and coal
  - 0510 Extraction of anthracite and coal
- 052 Extraction of lignite
  - 0520 Extraction of lignite

###### 06 Crude oil and natural gas extraction

- 061 Crude oil extraction
  - 0610 Crude oil extraction
- 062 Extraction of natural gas
  - 0620 Extraction of natural gas

###### 07 Extraction of metal ores

- 071 Extraction of iron ores
  - 0710 Extraction of iron ores
- 072 Extraction of non-ferrous metal ores
  - 0721 Extraction of uranium and thorium ores
  - 0729 Extraction of other non-ferrous metal ores

###### 08 Other extractive industries

- 081 Extraction of stone, sand and clay
  - 0811 Extraction of ornamental stone and for construction, limestone, gypsum, chalk and slate
  - 0812 Extraction of gravels and sands; clay and kaolin extraction
- 089 Extractive industries n.e.c.
  - 0891 Extraction of minerals for chemicals and fertilizers
  - 0892 Extraction of peat
  - 0893 Salt Extraction
  - 0899 Other extractive industries n.e.c.

###### 09 Activities to support the extractive industries

- 091 Activities to support the extraction of oil and natural gas
  - 0910 Activities to support the extraction of oil and natural gas
- 099 Activities to support other extractive industries
  - 0990 Activities to support other extractive industries

##### C Manufacturing Industry

###### 10 Feed industry

- 101 Processing and conservation of meat and processing meat products
  - 1011 Processing and conservation of meat
  - 1012 Processing and conservation of poultry
  - 1013 Elaboration of meat and poultry products
- 102 Processing and conservation of fish, crustaceans and molluscs
  - 1021 Processing of fish, crustaceans and molluscs
  - 1022 Manufacture of canned fish
- 103 Processing and conservation of fruits and vegetables
  - 1031 Processing and conservation of potatoes
  - 1032 Elaboration of fruit and vegetable juices
  - 1039 Other processing and conservation of fruits and vegetables
- 104 Manufacture of vegetable and animal oils and fats
  - 1042 Manufacture of margarine and similar edible fats
  - 1043 Manufacture of olive oil
  - 1044 Manufacture of other oils and fats
- 105 Manufacture of dairy products
  - 1052 Manufacture of ice creams
  - 1053 Manufacture of cheeses
  - 1054 Preparation of milk and other dairy products
- 106 Manufacture of milling products, starches and starch products
  - 1061 Manufacture of milling products
  - 1062 Manufacture of starches and starch products
- 107 Manufacture of bakery products and pasta
  - 1071 Manufacture of bread and fresh bakery and pastry products
  - 1072 Manufacture of biscuits and long-lasting bakery and pastry products
  - 1073 Manufacture of food pasta, couscous and similar products

- 108 Manufacture of other foodstuffs
  - 1081 Manufacture of sugar
  - 1082 Manufacture of cocoa, chocolate and confectionery products
  - 1083 Elaboration of coffee, tea and infusions
  - 1084 Elaboration of spices, sauces and condiments
  - 1085 Elaboration of prepared dishes and meals
  - 1086 Elaboration of homogenized food preparations and dietetic foods
  - 1089 Elaboration of other food products n.e.c.
- 109 Manufacture of products for animal feed
  - 1091 Manufacture of farm animal feed products
  - 1092 Manufacture of pet food products

#### **11 Manufacture of beverages**

- 110 Manufacture of beverages
  - 1101 Distillation, rectification and mixing of alcoholic beverages
  - 1102 Wine making
  - 1103 Elaboration of cider and other fermented beverages from fruits
  - 1104 Elaboration of other non-distilled beverages, from fermentation
  - 1105 Manufacture of beer
  - 1106 Manufacture of malt
  - 1107 Manufacture of non-alcoholic beverages; Production of mineral water and other bottled water

#### **12 Tobacco industry**

- 120 Tobacco industry
  - 1200 Tobacco industry

#### **13 Textile industry**

- 131 Preparation and spinning of textile fibres
  - 1310 Preparation and spinning of textile fibres
- 132 Manufacture of textile fabrics
  - 1320 Manufacture of textile fabrics
- 133 Finishing of textiles
  - 1330 Finishing of textiles
- 139 Manufacture of other textile products
  - 1391 Manufacture of knitted fabrics
  - 1392 Manufacture of articles made with textiles, except garments
  - 1393 Manufacture of carpets and carpets
  - 1394 Manufacture of ropes, cords, twines and nets
  - 1395 Manufacture of non-woven fabrics and articles made with them, except apparel
  - 1396 Manufacture of other textile products for technical and industrial use
  - 1399 Manufacture of other textile products n.e.c.

#### **14 Garment making**

- 141 Garment-making, except for furriery
  - 1411 Manufacture of leather garments
  - 1412 Making work clothes
  - 1413 Manufacture of other outerwear
  - 1414 Manufacture of underwear
  - 1419 Manufacture other apparel and accessories
- 142 Manufacture of fur products
  - 1420 Manufacture of fur products
- 143 Manufacture knitted clothing garments
  - 1431 Manufacture of hosiery
  - 1439 Manufacture of other knitwear

#### **15 Leather and footwear industry**

- 151 Preparation, tanning and finishing of the leather; Manufacture of articles of leather goods, travel and saddlery; Preparation and dyeing of skins
  - 1511 Preparation, tanning and finishing of the leather; Preparation and dyeing of skins
  - 1512 Manufacture of leather goods, travel and saddlery
- 152 Manufacture of footwear
  - 1520 Manufacture of footwear

#### **16 Wood and cork industry, excluding furniture; basketry and plaiting**

- 161 Sawmilling and planing of wood
  - 1610 Sawmilling and planing of wood
- 162 Manufacture of wood products, cork, basketry and plaiting
  - 1621 Manufacture of veneers and wood panels
  - 1622 Manufacture of assembled wood floors
  - 1623 Manufacture of other timber structures and carpentry and woodworking parts for construction
  - 1624 Manufacture of packaging and packaging of wood
  - 1629 Manufacture of other wood products; Articles of Cork, basketry and plaiting

## **17 Paper industry**

- 171 Manufacture of pulp bin, paper and cardboard
  - 1711 Manufacture of pulp bin
  - 1712 Manufacture of paper and cardboard
- 172 Manufacture of paper and cardboard items
  - 1721 Manufacture of corrugated paper and paperboard; Manufacture of packaging and packaging of paper and cardboard
  - 1722 Manufacture of paper and cardboard articles for household, sanitary and hygienic use
  - 1723 Manufacture of stationery articles
  - 1724 Manufacture of wallpapers
  - 1729 Manufacture of other paper and cardboard items

## **18 Graphic arts and reproduction of recorded media**

- 181 Graphic arts and related services
  - 1811 Graphic arts and related services
  - 1812 Other printing and graphic arts activities
  - 1813 Pre-press and media preparation services
  - 1814 Bookbinding and related services
- 182 Reproduction of recorded media
  - 1820 Reproduction of recorded media

## **19 Manufacture of coke and refined petroleum products**

- 191 Coke oven products
  - 1910 Coke oven products
- 192 Refining Oil
  - 1920 Refining Oil

## **20 Chemical Industry**

- 201 Manufacture of basic chemicals, nitrogen compounds, fertilizers, plastics and synthetic rubber in primary forms
  - 2011 Manufacture of industrial gases
  - 2012 Manufacture of dyes and pigments
  - 2013 Manufacture of other basic inorganic chemical products
  - 2014 Manufacture of other basic organic chemical products
  - 2015 Manufacture of fertilisers and nitrogen compounds
  - 2016 Manufacture of plastics in primary forms
  - 2017 Manufacture of synthetic rubber in primary forms
- 202 Manufacture of pesticides and other agrochemical products
  - 2020 Manufacture of pesticides and other agrochemical products
- 203 Manufacture of paints, varnishes and similar coatings; Printing inks and mastics
  - 2030 Manufacture of paints, varnishes and similar coatings; Printing inks and mastics
- 204 Manufacture of soaps, detergents and other cleaning and polishing articles; Manufacture of perfumes and cosmetics
  - 2041 Manufacture of soaps, detergents and other cleaning and polishing articles
  - 2042 Manufacture of perfumes and cosmetics
- 205 Manufacture of other chemical products
  - 2051 Manufacture of explosives
  - 2052 Manufacture of glues
  - 2053 Manufacture of essential oils
  - 2059 Manufacture of other chemical products n.e.c.
- 206 Manufacture of artificial and synthetic fibres
  - 2060 Manufacture of artificial and synthetic fibres

## **21 Manufacture of pharmaceutical products**

- 211 Manufacture of basic pharmaceutical products
  - 2110 Manufacture of basic pharmaceutical products
- 212 Manufacture of pharmaceutical specialities
  - 2120 Manufacture of pharmaceutical specialities

## **22 Manufacture of rubber and plastic products**

- 221 Manufacture of rubber products
  - 2211 Manufacture of rubber tyres and tubes; retreading and rebuilding of rubber tyres
  - 2219 Manufacture of other rubber products
- 222 Manufacture of plastic products
  - 2221 Manufacture of plates, sheets, tubes and plastic profiles
  - 2222 Manufacture of plastic containers and packaging
  - 2223 Manufacture of plastic products for construction
  - 2229 Manufacture of other plastic products

## **23 Manufacture of other non-metallic mineral products**

- 231 Manufacture of glass and glass products
  - 2311 Manufacture of flat glass
  - 2312 Manipulation and transformation of flat glass
  - 2313 Manufacture of hollow glass
  - 2314 Manufacture of fibreglass
  - 2319 Manufacture and handling of other glass, including technical glass

- 232 Manufacture of refractory ceramic products
  - 2320 Manufacture of refractory ceramic products
- 233 Manufacture of ceramic products for construction
  - 2331 Manufacture of ceramic tile
  - 2332 Manufacture of bricks, tiles and construction products, in baked clay
- 234 Manufacture of other ceramic products
  - 2341 Manufacture of ceramic products for home and ornamental use
  - 2342 Manufacture of ceramic sanitary fixtures
  - 2343 Manufacture of insulators and insulating parts of ceramic material
  - 2344 Manufacture of other ceramic products for technical use
  - 2349 Manufacture of other ceramic products
- 235 Manufacture of cement, lime and gypsum
  - 2351 Manufacture of cement
  - 2352 Manufacture of lime and gypsum
- 236 Manufacture of concrete, cement and gypsum elements
  - 2361 Manufacture of concrete elements for construction
  - 2362 Manufacture of gypsum elements for construction
  - 2363 Manufacture of fresh concrete
  - 2364 Manufacture of mortar
  - 2365 Manufacture of fibre cement
  - 2369 Manufacture of other concrete, gypsum and cement products
- 237 Cutting, carving and finishing of the stone
  - 2370 Cutting, carving and finishing of the stone
- 239 Manufacture of abrasive products and non-metallic mineral products n.e.c.
  - 2391 Manufacture of abrasive products
  - 2399 Manufacture of other non-metallic mineral products n.e.c.
- 24 Metallurgy; manufacture of iron, steel and ferro-alloy products**
  - 241 Manufacture of basic products in iron, steel and ferro-alloys
    - 2410 Manufacture of basic products in iron, steel and ferro-alloys
  - 242 Manufacture of steel pipes, pipes, hollow profiles and their accessories
    - 2420 Manufacture of steel pipes, pipes, hollow profiles and their accessories
  - 243 Manufacture of other first-processing steel products
    - 2431 Cold drawn
    - 2432 Cold rolling
    - 2433 Production of cold-forming profiles with folding
    - 2434 Cold drawn wire
  - 244 Production of precious metals and other non-ferrous metals
    - 2441 Production of precious metals
    - 2442 Aluminium production
    - 2443 Production of lead, zinc and tin
    - 2444 Copper production
    - 2445 Production of other non-ferrous metals
    - 2446 Processing of nuclear fuels
  - 245 Casting of metals
    - 2451 Casting of iron
    - 2452 Casting of steel
    - 2453 Casting of light metals
    - 2454 Casting of other non-ferrous metals
- 25 Manufacture of metal products, except machinery and equipment**
  - 251 Manufacture of metal elements for construction
    - 2511 Manufacture of metal structures and their components
    - 2512 Manufacture of metal carpentry
  - 252 Manufacture of tanks, reservoirs and containers of metal
    - 2521 Manufacture of radiators and boilers for central heating
    - 2529 Manufacture of other tanks, reservoirs and containers of metal
  - 253 Manufacture of steam generators, except central heating boilers
    - 2530 Manufacture of steam generators, except central heating boilers
  - 254 Manufacture of weapons and ammunition
    - 2540 Manufacture of weapons and ammunition
  - 255 Forging, stamping and drawing of metals; powder metallurgy
    - 2550 Forging, stamping and drawing of metals; powder metallurgy
  - 256 Treatment and coating of metals; Mechanical engineering on behalf of third parties
    - 2561 Treatment and coating of metals
    - 2562 Mechanical Engineering on behalf of third parties
  - 257 Manufacture of cutlery and silverware articles, tools and hardware
    - 2571 Manufacture of cutlery and silverware articles
    - 2572 Manufacture of locks and fittings
    - 2573 Manufacture of tools

- 259 Manufacture of other metallic products
  - 2591 Manufacture of steel drums and similar containers
  - 2592 Manufacture of light metal packaging
  - 2593 Manufacture of wire, chain and spring products
  - 2594 Manufacture of bolts and hardware products
  - 2599 Manufacture of other metallic products n.e.c.

**26 Manufacture of computer, electronic and optical products**

- 261 Manufacture of electronic components and printed assembled circuits
  - 2611 Manufacture of electronic components
  - 2612 Manufacture of loaded electronic boards
- 262 Manufacture of computers and peripheral equipment
  - 2620 Manufacture of computers and peripheral equipment
- 263 Manufacture of telecommunications equipment
  - 2630 Manufacture of telecommunications equipment
- 264 Manufacture of consumer electronics products
  - 2640 Manufacture of consumer electronics products
- 265 Manufacture of instruments and appliances for measuring, testing and navigation ; Clock manufacturing
  - 2651 Manufacture of instruments and appliances for measuring, testing and navigation
  - 2652 Manufacture of watches
- 266 Manufacture of radiation, electromedical and electro therapeutic equipment
  - 2660 Manufacture of radiation, electromedical and electro therapeutic equipment
- 267 Manufacture of optical instruments and photographic equipment
  - 2670 Manufacture of optical instruments and photographic equipment
- 268 Manufacture of magnetic and optical supports
  - 2680 Manufacture of magnetic and optical supports

**27 Manufacture of electrical material and equipment**

- 271 Manufacture of electric motors, generators and transformers, and of electrical control and distribution devices
  - 2711 Manufacture of electric motors, generators and transformers
  - 2712 Manufacture of electricity distribution and control apparatus
- 272 Manufacture of batteries and electric accumulators
  - 2720 Manufacture of batteries and electric accumulators
- 273 Manufacture of cables and wiring devices
  - 2731 Manufacture of fibre optic cables
  - 2732 Manufacture of other electronic and electrical wires and cables
  - 2733 Manufacture of wiring devices
- 274 Manufacture of lamps and electrical lighting fixtures
  - 2740 Manufacture of lamps and electrical lighting fixtures
- 275 Manufacture of household appliances
  - 2751 Manufacture of household appliances
  - 2752 Manufacture of non-electric household appliances
- 279 Manufacture of other material and electrical equipment
  - 2790 Manufacture of other material and electrical equipment

**28 Manufacture of machinery and equipment n.e.c.**

- 281 Manufacture of machinery for general purposes
  - 2811 Manufacture of engines and turbines, except for aircraft, automobiles and mopeds
  - 2812 Manufacture of hydraulic and pneumatic transmission equipment
  - 2813 Manufacture of other pumps and compressors
  - 2814 Manufacture of other taps and valves
  - 2815 Manufacture of bearings, gears, gearing and driving elements
- 282 Manufacture of other general purpose machinery
  - 2821 Manufacture of furnaces and burners
  - 2822 Manufacture of lifting and handling machinery
  - 2823 Manufacture of office machines and equipment, except computer equipment
  - 2824 Manufacture of manual power tools
  - 2825 Manufacture of non-domestic ventilation and refrigeration machinery
  - 2829 Manufacture of other general purpose machinery n.e.c.
- 283 Manufacture of agricultural and forestry machinery
  - 2830 Manufacture of agricultural and forestry machinery
- 284 Manufacture of machine tools to work metal and other machine tools
  - 2841 Manufacture of machine-tools for working metal
  - 2849 Manufacture of other machine tools
- 289 Manufacture of other machinery for specific uses
  - 2891 Manufacture of machinery for metallurgical industry
  - 2892 Manufacture of machinery for extractive and construction industries
  - 2893 Manufacture of machinery for the food, beverage and tobacco industry
  - 2894 Manufacture of machinery for textile, garment and leather industries
  - 2895 Manufacture of machinery for paper and paperboard industry
  - 2896 Manufacture of machinery for the plastic and rubber industry
  - 2899 Manufacture of other machinery for specific uses n.e.c.

**29 Manufacture of motor vehicles, trailers and semi-trailers**

- 291 Manufacture of motor vehicles
  - 2910 Manufacture of motor vehicles
- 292 Manufacture of bodyworks for motor vehicles; Manufacture of trailers and semi-trailers
  - 2920 Manufacture of bodyworks for motor vehicles; Manufacture of trailers and semi-trailers
- 293 Manufacture of components, parts and accessories for motor vehicles
  - 2931 Manufacture of electrical and electronic equipment for motor vehicles
  - 2932 Manufacture of other components, parts and accessories for motor vehicles

**30 Manufacture of other transport material**

- 301 Building of ships and boats
  - 3011 Construction of ships and floating structures
  - 3012 Construction of recreational and sport boats
- 302 Manufacture of railway and tramway locomotives and rolling stock
  - 3020 Manufacture of railway and tramway locomotives and rolling stock
- 303 Manufacture of air and spacecraft and related machinery
  - 3030 Manufacture of air and spacecraft and related machinery
- 304 Manufacture of military combat vehicles
  - 3040 Manufacture of military combat vehicles
- 309 Manufacture of other transport material n.e.c.
  - 3091 Manufacture of motorcycles
  - 3092 Manufacture of bicycles and vehicles for disabled persons
  - 3099 Manufacture of other transport material n.e.c.

**31 Manufacture of furniture**

- 310 Manufacture of furniture
  - 3101 Manufacture of office and shop furniture
  - 3102 Manufacture of kitchen furniture
  - 3103 Manufacture of mattresses
  - 3109 Manufacture of other furniture

**32 Other manufacturing industries**

- 321 Manufacture of jewellery, bijouterie and related articles
  - 3211 Manufacture of coins
  - 3212 Manufacture of jewellery and related articles
  - 3213 Manufacture of bijouterie and similar articles
- 322 Manufacture of musical instruments
  - 3220 Manufacture of musical instruments
- 323 Manufacture of sporting goods
  - 3230 Manufacture of sporting goods
- 324 Manufacture of games and toys
  - 3240 Manufacture of games and toys
- 325 Manufacture of medical and dental instruments and supplies
  - 3250 Manufacture of medical and dental instruments and supplies
- 329 Manufacturing industries n.e.c.
  - 3291 Manufacture of brooms and brushes
  - 3299 Other Manufacturing industries n.e.c.

**33 Repair and installation of machinery and equipment**

- 331 Repair of metal products, machinery and equipment
  - 3311 Repair of Metal Products
  - 3312 Repair of machinery
  - 3313 Repair of electronic and optical equipment
  - 3314 Repair of electrical equipment
  - 3315 Repair and maintenance of naval items
  - 3316 Repair and maintenance of aircraft and spacecraft
  - 3317 Repair and maintenance of other transport equipment
  - 3319 Repair of other equipment
- 332 Installation of industrial machines and equipment
  - 3320 Installation of industrial machines and equipment

## **D Electric energy, gas, steam and air conditioning supply**

### **35 Electric energy, gas, steam and air conditioning supply**

- 351 Production, transport and distribution of electrical energy
  - 3512 Transmission of electricity
  - 3513 Distribution of electricity
  - 3514 Trade of electricity
  - 3515 Production of hydroelectric energy
  - 3516 Production of electric power from a conventional thermal origin
  - 3517 Production of electrical energy from a nuclear source
  - 3518 Production of electrical energy from a wind source
  - 3519 Production of electrical energy of another type
- 352 Production of gas; Pipeline distribution of gaseous fuels
  - 3521 Gas production
  - 3522 Distribution of gaseous fuels through mains
  - 3523 Trade of gas through mains
- 353 Supply of steam and air conditioning
  - 3530 Supply of steam and air conditioning

## **E Water supply, sanitation activities, waste management and decontamination**

### **36 Collection, purification and distribution of water**

- 360 Collection, purification and distribution of water
  - 3600 Collection, purification and distribution of water

### **37 Collection and treatment of wastewater**

- 370 Collection and treatment of wastewater
  - 3700 Collection and treatment of wastewater

### **38 Collection, treatment and disposal of waste; recovery**

- 381 Collection of waste
  - 3811 Collection of non-hazardous waste
  - 3812 Collection of hazardous waste
- 382 Treatment and disposal of waste
  - 3821 Treatment and disposal of non-hazardous waste
  - 3822 Treatment and disposal of hazardous waste
- 383 Recovery
  - 3831 Separation and classification of materials
  - 3832 Recovery of sorted materials

### **39 Decontamination activities and other waste management services**

- 390 Decontamination activities and other waste management services
  - 3900 Decontamination activities and other waste management services

## Activities according to CNAE-2009

### TRADE SECTOR

#### G Wholesale and retail trade; repair of motor vehicles and motorcycles

##### 45 Sale and repair of motor vehicles and motorcycles

- 451 Sale of motor vehicles
  - 4511 Sale of cars and light motor vehicles
  - 4519 Sale of other motor vehicles
- 452 Maintenance and repair of motor vehicles
  - 4520 Maintenance and repair of motor vehicles
- 453 Trade in spare parts and accessories for motor vehicles
  - 4531 Wholesale trade of spare parts and accessories of motor vehicles
  - 4532 Retail trade of spare parts and accessories of motor vehicles
- 454 Sale, maintenance and repair of motorcycles and their spare parts and accessories
  - 4540 Sale, maintenance and repair of motorcycles and their spare parts and accessories

##### 46 Wholesale trade and trade intermediaries, except for motor vehicles and motorcycles

- 461 Agents involved in trade
  - 4611 Agents involved in the sale of agricultural raw materials, live animals, textile raw materials and semi-finished goods
  - 4612 Agents involved in the sale of fuels, ores, metals and industrial chemicals
  - 4613 Agents involved in trade of timber and building materials
  - 4614 Agents involved in trade of machinery, industrial equipment, boats and aircrafts
  - 4615 Agents involved in trade of furniture, housewares and Ironmongery
  - 4616 Agents involved in trade of textiles, apparel, furriery, footwear and leather goods
  - 4617 Agents involved in trade of foodstuffs, beverages and tobacco
  - 4618 Agents involved in trade other specific products, specializing in the sale
  - 4619 Agents involved in trade of diverse products
- 462 Wholesale trade of agricultural raw materials and live animals
  - 4621 Wholesale trade in cereals, branch tobacco, seeds and animal feed
  - 4622 Wholesale trade of flowers and plants
  - 4623 Wholesale trade of live animals
  - 4624 Wholesale trade of leathers and skins
- 463 Wholesale trade of foodstuffs, beverages and tobacco
  - 4631 Wholesale trade of fruits and vegetables
  - 4632 Wholesale trade in beef and meat products
  - 4633 Wholesale trade in dairy products, eggs, edible oils and fats
  - 4634 Wholesale trade of beverages
  - 4635 Wholesale trade of tobacco products
  - 4636 Wholesale trade in sugar, chocolate and confectionery
  - 4637 Wholesale trade of coffee, tea, cocoa and spices
  - 4638 Wholesale trade of fish and shellfish and other foodstuffs
  - 4639 Wholesale, non-specialized, food, beverage and tobacco trade
- 464 Wholesale trade of household items
  - 4641 Wholesale trade of textiles
  - 4642 Wholesale trade of garments and footwear
  - 4643 Wholesale trade of household appliances
  - 4644 Wholesale trade of porcelain, glassware and cleaning articles
  - 4645 Wholesale trade of perfumery and cosmetic products
  - 4646 Wholesale trade of pharmaceuticals
  - 4647 Wholesale trade of furniture, rugs and lighting fixtures
  - 4648 Wholesale trading of watchmaking and jewellery items
  - 4649 Wholesale trade of other household items
- 465 Wholesale trade of equipment for information and communications technologies
  - 4651 Wholesale trade of computers, peripheral equipment and software
  - 4652 Wholesale trade of electronic and telecommunications equipment and their components
- 466 Wholesale trade of other machinery, equipment and supplies
  - 4661 Wholesale trade of agricultural machinery, equipment and supplies
  - 4662 Wholesale trade of machine tools
  - 4663 Wholesale trade of machinery for mining, construction and civil engineering
  - 4664 Wholesale trade of machinery for textile and sewing machines and knitting machines
  - 4665 Wholesale trade of office furniture
  - 4666 Wholesale trade of other machinery and office equipment
  - 4669 Wholesale trade of other machinery and equipment
- 467 Other specialized wholesale trade
  - 4671 Wholesale trade of solid, liquid and gaseous fuels, and similar products
  - 4672 Wholesale trade of metals and metal ores
  - 4673 Wholesale trade of timber, building materials and sanitary fixtures
  - 4674 Wholesale trade of hardware, plumbing and heating
  - 4675 Wholesale trade of chemicals
  - 4676 Wholesale trade of other semi-finished products
  - 4677 Wholesale trade of scrap and waste products
- 469 Non-specialized wholesale trade
  - 4690 Non-specialized wholesale trade

#### **47 Retail trade, except motor vehicles and motorcycles**

- 471 Retail trade in non-specialized establishments
  - 4711 Retail trade in non-specialized establishments, with predominance in foodstuffs, beverages and tobacco
  - 4719 Other retail trade in non-specialized establishments
- 472 Retail trade of foodstuffs, beverages and tobacco in specialized establishments
  - 4721 Retail trade of fruits and vegetables in specialized establishments
  - 4722 Retail trade in meats and meat products in specialized establishments
  - 4723 Retail trade of fish and shellfish in specialized establishments
  - 4724 Retail trade of bread and bakery products, confectionery and confectionery in specialized establishments
  - 4725 Retail trade of beverage in specialized establishments
  - 4726 Retail trade in tobacco products in specialized establishments
  - 4729 Other retail food trade in specialized establishments
- 473 Retail sale of fuel for automotive in specialized establishments
  - 4730 Retail sale of fuel for automotive in specialized establishments
- 474 Retail sale of equipment for information and communications technologies in specialized establishments
  - 4741 Retail sale of computers, peripheral equipment and software in specialized establishments
  - 4742 Retail sale of telecommunications equipment in specialized establishments
  - 4743 Retail sale of audio and video equipment in specialized establishments
- 475 Retail sale of other articles of domestic use in specialized establishments
  - 4751 Retail sale of textiles in specialized establishments
  - 4752 Retail sale of hardware, painting and glass in specialized establishments
  - 4753 Retail sale of carpets, carpets and wall and floor coverings in specialized establishments
  - 4754 Retail sale of household appliances in specialized establishments
  - 4759 Retail sale of furniture, lighting fixtures and other articles of domestic use in specialized establishments
- 476 Retail sale of cultural and recreational articles in specialized establishments
  - 4761 Retail sale of books in specialized establishments
  - 4762 Retail sale of newspapers and stationery articles in specialized establishments
  - 4763 Retail sale of music and video recordings in specialized establishments
  - 4764 Retail sale of sporting goods in specialized establishments
  - 4765 Retail sale of games and toys in specialized establishments
- 477 Retail sale of other articles in specialized establishments
  - 4771 Retail sale of clothing in specialised stores
  - 4772 Retail sale of footwear and leather goods in specialized establishments
  - 4773 Retail sale of pharmaceuticals in specialized establishments
  - 4774 Retail sale of medical and orthopaedic articles in specialized establishments
  - 4775 Retail sale in cosmetic and hygienic products in specialized establishments
  - 4776 Retail sale of flowers, plants, seeds, fertilizers, petfood and food for the same in specialized establishments
  - 4777 Retail sale of watches and jewellery in specialized establishments
  - 4778 Other retail sale of new articles in specialized establishments
  - 4779 Retail sale of second-hand goods in establishments
- 478 Retail sale in sales stalls and in flea markets
  - 4781 Retail sale of food products, beverages and tobacco in stalls and in flea markets
  - 4782 Retail sale of textile products, apparel and footwear in stalls and in flea markets
  - 4789 Retail sale of other products in sales stalls and in flea markets
- 479 Retail sale not carried out in establishments or in stalls or in flea markets
  - 4791 Retail sale by correspondence or internet
  - 4799 Other retail sale not carried out in establishments, in stalls or in markets

## Activities according to CNAE-2009

### SERVICES SECTOR

#### H Transport and storage

##### 49 Ground and pipe transport

- 491 Intercity passenger transport by rail
  - 4910 Intercity passenger transport by rail
- 492 Carriage of goods by rail
  - 4920 Carriage of goods by rail
- 493 Other passenger ground transportation
  - 4931 Urban and suburban passenger land transport
  - 4932 Transport by taxi
  - 4939 Other types of passenger land transport n.e.c.
- 494 Transport of goods by road and moving services
  - 4941 Transport of goods by road
  - 4942 Moving services
- 495 Transport by pipe
  - 4950 Transport by pipe

##### 50 Maritime and inland waterway transport

- 501 Sea and coastal passenger water transport
  - 5010 Sea and coastal passenger water transport
- 502 Sea and coastal freight water transport
  - 5020 Sea and coastal freight water transport
- 503 Inland passenger water transport
  - 5030 Inland passenger water transport
- 504 Inland freight water transport
  - 5040 Inland freight water transport

##### 51 Air transport

- 511 Passenger air transport
  - 5110 Passenger air transport
- 512 Air freight and space transport
  - 5121 Air Freight
  - 5122 Space Transport

##### 52 Storage and activities attached to transport

- 521 Deposit and Storage
  - 5210 Deposit and Storage
- 522 Service activities incidental to land transportation
  - 5221 Service activities incidental to land transportation
  - 5222 Service activities incidental to water transportation
  - 5223 Service activities incidental to air transportation
  - 5224 Handling of goods
  - 5229 Other activities incidental to the transportation

##### 53 Postal and mail activities

- 531 Postal activities under universal service obligation
  - 5310 Postal activities under universal service obligation
- 532 Other postal and post activities
  - 5320 Other postal and post activities

#### I. Accommodation

##### 55 Accommodation services

- 551 Hotels and similar accommodations
  - 5510 Hotels and similar accommodations
- 552 Holiday accommodation and other short stay accommodation
  - 5520 Holiday accommodation and other short stay accommodation
- 553 Campsites and parking for caravans
  - 5530 Campsites and parking for caravans
- 559 Other Accommodation
  - 5590 Other Accommodation

##### 56 Food and Beverage services

- 561 Restaurants and food stalls
  - 5610 Restaurants and food stalls
- 562 Provision of prepared meals for events and other food services
  - 5621 Provision of prepared meals for events
  - 5629 Other food Services
- 563 Beverage Establishments
  - 5630 Beverage Establishments

## **J Information and Communications**

### **58 Edition**

- 581 Publishing of books, newspapers and other editorial activities
  - 5811 Book publishing
  - 5812 Publishing of directories and mailing lists
  - 5813 Publishing of newspapers
  - 5814 Publishing of magazines
  - 5819 Other editorial activities
- 582 Publishing of Software
  - 5821 Publishing of video games
  - 5829 Publishing of other software

### **59 Cinematographic, video and television programs, sound recording and music publishing**

- 591 Film, video and television programmes
  - 5912 Motion picture, video and television programme post-production activities
  - 5914 Motion picture exhibition activities
  - 5915 Motion picture and video production activities
  - 5916 Television production activities
  - 5917 Motion picture and video distribution activities
  - 5918 Television programme distribution activities
- 592 Sound recording and music publishing activities
  - 5920 Sound recording and music publishing activities

### **60 Radio and television programming and broadcast activities**

- 601 Broadcasting Activities
  - 6010 Broadcasting Activities
- 602 Television programming and broadcasting activities
  - 6020 Television programming and broadcasting activities

### **61 Telecommunications**

- 611 Wired telecommunications activities
  - 6110 Wired telecommunications activities
- 612 Wireless telecommunications
  - 6120 Wireless telecommunications
- 613 Satellite telecommunications
  - 6130 Satellite telecommunications
- 619 Other telecommunications activities
  - 6190 Other telecommunications activities

### **62 Programming, consultancy and other computer-related activities**

- 620 Programming, consultancy and other computer-related activities
  - 6201 Computer programming activities
  - 6202 Computer Consulting activities
  - 6203 Management of computer resources
  - 6209 Other services related to information technology and informatics

### **63 Information Services**

- 631 Data processing, hosting and related activities; Web portals
  - 6311 Data processing, hosting and related activities
  - 6312 Web portals
- 639 Other information services
  - 6391 Activities of the news agencies
  - 6399 Other information services n.e.c.

## **L Real Estate Activities**

### **68 Real Estate Activities**

- 681 Buying and selling of own real estate
  - 6810 Buying and selling of own real estate
- 682 Renting and operating of own or leased real estate
  - 6820 Renting and operating of own or leased real estate
- 683 Real estate activities on behalf of third parties
  - 6831 Agents of the real estate
  - 6832 Management of real estate on a fee or contract basis

## **M Professional, scientific and technical activities**

### **69 Legal and accounting activities**

- 691 Legal activities
  - 6910 Legal activities
- 692 Accounting, book bookkeeping, auditing and tax consultancy activities
  - 6920 Accounting, book bookkeeping, auditing and tax consultancy activities

### **70 Headquarters activities; Business management consulting activities**

- 701 Activities of head offices
  - 7010 Activities of head offices
- 702 Business management consulting activities
  - 7021 Public relations and communication
  - 7022 Other business management consulting activities

### **71 Technical services of architecture and engineering; Technical testing and analysis**

- 711 Technical services of architecture and engineering and other activities related to technical advice
  - 7111 Technical services of architecture
  - 7112 Engineering technical services and other technical advisory-related activities
- 712 Technical essays and analyses
  - 7120 Technical testing and analysis

**72 Research and development**

- 721 Research and experimental development in natural and technical sciences
  - 7211 Research and experimental development in biotechnology
  - 7219 Other research and experimental development in natural and technical sciences
- 722 Research and experimental development in social sciences and humanities
  - 7220 Research and experimental development in social sciences and humanities

**73 Advertising and market research**

- 731 Advertising
  - 7311 Advertising agencies
  - 7312 Media representation services
- 732 Market research and public opinion surveys
  - 7320 Market research and public opinion surveys

**74 other professional, scientific and technical activities**

- 741 Specialized design activities
  - 7410 Specialized design activities
- 742 Photography activities
  - 7420 Photography activities
- 743 Translation and interpretation activities
  - 7430 Translation and interpretation activities
- 749 Other professional, scientific and technical activities n.e.c.
  - 7490 Other professional, scientific and technical activities n.e.c.

**75 Veterinary Activities**

- 750 Veterinary Activities
  - 7500 Veterinary Activities

**N Administrative and support service activities****77 Rental activities**

- 771 Motor vehicle rental
  - 7711 Car rental and light motor vehicles
  - 7712 Truck rental
- 772 Rent of personal effects and articles of domestic use
  - 7721 Rental of leisure and sporting goods
  - 7722 Rental of video tapes and discs
  - 7729 Renting and leasing of other personal and household goods
- 773 Rental of other machinery, equipment and tangible goods
  - 7731 Rental of machinery and equipment for agricultural use
  - 7732 Rental of machinery and equipment for construction and civil engineering
  - 7733 Rental of machinery and office equipment, including computers
  - 7734 Renting and leasing of water transport equipment
  - 7735 Renting and leasing of air transport equipment
  - 7739 Rental of other machinery, equipment and tangible goods n.e.c.
- 774 Leasing of intellectual property and similar products, except for copyright-protected works
  - 7740 Leasing of intellectual property and similar products, except for copyright-protected works

**78 Employment-related activities**

- 781 Activities of employment placement agencies
  - 7810 Activities of employment placement agencies
- 782 Temporary employment agency activities
  - 7820 Temporary employment agency activities
- 783 Other Human resources provision
  - 7830 Other Human resources provision

**79 Activities of travel agencies, tour operators, reservation services and related activities**

- 791 Travel agency and tour operators activities
  - 7911 Travel agency activities
  - 7912 Tour operators activities
- 799 Other reservation services and related activities
  - 7990 Other reservation services and related activities

**80 Safety and research activities**

- 801 Private security activities
  - 8010 Private security activities
- 802 Security system services
  - 8020 Security system services
- 803 Research Activities
  - 8030 Research Activities

**81 Services to buildings and gardening activities**

- 811 Combined facilities support activities
  - 8110 Combined facilities support activities
- 812 Cleaning activities
  - 8121 General cleaning of buildings
  - 8122 Other industrial and building cleaning activities
  - 8129 Other cleaning activities
- 813 Gardening activities
  - 8130 Gardening activities

**82 Administrative activities of the office and other ancillary activities to the companies**

- 821 Administrative activities and office assistants
  - 8211 Combined administrative Services
  - 8219 Photocopying, document preparation and other specialised office support activities
- 822 Call centre activities
  - 8220 Call centre activities
- 823 Organization of conventions and samples fairs
  - 8230 Organization of conventions and samples fairs
- 829 Activities to support companies n.e.c.
  - 8291 Activities of collection agencies and credit bureaus
  - 8292 Packaging and packaging activities
  - 8299 Other activities to support companies n.e.c.

**R Artistic, recreational and entertainment activities****90 Creation, artistic and entertainment activities**

- 900 Creation, artistic and entertainment activities
  - 9001 Performing Arts
  - 9002 Ancillary activities to the performing arts
  - 9003 Artistic and literary creation
  - 9004 Management of Show rooms

**91 Activities of libraries, archives, museums and other cultural activities**

- 910 Activities of libraries, archives, museums and other cultural activities
  - 9102 Museum Activities
  - 9103 Management of historic sites and buildings
  - 9104 Activities of the botanical gardens, zoos and nature reserves
  - 9105 Library activities
  - 9106 File activities

**92 Gambling activities and betting**

- 920 Gambling activities and betting
  - 9200 Gambling activities and betting

**93 Sporting, recreational and entertainment activities**

- 931 Sporting activities
  - 9311 Management of sports facilities
  - 9312 Sports club activities
  - 9313 Activities of the gymnasiums
  - 9319 Other sporting activities
- 932 Recreational and entertainment activities
  - 9321 Amusement park activities and theme parks
  - 9329 Other recreational and entertainment activities

**S Other services****95 Repair of computers, personal effects and articles for household use**

- 951 Repair of computers and communication equipment
  - 9511 Repair of computers and peripheral equipment
  - 9512 Repair of communication equipment
- 952 Repair of personal effects and articles of household use
  - 9521 Repair of electronic devices of audio and video of domestic use
  - 9522 Repair of household appliances and home and garden equipment
  - 9523 Repair of footwear and leather goods
  - 9524 Repair of furniture and articles of kitchenware
  - 9525 Repair of watches and jewellery
  - 9529 Repair of other personal effects and articles of household use

**96 Other personal Services**

- 960 Other personal Services
  - 9601 Washing and cleaning of textiles and leather garments
  - 9602 Hairdresser and other beauty treatments
  - 9603 Funeral poms and related activities
  - 9604 Physical maintenance activities
  - 9609 Other personal services n.e.c.

## Annex 2. Industrial Sector. Sectors used for sample design as of the SBS-2016

SECTOR		CNAE-2009 Activities Including
B05	Mining of coal and lignite	B05
B06	Extraction of crude petroleum and natural gas	B06
B07	Mining of metal ores	B07
B081	Quarrying of stone, sand and clay	B081
B089	Mining and quarrying n.e.c.	B089
B09	Mining support service activities	B09
C1013	Production of meat and poultry meat products	C1013
C101R	Rest of activities of the group of Processing and preserving of meat and production of meat products	C1011 /2
C102	Processing and preserving of fish, crustaceans and molluscs	C102
C103	Processing and preserving of fruit and vegetables	C103
C1043	Manufacture of olive oil	C1043
C104R	Rest of activities of the group of Manufacture of vegetable and animal oils and fats	C1042 /4
C1054	Preparation of milk and other dairy products	C1054
C105R	Rest of activities of the group of Manufacture of dairy products	C1052 /3
C106	Manufacture of grain mill products, starches and starch products	C106
C1071	Manufacture of bread; manufacture of fresh pastry goods and cakes	C1071
C107R	Rest of activities of the group of Manufacture of bakery and farinaceous products	C1072 /3
C1082	Manufacture of cocoa, chocolate and sugar confectionery	C1082
C108R	Rest of activities of the group of Manufacture of other food products	C1081 /3 /4 /5 /6 /9
C109	Manufacture of prepared animal feeds	C109
C1102	Manufacture of wine from grape	C1102
C1107	Manufacture of soft drinks; production of mineral waters and other bottled waters	C1107
C110R	Rest of activities of the group of Manufacture of beverages	C1101 /3 /4 /5 /6
C120	Manufacture of tobacco products	C120
C131	Preparation and spinning of textile fibres	C131
C132	Weaving of textiles	C132
C133	Finishing of textiles	C133
C1392	Manufacture of made-up textile articles, except apparel	C1392
C139R	Rest of activities of the group of Manufacture of other textiles	C1391 /3 /4 /5 /6 /9
C1413	Manufacture of other outerwear	C1413
C141R	Rest of activities of the group of Manufacture of wearing apparel, except fur apparel	C1411 /2 /4 /9
C142	Manufacture of fur articles	C142
C143	Manufacture of knitted and crocheted garments	C143
C151	Tanning and dressing of leather; manufacture of luggage, handbags, saddlery and harness; dressing and dyeing of fur	C151
C152	Manufacture of footwear	C152
C161	Sawmilling and planing of wood	C161
C162	Manufacture of products of wood, cork, straw and plaiting materials	C162
C171	Manufacture of pulp, paper and paperboard	C171
C1721	Manufacture of corrugated paper and paperboard and of containers of paper and paperboard	C1721
C172R	Rest of activities of the group of Manufacture of articles of paper and paperboard	C1722 /3 /4 /9
C1812	Other printing and graphic arts activities	C1812
C181R	Rest of activities of the group of Printing and service activities related to printing	C1811 /3 /4
C182	Reproduction of recorded media	C182
C19	Manufacture of coke and refined petroleum products	C19
C2014	Manufacture of other organic basic chemicals	C2014
C2016	Manufacture of plastics in primary forms	C2016
C201R	Rest of activities of the group of Manufacture of basic chemicals, fertilisers and nitrogen compounds, plastics and synthetic rubber in primary forms	C2011 /2 /3 /5 /7
C202	Manufacture of pesticides and other agrochemical products	C202
C203	Manufacture of paints, varnishes and similar coatings; printing inks and mastics	C203
C204	Manufacture of soap and detergents, cleaning and polishing preparations, perfumes and toilet preparations	C204
C205	Manufacture of other chemical products	C205
C206	Manufacture of man-made and synthetic fibres	C206
C211	Manufacture of basic pharmaceutical products	C211
C212	Manufacture of pharmaceutical preparations	C212
C221	Manufacture of rubber products	C221
C222	Manufacture of plastic products	C222

<b>SECTOR</b>		<b>CNAE-2009 Activities Including</b>
C231	Manufacture of glass and glass products	<b>C231</b>
C232	Manufacture of refractory products	<b>C232</b>
C233	Manufacture of clay building materials	<b>C233</b>
C234	Manufacture of other ceramic products	<b>C234</b>
C235	Manufacture of cement, lime and plaster	<b>C235</b>
C236	Manufacture of articles of concrete, cement and plaster	<b>C236</b>
C237	Cutting, shaping and finishing of stone	<b>C237</b>
C239	Manufacture of abrasive products and non-metallic mineral products n.e.c.	<b>C239</b>
C241	Manufacture of basic iron and steel and of ferro-alloys	<b>C241</b>
C242	Manufacture of tubes, pipes, hollow profiles and related fittings, of steel	<b>C242</b>
C243	Manufacture of other products of first processing of steel	<b>C243</b>
C2442	Aluminium production	<b>C2442</b>
C244R	Rest of activities of the group of Production of precious metals and other non-ferrous metals	<b>C2441 /3 /4 /5 /6</b>
C245	Casting of metals	<b>C245</b>
C2511	Manufacture of metal structures and parts of structures	<b>C2511</b>
C2512	Manufacture of doors and windows of metal	<b>C2512</b>
C252	Manufacture of tanks, reservoirs and containers of metal	<b>C252</b>
C253	Manufacture of steam generators, except central heating hot water boilers	<b>C253</b>
C254	Manufacture of weapons and ammunition	<b>C254</b>
C255	Forging, pressing, stamping and roll-forming of metal; powder metallurgy	<b>C255</b>
C2561	Treatment and coating of metals	<b>C2561</b>
C2562	Machining	<b>C2562</b>
C257	Manufacture of cutlery, tools and general hardware	<b>C257</b>
C259	Manufacture of other metal products	<b>C259</b>
C261	Manufacture of electronic components and boards	<b>C261</b>
C262	Manufacture of computers and peripheral equipment	<b>C262</b>
C263	Manufacture of telecommunications equipment	<b>C263</b>
C264	Manufacture of consumer electronics	<b>C264</b>
C265	Manufacture of instruments and appliances for measuring, testing and navigation; watches and clocks	<b>C265</b>
C26R	Manufacture of irradiation, electromedical and electrotherapeutic equipment; Manufacture of optical instruments and photographic equipment; Manufacture of magnetic and optical media	<b>C2660 /70 /80</b>
C271	Manufacture of electric motors, generators, transformers and electricity distribution and control apparatus	<b>C271</b>
C272	Manufacture of electric batteries and accumulators.	<b>C272</b>
C273	Manufacture of wiring and wiring devices	<b>C273</b>
C274	Manufacture of electric lighting equipment	<b>C274</b>
C275	Manufacture of domestic appliances	<b>C275</b>
C279	Manufacture of other electrical equipment	<b>C279</b>
C281	Manufacture of general-purpose machinery	<b>C281</b>
C2822	Manufacture of lifting and handling equipment	<b>C2822</b>
C282R	Rest of activities of the group of Manufacture of other general-purpose machinery	<b>C2821 /3 /4 /5 /9</b>
C283	Manufacture of agricultural and forestry machinery	<b>C283</b>
C284	Manufacture of metal forming machinery and machine tools	<b>C284</b>
C289	Manufacture of other special-purpose machinery	<b>C289</b>
C291	Manufacture of motor vehicles	<b>C291</b>
C292	Manufacture of bodies (coachwork) for motor vehicles; manufacture of trailers and semi-trailers	<b>C292</b>
C293	Manufacture of components, parts and accessories for motor vehicles	<b>C293</b>
C301	Building of ships and boats	<b>C301</b>
C302	Manufacture of railway locomotives and rolling stock	<b>C302</b>
C309	Manufacture of other transport material n.e.c.	<b>C309</b>
C30R	Rest of activities of the division of Manufacture of air and spacecraft and related machinery, Manufacture of military fighting vehicles	<b>C3030 /40</b>
C3109	Manufacture of other furniture	<b>C3109</b>
C310R	Rest of activities of the group of Manufacture of furniture	<b>C3101 /2 /3</b>
C321	Manufacture of jewellery, bijouterie and the like	<b>C321</b>
C322	Manufacture of musical instruments	<b>C322</b>
C323	Manufacture of sports goods	<b>C323</b>
C324	Manufacture of games and toys	<b>C324</b>
C325	Manufacture of medical and dental instruments and supplies	<b>C325</b>
C329	Manufacturing industries n.e.c.	<b>C329</b>
C3312	Repair of machinery	<b>C3312</b>
C331R	Rest of activities of the group of Repair of fabricated metal products, machinery and equipment	<b>C3311 /3 /4 /5 /6 /7 /9</b>
C332	Installation of industrial machinery and equipment	<b>C332</b>

<b>SECTOR</b>		<b>CNAE-2009 Activities Including</b>
D3514	Trade of electricity	<b>D3514</b>
D3516	Production of conventional thermoelectric power	<b>D3516</b>
D351R	Rest of activities of the group of Electric power generation, transmission and distribution	<b>D3512 /3 /5 /7 /8 /9</b>
D3523	Trade of gas through mains	<b>D3523</b>
D352R	Rest of activities of the group of Manufacture of gas; distribution of gaseous fuels through mains	<b>D3521 /2</b>
D353	Steam and air conditioning supply	<b>D353</b>
E360	Water collection, treatment and supply	<b>E360</b>
E370	Water collection, treatment and supply	<b>E370</b>
E381	Waste collection	<b>E381</b>
E382	Waste treatment and disposal	<b>E382</b>
E383	Materials recovery	<b>E383</b>
E390	Remediation activities and other waste management services	<b>E390</b>

### Annex 3. Trade Sector: Sectors used for sample design as of the SBS-2016

SECTOR		CNAE-2009 Activities Including
G451	Sale of motor vehicles	G451
G452	Maintenance and repair of motor vehicles	G452
G453	Sale of motor vehicle parts and accessories	G453
G454	Sale, maintenance and repair of motorcycles and related parts and accessories	G454
G461	Wholesale on a fee or contract basis	G461
G4621	Wholesale of grain, unmanufactured tobacco, seeds and animal feeds	G4621
G462R	Rest of activities of the group of Wholesale of agricultural raw materials and live animals	G4622 /3 /4
G4631	Wholesale of fruit and vegetables	G4631
G4632	Wholesale of meat and meat products	G4632
G4633	Wholesale of dairy products, eggs and edible oils and fats	G4633
G4634	Wholesale of beverages	G4634
G4638	Wholesale of other food, including fish, crustaceans and molluscs	G4638
G463R	Rest of activities of the group of Wholesale of food, beverages and tobacco	G4635 /6 /7 /9
G4642	Wholesale of clothing and footwear	G4642
G4643	Wholesale of electrical household appliances	G4643
G4646	Wholesale of pharmaceutical goods	G4646
G464R	Rest of activities of the group of Wholesale of household goods	G4641 /4 /5 /7 /8 /9
G4651	Wholesale of computers, computer peripheral equipment and software	G4651
G4652	Wholesale of electronic and telecommunications equipment and parts	G4652
G466	Wholesale of other machinery, equipment and supplies	G466
G4671	Wholesale of solid, liquid and gaseous fuels and related products	G4671
G4672	Wholesale of metals and metal ores	G4672
G4673	Wholesale of wood, construction materials and sanitary equipment	G4673
G4675	Wholesale of chemical products	G4675
G467R	Rest of activities of the group of Other specialised wholesale	G4674 /76 /77 /90
G4711	Retail sale in non-specialised stores with food, beverages or tobacco predominating	G4711
G4719	Other retail sale in non-specialised stores	G4719
G4721	Retail sale of fruit and vegetables in specialised stores	G4721
G4722	Retail sale of meat and meat products in specialised stores	G4722
G4723	Retail sale of fish, crustaceans and molluscs in specialised stores	G4723
G4724	Retail sale of bread, cakes, flour confectionery and sugar confectionery in specialised stores	G4724
G4726	Retail sale of tobacco products in specialised stores	G4726
G472R	Rest of activities of the group of Retail sale of food, beverages and tobacco in specialised stores	G4725 /9
G4730	Retail sale of automotive fuel in specialised stores	G4730
G474	Retail sale of information and communication equipment in specialised stores	G474
G4752	Retail sale of hardware, paints and glass in specialised stores	G4752
G4759	Retail sale of furniture, lighting equipment and other household articles in specialised stores	G4759
G475R	Rest of activities of the group of Retail sale of other household equipment in specialised stores	G4751 /3 /4
G4764	Retail trade of sports goods in specialised establishments	G4764
G476R	Rest of activities of the group of Retail sale of cultural and recreation goods in specialised stores	G4761 /2 /3 /5
G4771	Retail sale of clothing in specialised stores	G4771
G4773	Dispensing chemist in specialised stores	G4773
G4778	Other retail sale of new goods in specialised stores	G4778
G477R	Rest of activities of the group of Retail sale of other goods in specialised stores	G4772 /4 /5 /6 /7 /9
G478	Retail sale via stalls and markets	G478
G4791	Retail sale via mail order houses or via Internet	G4791
G4799	Other retail sale not in stores, stalls or markets	G4799

## Annex 4. Services sector. Sectors used for sample design as of the SBS-2016

SECTOR	CNAE-2009 Activities Including	
H491	Passenger rail transport	H491
H492	Interurban passenger rail transport	H492
H493	Other passenger ground transportation	H493
H494	Freight transport by road and removal services	H494
H495	Transport via pipeline	H495
H50	Sea transport and transport by domestic navigable routes	H50
H51	Air transport	H51
H521	Warehousing and storage	H521
H5221	Service activities incidental to land transportation	H5221
H522R	Rest of activities of the group of Support activities for transportation	H5222 /3 /4 /9
H53	Postal and courier activities	H53
I551	Hotels and similar accommodation	I551
I552	Tourist and other short-stay accommodation	I552
I553	Camping grounds, recreational vehicle parks and trailer parks	I553
I559	Other accommodation	I559
I561	Restaurants and mobile food service activities	I561
I562	Event catering and other food service activities	I562
I563	Beverage serving activities	I563
J5811	Book publishing	J5811
J5813	Publishing of newspapers	J5813
J581R	Rest of activities of the group of Publishing of books, periodicals and other publishing activities	J5812 /4 /9
J582	Software publishing	J582
J59	Motion picture, video and television programme production, sound recording and music publishing activities	J59
J601	Radio broadcasting	J601
J602	Television programming and broadcasting activities	J602
J611	Wired telecommunications activities	J611
J612	Wireless telecommunications activities	J612
J613	Satellite telecommunications activities	J613
J619	Other telecommunications activities	J619
J6201	Computer programming activities	J6201
J6202	Computer consultancy activities	J6202
J620R	Rest of activities of the group of Computer programming, consultancy and related activities	J6203 /9
J631	Data processing, hosting and related activities; web portals	J631
J639	Other information service activities	J639
L681	Buying and selling of own real estate	L681
L682	Renting and operating of own or leased real estate	L682
L683	Real estate activities on a fee or contract basis	L683
M691	Legal activities	M691
M692	Accounting, bookkeeping and auditing activities; tax consultancy	M692
M701	Activities of head offices	M701
M702	Management consultancy activities	M702
M7111	Architectural activities	M7111
M7112	Engineering activities and related technical consultancy	M7112
M712	Technical testing and analysis	M712
M72	Scientific research and development	M72
M7311	Advertising agencies	M7311
M7312	Media representation	M7312
M732	Market research and public opinion polling	M732
M741	Specialised design activities	M741
M742	Photographic activities	M742
M743	Translation and interpretation activities	M743
M749	Other professional, scientific and technical activities n.e.c.	M749
M750	Veterinary Activities	M750
N771	Renting and leasing of motor vehicles	N771
N772	Renting and leasing of personal and household goods	N772
N773	Renting and leasing of other machinery, equipment and tangible goods	N773
N774	Leasing of intellectual property and similar products, except copyrighted works	N774
N78	Employment activities	N78
N7911	Travel agency activities	N7911
N7912	Tour operator activities	N7912
N799	Other reservation services and related activities	N799

<b>SECTOR</b>		<b>CNAE-2009 Activities Including</b>
N80	Security and investigation activities	<b>N80</b>
N811	Combined facilities support activities	<b>N811</b>
N8121	General cleaning of buildings	<b>N8121</b>
N812R	Rest of activities of the group of Cleaning activities	<b>N8122 /9</b>
N813	Landscape service activities	<b>N813</b>
N821	Office administrative and support activities	<b>N821</b>
N822	Activities of call centres	<b>N822</b>
N823	Organisation of conventions and trade shows	<b>N823</b>
N829	Business support service activities n.e.c.	<b>N829</b>
S951	Repair of computers and communication equipment	<b>S951</b>
S952	Repair of consumer electronics	<b>S952</b>