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Manuals and guidelines

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2013 edition

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EUROPEAN COMMISSION

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Preface

The tourism sector accounts for a significant part of the economy in many European countries. Given the sector's potential in terms of growth and employment but also in terms of social and cultural integration, any appraisal of its competitiveness and position requires a good knowledge through official statistics of the volume of tourism, the characteristics of tourism trips, the profile of the tourist, the tourism expenditure and the benefits for the economies of the countries. The adoption by the European Parliament and the Council of the European Union of Regulation 692/2011 concerning European statistics on tourism is a major step forward towards harmonised system of tourism statistics for the European countries.

An important element in achieving the objective of harmonised and comparable statistics, is this Methodological Manual for Tourism Statistics. The manual will be a tool for helping the national compilers of tourism statistics to translate the European requirements into the national data collection systems and to implement national surveys following a harmonised methodology. It should be a hands-on tool with recommended guidelines. Its main focus is on explanatory notes to the variables and breakdowns. It however also includes a set of recommendations to national statistical authorities to be taken into account when carrying out the surveys / data collections to assure the production of high quality and comparable results as foreseen in the regulatory framework. Annexes with – where applicable - model questionnaires, transmission formats and metadata and quality reporting templates as well as legal background documents are included in this manual.

The concept of this manual is to use it as a regularly updated 'rolling document'. Any proposal to improve or complete the manual is welcome, also from readers/users outside the European Statistical System.

This manual builds on existing methodological guidelines and integrates in particular elements from the following sources:

- Commission Decision of 9 December 1998 on the procedures for implementing Council Directive 95/57/EC[1];
- Community methodology on tourism statistics (1998)[2];
- Applying the Eurostat methodological guidelines in basic tourism and travel statistics – A practical manual (1996)[3];
- Discussions with experts from the Member States at the occasion of meetings of the Task Force and the Working Group on tourism statistics, held in the period 2006-2013.

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[1] http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:1999:009:0023:0047:EN:PDF

[2] http://epp.eurostat.ec.europa.eu/portal/page/portal/tourism/documents/Community%20methodology%20on%20tourism%20EN%20-%20CA0196228ENC_002%5B1.pdf

[3] http://epp.eurostat.ec.europa.eu/portal/page/portal/tourism/documents/Applying%20the%20methodological%20guidelines.pdf

Notwithstanding the necessity to reflect in the first place the European context, the manual has the ambition to be consistent with international guidelines, in particular the *International Recommendations for Tourism Statistics*[4] (IRTS 2008) and its *Compilation Guide*[5] (IRTS 2008 CG), the *Tourism Satellite Accounts Recommended Methodological Framework*[6] (TSA:RMF), the *Balance of Payments and International Investment Position Manual*[7] (BPM6) and the *Manual on Statistics of International Trade in Services 2010*[8] (MSITS2010).

Christophe Demunter

Eurostat, tourism statistics

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[4] http://unstats.un.org/unsd/publication/Seriesm/SeriesM_83rev1e.pdf (other language versions available from the same site: http://unstats.un.org/unsd/tradeserv/tourism/manual.html)

[5] The *Compilation Guide* for the IRTS 2008 is a work-in-progress and is expected to be formally released by UNSD/UNWTO in the course of 2014. Reference made to the IRTS CG in this edition of the Methodological Manual for Tourism Statistics, are based on the (advanced) draft version of March 2011 prepared for and discussed at the UN Expert Group meeting 2-5 May 2011 [http://unstats.un.org/unsd/tradeserv/egts/CG/IRTS%20compilation%20guide%207%20march%202011%20-%20final.pdf].

[6] http://unstats.un.org/unsd/publication/Seriesf/SeriesF_80rev1e.pdf (other language versions available from the same site: http://unstats.un.org/unsd/tradeserv/tourism/manual.html)

[7] http://www.imf.org/external/pubs/ft/bop/2007/pdf/bpm6.pdf

[8] http://unstats.un.org/unsd/tradeserv/TFSITS/msits2010/M86%20rev1-white%20cover.pdf

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What's new in Version 1.2

The main changes/updates in Version 1.2, compared to Version 1.0 released in December 2011 are:

- 3.7.3 - Model questionnaire for tourism demand surveys

- 3.4.10 - Expenditure: additional guidelines

- 3.4.3 - Main country of destination: insertion of country list according to Eurostat's "Standard Code List"

- 2.5.1 - Type of locality: update on the classifications for degree of urbanisation and coastal/non-coastal areas

- 3.4.8 - Main means of accommodation: additional guidelines on treatment of long-term letting of pitches (vs. permanent camping) from demand side point of view

- 2.9.1 and 3.7.1 – Metadata and quality reporting templates replaced with final draft of October 2012 (after discussion in the Working Group on Tourism Statistics)

- 2.5.3.2 – Table 2.5-2 updated following new geographical reference data

What's new in Version 2.1

The main changes/updates in this Version 2.1, compared to Version 1.2 released in December 2012 are:

- 1.3.1 – Criteria for usual environment: revision of the priority order of the criteria, putting more emphasis on the criterion "not in the current life routine, not to maintain the daily living"; modification to the criterion "frequency of the visit" (treatment of frequent tourism visits)

- 2.1.2.1 and 2.2.1 – Tourist accommodation establishments: additional guidelines for cases of enterprises with more than one activity; e.g. out-of-scope main activity + (permanent or temporary) in-scope secondary activity, two in-scope local KAU, etc).

- 2.3.1, 2.3.2 and 2.3.3 - Variables for capacity: additional guidelines for calculating the maximum capacity (number of establishments, bed places, bedrooms)

- 2.9.1.1 and 3.7.1.1 – Template for metadata and quality reports (supply & demand): update with the final version implemented in NRME

- 3.1.1.3, 3.2.3 and 3.5 – Same-day visits

- 3.4.9 – Booking of the trip (+ additions to the model questionnaire, 3.7.3.2.2)

- 3.4.10 – Expenditure: threshold for durables and valuable goods (3.4.10.1), unbundling of package trips into expenditure components (3.4.10.5.4)

- 3.4.14 – Educational attainment level: aligned to the revised ISCED

- 4.2.1 and 4.3.2: Commission Delegated Regulation 253/2013 and Commission Implementing Regulation 81/2013, aligning the legal bases to the new ISCED (educational attainment level)

1 Basic concepts

Regulation 692/2011 concerning European statistics on tourism (and repealing Council Directive 95/57/EC) revises and updates Council Directive 95/57/EC[9] and takes into account the internationally recommended methodology which is provided in the IRTS 2008[10]. Therefore, this Methodological Manual for Tourism Statistics includes many references to the IRTS 2008 and its Compilation Guide[11].

The definitions are in line with the methodological framework of IRTS 2008, except for a few Europe-specific situations.

The Regulation concerning European statistics on tourism covers[12]:

▪ Internal tourism, in terms of the **capacity and occupancy of tourist accommodation establishments**;

▪ Internal tourism, in terms of **tourism nights spent in non-rented accommodation**;

▪ National tourism, in terms of the tourism demand, which concerns the **participation in tourism and the characteristics of tourism trips and visitors**;

▪ National tourism, in terms of the tourism demand, which concerns the characteristics of **same-day visits**.

The Regulation only covers the concept of visitor. But, although the traveller concept is out of the scope of the Regulation, it is important to mention it because the concepts 'tourism' and 'visitor' are derived from the concepts 'travel' and 'traveller'. Understanding the difference between the two definitions is therefore essential for understanding the differences between e.g. tourism statistics and balance of payments statistics.

In this introductory chapter, the framework for tourism statistics is discussed, with the different forms of tourism that can be distinguished (domestic, outbound, inbound, internal, national) as well as crucial elements that define tourists/tourism (country of residence, usual environment). Section 1.4 of this chapter discusses the links and discrepancies between tourism statistics and balance of payments statistics.

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[9] Council Directive 95/57/EC of 23 November 1995 on the collection of statistical information in the field of tourism
[http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1995L0057:20081211:EN:PDF]

[10] 2008 International Recommendations for Tourism Statistics (New York / Madrid, 2008), Series M No.83/Rev.1 [http://unstats.un.org/unsd/trade/IRTS/IRTS%202008%20unedited.pdf]

[11] IRTS 2008 Compilation guide is still a work-in-progress. The references in this document are based on a draft version of March 2011 prepared for the UN Expert Group meeting on tourism statistics in Rio, 2-5 May 2011
[http://unstats.un.org/unsd/tradeserv/egts/CG/IRTS%20compilation%20guide%207%20march%202011%20-%20final.pdf].

[12] The Regulation does not include Tourism Satellite Accounts (TSA) as a subject covered, but aims at improving the availability of basic tourism statistics needed for the compilation of TSA. Further, the Regulation foresees pilot studies to prepare a possible implementation of the transmission of harmonised TSA tables.

1.1 Travel and tourism

Reference 1.1-1: IRTS 2008 – Travel and tourism

2.4. **Travel** refers to the activity of travellers. [...]

2.9. [...] Tourism refers to the activity of visitors.

⇨ Tourism is a subset of travel (see also below).

Reference 1.1-2: Regulation concerning European statistics on tourism

Article 2 – Definitions

(f) **'Tourism'** means the activity of visitors taking a trip to a main destination outside the usual environment, for less than a year, for any main purpose, including business, leisure or other personal purpose, other than to be employed by a resident entity in the place visited.

⇨ Tourism includes leisure trips as well as business trips.

⇨ Tourism includes trips with overnight stays as well as same-day visits.

1.1.1   Traveller versus visitor

Reference 1.1-3: IRTS 2008 – Traveller and visitor (1)

2.4. [...] A **traveller** is someone who moves between different geographic locations, for any purpose and any duration.

2.9. A **visitor** is a traveller taking a trip to a main destination outside his/her usual environment, for less than a year, for any main purpose (business, leisure or other personal purpose) other than to be employed by a resident entity in the country or place visited. These trips taken by visitors qualify as tourism trips. [...]

⇨ Visitors are a subset of travellers:

Traveller		Visitor
"moves between different geographical locations"	>	"destination outside his/her usual environment"
"any purpose"	>	"any (main) purpose other than to be employed by a resident entity in the country or place visited"[13]
"any duration"	>	"for less than a year"[14]

⇨ Some typical cases that should be excluded from tourism (but not from travel) are: commuters, lorry drivers and other work-related trips (e.g. delivery of bakery products, service man going to repair a washing machine).

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[13] In the context of same-day visitors (see *1.3.1*), the criterion is made more stringent by referring to "any (main) purpose other than to be employed by a resident entity in the country or place visited or other than to maintain daily living".

[14] In the context of same-day visitors (see *1.3.1*), the criterion is made more stringent by referring to "for at least 3 hours and less than a year".

⇨ A special case are crews. According to §2.62 of IRTS 2008, *"Crews on public mode of transport, either regular or irregular, should be considered as within their usual environment and thus excluded from visitors. Crews on private mode of transport (corporate jet, yacht, etc.) are considered as visitors".* Obviously, crews on private mode of transport will not be considered as visitors if the trips is considered to take place within their usual environment because of distance, frequency, etc. (see also "Criteria for usual environment", 1.3.1).

1.1.2   Tourist versus same-day visitor

Reference 1.1-4: IRTS 2008 – Tourist and same-day visitor

2.13. A visitor (domestic, inbound or outbound) is classified as a **tourist** (or overnight visitor), if his/her trip includes an overnight stay, or as a **same-day visitor** (or excursionist) otherwise.

⇨ The overnight stay is the criterion to distinguish tourists from same-day visitors.

⇨ Since "tourism refers to the activity of visitors", tourism statistics covers tourists as well as same-day visitors.

Reference 1.1-5: IRTS 2008 CG – Characteristics of tourism trips – Duration

2.61. Duration of the trip should usually be expressed in terms of nights. If there is no overnight, then the visitor is an excursionist; when there is an overnight stay, then he/she is a tourist. Nevertheless, the question of what is an overnight stay might be relevant when some activities undertaken by the visitor extend beyond midnight as for instance when attending a football match, a show, a party outside one's usual environment. It is recommended that in those cases, activities undertaken beyond midnight but not involving finding a place to rest until the next morning should not be considered as overnight stays. Nevertheless, taking an evening rest on a bench, on the beach or any other place should be considered as being on an overnight stay, even when no more suitable place to rest is used.

⇨ An objective criterion for differentiating a same-day visitor from a tourist is: if a visitor found a place to rest until the next morning then he/she is considered to be a tourist (visitor with overnight stay), otherwise a same-day visitor.

1.1.3   Trips, visits, tourism visits

Reference 1.1-6: IRTS 2008 – Trip and visits

2.7. A **trip** refers to the travel by a person from the time of departure from his usual residence until he/she returns: it thus refers to a round trip. A trip is made up of visits to different places.

2.29. Trips taken by visitors are tourism trips (see para. 2.9.).

2.30. A domestic or an outbound tourism trip refers to the travel of a visitor from the time of leaving his/her usual residence until he/she returns: it thus refers to a round-trip. An inbound tourism trip refers to the travel of a visitor from the time of arriving in a country to leaving. A tourism trip is characterized by its main destination, among other characteristics (e.g. main purpose).

> **2.33.** The term **tourism visit** refers to a stay in a place visited during a tourism trip. The stay does not need to be overnight to qualify as a tourism visit. Nevertheless, the notion of stay supposes that there is a stop. Entering a geographical area without stopping there does not qualify as a visit to that area. It is recommended that countries define the minimum duration of stops to be considered as tourism visits.
>
> **2.34.** Observing tourism trips and visits is not the same as observing visitors as an individual might make more than one trip or visit during the period of observation. In the statistics for the three forms of tourism, the term visitor is often used instead of tourism visit or tourism trip. It is recommended that these concepts be clearly defined and differentiated in the statistical operations and presentation of the information.

⇨ Trips consist of one or more visits during the same round trip.

⇨ Trips made by visitors are tourism trips.

1.1.4 Scheme for travel and tourism

A basic scheme on travel and tourism (including domestic, inbound, outbound tourism) flows (black colour) with the possible sources to capture the flows (blue colour) is displayed below.

Figure 1.1-1: Scheme for travel and tourism
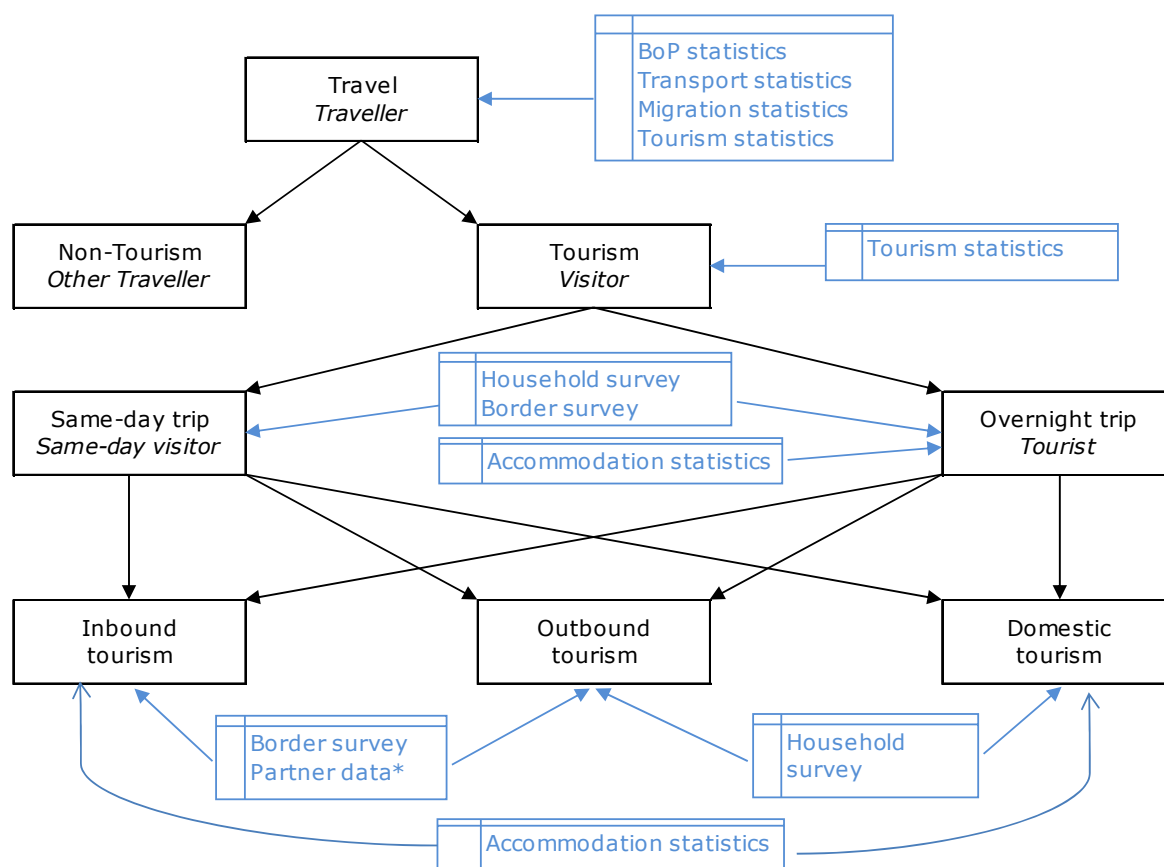
* Other countries' outbound or inbound tourism data

Reference 1.1-7: IRTS 2008 – Traveller and visitor (2)

2.10. A domestic, inbound or outbound traveller on a tourism trip is called a domestic, inbound or outbound **visitor**, respectively.

2.11. Furthermore, the travel of domestic, inbound or outbound visitors is called domestic, inbound or outbound **tourism**, respectively.

2.12. Tourism is therefore a subset of **travel** and **visitors** are a subset of **travellers**. These distinctions are crucial for the compilation of data on flows of travellers and visitors and for the credibility of tourism statistics.

1.1.5 Scheme for tourism statistics

Reference 1.1-8: IRTS 2008 – Forms of tourism

2.39. In relation to the country of reference **it is recommended** that the following three basic forms of tourism be distinguished:
   a) **Domestic tourism**, which comprises the activities of a resident visitor within the country of reference either as part of a domestic trip or part of an outbound trip (see para. 2.10. […]);
   b) **Inbound tourism**, which comprises the activities of a non-resident visitor within the country of reference on an inbound trip (see para. 2.10.);
   c) **Outbound tourism**, which comprises the activities of a resident visitor outside the country of reference, either as part of an outbound trip or as part of a domestic trip (see para. 2.10.).

2.40. The three basic forms of tourism set forth can be combined in various ways to derive other forms of tourism, in which case the following definitions should be used:
   a) **Internal tourism**, which comprises domestic tourism and inbound tourism, that is, the activities of resident and non-resident visitors within the country of reference as part of domestic or international trips;
   b) **National tourism**, which comprises domestic tourism and outbound tourism, that is, the activities of resident visitors within and outside the country of reference either as part of domestic or outbound trips;
   c) **International tourism**, which comprises inbound tourism and outbound tourism, that is, the activities of resident visitors outside the country of reference either as part of domestic or outbound trips and the activities of non-resident visitors within the country of reference on inbound trips.

⇨ Three forms of tourism can be distinguished, in relation to a given area (e.g. region, country, group of countries): *domestic tourism*[15], *inbound tourism* and *outbound tourism*.

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[15] The term "domestic" in the tourism context differs from its use in national accounts (NA). Regarding the coverage of the Gross Domestic Product (GDP) - the key variable of NA - GDP measures the production of all resident producers. This does not necessarily coincide with all production taking place within the geographical boundary of the economic territory. Some of the production of a resident producer may take place abroad. For example, a resident producer may have teams of employees working abroad temporarily on the installation, repair or servicing of equipment. This output is an export of a resident producer and the productive activity does not contribute to the GDP of the country in which it takes places. But in the context of tourism statistics, domestic concept entirely coincides with the geographical borders and comprises the activities within the country of reference.

⇨ Commonly used derived groupings are *internal tourism*, which comprises domestic tourism and inbound tourism, *national tourism*, which compromises domestic and outbound tourism, and *international tourism*, which comprises inbound and outbound tourism (see scheme below).

Figure 1.1-2: Grouping of type of tourism flows
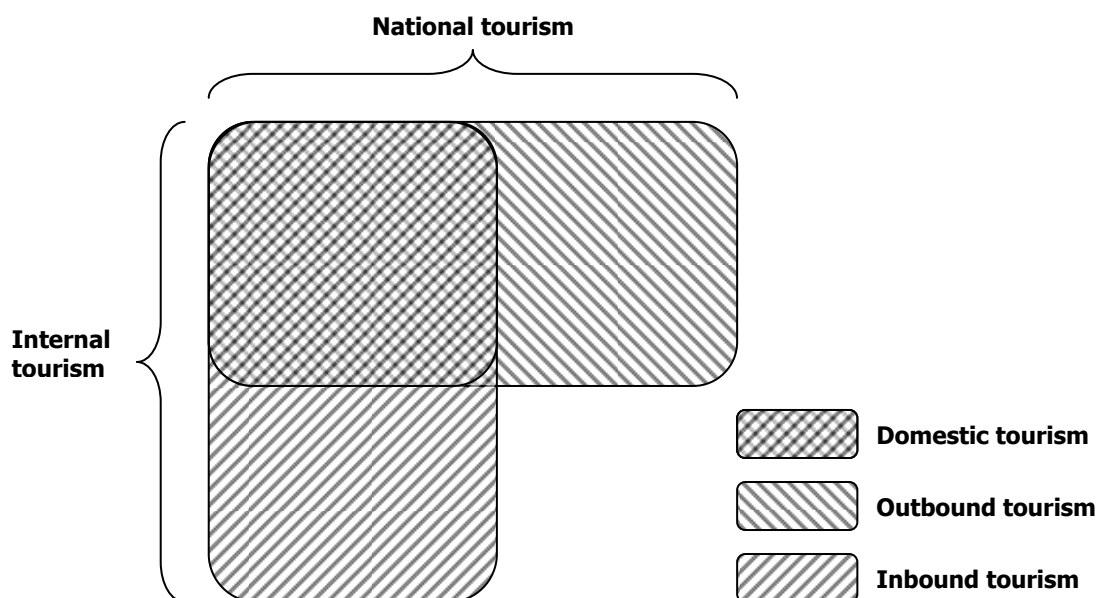
To ensure a complete picture of tourism in a country, tourism statistics need to cover all forms of tourism if they want to comply with the first quality criterion of official statistics, namely *relevance*[16].

In general, the sources used cover outbound tourism by means of household surveys (or in some cases via border surveys) and inbound tourism by means of data collected from accommodation establishments (or in similar cases via border surveys). Domestic tourism can be covered through both household surveys and accommodation statistics, where the first may have the shortcoming that traditionally not all age groups are included and the latter the shortcoming that tourism trips spent in non-rented accommodation are not observed and that tourism trips spent in small (paid) accommodation establishments are very often not observed[17].

In the system of tourism statistics of most countries, the focus of the collection methods is on household surveys, covering domestic and outbound tourism and on accommodation statistics, covering the part of domestic and inbound tourism which is spent in tourist accommodation establishments[18]. For many countries, inbound tourism trips spent at non-rented

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[16] See also Article 12(1a) of Regulation 223/2009 of the European Parliament and of the Council on European statistics

[http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2009:087:0164:0173:EN:PDF]

[17] Obviously, same-day visits cannot be captured via accommodation statistics.

[18] In the past, this part was referred to as collective accommodation (as opposed to private accommodation).

accommodation or in smaller accommodation establishments are not well covered (excepting the countries using border statistics). The use of partner data (i.e. statistics on outbound tourism collected by partner countries) can provide useful auxiliary information to fill the gaps or to construct estimation models, especially in the European context with its dominant position of intra-EU tourism trips[19].

While in many countries around the world border surveys are a key source for tourism statistics, the Schengen agreement – improving free movement of persons by abolishing border controls between countries in the Schengen area – has affected the reliability and feasibility (from a methodological and financial point of view) of conducting border surveys. However, for island countries with a limited number of arrival points (international airports and harbours) border surveys are still an important part of the primary tourism statistics.

The Regulation aims at giving a complete and comprehensive picture of tourism in Europe (and tourism by Europeans):
- Annex I provides information for domestic and inbound tourism spent in tourist accommodation establishments (also known as *accommodation statistics* or the *supply side*) and for domestic and inbound tourism spent in non-rented accommodation (based on estimates using a range of sources - including partner data within the EU, in the absence of reliable border surveys);
- Annex II provides information on domestic and outbound tourism, from the perspective of the visitor (i.e. demand side surveys).

Other aspects of the supply side perspective, as defined by the International Recommendations for Tourism Statistics, such as food and beverage serving activities, passenger transportation and travel agencies and other reservation activities, have been kept outside the scope of the Regulation concerning European statistics on tourism (although some issues are indirectly dealt with via the demand side). Notwithstanding this, Eurostat is exploring possibilities to describe the tourism sector through other official statistics (structural business statistics, short-term business statistics, …). Future initiatives on harmonised tables for Tourism Satellite Account might improve the availability of harmonised data to assess the macro-economic importance of tourism in the European economies.

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[19] In 2008, EU citizens made more than 1 billion tourism trips with overnight stays, of which 94% with a destination within the EU (including domestic trips). In the same year, an estimated 1.6 billion nights were recorded in hotels and similar establishments in the EU, and that figure exceeded 2.3 billion nights if other types of collective accommodation are also included (58% were nights spent by domestic tourists, 32% by non-residents from other EU countries and just under 10% by non-residents from outside the EU).
Source: Tourism Statistics in the European Statistical System – 2008 data (2010 edition)
[http://epp.eurostat.ec.europa.eu/cache/ITY_OFFPUB/KS-RA-10-010/EN/KS-RA-10-010-EN.PDF]

1.2 Country of residence

The concept of country of residence is an important issue also in tourism statistics since the different forms of tourism are distinguished by this concept. Furthermore, one's usual environment (see below, 1.3) will normally be entirely or partly situated within the country of usual residence.

1.2.1   Determining the place of usual residence

References for determining the country of (usual) residence can be found in several other domains of statistics. Below, the relevant definitions or recommendations from Balance of Payments statistics and population statistics (in casu the population and housing census) are given.

For a vast majority of persons, there is no problem to determine the country of usual residence. For the small group of persons for whom the place of usual residence is not clear, the recommended interpretation is to determine the place of usual residence according to the length of time spent at the different locations: the place where a person spends the majority of the year shall be taken as his/her place of usual residence.

This approach leads to the following recommendation for a few typical examples:

- A retired British couple spending 7 months in the UK, but the 5 autumn/winter months in Spain ⇨ residents of the UK (and inbound tourists for Spain, spending 150 tourism nights in Spain). In the case where the British couple spends more than 6 months in the south, they should be counted as Spanish residents (and their summer return to the UK would then actually be an outbound trip for Spanish tourism statistics and an inbound trip for UK tourism statistics).

- Persons having two usual residences (two countries or two cities within the same country) should be considered a resident of the place where they spend most of the nights. However, persons who work away from home during the week and who return to the family home at weekends should consider the family home as their place of usual residence (e.g. even if the person spends 4 nights at the place of work and 3 nights per week at the family home). In fact, the regular, frequent trips between the two places will not be considered as tourism trip because both places can be assimilated with the person's "usual environment" (see also further).

> ### Reference 1.2-1: BPM6[20] – Residence of households
>
> **4.116** Although many people are clearly strongly connected to only one economy, others have substantial economic interests in two or more economic territories. Factors such as location of dwellings, employment, asset holdings, citizenship, migration status, income tax status, income received, expenditure, business interests, and location of dependent family members may point to different economies. To identify the economy of residence when there are connections to two or more economies, the following definition is used to identify the centre of predominant economic interest.

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[20] Sixth Edition of the IMF's Balance of Payments and International Investment Position Manual
[http://www.imf.org/external/pubs/ft/bop/2007/bopman6.htm]

4.117 A household is resident in the economic territory in which household members maintain or intend to maintain a dwelling or succession of dwellings treated and used by members of the household as their principal dwelling. Being present for one year or more in a territory or intending to do so is sufficient to qualify as having a principal dwelling there. If there is uncertainty about which dwelling is the principal dwelling, it is identified from the length of time spent there, rather than other factors such as presence of other family members, cost, size, or length of tenure.

4.118 Individuals who belong to the same household must be residents of the same territory. If a member of an existing household ceases to reside in the territory where his or her household is resident, the individual ceases to be a member of that household. As a result of this definition, the use of households as the institutional unit is compatible with residence being determined on an individual basis.

4.119 Further to the general principles, some other factors are used to determine residence of particular categories. These categories are students, medical patients, ship's crew, as well as national diplomats, military personnel, staff of scientific stations, and other civil servants employed abroad in government enclaves. In these cases, some other connections are considered to be more important in determining residence. In the case of significant population movements between two particular territories, compilers in each territory should cooperate to ensure consistent definitions and measurement.

Reference 1.2-2: Population statistics[21] – Place of usual residence

Regulation (EC) No 763/2008 of the European Parliament and of the Council of 9 July 2008 on population and housing censuses

Article 2 – Definitions

(d) 'usual residence' shall mean the place where a person normally spends the daily period of rest, regardless of temporary absences for purposes of recreation, holidays, visits to friends and relatives, business, medical treatment or religious pilgrimage.

The following persons alone shall be considered to be usual residents of the geographical area in question:

(i) those who have lived in their place of usual residence for a continuous period of at least 12 months before the reference date; or

(ii) those who arrived in their place of usual residence during the 12 months before the reference date with the intention of staying there for at least one year.

Where the circumstances described in point (i) or (ii) cannot be established, 'usual residence' shall mean the place of legal or registered residence;

This definition is further elaborated in *Commission Regulation (EC) No 1201/2009 of 30 November 2009 implementing Regulation (EC) No 763/2008 of the European Parliament and of the Council on population and housing censuses as regards the technical specifications of the topics and of their breakdowns*

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[21] Regulation (EC) No 763/2008 of the European Parliament and of the Council of 9 July 2008 on population and housing censuses

[http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2008:218:0014:0020:EN:PDF], and Commission Regulation (EC) No 1201/2009 of 30 November 2009 implementing Regulation (EC) No 763/2008 of the European Parliament and of the Council on population and housing censuses as regards the technical specifications of the topics and of their breakdowns

[http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2009:329:0029:0068:EN:PDF]

Topic: Place of usual residence

In applying the definition of 'usual residence' given in Article 2(d) of Regulation (EC) No 763/2008, Member States shall treat special cases as follows:

(a) Where a person regularly lives in more than one residence during the year, the residence where he/she spends the majority of the year shall be taken as his/her place of usual residence regardless of whether this is located elsewhere within the country or abroad. However, a person who works away from home during the week and who returns to the family home at weekends shall consider the family home to be his/her place of usual residence regardless of whether his/her place of work is elsewhere in the country or abroad.

(b) Primary and secondary school pupils and students who are away from home during the school term shall consider their family home to be their place of usual residence regardless of whether they are pursuing their education elsewhere in the country or abroad.

(c) Tertiary students who are away from home while at college or university shall consider their term-time address to be their place of usual residence regardless of whether this is an institution (such as a boarding school) or a private residence and regardless of whether they are pursuing their education elsewhere in the country or abroad. Exceptionally, where the place of education is within the country, the place of usual residence may be considered to be the family home.

(d) An institution shall be taken as the place of usual residence of all its residents who at the time of the census have spent, or are likely to spend, 12 months or more living there.

(e) The general rule in relation to where most of the daily period of rest is spent applies to persons doing compulsory military service and to members of the armed forces who live in military barracks or camps.

(f) The place of enumeration shall be taken as the place of usual residence of homeless or roofless persons, nomads, vagrants and persons with no concept of usual residence;

(g) A child who alternates between two places of residence (for instance if his or her parents are divorced) shall consider the one where he or she spends the majority of the time as his or her place of usual residence. Where an equal amount of time is spent with both parents the place of usual residence shall be the place where the child is found at the time on census night.

On the basis of the definition of the place of usual residence, persons usually resident in the place of enumeration but absent, or expected to be absent, at the time of the census for less than one year shall be considered as temporarily absent persons and thus included in the total population. In contrast, persons living or expected to live outside the place of enumeration for one year or more shall not be considered temporarily absent and shall therefore be excluded from the total population. This is regardless of the length of visits that they may pay to their families from time to time.

Persons who are enumerated but do not meet the criteria for usual residence in the place of enumeration, i.e. do not live or do not expect to live in the place of enumeration for a continuous period of at least 12 months, are considered temporarily present and are therefore not counted in the total usual resident population.

[...]

Reference 1.2-3: UNECE – Conference of European statisticians: recommendations for the 2010 censuses of population and housing[22] – Place of usual residence

Chapter III. Population to be enumerated (§157-§163)

157. The recommendations and conventions set out in this chapter have been drafted with a view to ensuring that each person should have one, and only one, place of usual residence. This is important in an international context in order to avoid persons either being counted in the usually resident populations of more than one country or not being counted at all. The same principle applies in a national context. While for previous censuses, recommendations may have allowed a degree of latitude in the interpretation of some of the conventions relating to place of usual residence, the current recommendations attempt to be stricter.

Place of usual residence (core topic)

158. Place of usual residence is the geographic place where the enumerated person usually resides. This may be:
(a) The place where he/she actually is at the time of the Census; or
(b) His/her legal residence; or
(c) His/her residence for voting or other administrative purposes.

159. Only those persons:
(a) who have lived in their place of usual residence for a continuous period of at least twelve months before Census Day; or
(b) who have arrived in their place of usual residence during the twelve months before Census Day with the intention of staying there for at least one year should be considered as usual residents of the relevant geographic or administrative subdivision.
Children born in the twelve months before Census Day should be included in the usually resident population of the relevant geographic or administrative subdivision where they live. Persons who have been temporarily absent for a short period from their place of usual residence over the previous twelve months for reasons such as work or holiday travel should be included.

160. A person's country of usual residence is the country in which the place of usual residence is located. This will be straightforward for the vast majority of the population. For people who move frequently between countries, however, this concept may be difficult to understand. The definition and recommendations for international migrants are discussed in Chapter VIII.

161. For short-term international migrants [*footnote: Short-term migrants are those who move to a country other than their country of usual residence for a period of at least three months but less than a year. Excluded are cases where the movement is for the purpose of recreation, holiday, visits to friends or relatives, business, medical treatment or religious pilgrimage. See Recommendations on Statistics of International Migration, United Nations, New York, 1998*] the country of departure should continue to be the country of usual residence of the international migrant during his/her stays abroad. For long-term migrants [*footnote: Long-term migrants should comprise either those international migrants who have lived in the country of destination for a continuous period of at least twelve months before Census Day; or those international migrants who have arrived in the country of destination during the twelve months before Census Day with the intention of staying there for at least one year*] the country of destination should become the country of usual residence of the migrant.

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[22] United Nations Economic Commission for Europe – Conference of European statisticians: recommendations for the 2010 censuses of population and housing, prepared in cooperation with the Statistical Office of the European Communities (EUROSTAT)
[http://www.unece.org/stats/publications/CES_2010_Census_Recommendations_English.pdf]

162. The general rule governing usual residence is that a person's place of usual residence is that at which he/she spends most of his/her daily night-rest. For most persons the application of this rule will not give rise to any major difficulty. However, problems may be encountered in a number of special cases. The recommended conventional treatment of these cases is as follows:

(a) Persons who work away from home during the week and who return to the family home at week-ends should consider the family home as their place of usual residence regardless of whether their place of work is elsewhere in the country or abroad;

(b) Primary and secondary students who are away from home during the school term should consider their family home as their place of usual residence regardless of whether they are pursuing their education elsewhere in the country or abroad;

(c) Third level students who are away from home while at college or university should consider their term-time address as their place of usual residence regardless of whether this is an institution (such as a boarding school) or a private residence and regardless of whether they are pursuing their education elsewhere in the country or abroad [*footnote: Note that for National Accounts purposes third level students living away from home while at college or university are included at their home address and not their term time address*]. As an exceptional measure, where the place of education is within the country, the place of usual residence may be considered to be the family home;

(d) The institution should be taken as the place of usual residence of all inmates who at the time of the census have spent, or are likely to spend, twelve months or more in the relevant institution. Examples of inmates of institutions include patients in hospitals or hospices, old persons in nursing homes or convalescent homes, prisoners and those in juvenile detention centres;

(e) Where a person regularly lives in more than one residence during the year, the one where he/she spends the majority of the year should be taken as his/her place of usual residence regardless of whether this is located elsewhere within the country or abroad;

(f) The general rule in relation to where the most of the daily night rest is spent applies to persons in compulsory military service as well as to members of the armed forces who live in military barracks or camps;

(g) The place of enumeration should be taken as the place of usual residence of homeless or roofless persons, nomads, vagrants and persons with no concept of usual residence;

(h) A child who alternates between two households (for instance after his or her parents have divorced) should consider the household where he or she spends the majority of the time as his or her place of usual residence. Where an equal amount of time is spent with both parents the place of usual residence should be the place where the child is found at the time on census night.

163. Objective rules should be formulated for dealing with each of these cases. These rules should be clearly set out in the census instructions and described in the various census reports.

1.2.2 Eurostat standard code list

Different classifications for geographical areas exist, each having advantages and disadvantages depending on the type of user of tourism statistics.

Within the European Statistical System, as a general principle, Eurostat's "standard code list" of geopolitical entities should be used whenever there is a reference to country, which is the case of both demand and supply side of tourism statistics (for the demand side, the main country of destination is a variable - see also Table 3.4-1; for the supply side, the country of residence of the guests staying at accommodation establishments is a variable). The standard code list

(SCL) can be downloaded from RAMON, Eurostat's metadata server[23].

Reference 1.2-4: Eurostat standard code list of geopolitical entities

Eurostat "standard code list" of geopolitical entities, using a subset of 'Level 4' – SCL_TESTGEO

1.2.3   Treatment of specific countries and territories

- **San Marino** and **Vatican City State** should not be treated as part of Italy, but trips to these territories should be classified as trips to these unique countries and not to Italy (hence, as trips outside the EU). This is in line with the approach taken by Italy, who treats these territories as outbound destinations in the demand side surveys, and with the Standard Code List. However, only few outbound trips with overnights stays (from countries other than Italy) are expected to have San Marino or Vatican City State as the main country of destination (it is expected that these destinations are often combined with a – longer – stay on Italian territory).

- **Monaco** should not be treated as part of France, but as separate country (however, in French tourism demand statistics, Monaco is considered domestic tourism).

- **French overseas departments** (*"départements d'outre-mer (DOM)"*), namely Guadeloupe, Martinique, Guyana and Réunion: to be treated as part of France for statistics on tourism demand and supply[24,25].

- **French overseas collectivities**[26] (*"collectivités d'outre-mer (COM)"*), sui generis collectivity (namely New Caledonia) and overseas territory (*"territoire d'outre-mer (TOM)"*): to be treated as separate entities – in line with the Standard Code List – for statistics on tourism demand and supply.

- **"Netherlands Antilles"**: the larger islands Aruba, Sint Maarten and Curaçao are *Autonomous States of the Kingdom of the Netherlands*; the smallest islands Bonaire, Saint Eustatius and Saba are *special municipalities of the Netherlands*.

- **Ciudad Autónoma de Ceuta** and **Ciudad Autónoma de Melilla**: considered as Spanish territory for tourism statistics (i.e. part of domestic tourism for Spanish tourism statistics), analogous to the treatment of Canary Islands.

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[23] Eurostat Standard Code List / Geographical code list:

http://ec.europa.eu/eurostat/ramon/nomenclatures/index.cfm?TargetUrl=LST_NOM_DTL&StrNom=CL_GEO&StrLanguageCode=EN&IntPcKey=&StrLayoutCode=HIERARCHIC&CFID=3197144&CFTOKEN=5f1cbd9775d1a368-1DB7CE9E-AB6F-798C-A7710BCBF24350A7&jsessionid=1f51e057c3e729530bf75c7144f4a743c524TR

[24] In the geographical breakdown levels to be applied for Balance of Payments statistics, Guyana and Martinique are listed as separate entities at Level 3 (while Guadeloupe and Réunion are not). See Annex I.6 of Regulation (EC) No 184/2005 of the European Parliament and of the Council of 12 January 2005 on Community statistics concerning balance of payments, international trade in services and foreign direct investment [http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2005:035:0023:0055:EN:PDF]

[25] From an economic, geopolitical point of view, it is logical to include the French overseas departments in the data for France (French tourism statistics, of statistics from partner countries observing outbound trips of their residents to France). However, from the point of view of indicators of sustainability of tourism, it may indeed be unfortunate that long-distance trips to far-away exotic overseas destinations be included in French domestic tourism and in intra-EU tourism. Please note that the same applies to popular destinations such as the Canary Islands (ES) and Madeira (PT) for Spain and Portugal respectively.

[26] For a full overview, see the INSEE website

[http://www.insee.fr/fr/methodes/default.asp?page=nomenclatures/cog/outremer.htm]

> **Box 1.2-1: France - Treatment of French territories (by France)**
>
> In the French *demand side survey*, only people who are living in Metropolitan France (96 departments) are interviewed. To produce the Eurostat tables by the main destination of the trip, France follows the geo-nomenclature[27] from Eurostat (France is made up of 96 departments + Guadeloupe + Martinique + French Guiana + Réunion + Monaco).
>
> In French *national accounts*, since the 1995 base (first accounts relating to the year 1998, disseminated in 1999), the reference is the economic territory (96 departments + Guadeloupe + Martinique + French Guiana + Reunion). This territory is that which belongs to the European Union. The territory of the French Republic also includes the following territories: New Caledonia, French Polynesia, Wallis and Futuna, French Southern and Antarctic Lands, Scattered Islands in the Indian Ocean and two territories with a specific status: Saint Pierre and Miquelon, and Mayotte. These territories are assimilated with foreign territories in the national accounts. They are not part of the European Union.
>
> As far as *accommodation statistics* is concerned, the data collection includes hotels located in the economic territory (96 departments + Guadeloupe + Martinique + French Guiana + Reunion) but only since a recent time (before, the scope was smaller: only Metropolitan France). The camping site survey includes only campsites located in Metropolitan France (96 departments) only.

1.2.4   Treatment of specific measurement issues

In a demand side survey where the individual (or household) is interviewed, the country of residence can in most cases be easily recorded. However, in supply side statistics (collected via accommodation establishments), a few specific measurement problems can occur:

- **Large travel parties / group of visitors**
  A group (e.g. a group of people travelling on an organised tour with a tour operator / guide, or a group of members of a club travelling together) will often be registered according to the profile (e.g. the country of residence) of the person who makes the registration (mainly in accommodation establishments) on behalf of the group. If this person has a different country of residence than the other members of the group (e.g. a local guide), this will lead to misclassification of a big part of the travel party. A solution could be to advise a provider of accommodation to register every member of the group separately according to his/her country of residence and not only according to the group leader's country of residence.

- **Business visitor**
  A comparable situation can occur when a business visitor is registered according to the country of residence of his/her company or the business contact visited, but the person concerned is a resident of a different country. The typical case is the company taking care of a reservation/booking on behalf of the employee making a business trip or on behalf of a business contact visiting the enterprise. A solution could be to advise the provider of accommodation to check the guests' country of residence when checking in, instead of automatically imputing the country of the company making the reservation.

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[27] The nomenclature of countries and territories for the external trade statistics of the Community and statistics of trade between Member States
[http://epp.eurostat.ec.europa.eu/cache/ITY_OFFPUB/KS-BM-04-002/EN/KS-BM-04-002-EN.PDF]

1.3 Usual environment

> **Reference 1.3-1: Regulation concerning European statistics on tourism – Usual environment**
>
> **Article 2 – Definitions**
>
> (e) '**Usual environment**' means the geographical area, though not necessarily a contiguous one, within which an individual conducts his regular life routines and shall be determined on the basis of the following criteria: the crossing of administrative borders or the distance from the place of usual residence, the duration of the visit, the frequency of the visit, the purpose of the visit'.

At different occasions, Eurostat - together with the Member States in Task Force or Working Group meetings with national experts in tourism statistics - attempted to find a consensus on definitions, rules or recommendations for the concept of the usual environment. The main outcome of these discussions was that it is nearly impossible to draw up a strict framework. Indeed, the interpretation of specific situations or cases can differ from one country to another or even from one individual to another. As a consequence, it is desirable – to some extent - to take into account the **subjective feeling of the respondent**.

Notwithstanding the methodological complexity of the issue, the IRTS recommend that *"in order to ensure comparability between responses, within the country, and over time, it is recommended that national statistical offices, tourism authorities and/or other organizations with direct responsibility for tourism statistics are encouraged to establish national criteria to operationalize the concept of "usual environment".* Secondly, *"because the measurement of flows of visitors, and of all associated variables, is highly sensitive to the definition of the usual environment, it is further recommended that neighbouring countries or countries belonging to supra-national organizations consult with each other in order to ensure compilation of comparable statistics"* (see below, Reference I.3-2: IRTS 2008 – Usual environment).

For this reason, the next section discusses a set of guidelines to interviewers - or respondents - for cases where the respondent is not sure whether or not his/her trip is outside the usual environment (and thus relevant for tourism statistics).

> **Reference 1.3-2: IRTS 2008 – Usual environment**
>
> **B.4. The usual environment of an individual**
>
> **2.21.** The usual environment of an individual, a key concept in tourism, is defined as the geographical area (though not necessarily a contiguous one) within which an individual conducts his/her regular life routines.
>
> **2.22.** It is a characteristic attached exclusively to an individual that complements the concept of country of residence used in the National Accounts and Balance of Payments and that of place of usual residence used in household statistics.
>
> **2.23.** The purpose of introducing the concept of usual environment is to exclude from visitors those travellers commuting regularly between their place of usual residence and place of work or study, or frequently visiting places within their current life routine, for instance homes of friends or relatives, shopping centres, religious, health care or any other facilities that might be at a substantial distance away or in a different administrative area but are regularly and frequently visited.
>
> **2.24.** Based on the prevalent habits of movements, it is recommended that each country define the precise meaning of what is termed regular and frequent in the context of its tourism statistics.

2.25. The usual environment of an individual includes the place of usual residence of the household to which he/she belongs, his/her own place of work or study and any other place that he/she visits regularly and frequently, even when this place is located far away from his/her place of usual residence or in another locality except for vacation homes which treatment is developed below.

2.26. Each household has a principal dwelling (sometimes also designated as main or primary home), usually defined with reference to time spent there, whose location defines the country of residence and place of usual residence of this household and of all its members. All other dwellings (owned or leased by the household) are considered as secondary dwellings.

2.27. A vacation home (sometimes also designated as a holiday home) is a secondary dwelling that is visited by the members of the household mostly for purposes of recreation, vacation or any other form of leisure. Trips should not be so frequent and the duration of the stay so large so as to turn the secondary dwelling into the principal dwelling of the visitor.

2.28. Trips to vacation homes are usually tourism trips. Recognizing the growing importance of these trips in an increasing number of countries, and because of the specificities of the corresponding expenditures and activities, tourism statistics compilers are encouraged to measure them separately for analytical purposes and cross country comparisons. Recognizing also that the use of innovative types of vacation home ownership under timeshare arrangement present additional challenges in terms of their classification, measurement and analysis, countries are encouraged to document the treatment of trips to vacation homes and include this description as part of the tourism statistics metadata.

E.1. The usual environment: suggested criteria

2.50. Some countries leave it to the respondent to decide whether a trip taken qualifies as a tourism trip. However, in order to ensure comparability between responses, within the country, and over time, it is recommended that national statistical offices, tourism authorities and/or other organizations with direct responsibility for tourism statistics are encouraged to establish national criteria to operationalize the concept of "usual environment".

2.51. Because the measurement of flows of visitors, and of all associated variables, is highly sensitive to the definition of the usual environment, it is further recommended that neighbouring countries or countries belonging to supra-national organizations consult with each other in order to ensure compilation of comparable statistics.

2.52. There are often differences in density of population, transportation accessibility, cultural behaviours, vicinity to national or administrative borders, etc., between countries. These differences hinder the development of a unique world-wide statistical determination of the usual environment of an individual. Nevertheless, the determination of the usual environment should be based on the following criteria:
a) Frequency of the trip (except for visits to vacation homes);
b) Duration of the trip;
c) The crossing of administrative or national borders;
d) Distance from the place of usual residence.

2.53. In addition to using the frequency and duration criteria to determine the usual environment, it is recommended that in practice the crossing of administrative borders be combined with the distance criterion to establish the limits of the usual environment for the following reasons:

a) Administrative units might have very different sizes even within a country;

b) Metropolitan areas may stretch over administrative borders even though they represent a compact or contiguous geographical area;

c) The place of usual residence of some individuals may be very close to the administrative borders so that their crossing might not be relevant for tourism analysis.

1.3.1 Criteria for usual environment

As a general rule in a household survey relating to tourism or in a border survey, it is recommended to leave the interpretation of the usual environment to the <u>subjective feeling</u> of the respondent and to encourage a <u>spontaneous reply</u>. In other words, to let the respondent decide which trips fall within his/her understanding of the term tourism (obviously, it needs to be explained that – for instance – business trips are considered tourism).

Only when there is doubt about a certain trip, the interviewer can explain the criteria for usual environment and use the guidelines below to assess whether a trip was tourism or not. In a questionnaire, it is most probably not feasible to give long and detailed instructions to the respondent (or it is not realistic to assume that such comprehensive instructions will actually be consulted and applied by respondents).

To delimit the usual environment (and as a consequence 'tourism'), Eurostat recommends using the following criteria, in a **"cascade" system** (i.e. one by one the criteria are evaluated, if a criterion is not fulfilled, the trip will not be considered as a tourism trip, else the following criterion is evaluated; note that all criteria should be fulfilled at the same time!):

⇨ purpose of the visit, i.e. whether or not the trip is part of the regular life routines of the traveller

⇨ crossing of administrative borders, i.e. visits outside the municipality

⇨ duration of the visit

⇨ frequency of the visit

The criterion 'distance from the place of usual residence' is not included explicitly as a separate criterion. However, implicitly the crossing of administrative borders and – to a lesser extent – the duration are correlated with the distance.

In order to relate more closely to specific situations, the criteria for usual environment are defined separately for same-day visits on the one hand and trips with overnight stays on the other.

A trip which should be considered as tourism trip needs to fulfil following criteria/conditions:

Purpose of the visit

Same-day visits and trips with overnight stays

Not in the 'current life routine', not to maintain the 'daily living'

A criterion linked to the purpose of the visit is useful to exclude from tourism those trips that are made for the <u>(only) purpose of maintaining the 'daily living' or as part of the 'current life routine'</u>. This criterion complements the 'frequency' criterion (see further) which is an objective criterion but which can be too inclusive (i.e. overestimate the number of tourism-related trips).

The regular/current routine of life can be seen relatively wide (i.e. this criterion can exclude many visits from the scope of tourism and include them within the usual environment). Paragraph 2.23 of the IRTS recommends *"to exclude from visitors those travellers commuting regularly between their place of usual residence and place of work or study, or frequently visiting places within their current life routine, for instance homes of friends or relatives, shopping centres, religious, health care or any other facilities that might be at a substantial distance away or in a different administrative area but are*

regularly and frequently visited", while paragraph 2.25 explicitly includes in the usual environment of an individual *"his/her own place of work or study and any other place that he/she visits regularly and frequently, even when this place is located far away from his/her place of usual residence"*.

For instance, shopping trips or medical visits that are made on a regular basis and to maintain the "usual day-to-day living" could be considered within the usual environment (and therefore out-of-scope for tourism statistics).

On the other hand, similar trips of a more irregular nature and not necessarily linked to the current life routine can be considered as tourism trips. Examples could be a shopping trips to the capital city (where this city is not the usual place to go shopping on a very regular basis) – say a trip made once per year to for instance Paris, London or Amsterdam – or a trip to family which is visited only a few times per year.

Additionally, the activities undertaken during the visit could be considered. Namely, if a trip does take place regularly and is aiming at maintaining the usual day-to-day living as described above, but was combined with sightseeing or a visiting an exhibition ("while we're there, let's also go and see this…"), the regular visits could be "upgraded" to be outside the usual environment (because of additional motivations, purposes or activities) and therefore considered as tourism. This consideration links to the fact that this criterion evaluates the *only* purpose of the trip (in absence of side activities during the same trip).

In this context of 'current life routine' or 'daily living', some countries have also been looking at the presence of a 'voluntary' element for private same-day visits.

While this criterion applies in the first place to same-day visits, it can also be relevant for trips with overnight stays, e.g. a weekly trip - with one or more overnight stay(s) - to take care of relatives living in another municipality can be considered part of the usual environment.

Box 1.3-1: Usual environment – Austrian experience

In the Austrian CATI survey concerning domestic and outbound tourism the interpretation of the usual environment is left to the subjective feeling of the respondent, but since many respondents do not assume that "trips to friends and relatives", "trips to owned dwellings", "business trips" as well as "same-day trips" can count as tourism, these trips are mentioned in particular by the interviewers. When there is doubt whether a certain trip qualifies as tourism trip, the interviewers ask the respondents if the trip was "part of the regular life routines" or "something special". The criteria "frequency of trips" is not mentioned, since plausibility checks integrated into the program help to assure that too frequent trips are not included.

Crossing of administrative borders

Same-day visits and trips with overnight stays

Visits outside the municipality

It is recommended to operationalise the criterion "crossing administrative borders" by referring to the <u>municipality borders</u>. The main use of this criterion is to exclude all movements within the municipality from tourism (= assuming to be part of the usual environment).

The municipality border is an objective element, in most cases it will easily be understood by the respondent. However, in some cases the municipality border can be an ambiguous concept. A possible disadvantage is that the average size of a municipality can differ across Europe and even within a country (e.g. capital cities are usually bigger).

Especially in the case of same-day visits, certain excursions with a main destination within the municipality borders can be excluded from the usual environment (thus considered as part of tourism) even if the destination is within the municipality borders[28]. It is recommended to mention such exceptions in the metadata[29].

The criterion of "**distance**" can be used as an auxiliary criterion to the crossing of administrative borders, to help reduce the 'grey area' described above. The IRTS 2008 Compilation Guide provides as general guidance (§2.25) to "determine the change of environment using as main criterion the crossing of an administrative border *combined, if needed, with distance (expressed in terms of physical distance)*".

In principle, this criterion should also apply to visits to *second homes*. Paragraph 2.28 recommends that *"trips to vacation homes are usually tourism trips"*. In the European context, it is recommended to apply this guideline, excepting the cases where the second home / vacation home is located in the same municipality as the place of usual residence. In other words, trips to second homes within the same municipality should be considered as travel within the usual environment, and not be counted as tourism trips.

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[28] Examples could be residents of Paris making a visit to the Eiffel Tower, or residents of Vienna spending a day in the Schönbrunn park (however, these trips will also have to be evaluated against the other criteria such as duration or frequency).

[29] Such exceptions will only affect (comparability of) figures on domestic tourism, not the inbound or outbound flows.

Duration of the visit[30]

Same-day visits

**At least 3 hours
(and not including an overnight stay)**

A lower limit for the duration is recommended to allow the exclusion of same-day trips that are most probably too short to include a 'tourist' element (see also IRTS, §2.33: *"it is recommended that countries define the minimum duration of stops to be considered as tourism visits"*). The duration can be split over different places visited during the same trip (e.g. two stops in two different cities during the same trip, each time two hours).

The threshold is kept low in order not to exclude same-day trips where one leaves and returns within one afternoon or one evening. In a way, the minimum duration can also be considered as a proxy for the distance (an element which was not explicitly retained).

For the duration, only the time spent at the destination should be considered, not the time spent to reach (and return from) the place visited.

Trips with overnight stays

**At least one overnight stay
(and less than 12 months)**

The fact that at least one overnight stay is required makes it relatively easy to evaluate the criterion of duration for trips with overnight stays. As a consequence, it is not necessary to propose a minimum duration in number of hours[31].

The maximum duration is defined by the boundaries of a visit as defined in 1.1.1, i.e. less than a year.

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[30] For a general discussion on 'duration' and 'overnight stays', see also Reference 1.1-5 in paragraph 1.1.2.

[31] However, certain countries apply a minimum duration in number of hours (e.g. Italy: minimum duration of 3 hours, a rule which was – according to ISTAT – necessary because of sporadic cases of more than one arrival during the same night for the same room / bed place).

Frequency of the visit

Same-day visits and trips with overnight stays

Less than *once* per week (i.e. not every week)

A trip made repeatedly once per week is considered to be inside the usual environment and thus not included in tourism. A weekly frequency suggests a routine element, linking the purpose/activity concerned to the usual environment.

The criterion refers to an average over a longer period (e.g. the reference period for the interview, a year, a season). E.g. a respondent who made two trips to the seaside during a reference week but who is only seldom going to the seaside could still consider these two trips as same-day visits; on the other hand someone living close to the seaside and going there twice per week during the entire summer season will most probably consider those frequent trips as part of the life routine / usual environment during a considerable part of the year.

Notwithstanding this example, applying this criterion should not lead to 'unwanted', 'perverse' year-to-year fluctuations or underestimation of the volume of trips in the peak season, namely by counting less same-day visits in a strong season ('good weather for a trip') as compared to a weaker season ('bad weather for a trip') for the sole reason that more frequent tourism visits (e.g. three times in one reference week, all three ignored for counting same-day visits) were excluded in a strong/sunny period while less frequent visits (e.g. only one during the reference visit) were included in a weaker period. This can also be the case for frequent trips with overnight stays to a holiday home or cottage (e.g. every weekend of July when the climate is inviting to go there, only once during July if the weather is bad).

1.3.2   Crossing of national borders

Does crossing a country border mean that one leaves the usual environment? Should as a consequence all trips abroad be considered as tourism trips?

Treating each border crossing as a departure from the usual environment would enable synergies between Balance of Payments statistics (BoP) and tourism statistics. However, in order to be consistent with the basic principles of tourism statistics, it is recommended to apply the cascade system (see above, 1.3.1) also to cross border trips (see also IRTS §2.64 on frequent border-crossers: *"from a conceptual perspective, it is recommended that the concept of usual environment be used and applied"*).

In other words, when a person travels to another country (and per definition crosses the municipality border) but the trip is short or regular or related to the current life routine, it takes place within the usual environment and should therefore be excluded from the tourism concept.

Even if the 'usual environment' is not aligned to the BoP definition, tourism statisticians can foster the synergies between the two domains of statistics by including a few follow-up questions into the national tourism demand questionnaire (and avoid a separate data collection), for instance "How many other (i.e. not in the tourism sphere) trips for shopping, fuel, etc. have you made to country X?".

> **Reference 1.3-3: IRTS 2008 – Frequent border-crossers**
>
> **2.64.** Frequent border-crossers: for countries having a land border and where, for a variety of reasons including family visits, work opportunities, shopping on own account, or for business, etc., there is an important movement of persons over the border, the measurement and qualification of these flows in terms of tourism activity might present theoretical and practical difficulties. From a conceptual perspective, it is recommended that the concept of usual environment be used and applied, ideally in a coordinated way with the country sharing the border. From a practical perspective, difficulties might derive from the fact that the population living on the border is often exempted from filing Entry/Departure cards or they pass through border crossings without interacting with customs officials or immigration authorities. As a consequence, the follow up of these movements is often poor and might lead to misclassifications. If relevant, a subset of such travellers could be shown separately as a memorandum item for analytical purposes.

1.3.3   Second (vacation) homes

> **Reference 1.3-4: IRTS 2008 – Vacation homes**
>
> 2.27. A vacation home (sometimes also designated as a holiday home) is a secondary dwelling that is visited by the members of the household mostly for purposes of recreation, vacation or any other form of leisure. Trips should not be so frequent and the duration of the stay so large as to turn the secondary dwelling into the principal dwelling of the visitor.
>
> 2.28. Trips to vacation homes are usually tourism trips. Recognizing the growing importance of these trips in an increasing number of countries, and because of the specificities of the corresponding expenditure and activities, tourism statistics compilers are encouraged to measure them separately for analytical purposes and cross-country comparisons.

Notwithstanding the (growing) importance of these trips, it is recommended to apply the cascade system also to trips to second homes / vacation homes (house, apartment, cottage, etc.). This means that vacation homes located within the same municipality would by default be part of the usual environment (but also here exceptions on a case-by-case basis may be desirable, e.g. for municipalities covering a very big land area). Also the criteria of duration or frequency can be applied: when one goes to his/her second home three or four days/evenings per week, it can be considered to be part of his/her usual environment (and part of the 'current life routine').

This treatment of trips to second homes avoids on the one hand that tourism figures are inflated by a considerable number of weekly trips to a cottage (e.g. 52 trips on an annual basis) and on the other hand the possible difficulties of asking respondents to report all these trips. Linked to the latter element, it can probably be assumed that the respondent's subjective feeling would be not to report the weekly trip from the city to the small apartment near a lake 50 km away as 13 tourism trips during the reference period. In the same way, the same respondent may want to report those one or two trip(s) to that same apartment that had duration longer than one day or one overnight stay (e.g. a week or ten days during the holiday season).

1.3.4   Students

> **Reference 1.3-5: IRTS 2008 – Students**
>
> **2.66.** Students: those taking short-term courses (less than one year) are visitors, whereas those taking long-term courses (one year or more) should be considered within their usual environment in their place of study and be excluded from visitors, although in both cases, they are considered as non-residents. If administrative data generated by immigration authorities cannot be used to identify the actual situation of foreign students, in particular when they have only a renewable one-year visa, another source of information will be required. Additionally, counts might be made more difficult due to the fact that students might interrupt their stay with short-term visits either in their country of origin or elsewhere while their place of study continues to be part of their usual environment.

In line with IRTS 2008, students in a short term program of less than one year should be considered as visitors and included in tourism (if outside the usual environment, not in the hometown, not daily commuting). In other words, the place of study is the place visited while the place of usual residence remains the place of usual residence before the study program (typically the place of residence of the parents).

Students in a program of more than one year should be considered residents of their place of study but their trips back to their hometown (e.g. visiting relatives and friends once per month) should be considered as tourism trips.

This approach is in theory in line with IRTS, but via the metadata users' awareness should be raised about the probable under-coverage / under-reporting of trips between the place of study and the place of usual residence (short term) or between the place of study and the former place of usual residence (long term). Respondents may be difficult to 'capture' or 'select' for a survey or respondents may intuitively not report such trips.

Examples:

i. the case of short-term students (<1yr): if, at the time of the interview, among the members of the household there is a student who is studying in another town for most of the year (e.g. 8 months), first of all he must be counted in the household (because his place of usual residence has not changed). Thus, if the interview is done while the student is out, his trips back home, or any trip made from the place of study, do not have to be reported because the student is already a visitor in the place of study (= not yet returned from the study trip). On the other hand, if the student has already come back (after 8 months) at the time of the interview, he will report a study trip with a duration of eight months (personal trip). However, in practice, most students will be in longer-term programs of more than one year.

ii. the case of long-term students (>1yr): both their trips back to their hometown (if not so frequent), and trips to other destinations (outside of the usual environment), will be reported; the trips will have as their point of departure the place of study (as long-term students will usually be interviewed in their place of study).

Also the specific case of a longer training for professional reasons (e.g. a 10 months MBA program paid by the employer) should be treated in line with IRTS 2008: if the criteria for leaving the usual environment are fulfilled, the trip should be considered as a tourism trip.

1.3.5   Examples

- **Going to the supermarket outside of the municipality for 4 hours (excluding transportation)**
  Even if outside the municipality borders and lasting longer than 4 hours, this same-day trip can be assumed that the purpose of the trip is related to maintaining the daily living. Therefore it takes place within the usual environment and is out of scope for tourism statistics.

- **Attending a wedding (according to the IRTS, this is a tourism purpose)**
  If a wedding takes place within the municipality or at a short distance, the respondent might intuitively (i.e. subjective feeling) consider the trip as belonging to his/her usual environment. When a certain travel time is needed (and possible an overnight stay), the respondent will be more likely to consider it a tourism trip. Please note that the IRTS explicitly mention "attending weddings, funerals or any other family event" as possible tourism purposes (although the presence/absence of a 'voluntary' element for private same-day visits could also play a role in determining whether the trip is a tourism trip – see above, 'Purpose of the visit').

- **Attending sporting or cultural events**
  While attending a football game or a concert can be the purpose of a tourism trip (see IRTS, §3.17-1.1), these activities are not by default taking place outside the usual environment. The evaluation according to the cascade system recommended above can even lead to different conclusions for different respondents. Indeed, while the crossing of the municipality border and the duration of the activity are relatively objective criteria, it may again be the more subjective criterion referring to the daily routine or current life routine that plays a determining role.

  For one person, attending a sporting or cultural event in a venue 30 or 40km from his place of residence may be part of his/her regular life routines (e.g. several times per week or per month) while for another person attending such event on an irregular basis (e.g. a few times per year) it may be perceived as a trip away from the regular life routines and outside the usual environment.

  The IRTS (§2.21) refer to the usual environment as *the geographical are within which an individual conducts his/her regular life routines*, explicitly adding that this is *not necessarily a contiguous* area. As a consequence, the "size" of the usual environment can depend on the type of activity considered. While the regular life routines for grocery shopping can be expected to take place within a distance of maximum 10 kilometres around the place of residence, other regular activities (e.g. weekly sports game) can take place at a further distance from the place of residence (e.g. the nearest town where a specific type of cultural of sports events is usually being organised – see also IRTS §2.23: *"other facilities that might be at a substantial distance away or in a different administrative area but are regularly and frequently visited"*)[32].

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[32] Another example of a non-contiguous area is the case where travellers commute between their place of residence and place of work or study (or frequently visited homes of friends or relatives), even when these places are located far away for their usual place of residence (see IRTS, §2.23 and §2.25). In this case, the usual environment will have a bi-nucleate shape (think of the shape of a dumbbell used in weightlifting).

Also in this case, the presence of side activities with the so-called 'only purpose' or spending a night away from home before or after the event, can "upgrade" the trip to a trip outside the usual environment and away from the regular life routine.

1.3.6   Supply side statistics in the context of usual environment

The usual environment is a key concept in tourism statistics and determines whether the activity of a traveller is tourism or not. In principle, the concept should be applied regardless of the source used for collecting statistics on tourism. This means that also in the case of statistics collected from tourist accommodation establishments, in theory the receptionist should evaluate whether the guest night is spent outside the usual environment of the guest.

However, for practical reasons it is recommended not to make a distinction and consider guests as visitors/tourists. Such evaluation is not feasible for the accommodation establishment. In a way, spending the night in a hotel (or any other type of tourist accommodation establishment) could be interpreted as a break from the regular life routine (i.e. spending the night at home, at the usual place of residence) and thus considered to be taking place outside the usual environment. Please note that in this case, even the criterion of crossing the municipality borders could be 'overruled' (for instance when staying at a hotel in the context of a work-related seminar which takes place in the town where one usually lives).

From the point of view of the industry users of accommodation statistics as well as from the point of view of the reporting units, this interpretation of the usual environment is the most meaningful option (and probably the only feasible option).

Notwithstanding the pragmatic side of this approach, it should be kept in mind that it can introduce an asymmetry or incoherence. Demand side and supply side information on domestic tourism can become less comparable[33] (within one country): some domestic travel will not be recorded in a demand side survey (because it was judged to be within the usual environment) while it will be observed in supply side surveys (because the night was spent at an accommodation establishment). The recommendation is – for borderline cases - to consider trips where the night was spent at a tourist accommodation establishment *a fortiori* as trips outside the usual environment.

1.4   Tourism Statistics versus Balance of payments

This section[34] will outline some of the conceptual differences between travel and tourism.

1.4.1   Definitions of *travel* versus *tourism*

Travel is understood as the activity of persons while they move between different geographic locations, for any purpose and any duration. Those who travel are referred to as travellers. Travel can occur within a country or region (domestic travel) or involve more than one country (international travel). In relation to a country and a measurement at the border, an inbound

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[33] For more information on the quality issue of coherence and comparability, see the Eurostat ESS Handbook for Quality Reports, pp. 82-93

[http://epp.eurostat.ec.europa.eu/portal/page/portal/ver-1/quality/documents/EHQR_FINAL.pdf]

[34] This section includes contributions provided by the Central Statistics Office (CSO) of Ireland and Statistics Austria.

traveller is an arriving non-resident whereas an outbound traveller is a resident who is leaving the country.

Tourism refers to the activity of visitors while on trips or related to trips. In the context of tourism statistics, a visitor is a traveller taking trips outside his/her usual environment involving visits of less than a year. The main purpose of the trip should be other than being employed by a resident entity in the economy (or place) visited. To be a visitor is a transient situation, related to a specific trip. This situation only holds during the trip itself.

In the context of the Balance of Payments of a country, the term "travel" does not refer to all activities of individuals while on visits outside their country of residence but only to the value of expenditure of individuals during these journeys. Travel credits cover goods and services for own use or to give away acquired from an economy by non-residents during visits to that economy; travel debits cover goods and services for own use or to give away acquired from other economies by residents during visits to other economies.

1.4.2 What is included in *tourism statistics* versus *BoP Travel*

A clear and comprehensive overview is available in Chapter 8 "Understanding tourism in its relationship with other macroeconomic frameworks", Section B "Tourism and balance of payments" (§8.10 – 8.25 on pp. 70-76) of the IRTS2008. The 'bridge table' of IRTS2008 (pp. 72-73) can be found below.

Reference 1.4-1: IRTS 2008 – Figure. 8.1: differences between tourism and BoP

Figure 8.1

Bridge table between the "travel" and "passenger international transport services" items of balance of payments and inbound/outbound tourism expenditure

		Balance of payments	Tourism statistics
		"Travel" item	*Inbound/outbound tourism expenditure*
Definition		Travel credits cover goods and services for own use or to give away acquired from an economy by non-residents during visits to that economy. Travel debits cover goods and services for own use or to give away acquired from other economies by residents during visits to these other economies.	Tourism expenditure refers to the amount paid for the acquisition of consumption goods and services, as well as valuables, for own use or to give away, for and during tourism trips. It includes expenditures by visitors themselves, as well as expenses that are paid for or reimbursed by others:
		Passenger international transport item	(a) Inbound tourism expenditure is the tourism expenditure of a non-resident visitor within the economy of reference;
		"Passenger services" covers the transport of people. It covers all services provided in the international transport of non-residents by resident carriers (credit) and that of residents by nonresident carriers (debit). Also included are passenger services performed within a territory by nonresident carriers. The valuation of passenger transport should include fees payable by the carriers to travel agencies and other providers of reservation services. Excluded are passenger services provided by residents to non-residents within the territory of residence of the carrier where these are provided/purchased separately from internationtravel; these are included in travel.	(b) Outbound tourism expenditure is the expenditure of a resident visitor outside the economy of reference.
Scope			
		Arriving non-residents/leaving residents	International visitors: non-resident travellers taking tourism trips outside their usual environment for less than a year, for a purpose other than being employed by a resident entity in the country visited.
Persons	Diplomats, consular staff, military personnel (other than locally engaged staff) and their dependants	No	No
	Border workers	Yes	No
	Seasonal workers	Yes	No
	Other short term workers	Yes	No
	Crews	Yes	Considered as visitors except for regular as well as occasional crews on public modes of transport
	Students	Short-term and long-term	Only those taking courses for less than a year (short-term)
	Patients	Short-term and long-term	Only those under treatment for less than a year (short-term)
	Nomads, refugees and displaced persons	Yes if for stay less than a year	No

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Scope				
Travel	Transactions on goods and services that do not imply a monetary transaction and represent social transfers in kind or require imputations	Yes	Not includede in tourism expenditure but in the more inclusive concept of tourism consumption used in the tourism sastellite account approach.
	Acquisition of consumption goods and services other than international transport	Yes	Yes
	Acquisition of valuables	Yes, if under the customs threshold	All, if acquired on trips
	Acquisition of consumer durable goods	Yes, if under the customs threshold	All, if acquired on trips
	Expenditure on education for those whose main purpose is education	Yes	Yes, if course for less than a year (short-term)
	Expenditure on health for those whose main purpose is health	Yes	Yes, if treatment for less than a year (short-term)
	Expenditure other than acquisition of goods and services	No in principle, nevertheless, the BPM5 text book (para. 337) recommends that fees such as airport taxes or traffic violations be included under travel although they should be considered as current transfers.	No
International transport	Transport to and from the country of reference in a resident to non-resident transaction	Yes	Yes
	Transport between two points outside the country of reference as a resident to non-resident transaction	Yes	For the country of residence of the carrier, the traveller is not a visitor to, from or within that country; for the country of residence of the traveller, part of outbound tourism expenditure if the traveller is an outbound visitor
	Transport within an economy by non-resident carriers as a resident to non-resident transaction	Yes	Part of outbound tourism expenditure for the country of residence of the traveller if he/she is a visitor; not in tourism statistics for the country of residence of the carrier
	Intermediation of travel agencies	If remunerated by a fee or commission paid by the carrier, whatever the country of residence of the travel agency, its service is included in the valuation of international passenger transport and included or excluded whether the purchase of international passenger transport is a resident to non-resident transaction or not. If a separate fee is paid by the traveller, it is included under travel but only if it represents a resident to non-resident transaction.	In all cases, the service is valued using the gross margin: it is acquired by the visitor. It is included in inbound, outbound or domestic tourism expenditure depending on the country of residence of the travel agency and of the visitor
	Package tours	The fee or commission of a tour operator is part of the value of the package. For the fee or commission paid by the service provider, the treatment is similar to that of the intermediation of travel agencies. The value of the service of the tour operator on top of the services purchased from providers will be included under travel only if it represents a resident to non-resident transaction.	In all cases, the service is valued using the gross margin: it is acquired by the visitor; it is included in inbound, outbound or domestic tourism expenditure depending on the country of residence of the tour operator, the travel agency and the visitor

1.4.3 Synergies between tourism statistics and BoP Travel

Although the sections above indicated a number of significant conceptual differences between tourism statistics and balance of payments statistics, it is recommended to aim at synergies between the two domains. An integration of parts of the data collection (for instance by using combined questionnaires) will lead to a more cost-efficient system of statistics and most probably to more comparable data.

At European level, two actions are worth mentioning.

- In 2009, the Commission (Eurostat) launched in the context of the MEETS programme[35] a round of grants relating to the "improvement of consistency between BoP and tourism statistics". Three Member States (Czech Republic, Poland, Romania) participated in the grants programme.

- Since the mid-90es, tourism statisticians and BoP compilers have been meeting regularly to focus on methodological issues.
  Until 2008, the group met under the umbrella of the Balance of Payments Statistics working group as the "Technical Group Travel".
  Since 2010, the group meets once per year in a host country as the "Travel workshop relating to international trades in services statistics". Eurostat Unit G-4 "International Transactions" - dealing with international trade in services (including the travel item of BoP)

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[35] 'Modernisation of European Enterprise and Trade Statistics'; for general info on the MEETS programme, see http://epp.eurostat.ec.europa.eu/statistics_explained/index.php/MEETS_programme

since July 2010 – ensures the secretariat of the workshop. Areas of work include the exchange of good practices in data collection (sources, methods) and compilation, the harmonisation of BoP and tourism statistics, and the EU asymmetries in travel service statistics. All documents are available from the CIRCA extranet site: https://circabc.europa.eu/w/browse/735c0206-dd4d-492e-aabc-70b587c340da (registered access).

1.4.4   Using BoP Travel data as auxiliary source for tourism statistics

Tourism statistics are in many countries an important auxiliary source for the compilation of the BoP travel item, but the latter can also be an auxiliary source of information for tourism statistics. When disseminating tourism statistics, the focus is often on physical flows (trips made, nights spent, arrivals at accommodation establishments). There is however a big user need for the monetary flows that are behind those physical flows. In general, monetary information is not available from accommodation statistics[36] but only from the demand side surveys (i.e. expenditure made by residents on domestic and outbound tourism trips). In order to complement the tourism statistics, data from the Balance of Payments can be used as a proxy for tourism receipts and expenditure of an economy[37].

As indicated in the previous sections, there are significant conceptual and methodological differences in the two series, but the items "travel" and "passenger transportation" of the services account (debit side) are expected to be correlated with outbound (or inbound) tourism expenditure. Given that the two items are sometimes compiled using different data sources, it is recommended to publish "travel" and "passenger transportation" separately (or at least report "travel" as a subcategory where a total value is published).

Figure 1.4-1 compares the outbound tourism expenditure (index=100) with the series for "travel" and "travel + passenger transportation" for the reference year 2009. It's worth noting that important individual country differences are behind the 'good fit' at EU-27 level.

At the aggregate level of EU-27, the travel item is at 109% of outbound tourism expenditure while the total of travel and passenger transportation is at 117% of outbound tourism expenditure. How good the BoP data performs as a proxy for tourism expenditure, depends on the one hand on the structure of the tourism demand in a country: smaller countries will have relatively more outbound same-day visits (not counted in tourism statistics, but included in BoP), northern countries will have relatively more long-distance trips (higher share of transportation costs – included in tourism statistics, but not in the BoP travel item), etc. On the other hand, the importance of groups covered in travel but not in tourism can play a crucial role: border workers, commuters, etc. Thirdly, the "goodness-of-fit" will be affected by methodological differences between the two compilation processes.

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[36] In some Member States, information is collected on the average revenue per available room (RevPAR) or on the average room prices. These variables are not part of the European system of tourism statistics and are therefore not available in a comparable, harmonised way.

[37] An analogue recommendation is made in the BPM6 (Balance of Payments and International Investment Position Manual, sixt edition – [http://www.imf.org/external/pubs/ft/bop/2007/pdf/bpm6.pdf]), para 10.95 (p.167): "To highlight the link between travel and passenger transport services and tourism statistics, an approximation to tourism expenditure may be shown as a supplementary item that identifies relevant tourism-related goods and services in the travel and passenger transport items (note: supplementary item includes all personal travel and that part of business travel that does not cover expenditure of border, seasonal, and other short-term workers, as well as passenger transport services).

Figure 1.4-1: Outbound tourism expenditure *versus* travel and passenger transportation debits (2009)
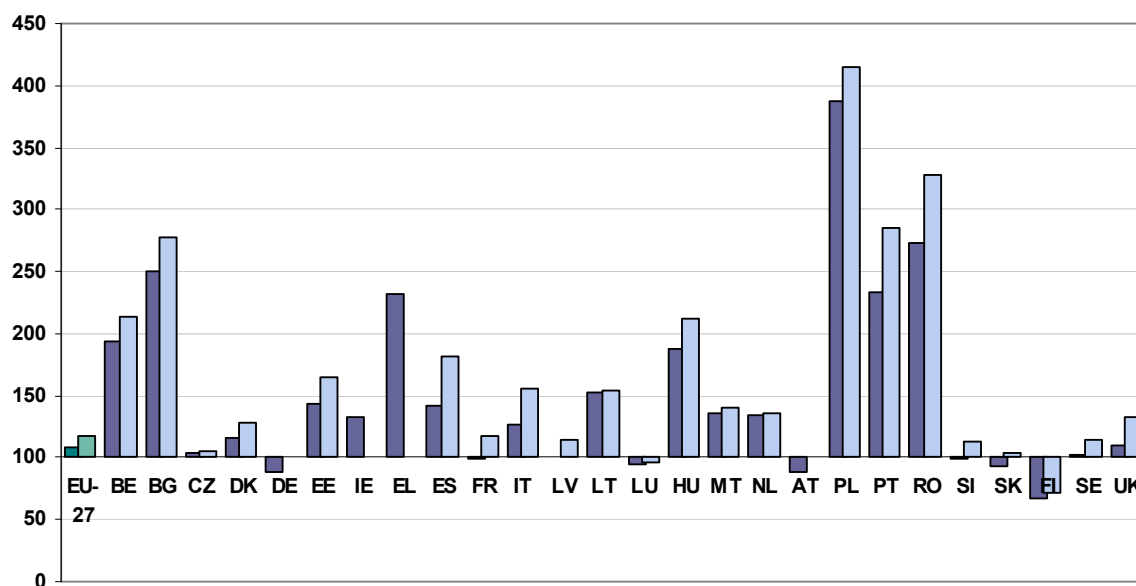
Source: Eurostat, tourism statistics and balance of payments statistics

Notes: no data on outbound tourism expenditure available for Cyprus; data for passenger transportation debits missing for Ireland, Greece and Austria.

1.4.5 Treatment of package tours within the Travel Item of BoP (TBoP) debits side[38]

In Austria the main data source for collecting information on the expenditure for goods and services for outbound trips is the quarterly household survey (HHS) considering holiday and business trips of the Austrians abroad. The outcome of this survey reflects the expenditure for outbound tourism.

However, the amount of expenditure also includes components which have to be allocated to domestic tourism (e.g. the travel agency fee for its services, etc.). Thus, due to conceptual and methodological reasons, a discrepancy to the demands of the TBoP is given which requires the collection of expenditure abroad. Therefore, these domestic components have to be isolated in order to be consistent with the IMF recommendations.

Package products[39] themselves have to be treated separately as for their expenditure crucial issues as described in the next sections have to be considered which exceed the above mentioned problems relating domestic components.

The following sections give an insight on how Austria deals with these problems in the practical compilation process and should be seen as a contribution for further discussion on this topic.

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[38] Contribution of Statistics Austria.

[39] By definition, a package product comprises at least the components transportation and accommodation and is provided at an inclusive price.

1.4.5.1   Package tours and their characteristics

For package tours the following problems have to be considered:

(1) Parts of expenditure for package products are part of the overall expenditure for travel abroad. The household survey (HHS) as the main data source delivers the absolute (or total) expenditure amount for package tours abroad – including domestic components which have to be isolated. Flight services of domestic carriers as well as the margins of domestic tour operators (TOs) and travel agencies (TAs) have to be attributed to domestic production. Depending on the specific supply net structure[40] of a package product, these components might be included in the outcome of the HHS.

(2) The physical travel destination may not coincide with the actual monetary flow considering the case that TOs located in third countries are involved. In many cases TOs located in Germany or the UK organize package tours. In these cases, the monetary flows do not reflect the physical travel destinations but the official locations of the TOs. As a customer is not informed about the location of a TO, no demand related information about this monetary transactions is available as the customer only cooperates with a TA mostly located in the place of residence. The customer may not be completely aware of the underlying supply net structure of his/her travel product. Further transactions between the TA and the TO are not known by a customer. Therefore when aiming at the monetary flow, the place of production of a package product is decisive. For TBoP reasons it is crucial whether a package product was produced in the domestic or in a foreign economy. All single components of a package product serve as intermediate inputs and are subject to production. Relating to the TBoP each of these components has to be allocated to the country of origin if the monetary flow from the compiling country directly reaches this country of origin. The effects become obvious in the geographical breakdown of the TBoP whether the monetary flows largely coincide with the physical flows or not. Of course components that have the compiling country as country of origin are excluded from the TBoP.

(3) According to IMF recommendations, passenger transport has to be accounted separately and is therefore not part of the TBoP in its narrower sense. As package products (by definition) always include a transportation item, it is necessary to find a way to split up these products in its components, in particular the transportation item. As already mentioned, demand related information is not available as a package product is provided at one single price.

Summing up the supply net structure of a package product is the decisive factor for its consideration in the TBoP. Possible structures are shown in Figure 1.4-2, showing which components are included and creating the geographical breakdown oriented on the monetary flow. The overall aim is to adjust the outcome of the HHS which serves as main data source.

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[40] The term "supply net structure" is used as defined by Cooper and Lambert; Supply Chain Management; Inter-national Journal of Logistics Management; 1997; journal 1, p. 2
[http://www.emeraldinsight.com/journals.htm?articleid=1527432&show=abstract]

Figure 1.4-2: Possible supply net structures of package products
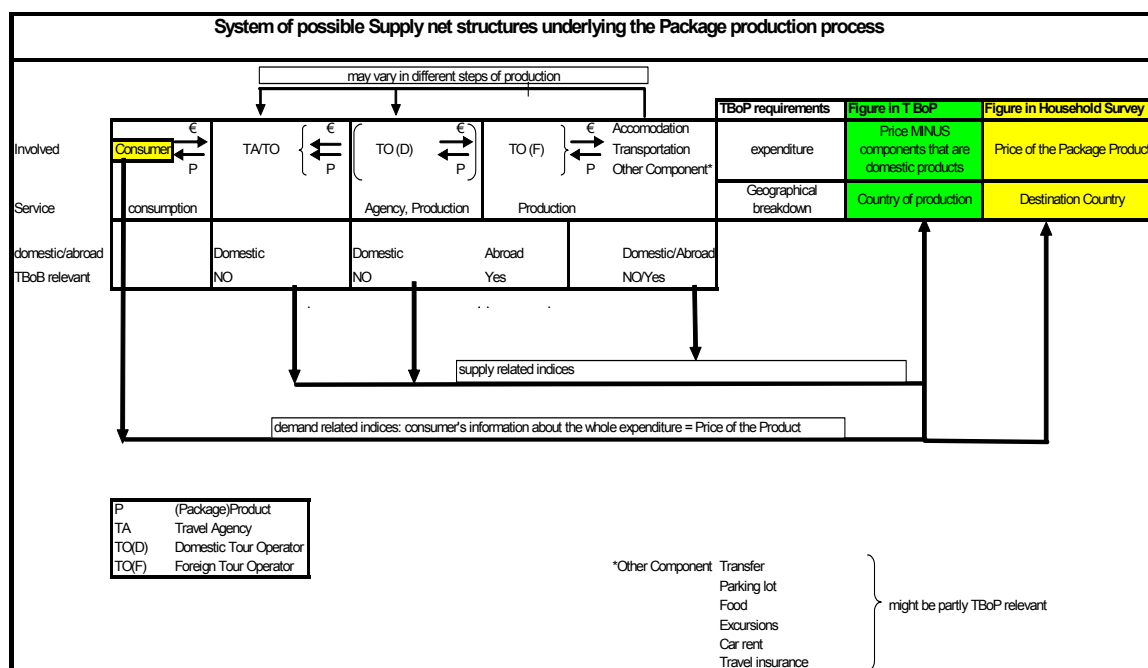
Source: Statistics Austria

1.4.5.2   Methodological approach – the Austrian experience

In order to meet the aims of adjusting the total amount of expenditure for package products correctly, a model consisting of demand and supply related indices is established. Demand related information is based on the HHS whereas supply related information is directly derived from suppliers in the travel industry (TOs, TAs, carriers).

This index based model is used to disaggregate and adjust the expenditure aggregate in a two-step way:

(1) In a first step, the whole package tour aggregate is disaggregated in as homogeneous subsets as possible. A homogeneous subset is defined as a group of package products with a similar supply net structure. The overall composition, the production process and the organisation of intermediate inputs should be as homogeneous as possible to guarantee a correct treatment of each subset. Therefore, the supply net structure serves as the decisive indicator to allocate a specific package product to a predefined subset of homogeneous package products.

(2) In a second step, each of these subsets - strictly speaking all package products allocated to specific subsets - is then treated as one accumulated aggregate and adjusted separately. The adjustments regard the isolation and subtraction of domestic components, the separate accounting of transportation items and the correct accounting according to their monetary flows.

1.4.5.2.1   Subsets of package tours

Before adjusting package tours, homogeneous subsets have to be built. Each of these subsets represents a group of package tours with a similar supply net structure. The disaggregation of the whole expenditure amount follows a top-down approach. Figure 1.4-3 shows the necessary depth of disaggregation to make an adequate adjustment possible. A disaggregation by level 1

can be done by demand related indices of the HHS. For a deeper classification, supply related indices are used.

Figure 1.4-3: Subsets of package tours
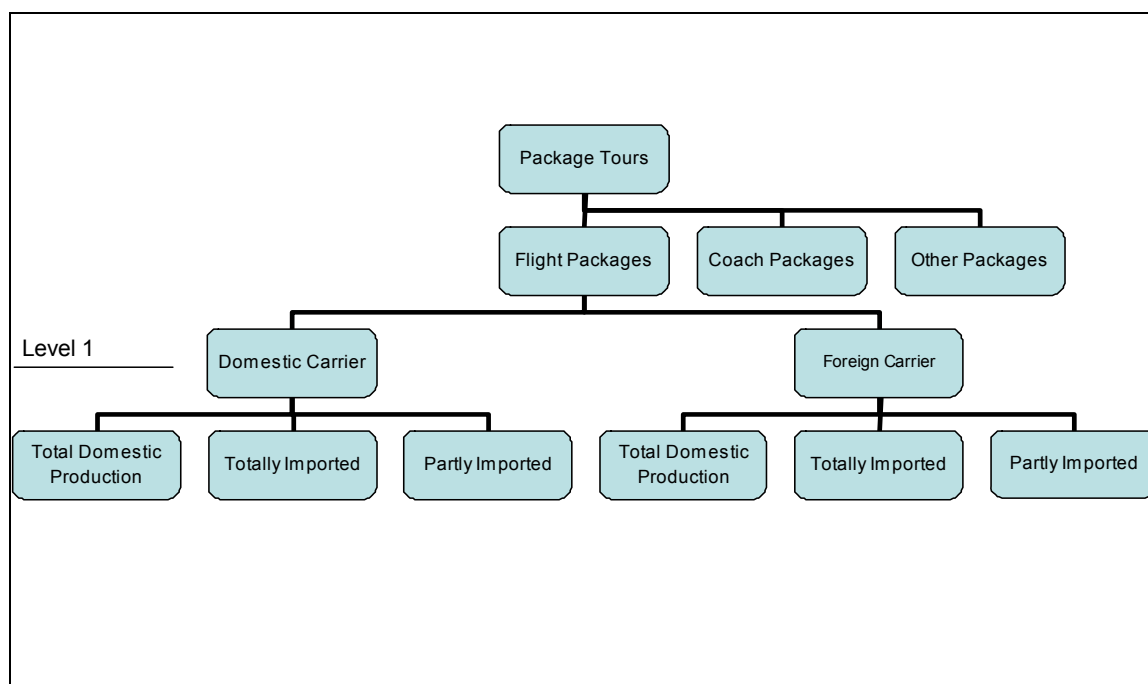
Source: Statistics Austria

1.4.5.2.2   Example - Flight package tours with domestic carriers

In the following example, the disaggregation procedure is shown by flight package tours with domestic carriers following the path on the disaggregation tree in Figure 1.4-3.

In a first step, information of the HHS is used to pre-structure the total expenditure amount for package tours. As the customer is aware about the mode of transport used (airplane, coach, etc.), it is easy to classify groups of package tours by mode of transport. Furthermore, a customer may give information whether he/she used a domestic carrier or not when having decided for a flight package tour. Consequently, the total amount of expenditure for package tours with domestic carriers is obtained.

This subset is delivered by only using demand related information of the HHS. However, the underlying supply net structures of the different package tours gathered within this subset may differ extensively from case to case when regarding the different possibilities of production processes. In a second step, for an accurate adjustment of these kinds of package tours, a further disaggregation of this subset is necessary.

In order to adjust the package products in the sense of the TBoP requirements, the following subsets are constructed.

(1) **Domestic Production:** The package product is produced by a domestic TO. Travel components largely originate from the travel destination. Therefore the geographical breakdown in the TBoP is largely consistent with the physical travel flows. In this case, the transportation item is not part of the TBoP as it is a domestic component.

(2) **Totally imported (including flight service):** The producer of the package product is a TO resident in a third country. The geographical breakdown is not consistent with the physical travel flows but reflects the monetary flow to the country of origin of the TO. In this case, the flight service is also part of the BoP and is accounted on a gross basis (1, export of flight service to a foreign tour operator - 2, import of flight services included in a package product)[41]. In this context, the term gross basis should be understood as follows. A resident service (or product) is exported in a first step for a given price. In a second step this service (or product) is imported at a given price. Both flows are accounted in the BoP (first as an export, second as an import). A net basis approach would just consider the price difference in either the export or the import side.

(3) **Partly imported (excluding flight service):** This case is pretty similar to the second case with the distinction that the flight service is treated as in the first case. The flight service is not part of the BoP as it is seen as a domestic intermediate input finishing the package product by a domestic TO or TA.

These three subsets are built by a combination of supply and demand related indices. The main problem is to identify the amount of flight services of domestic carriers that are accounted in the BoP. Figure 1.4-4 shows the depth of disaggregation by demand related indices.

Figure 1.4-4: Package Tours with domestic carrier - Disaggregation by demand related information

	Domestic Production + Imports
Components of Package Product	**Total Aggregate** **Geographical Breakdown = Destination**

Source: Statistics Austria

The depth of disaggregation enhanced by supply related indices is shown in Figure 1.4-5.

Figure 1.4-5: Package Tours with domestic carriers - Disaggregation by demand and supply related information

		Domestic Production	Import Exclusive Flight Service	Inclusive Flight Service
Components of Package Product	Flight Services	**not accounted in BOP**	**Domestic Production** ←	**Geographic Breakdown = Monetary Flow**
	Other Components	**Geographic Breakdown = Physical Flow**	**Geographic Breakdown = Monetary Flow**	

Source: Statistics Austria

The use of supply related information requires sound understanding of the travel industry. A survey[42] carried out among experts of TAs, TOs and carriers gave the necessary information.

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[41] The model considers the gross basis. The net approach may be derived from the gross basis.

[42] This survey was conducted between October 2006 and February 2007 among 88 experts of the travel industry in cooperation with the Vienna University of Economics. All important players according to their yearly turnovers were involved. A translation of the questionnaire may be delivered on demand.

These supply oriented indices combined with demand related indices now represent the basic inputs for the disaggregation model.

1.4.5.2.3 Disaggregation model

The established model follows a pragmatic approach and is based on the practical feasibility. Therefore it depends very much on the information that can be collected within the travel industry rather than on theoretical considerations.

To achieve the necessary disaggregation depth structured in Figure 1.4-3, the following indices shown in Table 1.4-1 are used. The shares in this table are based on information from HHS and from the travel industry.

Table 1.4-1: Supply and demand related indicators

Indicators relating to flight packages with domestic carriers		Source	Information Gap
Relation between package and non-package flights (HHS)		Household survey	No Information about country of production
Share of non package flights with domestic carriers	x		
Share of package flights with domestic carriers	y		
Relation between imported and non-imported package products (TA1)		Travel Agency industry	No information about imported flight services
Non-imported package products	v		
Imported Package Products	w		
Relation between imported and non-imported flight services (A)1		Airlines	No information about package production process
Share of non imported flight services on total flight services	n		
Share of imported flight services on total flight services	m		
Share of non -imported package flight services on total flight services	m'	Derived index	-->fills information gaps
Relation between imported and non-imported package flight services (A2)		Derived index	
Share of non imported flight services on package flight services	e		
Share of imported flight services on package flight services	f		
Composition of package components on total package product (TA2)		Travel Agency industry	
Share of transportation service on package product	r		
Share of other services on package product	s		

Source: Statistics Austria

As all of these indices represent shares that sum up to 1; in theory they can be put in analytical relationships which are described as follows:

$x+y=1$

$n+m=1$

$x+y=n+m$

$\rightarrow m'=y-m$

$\quad m'=n-x$

Postulate: $m'>0$

For quantifying the total expenditure amount of the subsets in Figure 1.4-3, the indices are brought into the logic shown in Table 1.4-2. Variables e, f, v, w and the index m' are described by this logic. The variables in the single rows describe the particular relations to the subsets. Each variable represents its share on a specific subset and serves for calculating the expenditure amount in absolute figures.

Table 1.4-2: Relationships between supply and demand related indices

		Non Package	P a c k a g e		
			Domestic Production	Import (excl. Flight)	Import (incl. Flight)
HHS		[x]	[	y	]
A1		[n-m']	[m'	]	[m]
A2			[e=m'/(m'+m)=m'/y	]	[f=m/(m'+m)=m/y]
TA1			[v	[w	]
TA2 (Flight)	r				
TA2 (Other)	s				

Source: Statistics Austria

The derived index m' is of crucial importance. This index is described by a demand and a supply related variable and therefore serves as a necessary linkage between the two systems of indices. This linkage is important as an appropriate disaggregation is not possible by one system only. m' describes the share of non-imported package flight services on total flight services.

This information is neither available by isolated demand nor by isolated supply related information but only in combination of them. Therefore, m' fills decisive information gaps. Many facts lead to information gaps. Firstly, the HHS which only reflects package tours as a whole (without reflecting the place of production). Secondly, gaps result from the information of carriers which do not inform about the final use of their exported flight services (package or not). Thirdly, TAs selling products from domestic and foreign TOs cannot indicate the relation between domestic and foreign carriers in imported package products because they only act as retailers and are not directly involved in the production process. In theory, the model and the underlying assumptions would be more straightforward if the players in the travel industry had common knowledge of the whole production processes. However the model has to cope with empirical problems due to the absence of common knowledge and therefore attempts to fill in these information gaps.

Based on the total expenditure amount delivered by the HHS, subsets can be created which meet all requirements:

- Homogeneity relating to their supply net structures

- Geographical breakdown according to the monetary flows

- Separate accounting passenger of transport and travel items

- Basis for identification of domestic parts of production

The calculation of the subsets is shown in Table 1.4-3.

Table 1.4-3: Calculation of subsets in absolute figures

	Domestic Production	Imported
Flight Components	A=P*r*e	B=P*r*f
Other Components	C=P*s*v	D=P*s*w

Source: Statistics Austria

P: expenditure amount of flight package products with domestic carriers in € - Outcome of the HHS

A: Domestic production of domestic flight transportation – No accounting in BoP

B: Import of domestic flight transportation – Accounting in BoP (Gross basis!)

C: Travel components – Accounting according physical flow

D: Travel components – Accounting according monetary flow

1.4.5.2.4   Adjustment of the subsets

The subsets that are created this way are then adjusted by domestic components. The subsets are largely homogeneous in their supply net structures, estimates based on empirical findings about domestic components can be subtracted. This subtract positions are solely based on supply oriented information. The survey about business providers delivers figures about average margins for TAs and TOs, domestic insurance fees, domestic airport costs etc.

1.4.5.3   Case study I

HHS – Relation between package and non-package flights

There were in total 150 flights of residents going abroad of which **100** with domestic carriers (i.e. non-imported flight services).

The remaining 50 flights were with non-resident carriers (i.e. imported flight services).

40 flights out of 100 with domestic carriers were reported as package flights (i.e. **60** were non-package flights).

⇒   Share of non-package flights with domestic carriers is following: **x = 60/100 = 0.6**

⇒   Share of package flights with domestic carriers   is following: **y = 40/100 = 0.4**

TA1 – Relation between imported and non-imported package products

There were 50 package trips of residents going abroad (40 by airplane – see above and 10 by bus).

Every package trips consisted of 3 products

▪   TO service (TO is resident of the country)

▪   Transportation service (20 flight package trips by domestic carriers and 30 bus package trips by non-resident carriers), and

▪   Accommodation service (provided by non-resident units).

In total, this gives 150 package products of which 90 non-imported and 60 imported as shows in the table below.

Table 1.4-4: Example of breakdown of package trips

Product of package trips	Total	=	Provided by		
			Domestic / resident unit (non-imported)	+	Non-resident unit (imported)
TO	50	=	50	+	0
Transportation	50	=	40	+	10
Accommodation	50	=	0	+	50
Total	**150**	**=**	**90**	**+**	**60**

$\Rightarrow$ Non-imported package products: v = 90 or if it should be a share **v = 90/150 = 0.6**

$\Rightarrow$ Imported package products: w = 60 or if it should be a share **w = 60/150 = 0.4**

A1 – Relation between imported and non-imported flight services

In theory - which in practice never happens… - information from HHS and airlines should be the same. In this example, the theoretical case is taken into account and therefore the data from airlines are the same as above in HHS (i.e. 150 total flights of which 100 operated by residents carriers and 50 by non-resident carriers).

- Share of non-imported flight services on total flight services: **n = 100/150 = 0.67**
- Share of imported flight services on total flight services: **m = 50/150 = 0.33**
- Share of non-imported package flight services on total flight services: **m' = 0.07**

- x + y = 1 –> 0.7 + 0.3 = 1
- n + m = 1 –> 0.67 + 0.33 = 1
- m' = y - m –> 0.4 - 0.33 = 0.07
- m' = n – x –> 0.67 - 0.6 = 0.07

A2 – Derived index, relation between imported and non-imported package flight services

- Share of non-imported flight services on package flights services:

   e = m'/y = 0.07/0.4 = 0.175

- Share of imported flight services on package flight services:

   f = m/y = 0.33/0.4 = 0.825

TA2 – Figures from TA1, composition of package components on total package product

- Share of transportation service on package product: **r = 50/150 = 0.33**
- Share of other services on package product: **s = 100/150 = 0.67**

Table 1.4-5: Example of calculation of subsets of package trips (in absolute figures)

	Domestic Production	Imported
Flight Components	**A** = P*r*e –> 1000*0.33*0.175 = **57.75**	**B** = P*r*f –> 1000*0,33*0,825 = **272.25**
Other Components	**C** = P*s*v –> 1000*0.67*0.6 = **402**	**D** = P*s*w –> 1000*0.67*0.4 = **268**

P: Expenditure amount of flight package products with domestic carriers in € - Outcome of the HHS (e.g. 1000 Euro)

A: Domestic production of domestic flight transportation – No accounting in BoP

B: Import of domestic flight transportation – Accounting in BoP (Gross basis!)

C: Travel components – Accounting according physical flow

D: Travel components – Accounting according monetary flow

1.4.5.4   Case study II

Example figure 1

In *example figure 1* the total amount P, as an outcome of the demand related survey, is disaggregated in further subsets. P itself is relatively homogenous and just describes the expenditure for flight packages with domestic carriers. Indicators r, e, f, r, s, v and w are now known and allow the disaggregation of P.

Example figure 2

Adjustment of the subsets

> A further set of supply related indicators is used
> Adjustment by domestic components
> Accounting according monetary flow

Example: Adjustment of expenditure for domestic flight packages (4th quarter 2006)

Subset	HHS (in Mn. €)	Adjustment Items				BOP	Geographical Breakdown
		TA Margin	To Margin	Airport Fee	Domestic Production		
A	16	0.09	0.1	0.03	0.7	1.28 Mio	Physical Flow
B	23	0.09	0	0.03	0	20.2 Mio	Monetary Flow
C	39	0.09	0.15	0	0	29.6 Mio	Physical Flow
D	52	0.09	0	0	0	48.2 Mio	Monetary Flow

The newly obtained subsets A, B, C and D represent subsets of a similar supply net structure and can therefore be adjusted according to domestic and outbound components. Additionally the obtained geographical breakdown reveals whether it equates to monetary or physical flows.

1.4.5.5 Conclusions

The proposed method of dealing with package products may be suitable when compilers of the TBoP mainly depend on demand related information gathered by household surveys. In the presented form, the method is only suitable to deal with the package tour problem for the debit side of the TBoP of the compiling country.

Using a demand related household survey, adjustments relating to package products are necessary:

- Firstly, certain (cost) components that are part of domestic production have to be excluded as they are not part of the TBoP.

- Secondly, transportation items have to be separated from the general travel products.

- Thirdly, if TOs located in third countries are involved, the geographical breakdown has to be adjusted according to the monetary flows.

These adjustments cannot be accomplished by only using the information of the HHS, additional information of business providers has to be used. These supply oriented information is used to establish a disaggregation model which helps splitting the expenditure amount of package tours into sub-aggregates which can then be adjusted according to TBoP requirements.

It should be kept in mind that the method outlined above is adapted to the Austrian compilation conditions and should be seen as an input for further discussion on the package tour issue.

1.5 Tourism Satellite Accounts (TSA)

The treatment of tourism satellite accounts is beyond the scope of this manual, given that transmission of TSA figures to Eurostat is not required in Regulation 692/2011. For the sake of completeness, a number of relevant links are listed in this section.

The basic methodology is a joint effort of the UN Statistics Division (UNSD), the UN World Tourism Organisation (UNWTO), the Organisation for Economic Co-operation and Development (OECD) and Eurostat. The most recent edition of the **TSA:RMF** – tourism satellite accounts recommended methodological framework – dates from 2008 and is available from the UNSD website[43]: http://unstats.un.org/unsd/publication/Seriesf/SeriesF_80rev1e.pdf.

The outcomes of a two years project set up by Eurostat in 2008-2009 can be consulted on the Eurostat website, grouped in four volumes:

- Volume 1 - Report on the implementation of TSA in 27 EU Member States
  [http://epp.eurostat.ec.europa.eu/cache/ITY_OFFPUB/KS-RA-09-021/EN/KS-RA-09-021-EN.PDF]

- Volume 2 - Comparison of methodology and empirical results
  [http://epp.eurostat.ec.europa.eu/cache/ITY_OFFPUB/KS-RA-09-022/EN/KS-RA-09-022-EN.PDF]

- Volume 3 - Practical Guide for the Compilation of a TSA: Directory of Good Practices
  [http://epp.eurostat.ec.europa.eu/cache/ITY_OFFPUB/KS-RA-09-023/EN/KS-RA-09-023-EN.PDF]

- Volume 4 - Possibilities to obtain more up-to-date TSA key figures
  [http://epp.eurostat.ec.europa.eu/cache/ITY_OFFPUB/KS-RA-09-024/EN/KS-RA-09-024-EN.PDF]

A first Eurostat working paper discussing and disseminating the results of the TSA in the European Union, the EFTA and the candidate countries (based on indicators collected from the countries between April to October 2010) was released early 2011. An update of this paper was published in October 2013 (http://epp.eurostat.ec.europa.eu/cache/ITY_OFFPUB/KS-TC-13-006/EN/KS-TC-13-006-EN.PDF).

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[43] A *European Implementation Manual on Tourism Satellite Accounts* was drawn up in the early 2000s, having the TSA:RMF of 2000 as a reference point. This manual is available from the Eurostat website: http://epp.eurostat.ec.europa.eu/portal/page/portal/tourism/documents/TSA_EIM_FINAL_VERSION.pdf

2 The supply side: Accommodation statistics (Annex I of Regulation 692/2011)

2.1 Basic methodological issues

2.1.1 Position of accommodation statistics within the system of tourism statistics

Accommodation (rented or non-rented) is a core tourism sector even if it is relevant for one part of visitors only (i.e. tourists = overnight visitors). The economic importance of this sector can be seen from the results of TSA of some countries where accommodation services accounted for between 15 to 20% of total internal tourism expenditure. Also when looking at the physical flows, there were over 2.5 billion nights spent at tourist accommodation establishments in the EU during the year 2012[44].

Accommodation statistics is a key part of the system of tourism statistics in the EU and has a long history of data collection. Annex I of the Regulation deals with accommodation and includes 4 sections focusing on accommodation statistics: section 1 and 2 include the requirements concerning rented accommodation (capacity and occupancy respectively), section 4 includes the (optional) requirements concerning non-rented accommodation; section 3 includes classifications.

Demand side estimates have shown that observing the tourism flows in rented accommodation can only give a very partial picture: this segment represents around 50% of the trips made. Other trips are spent in less formal or small establishments (that fall outside the scope set by many Member States), in owned dwellings (secondary residence) and with friends or relatives who offer accommodation for free. In order to complete the picture, the Regulation foresees an annual estimate of the so-called "below threshold establishments" (see further, 2.2.1.5) and of the nights spent in non-rented accommodation (see further, 2.2.2, 2.6 and 2.7).

2.1.2 Statistical unit

A statistical unit refers to one member of a set of entities being studied. For collecting data on accommodation statistics the statistical unit can be as follows:

- Enterprise (e.g. hotel chain),
- Establishment (local unit),
- Local kind-of-activity unit,
- Dwelling used for non-rented accommodation to visitors.

In some cases, the statistical unit can be different from the reporting unit (e.g. local authorities or tourism bodies reporting on the establishments in their area, or a hotel chain replying for all their establishments in a centralised way, or a visitor when the data is collected by means of a household or border survey).

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[44] See also Table 2.2-1.

  Regulation on tourism statistics: Article 2(1l); Annex I – Section 1, 2 and 3

According to the Regulation on tourism statistics, the statistical unit is the local kind-of-activity unit as defined in the Annex to Council Regulation (EEC) No 696/93[45] [see the Article 2(1)(l)].

Reference 2.1-1: Council Regulation (EEC) No 696/93 – Local kind-of-activity unit

ANNEX (Statistical units of the production system in the community) – SECTION III (Definitions of units and explanatory notes specific to each unit)

G. Local kind-of-activity unit (local KAU)

The local kind-of-activity unit (local KAU) is the part of a KAU[46] which corresponds to a local unit.

Explanatory notes

1. Each KAU must have at least one local KAU; however, the KAU can be made up of a grouping of parts of one or more local units. On the other hand, a local unit may in certain circumstances comprise solely a group of ancillary activities. In this instance, a supplementary classification of the local unit is possible. Furthermore, each enterprise should have at least one local KAU.

2. The local KAU corresponds to the operational definition of the establishment as given in paragraph 106 of the introduction to ISIC Rev. 3.

  ⇨ Because the statistical unit is the local *kind-of-activity* unit, enterprises having tourist accommodation as secondary activity fall in to the scope as well and shall be covered in the collection of data[47].

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[45] http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1993R0696:20081211:EN:PDF

[46] The kind of activity unit (KAU) groups all the parts of an enterprise contributing to the performance of an activity at class level (four digits) of NACE and corresponds to one or more operational subdivisions of the enterprise. The enterprise's information system must be capable of indicating or calculating for each KAU at least the value of production, intermediate consumption, manpower costs, the operating surplus and employment and gross fixed capital formation.

[47] Besides enterprises operating in two activities on a permanent basis (e.g. farm + accommodation, restaurant + accommodation), this can also refer to enterprises offering tourist accommodation during only part of the year. A typical example are student residences/dormitories whose main activity is the provision of temporary or longer-term accommodation for students (NACE group 55.9, out-of-scope of Regulation 692/2011) but who are renting out bed places / rooms to individual tourists or groups during the tourism peak season - coinciding with the period during which students have returned to their original place of residence (see also further, 2.2.1.4.2). For the period that this capacity is available for tourists, it is recommended to include the *arrivals and nights spent* in the respective NACE groups (typically 55.1 or 55.2 depending on the level of services offered). As a consequence, for the calculation of the *monthly occupancy rates* it is recommended to include the actual occupancy in the nominator while adding the additional temporary capacity to the denominator for the reference months concerned. As regards the *annual capacity* however, it is recommended to include the bed places and bedrooms capacity of these very temporary establishments proportionally to the duration of the availability in order to avoid extreme overestimation of tourist accommodation capacity or underestimation of annual occupancy rates. This same 'reweighted' capacity should be used for the denominator of the *annual occupancy rates*. E.g. if in a region 9 student dorms each have 400 bedrooms with a single bed and each building these 400 bed places are available for tourists during July and August, this capacity should be corrected to be 2/12th of 3600 instead of implicitly assuming that this total of 3600 bed places is permanently available for tourists. Note that this is an exception to the recommendation to consider the maximum capacity over the year (see further, 2.3.2).

   ⇨ Enterprises offering more than one type of accommodation, i.e. having two (or more) kind-of-activity units, shall be covered separately as two (or more) local KAU or tourist accommodation establishments (see also 2.2.1.4.1)

2.1.2.2   *Non-rented accommodation*

   📖   Article 2(1)(m); Annex I – Section 4

In the case of non-rented accommodation, the statistical unit is the dwelling where a visitor (on a tourism trip) can stay without charge. The reporting unit will depend on the methodological approach taken:

- The owner of the dwelling (typically a household/individual) in case a dwelling register is used as a direct source for the sampling (such registers are seldom available) or in case the data on accommodation offered to visitors without charge is collected as part of a more general household survey.

- The visitor who reports on trips spent in this type of accommodation in the framework of a traditional demand side survey or a border survey (note that the visitor can also be the owner in the case of owned dwellings or time share properties used for tourism purposes).

2.2   Scope of observation

   📖   Article 4(1, 2); Annex I

Reference 2.2-1: Regulation concerning European statistics on tourism – Scope of observation

The scope of observation for the requirements laid down in

(a) Article 3(1)(a) *[= internal tourism, in terms of the capacity and occupancy of tourist accommodation establishment]* shall be all tourist accommodation establishments as defined in Article 2(1)(l)[48], unless otherwise specified in Annex I.

(b) Article 3(1)(b) *[= internal tourism, in terms of tourism nights spent in non-rented accommodation]* shall be all tourism nights by residents and non-residents spent in non-rented accommodation.

2.2.1   **Tourist accommodation establishment**

   📖   Annex I – Section 1, 2 and 3

The scope of observation (or the target population) in accommodation statistics includes all tourist accommodation establishments providing, as a paid service (although the price might be partially or fully subsidised), short-term or short-stay accommodation services.

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[48] 'Tourist accommodation establishment' refers to a local kind-of-activity unit, as defined in the Annex to Council Regulation (EEC) No 696/93, providing as a paid service - although the price might be partially or fully subsidised - short-term or short-stay accommodation services as described in groups 55.1 (hotels and similar accommodation), 55.2 (holiday and other short-stay accommodation) and 55.3 (camping grounds, recreational vehicle parks and trailer parks) of NACE Rev. 2.

Tourism accommodation establishments are classified and described in groups according to NACE Rev. 2[49] classification as follow:

- 55.1 (hotels and similar accommodation),

- 55.2 (holiday and other short-stay accommodation) and

- 55.3 (camping grounds, recreational vehicle parks and trailer parks).

2.2.1.1   NACE 55.1 – Hotels and similar accommodation

This class includes the provision of accommodation, typically on a daily or weekly basis, principally for short stays by visitors. This includes the provision of furnished accommodation in guest rooms and suites. Services include daily cleaning and bed-making. A range of additional services may be provided such as food and beverage services, parking, laundry services, swimming pools and exercise rooms, recreational facilities as well as conference and convention facilities.

This class includes accommodation provided by:
- hotels (and similar establishments, for instance operating under the name 'bed & breakfast')
- resort hotels
- suite/apartment hotels
- motels

This class excludes provision of homes and furnished or unfurnished flats or apartments for more permanent use, typically on a monthly or annual basis (see division 68[50] of NACE).

- 🔔 The decisive component of this class is a provision of complementary services especially regular cleaning and bed-making on a daily basis.

- 🔔 Establishments that are excluded from this class and should be classified as NACE 55.2 can offer limited complementary services such as cleaning but not on a daily basis (cleaning once per week, for instance).

2.2.1.2   NACE 55.2 – Holiday and other short-stay accommodation

This class includes the provision of accommodation, typically on a daily or weekly basis, principally for short stays by visitors, in self-contained space consisting of complete furnished rooms or areas for living/dining and sleeping, with cooking facilities or fully equipped kitchens. This may take the form of apartments or flats in small free-standing multi-storey buildings or

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[49] 'NACE Rev. 2' shall mean the common statistical classification of economic activities within the Union, as established by Regulation (EC) No 1893/2006 of the European Parliament and of the Council [http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2006:393:0001:0039:EN:PDF]

[50] Division 68: Real estate activities; 68.2 Renting and operating of own or leased real estate; This class includes: 1. renting and operating of self-owned or leased real estate (apartment buildings and dwellings; 2. non-residential buildings, including exhibition halls, self-storage facilities and land); 3. provision of homes and furnished or unfurnished flats or apartments for more permanent use, typically on a monthly or annual basis. This class also includes: 1. development of building projects for own operation and 2. operation of residential mobile home sites. This class excludes: operation of hotels, suite hotels, holiday homes, rooming houses, campgrounds, trailer parks and other non-residential or short-stay accommodation places, see division 55.

clusters of buildings, or single storey bungalows, chalets, cottages and cabins. <u>Very minimal complementary services, if any, are provided.</u>

This class includes accommodation provided by:

- holiday homes for children and other holiday homes
- visitor flats and bungalows
- cottages and cabins without housekeeping services
- youth hostels and mountain refuges

This class excludes:

- provision of furnished short-stay accommodation with daily cleaning, bed-making, food and beverage services (see 55.10 of NACE)
- provision of homes and furnished or unfurnished flats or apartments for more permanent use, typically on a monthly or annual basis (see division 68 of NACE)

2.2.1.3   NACE 55.3 – Camping grounds, recreational vehicle parks and trailer parks

This class includes:

- provision of accommodation in campgrounds, trailer parks, recreational camps and fishing and hunting camps for short stay visitors
- provision of space and facilities for recreational vehicles

This class excludes mountain refuge, cabins and hostels (see 55.20 of NACE)

2.2.1.3.1   Treatment of "long term letting of pitches"

From the point of view of the NACE/CPA this economic activity is classified to 68.20, the argument being the long term agreement basis. This was discussed at a group of experts from the NACE/CPA Working Group in 2009 and NACE class 68.20 was confirmed as the only right option for this kind of *economic activity*.

However, the unit is classified by NACE from the point of view of the principal economic activity, which is the activity that contributes most to the value added, turnover etc., whereas the tourism approach is based on the demand. A central element when classifying units in the business registers by NACE is that demand and end-use is not taken into account, which can create a conflict between what should be a correct NACE code in the business registers and the demand approach in tourism statistics.

From a demand side perspective, it could be argued that "long term letting of pitches to short-stay visitors" should be classified under NACE 55.3 (= tourist accommodation establishments that are in-scope of the accommodation statistics), because they are *used for short-stay accommodation and not as main residence*, in the spirit of tourism trips spent outside the usual environment. Although the renting of the pitch is done on long term agreement basis, which is in principal an activity to be excluded from tourism, the tenant of such place/pitch very often spends only a few short stays during the year (for instance five to ten long weekends plus one month in the main holiday season) and therefore, these stays should fall in the tourism concept.

When taking into consideration the above mentioned different points of view and – especially - the difficulty to collect data from providers/owners of long term pitches (they may not have information about the number of nights spent), it is <u>recommended not to</u>

include such establishments in the tourist accommodation statistics transmitted to Eurostat[51].

2.2.1.3.2   Treatment of private caravan places (via membership)

The same approach is to be applied for private caravan places as for the long term letting of pitches. These units are recommended to be excluded from tourism statistics which is transmitted to Eurostat.

2.2.1.3.3   Treatment of combined establishments (partly long term letting or private and partly common campsites)

In case of units that have two economic activities from the point of view of NACE/CPA, i.e. 68.20 and 55.30, and at the same time, the establishments are able to separately report capacity and occupancy data, the only second part (NACE 55.30) should be included in the tourism statistics.

2.2.1.4   Specific cases

This section discusses a number of specific borderline cases. It is recommended to mention the treatment of these cases, or their inclusion or exclusion, in the national metadata relating to the scope for accommodation statistics.

2.2.1.4.1   Mixed enterprises

Since a tourist accommodation establishment is considered at the level of local kind-of-activity units, enterprises having activities in more than one of the NACE groups in-scope of the Regulation should report separately for these activities (i.e. for these different local KAU).

Example: an enterprise offers 100 bed places in bedrooms in a main building but in addition has 10 places for caravans. This enterprise should – in theory - report separately for NACE 55.1 (100 bed places) and for NACE 55.3 (10 pitches, or an imputed 40 bed places).

Where due to practical obstructions (e.g. not recorded as two local KAU in the register), it is not feasible for the reporting unit to split the arrivals or nights spent for the different types of accommodation, it is recommended to include the total capacity or occupancy in the NACE group that is dominant (usually this will also be the NACE group under which the enterprise has been classified in the register).

2.2.1.4.2   Establishments accommodating students

Establishments accommodating students are considered out-of-scope of Annex I of the Regulation. The scope is limited to NACE groups 55.1, 55.2 and 55.3 and does not cover NACE 55.9, that includes the provision of temporary or longer-term accommodation for students ('student residences' and 'school dormitories' are mentioned explicitly as examples for NACE 55.9). This 'kind of activity unit' should therefore be excluded. Notwithstanding this general rule and when the establishment operates as a hotel, youth hostel, etc (e.g. during the academic summer break), arrivals and nights spent by guests (tourists) are in-

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[51] Notwithstanding this recommendation, individual Member States may want to collect data on long-term let pitches if of high relevance at the national level. For reasons of comparability, it should however be excluded from the data sent to Eurostat and the conceptual differences (and ensueing differences in published data) should be footnoted in national publications.

scope – this can be considered as a kind of activity unit in the context of NACE groups 55.1 or 55.2 (see also footnote 47).

2.2.1.4.3   Marinas

From a classification (business register) point of view, marinas are included in NACE class 93.29 ("Other amusement and recreation activities", where the *operation of recreational transport facilities, e.g. marinas* is mentioned as an example). But if a marina offers its services to tourists as its secondary activity, which is the case quite often, it should 'in principle' be covered by tourism statistics because there is an activity of providing accommodation facilities (local kind-of-activity unit).

Although there is an analogy with caravans/trailers/campers parked in a camping ground (but instead of on a piece of land, the vehicle is put in a part of a harbour/dock) and although this type of trips and overnights stays can be important for some countries, it is recommended to <u>exclude</u> marinas from the scope of observation because, in practice, it is not feasible to collect the information (e.g. information about the number of people on board would necessitate a specific inquiry by the management of the marina).

2.2.1.4.4   Cruise ships

> **Reference 2.2-2: IRTS 2008 – Cruise ship passengers and yachters**
>
> 2.63. For some countries, cruise ship passengers and yachters represent a significant tourism market. Because of the required consistency of the notions of residence and economic territory with those used in the National Accounts and Balance of Payments, their treatment in tourism statistics will depend upon the application of these concepts to the cruise ship on which they arrive and leave.

From a demand perspective, staying overnight in cruise ship is considered to be rented accommodation (see also further, 3.4.8) but from a supply perspective, it is recommended that cruise ships are <u>excluded from supply side of tourism statistics to be transmitted to Eurostat</u>.

2.2.1.4.5   Public means of transport

The public means of transport (bus, train, ferry, etc.) are <u>excluded</u> from the scope of observation for the supply side. It means that nights spent in public means of transport are not to be covered by supply side.

2.2.1.5   Limitation of the scope of accommodation statistics

To reduce the burden on administrations and reporting units, the Regulation allows certain limitations in the scope. See the box below.

> **Reference 2.2-3: Regulation concerning European statistics on tourism – Limitation in the scope of accommodation statistics**
>
> **The following limitation of the scope can be applied:**
>
> Annex I, Section 1 (Capacity of tourism accommodation establishments) and Section 2 (Occupancy of tourism accommodation establishments)

1) For 'hotels and similar accommodation' and for 'holiday and other short-stay accommodation', the scope of observation shall at least include all tourist accommodation establishments having 10 or more bed places.

2) For 'camping grounds, recreational vehicle parks and trailer parks', the scope of observation shall at least include all tourist accommodation establishments having ten or more pitches[52].

3) Member States accounting for less than 1 % of the total annual number of nights spent at tourist accommodation establishments in the European Union may further reduce the scope of observation, to include at least all tourist accommodation establishments having 20 or more bed places (20 or more pitches).

For Section 2, the following additional conditions apply:

- Where a limitation to the scope as described under 1), 2) or 3) is applied, an estimate of the total number of nights spent during the reference year by residents and non-residents in the tourist accommodation establishments excluded from the scope of observation shall be transmitted annually.

- Member States may further reduce the scope of observation for the net occupancy rate of bedrooms in hotels and similar accommodation, to include at least all tourist accommodation establishments having 25 or more bedrooms.

The Member States printed in *italics* in Table 2.2-1 accounted for less than 1% of the total number of nights spent at tourist accommodation establishments in the EU in 2010 and can therefore – if desired – apply a further reduction of the scope of observation (i.e. include at least tourist accommodation establishments having 20 or more bed places (20 or more pitches for NACE 55.3). However, this does not affect the requirement to send an annual estimate of the nights spent at "below threshold" establishments for the entire group of tourist accommodation establishments excluded from the scope of observation.

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[52] For NACE 55.3, the reference value is the number of *pitches*, not the number of *bed places* (usually, a pitch is supposed to account for 4 bed places if the actual number of bed places is not known).

Table 2.2-1: Member States' nights spent compared to total annual number of night spent at tourist accommodation establishments in the European Union (2012)

	Nights spent by residents and non-residents in tourist accommodation establishments	Share of the total nights spent in EU-28 (%)	Share of the total nights spent in EEA (%)
EU-28	2 576 772 944	100.0	-
EEA	2 610 547 944	-	100.0
Belgium	31 423 463	1.2	1.2
Bulgaria	20 252 038	0.8	0.8
Czech Republic	39 567 512	1.5	1.5
Denmark	28 040 235	1.1	1.1
Germany	350 349 425	13.6	13.4
Estonia	5 544 537	0.2	0.2
Ireland	28 884 907	1.1	1.1
Greece	78 177 354	3.0	3.0
Spain	382 670 976	14.9	14.7
France	400 525 558	15.5	15.3
Croatia	62 183 925	2.4	2.4
Italy	381 412 228	14.8	14.6
Cyprus	14 576 573	0.6	0.6
Latvia	3 546 736	0.1	0.1
Lithuania	5 265 563	0.2	0.2
Luxembourg	2 442 585	0.1	0.1
Hungary	23 169 533	0.9	0.9
Malta	7 832 229	0.3	0.3
Netherlands	84 050 408	3.3	3.2
Austria	109 540 720	4.3	4.2
Poland	62 014 890	2.4	2.4
Portugal	46 781 091	1.8	1.8
Romania	19 091 379	0.7	0.7
Slovenia	9 406 009	0.4	0.4
Slovakia	10 770 328	0.4	0.4
Finland	20 317 582	0.8	0.8
Sweden	48 585 972	1.9	1.9
United Kingdom (¹)	300 349 188	11.7	11.5
Iceland	3 719 126	0.1	0.1
Liechtenstein	141 042	0.0	0.0
Norway	29 914 832	1.2	1.1
Montenegro	9 151 236	0.4	0.4
Serbia	6 359 685	0.2	0.2

Source: Eurostat, tourism statistics

Notes: (i) UK: based on 2012 monthly data ; (ii) due to different thresholds applied ("limitation of the scope of observation"), data is not always entirely comparable; allowing for a 10% error margin does not the change the conclusions from the table concerning the "1% share".

2.2.1.6 "Below threshold" establishments

In order to have at least a basic picture of the entire sector of rented accommodation, Member States are required to provide data on the total number of nights spent (residents and non-residents) in establishments excluded from the scope of (regular) observation, i.e. for so called "below threshold establishments".

Annex 1, Section 2 of the Regulation concerning European statistics on tourism states: *where a limitation to the scope is applied, an estimate of the total number of nights spent during the reference year by residents and non-residents in the tourist accommodation establishments excluded from the scope of observation shall be transmitted annually*.

Data sources for obtaining information on the number of nights spent in the below threshold establishments may vary. Use can be made of estimations on the basis of supply side information (number of establishments and average number of nights, combined with information from the business register where appropriate), information from ad-hoc studies and research projects or demand side information (household survey and/or border survey – the first in particular for the nights spent by residents, the latter for residents as well as non-residents).

Box 2.2-1: "Below threshold establishments" – Austrian experience

Austrian accommodation statistics provide information about the number of arrivals and nights spent in rented accommodation establishments in Austria. The data is based on a cut-off sample. About 1600 municipalities (two third of the total number of municipalities) are selected according to the number of nights spent (at present the threshold is 1000 nights spent per year) and report the data to Statistics Austria. The data includes all rented accommodation establishments, i.e. no threshold concerning the number of beds per establishment is applied.

The results of the accommodation statistics show the importance of rented private accommodation in Austria. Based on Regulation 692/2011, Austria reported to Eurostat 77.16 million nights spent by non-residents in 2012, but this figure only represents 81% of the total number of nights registered in rented accommodation establishments, because in addition to the 77.16 million nights, 17.89 million nights were registered by non-residents in rented private accommodation establishments. So in 2012, 19% of the nights registered by non-residents in rented accommodation establishments in Austria were spent in rented private accommodation establishments, which are out of the scope of Regulation 692/2011.

Nights spent by non-residents in 2012

STAT		EUROSTAT	
Hotels und ähnliche Betriebe	61.360.031	Hotels are similar accommodation (55.1)	61.360.731
Gewerbliche Ferienwohnungen	7.419.852	Holiday and other short-stay accommodation (55.2)	11.565.684
Jugendherbergen, -gästehäuser	1.230.206		
Kinder- und Jugenderholungsheime	1.194.017		
Kurheime des Sozialversicherungsträger	3.487		
Private und öffentliche Kurheime	123.059		
Bewirtschaftete Schutzhütten	516.465		
Sonstige Unterkünfte	1.078.598		
Campingplätze	4.232.716	Camping grounds, recreational vehicle parks and trailer parks (55.3)	4.232.716
Privatquartiere nicht auf Bauernhöfen	3.367.933	Rented private accommodation establishments	
Privatquartiere auf Bauernhöfen	1.379.076		
Ferienwohnungen/-häuser (privat) nicht auf Bauernh.	10.900.684		
Ferienwohnungen/-häuser (privat) auf Bauernhöfen	2.245.793		
Total	**95.051.917**		**77.198.431**

Box 2.2-2: "Below threshold establishments" – Finnish outline for calculation method

Finland will apply a limitation in the scope of accommodation statistics. The method to produce the annual estimate on number of nights spent at below threshold establishments has not yet been decided. The calculation method will be designed by experts in the Statistical Method unit of Statistics Finland. Accommodation establishment register of Statistics Finland, on which the Finnish monthly data collection is based, constitutes the methodological framework for estimation. In this specific register, small and below threshold accommodation establishments are also included (though not regularly updated due to scarce resources).

There are few possibilities to produce the estimate on the below threshold establishments:
1. census
2. annual sample survey (rotating)
3. sample survey every 3-5 years and estimates for years in between

> 4. statistical estimation based on the capacity of small establishments (room, bed-places).

2.2.2   Non-rented accommodation

    📖   Annex I – Section 4

The scope of observation in non-rented accommodation includes the occupancy of dwellings by tourists, on a non-commercial basis, either as a service provided without charge by family or friends or on own account.

Typical examples are visits to relatives and friends, but this also includes owned dwellings (own vacation homes, secondary residences) or time share properties.

Box 2.2-3: Non-rented accommodation – Austrian experience

Estimation and results - see paper:
http://10thtourismstatisticsforum.ine.pt/xportal/xmain?xpid=INE&xpgid=tur_papers&PAPERSest_boui=101891400&PAPERSmodo=2.

2.2.2.1   *Accommodation provided by relatives and friends*

Reference 2.2-4: IRTS 2008 CG – Visitors staying with relatives and friends

6.27 […] there will be no economic measurement associated with this case because there is no additional production. Nevertheless, for the purpose of achieving coherence and consistency of demand with supply and in order to have a full picture of tourism accommodation, the number of stays and of overnights from the supply side might be estimated from the supply side using a household survey in which overnights spent within the home by visitors are measured.

    ⇨   Trips where the visitor stayed with relatives and friends should be included in tourism if they are outside the usual environment (see chapter 1.3). It is recommended to apply the cascade system (see 1.3.1) to exclude trips that fall within the usual environment.

2.2.2.2   *Own vacation (second) homes*

According to the IRTS 2008 (§2.28), *"trips to vacation homes are usually tourism trips"* (see 1.3.3). However all trips to vacation / second homes should be not considered as tourism: only those taking place outside the usual environment (distance, frequency, etc) fall in this category. Therefore, it is recommended to apply the cascade system (see 1.3.1) to exclude trips that fall within the usual environment (for instance frequent visits to a vacation home in the same municipality as the usual place of residence).

2.2.2.2.1   **Time-share**

Reference 2.2-5: IRTS 2008 – Time-share

3.37. While outright purchase of vacation or holiday homes has always been an alternative to using other types of short-term accommodation, more recently, new forms of acquisition and leasehold of

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holiday homes have emerged. These include timeshares, condo hotels, fractionals, private clubs and other forms of shared use and ownership that blur the line between what is described as paid accommodation and what is described as ownership of real estate or vacation homes. Given the nature and complexity of these arrangements it becomes difficult for the visitor to identify and inform precisely the type of accommodation or real estate services used.

6.24. Accommodation services are provided, either on a commercial (market) basis, that is as a paid service, though the price might be subsidized; or on a non-commercial (non-market) basis, either, as a service provided without charge by family or friends, or on own-account (owner-occupied vacation homes). Time-share properties also fall under the latter category but are treated differently.

⇨ Trips with time-share type accommodation should be included in tourism if they are outside the usual environment (see chapter 1.3). It is recommended to apply the cascade system (see 1.3.1) to exclude trips that fall within the usual environment.

2.2.2.2.2 Treatment of partly time-sharing and partly rented accommodation

In case of establishments that partly offer rented accommodation and partly time-share accommodation, which is considered to be non-rented accommodation, data on guests and overnights stay should be reported separately for both types of services. This means that for transmission to Eurostat data on the part available for rented accommodation will be included in particular NACE 55.10, 55.20 or 55.30 according to the type of accommodation (55.20 is the most likely category in this case), whereas data on time-share will fall in non-rented accommodation. However, in practice there can be underreporting (for instance because the respondent will not be able to distinguish the different parts).

Box 2.2-4: Finland – Experience on establishments combining time-share and rented accommodation

- The issue of establishments standing between rented and non-rented accommodation -

In Finland, the number of timeshare properties has been increasing during the last 10 years. In 2010, Finland's accommodation statistics include about 20 holiday resort establishments operating partly as time-sharing and partly as rented accommodation. Most of these units are operating under the management of one parent company that provide Statistics Finland monthly accommodation data from all these units. The company is an affiliate of a big international timeshare company that, among other things, provide timeshare exchange services for owners of time-share units. Part of these units provides combined accommodation services of three different types: spa hotel accommodation (NACE 55.10), lodging in rented holiday dwellings (NACE 55.20) and time-share properties. Occasionally or permanently (unsold timeshare weeks) unoccupied time share units are offered as paid short-term accommodation services for tourists on a daily or weekly basis. In Finland's accommodation statistics, time-share establishments are also classified in the category 55.20 (NACE, Rev. 2) Holiday and other short-stay accommodation. Some establishments are able to separate rented and non-rented accommodation (owners of condominium) while others record rented and owner occupied lodging together as it is not possible for the provider, without extra time-consuming manual work, to separate time-sharing and rented accommodation.

Establishments reporting together rented and non-rented accommodations are problematic as methodologically they incur double-counting. IRTS 2008 Chapter 6 D, para. 6.24 states: "Accommodation services are provided, either on a commercial (market) basis, that is a paid service, though the price might be subsidized or on non-commercial (non-market) basis, either as a service provided without charge by family or friends or on own account (owner-occupied vacation home). Time share properties also fall under the latter category but are treated differently."

Time-share properties are comparable to own holiday homes and should be included only in the demand side data collection. For a visitor it might be difficult in some cases to distinguish rented and non-rented accommodation. According to the International recommendations "Recently, it has been recognised that new forms of acquisition and leasehold of holiday homes have emerged. These include timeshares, condo hotels, fractionals, private clubs and other forms of shared use and ownership that blur the line between what is described as paid accommodation and what is described as ownership of real estate or vacation homes. Given the nature and complexity of these arrangements, it becomes difficult for the visitor to identify and inform precisely about the type of accommodation or real estate services used." (IRTS 2008, Chapter 3, para. 3.37).

In fact, there are essential differences between lodging at own vacation home and timeshare property. The right to use the timeshare property is limited to one or two fixed weeks per year. Besides the price paid when purchasing the timeshare property, the owner of a timeshare unit pays an annual maintenance fee. A commission has to be paid for timeshare exchange services. Most of these establishments are located in holiday resorts where a diversity of catering and recreational services is available, e.g. spas, golf, tennis, swimming pool, skiing etc.

All things considered, there are a lot of economic activities connected to timeshare business. The international standard classifications on activities and products are ambiguous especially regarding time-share properties. On the supply side, the special character of timeshare accommodation has been identified in the newly revised international classification of economic activities. ISIC Rev. 4 explicitly includes "time-share units" in subclass 5510 Short term accommodation activities. The same 4-digit subclass also includes hotels and other short term tourist accommodation, except for camping grounds, recreational vehicle parks and trailer parks which are included in subclass 5520. By contrast, NACE, Rev. 2 classification does not explicitly include time-share accommodation either in subclass 55.10 Hotels and similar accommodation, nor in 55.20 Holiday and other short-stay accommodation.

As regards revised international product classifications, CPA 2008 is consistent with CPC, Ver.2. CPA 2008 specifies time-share as a subclass of accommodation services at 6-digit level 552012 Room or unit accommodation services for visitors in time-share properties. In Section L Real estate services, there are three subclasses referring to time-share properties: 681012 Time-share properties sales or purchases services, 683112 Time-share properties sale services on a fee or contract basis and 683212 Time-share property management services on a fee or contract basis. Section N Administrative and support services has subclass 799031 Time-share exchange services.

2.2.2.3   Other types of non-rented accommodation

Although accommodation provided by relatives and friends (see 2.2.2.1) or own vacation homes (see 2.2.2.2) will account for most cases of trips spent at non-rented accommodation, other types can - inter alia - include tourism nights spent at a holiday home owned by one's employer (for instance in the framework of a company's social policy towards employees) – see also 3.4.8 "Main means of accommodation".

2.3 Variables for capacity (Annex I, Section 1)

2.3.1 Number of establishments

☰   Annex I – Section 1 and 3

A tourist accommodation establishment is defined as any facility that regularly or occasionally provides short-term accommodation for tourists as a paid service (although the price might be partially or fully subsidised).

Data at the level of a *local kind-of-activity unit* shall be reported. Indeed, given the local impact of tourism, data at the enterprise or group level does not give the needed detail.

The local kind-of-activity unit is considered as appropriate level because of the need to collect data by type of accommodation establishment. At this level, accommodation establishments which cover more than one NACE class (e.g. hotel which offers also camping site) will report arrivals and nights spent separately (following the example above, the establishment will report data separately for NACE 55.1 and 55.3). Another example could be the case of a large restaurant that also has 10 rooms for tourists as a secondary activity. In the business register, the enterprise will be filed under restaurants (probably because that's where the highest share of its turnover comes from). However, for tourism statistics, the secondary activity of accommodation is relevant – hence the need to look at the two kind-of-activity units of this enterprise in order to be able to capture its tourist accommodation activities (and the ensuing arrivals and nights spent). A similar case would be a farm renting out 4 rooms in an agro-tourism context.

<u>The maximum capacity (the number of tourist accommodation establishments) over the year should be reported</u>.

This maximum should be considered at the level of the establishment (not the peak month at aggregate level of 12 monthly figures). This implies counting all establishments no matter of when they are available, as long as they are available at one point during the year.

2.3.1.1 *Coherence and comparability with business demography data*

Data on the number of units in the tourist accommodation sector (i.e. NACE groups 55.1, 55.2 and 55.3) can also be obtained from other sources, in particular business demography and structural business statistics (SBS).

Although the same classification – NACE Rev. 2 – is used, several conceptual differences can lead to incoherence or limited comparability:

- exclusion of smaller or micro-enterprises because of the use of thresholds (only enterprises with 10 or more employees, only establishments with at least 10 bed places)
- different statistical unit (enterprise for business demography, local-kind-of-activity unit for capacity data in tourism statistics)
- different registers (see also 2.8.3, Table 2.8-2)

The table below compares the three sources (tourism statistics, business demography, structural business statistics), with different conclusions depending on the country.

Table 2.3-1: Number of units in the tourist accommodation sector: comparison of tourism statistics, business demography indicators and structural business statistics (2010)

	Tourism statistics: number of collective tourist accommodation establishments	Business demography: population of active enterprises	Annual detailed enterprise statistics (SBS) : number of enterprises	Difference business demography versus tourism statistics		Difference SBS versus tourism statistics	
Belgium	3 546	3 169	3 240	-377	-11%	-306	-9%
Bulgaria	2 272	3 734	3 177	1 462	64%	905	40%
Czech Republic	7 235	7 530	6 790	295	4%	-445	-6%
Denmark	1 066	1 502	1 480	436	41%	414	39%
Germany	53 532	55 336	43 600	1 804	3%	-9 932	-19%
Estonia	1 141	935	582	-206	-18%	-559	-49%
Spain	41 953	24 531	22 602	-17 422	-42%	-19 351	-46%
France	28 586	47 717	36 283	19 131	67%	7 697	27%
Italy	150 315	44 816	44 069	-105 499	-70%	-106 246	-71%
Cyprus	839	501	543	-338	-40%	-296	-35%
Latvia	628	761	754	133	21%	126	20%
Lithuania	553	1 245	1 188	692	125%	635	115%
Luxembourg	500	316	318	-184	-37%	-182	-36%
Hungary	2 954	3 336	2 936	382	13%	-18	-1%
Netherlands	6 954	7 194	7 155	240	3%	201	3%
Austria	20 339	17 324	14 436	-3 015	-15%	-5 903	-29%
Poland	7 206	22 286	12 843	15 080	209%	5 637	78%
Portugal	2 318	6 478	6 420	4 160	179%	4 102	177%
Romania	5 222	4 918	3 260	-304	-6%	-1 962	-38%
Slovenia	995	1 022	988	27	3%	-7	-1%
Slovakia	2 591	2 521	1 038	-70	-3%	-1 553	-60%
Finland	1 309	2 063	1 056	754	58%	-253	-19%
Sweden	4 104	5 178	5 167	1 074	26%	1 063	26%
United Kingdom	95 789	17 710	14 614	-78 079	-82%	-81 175	-85%
Total (24 MS)	*441 947*	*282 123*	*234 539*	*-159 824*	*-36%*	*-207 408*	*-47%*

Source: Eurostat (online data codes: tour_cap_nat, bd_9ac_l_form_r2, sbs_na_1a_se_r2)

Notes: (i) tourism: tourist accommodation establishments (NACE groups 55.1+55.2+55.3), business demography: active enterprises in NACE division 55, SBS: enterprises in NACE groups 55.1+55.2+55.3; IE, EL, HR and MT: no complete dataset available.

2.3.2   Number of bed places

📖   Annex I – Section 1 and 3

The number of bed places in a tourist accommodation establishment is determined by the number of persons who can stay overnight in the beds set up in the establishment, ignoring any extra beds that may be set up upon customer request[53].

The term bed place applies to a single bed; a double bed is counted as two bed places. The unit serves to measure the capacity of any type of accommodation.

A bed place is also a place on a pitch or on a mooring in a boat to accommodate one person. One pitch for camping / tent, caravan or similar shelter and one mooring for boat should be counted for 4 bed places if the actual number of bed places is not known.

<u>The maximum capacity (the number of bed places) over the year should be reported excluding extra beds</u>.

This maximum should be considered at the level of the establishment: the peak value for the individual establishment, not the peak month at aggregate level for e.g. a NACE and/or region. This implies counting all bed places (excluding extra beds) no matter of when they are available, as long as they are available at one point during the year.

Example: *Hotel "A" had a capacity of 200 bed places at the beginning of the year. After a reconstruction in May the capacity has increased to 250 bed places. There were no other changes of capacity till the end of the year.*
Hotel "B" had capacity of 100 in January but it reduced the number of bed during the year (in October) to 50 bed places. There were no other changes of capacity till the end of the year.
The capacity for this reference year reported to Eurostat should be 350 bed places = 250 (Hotel A) + 100 (Hotel B).

Box 2.3-1: Italy – Finding out the capacity of accommodation establishment

A declaration of starting activity of accommodation establishment (official document) and the following official updates can be one of the good sources for specifying the capacity (the number of bed places and bedrooms) as the Italian experience shows.

2.3.3   Number of bedrooms

📖   Annex I – Section 1 and 3

A bedroom in an accommodation establishment or dwelling is the unit formed by one room or groups of rooms which are rented by tourists as a whole (and constituting an indivisible rental).

Rooms may be single, double or multiple, depending on whether they are equipped permanently to accommodate one, two or several people.

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[53] Extra beds are nevertheless taking into account for counting the *number of nights spent* (and as a consequence also in the nominator for the *occupancy rate of bed places*, but not in the denominator – see also 2.4.4)

The number of existing rooms is the number that the establishment has available to accommodate guests (overnight visitors), excluding rooms used by non-tourists (e.g. the employees working for the establishment). If a room is used as a permanent residence (for more than a year) it should not be included either. Bathrooms and toilets do not count as a room.

An apartment is a special type of room. It should be counted as one unit / bedroom irrespective of the number of rooms (one or more) it consists of. It has a kitchen unit, its own bathroom and toilet. Apartments may be with hotel services (in apartment hotels) or without hotel services, then they should be classified accordingly (in NACE 55.1 and 55.2 respectively).

Cabins, cottages, huts, chalets, bungalows and villas shall be treated like apartments, i.e. to be count as one unit (e.g. one bedroom).

The maximum capacity (the number of bedrooms) over the year should be reported.

This maximum should be considered at the level of the establishment: the peak value for the individual establishment, not the peak month at aggregate level for e.g. a NACE and/or region. This implies counting all bedrooms no matter of when they are available, as long as they are available at one point during the year.

2.3.4   Number of establishments having one or more bedrooms accessible for persons with reduced mobility

Triennial variable, first reference year: 2015.

[to be completed following expert consultations and/or Task Force discussions in 2014]

2.4 Variables for occupancy (Annex I, Section 2)

2.4.1   Number of nights spent

 📖 Annex I – Section 2, 3 and 4

A night spent (or overnight stay) is each night a guest / tourist (resident or non-resident) actually spends (sleeps or stays)[54] in a tourist accommodation establishment or non-rented accommodation.

Normally the date of arrival is different from the date of departure but persons arriving after midnight and leaving on the same day are included in overnight stays[55]. A person should not be registered in two or more accommodation establishments at the same time. The overnight stays of non-tourists (e.g. refugees) should be excluded, if possible.

 🔔 Although extra beds should not be counted in the capacity, nights spent in extra beds should be included in occupancy figures.

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[54] Or each night a guest / visitor is registered (his/her physical presence there being unnecessary). Indeed, the reporting units will not be in a position to verify whether the guest who registered actually stayed in the room.

[55] Little information is available on how such cases are treated in the Member States. Italy recommends tourist accommodation establishments to allocate arrivals after midnight to the previous day.

🔔 The same rule (to be included in occupancy data) is applied for young children who do not occupy a bed (e.g. baby sleeping in a small bed that parents carried with them). It means that the number of nights spent are counted although there is not a bed for those overnights.

🔔 Monthly data (Annex I – Section 2B): when a stay of a guest in a tourist accommodation establishment overlaps two or more months (ends in different month then started), nights spent should be reported (proportionally) in both months.

Example: *A guest stayed overnight at a hotel from 28 May to 2 June. It was 5 nights spent in total and the hotel will report 4 nights in May and 1 in June.*

2.4.2 Arrivals of residents and non-residents

📖 Annex I – Section 2 and 3

An arrival is defined as a person (tourist) who arrives at a tourist accommodation establishment and checks in or arrives at non-rented accommodation. But in the scope of the Regulation concerning European statistics on tourism, this variable is not collected for the latter type of accommodation.

No age limit is applied: children are counted as well as adults, even in the case when the overnight stays of children might be free of charge.

Arrivals are registered by country of residence of the guest and by month.

The arrivals of same-day visitors spending only a few hours during the day (no overnight stay, the date of arrival and departure are the same) at the establishment are excluded from accommodation statistics.

🔔 In practice, it may not be possible in all cases to register a guest according to the country of *residence* therefore registration according to guest's passport or other identity card (= nationality) can be an option as well.

🔔 Monthly data (Annex I – Section 2B): Arrivals where the stay ends in the following / different month (and nights are reported for two or more months) are to be included in the month of arrival of a guest. This rule is applied although it may distort an average number of nights spent in particular month or period.

Example: *A guest stayed overnight at a hotel from 28 May to 2 June. It was 1 arrival and 5 nights spent in total. The hotel will report 1 arrival (guest) and 4 nights in May and no arrival and 1 night in June.*

Average number of nights spent in May will be 4/1 = 4 but in June it is not possible to calculate (1/0). Average number of nights spent in whole year will be 5/1 = 5.

> **Box 2.4-1: Estimation of the number of arrivals in absence of primary data – the Danish experience**
>
> In most countries, the reporting units provide at the same time information on the number of nights spent and on the number of arrivals at the establishments.
>
> Statistics Denmark asks the establishments only for the number of nights spent ; the number of arrivals is estimated by dividing the number of nights spent by the average number of days that a certain nationality usually spends at a given accommodation type in a given month. The latter information is obtained from VisitDenmark (the national tourist board) and HORESTA (the national trade association for the hotel, restaurant and tourism industry).
>
> Example: There were 21 000 Swedish nights spent in the month of May in Denmark. The average Swede spends 7 days in Denmark. The number of arrivals is then 21 000/7 = 3000

2.4.3 Occupancy rate of bedrooms[56][57]

    📖 Annex I – Section 2 and 3 *(Limitation: this variable concerns establishments classified as NACE 55.1 only)*

The occupancy rate of bedrooms in the reference period is obtained by dividing the total number of bedrooms used during the reference period (i.e. the sum of the bedrooms in use per day) by the total number of bedrooms available during the reference period (i.e. the sum of bedrooms available per day). The result is multiplied by 100 to express the occupancy rate as a percentage.

    🔔 Occupancy rate should be calculated on the basis of the monthly capacity and not on the annual one. In other words, the denominator should be the actual available bedrooms during the reference month.

    🔔 There are two ways/approaches to calculate occupancy rate. The first approach focuses on bedroom(s) and counts when (the number of days) the bed was occupied. The second approach tracks days and counts how many bedrooms were occupied in each day during the reference period.

2.4.3.1   First calculation method (approach from the point of view of bedrooms)

> **Formula 2.4-1: Occupancy rate of bedrooms**
>
> $$ORBR = \sum_{i=1}^{n} rdo_i \; / \sum_{i=1}^{n} RDA_i$$

---

[56] This section and section 2.4.4 included contributions provided by the Czech Republic Statistical Office and the Swiss Federal Statistical Office.

[57] Information on Spanish occupancy rate calculation can be obtained from the INE website. [http://www.ine.es/en/daco/daco42/ocuphotel/notaeoh_08_en.pdf]

  Estimators are calculated with weekly information plus XML files and also with weekly information, monthly information plus XML files (of course, all indicators can also be calculated without XML data).

Where: ORBR – **O**ccupancy **r**ate of **b**ed**r**ooms

rdo$_i$ (**r**oom-**d**ays **o**ccupied) – the number of days during which room *i* is occupied in the reference period

RDA$_i$ (**r**oom-**d**ays **a**vailable) – the number of days during which room *i* is available in the reference period

i – the room number (sequential numbers *1* through *n*)

n - total number of available rooms in the establishment

The rates are generally calculated with an accuracy of one decimal.

Example: *A hotel has a capacity of 100 bedrooms (all rooms are available for checking-in), of which 50 rooms were occupied the whole month of June and the remaining rooms (50) were occupied only during half of the month of June (i.e. 15 days). Each one of 50 rooms (say room numbers 1 through 50) are occupied during 30 days, i.e. for these rooms, the total number of bedroom days occupied is 50 * 30 = 1500 (sum of the 50 bedrooms per day during 30 days). Each one of the remaining rooms (room numbers 51 through 100) are occupied during 15 days, i.e. for these rooms the total number of bedroom days occupied is 50 * 15 = 750 (sum of the 50 bedrooms per day during 15 days). The total number of bedroom days available during the reference period, the month of June, is 100 * 30 = 3000 (sum of the 100 bedrooms per day during 30 days).*

According to the formula above occupancy rate of bedrooms in the month of June will be the following:

$$ORBR = \left(\sum_{i=1}^{50} 30 + \sum_{i=51}^{100} 15 \right) / \sum_{i=1}^{100} 30 = (1500 + 750) / 3000 = 0,75 = 75,0\%$$

2.4.3.2   Second calculation method (approach from the point of view of days)

Formula 2.4-2: Occupancy rate of bedrooms

$$ORBR = \sum_{i=1}^{n} rod_i / \sum_{i=1}^{n} RAD_i$$

Where: ORBR – **O**ccupancy **r**ate of **b**ed**r**ooms

rod$i$ (**r**ooms **o**ccupied on **d**ay) – the number of bedrooms that are occupied (used) on day *i*

RADi (**r**ooms **a**vailable on **d**ay) – the number of bedrooms that are available on day *i*

i – the day number (sequential numbers *1* through *n*)

n - total number of days in the reference period

The rates are generally calculated with an accuracy of one decimal.

Example: *A hotel has a capacity of 100 bedrooms (all rooms are available for checking-in), of which 50 rooms were occupied the whole month of June and the remaining rooms (50) were occupied only during half of the month of June (i.e. 15 days). On each one of 15 days (say day number 1 through 15) 100 rooms were occupied (i.e. 100 * 15 = 1500 room-days) and on each one of the remaining 15 days (16 through 30) 50 rooms were occupied (i.e. 50 * 15 = 750 room-days). Therefore, the indicator "rod" is 1500 + 750 = 2250 and it means room-days occupied. The total number of bedrooms available per day is 100 and the month of June has 30 days, which is in total 100 * 30 = 3000 room-days available (it represents the indicator of "RAD").*

According to the formula above, the occupancy rate of bedrooms for June will be:

$$ORBR = \left(\sum_{i=1}^{15} 100 + \sum_{i=16}^{30} 50 \right) / \sum_{i=1}^{30} 100_i = (1500 + 750) / 3000 = 0,75 = 75,0\%$$

2.4.4 Occupancy rate of bed places

  📖   Annex I – Section 2 and 3 *(Limitation: this variable concerns establishments classified as NACE 55.1 only.)*

The occupancy rate of bed places in the reference period is obtained by dividing the total number of overnight stays during the reference period by the number of the bed places on offer (excluding extra beds[58]) and the number of days when the bed places are actually available for use (net of seasonal closures and other temporary closures for decoration, by police order, etc.) during the reference period. The result is multiplied by 100 to express the occupancy rate as a percentage.

  🔔   Extra beds are excluded from the formula[59]. This means that the occupancy rate can be bigger than 100%.

  🔔   Similar as in case of occupancy rate of bedrooms, there are two ways/approaches to calculate occupancy rate of bed places. The first approach focuses on bed(s) and the second approach tracks days.

2.4.4.1 First calculation method (approach from the point of view of bed places)

Formula 2.4-3: Occupancy rate of bed places

$$ORBP = ONS / \sum_{i=1}^{n} BDA_i$$

---

[58] It is recommended that Member States who deviate from this approach when calculating national occupancy rates, transmit the differences in methodology/calculation as metadata in order to inform the user on possible differences between data available nationally and data available at Eurostat.

[59] At the Tourism Statistics WG meeting held at Eurostat in June 2011, the majority of national delegates preferred to exclude the extra beds in the denominator, considering that an occupancy rate of more than 100% would be meaningful rather than disturbing information. Furthermore, reporting the number of available extra beds would create additional burden for the reporting establishments.

Where: ORBP – **O**ccupancy **r**ate of **b**ed **p**laces

ONS (**o**ver**n**ight **s**tays) – the number of overnight stays during the reference period

BDA$_i$ (**b**ed-**d**ays **a**vailable) – the number of days during which bed i (excluding extra beds) is available in the reference period

i – the bed place number (sequential number *1* through *n*)

n - total number of bed in the establishment (excluding extra beds)

Example 1 : some permanent and no extra beds were used

A hotel has capacity of 50 bed places (permanent) and 10 extra beds (all are available for checking-in). 40 permanent beds were occupied for the whole month (e.g. June), which means that 1200 overnight stays were recorded. No extra beds were used.

According to the formula above occupancy rate of bed places will be following:

$$ORBP = 1200 / \left(\sum_{i=1}^{50} 30 \right) = 1200 / 1500 = 0,8 = 80,0\%$$

Example 2 : all permanent and some extra beds were used

A hotel has capacity of 50 bed places (permanent) and 10 extra beds (all are available for checking-in). All permanent beds were occupied for the whole month (e.g. June) and moreover 5 extra beds were used for 15 days. This means that 1575 overnight stays were recorded.

According to the formula above occupancy rate of bed places will be following:

$$ORBP = 1575 / \left(\sum_{i=1}^{50} 30 \right) = 1575 / 1500 = 1,05 = 105,0\%$$

Example 3 : some permanent and some extra beds were used

A hotel has capacity of 50 bed places (permanent) and 10 extra beds (all are available for checking-in). 40 permanent beds were occupied for the whole month (e.g. June) and 5 extra beds were used for 15 days. This means that 1275 overnight stays were recorded.

According to the formula above occupancy rate of bed places will be following:

$$ORBP = 1275 / \left(\sum_{i=1}^{50} 30 \right) = 1275 / 1500 = 0,85 = 85,0\%$$

2.4.4.2   Second way of calculation (approach from the point of view of days)

Formula 2.4-4: Occupancy rate of bed places

$$ORBP = ONS / \sum_{i=1}^{n} BAD_i$$

Where: ORBP – **O**ccupancy **r**ate of **b**ed **p**laces

ONS (**o**ver**n**ight **s**tays) – the number of overnight stays during the reference period

BADi (**b**eds **a**vailable on **d**ay) – the number of beds (excluding extra beds) that are available on day *i*

i – The day number (sequential number 1 through *n*)

n - Total number of days in the reference period

The rates are generally calculated with an accuracy of one decimal.

Example: *A hotel has capacity of 50 bed places (permanent) and 10 extra beds (all are available for checking-in). All permanent beds were occupied for the whole month (e.g. June) and moreover 9 extra beds were used for 20 days. The number of overnight stays was 1680.*

According to the formula above occupancy rate of bed places will be following:

$$ORBP = 1680 / \left(\sum_{i=1}^{30} 50 \right) = 1680 / 1500 = 1,12 = 112,0\%$$

2.5 Breakdowns for capacity and occupancy

2.5.1   Type of locality

  📖 Annex I – Section 1, 2 and 3

2.5.1.1   Relevance

Regulation 692/2011 introduces two new breakdowns in accommodation statistics, namely the degree of urbanisation and the coastal or non-coastal character of the locality where the establishments are located. Within NUTS2 regions, annual capacity and occupancy data will be available for five different types of locality, three related to degree of urbanisation and – where applicable – two related to location near the sea.

The importance of these breakdowns for tourism policy (but also more specifically for rural development policy or maritime policy) is clear from the very first paragraph of the 2010 Commission Communication COM(2010)352 *"Europe, the world's No 1 tourist destination – a*

new political framework for tourism in Europe"[60]: 'Tourism is an economic activity capable of generating growth and employment in the EU, while contributing to development and economic and social integration, particularly of rural and mountain areas, coastal regions and islands, outlying and outermost regions or those undergoing convergence.'

The next two sections discuss the methodological concepts behind the two classifications for type of locality (a) and (b), i.e. *degree of urbanisation* and *location close to the sea* respectively.

2.5.1.2   Conversion tables

Conversion tables mapping individual LAU-2 units (local administrative unit, level 2) with the categories of both classifications for type of locality are prepared and regularly updated by Eurostat (together with DG REGIO)[61].

Ideally, the conversion tables should relate to the same reference date/year as the tourism indicators, for instance 31/12/2012 for the accommodation statistics for the year 2012. However, given the time needed for collecting the reference information (LAU-2 borders, population figures) and for compiling the conversion tables, the latest available conversion tables will often reflect the situation of the year X-1 or X-2 (for a reference year X).

When anomalies in the conversion tables are detected and notified by a Member State, Eurostat will take the necessary action to clarify the cases and propose ad-hoc solutions in due time.

2.5.2   Type of locality: degree of urbanisation[62]

  📖   Annex I – Section 1, 2 and 3

The degree of urbanisation is relevant as a stand-alone breakdown variable for tourism statistics, but is also used as a proxy for a distinction between urban and rural areas[63].

The degree of urbanisation was originally defined in the context of the Labour Force Survey (LFS) and has been in use since the 1990es for estimating LFS indicators by population density.

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[60] http://ec.europa.eu/enterprise/sectors/tourism/files/communications/communication2010_en.pdf

[61] The conversion tables are made available to the national compilers via RAMON, Eurostat's Metadata Server(http://ec.europa.eu/eurostat/ramon/miscellaneous/index.cfm?TargetUrl=DSP_DEGURBA), for the degree of urbanisation and via the extranet CIRCABC (registered access only) for the tourism-specific breakdown into coastal and non-coastal areas (https://circabc.europa.eu/w/browse/82a94445-c0ac-4000-8749-a3bf25d085d3 - path: *Circabc - ESTAT - tourism - Library - methodological_documents - Degree of urbanisation (Degurba) and Location close to the sea (coastal_non-coastal) conversion tables*).

[62] The text of this section is based on a document (E4/REG/2011/04) prepared by Eurostat Unit E-4 "Regional statistics and geographical information" for the Working Party on Regional Statistics and Rural Development, 4-5 October 2011, and an update of this document was presented to the Eurostat management on 21/02/2012.

[63] For the relevance of tourism on rural development policy, see f.i. §5.4 of Commission Communication COM(2010)352 *"Europe, the world's No 1 tourist destination – a new political framework for tourism in Europe"*: 'EU rural development policy is also of considerable importance to the tourism sector. Through the European Agricultural Fund for Rural Development (EAFRD), the Commission can support, among other things, the establishment of businesses active within rural tourism, the development and promotion of agri-tourism and capitalisation on the cultural and natural heritage of rural regions, including mountain areas.'

[http://ec.europa.eu/enterprise/sectors/tourism/files/communications/communication2010_en.pdf]

The concept of "urbanisation" was introduced to indicate the character of the area where the respondent lives.

The original classification was based on a criterion of geographical contiguity in combination with population density and a minimum population threshold applied directly to LAU-2 units (used as basic building blocks in this classification) and 2001 census data. This classification had some limitations due to the large variation in area of LAU-2 units, which also led to low comparability among countries. Therefore a new classification needed to be developed. In order to provide a consistent basis for the description of the different typologies of territory in all Commission publications and reports, a revision of the degree of urbanisation was carried out by the DG for Regional Policy (DG REGIO) and the DG for Agriculture and Rural Development (DG AGRI) in cooperation with the OECD, the Joint Research Centre (JRC) and Eurostat. In 2011, DG REGIO and DG AGRI revised the *degree of urbanisation (DEGURBA) classification of Local Area Units level 2 (LAU-2)*. The new methodology classifies LAU-2 units based on a combination of criteria of geographical contiguity, population density and a minimum population threshold, this time applied to 1 km² population grid cells instead to the LAU-2 units as a whole. This approach based on mapping the territory by a grid square cell of 1 km² avoids distortions caused by using units varying in size and/or shape. The 1 km² grid is likely to become the future standard and has the benefit that it can easily be reproduced in countries outside the EU. For example, this classification can also be applied to EFTA Countries and Candidate Countries following the exact same approach.

Three types of area are defined using a combination of criteria (*geographical contiguity*, *population density* and a *minimum population threshold*) based on population grid square cells of 1 km². These grid cells all have the same shape and surface, which avoids distortions caused by using units varying in size[64].

The three categories to be used for the classification *type of locality (a)*, referring to the degree of urbanisation of the local administrative unit, level 2 (LAU-2) where the tourist accommodation establishments are located, are *densely populated areas*, *intermediate areas*, and *thinly populated areas*. The degree of urbanisation classifies all LAU-2's (local administrative units – level 2) as follows:

(1) **Densely populated area** (alternative names: cities/large urban areas)

➲ At least 50% lives in high-density clusters[65]

(2) **Intermediate density area** (alternative name: towns and suburbs/small urban area)

➲ Less than 50% of the population lives in rural grid cells and less than 50% lives in high-density clusters

(3) **Thinly populated area** (alternative name: rural area)

➲ More than 50% of the population lives in rural grid cells

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[64] The 1 km^2 population grid has been prepared with the help of a joint undertaking of the JRC and the GEOSTAT project (Eurostat), with the help of a number of Member States. A grid based on geo-coding address locations and population register data is available for Denmark, Sweden, Finland, Austria, the Netherlands, Slovenia and Norway and therefore the classification is based on those 'bottom-up' grids in these Member States. For the remaining countries, the classification relies on the population disaggregation grid created by the JRC (version 5) based on LAU-2 population and CORINE land cover.

[65] Furthermore, each high-density cluster should have at least 75% of its population in densely populated LAU-2's. This also ensures that all high-density clusters are part of at least one densely populated LAU-2, even when this cluster represents less than 50% of the population of the LAU-2.

In the above, the following definitions are used (see also Figure 2.5-1):

- "High-density cluster": contiguous[66] grid cells of 1 km2 with a density of at least 1 500 inhabitants per km2 and a minimum population of 50 000;

- "Urban clusters": clusters of contiguous[67] grid cells of 1 km2 with a density of at least 300 inhabitants per km2 and a minimum population of 5 000;

- "Rural grid cells": grid cells outside urban clusters.

Figure 2.5-1: Map of the type of clusters
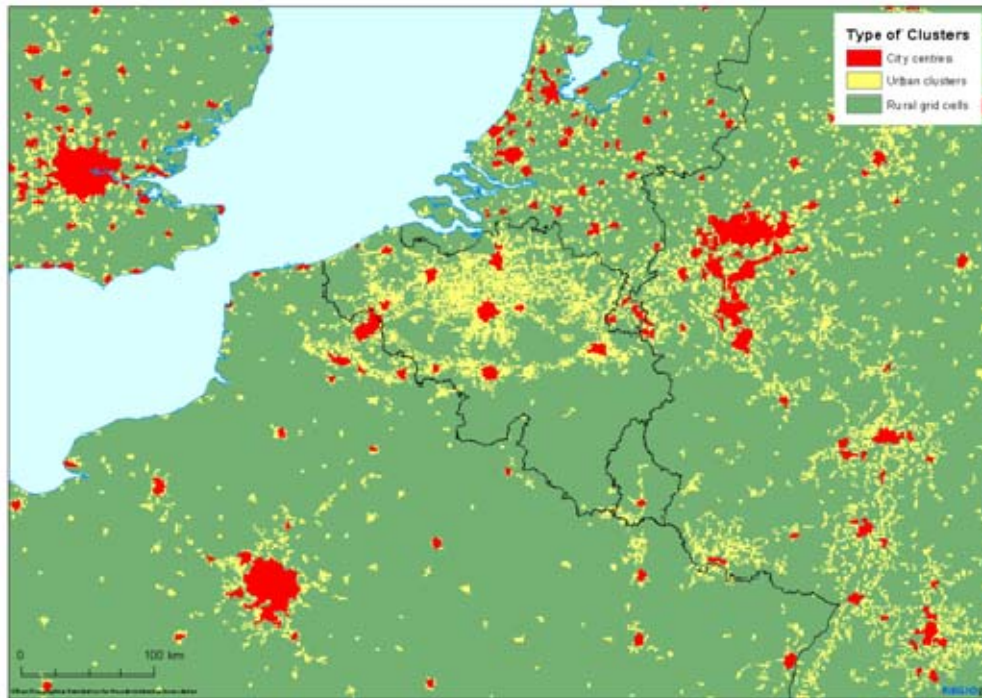
In order to classify properly LAU-2's based on the grid cell approach described, a few additional correction rules must be provided:

- If the LAU-2's do not have a raster equivalent, they are classified according to the share of territory in rural grid cells and high-density clusters.

- Thinly populated LAU-2's may be classified as intermediate or densely populated due to border effects if rural grid cells cover most of the territory. For that reason, LAU-2's with a population below 5000 inhabitants[68] and 90% of its area in rural grid cells are reclassified as rural area.

- Very small densely populated LAU-2's may be classified as thinly populated due to the coarse[69] resolution of the population grid. For that reason, LAU-2's with an area less than 5

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[66] Contiguity for high-density clusters does not include the diagonal (i.e. cells with only the corners touching) and gaps in the cluster are filled (i.e. cells surrounded by high-density cells).

[67] Contiguity for urban clusters does include the diagonal (i.e. cells with only the corners touching). Gaps in the urban cluster are not filled (i.e. cells surrounded by urban cells).

[68] Please note that this threshold refers to the population in the LAU-2, whereas the threshold used in the definition of an urban cluster refers to the set of contiguous grid cells – the cluster – which may cover cells belonging to several LAU-2's.

[69] "Coarse" in relation to the small area of these particular LAU-2's.

km² but with a share of surface outside rural grid cells higher than 30 % are reclassified as intermediate density or densely populated according to the share of the correspondent cluster.

As LAU-2's vary considerably in area, this methodology will lead to a closer match between a high-density cluster and densely populated LAU-2's in countries with small LAU-2's than in those with large LAU-2's. To take this difference into account, the classification can be adjusted as following:

- A densely populated LAU-2 can be classified intermediate as long as 75% of its high-density cluster population remains in densely populated LAU-2's.

- A thinly populated or intermediate density LAU-2 can be classified as densely populated if it belongs to a group of LAU-2's with a political function and if the majority of the population of this group of LAU-2's lives in a high-density cluster.

A LAU-2 consists of municipalities or equivalent units in the 28 EU Member States and corresponds to the following entities:

Belgium: Gemeenten / Communes

Bulgaria: Naseleni Mesta

Czech Republic: Obce

Denmark: Kommuner (99 LAU-1 entities, instead of 2 320 LAU-2 Sogne)

Germany: Gemeinden

Estonia: Vald, Linn

Ireland: DEDs / Wards

Greece: Demos / Koinotita (1 035 LAU-1 entities, instead of 6 130 LAU-2 Demotika diamerismata)

Spain: Municipios

France: Communes

Italy: Comuni

Croatia: Općine

Cyprus: Dimoi, koinotites

Latvia: Pilsētas, novadi, pagas

Lithuania: Seniūnijos

Luxembourg: Communes

Hungary: Települések

Malta: Kunsilli

The Netherlands: Gemeenten

Austria: Gemeinden

Poland: Gminy

Portugal: Freguesias

Romania: Communes + Municipiu + Orajse

Slovenia: Občine

Slovakia: Obce

Finland: Kunnat / Kommuner

Sweden: Kommuner

United Kingdom: Wards (or parts thereof)

Iceland: Sveitarfélag

Norway: Kommuner

Switzerland: Gemeinden / Communes / Comuni

Turkey: Köy

Table 2.5-1: Distribution of LAU-2's over the different DEGURBA categories

Country	Total number of municipalities (~ LAU2)	Degree of urbanisation (type of locality A)			
		Densely populated areas DEG1	Intermediate areas DEG2	Thinly populated areas DEG3	Not classified
EU-28	113 102	8 178	15 955	88 579	390
BE	589	35	316	238	
BG	5 302	19	179	5 104	
CZ	6 251	20	461	5 770	
DK*	99	20	20	59	
DE	11 255	125	2 640	8 475	15
EE	226	3	17	206	
IE	3 441	493	158	2 790	
EL*	1 035	57	119	859	
ES	8 116	136	730	7 250	
FR	36 684	2 185	2 336	32 163	
HR	556	5	74	477	
IT	8 092	270	2 324	5 498	
CY	614	23	26	383	182
LV	119	4	19	96	
LT	540	36	19	485	
LU	106	1	15	90	
HU	3 154	10	256	2 888	
MT	68	27	27	14	
NL	415	53	248	114	
AT	2 357	6	364	1 987	
PL	2 479	74	447	1 958	
PT	4 260	561	704	2 995	
RO	3 181	34	315	2 832	
SI	211	2	38	171	
SK	2 927	45	237	2 645	
FI	336	10	49	277	
SE	290	24	87	179	
UK	10 399	3 900	3730	2 576	193
LI	11	0	11	0	
IS	76	8	16	52	
NO	429	6	58	365	
CH	2 540	81	799	1 615	45

* Classification at LAU-1 level instead of LAU-2.

This information does not necessitate an additional burden on the responding enterprises as the variable can be obtained by recoding existing information such as zip code, municipality code or postal code. The conversion tables converting these entities into the three degrees of urbanisation are available on RAMON, Eurostat's Metadata Server[70]. Eurostat Unit E-4 (Regional

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[70] See http://ec.europa.eu/eurostat/ramon/miscellaneous/index.cfm?TargetUrl=DSP_DEGURBA. See also §2.5.1.2.

statistics and geographical information) is responsible for the coordination, implementation and updates[71].

2.5.3   Type of locality: location close to the sea

📖   Annex I – Section 1, 2 and 3

Given the substantial contribution of the tourism industry to the local economy and labour market in coastal areas, tourism statistics are of a high relevance in the framework of the EU's integrated maritime policy[72].

Reference 2.5-1: Coastal areas, coastal regions

European Parliament, "The Impact of Tourism on Coastal Areas: Regional Development Aspects" [http://www.europarl.europa.eu/meetdocs/2004_2009/documents/dv/pe_397260_/pe_397260_en.pdf]

Eurostat, Statistics in Focus 47/2009, "Nearly half of the population of EU countries with a sea border is located in coastal regions" (tourism, see p. 10) [http://epp.eurostat.ec.europa.eu/cache/ITY_OFFPUB/KS-SF-09-047/EN/KS-SF-09-047-EN.PDF]

Eurostat, Statistics in Focus 38/2010, "Portrait of EU coastal regions" (tourism, see p.7-8, 10) [http://epp.eurostat.ec.europa.eu/cache/ITY_OFFPUB/KS-SF-10-038/EN/KS-SF-10-038-EN.PDF]

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[71] Two different types of updates are needed for this classification:

(i) updates due to changes on the LAU-2 lists,

(ii) updates due to changes on the population grid.

These two types of updates have different nature and circumstances:

The *update of the LAU-2 boundaries* is needed so that each LAU-2 unit can be associated with a certain degree of urbanisation, i.e. it is indispensable for the implementation of the classification. This could require frequent updates in a few countries which base LAU-2 on administrative entities subject to frequent re-definition. Therefore, National Statistical Institutes (NSIs) are better placed to update LAU-2 boundaries on their own, with the frequency required by national circumstances (e.g. every one or two years). Eurostat will then only need to be notified of these updates.

Eurostat in cooperation with DG REGIO has elaborated some general guidelines (see *Annual Update of the Degree of Urbanisation due to Changes in the LAU Boundaries*) so that NSIs are able to classify or reclassify LAU-2 units subject to changes. If needed, Eurostat will provide additional help to countries. Eurostat is considering the inclusion of the degree of urbanisation classification in the annual transmission of LAU-2 lists. This may be a way of receiving the information for country updates in LAU-2 boundaries.

The *update of the population grid* regards the relevance of the classification; less frequent updates are expected (because population evolves slowly) or are desirable (to maintain consistency in time). As more co-ordination is needed for the update of the population grid, the Commission will take the lead in this case. In addition, as the distribution of population is expected to be relatively stable, there is no need to update it annually. Therefore, updates of the population grid will be carried out by Eurostat (GISCO team, Unit E-4) with the latest data available every four or five years approximately. The next update is foreseen for population of reference year 2011. A complete population grid should be available for this reference year in 2014, allowing the modification to be used starting in January 2015.

[72] See f.i. §4.3 of Commission Communication COM(2007)575 *"An Integrated Maritime Policy for the European Union"* 'The sea is determinant for coastal and maritime tourism, which has been a major catalyst for economic development in coastal areas of Europe. The Commission will work more actively with stakeholders in developing a sustainable tourism policy that takes coastal and maritime tourism into account.' [http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=COM:2007:0575:FIN:EN:PDF]

Regulation 692/2011 includes a breakdown of the accommodation statistics (annual data only) by type of locality, referring to the location close to the sea of the municipality (or equivalent local administrative unit) where the tourist accommodation establishments are located (see Annex I, Section 3.C).

The two categories to be used for type of locality (b), referring to the location close to the sea of the municipality (or equivalent local administrative unit) where the tourist accommodation establishments are located, are the following:

- ▪ Coastal
- ▪ Non-coastal

Consultations within the European Commission (in the period 2008-2010) have showed that the maritime policy has many different stakeholders, with diverging opinions on how maritime or coastal areas need to be defined, depending on their discipline (environmentalists, biologists, transport economists, etc.). The requirements go from a very narrow to a very broad concept. For certain users, distinguishing coastal regions at NUTS 2 or NUTS 3 level would be sufficient (but this is often linked to the data availability for other statistics, e.g. structural business statistics); this approach makes the entire territory of Denmark "coastal", all but one region of Ireland, the entire north of Sweden and Finland, the entire south of Italy.

For tourism analysis, NUTS3 regions are too big since tourism linked to the proximity of the sea will normally stretch only a few kilometres inland and not necessarily have an impact on an entire NUTS3 region. The approach taken is to look at the LAU-2 level (~ municipality level) and identify coastal and non-coastal areas within each NUTS2 region. The coastal areas are <u>group of municipalities</u> that are *bordering the sea* or *close to the sea*.

2.5.3.1   Coastal regions[73]

Coastal regions are defined as standards statistical regions (NUTS 3 level), which have at least half of their population within 50 km of the coast. There are 446 coastal regions in the European Union belonging to 22 Member States[74]. 372 of these regions have a coastline ("bordering the sea"), 73 are near the sea but have no coastline, Hamburg has been added according to its strong influence on the coast.

2.5.3.2   Coastal areas

Analogous to the other type of locality (degree of urbanisation, see 2.5.2), coastal areas are based on the local area units or municipalities (LAU-2). <u>Coastal areas consist of municipalities (or equivalent local administrative units) that are bordering the sea or close to the sea</u>. Coastal areas and non-coastal areas are classified according to the distance of the municipality to the sea: if a municipality borders the sea, it is by default coastal (and part of a coastal region); if a municipality is not bordering the sea but has 50% of its surface within a distance of 10km from

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[73] Text based on Doc. ESTAT/E1/RD/09/022, presented at the Working Group meeting on Rural Development Statistics, held in Luxembourg on 19-20 November 2009 (item 12 of the agenda: development of an integrated maritime policy data-environment).

[74] It is self-evident that land-lock countries Czech Republic, Hungary, Luxembourg, Austria and Slovakia have no coastal areas.

the sea, it is also considered coastal; all other municipalities are non-coastal[75]. An example for the coastline of Belgium is included in Figure 2.5-2.

Figure 2.5-2: Coastal and non-coastal LAU-2 entities for Belgium
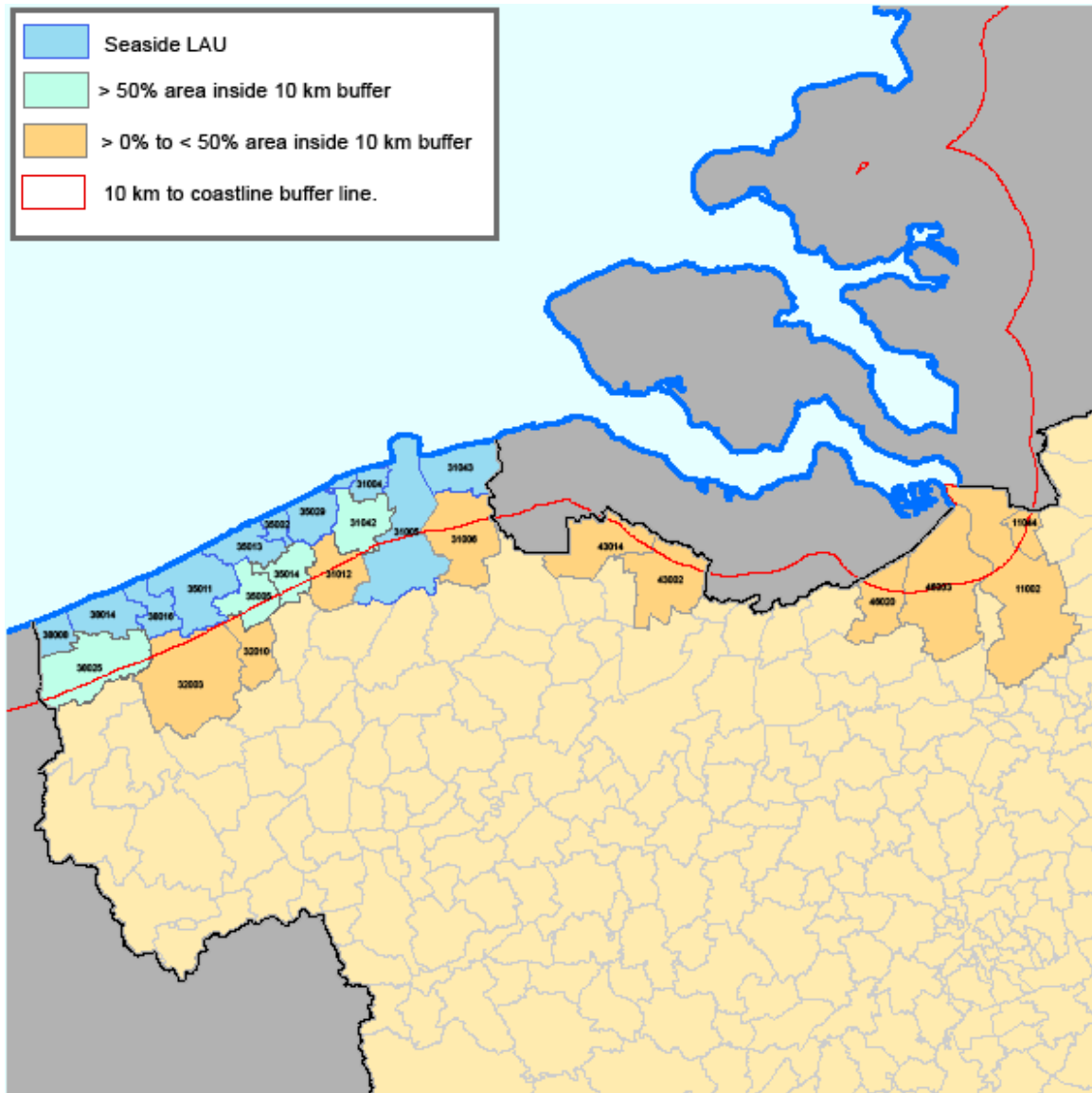
A list of coastal municipalities for each Member State has been made available by Eurostat via the CIRCA extranet within the ESS[76]. Updates to this list can be done on ad-hoc basis for existing LAU-2 (see also below) or at regular intervals whenever changes to the LAU-2 units (splits, mergers, etc.) have been made for the DEGURBA classification (see also 2.5.2).

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[75] Since coastal areas are a subgroup of coastal regions, non-coastal regions can not have coastal areas. This means that municipalities who are not bordering the sea but who have 50% of their surface within 10km of the sea will not be considered as coastal if they belong to a non-coastal region. Closer analysis showed that 67 municipalities in the EU belong to this group (of which 36 in Germany and 9 in Spain).

[76] Access for registered users only

[https://circabc.europa.eu/w/browse/82a94445-c0ac-4000-8749-a3bf25d085d3 - path: *Circabc - ESTAT - tourism - Library - methodological_documents - Degree of urbanisation (Degurba) and Location close to the sea (coastal_non-coastal) conversion tables*).]

Using the above definition/algorithm (and on the basis of reference information for the year 2012), 6 011 municipalities in the EU are bordering the sea and another 6 046 municipalities are not bordering the sea but have at least 50% of their surface within 10 km of the sea. In total for the EU-28, 12 090 municipalities (or nearly 11%) are located in coastal areas, ranging from 0.7% of the municipalities in Romania to 100% of the municipalities in Malta.

For an overview by country, see Table 2.5-2.

Table 2.5-2: Distribution of LAU-2's over the categories coastal / non-coastal

Country	Total number of municipalities (~ LAU2)	Location close to the sea (type of locality B)				
		Coastal CST_A	*Seaside*	*50% area on 10 km buffer*	Non-coastal NCST_A	Not classified
EU-28	**113 102**	**12 090**	*6 011*	*6 046*	**100 997**	**15**
BE	589	14	*10*	*4*	575	0
BG	5 302	102	*38*	*64*	5 200	0
CZ	6 251	0	*0*	*0*	6 251	0
DK*	99	85	*77*	*8*	14	0
DE**	11 255	595	*302*	*297*	10 645	15
EE	226	65	*56*	*9*	161	0
IE	3 441	1 254	*545*	*709*	2 187	0
EL*	1 035	523	*449*	*74*	512	0
ES	8 116	803	*467*	*307*	7 313	0
FR	36 684	2 102	*971*	*1 131*	34 582	0
HR	556	149	*128*	*21*	407	0
IT	8 092	1 147	*658*	*489*	6 945	0
CY	614	304	*121*	*183*	310	0
LV	119	19	*17*	*2*	100	0
LT	540	8	*7*	*1*	532	0
LU	106	0	*0*	*0*	106	0
HU	3 154	0	*0*	*0*	3 154	0
MT	68	68	*40*	*28*	0	0
NL	415	97	*64*	*33*	318	0
AT	2 357	0	*0*	*0*	2 357	0
PL	2 479	55	*40*	*7*	2 424	0
PT	4 260	759	*393*	*366*	3 501	0
RO	3 181	22	*18*	*4*	3 159	0
SI	211	3	*3*	*0*	208	0
SK	2 927	0	*0*	*0*	2 927	0
FI	336	82	*81*	*1*	254	0
SE	290	94	*87*	*7*	196	0
UK	10 399	3 740	*1 439*	*2 301*	6 659	0
LI	11	0	*0*	*0*	11	0
IS	76	66	*65*	*1*	10	0
NO	429	280	*278*	*2*	149	0
CH	2 540	0	*0*	*0*	2 540	0

* Classification at LAU-1 level instead of LAU-2.

** DE: Estimated values for the number of seaside municipalities and municipalities which have 50% of their area inside the 10 km buffer.

A number of special cases are treated on a case-by-case basis. This concerns mainly the definition of "coastline", for instance the treatment of fjords and river estuaries or small islands, see Figure 2.5-3 below. It was agreed with the Member States that exceptions to the above algorithm can be accepted for a limited number of country-specific situations.

Figure 2.5-3: Examples of borderline cases for the classification of coastal areas

Netherlands - Ijsselmeer: sea or inland water?
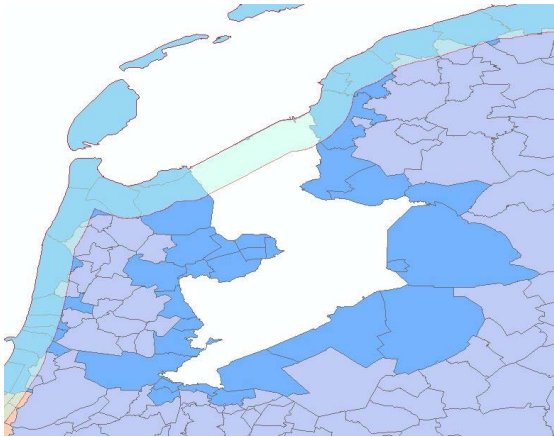
The 10km buffer follows the 'dam', while the 2010 municipalities' definition considers the inside of IJselmeer as sea. The communes next to IJseelmeer are "coastal" but the output of the algorithm does not include the ones with more than 50% of the area in a 10 km buffer around Ijselmeer.

Norway - fjörds
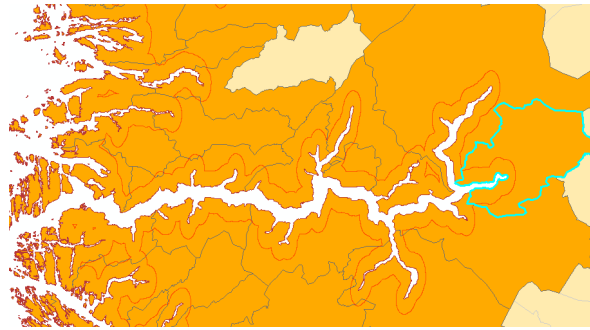
In the above example, the municipality of Årdal (blue lines) is at a distance of 150km from the open sea. Nevertheless, it can be a destination for visitors attracted by the (inland stretches of the) sea and therefore be considered as part of a coastal area.

Germany – Hamburg (1)
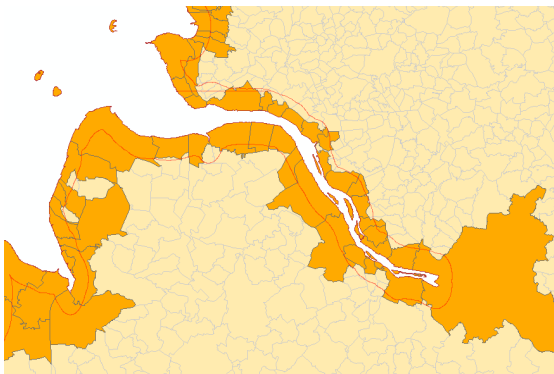
Depending on the inland point where an estuary stops being considered "sea", all the municipalities (incl. the city of Hamburg) in the above example that are along the Elbe are possibly part of coastal areas. However, the 2010 municipalities' definition considers most of the big estuary (navigable until Hamburg) as "inland water", not as "sea".

Germany – Hamburg (2)
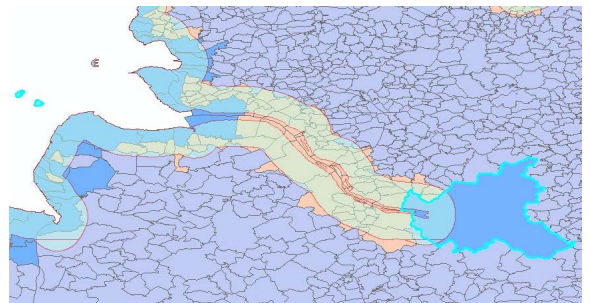
Even if the Elbe estuary is not defined as "sea" but as "inland water" (see map to the left), the city of Hamburg can nevertheless be defined as a "coastal area" because of some tiny islands (including the inhabited Insel Neuwerk) off the German coast that are under Hamburg administration – in other words, part of Hamburg is bordering the sea (which is a sufficient condition to be treated as "coastal").

2.5.4 Size class

   📖   Annex I – Section 1, 2 and 3 *(Variables with this breakdown are optional)*

The three categories to be used for size class, referring to the number of bedrooms in hotels and similar accommodation (NACE 55.1), are:

- small establishments: less than 25 bedrooms
- medium-sized establishments: between 25 and 99 bedrooms
- large establishments: 100 or more bedrooms

Please note that the Regulation includes an additional – but optional – breakdown of the large establishments into two groups: "100 to 249 bedrooms" and "250 bedrooms or more".

2.5.5 Countries and geographical areas

   📖   Annex I – Section 2 and 3

The categories to be used for the country or the geographical area of residence of guests staying at tourist accommodation establishments are:

- European Union (EU); to be reported separately: the Member States of the EU
- European Free Trade Association (EFTA); to be reported separately: Iceland, Norway, Switzerland (including Liechtenstein)
- other European countries (apart from EU or EFTA; not including Russia, Turkey, Ukraine)
- Russia
- Turkey
- Ukraine
- Africa; to be reported separately: South Africa
- North America; to be reported separately: United States of America, Canada
- South and Central America; to be reported separately: Brazil
- Asia; to be reported separately: People's Republic of China, Japan, Republic of Korea
- Australia, Oceania and other territories; to be reported separately: Australia.

2.5.6 NUTS

   📖   Annex I – Section 1 and 2

NUTS shall mean the common classification of territorial units for the production of regional statistics within the Union, as established by Regulation (EC) No 1059/2003 of the European Parliament and of the Council[77].

NUTS classification by country is available on RAMON, Eurostat's metadata server[78].

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[77] http://eur-lex.europa.eu/Notice.do?val=285326:cs&lang=en&list=285326:cs,&pos=1&page=1&nbl=1&pgs=10&hwords=&checktexte=checkbox&visu=#texte

[78] http://ec.europa.eu/eurostat/ramon/nomenclatures/index.cfm?TargetUrl=LST_NOM_DTL&StrNom=NUTS_22&StrLanguageCode=EN&IntPcKey=&StrLayoutCode=HIERARCHIC&CFID=2211652&CFTOKEN=6ad064c64fa1f5c4-3FA3557D-0BDA-A889-D505CB1DDA31F3FF&jsessionid=1e517953d405f06bce0a7b5f6f5c3b1c7ca3TR

2.6 Variables for non-rented accommodation

📖 Annex I – Section 4 (optional)

Only one variable, the number of tourists nights spent during the reference year, is required on an optional basis for this type of accommodation.

To collect data on residents staying in non-rented accommodation, a tourism household survey can be one option as a source of information. There are three categories of main means of accommodation which concern non-rented accommodation in the Regulation: own holiday home, accommodation provided without charge by relatives or friends and other non-rented accommodation.

Information on non-residents staying in non-rented accommodation could be collected via a border survey or a tourism household survey by including one question about providing non-rented accommodation to foreigners in any of the household's dwelling (primary or secondary). The later source cannot cover visits to holiday homes owned by non-residents themselves.

2.7 Breakdowns for non-rented accommodation

📖 Annex I – Section 4 (optional)

The variable, the number of tourists nights spent during the reference year, shall be broken down by country of residence of the visitors as far as EU residents are concerned, while visitors residing outside the EU shall be grouped in a single additional category.

2.8 Production methodology

This chapter outlines information about the production process needed for collecting and compiling tourism statistics.

The information is illustrated with the practices in European countries, which were provided by all EU-27, EFTA and Candidate countries within the context of the metadata and quality reporting (MQR) exercise for the supply side of tourism statistics. This exercise took place in 2010. The results from the MQR cover the reference period of 2008.

This section will be updated using metadata for the reference year 2012 after this metadata has been transmitted by the Member States and validated by Eurostat.

2.8.1   Timetable

In the Regulation concerning European statistics on tourism (Art. 9)[79], transmission deadlines are as follows:

Monthly data

▪   8 weeks   ⇨ Annex I, Section 2, Heading D

           (Rapid key indicators: Nights spent – National level)

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[79] According to Directive 95/57/EC (Art. 7), Member States should transmit provisional monthly data within three months of the end of the reference period and final data within six months of the end of the reference period. For the annual data, this was six months and twelve months for provisional and final data respectively.

- 3 months ⇨ Annex I, Section 2, Heading B

  (Nights spent, Arrivals, Net occupancy rates – National level)

Annual data

- 6 months ⇨ Annex I, Section 1 and 2, Heading A

  (Establishments, Bed places, Bedrooms, Nights spent, Arrivals, Net occupancy rates – National level, NUTS level 2)
- 9 months ⇨ Annex I, Section 4 – optional data

  (Nights spent in non-rented accommodation – National level)

In order to have sufficient time for data validation, the phase of collecting data from data suppliers (accommodation establishments) should start as soon as possible after the end of the reference period. A majority of European countries set in 2008 the transmission deadlines for data suppliers (both for capacity and occupancy data and monthly and annual data) within 60 days after the reference period. There were around 15 countries that scheduled the deadlines for responding units within 10 days after the reference month/year.

Then, timeliness[80] depends on the transmission deadline for the collection phase and the time needed for data checking and validation. It varies across the European countries, half of the countries reported timeliness with 60 calendar days after the reference period (in 2008) and the rest more than two months among which there were some cases with very lengthy timeliness of over 150 days.

2.8.2   Reference period

A statistical variable measuring flow (a flow variable) refers to specific time periods and is measured over an interval of time (e.g. a month, a fiscal year, a calendar year or several calendar years), while a stock variable is measured at one specific time, and represents a quantity existing at that point in time.

Occupancy data (the number of nights spent and arrivals) belong to a group of flow variables and refer to specific month or specific calendar year. An example of a stock variable is capacity data (the number of establishments, bed places and bedrooms).

For the sake of comparability of data, it has to be explicitly decided how a variable measuring the stock will be obtained. There are several ways for setting down a reference period/time:

- a defined reference date like 01/01, 30/06, 31/12
- an average, a maximum or a minimum over more than one reference date

It is recommended that the reference period/date in terms of capacity data for the Regulation concerning European statistics on tourism should be <u>the maximum capacity over the reference year</u> (see 2.3.2).

The results from the MQR for reference year 2008 showed that only some countries applied this approach, the others linked the capacity figures to a specific date (31/05, 31/06, 31/08 and 31/12).

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[80] The timeliness of statistical outputs is the length of time between the event or phenomenon they describe and their availability.

2.8.3   Population frame

The population frame is a list, a map or other register where units of a population are registered. Ideally, the list should be exhaustive and without duplications.

There are several types of population frame for collecting information on rented accommodation establishments (e.g. statistical business register, administrative register, register or directory of tourism association). The table below shows the picture among European countries in 2008. It should be kept in mind that the use of other registers than the business register (used for business statistics) can jeopardise the comparability of tourism statistics with other domains or its integration in the overall statistical system (for instance the scope of observation can be different from the one used in Structural Business Statistics for the same NACE 55).

Table 2.8-1: Type of population frame for accommodation statistics (EU countries, 2008)

Type of population frame	# Countries
Administrative register	17
Statistical register of accommodation establishments	9
Statistical business register	8
List of communes	2

Source: The MQR exercise (reference year 2008)

2.8.3.1   Target population

The population about which information is to be sought (to which the data set refers to) is called target population.

The following two tables give an overview of the target statistical population.

Table 2.8-2: Target population for capacity of accommodation establishments (EU countries, 2008)

Target population (number) – capacity data	Hotels and similar establishments	Tourist camp-sites	Holiday dwellings	Other collective accommodation n.e.c.
Total	204 555	29 048	114 260	81 417
# Countries				
No such accommodation	0	1	3	1
No data available	0	1	3	2
No answer	1	1	1	1

Source: The MQR exercise (reference year 2008)

At the country level, the target population depends on the size of a country and the importance of tourism a particular region. The range of the number units by type of accommodation establishments in target population in 2008 was following:

- For *hotels and similar establishments* from 45 to 37 000
- For *tourist camp-sites* from 2 to 8 000
- For *holiday dwellings* from 38 to 66 0000
- For *other collective accommodation establishments* from 8 to 38 000

Table 2.8-3: Target population for occupancy of accommodation establishments (EU countries, 2008)

Target population (number) – occupancy data	Hotels and similar establishments	Tourist camp-sites	Holiday dwellings	Other collective accommodation n.e.c.
Total	201 413	25 766	91 661	79 672
# Countries				
No such accommodation	0	1	3	1
No data available	0	2	4	3
No answer	1	1	1	1

Source: The MQR exercise (reference year 2008)

2.8.3.2   Study population

Study population means the basic finite set of individuals you intend to study or the number of units initially selected from the population frame. In case of a census (instead of a sample survey) it equals to target population (see chapter 2.8.3.1) but in terms of sample surveys study population is lower.

The tables below give an overview on the study population.

Table 2.8-4: Study population for capacity of accommodation establishments (EU countries, 2008)

Study population – capacity data	Hotels and similar establishments	Tourist camp-sites	Holiday dwellings	Other collective accommodation n.e.c.
Total	197 148	28 809	112 102	73 117
# Countries				
No such accommodation	0	1	3	1
No data available	0	1	3	2
No answer	1	1	1	1

Source: The MQR exercise (reference year 2008)

Table 2.8-5: Study population for occupancy of accommodation establishments (EU countries, 2008)

Study population – occupancy data	Hotels and similar establishments	Tourist camp-sites	Holiday dwellings	Other collective accommodation n.e.c.
total	158 394	24 172	89 315	68 474
# Countries				
No such accommodation	0	1	3	1
No data available	0	2	4	3
No answer	1	1	1	1

Source: The MQR exercise (reference year 2008)

2.8.3.3   Coverage error

The quality of data very much depends on the quality of the population frame in the sense of the frame being complete and exhaustive (not under-covered) - which means that all units of interest are included in the frame - and the frame being up to date and without duplicated elements (not over-covered).

The results from the MQR exercise showed that a majority of countries had difficulties with the coverage errors of the population frame and in most of the cases with under-coverage, which was reported by 17 countries. Only 2 countries reported over-coverage of the population frame.

2.8.4   Census versus sample survey

Although tourism is a global phenomenon, users of statistical data on tourism are often interested in data for smaller/local areas. To be able to give reliable data not only at country level but also at lower level of NUTS (for small countries the NUTS 2 level is equal to NUTS 0 – country level), the survey needs to be very extensive or very often exhaustive.

Information from the MQR exercise revealed that there were seven countries that used sampling for collecting data on accommodation statistics in 2008. The following sampling designs were applied: systematic sampling with random start in every stratum (category and NUTS 3), stratified sample, cut off sample, quota sampling.

2.8.5   Type of survey

The main source for supply side statistics is business survey but in certain conditions other surveys can be applied like household survey or border survey.

In 2008, the majority of countries used business survey/census while 4 countries conduct the survey via local authorities or tourism bodies.

2.8.6   Statistical unit

There are several types/levels of statistical unit in statistics and it depends on the field for which data are collected. Moreover, in some cases more than one statistical unit can be covered (e.g. the primary statistical units are local authorities or tourism bodies and sub-units are local kind-of-activity units).

The following table presents the situation of statistical units in Europe.

Table 2.8-6: The type of the statistical unit (EU countries, 2008)

Statistical unit	# Countries			
	Hotels and similar establishments	Tourist camp-sites	Holiday dwellings	Other collective accommodation n.e.c.
Enterprise (e.g. hotel group)	1	1	1	1
Establishment (local unit)	12	10	7	9
Local kind-of-activity unit	19	18	17	18
Households	0	0	1	0
No such accommodation	0	1	3	1
No data available	0	1	3	2
No answer	1	2	1	2

Source: The MQR exercise (reference year 2008)

2.8.7   Threshold used

One of the challenges of the Regulation concerning European statistics on tourism is to try to reduce insufficient comparability of data because of the presence of various thresholds that are applied in accommodation statistics across the EU.

The Regulation refers to tourist accommodation establishments (breakdown by NACE groups 55.1, 55.2 and 55.3) with the possible threshold of 10 or more bed places or 10 or more pitches. Once a year, where limitation to the scope is applied, an estimate of the total number of nights spent shall be transmitted.

The following two tables illustrate the degree of harmonisation and give an overview of the different thresholds used in 2008.

Table 2.8-7: Threshold used for hotels, similar establishments, holiday dwellings and other collective establishments (EU countries, 2008)

Threshold	# Countries			
	Hotels and similar establishments	Similar establishments	Holiday dwellings	Other collective accommodation n.e.c.
No threshold[81]	17		17	20
5 beds	1		1	1
9 beds	1		1	2
11 beds	1		1	1
20 beds	1			1
40 beds	1			
4 bedrooms	1			
5 bedrooms		1		
6 bedrooms	1			
7 bedrooms		2		
8 bedrooms				1
10 bedrooms	4			1
11 bedrooms	1			
20 bedrooms			1	1
9 beds / 5 bedrooms	1			
10 beds / 5 bedrooms	1		1	1
11 beds / 6 bedrooms	1		1	1
16 beds / 8 bedrooms	1			
3 huts			1	
10 cottages			1	
5 cottages / 20 beds			1	
8 huts / 50 units				
3 houses / 4 beds in each			1	
No data available			3	2
No such accommodation			3	1

Source: The MQR exercise (reference year 2008)

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[81] It was not clarified if answer "no threshold" meant if every establishment was included, or if there was an implicit threshold in their reference frame/register (e.g. only hotels listed in a tourism register, and the obligation to register depends on having at least 3 bedrooms - which in practice excludes a lot of very small establishments like 2 bedroom bed & breakfasts, etc.).

Table 2.8-8: Threshold used for campsites (EU countries, 2008)

Threshold	# Countries
	Tourist camp-sites
No threshold	22
3 pitches	1
5 pitches	1
6 utilized space units	1
75 pitches	1
8 huts / 50 units	1
10 cottages or 10 electrical connection points for caravans	1
11 beds	1
20 bedrooms	1
No answer	1
No data available	1
No such accommodation	1

Source: The MQR exercise (reference year 2008)

2.8.8   Additional information collected

In order to satisfy data users' needs, countries collect information which goes beyond the scope of European legal acts. The following list shows the variables collected in accommodation statistics in 2008.

- Occupied rooms
- Purpose of trip (business or holiday)
- Information on conferences
- Services offered
- Statistics on marinas
- Number of persons employed
- Turnover
- Usage of bedrooms
- Information about personnel and prices
- Capacity of catering
- Quality Assurance rating
- Breakdowns by region of origin

2.8.9 Non-response rate

2.8.9.1 Unit non-response rate

The MQR exercise in 2008 showed that response rates of surveys on accommodation establishments ranged from 100% to 50%.

The tables below display an average response rate for capacity as well as occupancy surveys broken down by type of accommodation establishments.

Table 2.8-9: Unit non-response rate for capacity data

Unit response rate – capacity data	Hotels and similar establishments	Tourist camp-sites	Holiday dwellings	Other collective accommodation n.e.c.
Total	4%	12%	1%	3%

Source: The MQR exercise (reference year 2008)

Table 2.8-10: Unit non-response rate for occupancy data

Unit response rate – occupancy data	Hotels and similar establishments	Tourist camp-sites	Holiday dwellings	Other collective accommodation n.e.c.
Total	13%	26%	2%	8%

Source: The MQR exercise (reference year 2008)

In order to deal with unit non-response rate, several methods were applied of which an imputation of data from previous reference period was the most often used.

2.8.9.2 Item non-response rate

Hardly any item non-response was reported or it was not significant in 2008.

2.8.10 Grossing-up procedures for the number of units

Some examples of procedures for grossing-up reported in MQR exercise with the reference period of 2008 are listed below:

- Statistics were based (for all types) on a regression method by capacity and a correction by region.
- In order to gross-up the figures, the ratio of the number of bed places/beds of the net sample and the bed places/beds of the frame was used.
- Each non sampled unit (and non-respondent) was imputed on the basis of the replies of the respondents.
- For the first published data (t+20), results of the most important municipalities were set in relation to the corresponding municipalities' results of the previous year. The change rate served as the basis for calculating a first total result of the period, broken down into major variables. No grossing up method was used for the final data.

2.8.11   Sampling errors

The use of sample surveys unavoidably leads to sampling error. The sampling error reflects the fact that only a particular sample was surveyed rather than the entire population. To get an idea of the sampling error, it is required to compute this error for certain indicators[82]. Such information is not only necessary to decide whether the indicator is reliable enough to be published, but can also help to determine whether the sample size should be changed in future surveys for certain strata where a large sampling error was diagnosed.

In order to estimate accuracy[83] of statistical outputs the sampling error should be measured. The most suitable measure for assessing the variability of an estimator around its expected value is its coefficient of variation[84].

Eurostat can only calculate accuracy measures on the basis of a number of assumptions (e.g. stratified random sampling using the crossing of NACE and region as strata). Therefore, the Member States need to provide sampling error (or standard error) estimates taking into account the real sampling design and other sources of variability, at least for a selected set of indicators. It is recommended that tourism statisticians consult their national methodology experts in order to come to the optimal calculation method, taking into account national practices and national sampling designs.

Below are some examples of the coefficient of variation for selected variables reported in the MQR exercise for 2008 (reference period – peak months of 2008 in terms of occupancy):

- Number of arrivals in hotels and similar establishments = 0.3661; 0.7242
- Number of arrivals in other establishments = 0.7242; 0.3208; 1% to 5%
- Number of nights spent in campsites = 2% to 6%

Specific target margins ("the coefficient of variation for indicator A shall not exceed X percentage points of the overall proportions and shall not exceed Y percentage points for the breakdown B*C"), will be discussed in the course of 2012 and integrated in the final reporting template.

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[82] It should be noted that sampling error is not the only determinant for precision. Indeed, precision can also be affected by the level of unit-non response (the subset of respondents is smaller than the size of the original sample) or by other factors such as imputation for item non-response or calibration. As such, the calculation of precision measures (e.g. standard error) can also be relevant in the case of a census.

[83] The accuracy of statistical outputs in the general statistical sense is the degree of closeness of estimates to the true values.

[84] The coefficient of variation is defined as the standard error divided by the expected value of the estimator. It is the standard error in relative (percentage) terms.

2.9 Annexes

2.9.1   Metadata and quality reporting

   📖   Annex I – Section 1 and 2

Reference 2.9-1: Reg. 692/2011 concerning European statistics on tourism

Article 6 – Quality criteria and reports

1. Member States shall ensure the quality of the data transmitted.

2. For the purposes of this Regulation, the quality criteria as laid down in Article 12(1) of Regulation (EC) 223/2009 shall apply.

3. Every year, Member States shall provide the Commission (Eurostat) with a report on the quality of the data relating to the reference periods in the reference year, and on any methodological changes that have been made. The report shall be provided within 9 months after the end of the reference year.

4. In applying the quality criteria referred to in paragraph 2 to the data covered by this Regulation, the arrangements for and structure of the quality reports shall be defined by the Commission in the form of implementing acts. Those implementing acts shall be adopted in accordance with the examination procedure referred to in Article 12(2).

Reference 2.9-2: Commission Implementing Regulation 1051/2011

Annex I – Structure of quality reports

Arrangements and structure for providing metadata

Member States shall provide the Commission (Eurostat) with reference metadata in accordance with the Euro SDMX Metadata Structure, as defined in Commission Recommendation 2009/498/EC for the European Statistical System.

Member States shall provide the required metadata (including quality) in accordance with an exchange standard specified by the Commission (Eurostat). The metadata shall be provided to Eurostat through the single entry point or in such a form that the Commission (Eurostat) can retrieve it by electronic means.

Contents of the metadata and quality reports

The report shall include the following concepts and cover internal tourism (Annex I to Regulation (EU) No 692/2011) as well as national tourism (Annex II to Regulation (EU) No 692/2011)

(1) Relevance, including completeness as compared to user needs and data completeness as compared to the requirements and recommendations laid down in Articles 2, 3, 4 and 10 of Regulation (EU) No 692/2011.

(2) Accuracy, including coverage error (over-coverage and under-coverage), recall bias, classification error, item and unit non-response (broken down by type of unit non-response), imputation rate (for Section 2 of Annex II), sampling error and coefficients of variation for a set of leading indicators and breakdowns (as well as a description of the formulae or algorithm used

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to calculate the coefficients of variation) and data revision (policy, practice, impact on leading indicators).

(3) Timeliness, including information on the calendar for the production process until the publication of the results (first results, final and complete results).

(4) Punctuality, including information on the dates of transmission of the data to the Commission (Eurostat) as compared to the deadlines specified in Article 9(4) of Regulation (EU) No 692/2011 for all data deliveries relating to the reference year.

(5) Accessibility and clarity, including information on the release calendar for the main publications (paper and online) relating to the reference periods of the reference year.

(6) Comparability, including comparability between geographical areas, over time (break in series) and between statistical domains.

(7) Coherence, including coherence within the domain with data from other sources, coherence with other statistical domains, coherence between annual and infra-annual statistics.

(8) Cost and burden, including (where available) a quantitative/monetary and qualitative indication of the cost associated with the collection and production and the burden on respondents, and a description of recent or planned measures to improve cost efficiency and/or reduce respondent burden.

(9) Metadata relating to statistical presentation and statistical processing, including information on (where applicable) concepts, definitions and classifications used, sources used, population frame, target population, frequency of data collection, survey type and data collection methods, scope (and limitations to the scope), sampling design and methodology, grossing-up procedures, treatment of confidential data and disclosure control.

Metadata and quality reports (MQR) have been developed on the basis of existing reporting templates in different fields of business and social statistics within Eurostat. They are also based on quality reporting guidelines drawn up by Eurostat's Quality Unit and on metadata templates used for the Eurostat databases on the website.

Most of the required information should be readily available in the statistical offices. The results of the quality evaluation will also be a useful tool for internal purposes in the statistical offices.

2.9.1.1   Template for metadata and quality reports

The structure presented below follows the two standardised exchange formats used in the ESS (European Statistical System):
- ESMS (Euro SDMX Metadata Structure)
- ESQRS (ESS Standard Quality Reporting Structure)

The ESMS is user-oriented and the national metadata will be made available to users on the Eurostat website. The ESQRS is producer-oriented and will be accessible only for partners within the ESS (after green light from the country concerned).

The templates in this section have been prepared in spread sheet format (MS Excel). A standard web application for production and transmission of the files shall be used by the reporting countries (**NRME** or National Reference Metadata Editor). Fields/concepts that are common to the ESMS and ESQRS have to be filled in only once (in the ESMS). Below is the final version (23 July 2013).

2.9.1.1.1 ESMS

	CONCEPT	DESCRIPTION / COMMENTS	Capacity (Annex I, Section 1)	Occupancy (Annex I, Section 2)
1	**Contact**			
1.0	Country		text	text
1.1	Contact organisation	The name(s) of the organisation(s) responsible for the data collection and or other organisations involved in the data collection.	text	text
1.2	Contact organisation unit	The name of the unit responsible for the metadata file (it can also include a unit number).	text	text
1.3	Contact name	The name of the person responsible for the statistical domain (Ms. or Mr., first name and family name).	text	text
1.4	Contact person function	The title of the person responsible for the statistical domain (this title can contain the precise area of responsibility such as methodologist or data base manager).	text	text
1.5	Contact mail address	The postal address of the person responsible for the statistical domain.	text	text
1.6	Contact email address	The email address of the person responsible for the statistical domain (this can be an individual mail address or a functional mailbox).	text	text
1.7	Contact phone number	The phone number of the person responsible for the statistical domain.	text	text
~~1.8~~	~~Contact fax number~~	[not applicable]		
2	**Metadata update**			
2.1	Metadata last certified	Date of the latest certification provided by the (national) domain manager to confirm that the metadata posted are still up-to-date, even if the content has not been amended.	[select date]	[select date]
2.2	Metadata last posted	Date of the latest dissemination of the metadata [inserted automatically by the reference metadata production system].	[select date]	[select date]
2.3	Metadata last update	Date of last update of the content of the metadata [inserted automatically by the reference metadata production system].	[select date]	[select date]
3	**Statistical presentation**			
3.1	Data description (*optional*)	Main characteristics of the data set described in an easily understandable manner, referring to the data and indicators disseminated. This short description (max. 250 words, please) should be understood immediately and easily by the users.	text	text
3.2	Classification system	Arrangement or division of objects into groups based on characteristics which the objects have in common. Reference can be made to the EU level classifications and (where applicable) the national classifications. Where applicable, indicate differences in classifications systems for the three main types of accommodation, i.e. the thee NACE groups)	text	text
3.3	Sector coverage (*optional*)	Main economic or other sectors covered by the statistics. Regulation 692/2011 lays down that NACE 55.1, 55.2 and 55.3 shall be covered.	text	text
3.4	Statistical concepts and definitions (*optional*, *unless deviations from Regulation 692/2011 exist*)	Describe in short the main statistical variables provided. The definition and types of variables provided should be listed. Normally, this will coincide with teh requirements in the Regulation, hence the 'optional' status. In case there are discrepancies from the ESS/international standards, these shall be reported (not optional!)	text	text
3.5	Statistical unit	Entity for which information is sought and for which statistics are ultimately compiled. According to Regulation 692/2011, this is the local kind-of-activity unit	text	text
3.6	Statistical population	Also: target population. The total population or "universe" of a defined class of people, objects or events. According to Regulation 692/2011, this is all local kind-of-activity units providing as a paid service short-stay accommodation services as described in NACE groups 55.1, 55.2 and 55.3. Please report separately for the three main types of accommodation under 3.6.1., 3.6.2. and 3.6.3. Ideally the reference date should be the date used for the capacity data.		
3.6.1	Hotels and similar accommodation (NACE 551)		text	text
3.6.2	Holiday and other short-stay accommodation (NACE 552)		text	text
3.6.3	Camping grounds, etc. (NACE 553)		text	text
3.7	Reference area (*optional*, *unless deviations from Regulation 692/2011 exist*)	The country or geographic area to which the measured statistical phenomenon relates. Only to be completed in case of discrepancies (f.i. undercoverage of certain territories).	text	text
3.7.1	Regional coverage (NOT optional!)	Lowest (administrative) geographical level for which data are available (NUTS0, NUTS1, NUTS2, NUTS3, LAU1, LAU2, other national breakdown)	text	text
3.8	Time coverage	The length of time for which data are available (e.g. since 1996). Please report separately for the three main types of accommodation under 3.8.1., 3.8.2. and 3.8.3. For occupancy data, please report on the longest time series (annual or monthly).		
3.8.1	Hotels and similar accommodation (NACE 551)		text	text
3.8.2	Holiday and other short-stay accommodation (NACE 552)		text	text
3.8.3	Camping grounds, etc. (NACE 553)		text	text
~~3.9~~	~~Base period~~	[not applicable]		
4	**Unit of measure** (*optional*)	The unit in which the data values are measured. In general, the unit of measure for a statistic in a table is indicated in notes with the table	text	text
5	**Reference period**	For annual data, this will coincide with the reference calendar year. For monthly data, the information in this report should refer to the peak month (the month with the highest number of nights spent).	year	year, month
~~6~~	~~Institutional mandate~~	[not applicable]		
6.1	Institutional mandate - legal acts and other agreements		[pre-filled]	[pre-filled]
~~6.2~~	~~Institutional mandate - data sharing~~	[not applicable]		
7	**Confidentiality**			
7.1	Confidentiality - policy	European or national legislative measures or other formal procedures which prevent unauthorised disclosure of data that identify a person or economic entity either directly or indirectly.	text	text
7.2	Confidentiality - data treatment and disclosure control	Rules applied for treating the data set to ensure statistical confidentiality and prevent unauthorised disclosure.	text	text

8	**Release policy**			
8.1	Release calendar *(optional)*	The schedule of statistical release dates at national level. The policy regarding the release of statistics according to a preannounced schedule should be described. It should also mentioned if a release calendar for the data set in question exists and if this calendar is publicly accessible.	text	text
8.2	Release calendar access *(optional)*	Access to the release calendar information. Where applicable, a link or reference to the release calendar can be given.	text	text
8.3	User access *(optional)*	The policy for release of the data to users, the scope of dissemination (e.g.to the public, to selected users), how users are informed that the data are being released, and whether the policy determines the dissemination of statistical data to all users.	text	text
~~9~~	~~**Frequency of dissemination**~~	[not applicable]		
10	**Dissemination format, accessibility and clarity**			
10.1	News release	Regular or ad-hoc press releases linked to the data (contents, hyperlink).	text	text
10.2	Publications	Regular or ad-hoc publications in which the data are made available to the public (contents, hyperlink).	text	text
10.3	On-line database	Information about on-line databases in which the disseminated data can be accessed (contents, hyperlink).	text	text
10.4	Micro-data access	Information on whether micro-data are also disseminated.	text	text
10.5	Other information collected and published at national level but not transmitted to Eurostat	Brief overview of the main additional national indicators	text	text
11	**Accessibility of documentation**			
11.1	Documentation on methodology	Descriptive text and references (hyperlinks) to methodological documents available.	text, links	text, links
11.2	Quality documentation	Hyperlink(s) to documentation on procedures applied for quality management and quality assessment.	text, links	text, links
12	**Quality management**			
12.1	Quality assurance *(optional)*		text	text
12.2	Quality assessment	Overall assessment of data quality, based on standard quality criteria. A qualitative assessment of the overall quality of the statistical outputs should be provided by summarising the main strengths and possible quality deficiencies. Any trade-offs between quality aspects can be mentioned as well as planned quality improvements or achieved quality improvements compared to a previous reference year. Main reference: "ESS Handbook for Quality Reports" (2008).	text	text
13	**Relevance**			
13.1	User needs	National and international (pre-filled), completeness as compared to user needs (e.g unfilled user needs?)	text	text
13.2	User satisfaction *(optional)*		text	text
13.3	Completeness	Completeness as compared to the requirements and recommendations laid down in the Regulation and Methodological Manual respectively	text	text
13.3.1	Coherence - thresholds used (limitation of the scope)	Specify the thresholds used - if any - for the data collection (number of bed places or pitches, number of rooms, number of employees, etc.)		
13.3.1.1	Hotels and similar accommodation (NACE 551)		text	text
13.3.1.2	Holiday and other short-stay accommodation (NACE 552)		text	text
13.3.1.3	Camping grounds, etc. (NACE 553)		text	text
13.3.1.4	Where applicable, sources and/or methodology used for estimating the number of nights spent in tourist accommodation establishments excluded from the scope of observation	See Annex I, Section 2.C(4) of Regulation 692/2011.	text	text
14	**Accuracy and reliability**			
14.1	Overall accuracy	Assessment of accuracy, linked to a certain data set or domain, which is summarising the various components. Provide a summary of the main sources of error and an assessment of the potential for bias (sign and order of magnitude) for each key indicator in quantitative or qualitative terms as well as (where applicable) a general assessment of the sampling error.	text	text
14.2	Sampling error	[ESQRS report, item V.2.2]		
14.3	Non-sampling error	[see section 20 of this report and ESQRS report, item V.3]		
15	**Timeliness and punctuality**			
15.1	Timeliness	Length of time or time lag between data availability of the first results (even partial or provisional) and the event or phenomenon they describe: the number of days from the last day of the reference period to the day of publication of first (even partial or provisional) results. Note: see also ESQRS VI.1.1.	value	value
15.2	Punctuality	Time lag between the actual delivery of the data and the target date when it should have been delivered: the number of days between the delivery of data and the target date on which they were scheduled for delivery (i.e. the transmission deadlines in the Regulation). For occupancy data only the deliveries for the monthly data (nights spent and arrivals respectively) should be considered. Note: see also ESQRS VI.2.1.	value	value
16	**Comparability**	Measurement of the impact of differences in applied statistical concepts, measurement tools and procedures where statistics are compared between geographical areas or over time.		
16.1	Comparability - geographical	Describe any problems of comparability between countries or regions, for instance because of data collection at regional level instead of national level (through regional offices), including asymmetries for mirror flows.	text	text
16.2	Comparability - over time	Provide information on the length of comparable time series, reference periods at which series breaks occur, the reasons for the breaks and treatments of them.	text	text
17	**Coherence**	Adequacy of statistics to be reliably combined in different ways and for various uses.		
17.1	Coherence - cross domain	The extent to which statistics are reconcilable with those obtained through other data sources or statistical domains.	text	text
~~17.2~~	~~Coherence - internal~~	[not applicable]		
~~18~~	~~**Cost and burden**~~			
19	**Data revision**			
19.1	Data revision - policy	Policy aimed at ensuring the transparency of disseminated data, whereby preliminary data are compiled that are later revised. Description of the general revision policy for the data sets.	text	text
19.2	Data revision - practice	Describe major scheduled revisions (and/or the frequency of revisions) as well as their expected average size. As far as necessary, also minor revisions should be described.	text	text

20	**Statistical processing**			
20.1	Source data			
20.1.1	Source data	Indicate if the data set is based on survey (sample survey or census) or on administrative data sources.		
20.1.1.1	Hotels and similar accommodation (NACE 551)		text	text
20.1.1.2	Holiday and other short-stay accommodation (NACE 552)		text	text
20.1.1.3	Camping grounds, etc. (NACE 553)		text	text
20.1.2	Population frame	Information about the reference frame (register, survey, administrative database, etc). In case of a register, please specify the type (e.g. statistical business register, administrative register, register or directory of a tourism association or sectoral federation, etc.), the primary purpose and the source ('owner') of the register.		
20.1.2.1	Hotels and similar accommodation (NACE 551)		text	text
20.1.2.2	Holiday and other short-stay accommodation (NACE 552)		text	text
20.1.2.3	Camping grounds, etc. (NACE 553)		text	text
20.1.3	Update of population frame	Information on the last update (date) and on the usual frequency of updates (e.g. continous, quarterly, annually)		
20.1.3.1	Hotels and similar accommodation (NACE 551)		text	text
20.1.3.2	Holiday and other short-stay accommodation (NACE 552)		text	text
20.1.3.3	Camping grounds, etc. (NACE 553)		text	text
20.1.4	Coverage errors of population frame	Information about known undercoverage or overcoverage of the frame as compared to the target population, multiple listings, incorrect auxiliary information and on solutions adopted to deal with possible shortcomings or errors. See also ESQRS V.3.1.		
20.1.4.1	Hotels and similar accommodation (NACE 551)		text	text
20.1.4.2	Holiday and other short-stay accommodation (NACE 552)		text	text
20.1.4.3	Camping grounds, etc. (NACE 553)		text	text
20.1.5	Sampling design and methodology	Indicate whether is concerns a census or a sample survey. In the latter case, specify the methodology used (stratified sample, cluster sampling, two-stage sample, etc.)		
20.1.5.1	Hotels and similar accommodation (NACE 551)		text	text
20.1.5.2	Holiday and other short-stay accommodation (NACE 552)		text	text
20.1.5.3	Camping grounds, etc. (NACE 553)		text	text
20.2	Frequency of data collection	Frequency with which the data are collected from the reporting units (e.g. monthly, quarterly, annually, continuous).	text	text
20.3	Data collection			
20.3.1	Type of survey	Describe the type of survey (e.g. business survey). Where applicable, indicate if the data are collected through local authorities or tourism bodies.		
20.3.1.1	Hotels and similar accommodation (NACE 551)		text	text
20.3.1.2	Holiday and other short-stay accommodation (NACE 552)		text	text
20.3.1.3	Camping grounds, etc. (NACE 553)		text	text
20.3.2	Data collection methods	Describe the method used to gather data from respondents (e.g. postal survey, CAPI, on-line survey, etc.). Some additional information on questionnaire design and testing, interviewer training can be provided here.		
20.3.2.1	Hotels and similar accommodation (NACE 551)		text	text
20.3.2.2	Holiday and other short-stay accommodation (NACE 552)		text	text
20.3.2.3	Camping grounds, etc. (NACE 553)		text	text
20.4	Data validation	Process of monitoring the results of data compilation and ensuring the quality of statistical results. Describe the procedures for checking and validating the source data and how the results of these validations are monitored and used. Implementation of Eurostat validation rules and - where applicable- additional national rules.		
20.5	Data compilation	Operations performed on data to derive new information according to a given set of rules. Describe briefly the data compilation process (e.g. data editing, imputation, weighting and grossing-up procedures, adjustment for non-response, calibration, model used etc.).		
20.5.1.1	Hotels and similar accommodation (NACE 551)		text	text
20.5.1.2	Holiday and other short-stay accommodation (NACE 552)		text	text
20.5.1.3	Camping grounds, etc. (NACE 553)		text	text
20.6	Adjustment *(optional)*		text	text
21	**Additional information**			
21.1	Name of the data collection(s) in national language		text	text
21.2	Name of the data collection(s) in English (if available)		text	text
21.3	Questionnaire(s) in national language	Please enter the file name of the attached annex (if available)	text	text
21.4	Questionnaire(s) in English (if available)	Please enter the file name of the attached annex (if available)	text	text
21.5	Interviewer instructions in English (if applicable, if available)	Please enter the file name of the attached annex (if available)	text	text

2.9.1.1.2 ESQRS

	CONCEPT	DESCRIPTION / COMMENTS	Capacity (Annex I, Section 1)	Occupancy (Annex I, Section 2)
I	**Contact**			
I.0	Country		text	text
I.1	Contact organisation	The name(s) of the organisation(s) responsible for the data collection and or other organisations involved in the data collection.	ESMS report, item 1.1	ESMS report, item 1.1
I.2	Contact organisation unit	The name of the unit responsible for the metadata file (it can also include a unit number).	ESMS report, item 1.2	ESMS report, item 1.2
I.3	Contact name	The name of the person responsible for the statistical domain (Ms. or Mr., first name and family name).	ESMS report, item 1.3	ESMS report, item 1.3
I.4	Contact person function	The title of the person responsible for the statistical domain (this title can contain the precise area of responsibility such as methodologist or data base manager).	ESMS report, item 1.4	ESMS report, item 1.4
I.5	Contact mail address	The postal address of the person responsible for the statistical domain.	ESMS report, item 1.5	ESMS report, item 1.5
I.6	Contact email address	The email address of the person responsible for the statistical domain (this can be an individual mail address or a functional mailbox).	ESMS report, item 1.6	ESMS report, item 1.6
I.7	Contact phone number	The phone number of the person responsible for the statistical domain.	ESMS report, item 1.7	ESMS report, item 1.7
~~I.8~~	~~Contact fax number~~	[not applicable]		
II	**Introduction** *(optional)*	A general description of the statistical process and its outputs, and their evolution over time.	text	text

III	Quality assessment	Overall assessment of data quality, based on standard quality criteria. A qualitative assessment of the overall quality of the statistical outputs should be provided by summarising the main strengths and possible quality deficiencies. Any trade-offs between quality aspects can be mentioned as well as planned quality improvements or achieved quality improvements compared to a previous reference year. Main reference: "ESS Handbook for Quality Reports" (2008).	ESMS report, item 12.2	ESMS report, item 12.2
IV	**Relevance**			
IV.1	User needs	National and international (pre-filled), completeness as compared to user needs	ESMS report, item 13.1	ESMS report, item 13.1
IV.2	User satisfaction (*optional*)		ESMS report, item 13.2	ESMS report, item 13.2
IV.3	Completeness	Completeness as compared to the requirements and recommendations laid down in the Regulation and Methodological Manual respectively	ESMS report, item 13.3	ESMS report, item 13.3
~~IV.3.1~~	~~Data completeness rate~~	[not applicable]		
V	**Accuracy and reliability**			
V.1	Overall accuracy	Assessment of accuracy, linked to a certain data set or domain, which is summarising the various components. Provide a summary of the main sources of error and an assessment of the potential for bias (sign and order of magnitude) for each key indicator in quantitative or qualitative terms as well as (where applicable) a general assessment of the sampling error.	text	text
V.2	Sampling error - values and coefficients of variation (*Occupancy only*) Note: for monthly variables, please refer to the peak month values.	Note: "estimated value" = the actual figure transmitted to Eurostat using the transmission format		
			Estimated value	**Coefficient of variation**
V.2.1	Sampling error - indicators			
V.2.1.1	Annual number of arrivals (total residents + non-residents) at tourist accommodation establishments		value	value
V.2.1.2	Annual number of nights spent (total residents + non-residents) at tourist accommodation establishments		value	value
V.2.1.3	Monthly number of nights spent (total residents + non-residents) at tourist accommodation establishments		value	value
V.2.1.4	Monthly number of nights spent by residents at tourist accommodation establishments		value	value
V.2.1.5	Monthly number of nights spent by non-residents at tourist accommodation establishments		value	value
V.2.1.6	Monthly number of nights spent (total residents + non-residents) at hotels and similar accommodation (NACE 55.1)		value	value
V.2.1.7	Monthly number of nights spent (total residents + non-residents) at holiday or other short-stay accommodation (NACE 55.2)		value	value
V.2.1.8	Monthly number of nights spent (total residents + non-residents) at camping grounds, recreational vehicle parks and trailer parks (NACE 55.3)		value	value
V.2.1.9	Additional comments on sampling error, description of the formulae or algorithm used to calculate the coefficients of variation	Please put any further information you consider useful to interpret the coefficients of variation		text
V.3	Non-sampling error	Provide a user-oriented summary of the non-sampling error, including (where applicable) the unit non-response rate and the main variables affected by item non-response.	text	text
V.3.1	Coverage error	Divergence between the frame population and the target population.	text	text
V.3.1.1	Over-coverage - rate	The proportion of units accessible via the frame that do not belong to the target population.	value	value
~~V.3.2~~	~~Measurement error~~	[not applicable]		
V.3.3	Non-response error			
V.3.3.1	Unit non-response - rate Note: (i) for monthly variables, please refer to the data collection for the peak month or to an annual average over all twelve months; (ii) item non-response is treated below, see V.3.3.2.	Unit non-response occurs when not all elements from the target population participate in a survey. However, not all types of non-response are taken into account when calculating the response rate as they can be related to the quality of population frame rather than to the quality of the survey data. Note: for this report - for reasons of comparability across countries - all non-contacts are considered to be non-response of eligible cases (where in reality some of the non-contacts may concern ineligible cases). Not applicable where administrative data sources are used (see also XII.1.1)		
V.3.3.1.1	Number of ineligible units / elements	Number of units (accommodation establishments) which should not be part of the coverage (e.g. incorrectly classified in the business register).		
V.3.3.1.1.1	Hotels and similar accommodation (NACE 551)		value	value
V.3.3.1.1.2	Holiday and other short-stay accommodation (NACE 552)		value	value
V.3.3.1.1.3	Camping grounds, etc. (NACE 553)		value	value
V.3.3.1.2	Number of eligible units / elements	The gross sample size minus the number of ineligible units / elements		
V.3.3.1.2.1	Hotels and similar accommodation (NACE 551)		value	value
V.3.3.1.2.2	Holiday and other short-stay accommodation (NACE 552)		value	value
V.3.3.1.2.3	Camping grounds, etc. (NACE 553)		value	value
V.3.3.1.3	Number of non-contacts and refusals	The number of selected units from the eligible units that could not be reached (but not seasonally closed) or never sent back the questionnaire.		
V.3.3.1.3.1	Hotels and similar accommodation (NACE 551)		value	value
V.3.3.1.3.2	Holiday and other short-stay accommodation (NACE 552)		value	value
V.3.3.1.3.3	Camping grounds, etc. (NACE 553)		value	value
V.3.3.1.4	Number of rejected questionnaires	The number of selected units from the eligible units that participated in the survey but whose information could not be used due to e.g. poor quality of the information provided (e.g. strong inconsistencies), unacceptable item-responses (most of the questions were left unanswered), survey form got lost and interview/collection can not be repeated, etc.).		
V.3.3.1.4.1	Hotels and similar accommodation (NACE 551)		value	value
V.3.3.1.4.2	Holiday and other short-stay accommodation (NACE 552)		value	value
V.3.3.1.4.3	Camping grounds, etc. (NACE 553)		value	value
V.3.3.1.5	Number of other types of non-response (if any)	Please provide the number of units from the eligible units with other reasons for unit non-response (other than the above mentioned, see V.3.3.1.3 and 3.3.1.4).		
V.3.3.1.5.1	Hotels and similar accommodation (NACE 551)		value	value
V.3.3.1.5.2	Holiday and other short-stay accommodation (NACE 552)		value	value
V.3.3.1.5.3	Camping grounds, etc. (NACE 553)		value	value
V.3.3.1.5.4	Description, examples of other types of non-response		text	text

V.3.3.1.6	Total non-response	Sum of V.3.3.1.3.x + V.3.3.1.4.x + V.3.3.1.5.x		
V.3.3.1.6.1	Hotels and similar accommodation (NACE 551)		value	value
V.3.3.1.6.2	Holiday and other short-stay accommodation (NACE 552)		value	value
V.3.3.1.6.3	Camping grounds, etc. (NACE 553)		value	value
V.3.3.1.7	Unit non-response rates	Ratio of V.3.2.1.6.x / V.3.2.1.2.x		
V.3.3.1.7.1	Hotels and similar accommodation (NACE 551)		value	value
V.3.3.1.7.2	Holiday and other short-stay accommodation (NACE 552)		value	value
V.3.3.1.7.3	Camping grounds, etc. (NACE 553)		value	value
V.3.3.1.8	Methods used for minimising unit non-response	Please give a description of measures undertaken to maximise the response rate. This can include e.g. advanced notification of the participation in the survey in the form of a letter or phone call, a system of reminders of the survey participation, number of attempts for phone calls, providing feedback to respondents on how the data they are providing are used.	text	text
V.3.3.1.9	Methods used for dealing with unit non-response	Please indicate whether estimation methods and/or imputation methods were used for unit non-response and give a short description, e.g. correction factor in the weighting procedure, imputation based on background characteristics known from the sampling frame, deterministic or stochastic imputation, etc.	text	text
V.3.3.1.10	Additional comments on unit non-response	Please put any further information which you consider to assess or interpret the information on unit non-response	text	text
V.3.3.2	Item non-response - rate			
V.3.3.2.1	Item non-response	For which variables / breakdowns is there a significant item non-response (e.g. > 5%)? (f.i. 'number of bedrooms', 'arrivals broken down by country of residence', …)		
V.3.3.2.1.1	Hotels and similar accommodation (NACE 551)		text	text
V.3.3.2.1.2	Holiday and other short-stay accommodation (NACE 552)		text	text
V.3.3.2.1.3	Camping grounds, etc. (NACE 553)		text	text
V.3.3.2.2	Methods used for dealing with item non-response	Please indicate which imputation techniques are used to correct for item non-response	text	text
V.3.3.2.3	Additional comments on item non-response	Please put any further information which you consider to assess or interpret the information on item non-response	text	text
~~V.3.4~~	~~Processing error~~	[not applicable]		
~~V.3.4.1~~	~~Imputation - rate~~	[not applicable]		
~~V.3.4.2~~	~~Common units - proportion~~	[not applicable]		
V.3.5	Model assumption error	Where models are applicable in relation to a specific source of error, they should be presented in the section concerned. This is recommended also in the case of a cut-off threshold and model based estimation. Please provide an esimate of the overall underestimation of the number of establishments (capacity) and the number of nights spent (occupancy) due to a limitation of the scope (i.e. due to the application of thresholds)	text	text
V.3.6	Data revision			
V.3.6.1	Data revision - policy	Policy aimed at ensuring the transparency of disseminated data, whereby preliminary data are compiled that are later revised. Description of the general revision policy for the data sets.	ESMS report, item 19.1	ESMS report, item 19.1
V.3.6.2	Data revision - practice	Describe major scheduled revisions (and/or the frequency of revisions) as well as their expected average size. As far as necessary, also minor revisions should be described.	ESMS report, item 19.2	ESMS report, item 19.2
V.3.6.3	Data revision - average size	The average over a time period of the revisions of a key item. The "revision" is defined as the difference between a later and an earlier estimate of the key item. For capacity, the first published estimate and final estimate (at the time of writing the report) should be compared; for occupancy data the first published estimate and final estimate for total nights spent for the reference month should be compared. For NACE 55.1+55.2+55.3 (total).	text	text
V.3.7	Seasonal adjustment (*Occupancy only*)	Are monthly series seasonally adjusted? If so, which statistical technique is used to remove the effects of seasonal calendar influences operating on a series.	n/a	text
VI	**Timeliness and punctuality**			
VI.1	Timeliness	Length of time between data availability and the event or phenomenon they describe.		
VI.1.1	Time lag - first results	The number of days from the last day of the reference period to the day of publication of first (even partial or provisional) results. See also ESMS 15.1.	value	value
VI.1.2	Time lag - final results	The number of days from the last day of the reference period to the day of publication of complete and final results (not to be reported separately but refers to the total (55.1+5.2+55.3).	value	value
VI.2	Punctuality	Time lag between the actual delivery of the data and the target date when it should have been delivered.		
VI.2.1	Punctuality - delivery	The number of days between the delivery of data and the target date on which they were scheduled for delivery (i.e. the transmission deadlines in the Regulation). For occupancy data only the deliveries for the monthly data (nights spent and arrivals respectively) should be considered. Note: for all NACE combined (i.e. the slowest one in the chain will determine the overall punctuality). See also ESMS 15.2	value	value
VI.2.2	Transmission deadlines for data suppliers	How many days after the reference period is the data available for national statistical authority (i.e. the deadline for respondents for sending the data)		
VI.2.2.1	Hotels and similar accommodation (NACE 551)		value	value
VI.2.2.2	Holiday and other short-stay accommodation (NACE 552)		value	value
VI.2.2.3	Camping grounds, etc. (NACE 553)		value	value
VI.2.2.4	Compliance with transmission deadlines for data suppliers	What share of data suppliers (tourist accommodation establishments) provided the required statistical information within the set deadline?	percentage	percentage
VII	**Accessibility and clarity**			
VII.1	News release	Regular or ad-hoc press releases linked to the data (contents, hyperlink).	ESMS report, item 10.1	ESMS report, item 10.1
VII.2	Publications	Regular or ad-hoc publications in which the data are made available to the public (contents, hyperlink).	ESMS report, item 10.2	ESMS report, item 10.2
VII.3	On-line database	Information about on-line databases in which the disseminated data can be accessed (contents, hyperlink).	ESMS report, item 10.3	ESMS report, item 10.3
~~VII.3.1~~	~~Data tables - consultations~~	[not applicable]		
VII.4	Micro-data access	Information on whether micro-data are also disseminated.	ESMS report, item 10.4	ESMS report, item 10.4
VII.5	Documentation on methodology	Descriptive text and references (hyperlinks) to methodological documents available.	ESMS report, item 11.1	ESMS report, item 11.1
~~VII.5.1~~	~~Metadata completeness - rate~~	[not applicable]		
~~VII.5.2~~	~~Metadata - consultations~~	[not applicable]		
VII.6	Quality documentation	Hyperlink(s) to documentation on procedures applied for quality management and quality assessment.	ESMS report, item 11.2	ESMS report, item 11.2
VII.7	Dissemination format - Other	Reference to the most important other types of data dissemination	text	text

VIII	**Comparability**	Measurement of the impact of differences in applied statistical concepts, measurement tools and procedures where statistics are compared between geographical areas or over time.		
VIII.1	Comparability - geographical	Describe any problems of comparability between countries or regions, for instance because of data collection at regional level instead of national level (through regional offices), including asymmetries for mirror flows.	ESMS report, item 16.1	ESMS report, item 16.1
~~VIII.1.1~~	~~Asymmetry for mirror flow statistics~~	[not applicable]		
VIII.2	Comparability - over time	Provide information on the length of comparable time series, reference periods at which series breaks occur, the reasons for the breaks and treatments of them.	ESMS report, item 16.2	ESMS report, item 16.2
VIII.2.1	Length of comparable time series	The number of reference periods in time series from last break. If different per NACE, please specify for each type of accommodation separately.	text	text
VIII.3	Comparability - domain	Describe any problems of comparability between domains, e.g capacity and occupancy data, different NACE groups, etc. Reconciliation with other data sources (e.g. administrative data, data on tourism demand, mirror or partner data)	text	text
IX	**Coherence**	Adequacy of statistics to be reliably combined in different ways and for various uses.		
IX.1	Coherence - cross domain	The extent to which statistics are reconcilable with those obtained through other data sources or statistical domains.	ESMS report, item 17.1	ESMS report, item 17.1
IX.1.1	Coherence - sub annual and annual statistics	The extent to which statistics of different frequencies are reconcilable.	text	text
~~IX.1.2~~	~~Coherence - national accounts~~	[not applicable]		
IX.1.1.1	Coherence - thresholds used (limitation of the scope)	Specify the thresholds used - if any - for the data collection (number of bed places or pitches, number of rooms, number of employees, etc.)		
IX.1.1.1.1	Hotels and similar accommodation (NACE 551)		text	text
IX.1.1.1.2	Holiday and other short-stay accommodation (NACE 552)		text	text
IX.1.1.1.3	Camping grounds, etc. (NACE 553)		text	text
IX.1.1.1.4	Where applicable, sources and/or methodology used for estimating the number of nights spent in tourist accommodation establishments excluded from the scope of obsevation	See Annex I, Section 2.C(4) of Regulation 692/2011.		text
~~IX.2~~	~~Coherence - internal~~	[not applicable]		
X	**Cost and burden**	If possible, an estimate of the cost associated with the collection and production of a statistical product and an estimate of the burden on respondents. The estimate can be given in number of full-time equivalent staff or working hours and/or in monetary terms.	text	text
XI	**Confidentiality**			
XI.1	Confidentiality - policy	European and national legislative measures or other formal procedures which prevent unauthorised disclosure of data that identify a person or economic entity either directly or indirectly.	ESMS report, item 7.1	ESMS report, item 7.1
XI.2	Confidentiality - data treatment and disclosure control	Rules applied for treating the data set to ensure statistical confidentiality and prevent unauthorised disclosure.	ESMS report, item 7.2	ESMS report, item 7.2
XII	**Statistical processing**			
XII.1	Source data			
XII.1.1	Source data	Indicate if the data set is based on survey (sample survey or census) or on administrative data sources.		
XII.1.1.1	Hotels and similar accommodation (NACE 551)		ESMS report, item 20.1.1.1	ESMS report, item 20.1.1.1
XII.1.1.2	Holiday and other short-stay accommodation (NACE 552)		ESMS report, item 20.1.1.2	ESMS report, item 20.1.1.2
XII.1.1.3	Camping grounds, etc. (NACE 553)		ESMS report, item 20.1.1.3	ESMS report, item 20.1.1.3
XII.1.2	Population frame	Information about the reference frame (register, survey, administrative database, etc). In case of a register, please specify the type (e.g. statistical business register, administrative register, register or directory of a tourism association or sectoral federation, etc.), the primary purpose and the source ('owner') of the register.		
XII.1.2.1	Hotels and similar accommodation (NACE 551)		ESMS report, item 20.1.2.1	ESMS report, item 20.1.2.1
XII.1.2.2	Holiday and other short-stay accommodation (NACE 552)		ESMS report, item 20.1.2.2	ESMS report, item 20.1.2.2
XII.1.2.3	Camping grounds, etc. (NACE 553)		ESMS report, item 20.1.2.3	ESMS report, item 20.1.2.3
XII.1.3	Update of population frame	Information on the last update (date) and on the usual frequency of updates (e.g. continous, quarterly, annually)		
XII.1.3.1	Hotels and similar accommodation (NACE 551)		ESMS report, item 20.1.3.1	ESMS report, item 20.1.3.1
XII.1.3.2	Holiday and other short-stay accommodation (NACE 552)		ESMS report, item 20.1.3.2	ESMS report, item 20.1.3.2
XII.1.3.3	Camping grounds, etc. (NACE 553)		ESMS report, item 20.1.3.3	ESMS report, item 20.1.3.3
XII.1.4	Coverage errors of population frame	Information about known undercoverage or overcoverage of the frame as compared to the target population, multiple listings, incorrect auxiliary information and on solutions adopted to deal with possible shortcomings or errors. See also ESQRS V.3.1.		
XII.1.4.1	Hotels and similar accommodation (NACE 551)		ESMS report, item 20.1.4.1	ESMS report, item 20.1.4.1
XII.1.4.2	Holiday and other short-stay accommodation (NACE 552)		ESMS report, item 20.1.4.2	ESMS report, item 20.1.4.2
XII.1.4.3	Camping grounds, etc. (NACE 553)		ESMS report, item 20.1.4.3	ESMS report, item 20.1.4.3
XII.1.5	Sampling design and methodology	Indicate whether is concerns a census or a sample survey. In the latter case, specify the methodology used (stratified sample, cluster sampling, two-stage sample, etc.)		
XII.1.5.1	Hotels and similar accommodation (NACE 551)		ESMS report, item 20.1.5.1	ESMS report, item 20.1.5.1
XII.1.5.2	Holiday and other short-stay accommodation (NACE 552)		ESMS report, item 20.1.5.2	ESMS report, item 20.1.5.2
XII.1.5.3	Camping grounds, etc. (NACE 553)		ESMS report, item 20.1.5.3	ESMS report, item 20.1.5.3
XII.2	Frequency of data collection	Frequency with which the data are collected from the reporting units (e.g. monthly, quarterly, annually, continuous).	ESMS report, item 20.2	ESMS report, item 20.2
XII.3	Data collection			
XII.3.1	Type of survey	Describe the type of survey (e.g. business survey). Where applicable, indicate if the data are collected through local authorities or tourism bodies.		
XII.3.1.1	Hotels and similar accommodation (NACE 551)		ESMS report, item 20.3.1.1	ESMS report, item 20.3.1.1
XII.3.1.2	Holiday and other short-stay accommodation (NACE 552)		ESMS report, item 20.3.1.2	ESMS report, item 20.3.1.2
XII.3.1.3	Camping grounds, etc. (NACE 553)		ESMS report, item 20.3.1.3	ESMS report, item 20.3.1.3
XII.3.2	Data collection methods	Describe the method used to gather data from respondents (e.g. postal survey, CAPI, on-line survey, etc.). Some additional information on questionnaire design and testing, interviewer training can be provided here.		
XII.3.2.1	Hotels and similar accommodation (NACE 551)		ESMS report, item 20.3.2.1	ESMS report, item 20.3.2.1
XII.3.2.2	Holiday and other short-stay accommodation (NACE 552)		ESMS report, item 20.3.2.2	ESMS report, item 20.3.2.2
XII.3.2.3	Camping grounds, etc. (NACE 553)		ESMS report, item 20.3.2.3	ESMS report, item 20.3.2.3
XII.4	Data validation	Process of monitoring the results of data compilation and ensuring the quality of statistical results. Describe the procedures for checking and validating the source data and how the results of these validations are monitored and used. Implementation of Eurostat validation rules and - where applicable- additional national rules.	ESMS report, item 20.4	ESMS report, item 20.4

XII.5	Data compilation	Operations performed on data to derive new information according to a given set of rules. Describe briefly the data compilation process (e.g. data editing, imputation, weighting and grossing-up procedures, adjustment for non-response, calibration, model used etc.).		
XII.5.1.1	Hotels and similar accommodation (NACE 551)		ESMS report, item 20.5.1.1	ESMS report, item 20.5.1.1
XII.5.1.2	Holiday and other short-stay accommodation (NACE 552)		ESMS report, item 20.5.1.2	ESMS report, item 20.5.1.2
XII.5.1.3	Camping grounds, etc. (NACE 553)		ESMS report, item 20.5.1.3	ESMS report, item 20.5.1.3
XII.6	Adjustment (*optional*)		text	text
XIII	**Comment**	Supplementary descriptive text can be attached to data or metadata		

2.9.2   Data transmission formats

The **general requirements** for the transmission of the aggregate tables are contained in Annex II of *Commission Implementing Regulation 1051/2011 of 20 October 2011 implementing Regulation (EU) No 692/2011 of the European Parliament and of the Council concerning European statistics on tourism, as regards the structure of the quality reports and the transmission of the data*.

For the full text, see:

- Annex 4.2 to this manual

- http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2011:276:0013:0021:EN:PDF

The **detailed documentation** on the transmission of the data is available on the extranet site CIRCABC (only for registered users, available upon request):
https://circabc.europa.eu/w/browse/bf9057c9-daa4-443a-b201-7d321542f3b3
(*path: CircaBC/ESTAT/tourism/Library/data_transmission*)

3 The demand side: Participation in tourism, Tourism trips and visitors, Same-day visits (Annex II of Regulation 692/2011)

3.1 Basic methodological issues

3.1.1 Statistical unit

A statistical unit refers to one member of a set of entities being studied.

For the demand side statistics, the information on *participation in tourism* (see Annex II, Section 1 of the Regulation) and the information on *tourism trips and visitors making the trips* (see Annex II, Section 2 of the Regulation) or *same-day visits* (see Annex II, Section 3 of the Regulation) are treated in a different way.

3.1.1.1 *Statistical unit for participation in tourism*

For collecting data on *participation in tourism*, the statistical unit is the <u>individual</u> (for the scope, see paragraph 3.2.1). This means that the statistical unit will – usually – also be the reporting unit.

3.1.1.2 *Statistical unit for tourism trips with overnight stays*

For collecting data on *tourism trips and visitors making the trips*, the statistical unit is the <u>trip</u> made by the individual. In practice, the reporting unit (= the respondent selected for the interview) will report on the trip(s) made during the reference period and give the details for the different characteristics of the trip and his/her socio-demographic profile (= the visitor making the trip). It is relevant to point out that the statistical unit is the trip, because the trips observed will also form the rows of the database coming from the survey. In some cases, the reporting unit will not be the visitor who made the trip(s), but a proxy respondent living in the same household (however, it is recommended to avoid proxy interviews).

Depending on the type of survey, a responding unit will report one or more trips during the interview (in a border survey only the trip being made at the time of the interview will be considered while in an ex-post household survey, the respondent can report on several trips made during the reference period).

For a discussion on basic issues such as the recommended definition of residents, tourists, trips, visits, etc., see Chapter 1 - Basic concepts.

3.1.1.3 *Same-day visits*

As it is the case for data on *tourism trips and visitors making the trips*, the statistical unit is the <u>trip</u> made by the individual. It should be noted that transmission of data on same-day visits (first transmission in 2015 relating to outbound same-day visits for the reference year 2014) is in tabular format and not as micro-data. In other words, data is transmitted in aggregate

format instead of individual records where each record contains the details of one same-day visit.

A number of basic issues relating to same-day visits are discussed in Chapter 1 - Basic concepts (in particular the crucial issue of usual environment).

Depending on the type of survey to collect the information on same-day visits, a responding unit will report one or more visits (in a border survey only the outbound same-day visit being made at the time of the interview will be considered while in an ex-post household survey, the respondent can report on all or a sample of visits made during the reference period).

The first reference year for outbound same-day visits will be 2014, the first reference year for domestic same-day visits will be 2015 (optional) or 2018 (compulsory).

3.2 Scope of observation

📖   Article 4(c), 4(d) and 4(e); Annex II

3.2.1   Participation in tourism for personal purposes

📖   Article 4(c) and Annex II, Section 1

Reference 3.2-1: Regulation concerning European statistics on tourism – scope of observation for participation in tourism

Article 4 – Scope of observation

The scope of observation for the requirements laid down in

(c) Article 3(1)(c) as regards the data on participation in tourism shall be all individuals residing in the territory of the Member State, unless otherwise specified in Section 1 of Annex II.

The scope of observation consists of the residents of the country, aged 15 or over. This age limit is specified in Annex II, Section 1, and has been included because of legal objections to interviewing children in certain countries (esp. obligatory participation in the interview). As a consequence, the statistics compiled are not necessary representative for the entire population[85]. It is recommended to communicate this clearly when disseminating the statistics (adapted labels to tables or graphs, footnotes, methodological notes).

While this part in principle includes all residents (aged 15 or over) in the scope of observation, only the subgroup who has not made any trip with at least 1 overnight stay for personal reasons during the reference year will be routed to the question asking for the reasons for not participating in tourism (see Annex II, Section 1.B).

While the sections on tourism trips (see below, 3.2.2) or same-day visits (see 3.2.3) include all tourism trips regardless of the purpose, the section on participation in tourism *only refers to*

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[85] The approach taken by Eurostat for the dissemination will be to only include residents aged 15 or over (the 'total' will only refer to this group). Data sent on an optional basis for the younger age group will be published separately but not taken into account for the 'total'. The practice is to footnote this (or even include the age limitation in the title of tables or graphs), it is recommended that Member States do the same, especially when the national total is based on a different age range and therefore not comparable with the data published by Eurostat for that same Member State.

tourism for personal purposes. In the context of participation in tourism, trips made for professional reasons are excluded for practical reasons (more difficult to collect and to recall) and for relevance-related reasons (this section touches the social component of tourism statistics, as such the inclusion of trips for professional reasons when studying the population's participation rate is of secondary importance or even not desirable).

For more information on the concepts of residents, tourism, trips, see Chapter 1 - Basic concepts.

3.2.2 Tourism trips and visitors making the trip

  📖   Article 4(d) and Annex II, Section 2

Reference 3.2-2: Regulation concerning European statistics on tourism – scope of observation for trips and visitors

Article 4 – Scope of observation

The scope of observation for the requirements laid down in

(d) Article 3(1)(c) as regards the data on characteristics of tourism trips and visitors shall be all tourism trips with at least one overnight stay outside the usual environment by the resident population and which ended during the reference period, unless otherwise specified in Section 2 of Annex II.

Annex II, Section 2.B – Limitation of the scope

The scope of observation shall be all tourism trips with at least one overnight stay outside the usual environment by the resident population aged 15 and over and which ended during the reference period. The data on the population under 15 years of age can be transmitted separately on an optional basis.

The scope of observation consists of all tourism trips made by the resident population for private or professional purpose.
 A limitation of the scope to residents aged 15 or over has been included – with an optional transmission of data for the children under 15 – because, as mentioned above, in certain countries, there are legal objections to interviewing children (esp. obligatory participation in the interview). As a consequence, the statistics compiled are not necessary representative for the entire population. It is recommended to communicate this clearly when disseminating the statistics (adapted labels to tables or graphs, footnotes, methodological notes).

For more information on the concepts of residents, tourism, trips, visitors, usual environment, see Chapter 1 - Basic concepts.

3.2.2.1 Coherence and comparability

The scope of observation refers to trips that *ended* during the reference period, not trips that *started* during the reference period[86]. For example, a trip starting on 26 December X-1 with a

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[86] This approach was not in the initial Commission (Eurostat) legislative proposal. Although the Regulation is output oriented (meaning the Member States can decide on how to collect the data), the legislator (Council, EP) amended the text to the current wording after a majority of the Member States expressed to be in favour of considering the end rather than the beginning of the trip.

return on 8 January X, shall be allocated to the dataset for the year X (and consequently included in the published data for that year X).

It should be underlined that this will probably affect the coherence and comparability of the demand side series.

Firstly, since this implies a change with the practice of Directive 95/57/EC, a break in series will occur in the demand side statistics for many countries.

Secondly, the coherence with supply side data can be jeopardised. While the supply side statistics use the concept of 'arrivals' (to a tourist accommodation establishment), the demand side statistics focus on 'return'. Trips around the New Year period will be counted as arrivals for December X-1 on the supply side and as trips for the year X (month of departure: Dec X-1) on the demand side.

Thirdly, comparability with non-European countries may be affected since the Compilation Guide for IRTS 2008 recommends "number of outbound departures" as one of the basic annual indicators for outbound tourism[87]. Furthermore, §3.63 of the draft CG IRTS states that [from on inbound point of view] *'in most tourism observation procedures, characteristics of inbound trips and visitors are observed as visitors leave the country but this information is assigned to arrival figures estimated for the period of reference'*; §3.64 distinguishes the following four cases:

(a) A person might have arrived at the place visited on a trip before the beginning of the period of reference, but leaves during the period of reference: he/she will be registered as arriving in period (t-1) although part of his/her activity will also take place in the period of reference. Consequently, the measurement of his/her activity (including expenditure) will be assigned to (t-1);

(b) A person might have arrived at the place visited on a trip before the beginning of the period of reference, and left after the end of the period of reference (t): the consequences are similar as type (a);

(c) A person might have arrived to the place visited on a trip during the period of reference, and left before the end of the period of reference: this would be the "ideal" case;

(d) Finally, a person might have arrived at the place visited on a trip qualified as a tourism trip during the period of reference, but leaves after the end of the period of reference: he/she will be registered as arriving in the period of reference (t) although part of his/her activity will also take place in period (t+1). Consequently, the measurement of his/her activity (including expenditure) will be assigned to the period of reference (t).

European statistics can possibly be made more internationally comparable by revising the annual series using the variable "month of departure" (see also 3.4.1). Indeed, by 30 June X+1 Member States will transmit date referring to trips that ended during the year X, including trips with "month of departure" equal to December X-1 or November X-1 (or even earlier). A drawback is that final, revised annual series on trips made (by year of departure) will be available at the earliest 18 months after the end of the reference year.

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[87] Notwithstanding this output/dissemination recommendation, the IRTS Compilation Guide recommends that in household type surveys *'all trips referred to should be trips that have been finalized during the period of reference (irrespective of their date of initialization), because it is only on these trips that it is possible to collect complete information'* (§3.103).

3.2.3   Same-day visits

   📖   Article 4(e) and Annex II, Section 3

Reference 3.2-3: Regulation concerning European statistics on tourism – scope of observation for same-day visits

Article 4 – Scope of observation

The scope of observation for the requirements laid down in

(e) Article 3(1)(c) as regards the characteristics of same-day visits shall be all same-day visits as defined in Article 2(1)(n), unless otherwise specified in Section 3 of Annex II.

The methodological guidelines for same-day visits data collection in this section refer to outbound same-day visits, guidelines for domestic same-day visits will be further elaborated in the course of 2014. The first reference year for outbound same-day visits is 2014, the first reference year for domestic same-day visits is 2015 (optional) or 2018 (compulsory).

The Regulation puts no limits in terms of purpose of the same-day visit and covers visits for personal purpose as well as visits for professional purpose.
The only 'conditions' to qualify as a (domestic or outbound) same-day visits can be found in the definition given in Article 2(1)(n):
▪ visits without overnight stays;
▪ made outside the usual environment;
▪ originating from the place of usual residence[88].

Same-day visits often include multiple purposes and for respondents it may be difficult to understand limitations in terms of purpose of the trip. Furthermore, for reasons of coherence and comparability, the scope of same-day visits should stay as close as possible to the scope for trips with overnight stays (see above, 3.2.2) and to the delineation used for Tourism Satellite Accounts.
Therefore, it is recommended to include all possible purposes, but to restrict the scope using the concept of the usual environment (focusing on the subjective feeling of the respondent).

Besides the respondent's subjective feeling or spontaneous reply[89], section 1.3.1 discusses some criteria for determining what is inside and what is outside one's usual environment:
▪ purpose of the visit, i.e. whether or not the trip is part of the regular life routines of the traveller, whether or not the trip has as sole purpose to maintain the 'daily living'[90];

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[88] This means that day trips within a longer trip with overnights stays do not qualify as same-day visits from a demand perspective, e.g. tourists in Italy visiting San Marino on a day trip or tourists in Estonia visiting Helsinki on a day trip. From a supply perspective, in particular that of the local destination tourism promotors or enterprises, such day excursions from a nearby main holiday destination can be a relevant segment.

[89] The 'spontaneous reply' will ignore most cases of so-called non-voluntary visits, e.g. medical treatment in a hospital. This approach may be closer to users' and respondents' perception of the tourism concept but introduces a deviation from the International Recommendations (see for instance §3.17 and §2.67 of the IRTS2008) – see also section 3.4.4 "Main purpose of the trip".

[90] Statistics Latvia reported having suggested to interviewers to ask about expenditure, this expenditure factor complements the criterion of 'daily routine'. Another "aid to memory" is to list a number of trips/activities/events that are often forgotten, e.g. city festivals, seaside trips, trips to summer cottages, public/national holidays.

- crossing of administrative borders[91], i.e. visits outside the municipality (can be used in combination with an auxiliary 'distance' criterion);
- duration of the visit: at least 3 hours (at the destination) and not including an overnight stay[92];
- frequency of the visit: less than once per week (average over a longer period).

3.2.3.1   Data collection guidelines

Compared to trips with overnight stays, collecting information on same-day visits is not only more challenging because of the scope and its potentially grey areas or borderline cases, same-day visits are also more at risk of being underreported due to recall bias of the respondent or due to the reporting burden. This section gives some recommendations that can contribute to reducing the recall bias and the reporting efforts expected from the respondents.

- It is recommended to apply a *reference period of maximum one month* for same-day visits. For countries conducting tourism demand surveys (the usual vehicle for collecting data on same-day visits) on a quarterly basis, it is most probably not feasible to implement an additional monthly survey to collect data on same-day visits. In this case, it is worth exploring the possibility of conducting surveys with a three months reference period every month, for one third of the initial quarterly sample, covering tourism trips made during the previous three months[93] and to add a module on same-day visits with a reference period of one month (the previous month). The main drawback of this approach is that the sample size per reference month will be much smaller[94], which can affect the quality of the data.
- The alternative of collecting same-day visits for the most recent month in a quarterly survey is not recommended due to the obvious bias and lack of representativeness (e.g. inclusion/exclusion of Easter, Christmas or national holidays).
- To reduce the recall bias, the respondents can be reminded of national days (public holidays) during the reference period or – for outbound same-day visits – the neighbouring countries nearest to the place of usual residence can be explicitly mentioned in the interview.
- Where a respondent reports a high number of same-day visits during the reference period (this is more likely to be the case for domestic same-day visits than for outbound same-day visits), the reporting burden can be controlled by asking detailed information only for a selection of trips, for instance the most recent two or three trips (stratified by personal/professional purpose)[95]. However, feedback from countries already collecting information on same-day visits did not include major problems with their current practice of

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[91] Note that this criterion is by definition met for outbound same-day visits.

[92] Visits lasting beyond midnight but not involving finding a place to rest until the next morning should not be considered as overnights stays and can qualify as same-day visits (depending on whether the other criteria are fulfilled) – see also Reference 1.1-5 in section 1.1.2.

[93] This means that the sample of trips for e.g. April comes from three consecutive survey waves: respondents interviewed in May and reporting on February, March and April, respondents interviewed in June and reporting on March, April and May and finally respondents interviewed in July and reporting on trips made in April, May and June. This approach also significantly reduces the recall bias when collecting trips with overnight stays. See also Box 3.6.-1 in section 3.6.6.

[94] Each reference month for tourism trips with overnights stays is covered by the combined sample of three survey waves, while each reference month for same-day visits is covered only one the sample of one survey wave. See also footnote 93.

[95] See also the general recommendation for trips with overnight stays to ask the respondent to give the details of the trip only for a subset of the number of trips made during the reference period (section 3.7.3.2.2 on page 193).

asking the respondent to report on all the same-day visits during the reference period (e.g. Italy allows to report details for up to 10 same-day visits).

Besides the recall bias, the quality of the estimated number of outbound same-day visits can be affected by the size of the country of origin, in particular when producing estimates by country of destination. Here, it is recommended to exploit auxiliary information from other sources to calibrate the survey results (e.g. border traffic checks, mobile positioning data).

3.3 Variables and breakdowns for participation in tourism (Annex II, Section 1)

3.3.1 Number of residents participating / not participating in tourism

  📖   Annex II – Section 1

The aim is to collect information on the <u>number</u> of persons in the population that participate in tourism. In order to be able to calculate the share, the total population or the complement (i.e. the number of persons not participating in tourism) needs to be known. For the Regulation concerning European statistics on tourism, the latter option has been chosen.

Given the primarily social relevance of this data, it is proposed to refer only to trips made for private or personal reasons (and not to trips made for professional reasons).

3.3.1.1 *Compilation and calculation*

Participation rates are easily calculated as:

Formula 3.3-1: Participation rate

$$\frac{[\text{\# Persons in the reference group taking part in tourism}]}{[\text{\# Persons in the reference group taking part in tourism} + \text{\# Persons in the reference group not taking part in tourism}]}$$

For control purposes, the denominator should be equal to the total population in the reference group. In a first phase, the total population will be obtained on the basis of the grossed-up (and where necessary non-response corrected) survey results. In a second phase, it is strongly recommended to calibrate these totals against existing official population figures[96].

Reference group: defined by the 19 socio-economic breakdown categories[97], namely:

- gender: male, female (= 2 categories)

- age group: less than 15 [optional], 15-24, 25-34, 35-44, 45-54, 55-64, 65 or over, with subtotals for 25-44 and 45-64 (= 6 categories, 1 optional category, 2 aggregates)

- educational attainment level: at most lower secondary (ISCED 2011 levels 0, 1 or 2), upper secondary and post-secondary (non-tertiary) (ISCED 2011 levels 3 or 4), tertiary (ISCED 2011

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[96] It is recommended to use the *average population* over the reference year, available from official population/demography statistics.

[97] Further information on the socio-demographic breakdowns is given in paragraphs 3.4.11 to 3.4.16.

levels 5, 6, 7 or 8).

- ▪ employment situation: employed (employee or self-employed), unemployed, student (or pupil), other not in the labour force (= 4 optional categories)
- ▪ household income: in quartiles (= 4 optional categories)

For each reference groups, 9 indicators are compiled by crossing the duration (short trips, long trips) and destination (only domestic trips, only outbound trips, or both domestic and outbound trips) of tourism trips:

(a) Any trip (i.e. having made at least 1 trip of at least 1 overnight stay)

(b) Domestic trips *only* (i.e. having made at least 1 domestic trip of at least 1 overnight stay, but no outbound trips)

(c) Outbound trips *only* (i.e. having made at least 1 outbound trip of at least 1 overnight stay, but no domestic trips)

(d) Domestic *and* outbound trips (i.e. having made at least 1 domestic trip of at least 1 overnight stay and at least 1 outbound trip of at least 1 overnight stay)

(e) Short trips (i.e. having made at least 1 trip of 1 to 3 overnight stays)

(f) Long trips (i.e. having made at least 1 trip of 4 or more overnight stays)

(g) Long trips, domestic trips *only* (i.e. having made at least 1 domestic trip of 4 or more overnight stays, but no outbound trips of 4 or more overnight stays)

(h) Long trips, outbound trips *only* (i.e. having made at least 1 outbound trip of 4 or more overnight stays, but no domestic trips of 4 or more overnight stays)

(i) Long trips, domestic *and* outbound trips (i.e. having made at least 1 domestic trip of 4 or more overnight stays and at least 1 outbound trip of 4 or more overnight stays).

The two main ways[98] of collecting the data are *i)* adding a short module into an existing household survey (with reference period = the preceding year), *ii)* adding a short module into the monthly/quarterly tourism demand survey to capture the annual data on participation in tourism[99]. It is essential to have a 12 months reference period for these questions, it is not possible to deduct the participation in tourism during a reference year on the basis of aggregated monthly or quarterly surveys on tourism demand (expect in the case of longitudinal surveys or panel surveys).

The question/routing[100] scheme in **Figure 3.3-1** can be used for such module[101].

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[98] While a panel study would be the ideal source, in most cases it will not be a feasible (i.e. cost-efficient) method.

[99] An advantage is that the trips reported for the last month/quarter of the year can already be used to route the respondents (e.g. when a respondent has reported a short domestic trips for the last quarter, it is obvious that he/she participated in tourism during the year as far as domestic trips and short trips are concerned).

[100] The routing scheme given here is useful in case of CATI, CAPI or webforms ; in case of a self-administered paper questionnaire, it is perhaps better to leave out the (complicated) routing rules and start the module with the question on 'any short trips of 1 to 3 overnight stays?'.

[101] Note that the scheme also includes a question to cover the reference years for which the triennial variable *main reasons for not participating in tourism* is covered (see also section 3.3.2).

Figure 3.3-1: Participation in tourism (or reasons for not participating).

During [2013], have you made for personal purpose …

❶ any domestic trip with at least one overnight stay?   ☐ Yes ☐ No

        if YES   ⇨ go to ❷

        if NO   ⇨ go to ❸

   ❷ domestic trip of 4 or more overnight stays?   ☐ Yes ☐ No

        if YES   ⇨ go to ❸

        if NO   ⇨ go to ❸

❸ any outbound trip with at least one overnight stay?   ☐ Yes ☐ No

        if YES   ⇨ go to ❹

        if NO & ❶=Yes & ❷=Yes   ⇨ go to ❺

        if NO & ❶=Yes & ❷=No   ⇨ end

        if NO & ❶=No   ⇨ end
                                   [or ❻ if covering *main reasons for not participating in tourism*]

   ❹ outbound trip of 4 or more overnight stays?   ☐ Yes ☐ No

        if YES & ❶=Yes & ❷=Yes   ⇨ go to ❺

        if YES & ❶=Yes & ❷=No   ⇨ end

        if NO   ⇨ end

❺ any short trips of 1 to 3 overnight stays (regardless of the destination)?   ☐ Yes ☐ No

        if YES   ⇨ end

        if NO   ⇨ end

[for reference years in which *main reasons for not participating in tourism* are collected]

❻ What were the main reasons for not having made tourism trips for personal purpose during [2013]?
Please tick all reasons that apply (i.e. that you would judge to be important).

        ☐ Financial reasons (no money available for holiday trips, cannot afford to go on holiday)

        ☐ Lack of free time due to family commitments

        ☐ Lack of free time due to work or study commitments

        ☐ Health reasons or reduced mobility

        ☐ Prefer to stay at home, no motivation to travel

        ☐ Safety

        ☐ Other reasons

⇨ end

Depending on their participation in tourism, respondents will be routed to 2 to 5 questions[102,103] (at least questions ❶ and ❸, in case of a positive answer also to ❷ and/or ❹ and/or ❺)[104]. Their answering pattern to these 2 to 5 questions will allow to include them (or not) in the counter for the numerator of the different indicators – see Table 3.3-1 and Table 3.3-2.

Table 3.3-1: Calculation of number of persons participating in tourism (1: indicator vs. respondent's answer pattern)

Indicator	Answer to question[105]				
	❶	❷	❸	❹	❺
Persons not participating in tourism for personal purpose during the reference year	No	-	No	-	-
Any trip (i.e. having made at least 1 trip of 1+ nights)	Yes	-	Yes	-	-
	Yes	-	No	-	-
	No	-	Yes	-	-
Domestic trips *only* (i.e. having made at least 1 domestic trip of at least 1+ nights, but no outbound trips)	Yes	-	No	-	-
Outbound trips *only* (i.e. having made at least 1 outbound trip of at least 1+ nights, but no domestic trips)	No	-	Yes	-	-
Domestic *and* outbound trips (i.e. having made at least 1 domestic trip of at least 1+ nights and at least 1 outbound trip of at least 1+ nights)	Yes	-	Yes	-	-
Short trips (i.e. having made at least 1 trip of 1 to 3 overnight stays)	Yes	No	-	-	-
	-	-	Yes	No	-
	Yes	Yes	Yes	Yes	Yes
	Yes	Yes	No	-	Yes
	No	-	Yes	Yes	Yes
Long trips (i.e. having made at least 1 trip of 4 or more overnight stays)	Yes	Yes	-	-	-
	-	-	Yes	Yes	-
	Yes	Yes	Yes	Yes	-
Long trips, domestic trips *only* (i.e. having made at least 1 domestic trip of 4+ nights, but no outbound trips of 4+ nights)	Yes	Yes	Yes	No	-
	Yes	Yes	No	-	-
Long trips, outbound trips *only* (i.e. having made at least 1 outbound trip of 4+ nights, but no domestic trips of 4+ nights)	Yes	No	Yes	Yes	-
	No	-	Yes	Yes	-
Long trips, domestic *and* outbound trips (i.e. having made at least 1 domestic trip of 4+ nights and at least 1 outbound trip of 4+ nights)	Yes	Yes	Yes	Yes	-

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[102] The first filter questions could simply be 'During [2012], have you made any tourism trips with overnight stays'. On the one hand, this would filter many respondents to the end of the module rightaway (and avoid a second question for this group) ; on the other hand, those who did participate in tourism would then have minimum 3 questions and the distinction between domestic and outbound trips can help to define what is meant with 'tourism trips' (namely both domestic and outbound trips ; the memory aid can be relevant especially for smaller countries).

[103] Only respondents who made domestic trips of 4+ nights *and* outbound trips of 4+ nights (i.e. answer yes to questions ❶ to ❹) will be routed to question ❺ to verify whether they also made short trips (see indicator (e)). Based on 2010 data, this is the case for only 9% of the EU-27 population (ranging from less than 1% in BG, LV, LT and RO to around 30% in NL and AT).

[104] 3 to 5 questions for reference years covering the variable on reasons for not participating in tourism.

[105] "-" = not relevant or not applicable (i.e. regardless of the answer to this question).

In the table below, the dimensions are inverted: all possible answering options are linked to whether or not the respondent should be included for a particular indicator.

Table 3.3-2: Calculation of number of persons participating in tourism (2: respondent's answer pattern vs. indicators)

Answer to question					Indicator									
❶	❷	❸	❹	❺	Not partic. in tourism	(a) any	(b) dom only	(c) outb only	(d) dom+ outb	(e) short	(f) long	(g) long, dom only	(h) long, outb only	(i) long, dom+ outb
Yes	Yes	Yes	Yes	Yes		x			x	x	x			x
Yes	Yes	Yes	Yes	No		x			x		x			x
Yes	Yes	Yes	No	-		x			x	x	x	x		
Yes	Yes	No	-	Yes		x	x			x	x	x		
Yes	Yes	No	-	No		x	x				x	x		
Yes	No	Yes	Yes	-		x			x	x	x		x	
Yes	No	Yes	No	-		x			x	x				
Yes	No	No	-	-		x	x			x				
No	-	Yes	Yes	Yes		x		x		x	x		x	
No	-	Yes	Yes	No		x		x			x		x	
No	-	Yes	No	-		x		x		x				
No	-	No	-	-	x									

Example 1: A respondent made 3 domestic trips (2 of two nights, 1 of seven nights) and 1 outbound trip (of fourteen nights). This person would answer 'yes' to ❶ and ❷, 'yes' to ❸ and ❹, 'yes' to ❺; relevant for indicators (a), (d), (e), (f) and (i).

Example 2: A respondent made 1 domestic trip (of ten nights) and 1 outbound trip (of three nights). This person would answer 'yes' to ❶ and ❷, 'yes' to ❸ and 'no' ❹ [an answer to ❺ is not needed since from the replies to ❸ and ❹ it is clear that the respondent made at least 1 short (outbound) trip]; relevant for indicators (a), (d), (e), (f) and (g).

Example 3: A respondent made no domestic trips but 2 outbound trips (1 of seven nights, 1 of ten nights). This person would answer 'no' to ❶ [no routing to ❷], 'yes' to ❸ and ❹, 'no' to ❺ [routing to ❺ is needed because on the basis of ❸ and ❹ we only know that the respondent made long outbound trips but not if he/she *also* made short outbound trips]; relevant for indicators (a), (c), (f) and (h).

Example 4: A respondent made no domestic trips, no outbound trips. This person would answer 'no' to ❶ and ❸[no routing to ❷, ❹ or ❺]; not relevant for the indicators on participation in tourism (apart from being included in all "number of residents, aged 15 or over, non-participating in tourism for personal purposes during the reference year") but the respondent will be routed every third year to the question on main reasons for not participating in tourism – see 3.3.2.

3.3.1.2   Analysis and additivity of the sub-indicators

It is worthwhile pointing out that the additivity of the sub-indicators can be complex and even lead to 'surprising' results, see the two examples below.

Example 1: The sum of the number of persons who made domestic trips and of the number of persons who made outbound trips, should normally not be equal to (but higher than) the number of persons who made any trip (regardless of the destination). The inequality is caused by double counting the persons who made domestic as well as outbound trips.

- (# domestic) + (# outbound) ≥ (#any trip)

    Or using the indicators references: [(b) + (d)] + [(c) + (d)] ≥ (a)

- (# domestic_only) + (# outbound_only) + # domestic_and_outbound) = (#any trip)

Example 2: The number of persons having made "long trips, outbound trips only" can be higher than the number of persons having made "outbound trips only".

- A respondent who made one long outbound trip and one short domestic trip will be *excluded* for indicator (c) [but in (d)] and will be *included* for indicator (h) [at least one long outbound trip but no long domestic trip(s)]

3.3.2   Main reasons for not participating in tourism

   📖   Annex II – Section 1

On a triennial basis (first reference year: 2013), respondents who have not taken part in tourism during the reference year will be asked for the main reasons for not participating in tourism. The Regulation lists six possible reasons (plus an 'other reasons' category to close the list):

- Financial reasons (no money available for holiday trips, cannot afford to go on holiday)
- Lack of free time due to family commitments
- Lack of free time due to work or study commitments
- Health reasons or reduced mobility
- Prefer to stay at home, no motivation to travel
- Safety
- Other reasons

Respondents have multiple answer possibilities, given that the 'decision' not to travel can be linked to several conditions. See also the question/routing in Figure 3.3-1.

The number of answers that a respondent can give (i.e. the number of reasons he/she can tick from the list) is 'open'. Forcing the respondent to choose one (*the* main reason) or three options only, probably unnecessarily increases the intellectual burden on the respondent.

The socio-economic breakdowns are identical to those used for the number of tourists (see 3.3.1.1): gender, age group, educational attainment level, employment situation and household income (the latter three being optional).

3.4 Variables and breakdowns for tourism trips and visitors (Annex II, Section 2)

3.4.1   Month of departure

    📖   Annex II – Section 2, A1

Given that the scope of observation refers to tourism trips which *ended* during the reference period, the month of departure can be outside the reference year[106] (for instance December Y-1 for trips that ended in January of reference year Y). For this reason, the transmission format will include 24 possible codes (12 months of departure in reference year Y and 12 months of departure in reference year Y-1 (with return in reference year Y) – earlier departures are not possible since this would no longer be a tourism trip given the maximum length of 12 months for tourism trips).

3.4.2   Duration of the trip

    📖   Annex II – Section 2, A2 and A3

Duration of the trip in *number of nights*

In a survey, the respondent shall ideally be asked directly for the actual number of nights, but as a proxy the duration can also be derived from questions on the day of departure and the day of return.

The *total* number of nights spent should be recorded, even if some nights were outside the reference period. For instance, for a survey on trips made (ended) in the second quarter, all 10 nights of the trip from 25 March till 4 April should be counted (and all 10 will be allocated to the "month of departure" March).

According to Regulation 692/2011, for outbound trips, the number of nights spent on the domestic territory - before leaving the country of after having re-entered the country - shall be transmitted to Eurostat every third year (first reference year = 2013). The inclusion of this sub-question will allow BoP compilers to distinguish the domestic nights from the nights spent abroad[107].

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[106] See also 3.2.2.1.

[107] For BoP purposes, it would even be recommended to record the Number of nights spent for each country visited separately. This is however outside the scope/requirements of Regulation 692/2011, as such all nights will by default be allocated to the "main country of destination" (see 3.4.3).

3.4.3   Main country of destination

    📖   Annex II – Section 2, A4

Eurostat's Standard Code List[108] (SCL) of geopolitical entities shall be used for classifying the main country of destination of a tourist's trip. For an overview of countries, see Table 3.4-1[109].

For most trips, the _main_ destination will be easily identified (or there will be only one destination). Nevertheless, there will be cases where two or more countries were visited (e.g. a three weeks tour in South-East Asia or a two weeks trip to the three Baltic states). For such cases, the recommendation (based on IRTS, see Reference 3.4-1 below) is, firstly, to leave the decision to the subjective opinion of the respondent (i.e. if the respondent can – intuitively – indicate a main destination, that one should be considered)[110]. An alternative would be to look at the place where most of the nights were spent. Thirdly, the place farthest away from home could be considered.

Reference 3.4-1: IRTS 2008 – Main destination

2.31. The **main destination** of a tourism trip is defined as the place visited that is central to the decision to take the trip. However, if no such place can be identified by the visitor, the main destination is defined as the place where he/she spent most of his/her time during the trip. Again, if no such place can be identified by the visitor, then the main destination is defined as the place that is the farthest from the place of usual residence.

Reference 3.4-2: IRTS 2008 CG – Main destination

2.63. The "main destination" of a tourism trip is defined as the place visited that is central to the decision to take the trip (IRTS 2008 para. 2.32.). This definition is consistent with the definition of the main purpose of a trip (http://unstats.un.org/unsd/publication/Seriesm/SeriesM_83rev1e.pdf). However, if no such place can be identified by the visitor, the main destination is defined as the place where he/she spent most of his/her time during the trip. Again, if no such place can be identified by the visitor, then the main destination is defined as the place that is the farthest away from his/her place of usual residence. Each trip should be associated with a main destination.

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[108] For more info on the SCL, see also footnote 23.

[109] Note that Antarctica is included in the Standard Code List of geopolitical entities under code "AQ" (which is based on the ISO international standard), at continent level). The code "AQ" is not foreseen in the list of countries of destination (nor in the aggregates) given that data for Antarctica is expected to be unreliable (even at EU-28 level) due to the very few visitors this destination receives. In the rare case where a respondent wants to report Antarctica as the main destination, it is recommended to recode into the country code of the country that claims the particular territory visited (Antarctica is not really an independent state) – this is most likely to be Argentina ("AR") or Chile ("CL") as these two countries are in most cases the port where most cruises to Antarctica depart from (an alternative - in case the respondent is not aware of the particular territory visited – can be to impute the country where the cruise departed from as main country of destination, given that it was in any case one of the places visited).

[110] It should be noted that this approach can lead to a case where one main attraction in a country was central to the 'decision to take the trip' while most of the nights were spent on the territory of another country – this can lead to inconsistencies when allocating all expenditure to the main destination (while most of the budget was spent in a third country; see also Footnote 107). Examples could be "the Vatican" (but staying in a hotel in Rome, Italy) or a trip to the temples of Angkor in Cambodia (main destination for the trip) but flying in via Thailand and combining with a week's beach holiday in Thailand.

Table 3.4-1: List of countries of destination (based on Eurostat Standard Code List)

EUROPE	
AL	Albania
AD	Andorra
AT	Austria
BY	Belarus
BE	Belgium
BA	Bosnia and Herzegovina
BG	Bulgaria
HR	Croatia
CY	Cyprus
CZ	Czech Republic
DK	Denmark
EE	Estonia
FO	Faeroe Islands (DK)
FI	Finland
MK	Former Yugoslav Republic of Macedonia, the
FR	France
DE	Germany
GI	Gibraltar (UK)
EL	Greece
GG	Guernsey
HU	Hungary
IS	Iceland
IE	Ireland
IM	Isle of Man
IT	Italy
JE	Jersey
XK	Kosovo (under UN Security Council Res. 1244/99)
LV	Latvia
LI	Liechtenstein
LT	Lithuania
LU	Luxembourg
MT	Malta
MD	Moldova
MC	Monaco
ME	Montenegro
NL	Netherlands
NO	Norway
PL	Poland
PT	Portugal
RO	Romania
RU	Russia
SM	San Marino
RS	Serbia
SK	Slovakia
SI	Slovenia
ES	Spain
SJ	Svalbard and Jan Mayen
SE	Sweden
CH	Switzerland
TR	Turkey
UA	Ukraine
UK	United Kingdom
VA	Vatican City State

AFRICA	
DZ	Algeria
AO	Angola
BJ	Benin
BW	Botswana
BF	Burkina Faso
BI	Burundi
CM	Cameroon
CV	Cape Verde
CF	Central African Republic
TD	Chad
KM	Comoros
CG	Congo
CI	Côte d'Ivoire
CD	Democratic Republic of the Congo
DJ	Djibouti
EG	Egypt
GQ	Equatorial Guinea
ER	Eritrea
ET	Ethiopia
GA	Gabon
GM	Gambia
GH	Ghana
GN	Guinea
GW	Guinea-Bissau
KE	Kenya
LS	Lesotho
LR	Liberia
LY	Libya
MG	Madagascar
MW	Malawi
ML	Mali
MR	Mauritania
MU	Mauritius
YT	Mayotte (FR)
MA	Morocco
MZ	Mozambique
NA	Namibia
NE	Niger
NG	Nigeria
RW	Rwanda
SH	Saint Helena (UK)
ST	São Tomé and Príncipe
SN	Senegal
SC	Seychelles
SL	Sierra Leone
SO	Somalia
ZA	South Africa
SS	South Sudan
SD	Sudan
SZ	Swaziland
TZ	Tanzania
TG	Togo
TN	Tunisia
UG	Uganda
EH	Western Sahara
ZM	Zambia
ZW	Zimbabwe

Table 3.4-1: List of countries of destination (based on Eurostat Standard Code List) [cont'd]

AMERICA		ASIA	
AI	Anguilla (UK)	**AF**	Afghanistan
AG	Antigua and Barbuda	**AM**	Armenia
AR	Argentina	**AZ**	Azerbaijan
AW	Aruba (NL)	**BH**	Bahrain
BS	Bahamas	**BD**	Bangladesh
BB	Barbados	**BT**	Bhutan
BZ	Belize	**IO**	British Indian Ocean Territory (UK)
BM	Bermuda (UK)	**BN**	Brunei Darussalam
BO	Bolivia	**KH**	Cambodia
BQ	Bonaire, Saint Eustatius and Saba	**CN**	China (including Hong Kong)
BR	Brazil	**TL**	East Timor
VG	British Virgin Islands (UK)	**GE**	Georgia
CA	Canada	**IN**	India
KY	Cayman Islands (UK)	**ID**	Indonesia
CL	Chile	**IR**	Iran
CP	Clipperton (FR)	**IQ**	Iraq
CO	Colombia	**IL**	Israel
CR	Costa Rica	**JP**	Japan
CU	Cuba	**JO**	Jordan
CW	Curaçao	**KZ**	Kazakhstan
DM	Dominica	**KW**	Kuwait
DO	Dominican Republic	**KG**	Kyrgyzstan
EC	Ecuador	**LA**	Laos
SV	El Salvador	**LB**	Lebanon
FK	Falkland Islands (UK)	**MO**	Macao
GL	Greenland (DK)	**MY**	Malaysia
GD	Grenada	**MV**	Maldives
GT	Guatemala	**MN**	Mongolia
GY	Guyana	**MM**	Myanmar
HT	Haiti	**NP**	Nepal
HN	Honduras	**KP**	North Korea
JM	Jamaica	**OM**	Oman
MX	Mexico	**PK**	Pakistan
MS	Montserrat (UK)	**PS**	Palestinian territory
NI	Nicaragua	**PH**	Philippines
PA	Panama	**QA**	Qatar
PY	Paraguay	**SA**	Saudi Arabia
PE	Peru	**SG**	Singapore
PR	Puerto Rico (US)	**KR**	South Korea
KN	Saint Kitts and Nevis	**LK**	Sri Lanka
LC	Saint Lucia	**SY**	Syria
MF	Saint Martin (FR)	**TW**	Taiwan
PM	Saint Pierre and Miquelon (FR)	**TJ**	Tajikistan
VC	Saint Vincent and the Grenadines	**TH**	Thailand
BL	Saint-Barthélemy (FR)	**TM**	Turkmenistan
SX	Sint Maarten	**AE**	United Arab Emirates
SR	Suriname	**UZ**	Uzbekistan
TT	Trinidad and Tobago	**VN**	Vietnam
TC	Turks and Caicos Islands (UK)	**YE**	Yemen
US	United States		
UY	Uruguay		
VI	US Virgin Islands (US)		
VE	Venezuela		

Table 3.4-1: List of countries of destination (based on Eurostat Standard Code List) [cont'd]

OCEANIA			
AS	American Samoa (US)	NZ	New Zealand
AU	Australia	NU	Niue (NZ)
CX	Christmas Island (AU)	NF	Norfolk Island (AU)
CC	Cocos (Keeling) Islands (AU)	MP	Northern Marianas (US)
CK	Cook Islands (NZ)	PW	Palau
FM	Federated States of Micronesia	PG	Papua New Guinea
FJ	Fiji	PN	Pitcairn Islands (UK)
PF	French Polynesia (FR)	WS	Samoa
GU	Guam (US)	SB	Solomon Islands
HM	Heard Island and McDonald Islands (AU)	TK	Tokelau (NZ)
KI	Kiribati	TO	Tonga
MH	Marshall Islands	TV	Tuvalu
NR	Nauru	UM	United States Minor Outlying Islands (US)
NC	New Caledonia (FR)	VU	Vanuatu
		WF	Wallis and Futuna (FR)

3.4.4   Main purpose of the trip

   📖   Annex II – Section 2, A5

- Personal: leisure, recreation and holidays
- Personal: visiting relatives and friends
- Personal: other (e.g. pilgrimage, health treatment)
- Professional/business

The *main* purpose is the purpose in absence of which the trip would not have taken place.

Reference 3.4-3: IRTS 2008 CG – Main purpose

2.50. The main categories are recalled below:

Classification of tourism trips according to the main purpose
1.   *Personal*
     1.1.   Holidays, leisure and recreation
     1.2.   Visiting friends and relatives
     1.3.   Education and training
     1.4.   Health and medical care
     1.5.   Religion/pilgrimages
     1.6.   Shopping
     1.7.   Transit
     1.8.   Other
2.   *Business and professional*

The category **"Personal: other"** comprises the IRTS categories "1.3. Education and training", "1.4. Health and medical care", "1.5. Religion/pilgrimages", "1.6. Shopping", "1.7. Transit" and "1.8. Other".

Visiting friends and relatives includes attending weddings, funerals, family reunions, etc., assuming that the event created the main purpose in absence of which the trips would not have taken place. In case a holiday is combined with a visit to friends (e.g. a two weeks trip staying

with old friends who emigrated to Tuscany, Italy), the criterion will be whether visiting those friends was the main purpose, or spending some time away from home/work/etc was the main purpose (in the latter case, the trip should be classified as "holiday, leisure and recreation", with the main means of accommodation "Non–rented accommodation: accommodation provided without charge by relatives or friends" – see also 3.4.8).

It is important to note that for Directive 95/57/EC, 'visits to friends and relatives' were treated as a sub-category of 'holidays, recreation or leisure'. Where necessary (e.g. a significant break in series), it is recommended to report on this conceptual shift in the metadata.

Health related trips can be classified as either "leisure" or "other". It is recommended to use as a criterion to distinguish between "leisure" or "other" (in IRTS: "health and medical care"), the fact whether or not the treatment is based on a medical prescription or medical advice. See also IRTS 2008 §3.17 (in particular the explanatory notes for points 1.1 and 1.4).

In principle, a stay at a hospital can - according to IRTS 2008 - be a purpose for a tourism trip. If such stay will actually be counted as a tourism trip, will depend on the judgement of whether this is inside or outside the usual environment (i.e. within the area in which the individual conducts his/her 'regular life routine'). For many respondents, such stay away from home will nevertheless have as a purpose to 'maintain the daily living' and therefore be seen as having taken place within the usual environment (see also 1.3.1, "Criteria for usual environment" – "Purpose of the visit").

In the case of a **language training** that also includes a leisure or holiday element (e.g. a summer language camp for secondary school pupils), it is recommended to classify the trips as "other" (in IRTS: "education and training") because of the presence of a training element as *main* purpose.

In some cases, a trip taken for personal purposes can include periods of work. A typical example is a student's gap year to travel to different parts of the world and to work short periods whilst away in order to 'finance' the next leg of the trip. Here too, the general principle "the purpose in absence of which the trip would not have taken place" should be applied and this type of trips should be classified as "personal: leisure, recreation and holidays" rather than "business and professional"[111].

3.4.5   Type of destination

   📖   Annex II – Section 2, A6

- City
- Seaside
- Countryside (including lakeside, river, etc.)
- Cruise ship
- Mountains (highlands, hills, etc.)
- Other

For this variable, <u>multiple answer possibilities</u> are allowed in order to capture all features of the destination or places visited that attracted the respondent or travel party to go there. In case

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[111] However, when a student makes the trip with the purpose of being employed by a resident entity in the country visited, the trip is out of scope of tourism statistics. The typical example is a student from northern Europe who spends the summer in Spain or Greece as seasonal worker in a tourist destination (even if an important part of the time use will include typical tourist activities).

of a trip involving several destinations, it should refer to the entire trip (and not only to the *main* destination, see 3.4.3). Although this might lead to bizarre combinations when cross-tabulating with the *main destination of the trip*, it will be easier for the respondent to reply having the entire trip in mind (and this approach guarantees a better coverage of all possible aspects of destinations that influence the tourism behaviour/preferences).

According to Regulation 692/2011, this information shall be transmitted to Eurostat every third year (first reference year = 2013).

The Regulation mentions all trips for personal purpose as the scope for this variable. From a user point of view, however, the analytical focus will rather be on trips for the personal purpose of leisure, recreation or holidays.

3.4.6 Participation of children in the travel party

    📖   Annex II – Section 2, A7

Definition of travel party: the group of persons who decided to take the trip together and who share a common budget.

It is recommended to define "children" as persons under 15 (0 to 14 years old).

According to Regulation 692/2011, this information shall be transmitted to Eurostat every third year (first reference year = 2013).

Reference 3.4-4: IRTS 2008

3.2. […] A **travel party** is defined as visitors travelling together on a trip and whose expenditures are pooled.

Reference 3.4-5: IRTS 2008 CG – Travel party

2.36. A **travel party** is defined in the IRTS 2008 as visitors travelling together on a trip and whose expenditures are pooled. A typical travel party is made of members of a family travelling together. A travel party may also be made of friends or other persons related by any type of link as long as what makes most of the expenses is shared. In a travel party, except for some expenses considered rather as pocket money of its members, it is not possible to identify individual expenditures corresponding independently to each of the members of the travel party in particular for what relates to transportation, accommodation, food serving services that usually constitute the bulk of tourism expenditure. As a consequence, the expenditure of persons travelling together in a travel party will be estimated as the average expenditure of the travel party (a simple average or a more complex one, that takes into consideration the age structure of its membership for the part that is common to all of them plus their individual expenditure (IRTS 2008 para. 4.36. (i) and Box 4.2., http://unstats.un.org/unsd/publication/Seriesm/SeriesM_83rev1e.pdf).

3.4.7 Main means of transport

    📖   Annex II – Section 2, A8

- Air (flight services, scheduled or chartered, or other air services)
- Waterway (passenger lines and ferries, cruises, pleasure boat, rented vessel, etc)

- Railway

- Bus, coach (scheduled or non-scheduled)

- Motor vehicle (private or rented)

- Other (e.g. bicycle)

The distance should be the criterion to determine to which leg of the journey the *main* means of transport relates.

If different modes of transport were used to get to (or from) the destination, the one that covered the longest distance should be reported.

In the exceptional case that a different means of transport is used for the outbound journey and the return journey (same distance), the most expensive one could be reported (this would make the expenditure data on transport – see further - more meaningful).

Reference 3.4-6: IRTS 2008

3.32. The **modes of transport** usually refer to the main mode used by the visitor on the trip. This main mode might be established in different ways and be based, for example, on:
(a) The mode on which the most miles/kilometres are travelled;
(b) The mode on which most time is spent;
(c) The mode which has the highest share of the total transport cost.

3.33. In the case of international travel, the main mode of transport is often established on the basis of the main distance covered or on the mode used to cross the borders of the country or countries visited, particularly in the case of island countries or territories.

Example 1: One travels with a low-cost company to e.g. Sicily (air fare: €120 return) and rents a car to travel inside the island (rental fee: €250 for ten days).

- Using the distance criterion, the main means of transport would be via "air" (even if the total cost on the rental car exceeds that of the plane tickets).

- Even if more kilometres were travelled with the rental car, compared to the two legs of the journey by plane, it is recommended to nevertheless tick "air", since this was the means used to reach the *main destination* (in casu Sicily) and not all individual destinations on the island.

3.4.8   Main means of accommodation

     Annex II – Section 2, A9

a.   Rented accommodation: hotels or similar accommodation

b.   Rented accommodation: campsites, caravan or trailer park (non-residential)

c.   Rented accommodation: other rented accommodation (health establishments, youth hostels, marinas, etc)

d.   Non-rented accommodation: own holiday home

e.   Non-rented accommodation: accommodation provided without charge by relatives or friends

f.   Non-rented accommodation: other non-rented accommodation

Categories *a*, *b* and *c* form the group of rented accommodation, while categories *d*, *e* and *f* form the group of non-rented accommodation. Within both groups, two sub-categories are

supposed to cover an important part of the group (*a and b* and *d and e* respectively) while the other means of accommodation are regrouped into categories *other* (*c* and *f* respectively).

Table 3.4-2: Correspondence table types of accommodation: "demand side" vs. "supply side"

Demand side	Supply side (classified by NACE Rev. 2)
a. Hotels or similar establishments[112]	- **55.10** "Hotels and similar accommodation"
b. Campsites, caravan or trailer park[113]	- **55.30** "Camping grounds, recreational vehicle parks and trailer parks"
c. Other rented accommodation [e.g. rented holiday dwelling (house, villa, apartment,…), rented room in family house, youth hostel, marinas, health establishments such as sanatoria, public transport means such as train, boat (incl. *cruises*), holiday camp, convent, student dorm, mountain huts,…]	- **55.20** "Holiday and other short-stay accommodation" - **55.90** "Other accommodation" - Other NACE classes [e.g. *Operation of recreational transport facilities, e.g. marinas* in NACE class 93.29 "Other amusement and recreation activities"] where enterprises might have tourist accommodation-related activities as secondary activity
d. Own holiday home [owned dwelling; including timeshare and permanent caravan or camping]	Non-rented accommodation
e. Accommodation provided without charge by relatives or friends	
f. Other non-rented accommodation	

In case the respondent had no out-of-the-pocket expenses on accommodation, the type of accommodation can nevertheless be considered as "rented accommodation" when there is a

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[112] Conference centers will in most cases be classified under "hotels and similar establishments", as these establishments will typically also offer accommodation for the guests attending the conference. Table 3.4-2 matches the category (a) hotels and similar establishments with NACE 55.1. The description of this NACE class mentions that such establishments can also offer 'conference and convention facilities'. Inversing the logic, conference centers can be classified under hotels rather than under other accommodation, as long as they offer typical hotel services (cleaning, bed-making, etc) – which will typically be the case. Only in the case where the basic hotel services are not available (this could be the case for school groups or stays for religious purpose f.i. in a monastery offering only very basic services), it would be "other rented accommodation". In case this distinction can't be asked from the respondent, it is recommended to file under "hotels and similar establishments".

[113] In paragraph 2.2.1.3.1, the treatment of long-term letting of pitches is discussed from the point of view of the supply side.

From the demand side, the issue is also relevant.

Example: someone who rents a "pitch" for an entire season (e.g. Easter till end September) to go there occasionally (for example: one long weekend per month and four weeks in July); this would constitute several tourism trips (of respectively 2/3 nights and 28 nights). It is rented accommodation from a demand side view and should fall under *(b)* in the question on main type of accommodation. For the expenditure, the respondent could give an estimate (e.g. it costs 1000 euros to leave the caravan there for six months, the respondent stays there approximately 40 nights in total during the season ; for a long weekend of four nights that is reported, he could estimate 100 euros as accommodation cost). Notwithstanding this, when it is a real permanent camping (so covering several years), it should be considered non-rented accommodation (see item *(d)*).

monetary transaction between two third parties (see also 3.4.10 "Expenditure" and the IRTS recommendations in §4.5 (printed here in Reference 3.4-7)).

Examples include situations where a third party (e.g. the person visited or the employer) pays the hotel bill or where the expenses are entirely covered by a social security organisation or insurance company. In such case, it is recommended to impute the expenditure on accommodation via an estimate of the market value of the accommodation.

In case of absence of any monetary transaction, the type of accommodation can be considered as "non-rented accommodation".

Examples include accommodation belonging to the resident's employer or accommodation offered for free by friends in their own residence.

The duration (number of nights) should be the criterion to determine which type of accommodation was the main means, in case the tourist used different types of accommodation on one trip.

3.4.9 Booking of the trip

  📖   Annex II – Section 2, A10 to A15

According to Regulation 692/2011, the information on the booking of the trip – six variables - shall be transmitted to Eurostat every third year (first reference year = 2014).

A10   *Booking of the trip: use of tour operator or travel agency to book the main means of transport*[114]
  - *Yes*
  - *No*
  - *Don't know*

A11   *Booking of the trip: use of tour operator or travel agency to book the main means of accommodation*[114]
  - *Yes*
  - *No*
  - *Don't know*

A12   *[Only for trips where no tour operator or travel agency was used to book the main means of transport or the main means of accommodation] Booking of the trip: independent*
  - *The services were booked directly with the service provider*
  - *No booking was needed*

Where '*No*' is answered to A10 *and* A11, the trip can be assumed to be booked (organised) individually[115], or assumed to be a trip for which no booking was needed (e.g. a trip where one stays with relatives or friends and goes by private car).

A13   *Booking of the trip: package trip*
- *Yes*
- *No*

A14   Booking of the trip: internet booking of the main means of transport
- *Yes*
- *No*
- *Don't know*

A15   *Booking of the trip: internet booking of the main means of accommodation*
- *Yes*
- *No*
- *Don't know*

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[114] This also includes a booking via a tour operator or travel agency that was made *on behalf* of the respondent who made the trip, e.g. by his/her employer or by a non-profit organisation he/she is a member of; this to the extent that the respondent is aware of the mode of booking (see also 3.4.9.3).

[115] This does not only refer to advance bookings, indeed, booking a hotel or transportation ticket at the last moment when arriving at the reception of the hotel or the ticket office is also considered as being booked directly with the service provider.

3.4.9.1   Scope of travel agency and tour operator (A10/A11/A12)

From a supply point of view, NACE Rev. 2[116] defines the two types of activities:

Reference 3.4-7: NACE Rev.2 - 79.1 Travel agencies and tour operator activities

79.1   Travel agency and tour operator activities

This group includes the activities of agencies, primarily engaged in selling travel, tour, transportation and accommodation services to the general public and commercial clients and the activity of arranging and assembling tours that are sold through travel agencies or directly by agents such as tour operators.

79.11   Travel agency activities

This class includes: activities of agencies, primarily engaged in selling travel, tour, transportation and accommodation services on a wholesale or retail basis to the general public and commercial clients

79.12   Tour operator activities

This class includes: arranging and assembling tours that are sold through travel agencies or directly by tour operators. The tours may include any or all of the following:
- transportation
- accommodation
- food
- visits to museums, historical or cultural sites, theatrical, musical or sporting events

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Further recommendations on the treatment of travel agencies are given in IRTS2008[117]:

Reference 3.4-8: IRTS 2008 – Travel agencies and other reservation services

D.4. Travel agencies and other reservation activities

6.46. Visitors (or potential visitors), when planning and organizing their trip, often use the services of travel agencies in order to get information on alternatives and for making their bookings (transport, accommodation, recreation activities either packaged or individually purchased, etc.). Their function consists mainly of selling the right to use a certain service provided by others at a certain moment in time and within certain conditions. Their role is to provide information and other services to the visitor and they are the intermediary in the purchase of certain services, although they might also provide additional services such as accompanying tours, guiding services, etc. Finally, it should be mentioned that travel agencies are under the specific jurisdiction of most national tourism administrations.

6.47. These agencies and reservation services operate in some ways as "retailers" of these services that are sold to the public. However, their function is different from that of a retailer of a good because it is still the producer of the service who finally serves the consumer. There is no substitution of relationships, only an efficient way for producers to make their products available to the public and sell them.

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[116] http://epp.eurostat.ec.europa.eu/cache/ITY_OFFPUB/KS-RA-07-015/EN/KS-RA-07-015-EN.PDF, p. 279.

[117] http://unstats.un.org/unsd/publication/Seriesm/SeriesM_83rev1e.pdf, p.56-57.

6.48. The value of travel agency services is not always invoiced explicitly or separately to the user of the service (the visitor) although such direct invoicing might exist and is current in the case of other reservation services different from travel agency services. In some cases, travel agencies buy tickets at a discounted price from airlines (or discounters) and sell them to their customers at a marked-up price, earning revenue from the difference between the price they pay and the price they charge. In other cases, the visitor pays for airline transport or some other "tourism product" at a set price established by the producer of the service. Income is earned by the travel agency as a fee or commission on the sale that is established by the provider of the service: in that case, it is as if the service of the travel agency was purchased by the provider of the service that is sold to the visitor. Finally, travel agencies increasingly charge their customers fees to make up for the corresponding reduction (and in some cases elimination) of fees or commissions from suppliers.

6.49. As a consequence, gross revenues of travel agencies on reservation services are of three kinds:

(a) Those collected directly from visitors through a specific invoice; this is most common in the case of reservation services other than travel agencies, but is increasingly the case also for travel agencies;

(b) Gross commercial margins representing retail trade services when travel agents remunerate themselves implicitly through a retail trade operation (buying from the producers of the services (for instance, airlines), or wholesale traders and selling the product back to travellers);

(c) Commissions paid by the providers of tourism services when they operate as their agents, similar in operation to retail trade services on a fee or contract basis.

6.50. Whatever the procedure through which a travel agency (or a reservation) service generates its revenue, the total value paid by customers will be split in two parts: one corresponding to the value of the travel agency (or reservation) service (the gross margin earned), and the other corresponding to the value of the tourism services included (the revenue of the producer net of the commission paid to the provider of reservation services).

6.51. From this perspective, travel agencies and other reservation activities are viewed as selling a service directly to the visitor so that they can be considered as tourism industries […].

These definitions will largely overlap with what respondents intuitively perceive as travel agencies and tour operators. However, from a demand point of view – in other words: from a respondent point of view – there can be important grey areas, those are discussed here below.

To help respondents identify whether a tour operator / travel agency (TO/TA) was used for the booking, a guideline can be to use a *'negative' definition*. If the accommodation (or transport) was not booked directly with the service provider, the intervention of a TO/TA can be assumed[118]. This approach would also cover arrangements booked via another service provider that is not necessarily a TO/TA in the business register (e.g. booking of the flight directly via the airline company's website + making a hotel reservation via that same airline company website).

Another (indicative) criterion can be whether the payment was made directly to the booking provider instead of to the actual service provider (e.g. hotel) or whether the booking was

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[118] An exception to this guideline would be the case of non-profit organisations acting as intermediary between the service provider and the tourist (who will typically be a member of the non-profit organisation). Although they sell package tours to members, they should not be consider tour operators or travel agencies (see also 3.4.9.1.2).

confirmed by the online agency or 'other' service provider instead of by the actual service provider (e.g. hotel)[119].

3.4.9.1.1 Online travel agencies

A particular case is the activities of online travel agencies. While service providers such as Booking.com (for accommodation) are to be considered as travel agencies[120], respondents may see their usage of e.g. Booking.com more as an independent way of booking (checking all options behind their own computer) rather than they would find it comparable to the 'traditional' visit to a (physical) travel agency.

It is very likely that online booking services will raise questions for clarification from respondents. In this case the recommendation is to assume that booking of the trip using the service of online travel agencies leads to a 'yes' answer on variables A10 or A11 (note that variables A14 and A15 will allow to distinguish online services from other types).

However, in case a visitor books online directly via the website of the service provider (e.g. hotel or airline company), this should be considered as not having made use of a travel agency or tour operator (i.e. a 'no' answer on variables A10 or A11) but booking directly with the service provider (see also A12) – regardless of whether there is an external (to the service provider) IT platform behind the reservation system of the site[121]. Criteria could include the direct payment to the hotel instead of to a booking provider and/or the confirmation of the booking by the hotel instead of by an online agency (see also above).

3.4.9.1.2 Non-profit organisations

When a trip was booked via a non-profit organisation (NPO)[122] – common cases are scouts, schools, initiatives for pensioners, etc. composing and offering packages to their members – the intermediation of the NPO is not to be assimilated to the services offered by a travel agency or tour operator, regardless of whether the NPO booked from service providers or owns the means of accommodation and/or transport.

However, in case the NPO relies on the services of a travel agency or tour operator, the respondent should consider the accommodation and/or transport to be booked via a travel agency or tour operator when replying to A10 and A11 (note the analogy with the case where the employer books a (business) trip on behalf of the employee actually making the trip)[123].

3.4.9.1.3 Public tourist information centres

Another possible grey area is that of tourist information centres or tourism boards (for instance organised by the local authorities at destination level). These are typically not 'selling' services

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[119] An example would be an "independent" booking of a flight via an airline company's website but at the same time adding a hotel option offered on the same website to the booking and payment.

[120] Taking the example of Booking.com, this company is registered in the Netherlands and classified in NACE class 79.11 (Travel agency activities) in Statistics Netherlands' business register.

[121] though this can lead to ambiguity if the visitor is redirected from the service provider's website to e.g. Booking.com.

[122] Data for one Member State (Slovenia) shows that in 2011 about 4% of all trips for private purpose (7% of trips for private purpose spent at rented accommodation) were organised by a non-profit organisation.

[123] See also footnote 114.

or products, but only providing information to arriving visitors[124]. As such, these organisations should not be considered travel agencies. Again, the distinction may not be easy from a respondent point of view: e.g. two kiosks in an airport arrivals hall, one information centre from the city giving hotel options, the other one a commercial agency giving hotel vouchers (possibly with payment at the hotel, to make it even more unclear for the respondent…).

It is recommended to answer 'no' to A10 and A11 in case the only 'assistance' in booking the trip was provided by a public tourist information centre.

3.4.9.2   Multiple means of transport or accommodation (A10/A11/A12)

A trip can include more than one means of transport (e.g. by plane to the destination and locally renting a car for a week to visit different places at the destination) or more than one means of accommodation (e.g. visiting friends and relatives for a few days in combination with a week in a seaside hotel nearby).

The design of the variables is dichotomous or binary (plus a "don't know" category), meaning that *partly* is not a valid answer category to cover the case of multiple means of transport or accommodation. The variables explicitly refer to the <u>main</u> means of transport and the <u>main</u> means of accommodation. The answer to these questions should thus refer to the means of transport and accommodation reported for variables A8 and A9 (for guidelines to determine the main means, see 3.4.7 and 3.4.8).

3.4.9.3   Use of "don't know" categories (A10/A11/A13/A14)

An answering option "don't know" was added *only* for cases where the respondent is possibly not aware of the organisational aspects of the trip, e.g. trips organised by a school or sports organisation or for business trips where the employees undertaking the trip is not taking care of the booking. It should be avoided that this category is used – by interviewee or interviewer - as an easy answering option.

In the context of quality monitoring and error measurement, it can be useful to compare the share of "don't know" answers among different interviewers.

3.4.9.4   Use of TO/TA versus independent travelling: mixed cases (A12)

A12 covers those cases where no travel agency or tour operator was used to book the main means of transport or the main means of accommodation, in other words where the answers to A10 and A11 are "no". Two situations can be distinguished: the case where all aspects of the trip were booked directly with the service provider[125] (e.g. website of the hotel, website of the airline company) and the case where no booking was needed (trip by private car to visit relatives and friends abroad).

However, only one variable has been included in the Regulation although two underlying services (transport, accommodation) are referred to. This can lead to three cases:

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[124] 'Provision of travel information to visitors' falls under group 79.9 (Other reservation serviced and related activities) and not under group 79.1 (Travel agency and tour operator activities) in NACE Rev.2 (see http://epp.eurostat.ec.europa.eu/cache/ITY_OFFPUB/KS-RA-07-015/EN/KS-RA-07-015-EN.PDF, p. 279).

[125] This also includes a booking that was done directly with the service provider *on behalf* of the respondent who made the trip, e.g. by his/her employer or by a non-profit organisation he/she is a member of; this to the extent that the respondent is aware of the mode of booking (see also 3.4.9.3).

- *both services were booked directly*: respondents can tick '(a) The services were booked directly with the service provider'
- *for both services booking was irrelevant*: respondents can tick '(b) No booking was needed'
- *the mixed case* where only one of the two services (transport/accommodation) was booked directly with the service provider: e.g. trip by a private car to a hotel booked directly via their website or a trip by plane booked via the carrier's website to spend holidays in an owned second residence; in this case it is recommended to tick '(a) The services were booked directly with the service provider'[126].

3.4.9.5   Scope of package trips (A13)

3.4.9.5.1   International versus European definitions

As compared to the IRTS, the definition of package trips (package tours, package travel) in the guidelines accompanying Directive 95/57/EC is a bit more restrictive. While the first only stipulates that at least two travel services should be combined (see below, References 3.4-9 and 3.4-10), the latter specifies that these two services should include at least transport *or* accommodation (see Reference 3.4-11). The European definition was based on the scope of the Package Travel Directive (see Reference 3.4-12).

Reference 3.4-9: IRTS 2008

6.59. Tour operators are businesses that combine two or more travel services (for example, transport, accommodation, meals, entertainment, sightseeing) and sell them through travel agencies or directly to final consumers as a single product (called a package tour) for a single price. The components of a package tour might be pre-established or can result from an "à la carte" procedure where the visitor chooses from a pre-established list the combination of services he/she wishes to acquire.

Reference 3.4-10: IRTS 2008 CG – Package tours

4.28. A package tour consists of a "tourism product" provided by a tour-operator which elaborates it and sells it directly or through travel agencies. Within a package tour, travellers receive a combination of products associated with a trip, which are made of more than one of the following tourism services: transportation services, accommodation services, food serving services, sight/seeing services, entertainment services, etc. and other goods and services at will. This package might have varying characteristics: it might have been elaborated previously as a product sold as an identified unit, or be tailored to the specific requests of a traveller, through a combination of elements which have been previously negotiated and pre-selected by the packager, that the packager has purchased in anticipation, from designated providers, putting often itself at risk.

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[126] In this mixed case, the answers on the questions "main means of transport" (A8) and "main means of accommodation" (A9) can serve as auxiliary information to make the distinction. For instance, for non-rented accommodation no booking will be needed in most cases (an exception could be an agency fee for house swapping arrangements), for railway or air there would typically be a booking needed.

> **Reference 3.4-11: Tourism Statistics Directive 95/57/EC: "Applying the Eurostat methodological guidelines in basic tourism and travel statistics"[127]**
>
> Package tour is a combination of travel services, arranged in advance, which includes at least transport and accommodation or one of these and some other essential tourism service. Accommodation in means of transport, in combination with transport only, is not a package tour (see the Directive on Package tours). Package travel may or may not cover breakfast, journey from airport to accommodation, sightseeing, etc.

> **Reference 3.4-12: Package Travel Directive 90/314/EC[128]**
>
> 'Package' means the pre-arranged combination of not fewer than two of the following when sold or offered for sale at an inclusive price and when the service covers a period of more than twenty-four hours or includes overnight accommodation:
> (a) transport;
> (b) accommodation;
> (c) other tourist services not ancillary to transport or accommodation and accounting for a significant proportion of the package.

3.4.9.5.2   On-going revision of the Package Travel Directive

The European Union is currently negotiating a new Package Travel Directive. The Commission submitted on 9 July 2013 a proposal for a Directive on package travel and assisted travel arrangements (amending Regulation 2006/2004, Directive 2011/83/EU and repealing Council Directive 90/314/EEC) to the European Parliament and the Council[129].

The proposal (Art. 3(1)(2)) is extending the definition by applying the Directive not only to the more traditional *pre-arranged packages* but also to the so-called *combined travel arrangements* (typically online sales, but also available from traditional travel agencies who put together holidays for their customers). For definitions of 'package' (and ' travel service') in the context of the Commission proposal, see Reference 3.4-13).

The scope of the proposed Directive excludes (among others) packages where not more than one travel service in 'carriage of passengers', 'accommodation other than for residential purpose' or 'car rental' is combined with any other tourist service not ancillary to carriage of passengers, accommodation or car rental, if this service does not account for a significant proportion of the package (Article 2(2)) – see also Reference 3.4-13)[130].

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[127] See footnote 3.

[128] http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:1990:158:0059:0064:EN:PDF; currently in a revision *process (Commission proposal submitted on 9/07/2013, see also footnote 129).*

[129] See http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=COM:2013:0512:FIN:EN:PDF.

For further background and explanatory notes, see also the Communication from the Commission to the European Parliament, the Council, the European Economic and Social Committee and the Committee of the Regions: "Bringing the EU package travel rules into the digital age" (COM(2013)513), http://ec.europa.eu/justice/consumer-marketing/files/com_2013_513_en.pdf.

[130] Note that this means that 'car rental' + 'another tourist service accounting for a significant proportion', can be a package. In other words, the proposed Directive can cover packages that do not include accommodation or transport.

Reference 3.4-13: Commission proposal for a Directive of the European Parliament and of the Council on package travel and assisted travel arrangements (amending Regulation 2006/2004, Directive 2011/83/EU and repealing Council Directive 90/314/EEC)[131]

Article 3 - Definitions

(1) 'travel service' means:

(a) carriage of passengers,

(b) accommodation other than for residential purpose,

(c) car rental or

(d) any other tourist service not ancillary to carriage of passengers, accommodation or car rental;

(2) 'package' means a combination of at least two different types of travel services for the purpose of the same trip or holiday, if:

(a) those services are put together by one trader, including at the request or according to the selection of the traveller, before a contract on all services is concluded; or

(b) irrespective of whether separate contracts are concluded with individual travel service providers, those services are:

  (i) purchased from a single point of sale within the same booking process,

  (ii) offered or charged at an inclusive or total price,

  (iii) advertised or sold under the term 'package' or under a similar term,

  (iv) combined after the conclusion of a contract by which a trader entitles the traveller to choose among a selection of different types of travel services, or

  (v) purchased from separate traders through linked online booking processes where the traveller's name or particulars needed to conclude a booking transaction are transferred between the traders at the latest when the booking of the first service is confirmed;

Note that limitations to the scope are listed Article 2:

Article 2 - Scope

1. […]

2. This Directive shall not apply to:

(a) packages and assisted travel arrangements covering a period of less than 24 hours unless overnight accommodation is included;

(b) ancillary contracts covering financial services;

(c) packages and assisted travel arrangements purchased on the basis of a framework contract between the traveller's employer and a trader specialising in the arrangement of business travel;

(d) packages where not more than one travel service as referred to in points (a), (b), and (c) of Article 3(1) is combined with a travel service as referred to in point (d) of Article 3(1) if this service does not account for a significant proportion of the package; or

(e) stand-alone contracts for a single travel service.

3.4.9.5.3 Recommendation for tourism demand surveys

In the future it will be necessary to update the recommendations on package trips (in particular the scope/definition) in the context of tourism demand surveys in order to align to the revised legal framework.

However, as the Directive has not yet been adopted / entered into force, a final new reference

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[131] See footnote 129.

framework is not yet available. Therefore, it is recommended – for the time being – to maintain the principle that <u>a package includes at least transport and accommodation, although one of these two can be replaced by another service that accounts for a sign cant proportion of the package</u>[132].

While a package trip will usually be reserved via a tour operator or travel agency, this is not an essential element, e.g. a trip including a combination of transport and accommodation services booked via a non-profit organisation of which the tourist is a member will be considered as a package trip (see also 3.4.9.1.2).

For treatment of package tours in the context of the travel item of the Balance of Payments or in the context of unbundling tourism expenditure on package trips, see respectively section 1.4.5 and section 3.4.10.5.4.

Box 3.4-1: Package trips – Austrian experience

In the Austrian CATI survey concerning domestic and outbound tourism, respondents are asked if their trips were "package trips".

Due to time restraints, only if respondents ask for a definition the following explanation is given: "a package tour is a trip where one amount was paid for several (but at least two) components of the trip. What is important is that these components have to make up a significant proportion of the total trip expenditures."

If respondents however answer the question right away with "No" without having heard the definition first, a follow-up question ("So you did not pay one amount for two or more of the main components of the trip?") is asked to assure, that the respondents really know how "package trips" are defined in the survey.

Box 3.4-2: Package trips – the Italian demand side survey "Trips and holiday"

In Italy, there is a specific legislation that determines what is a package and who can sell it. According to this decree ('law'), tourist packages are trips, tours or holidays, lasting twenty-four hours at least, which result from the combination of at least two of the elements listed below, sold or offered for sale at an "all inclusive" price:
  a) transport;
  b) accommodation;
  c) tourist services not accessory to transport, which constitute a significant part of the package.

These services may include: the itinerary, visits, excursions, guides and tour guides or other services included in the package or specific agreements on the travel arrangements agreed between the organiser/seller and the consumer at the time of booking.

The organiser of the trip can be an authorised travel or tourism agency, which makes the combination of elements of the package, and undertakes its own name for consideration to a third party to provide flat-rate package tours. The organiser of the trip can be also a non-profit

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[132] The Task Force on Tourism Statistics discussed the relevance of developing guidelines on what would constitute 'a *significant* proportion of the package', but it was concluded that this is not desirable giving that – in general – there is a common understanding from the respondent point of view. Furthermore, it was concluded that there should be no guidelines on a minimum share of the package expenditure in the total expenditure for a trip (package + other expenditure) as threshold for considering a trip a package trip.

association that works at national level for recreational, cultural, religious or social purposes, authorized to arrange tourism activities and accommodation only for its members.

The organizer is allowed to sell tour packages directly or through a retailer.

In practice, a package is characterised by an advance purchase of a range of services that are assembled and sold by an organiser/seller.

Box 3.4-3: Package trips – the UK international passenger survey

In the UK the following definition is used on the International Passenger Survey: "to be defined as a package a holiday must be marketed at an exclusive price covering both fares to and from the UK and the cost of at least some accommodation. The point about a marketed package is that the costs cannot be separated by the respondent. If they could then the respondent has not bought a package holiday".

3.4.9.6   Internet booking (A14/A15)

Variables A14 and A15 refer to the usage of the internet to book a specific trip, by the individual undertaking the trip or by any other person in the travel party or by a third person assisting with the booking[133]. These variables do not refer to booking via the internet by a travel agency or tour operator assisting the customer in their sales office. An objective of these variables is to measure the use/impact of the internet on the way trips are booked, in other words the substitution of non-automated booking with automated online booking.

In case a package trip was booked via the internet (from on online tour operator or travel agency), the respondent can answer 'yes' for transport (A14) and/or accommodation (A15) where applicable (= where these services were part of the package).

Note that these variables only refer to the *booking* – whether the *payment* is executed online or offline or at the moment the service is performed, is not relevant here.

The booking can be via online forms or reservation systems on the service provider's website, or via online tour operators or travel agencies. However, booking via (manually typed) e-mail, sms or mms should *not* be considered as internet booking, in line with the approach taken for

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[133] The household surveys on ICT usage collect information on the number of persons in the total population as well as in the population of Internet users (i.e. those who have used internet in the twelve months preceding the interview) who have used the internet *i)* to use "services related to travel and accommodation" (this includes simple searches for information) and/or ii) to buy or order for private purpose "holiday accommodation" and/or "other travel arrangements". While these variables give an indication on what share of the population or what share of internet users book their holidays (or aspects thereof) online, they do not measure what share of trips were fully or partly booked online. This latter question is addressed by variables A14 and A15.
Legal references: Regulation 808/2004 and its annual implementing measures:
- http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2004:143:0049:0055:EN:PDF
- http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2012:321:0033:0051:EN:PDF
General info: http://epp.eurostat.ec.europa.eu/portal/page/portal/information_society/introduction.

the *Community survey on ICT usage in households and by individuals*[134]. Furthermore, booking by telephone using an internet platform (e.g. Skype) should *not* be considered as internet booking.

In case a preference (or national data need) exists to also include (manually typed) e-mail and/or phone booking using an internet platform, the question can be put without further specification of what is included or excluded. A follow-up question (e.g. 'Was it booked via a manually typed e-mail?', 'Was it booked by phone over internet?') can filter the cases that are not relevant in view of the above recommendation.

3.4.10 Expenditure

  📖   Annex II – Section 2, A16 to A19/A19a

Reference 3.4-14: IRTS 2008 – Tourism expenditure

A. Coverage of tourism expenditure

4.2. Tourism expenditure refers to the amount paid for the acquisition of consumption goods and services, as well as valuables, for own use or to give away, for and during tourism trips. It includes expenditures by visitors themselves, as well as expenses that are paid for or reimbursed by others.

4.3. It excludes the acquisition of certain items such as social transfers in-kind that benefit visitors, the imputation of accommodation services from owned-vacation homes and Financial Intermediation Services Indirectly Measured (FISIM). These are included in the more inclusive concept of tourism consumption in the Tourism Satellite Account. Other categories of exclusions are mentioned in paras. 4.6. and 4.7.

4.4. All individual goods and services that the SNA 1993 considers as consumption goods or services (those that satisfy the wants and needs of individuals) can potentially be part of tourism expenditure. This includes the typical services acquired by visitors like transportation, accommodation, food and beverage, etc. but also other items such as, valuables (paintings, works of art, jewellery, etc.) irrespective of their unit value and acquired on trips because of their role as stores of value over time (see para. 5.16.), durable consumer goods (computers, cars, etc) irrespective of their unit value purchased on trips, all food prepared and without preparation, all manufactured items whether locally produced or imported, all personal services, and so on.

4.5. In addition to the monetary expenditure on consumption goods and services paid for directly by the visitors, tourism expenditure includes in particular:
- monetary expenditure on consumption goods and services paid for directly by the employer for employees on business travel;
- monetary expenditure by the visitor refunded by a third party, either employers (businesses, government and NPISH), other households or the social insurance scheme;
- monetary payments made by visitors for the individual services provided and subsidised by government and NPISH in the areas of education, health, museums, performing arts, etc.;

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[134] See *Methodological manual for statistics on the Information Society*, p.134-137, Section II.1.6.5 (https://circabc.europa.eu/w/browse/c9df3412-21d8-4ef6-9312-fd68a9ff0c9e):

"Purchases via SMS or MMS should be excluded since they do not make use of the internet via web browsers or web apps but mobile telephone networks. E-mail is internet related, but should be excluded. […]. Orders via manually written e-mails should – in line with past definitions, including the updated definition of OECD - not be included. The placing of orders is done on websites of sellers or web shops."

- out-of-pocket payments for services provided to employees and their families on tourism trips financed principally by employers, such as: subsidized transport, accommodation, stays in holiday residences of employers, or other services;
- supplementary payments made by visitors to attend sports or any other cultural events on the invitation of, and principally paid by, producers (business, government, NPISH).

4.6. Tourism expenditure does not include all types of payments that visitors might make. Excluded are all payments that do not correspond to the acquisition of goods and services, and in particular:

- the payment of taxes and duties that are not part of the purchasers' prices of the products acquired by the visitor;
- the payment of all classes of interest, including those on expenditures made during and for trips;
- the purchase of financial and non-financial assets, including land and real estate, but excluding valuables;
- the purchase of goods for resale purposes, either on behalf of third parties (producers or others) or on own-account;
- all transfers in cash such as donations to charities or to other individuals (in particular to family and relatives), as they do not correspond to the purchase of consumption goods or services.

4.7. The purchase of housing, real estate, and all expenditure related to major repairs and improvements thereof are considered by the SNA 1993 and by the Balance of Payments as capital expenses even in the case of households purchasing them and therefore are also excluded from the concept of consumption. It is recommended to exclude them also from tourism expenditure. Current expenses related to vacation homes, such as those usually incurred by an owner as a producer of accommodation services, should also be excluded from tourism expenditure.

B. The timing of tourism expenditure and the economies concerned

[…]

4.11. The acquisition of all goods and services during a tourism trip is, in principle, part of tourism expenditure.

[…]

3.4.10.1 Breakdown

The total consumption expenditure made by a visitor or on behalf of a visitor for and during his/her trip and stay at destination, is broken down by the following expenditure items (to be reported separately):

- Transport [A16]
- Accommodation [A17]
- [optional] Food and drinks in cafés or restaurants [A18]
- Other, of which durables and valuable goods have to be reported separately [A19, A19a]

Given that "package" is a not a separate category (in line with TSA needs), a disaggregated version of the package element (into its transport, accommodation, etc. components) has to be transmitted to Eurostat.
See also further, paragraph *3.4.10.5 Selected measurement issues*.

The category **"other"** is not easy to define. The definition is more of a negative approach: all expenditure that does not fit into the categories "transport" or "accommodation" (or "food and drinks in cafés or restaurants", if collected). Examples include shopping, souvenirs, tickets for

concerts or a sports event, entrance to a museum or zoo, day excursions during a tourism trip (even if this is a boat trip on a river, it should not be considered as "transport" expenditure if it is a round trip returning to the place of embarkation).

The **"durables and valuable goods"** referred to in A19/A19a include for instance cars, computers, paintings, works of art or jewellery (see §4.4 of the IRTS 2008 in Reference 3.4-7 above). It concerns in general goods that 'satisfy the wants and needs of individuals' not only during the trip but especially after the trip (the car or computer will be used mainly after the trip, the painting will be 'enjoyed' mainly after the trip)[135].

Defining a monetary threshold is difficult in absence of a universal reference point (even if one would consider purchasing power parities (PPPs), this would link the threshold to the country of residence of the visitor and not to the country visited where the good was actually purchased). Nevertheless, as guideline, the model questionnaire in section 3.7.3 suggests a threshold[136] of 300 euro (see 3.7.3.2.3). Where possible (e.g. CATI or CAPI), such threshold amount can be fine-tuned according to the length of the trip or by applying an average per day. Note that this suggested threshold of 300 euro refers to the unit price rather than the total price: expenditure on consumer durables (e.g. 20 CDs, unit price 20 euro) for a total of 400 euro is not considered to belong to "other expenditure on durables or valuable goods".

The category **"food and drinks in cafés or restaurants"** (A18) is an optional category. It is recommended to include it in the questionnaire given the fact that the more possible items of expenditure are recalled to the respondent, the more accurate (or less underestimated) the estimate of the visitor's total expenditure will be. In case the optional category is not included in the national questionnaire or not transmitted to Eurostat, expenditure on food and drinks in cafés or restaurants during the trip will be part of the category "other" (A19).

3.4.10.2   Coverage

When a trip is considered as a tourism trip (= outside the usual environment) – regardless of the purpose - *all* **expenditure shall be considered as tourism expenditure**[137].

<u>Valuables and durable goods</u> are to be reported separately. In line with the IRTS (see e.g. §4.4 of the IRTS 2008 in Reference 3.4-7 above), there is no limitation in terms of the types of consumption goods or services to be included, 'irrespective of their value'[138].

Nevertheless the following types of expenditure are <u>excluded</u>:

-   real estate or expenses related to repair of improvements of real estate, e.g. owned holiday dwellings (see in particular §4.7 of the IRTS 2008 in Reference 3.4-8 above),
-   purchases for commercial purposes, that is, resale, made by any category of visitor and purchases made on behalf of their employer by visitors on business trips,
-   cash given to relatives and friends during the trip which does not represent payment of tourism goods or services, as well as donations made to institutions.

Even if the occurrence of valuables and durables goods such as cars, boats, mobile homes will not be very frequent, such outliers can have a significant impact on the final statistics.

To order to avoid the impact of outliers, the following actions are recommended.

(1) Instead of publishing *average* expenditure, alternative summary measures - in particular the *median* value – should be considered when disseminating the data.

(2) The breakdown listed above in 3.4.10.1, in particular the separate reporting of "durables and valuable goods", allows to publish series excluding the outlier-affected component "durables and valuable goods" (i.e. A16+A17+A18+A19-A19a).   It is recommended to disseminate total expenditure data excluding durables and valuable goods if only one figure can be published.

For each reported trip, the **tourism expenditure of the individual visitor** who made the trip shall be transmitted to Eurostat, not the expenditure of the entire travel party or household.

See also further, *3.4.10.5 Selected measurement issues.*

It is recommended to impute **expenses (entirely or partially) covered by a third party** in case there was a monetary transaction by the third party, for instance a meal paid by parents, hotel or travel expenses covered by company. In the same way, respondents should only report on their own expenses (not on expenses for other persons) to avoid double counting.

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[135] Notwithstanding this general guideline, it is recommended to exclude from any list of valuables and durable goods those goods that are considered "typical tourism shopping" for the place visited.

[136] Technically, this is not a threshold: the model questionnaire suggests not to route respondents to the question on "durables and valuable goods" for trips with "other expenditure" below 300 euro. In practice this means that all "other expenditure" that is below 300 euro is assumed to contain no durables or valuable goods, or that "other expenditure" on a good valued 300 euro or less will not be considered as expenditure on durables and valuable goods to be reported separately from "other expenditure".

[137] The issue of the coverage of expenditure was discussed for many years in Task Forces and in the Working Group on Tourism Statistics at Eurostat. Since no compromise could be reached on f.i. the exclusion of cars or boats or on a threshold for valuables (f.i. the customs threshold), Eurostat suggested in the 16-17 June 2011 Working Group *'sticking to the IRTS in case of absence of a consensus in the Working Group'*.

[138] It is worth pointing out that this IRTS-compatible approach differs from the one taken for Directive 95/57/EC, where it was recommended to exclude from tourism expenditure "[…] works of art and other important acquisitions (such as cars, caravans, boats, second houses) even though they may be used in the future for tourism travel purposes)" [see also *Applying the Eurostat methodological guidelines in basic tourism and travel statistics – A practical manual (1996)*, p. 48, §3.2.4 - http://epp.eurostat.ec.europa.eu/portal/page/portal/tourism/documents/Applying%20the%20methodolo gical%20guidelines.pdf]. Therefore it is recommended to footnote this in time series covering data on reference years before 2012 as well as reference years 2012 or later. Better comparability is probably achieved by excluding A19a ('durables and valuable goods') from total tourism expenditure before comparisons with Directive-era data, or by using *median expenditure* rather than *average expenditure* to filter out the impact of the (rare) cases of outliers linked to considerable amounts for 'important acquisitions'.

When no monetary transactions can be observed, no imputation should be made (for instance accommodation offered for free by friends or relatives, free airline tickets under a 'miles' program - taxes and service fees would however still be considered as tourism expenditure).

In the case of a trip having as main purpose wedding attendance, the wedding present should only be considered as tourism expenditure if purchased during the trip (otherwise, there would be the risk of double-counting if the present was bought on another, preparatory trip).

Box 3.4-4: Expenditures paid for by third parties – Austrian experience

In the Austrian CATI survey concerning domestic and outbound tourism, the aim is to survey the full cost of trips. Therefore, the respondents also have to include estimations concerning the price of goods and services, bought in their name and made available without compensation by a third party (i.e. as a gift or invitation). If, for example, respondents were invited for dinner to a restaurant by friends during the trip or if a business trip was paid for by the employer, the cost of the dinner/business trip has to be estimated by the respondent. If the respondent is not able to estimate these expenditures, the value is imputed. When no monetary transaction was involved (e.g. accommodation offered for free by friends and relatives), no estimation/imputation is to be made.

3.4.10.3 Timing

The tourism expenditure covers all expenditure *relating* to the trip[139], even if the goods or services are booked and paid before being consumed, or if the actual payment happens after the consumption or after the end of the trip (see IRTS §4.8).

Reference 3.4-15: IRTS 2008 – Tourism expenditure (2)

B.1. Timing

4.8. The issue of the timing of tourism expenditure is relevant, as often items such as transportation, accommodation, etc., are booked and paid for before being "consumed". The corresponding payment might also happen after consumption when paying off a credit card or a special loan drawn for this specific purpose.

4.9. Following the rules of the System of National Accounts 2008, final consumption by households (individuals) is deemed to occur at the moment of the transfer of ownership of goods or that of the delivery of services, and not the time of its payment. Tourism expenditure follows the same rules. Consumption expenditure on transport services occurs when being transported, on accommodation services, when staying in the place of accommodation, on travel agency services, when the information is provided and the travel services are booked, etc.

[…]

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[139] The wording in Regulation 692/2011, "expenditure of the individual tourist *during* the trip…", can indeed lead to confusion. Hence the clear reference to the meaning in the IRTS.

3.4.10.4 Tourism expenditure versus BoP and TSA

The main differences between the concepts of tourism statistics and those used for the travel item of BoP and for Tourism Satellite Accounts have been explained elsewhere in this manual (see for instance 1.4). This section focuses on the territorial concept of tourism expenditure.

For reasons of response burden (and limitations to what can be expected from a respondent in a survey), no breakdown by "economy benefiting from the tourism expenditure" has been included in Regulation 692/2011. This means that *all tourism expenditure reported by the respondent (A16 to A19/A19a) will be attributed to the country reported as "main country of destination (A4, see 3.4.3)[140] for the trip*.

If the survey format and interview length allows, it is recommended to collect additional information in order to satisfy some additional needs of BoP or TSA compilers, for instance on the country of residence of the service provider for international (or even domestic) transport by asking for the name of the airline carrier, or separate information on fuel costs[141].

For a majority of the trips, the conceptual differences will not be significant. This is in particular the case for domestic trips (although one can connect between two domestic destinations with a foreign low-cost airline) or for trips where no transport services are used. As said above, all expenditure on trips with a destination in one's own country will be considered "domestic tourism expenditure" in the EU tourism statistics, and by analogy all expenditure on trips to a main destination outside one's own country will be considered "outbound tourism expenditure" (exclusively allocated to the main country of destination).

A good overview/discussion on the main points where this approach deviates from the ideal situation of the IRTS (and the situation that matches more closely with BoP and TSA needs) is referenced here below.

Reference 3.4-16: IRTS 2008 – Tourism expenditure (3)

B.2. Economies benefiting from tourism expenditure

4.12. For macroeconomic analysis of tourism and its effect on a specific territory, it is crucial to know in which economy the producer of a good or service purchased by a visitor is resident. The intention in this case is to identify the economy from which the service is delivered, as opposed to where it is delivered or consumed. In most cases, these will be identical, although there are some exceptions. For example, in the case of international transportation, the economy from which the service is delivered will be that of the carrier and not necessarily the economy in which the expenditure or consumption occurs (which might be anywhere).

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[140] When variable A3 (number of nights spent on domestic territory for outbound trips) is being collected, an estimate can be made of the share of the reported expenditure spent in the respondents country of residence.

[141] When a household tourism demand survey aims at serving TSA needs too, it is useful to survey expenditure on fuel separately. Expenditure on fuel can be an important part of total tourism expenditure and fuel purchased by visitors is in the National Accounts recorded under retail trade NACE class 47.3 (and not in transport-related NACE classes). For the reconciliation of tourism demand and supply within the TSA, it is better to have on both sides the same group of products.

Nevertheless, the issue of appropriate level of detailed information, reliability of data and respondent burden in household surveys should also be taken into account (and this can put a limit to the number of items that can be included). An alternative can be to estimate fuel costs on the basis of other info (f.i. means of transport = 'car', imputation of €100, €200, etc for the petrol depending on the destination country – such simple model would of course not be able to capture fuel purchased for a rental car when the means of transport (to get to the destination) is a 'plane').

4.13. The economy benefiting from tourism expenditure cannot always be derived directly from the places visited during the trip. There is not always a strict relationship between the places visited on the one hand and the economy(ies) affected on the other. For instance, not all expenditure associated with international trips occurs outside the economy of origin of the visitor and, in particular, some services might be acquired from producers resident in the country of origin or in any other country (international transport in particular, or any expenditure made while en route).

4.14. Though tourism expenditure always relates to persons travelling or intending to travel outside their usual environment, the acquisition of goods and services may well occur within the usual environment of the visitor or in any of the places visited during the trip. This might depend on the nature of the good or service purchased (vehicle fuel, travel agency services, inoculations required for the trip) or on the particular behaviour of a visitor (some prefer purchasing clothes, gear, or other goods to be used on the trip before leaving, while others prefer doing it on the trip as part of their tourism experience).

C. Categories of tourism expenditure

4.15. Symmetrical to the three forms of tourism, three categories of tourism expenditure based on the country of residence of the transactors involved, can be defined as follows:

(a) domestic tourism expenditure is the tourism expenditure of a resident visitor within the economy of reference;

(b) inbound tourism expenditure is the tourism expenditure of a non-resident visitor within the economy of reference;

(c) outbound tourism expenditure is the tourism expenditure of a resident visitor outside the economy of reference.

4.16. Not all expenditures attached to a specific trip will fall under the same category. Moreover, domestic and inbound tourism expenditure might include goods imported from another economy, but these goods need to be acquired within the economy of reference from a resident provider to be part of domestic or inbound tourism expenditure.

4.17. A specific case is that of transportation services delivered in an economic territory to residents by a non-resident carrier, a situation that might increasingly occur in the case of open skies and mentioned specifically in the balance of payments. Another problematic case is that of goods purchased for a domestic trip (with no visit outside the country) on the Internet from an international provider. In this case, there is the purchase of a service (transport or retail trade services) provided by a non-resident that would intuitively be considered as part of domestic tourism expenditure because there is no visit outside the economic territory. For the sake of conceptual consistency, these expenditures, which are resident-to-non-resident transactions, are included in outbound tourism expenditure although the visitor does not cross the geographical border.

4.18. Inbound tourism expenditure includes only acquisitions that occur in the economy of reference. By adding inbound tourism expenditure related to a trip with the expenditures in other economies on the same trip, the resulting total may be of interest for policymaking purposes in order to compare the total costs associated with a trip to the economy of reference from other countries.

4.19. Outbound tourism expenditure does not include all acquisition of goods and services by outbound visitors, but only those that occur outside the economy of reference. Acquisition of goods and services in the economy of residence of outbound visitors is included in domestic tourism expenditure.

[…]

3.4.10.5.1   Exhaustive data collection?

In cases where a respondent made several trips during the reference period, filling in the questionnaire or answering to the telephone interview can become burdensome. In some cases, it can be considered to ask data on expenditure only for a subset of the trips: the most recent trip (less recall?), a randomly selected trip or the trip with the highest estimated expenditure. Expenditure information for the other trips can be estimated/computed on the basis of the visitor's profile and reference records for similar destinations, length of stay, means of transport, accommodation, etc.

3.4.10.5.2   Increasing quality and item response rates for expenditure data

Analysis of the item non-response in tourism demand surveys has shown that in particular the questions relating to expenditure record relatively high item non-response. Furthermore, even if the question is answered, there is a considerable risk of underestimation (the respondents forget to include certain costs).

If possible, it is recommended to inform the respondent *before* the start of the reference period that he/she will be included in a tourism survey some weeks or months later. Such advance notice can be an incentive for the future respondent to keep track of the expenditure on the trip or perhaps do a little bookkeeping/accounting during the trip.

3.4.10.5.3   Individual expenditure versus travel party expenditure

The Regulation foresees that Member States transmit the individual expenditure for each reported trip. In the data collection, the individual expenditure can be asked directly, or the respondent can be asked for the expenditure of the travel party (e.g. household). In the latter case, the compilers at the statistical office will need to estimate the individual expenditure.

The simplest approach is to divide the total expenditure by the number of persons. However, it is recommended to take into account the size of the travel party and on the composition of the travel party (with or without presence of children). As is done for the *OECD equalised income*[142], different persons in the travel party can be allocated a different weight. Basically, adults get a bigger weight than children.

Example: a trip made by two adults of 40 years old, accompanied by a son of 12 years old; total expenditure = €1 500.
- Spending per capita is 1 500 / 3 = 500.
- Assuming that the child counts, for example, for 50% of an adult, the spending per capita would be €600 for each adult but only €300 for the child.

3.4.10.5.4   Expenditure on package holidays, package tours; unbundling package trips

In the case of package trips[143], the respondent will usually not be able to estimate the components (accommodation, transport, other). It is recommended to ask for the amount paid for the package in addition to the standard items. The survey questionnaires can then include: "price of the package", "non-package transport costs", "non-package accommodation costs"

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[142] For a quick introduction, see http://www.oecd.org/dataoecd/61/52/35411111.pdf

[143] This also concerns the estimation of the 'accommodation component' where the accommodation was in a means of transport (only in case this was the main means of accommodation for the trip).

(the latter will in most cases be zero, unless the tourist took a one night side trip), etc (see also the model questionnaire in section 3.7.3.2.3).

The compilers at the statistical office can disaggregate the package into the components using models (which is anyway needed for BoP or TSA purposes). Auxiliary information can consist of the expenditure of similar non-package trip to the same destination and/or with the same duration or information and cost structure and margins obtained from travel agencies / tour operators or industry federations.

When one or more components of the expenditure are estimated to disaggregate the price of a package, these values should be flagged as 'imputed' in the transmission to Eurostat.

Box 3.4-5: Unbundling package trips – the Latvian experience

The unbundling is based on two sources:
- Survey on domestic and outbound trips by resident travellers
- Survey on tour operator and travel agency operations (TO Survey).

In the TO survey, there is a part of unbundling the total amount of package tours created and sold directly to customers or through the travel agencies by tour operators.

The model structure of the package tour in the survey on tourism enterprise activities contains following components:

- Transport
  - Air
  - Land
  - Rail
  - Water
- Accommodation
- Guide services
- Insurance
- Others

For unbundling the package tour reported by respondents, we can use from the model structure 'transport', 'accommodation' and all other components that were not included to make one category 'others'.

Comparing the survey data on resident travellers in 2012, 71% of the total package tours reported by respondents covered 61% of destination countries served by tour operators. After analysing the prevalence of package tours by countries of destination, we have separated them in three groups based mainly on transport used.

In case of tour operators, we selected enterprises by their specialisation markets and had their structure of package tours for these countries. The closest neighbour method was used to find an expenditure structure for the corresponding countries in the survey on domestic and outbound trips by resident travellers. The two structures are presented in tables.

The category 'others' includes tour operator margin and, if relevant, may include guide services, insurance, meals, tickets, visas etc. The corresponding category in the traveller survey is "Other expenditure".

The first group comprises countries where respondents went by airplane and stayed on average seven nights (Table 1).

Table 1 (%)

	Traveller Survey	TO Survey
Transport	50.7	52.7
Accommodation	32.8	41.7

Others	16.5	5.6
	100	100

The second group comprises neighbouring countries where respondents went by bus and stayed one or two nights (Table 2).

Table 2 (%)

	Traveller Survey	TO Survey
Transport	41.9	52.2
Accommodation	27.1	32.2
Others	31.0	15.6
	100	100

The third group comprises a country where respondents went by ship and stayed 2 nights (Table 3).

Table 3 (%)

	Traveller Survey	TO Survey
Transport	53.3	69.8
Accommodation	16.2	17.1
Others	30.5	13.1
	100	100

The other countries that are reported are difficult to distinguish and therefore we use a general and average structure that represents all package trips (Table 4).

Table 4 (%)

	TO Survey
Transport	37.8
Accommodation	56.0
Others	6.2
	100

Conclusions

The structure of the package tour from supply side compared to an expenditure structure from demand side for these three groups present a similar structure.

To get a more specific structure, it is useful to include a category of food and beverage service in the supply side to be more compliant with demand side.

If possible, these structures from both sides should be updated each year because, analysing our general supply side structures during the last four years, the significance of accommodation has increased by 14 percentage points while transport has decreased.

Box 3.4-6: Unbundling package trips – the Spanish experience

The Spanish Statistical System uses a specific survey FAMILITUR in order to provide tourism demand information. This household survey collects data related to the tourism behaviour of these households.

FAMILITUR only collects an aggregate expenditure in package tours.

The procedure for unbundling the tourism package is based on additional sources of information. In the Spanish case, the supply side information: The Statistics on Products in the Services Sector (SPSS) (INE), this source is a specific part of the Annual Services Survey (ASS) (INE).

The SPSS contains information about turnover and purchases.

The purchases contain the following items:
- Purchases of products and services included in package tours conducted by the company itself
- Purchases of package tours conducted by other countries
- Purchases of products and services offered individually
- Other purchases

The turnover is composed by:
- Sale of package tours conducted by the company itself
- Purchases of package tours conducted by other companies
- Individually tendered products included in package tours
- Intermediary commissions
- Other

Additionally, the Purchases of products and services included in package tours conducted by the company itself are detailed as follows:
- Accommodation services
- Food and beverage services
- Passenger transport services (broken down by means of transport)
- Car rental
- Tourism information, tourism guides
- Leisure and cultural services
- Financial and insurance services
- Other

Despite the fact that this information is available from 2000, the estimation has been made with data from 2005 to 2010 (last year available).

The joint between the supply side information and the information of the total amount of the package tour may offer an estimation of the unbundling package into different items.

The first stage of the estimation defines a standard structure of the package tour conducted by the company itself. This structure is the average of the 2005-10 (SPSS periods). This data provides from the purchases of products and services included in package tours from the company itself.

Table 1. Detail of tourism product included in the standard package tour.

Accommodation services	53,6%
Food and beverage services	2,7%
Passenger transport services (broken down by means of transport)	35,0%
Car Rental	0,7%
Tourism information, tourism guides	0,8%
Leisure and cultural services	1,1%
Financial and insurance services	0,7%
Other	5,4%
	100,0%

Source: The Statistics on Products in the Services Sector (SPSS) (INE)

This structure is only for purchased products, but the package tour also contains the Tour operator and travel agencies profit margins. The synthesis, between the purchases' detail and the turnover items, provides a cost structure of the package tour which includes the TTOO profit margins.

Table 2. Cost structure of a standard package tour

Accommodation services	50,0%
Food and beverage services	2,5%
Passenger transport services (broken down by means of transport)	32,6%
Car Rental	0,7%
Tourism information, tourism guides	0,8%
Leisure and cultural services	1,1%
Financial and insurance services	0,6%
Other	5,1%
Tour operator margin	6,6%
	100,0%

Source. The Statistics on Products in the Services Sector (SPSS) (INE)

In addition the package tour targets a market where the agencies exchange the package, so we have to include some additional margins. The available information for this margin is not clear. In this case we assume only a part of the package exchanged by travel agencies; this information also comes from the SPSS, (the turnover detail -Sale of package tours conducted by the company Itself versus Purchases of package tours conducted by other companies-).

Final cost structure of the package tour is the following (Table 3).

Table 3. Final cost structure of the standard package tour

Accommodation services	49,8%
Food and beverage services	2,5%
Passenger transport services (broken down by means of transport)	32,5%
Car Rental	0,7%
Tourism information, tourism guides	0,8%
Leisure and cultural services	1,1%
Financial and insurance services	0,6%
Other	5,0%
Tour operator and travel agencies margin	7,0%
	100,0%

Source. The Statistics on Products in the Services Sector (SPSS) (INE)

This structure is applied to the package tour data for getting the individual products separately.

Box 3.4-7: Unbundling package trips – the Czech experience

The Czech Statistical Office (CZSO) carries out a household survey on domestic and outbound tourism trips, called Tourism Sample Survey. It provides information on tourism trips (same-day and overnight trips) including expenditure which is collected with the following detail:

Expenditure paid **in the Czech Republic** on
- Package tour/trip paid to travel agency or tour operator (*from 2013 onwards, CZSO asks respondents which services were included in the package trip – accommodation, transport, food and drinks and other*)
- Accommodation (*not included in the package tour*)
- Catering services / food and drinks (*not included in the package tour*)
- Transport services (*not included in the package tour*)
- Fuel
- Goods / shopping total, of which (separately) durables and valuables (*items of value > 5000 CZK*)
- Other expenditure

Expenditure paid **abroad** on
- Package tour/trip paid to travel agency or tour operator (*from 2013 onwards, CZSO asks respondents which services were included in the package trip – accommodation, transport, food and drinks and other*)
- Accommodation (*not included in the package tour*)
- Catering services / food and drinks (*not included in the package tour*)
- Transport services (*not included in the package tour*)
- Fuel
- Goods / shopping total, of which (separately) durables and valuables (*items of value > 5000 CZK*)
- Other expenditure

In order to break down expenditure on package tours/trips to particular items, the approach described below has been introduced within the Czech TSA; since 2012 it also serves for unbundling expenditure.

Since CZSO does not have relevant and quality data from the supply side (i.e. from tour operators and travel agencies) about the share of particular components/services that are included in an "average" or "standard" package trip, information is used on trips (in particular long trips) from our Tourism Sample Survey that were organised by travellers themselves (individual trips) and had similar characteristics as trips organised by TA/TO. It is important to group trips according to same characteristics (by the same final destination/country, duration, mean of transport, type of accommodation etc.) and calculate "average" expenditure (share) for a particular item included in the package tour. In the Czech case, trips are grouped according to destination (but only domestic and outbound because more detailed data at the level of country are very often not reliable) and according to duration of the trip. Finally, it is important to estimate the margin (net profit) of TA/TO from other sources since it is not part of the expenditure on individual trips.

3.4.10.5.5 Car hire, road tolls, parking charges

IRTS 2008 is not very explicit on how to treat car hire, road tolls, parking charges, etc. should be treated under transport or under other expenditure. The recommendation is to include all costs related to transport (be it international or local transport) under the heading "Transport". This includes car hire, road tolls, parking charges, fuel[144] etc.

On the one hand, this is in line with IRTS 2008 §5.21 (goods/services are assigned to the purpose for which they are purchased, for instance gas, spare parts, etc are grouped with transport services in the 'local and international transport'). On the other hand, IRTS 2008 §4.26 makes explicit reference to the link with COICOP, the classification of individual consumption by purpose. In COICOP (http://unstats.un.org/unsd/cr/registry/regcst.asp?Cl=5), all of these are included under heading 07 "Transport":

      07.2.2 - Fuels and lubricants for personal transport equipment

      07.2.4 - Other services in respect of personal transport equipment (includes a.o. hire of garages or parking spaces not providing parking in connection with the dwelling; toll facilities (bridges, tunnels, shuttle ferries, motorways) and parking meters; hire of personal transport equipment without drivers).

One important exception is the purchase of cars. According to IRTS and this manual, the (rare) purchases of a car during a tourism trip are to be considered as tourism expenditure. It is recommended, however, to deviate from COICOP (= consider it transport) but put this kind of

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[144] On fuel, see also footnote 141 in paragraph 3.4.10.4.

expenditure under "other" (this allows to capture them in the separately recorded 'of which durables and valuable goods' – see also 3.4.10.2).

3.4.10.5.6   Roaming costs

Whilst on trips abroad, tourist will be charged roaming costs by their operator for use of their mobile phone (outgoing messages and calls). In theory, this is part of tourism expenditure. In the demand side surveys, it should be under "other expenditure". However, since such roaming costs most probably represent only a very small share of the total costs incurred during a trip, explicitly mentioning this cost item to the respondents could induce an unnecessary additional burden (in addition, respondents may not always know which part is local and which part is foreign). It is recommended not to ask the information directly from the respondent, however when the respondents needs a clarification from the interviewer about where to report the roaming costs, this would be under "other expenditure".

3.4.11   Gender

  📖 Annex II – Section 2, A.20

Self-explanatory.

3.4.12   Age

  📖 Annex II – Section 2, A.21

The data transmitted to Eurostat is the age in completed years. Whether the year of birth, the date of birth or the age is collected, is relatively unimportant. In a postal survey, the NSI can simply ask the respondent to tick the appropriate age group. However, in many cases, this information will be available from the sampling frame (e.g. the population register).

Whether the reference point is the age during the interview or rather the age during the reference period, is not expected to have a significant impact on the results and comparability.

3.4.13   Country of residence

  📖 Annex II – Section 2, A.22

The country of residence is the country that collects the data on national tourism by resident visitors – no survey question needed.

3.4.14   Educational attainment level

  📖 Annex II – Section 2, A.23

In order to obtain comparable information for the different countries, the levels of education are linked to the UNESCO's International Standard Classification of Education (ISCED 2011)[145].

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[145] The revision of ISCED led to two amendments in the legal basis for tourism statistics: Commission Delegated Regulation and Commission Implementing Regulation amending Reg 692/2011 and 1051/2011 respectively, both legal acts can be found in Annex 4 (Legislation).

A detailed description of the classification is available from the UNESCO Institute for Statistics' website[146], but a short summary is presented below.

Conversion tables matching the national educational levels to the ISCED 2011 codes were not yet available at the time of writing, but the old conversion tables for ISCED 1997 are available on CircaBC (https://circabc.europa.eu/w/browse/37bcd810-2d09-4ac6-8d27-55d4c052d662).

For the purpose of the tourism demand side surveys, information on the educational attainment level has to be transmitted following a regrouping in <u>three</u> broad categories:

- "At most lower secondary", corresponding to ISCED 2011 levels 0, 1 or 2);
- "Upper secondary and post-secondary (non-tertiary)", corresponding to ISCED 2011 levels 3 or 4);
- "Tertiary", corresponding to ISCED 2011 levels 5, 6, 7 or 8).

Only the *highest attained* level reached is required (not *all* the levels frequented). Only a *completed* level may be considered; 'completed' in this context is taken to imply successful termination, normally accompanied by an appropriate qualification. In other words, "the educational attainment level of individuals who do not successfully complete a given programme is the highest level achieved before entering the programme" (ISCED 2011, para 64 – see footnote 146).

Overview of the educational attainment levels
(for a full description, consult ISCED 2011, para 100-273 – see footnote 146)

- ISCED level 0 – Never attended an education programme, or early childhood education
- ISCED level 1 – Primary education
- ISCED level 2 – Lower secondary education
- ISCED level 3 – Upper secondary education
- ISCED level 4 – Post-secondary non-tertiary education
- ISCED level 5 – Short-cycle tertiary education
- ISCED level 6 – Bachelor's or equivalent level
- ISCED level 7 – Master's or equivalent level
- ISCED level 8 – Doctoral or equivalent level

3.4.15   Employment situation

   📖   Annex II – Section 2, A.24

Unlike the Labour Force Survey, tourism surveys do not contain a number of detailed questions to assess an individual's employment situation or labour status. This variable is more related to the LFS question on the *Main labour status* where the respondent gives a self-perception regarding his/her activity status.

The explanatory notes below should help the respondent and/or interviewer in indicating the appropriate employment situation. The concepts and definitions used are based on those used in Eurostat's labour market statistics and recommended by the International Labour Organisation (ILO).

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[146] http://www.uis.unesco.org/Education/Documents/isced-2011-en.pdf

Employed (employee or self-employed)

Employees are defined as persons who work, by agreement, for a public or private employer and who receive compensation in the form of wages, salaries, fees, gratuities, payment by results or payment in kind; irrespective of the number or hours worked (full time or part time) and the duration of the contract (fixed or indefinite).

This category includes non-conscripted members of the armed forces, apprentices or trainees receiving remuneration, seasonal workers and persons on strike.

This category does not include voluntary workers and family workers who don't receive a regular monetary wage.

Self-employed persons, with or without employees, are defined as persons who work in their own or jointly-owned business, professional practice or farm for the purpose of earning a profit.

This category includes own-account workers, family workers who don't receive a regular monetary wage, freelancers (although a person who has been regularly retained by a single employer for some time may also be regarded as an employee) and persons who look after one or more children that are not their own on a private basis and receiving a payment for this service.

In case a country intends to split this category into *employees* and *self-employed*, it is recommended to classify persons who are simultaneously working in their own professional practice and for a public or private employer (e.g. doctors with their own cabinet and working in a hospital) according to the status where they work a more important number of hours.

Unemployed

In accordance with the ILO standards used in the Labour Force Survey, unemployed persons comprise persons aged 15 to 74 who are (the three conditions must be fulfilled):

(a) without work during the reference week (the week of the interview), i.e. neither have a job nor are at work (for one hour or more) in paid employment or self-employment;

(b) currently available for work, i.e. are available for paid employment or self-employment before the end of the two weeks following the reference week;

(c) actively seeking work, i.e. have taken specific steps in the four weeks period ending with the reference week to seek paid employment or self-employment or who found a job to start later, i.e. within a period of at most three months.

The following are considered as specific steps in "actively seeking work":

- having been in contact with a public employment office to find work, whoever took the initiative (renewing registration for administrative reasons only is not an active step),
- having been in contact with a private agency (temporary work agency, firm specialising in recruitment, etc.) to find work,
- applying to employers directly,
- asking among friends, relatives, unions, etc., to find work,
- placing or answering job advertisements,
- studying job advertisements,
- taking a recruitment test or examination or being interviewed,
- looking for land, premises or equipment,
- applying for permits, licences or financial resources.

Student

This category refers to individuals in formal education (in educational institutions such as school, university, etc.) and not belonging to any of the other categories of employment situation.

When strictly applying the LFS definitions, students with small jobs have to be classified as employees. However, due to the absence of the long list of questions used to determine the employment status in the LFS, students who work only a few hours per week may be classified as students.

Other not in the labour force

This category refers to persons who are not employed or unemployed. Students are considered as a separate category (see above).

"Other not in the labour force includes persons in retirement or early retirement, persons in compulsory military service, persons fulfilling domestic tasks (without being an employee or self-employed, e.g. housewives) or other inactive persons.

As some countries embed the tourism statistics surveys in the Labour Force Survey or other socio-economic surveys using LFS definitions, it is useful to briefly discuss the correspondence between the four categories used for the tourism surveys and the nine categories used in the LFS variable *Main labour status* (see column 101 in the LFS handbook or in the Annex to Regulation 1575/2000).

Tourism statistics		Labour Force Survey
Employment situation		*Main Labour Status*
Employed (employee or self-employed)	➜	LFS col.101, code 1
		(carries out a job or profession, including unpaid work for a family business or holding, including an apprenticeship or paid traineeship, etc.)
Unemployed	➜	LFS col.101, code 2
		(unemployed)
Student (not in the labour force)	➜	LFS col.101, code 3
		(pupil, student, further training, unpaid work experience)
Other not in the labour force	➜	LFS col.101, codes 4, 5, 6, 7 and 8
		(in retirement or early retirement or has given up business (=4); permanently disabled (=5); in compulsory military service (=6); fulfilling domestic tasks (=7); other inactive person (=8).

The above correspondence table shows a 1-1 relation between the breakdown for tourism statistics and the breakdowns in the Labour Force Survey (with codes 4, 5, 6, 7 and 8 combined into one single category as the subcategories are less relevant for the tourism surveys or could be problematic in terms of low cell frequencies).

3.4.16   Household income

  📖   Annex II – Section 2, A.25

The "income" concept used in this survey is the *net monthly income of the household* (not of the individual!). The focus is on the household income as one's tourism participation,

preferences and behaviour will rather be related to the total income of the household he/she is part of than by his/her personal income.

Recommendations for the calculation of the household income (and its composition)

- For persons in paid employment, this refers to the monthly 'take-home' pay, i.e. the pay after deducting income taxes, employee's social security contributions and any voluntary contributions.

- *Bonuses regularly paid* at the time of each payment – such as regular overtime hours, bonuses for team, night or weekend work, tips and commissions - are included.

- *Bonuses that are not paid at each pay period* (e.g. annual profit shares) but that are by accident paid in the considered pay period are excluded as they will lead to a non-representative estimate.

- *Irregular or annual bonuses* should be excluded. No "redistribution" of such bonuses – i.e. dividing by 12 and adding to the monthly estimate – is required as this would unnecessarily increase the recall burden on the respondent. This may however make international comparisons less relevant as the impact of such bonuses tends to differ heavily from one country to another.

- Where applicable and feasible, an estimate of the monetary value for the *payments in kind* should be added.

- Although the *income from self-employment* may be difficult to measure, the respondents can be asked for an estimate of their disposable income.

- *Income from allowances* such as unemployment benefits, pensions and sickness, disability or invalidity allowances should refer to the last monthly allowance received before the interview (or the monthly average for a recent period if this is more easy to collect or estimate).

- *Income from investments* (assets, savings, stocks, shares, etc) is to be excluded as this information is difficult to measure and/or collect.

Although undesirable, derogations from the above definition/recommendations for the household income may be justified in cases where the data can be obtained from slightly different income-related questions in the survey vehicle to which the tourism survey is linked/embedded. Especially when using such already available data is the only way of providing information on this sensitive, optional variable.

Ideally, information should be collected by asking the respondent for an estimate of the actual amount. Where it is not desirable or feasible to collect such information, the respondent can indicate a size band. These size bands should be compatible with the breakdown used. The use of *income quartiles* rather than income classes is foreseen. Such approach should make cross-country comparisons more meaningful. Not only can this overcome the dispersion of income levels across countries in Europe, the use of quartiles can also avoid threats to comparability caused by the use of different concepts by different countries (e.g. gross versus net earnings, whether or not including regular monthly bonuses, whether or not including 1/12th of the annual bonuses, whether or not including an estimate of the value of payments-in-kind, etc.).

3.5 Variables and breakdowns for same-day visits (Annex II, Section 3)

3.5.1 Volume of same-day visits

    📖   Annex III – Section 3, A and B

Regulation 692/2011 lays down the transmission of the
- total number of same-day visits for personal purpose and
- the total number of same-day visits for professional reasons,

every year (as of 2014) for outbound same-day visits and every third year (as of 2018) for domestic same-day visits.

The volume of same-day visits shall be reported separately for the four quarters of the reference year (but can be transmitted once per year).

For a discussion on scope and definition of same day-visits, see section 3.2.3.

For a discussion on purpose of trips, see also section 3.4.4.

3.5.2 Expenditure on same-day visits

    📖   Annex III – Section 3, A and B

For each of the four identified types of same-day visits (see 3.5.1: outbound SDV for personal purpose, outbound SDV for professional purpose, domestic SDV for personal purpose, domestic SDV for professional purpose), the corresponding estimated total expenditure shall be compiled.

The expenditure shall also be reported separately for the four quarters of the reference year (but can be transmitted once per year).

Note that the further breakdowns (see below) into expenditure categories are optional.

For a discussion on tourism expenditure, see also section 3.4.10.

3.5.3 Breakdowns for same-day visits

    📖   Annex III – Section 3, A and B

Apart from the compulsory breakdowns domestic/outbound and private/professional, all breakdowns are <u>optional</u>.

3.5.3.1 Expenditure category

For domestic and outbound same-day visits, the expenditure can be broken down into the following expenditure categories:
- transport,
- shopping,
- restaurant/cafes,
- other.

3.5.3.2   Country of destination

For outbound same-day visits, the number of visits and the expenditure on those visits can be broken down by country of destination.

It is recommended to compile separately at least all neighbouring countries and the destination countries that cover 90% of the total number of outbound same-day visits (the remaining destinations can be grouped in a category "other")[147].

3.5.3.3   Socio-demographic breakdowns

For domestic and outbound same-day visits, the number of visits and the expenditure on those visits can be broken down by the following socio-demographic breakdowns:
- gender: male, female (= 2 categories);
- age group: less than 15 [optional][148], 15-24, 25-34, 35-44, 45-54, 55-64, 65 or over, with subtotals for 25-44 and 45-64 (= 6 categories, 1 optional category, 2 aggregates);
- educational attainment level: lower (ISCED 0, 1 or 2), middle (ISCED 3 or 4), higher (ISCED 5 or 6) (= 3 optional categories);
- employment situation: employed (employee or self-employed), unemployed, student (or pupil), other not in the labour force (= 4 optional categories);
- household income: in quartiles (= 4 optional categories).

For more information on these breakdowns, see sections 3.4.11 (gender), 3.4.12 (age), 3.4.14 (educational attainment level), 3.4.15 (employment situation), 3.4.16 (household income).

3.6 Production methodology

This chapter outlines information about the production process needed for collecting and compiling tourism statistics.

The information is illustrated with the practices in European countries, which were provided by all EU-27, EFTA and Candidate countries within the context of the metadata and quality reporting (MQR) exercise for the supply side of tourism statistics. This exercise took place in 2010. The results from the MQR cover the reference period of 2008.

This section will be updated using metadata for the reference year 2012 after this metadata has been transmitted by the Member States and validated by Eurostat.

3.6.1   Timetable

According to Directive 95/57/EC (Art. 7), Member States shall transmit provisional quarterly data within three months of the end of the reference period and final data within six months of the end of the reference period. For the annual data, this is six months and twelve months for

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[147] To reduce the recall bias, it is also recommended to list these 'top destinations' in the questionnaire or to mention these during the interview (if necessary taking into account the distance between the respondents place of residence and the country, e.g. it is not very likely that a resident of Hamburg has made a same-day visits to Austria or that a resident of Munich has made a same-day visit to Denmark).

[148] Note that the breakdown by age groups is optional, as is the case for all socio-demographic breakdowns. The '[optional]' status for the age group 'less than 15' refers to the scope of the same-day visits data collection: 'all same-day visits outside the usual environment by the resident population aged 15 and over; the data on the population under 15 years of age can be transmitted separately on an optional basis' (see Regulation 692/2011, Annex II, Section 3.D).

provisional and final data respectively. In the Regulation concerning European statistics on tourism, a transmission of the annual data to Eurostat is foreseen within six months after the end of the reference year (the quarterly transmission has been abolished).

In order to be able to meet these deadlines, but also attempting to reduce the respondents' recall bias, it is recommended to start the fieldwork as soon as possible after the end of the reference period.

Linked to the requirement to compile and transmit quarterly series on tourism demand, a majority of the European countries used – in 2008 - tourism demand surveys with a reference period of three months (one quarter). This was the case for 26 surveys for which information was provided. The choice for a 3 months' reference period is for many statistical offices a trade-off between recall bias and collection or organisational costs.

Another 10 surveys had a reference period of one month (which reduces the recall bias but probably increases the collection costs due to the higher number of respondent contacts).

In three cases, an annual reference period was used (the latter is certainly not recommended given the impact on the recall bias).

Where information is collected by means of a border survey, the reference period is not relevant since the interview refers to the trip that starts (or usually ends) at the time of the interview.

Across Europe, major differences can be observed in terms of timetable and timeliness of the demand side data. The time between the end of the reference period and the end of the data validation ranges from 20 days to 7 months. The time between the end of the reference period and the first publication of the data ranges from 40 days to 7 months.

3.6.2   Frame population

The *frame population* (or *sampling population*) is the frame from which the sample is drawn. Ideally, this list of units should be equivalent to the target population as both over coverage and under coverage can induce bias and affect the reliability of the survey results.

> E.g. under coverage of persons (only) using mobile phones in case a directory of landlines is used: persons using mobile phones may have a higher participation rate in tourism or make relatively more trips.

To allow for an assessment, it is important to include the coverage and the sampling frame when reporting metadata and/or quality indicators.

The following types of sources for the frame population were reported for the European countries:

- population register, central registration register,
- census of population and housing,
- register of census districts,
- telephone directory,
- register of electors,
- passengers in airports and ports,
- border records.

Observed causes for over-coverage or under-coverage included:

- inclusion of persons living abroad or in institutions (over-coverage)

- where a register of electors are used, older age groups tend to be overrepresented while the opposite is true for the younger age groups; non-national residents also tend to be underrepresented (and their specific tourism behaviour understated).

- where border surveys are used at the departure point, business passengers using frequent flyer lounges and fast lanes might be more difficult to capture; where border surveys are used at the arrival point by interviewing people while waiting at the luggage belts, people without checked baggage are underrepresented (bias in terms of sex? bias in terms of duration of the trip and country of origin of the trip (i.e. country of residence of the visitor)?

3.6.3 Sampling design

Note: the discussion below is of general nature and thus not separately for traditional household surveys and border surveys.

The population of interest of the surveys are the individuals living in Member States (who will report on their tourism behaviour and preferences and on the trips made during the reference period).

There are big differences among national statistical institutes as regards sampling design. Some countries use a sample based on individuals as primary sampling units. For other countries, the primary sampling units are represented by households registered in the public register and the secondary sampling units are represented by the household members.

Sampling designs used across Europe include:

- stratified simple random sampling

- two-stage cluster sampling

- three-stage simple random sampling

- stratified systematic sample

- stratified sample of port/airport routes, systematic sample of passengers (or cluster sampling at gate or arrival belt)

- two-stage area sampling (area of one or more blocks (stratified sample) ; households)

- quota sampling

- etc.

The survey should be based on a probability sample from which representative results for the population could be derived, considering the required breakdowns.

The final sample units (reporting units) should be the individuals but each participating country should design its sample selection according to what is the most efficient to that country.

The sampling design and the resulting sample size (see below) should be appropriate for obtaining accurate, reliable and representative results on the characteristics and breakdowns specified in the Regulation. However, taking into account the unbalanced distribution of e.g. participation in tourism or duration of trips over the different groups of society, this condition can be difficult to hold for all characteristics and all breakdowns, but this requirement should at least be followed for the main indicators. For these main indicators, quality requirements relating the coefficients of variation should be defined. The aim of such requirements is to ensure the collection of a complete dataset – without empty, confidential or unreliable cells -

for these indicators. If this aim cannot be reached, clarifications should be provided in the metadata and quality reports.

3.6.3.1 Stratification

The recommendation is to use a stratified sample of individuals or households with the aim to form groups (or layers) of units characterised, in relation to the variables subject of the survey, by maximum homogeneity within the layers and maximum heterogeneity between the layers. Achieving this goal in statistical terms means precision of estimates or reduction in sampling errors.

Each country should use the stratification variables according to what is the most efficient to that country with particular attention to the demographic size of the localities (in a household survey).

3.6.3.2 Sample size

The sample sizes should ensure representative results for all the estimates produced – to the best extent possible.

As budgets are limited, the design of study involves making trade-offs along various dimensions. Larger samples make it possible to analyse sub-groups in depth but every interview increases survey costs.

On the basis of the previous considerations, it is suggested to adopt a mixed view, based on both cost and organisational criteria as well as on an evaluation of the sample errors of the main estimates (and taking into account the breakdown variables).

The calculation of sample sizes should be based on precision requirements (coefficient of variation of the estimates). On this basis countries should decide on sample design and calculate the sample sizes in order to receive estimates with sufficient quality and within possible budgetary constraints.

Given the different sources used, it is difficult to compare sample sizes across the countries. In 2008, the sample size ranged from 1200 persons in a quarterly survey to over 300 000 persons in a border survey over a reference year. The response and non-response as well as the quality (in terms of standard error) are discussed in more detail in the next chapters.

3.6.3.3 Weighing – Grossing up methods

The weighting factors are to be calculated taking into account in particular the probability of selection and external data relating to the distribution of the population being surveyed, where such external data are held to be sufficiently reliable.

As the sampling design used differs strongly across countries, it is difficult to present 'one size fits all' guidelines. Moreover, the weighing procedures / grossing up methods are usually determined by the sampling design used. The discussion is more of a theoretical nature and goes beyond the scope of this manual.

Where more advanced methods for dealing with unit non-response are not feasible, it is advised to correct for unit non-response by adjusting the grossing up weights. Ideally, auxiliary information such as socio-economic differences should be taken into account.

3.6.4   Survey type

Data collection method

Face-to-face interviews, telephone interviews, postal surveys and web surveys are all possible techniques of collecting data. The socio-demographic characteristics which can be found in registers need not be collected in the survey.

Face-to-face interviews are recommended especially where telephone penetration is low. Interviews face-to-face or by telephone are preferred to postal surveys because interaction between the respondent and the interviewer can be important for the understanding of the questions and the answers but care should be taken to ensure a low rate of proxy response. When using telephone interviews, it is important to include mobile and ex-directory users as well as fixed line users in the population sampled. Postal surveys might be used to lower survey costs when budgets are limited and they can also give better possibilities to include clear explanatory notes for the respondents (but a critical point is whether respondents will take the time to read these clear instructions…).

The table below indicates that most countries collect the data via a face-to-face interview or via a telephone interview.

Means of data collection	# countries
Postal questionnaire	4
Face-to-face interview	11
PAPI	3
CATI	13
CAPI + CATI	6
CAWI	1
CAPI	1
Not applicable	2
No answer	3

From the metadata and quality reports referring to 2008, it appears that a majority of countries used one survey for the tourism demand statistics (22 countries), while 7 countries used two surveys and 1 country used 3 surveys.

Box 3.6-1: Slovenia – Costs and errors in official surveys

The Statistical Office of the Republic of Slovenia (SURS) collects data regarding the demand side of tourism statistics with the survey Tourism Travels of Domestic Population. It is a computer assisted telephone survey (CATI). The basis for the sampling frame is the Central Population Register. The names and addresses of the selected sample of persons are then linked with the telephone directory of listed subscribers of fixed and mobile telephone numbers - we are able to link only about 60% of the people originally selected from the sampling frame. The response rate is about 60%.

Decreasing response rates, increasing costs and development of survey methods and technologies require constant search for the optimal relationship between data quality (errors) and costs. In this view SURS and the Faculty of Social Sciences (University of Ljubljana, Slovenia) carried out the project Costs and Errors in Official Surveys, the purpose of which was the assessment of possibilities

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to include web interviewing in the official surveys and to find out if traditional telephone interviewing could be substituted by mixed modes and whether mixed modes would lower survey costs.

The survey Tourism Travels of Domestic Population for the reference period 1st quarter of 2012 was used as a case study for the experiment in which web, telephone and mail mode (with self-administered paper questionnaire and return envelope) were combined. The regular, official survey was carried out as usual. Since the experiment combined different survey modes, the sample included persons for whom the telephone number was determined as well as those for whom it was not. The experiment was conducted in three phases:

- *Phase one – web survey*: all the selected persons received invitation letters (including link to the web survey and unique identification number) to participate in the web survey. Extra reminding letters to participate in the web survey were not sent. The response rate was 10%.

- *Phase two – telephone survey (CATI)*: all non-respondents to the web survey and those for whom the telephone number could be determined were contacted by telephone – the questionnaire, the system of calling and the control were the same as in the official survey. The response rate was 43%.

- *Phase three – mailed questionnaire*: non-respondents to the web and telephone surveys and those for whom we did not have telephone numbers were sent the paper questionnaire. It included only the most important variables (participation on tourism trips, number of domestic and outbound trips, socio-demographic characteristics). The response rate to the postal survey was 19%.

At the end the overall response rate of the mixed-mode survey was 43%. Comparison of the official survey with the mixed-mode survey results showed some differences, especially in the structure of respondents:

- Participants in the mixed-mode survey were slightly different than those participating in the official survey (they were on average younger, higher educated);

- In the mixed-mode survey the share of people who participated in tourism was higher than in the official telephone survey (weighting of the data slightly lowered these differences, but we can assume that people who travel more are more difficult to be reached on the telephone);

- The above statement was confirmed also in the official telephone survey in which the question about willingness to participate in the survey if it was on the web was included – the results showed that those who participated in tourism trips were more likely to participate in the web survey.

The project also showed that for short surveys with relatively low response rate on web the mixed-mode does not lower the current expenses per reporting unit as also extra work has to be done to combine the data gained with different surveys and extra effort has to be made and extra costs can occur to gain the reasonable response rate. On the other hand, due to growing problems with telephone surveys, in the future mixed-mode surveys seem to be inevitable for improving the level of coverage of the target population and consequently the survey estimates. However, to give final conclusions on how combining web and postal surveys with telephone surveys will lead to better coverage of the target population, a few issues should still be examined: the effect of having a telephone (are persons without listed telephone numbers or without telephone or for whom we could not determine the telephone number travelling more or travelling less compared to persons that can be contacted), the effect of the survey mode and the effect of the response rate.

The main sources for demand side statistics are household surveys and visitor surveys. In the first, residents report on their trips made during a specified reference period. The latter surveys are often in the form of border surveys or Departure/Entry information. While the first can measure domestic and outbound tourism (and is for most countries the only source for tourism

demand information), the latter can obviously only measure outbound (or inbound) tourism – and thus is in general not very useful in the EU context (with many border crossings, Schengen agreement) or should at least be supplemented by sources to cover domestic tourism (which is the dominant form of tourism in most countries of Europe). Visitor surveys can be another source at local level (cities, attractions …), but since these are usually not suitable for providing harmonised, comparable information, they are not used for official tourism statistics at European level.

From the above mentioned metadata and quality reports, a majority of countries seemed to rely on traditional sample surveys with households/individuals (see table below). In two cases, a panel survey was used. Furthermore, eight border surveys were used (typically in island countries where the number of border crossings is relatively small).

Type of survey	# cases
Household sample survey	29
Household panel survey	2
Border Survey	8
Not applicable	2

Independent versus embedded survey

For practical reasons, some countries have embedded the tourism demand survey into an existing social survey. The main advantages of such approach are a cost-reduction (e.g. travel time for interviewers) and the fact that certain variables need to be collected only once (this is especially the case for background characteristics such as age, gender, educational level or employment situation). Furthermore, linking the survey to an existing survey may give additional analytical possibilities (e.g. when embedded in the EU-SILC, the tourism behaviour can be linked to the individual's or the household's living conditions).

However, although the filtering and routing will usually limit the length of the survey (e.g. respondents who have not made any trip during the reference month or quarter), it can be very burdensome for the respondents to answer questions relating to their trips following an already long interview for the survey vehicle, e.g. the Labour Force Survey. As the tourism related questions will often be inserted after the questions of the main survey, this can have unwanted negative effects on the response rates and the reliability of the answers.

A majority of the surveys used in Europe are stand-alone, separate surveys, but countries also reported that the tourism questions were embedded in a monthly consumer survey, a general purpose omnibus survey, the ICT usage survey or the household budget survey.

Mandatory versus voluntary survey

Voluntary surveys are usually cheaper, quicker and easier to manage. A mandatory survey implies to make several attempts to contact the respondent or to send several reminders. This process usually makes the collection period longer as one needs to wait a long time for all responses. The advantage of a mandatory survey is that the response rate is much higher, reducing the risk of having serious non-response bias.

But a voluntary survey can settle this argument by increasing the sample size and sending reminder letters to the respondents.

In practice, the tourism demand surveys will be mandatory in all EU countries given the legal basis.

3.6.5   Data collection tool - questionnaire

To enhance the comparability across countries, a model questionnaire is available in section 3.7.3 ("Model questionnaire for demand side surveys"). It is recommended to use this model questionnaire as a reference for the national surveys. However, for practical reasons (for instance linked to the survey vehicle), this may not be suitable in all cases. In this case, the statistical institute should nevertheless make sure that the routing and the filtering is respected.

For a more general discussion of questionnaire design, the *Australian Bureau of Statistics Forms Design Standards Manual* can be recommended:
[http://www.abs.gov.au/ausstats/abs@.nsf/mf/1530.0]

3.6.6   Quality control systems

Quality control systems are of course country-specific as most statistical institutes have standard procedures and guidelines for plausibility checks or logic tests of datasets.

Such controls can be executed on-line (i.e. in real time, not batch), at the moment of the data capture by the interviewer or the data entry in the statistical institute, or after the data entry process (a program checks the data and prints the errors to be checked or corrected). On-line tests have the advantage that the errors can be corrected immediately (a lot of errors will be simple data-entry errors, typing 17773 instead of 1773), a disadvantage is that one needs data-entry staff familiar with the concepts in the survey (in case they have to decide if a certain value will be accepted or not). The latter case of course does not apply with CATI or CAPI where the interviewer immediately enters the data.

Below, some of the most common errors or problems are briefly discussed.

Measurement error

There are a number of sources of measurement error: survey instruments (questionnaire), the respondent, the information system, the mode of data collection, the interviewer. This paragraph focuses on the latter, other types can back below. The first and probably most important step in the statistical process is the data collection or field work. One can design excellent questionnaires, excellent capture tools, excellent imputation methods and excellent data analyses, but as with any process the adagio "Garbage In Garbage Out" also applies to statistics. If the interviewer is not well-trained, one cannot expect input data of a good quality. A more important problem is usually the reliability of the interviewers. The interviewers may have an interest in finishing the interviews in the shortest possible time. This can lead to interviews where certain questions are skipped (e.g. the person looks poor, let's fill in he/she is unemployed) or interviews that never took place (e.g. the person is 80 years old, let's put down he/she never makes tourism trips). Therefore the awareness of interviewers (which can include threats of non-payment or exclusion for future interview rounds) and the follow-up is extremely important. The follow-up can be a check for coherence and consistency of the answers or follow-up phone calls to verify with the respondents whether the interview has actually taken place or whether the interview was of an acceptable quality (e.g. the respondent confirms that the interview only took 4 minutes, but on the questionnaire answers to all questions were recorded).

Invalid response

Relatively unimportant given that the questions relate to the respondent's recent tourism experiences and that most questions allow for only one answer (out of a tick list). However, it is possible that several items were ticked in questions where only one answer is expected.

Relationship error

Comparing the answers across the survey can reveal inconsistencies between the answers. The routing and filtering should normally guarantee that respondents are not presented with questions they cannot answer. It is nevertheless possible that e.g. an individual aged 18 indicates higher educational level or that a car was the main means of transport for a trip to India. In the first case, this is most probably an absolute error. In the latter case, the combination can in theory be possible and needs to be further verified on the basis of other answers.

Compulsory question left unanswered

Again, the routing and filtering should avoid this type of errors. CATI or CAPI programs usually improve the quality of the data capture in this respect. With traditional interviews or self-administered mail surveys, this error is more important.

Suspicious values

This can occur when the individual responses are compared with the average scores within a stratum and unexpected answers are found. In practice, it will however be difficult to determine whether it concerns a mistake or an outlier.

In terms of quality of the survey *as such*, the methodology and outcomes of the survey can be benchmarked against other surveys:

Representativeness

It can be useful to do an *ex-post* check of the representativeness of the sample, e.g. does the sample have a representative age distribution, is there some variability in the educational codes?

Year-to-year comparison at aggregate level

Comparing the results for the current year with the previous survey can also reveal quality problems where the growth is outside the range of the expected growth. In such cases, it is of course possible that the problem stems from the previous survey exercise …

For this purpose, it can be interesting to produce some simple tabulations of the survey results.

Coherence or consistency with other surveys

The results can be compared with results from related survey or studies. However, in case inconsistent results are observed, it is not always easy to identify which survey gave the 'wrong' results…

A major quality issue in tourism demand side surveys is the **recall bias**.
Different options exist to reduce the possible recall bias, before or after the interview has taken place.
If possible, it is recommended to inform the respondents at the beginning of the reference period that in three months' time they will be asked to report on their trips. This practice could

reduce the recall problem ex-post when the respondent is contacted by the NSI (for the number of trips, but also for details of the trips such as expenditure).

The Spanish tourism research institute (IET) studied the relation between the length of the reference period (or: the length between the time of the trip and the time of the interview) and the number of trips actually reported[149]. The results are now used by IET to improve the estimates (see Box 3.5-1).

Box 3.6-2: Spain – Memory Effect in the Spanish Domestic and Outbound Tourism Survey (FAMILITUR)

[extracts of a paper presented by the IET at the 9th International Forum on Tourism Statistics, held in Paris, 19-21 November 2008]

Since 1996, the Instituto de Estudios Turísticos (Tourism Studies Institute) has prepared statistical studies for Spanish Domestic and Outbound Tourism (Familitur) using a home survey. The purpose of Familitur is to analyse domestic tourism by quantifying and characterizing trips made by Spaniards within Spain and to other countries. In 2005, significant changes were made in the methodological approach of the Familitur statistical study. The results obtained from these modifications could be qualified as satisfactory and included a decline in memory effect.

When the new design was first tested, the initial analysis of estimations regarding trips revealed a systematic memory effect apparently caused by the time lag between the observation period (OP) and the contact period (CP). This observation will be called the memory effect, i.e. the gap between the moment the interview is carried out and the information reference period. This effect, a classic effect in on-going surveys, has been studied in-depth in family budget surveys, in which the lack of standard expense accounting means that household accounting is handled ad hoc, in some cases based exclusively on the respondent's memory.

The paper focused on the analysis and application of the memory effect in the FAMILITUR statistical study and included the following conclusions:
- The estimated number of trips on the same month is systematically lower among subsamples interviewed in different months, an effect seen when the contact period is different between the subsamples.
- Application of the <u>correction factor to lessen the memory effect</u> becomes necessary in an operation like FAMILITUR because sample homogeneity is imperative to make the statistical connection with the estimates obtained in the period before the methodological reform.
- Each subsample provides information about a mobile observation period prior to each interview month, which confirms that this design provides efficiency estimations already established for each observation period.
- The memory effect cannot be observed or corrected when respondent contact was made simultaneously, regardless of observation period (as occurred before 2005).
- <u>If a correction for the omission effect is not made, the number of trips taken each month would be underestimated</u>.
- The methodological reform carried out in 2005 has provided greater consistency and robustness to this statistical operation.

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[149] Another interesting paper on this topic was presented at the 10th International Forum on Tourism Statistics (Lisbon, 2010): S. Roux, J. Armoogum, J-L. Madre, F. Potier, G. Cernicchiaro (INRETS, France) *"Sampling strategies and correction of measurement errors for tourism travel surveys"* [http://10thtourismstatisticsforum.ine.pt/xportal/xmain?xpid=INE&xpgid=tur_papers&PAPERSest_boui=101890683&PAPERSmodo=2]

3.6.7 Data processing

This section mainly discusses the treatment of non-response and accuracy measures. Although the grossing-up methods can be considered as a part of the data processing, this topic is discussed above in section 3.6.3.3.

3.6.7.1 Misclassification treatment

This point is not applicable to demand side surveys collected from households/individuals.

3.6.7.2 Non-response treatment[150]

Introduction

An important source of non-sampling error in surveys is the effect of non-response on the survey results. Non-response can be defined as the failure to obtain complete measurements on the (eligible) survey sample. The extent of non-response varies from partial non-response (failure to answer just one or some questions) to total non-response.

The latter case occurs when the interviewer was either unable to contact the respondent, no member of the household was able to provide the information, the respondent refused to participate in the survey or not enough information was collected in the interview (i.e. the response is too incomplete to be useful). This type of non-response is called unit non-response (see 3.6.7.2.1): the sample unit does not provide any of the data required by the survey. Unit non-response is generally handled by adjusting the weight of the individuals (or households) that responded to the survey to compensate for those that did not respond.

Partial non-response or item non-response (see 3.6.7.2.2) occurs when the respondents did not answer all questions because they did not understand or misinterpreted a question, refused to answer a question or could not recall the requested information. Item non-response is generally dealt with by imputation.

Effect of non-response on the quality of the data

Non-response – unit as well as item non-response – can seriously affect the quality of the data collected in a survey. Firstly, the characteristics (or answering pattern) of the non-

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[150] References for this chapter:

- Government Statistical Service (1997), Report of the Task Force on Imputation – June 1996. Government Statistical Service Methodology Series No. 3. London: Office for National Statistics.
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- European Commission (2003), Household Budget Surveys in the EU: Methodology and recommendations for harmonisation 2003. Luxembourg: Office for Official Publications of the European Communities.
- National Centre for Social Research (1999), Item non-response (different contributions). Survey Methods Newsletter Volume 10 No.2 1999.
- Adjusting for Missing Data, Mohadjer, L., Choudhry, H., Studies of welfare populations: Data Collection and research Issues, 2001.
- Introduction to Survey Quality, Biemer, P., Lyberg, L., Wiley series in survey methodology, 2003.
- Weighting for non-response, Lynn, P., Survey and Statistical Computing, 1996.
- Non-response in the Norwegian Business Tendency Survey, Wang, J., Statistics Norway, 2004.

respondents can be different from those collected among the sample units who did provide eligible answers. If such difference is systematic, serious bias can be introduced in the survey results. Secondly, the reduction of the sample size (overall or for certain questions) will increase the variance of the estimates. Thirdly, non-response can have an impact on the total cost of a survey exercise. Not only because a larger initial sample may be necessary, but also because of higher unit costs of the last few percentages of respondents (due to multiple visits). Finally, non-response can be an indicator of poor overall quality of the survey and thus create an image or confidence problem.

Minimising non-response

As prevention is always better than cure, attention should be given to avoiding non-response rather than treating non-response. The number (and timing) of reminder letters or call backs, the length of the fieldwork period, the survey technique(s) used, the length of the survey (i.e. the response burden), the use and structure of advance letters, the dissemination of previous results or the mandatory nature of the survey can all have an impact on the number of non-contacts or refusals. The length, design and complexity of the questionnaire, the interviewer's training or the interviewer's style can have an impact on the item non-response.

As this issue is common to all surveys, it will not be discussed in detail in this manual. This chapter is mainly focussed on the treatment of non-response in the specific context of tourism demand surveys.

3.6.7.2.1   Unit non-response

Introduction

Unit non-response is defined as households/persons that are included in the sample but that have not participated to the survey and for which information consequently is missing for all the questionnaire variables.

Types of non-respondents include:
- Non-contact
- Refusals
- Inability to respond
- Rejected interviews
- Ineligible: out-of-scope
- Other ineligible
- Other non-response

Unit non-response can introduce bias in the survey results especially in situations in which the non-responding units are not representative of those that responded – for instance frequent travellers who are difficult to contact or persons never travelling who do not feel concerned by the topic of the survey and therefore do not participate. Non-response increases both the sampling error, by decreasing the sample size, and the non-sampling errors.

Weighing adjustment for unit non-response

The principal method for unit non-response adjustment is weighing. Most strategies for weighting for non-response involve dividing the respondents into a set of comprehensive and mutually exclusive groups, referred to as weighting classes. A weight is then applied to each class.

Weighing classes

In order to implement non-response adjustments, it is required to create weighting classes. It is desirable to divide the sample in "response homogeneity groups/classes". Within these classes, the response rates should be as homogeneous as possible, and the response rate should be different among the classes. Data used to form these classes must be available to both non-respondents and respondents. Usually it is possible to get information about demographical (age, gender, ethnicity), geographical (urban/rural, zip code) or socio-economical (employment, income) variables from administrative data.

More advanced methods for creating weighting classes are methods like classification based on a categorical search algorithm or a logistic regression model using auxiliary variables to estimate the probability of response.

Sample-Based Weighting Adjustment

In sample-based weighting adjustment, the weight adjustment applied in each class is equal to the reciprocal of the ratio of selected sample size to respondents within each of these classes (the inverse of the response rate within each class). This non-response adjustment factor should be multiplied with the initial base weight.

A simple example:

	Population (I)	Sample size (II)	Respondents (III)	Respondent with characteristic (IV)	Non-response adjustment Factor (V = II / III)	Initial Base Weight (I / II = VI)	Adjusted Base Weight (V*VI=VII)	Adjusted population estimate (=VIII)
Male	8 820 000	2 100	1 600	1 000	1.31	4 200	5 502	5 502 000
Female	9 020 000	2 200	1 750	1 200	1.26	4 100	5 166	6 199 200
Total	17 840 000	4 300	3 350	2 200				11 701 200

Alternative forms of sample-based weighting are that the weights are not inverse response rates but estimated coefficients of a regression model (where survey response is the left-side variable). In this case, the weights are reciprocals of the estimated response rate by the regression model.

Population-Based Weighing Adjustment

Population-based weighting adjustment requires population estimates and class membership of respondents. If there is no data available about the non-respondents, population-based adjustment is still possible since this uses external control counts for the population and not data from the sample. The method is used to correct

simultaneously for both non-coverage and non-respondents. The method is used similar to the sample-based method.

In population-based adjustment (post-stratification adjustment), the classes are created based on variables, which are known both for the respondents and the population. Weights are then applied in proportion to the ratio of population to achieved sample, so that the sums of the adjusted weights are equal to the population totals for certain classes of the population.

A two-step procedure of first adjusting for non-response (sample-based adjusting) and then adjusting to known population counts is a commonly used method. However, this procedure is the same as a population-based weighting adjustment if the weighting classes in the sample-based and the population-based weighting adjustment are equal.

If the strata used in the stratification are used as classes in the weighting adjustment, there is no need for the weighting adjustment. The adjusted weighting procedure is then equal to the final grossing up/weighting procedure.

Unit non-response in tourism demand side surveys

At the occasion of the metadata and quality reporting exercise for the reference year 2008, Member States were asked about the different types of unit non-response and the methods for minimising non-response or for dealing with non-response.

Overall response rates were very different across the countries/surveys, ranging from 14% to 99%.

The main reported methods for minimising non-response included prior letters (about sample inclusion), prior sending of questionnaires (this way respondents can anticipate the future filling in of the questionnaire and e.g. keep better track of their expenditure), repeat calls, incentives, …

The main reported methods for dealing with non-response included post-stratification and calibration.

3.6.7.2.2   Item non-response

Introduction

As already mentioned above, there are several reasons for the data being unavailable. These include the refusal to provide an answer, the inability to provide an answer, inadequate quality of the provided answer (e.g. implausible, incomplete, inconsistent with answers to other questions, etc.). It can be caused by either the respondent (e.g. refusal) or the interviewer (e.g. failure to record the answer adequately) but also by the survey design itself (e.g. ambiguous routing or filtering).

If a particular questionnaire shows too many errors or if too many data are missing, it can be assumed that the household/individual in question has not co-operated satisfactorily in the survey. The best solution is then probably to remove the household/individual from the database and adjust the weighting coefficients for the other households accordingly. In other words, sampling units with a very high item non-response can better be classified as total non-response or unit non-response (in a category 'rejected interviews' for example). It

is however difficult to define a threshold as not all questions are equally important (i.e. having missing data on four crucial indicators can possibly be worse than missing data on eight questions of secondary importance).

In other cases where the household/individual has supplied high-quality information for most variables but for which data on other variables are missing, the missing data can be estimated by using appropriate imputation techniques. The imputed values are supplied in such a way as to preserve the underlying structure of the data and to ensure that the resulting records will pass all required edits or plausibility checks. In other words, the objective is not to reproduce the true micro data value, but rather to establish internally consistent data records that yield good aggregate estimates.

Where, for a specific variable, the proportion of missing data in relation to the total number of households exceeds a certain threshold, it must be asked whether or not imputation is still suitable as this variable can probably not be used for analytical purposes. High item non-response (e.g. more than 20% non-response) on a specific question across several countries, can be a good reason to consider dropping or modifying the question or variable.

It should be stressed that the detection and imputation of missing data is best done by the national statistical offices (and not at Eurostat), since the national authorities best understand the local situation and might have access to auxiliary sources to improve the estimations or imputations ("subsidiarity").

Why treating non-response in the tourism demand survey?

Most methods of compensating for missing items implicitly or explicitly make the assumption that data are missing at random. This means that the probability of an item being missing does not depend of the value of the missing item.

In the tourism demand survey, there are without any doubt systematic patterns in the occurrence of non-response. Non-response may be higher among older respondents or lower educated respondents as they are more at risk of not understanding the questions (or not recalling the answers, such as expenditure data). This can be taken into account by imputing within strata or classes. But the risk of wrongly imputing the data of tourists (who feel concerned and "happily" answer the questions) to persons not participating in tourism (who drop out because they consider themselves not concerned by the survey) remains when it is the research variable itself (e.g. participation in tourism) which may be the critical factor for the willingness or ability to provide an answer.

The logical solution to this problem would be not to impute at all. However, non imputation does not exist as there is always an implicit imputation.
This is obviously the case where a respondent is dropped: the status moves from item non-response to unit non-response, which will normally be solved by changing the extrapolation weight of the other respondents (and this basically comes down to a mean imputation …).
Where the statistician decides to preserve the collected data instead of imputing, the user will in most cases make an implicit imputation of the "non-stated" cases. Let's take the following numerical example ("did you make holiday trips during the previous quarter?"):

Answering category	Number of respondents (grossed up)	Percentage
Yes	924 000	21,0%
No	1 980 000	45,0%
Non-stated (missing)	1 496 000	34,0%
Total	**4 400 000**	**100,0%**

The proportion of persons having made holiday trips during the previous quarter can be calculated in two ways:

- Number of Yes answers compared to total population: 924 000 / 4 400 000 = 21,0%
- Number of Yes answers compared to total respondents (Yes + No): 924 000 / 2 904 000 = 31,8%

Let's assume that the end-user is only interested in the proportion of tourists (and not in the percentage of non-tourists, and definitely not in the number of *non-stated*). If the *non-stated* are mentioned separately, they will most probably be overlooked by the user or interpreted in different ways by different users – by accident or on purpose, which is not appropriate in terms of transparency and relevance of the official statistics.

Both results above suffer from silent or implicit imputation. In the first case, the *non-stated* cases are treated as 'No' answers. This bears the risk of overestimating the number of non-tourists: whether one has actually participated in tourism is in any case not the only factor affecting response rates in surveys on tourism demand.

In the second case, there is a risk of overestimating the number of tourists: the underlying distribution of 'Yes' and 'No' answers in the '*non-stated*' group is implicitly supposed to be identical to the distribution in the group of respondents while the incidence of not having participated in tourism is expected to be higher among the non-respondents (e.g. because they feel less concerned by the topic).

The true value (or better: most suitable estimate) is somewhere in between, but unknown.

The easy-to-implement mean imputation (see below) will normally give exactly the same proportion of persons having participated in tourism as the case where we only take into account the respondents, but it should be remembered that this method is the 'worst imputation scenario' where no additional information is taken into account. More intelligent methods would give more accurate estimates. For example, in a postal survey, the respective response pattern of the consecutive reception waves can help fine-tuning the imputation: if response to the questionnaire is related to being a tourist or not a tourist, the questionnaires received after a first or second reminder letter will show lower participation rate. Such digressive pattern could be introduced in the imputation process if we assume that non-response is the extreme case of a late reply.

How to treat non-response in the tourism demand survey?

The choice of the imputation method is at the discretion of the national statistical institutes, but a number of options are briefly discussed in this section. As experiences with the application of different methods are still missing, putting forward one particular method is

not desirable at this stage. A more detailed discussion of these and other methods is beyond the scope of this manual but can be found in the extensive literature on the issue of dealing with non-response.

Deductive methods

These methods are rather related to heuristics than to modelling. They try to deduct the most logical answer using the available information for the household or individual. In general, such procedures will be part of the validation checks and not of the non-response treatment.

Example: the respondent did not state the main means of transport used but from his other answers, we know that it was a trip to New Zealand. In this case, the most obvious value to impute for transport mode would be an airplane.

Imputing the mean or mode

This method consists of imputing missing values by the mean observed in the group of respondents in case of numerical variables or the mode in case of categorical or binary variables.

Instead of imputing the overall mean or mode, usually, the imputation will be done taking into account some background characteristics of the household: before imputing, the respondents are grouped into different classes according to background variables such as age group, gender and educational level; the breakdown variables can however also include study variables (e.g. destination or duration of the trip). Within each group, the class mean or class mode is imputed to cases with missing values. The classes may be different for each variable to be imputed.

The big advantage of this method is that it is very easy to implement and to explain. The main drawback is that it may compress the distribution of the survey variables (as the less popular items will probably never serve as a donor).

Example: in the class 'age group 45-54' x 'lower educational level' x 'male', 20% of the respondents appear to have taken part in tourism during the reference quarter. The most popular answer – in other words, the mode – is No. Therefore, all non-respondents will be imputed with a No value (which means approximately 20% of those may be misclassified – to avoid this problem one can try the next technique).

Hot deck imputation

For each respondent with a missing value for a specific variable, this value will be imputed with the corresponding value from the previous respondent in the database with a valid response on this variable. Usually, this method is applied within classes in order to improve the quality of the imputations.

After fixing a starting value for each item and each class, each case is processed sequentially. If the case has a missing item, this is replaced by the imputation value from the relevant class. If the item is not missing, it replaces the stored initial imputation value for its class, and can be used for imputation of subsequent missing items.

Closely related to this sequential hot deck imputation, is hierarchical hot deck imputation. Here, a lot more imputation classes can be considered as the boundaries of the classes are not fixed. When no suitable donor is found at the finest level of the classification, classes can be collapsed into broader groups until a donor is found. Taking into account the relatively small sample sizes used in the tourism demand surveys, the hierarchical hot deck imputation may be less suitable than the sequential variant (there are probably not enough cases available to fill the high number of classes).

These methods are relatively simple to execute, assign real/existing values to a non-respondent and better respect the underlying distribution than the mean or mode imputation. On the other hand, the algorithms may be more difficult to program (especially in the case of hierarchical hot deck) and there is a risk that one donor value is used several times (in case successive cases all show a missing value).

Nearest-neighbour imputation

This method relies on being able to identify the distance between any two units based on some suitable distance measure.

Regression imputation

Imputing by regression methods is usually carried out one variable at the time. The methods require that the values of one or more auxiliary variables are known for both the complete cases on which the variable of interest is recorded and for the missing cases. A regression model relating the variable of interest to the set of auxiliary variables is set up. For categorical variables, particularly binary variables, logistic regression is usually used. In this case, the imputed value will usually be the value with the higher predicted probability. For categorical variables with many categories, this method is less suited. For binary variables, more complex methods such as discriminant analysis could also be used.

Indicating an optimal imputation method is difficult. The best method will depend on the data available, the nature of the survey and of course the nature of the question (binary, numerical, etc.).

However, a general rule of thumb is that the more simple methods such as mode imputation within classes or sequential hot deck do not necessary give poorer results than the advanced methods using modelling. This argument will even be stronger when making a cost/benefit analysis (in terms of processing and programming time).

Item non-response in tourism demand side surveys

At the occasion of the metadata and quality reporting exercise for the reference year 2008, Member States were asked about the variables/breakdowns that showed a significant item non-response. About half of the countries reported item non-response exceeding 5% for the variables relating to *expenditure*. Other variables did not suffer from item non-response (i.e. when a contact was made with the respondent, most answers were easily answered).

3.6.7.3   Computing accuracy measures

The use of a sample survey unavoidably leads to sampling error. To get an idea of the sampling error, it is advised to compute this error for certain indicators. Such information is not only interesting to decide whether the indicator is reliable enough to be published, but this can also help to determine whether the sample size should be increased in a next edition of the survey for certain strata where a large sampling error was diagnosed.

The sampling error reflects the fact that only a particular sample was surveyed rather than the entire population.

As accuracy measure, the coefficient of variation is recommended for amounts or absolute values while the standard error (the square root of the variance) of the estimator is recommended for proportions[151] (see also the metadata and quality reporting template).

The estimation of the sampling variance should ideally take into account the sampling design (e.g. the stratification).

The computed accuracy measures will also determine the reliability of the estimates. If the standard error for a certain proportion or absolute value is too high, the cell needs to be suppressed (not disseminated).

In case the computation of the standard error for all cells is not feasible, the number of respondents underlying the estimate can be used to decide whether a proportion can be published (e.g. if based on less than 10 respondents, the estimate is not published).

3.6.8   Dissemination rules for micro-data files

The principles laid down in this section are based on the wording/principles for EU-SILC (and LFS for wording) for paragraph (1) and Comm. Reg 6/2003 (transport) for paragraph (2), Article 23 of Reg 223/2009 concerns "Access to confidential data for scientific purposes".

(1)   The data on tourism trips and visitors making the trips, referred to in Section 2 of Annex II of Regulation (EU) No 692/2011, is based on a sample. To avoid publication of figures which are statistically unreliable, the Commission (Eurostat) applies the following basic guidelines when disseminating aggregate tables:

-    an estimate shall not be published if it is based on fewer than 20 sample observations,

-    an estimate shall be published with a flag if it is based on 20 to 49 sample observations.

(2)   Tables including estimates based on fewer than 20 sample observations may be supplied to national authorities responsible for European statistics on tourism in Member States, on condition that the national authorities apply the condition set out in paragraph 1 to any tables disseminated to other users.

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[151] The (estimated) relative standard error – or (estimated) coefficient of variation (CV) – is the ratio of the square root of the variance of the estimator for the proportion to the expected value of the proportion. It is estimated by the ratio of the square root of the estimate of the sampling variance to the estimated value. To avoid that the level of the estimate when using the coefficient of variation has an extreme impact on the accuracy measure (e.g. a proportion of 1% leads to a denominator of 0,01 when calculating the CV, in other words, the standard deviation is multiplied by 100), the standard deviation (i.e. the square root of the sampling variance) should be used as a reference measure.

(3) In applying Article 23 of Regulation (EC) No 223/2009, the guidelines set out in paragraph 1 shall also be implemented by researchers who are granted access to the micro-data files to carry out statistical analysis for scientific purposes.

3.7 Annexes

3.7.1   Metadata and quality reporting

Drawing up reports after the execution of the survey is not only a self-assessment exercise of the work carried out by the statistical office (or any other organisation in charge of the tourism demand surveys) or a way to detect room for improvement. Survey execution reports are also a tool for assessing the comparability from one year to another or from one country to another.

The metadata and quality reports for the tourism demand surveys coordinated by Eurostat cover the following subjects:

   a. General methodological information: contact information, reference period(s); survey vehicle (where applicable); survey type; sampling unit; methodological differences compared to previous data collection exercises; timetable for the data collection process; etc…

   b. Survey population: population frame used (description of the sampling frame or register used, known shortcomings of the sampling frame, ...); target population; non-target population.

   c. Information on the national questionnaire (information collected that is not requirement by the EU legal basis).

   d. Sampling design: sampling method; additional measures taken at the time of sampling design to improve representativeness; gross sample size.

   e. Unit non-response, by giving information on: gross sample size; number of out-of-scope cases, number of other ineligible cases; number of eligible elements; number of non-contacts; number of refusals; number of cases unable to respond; number of rejected interviews; other non-response; net sample size; unit response rate. Additionally, the reports discuss the methods used for minimizing non-response as well as the methods used for dealing with unit non-response.

   f. Item non-response: variables or items with a significant item non-response rate (e.g. above 5%); methods used for dealing with item non-response.

   g. Grossing-up procedures for households.

   h. Sampling error: coefficient of variation for a selected group of indicators; the calculation method for the coefficient of variation; comments on reliability, representativeness and completeness of the data.

   i. Reconciliation with other data sources; coherence with mirror statistics from other countries (asymmetries?); quality improvements undertaken compared to the previous reporting exercise.

   j. The reports include the questionnaire in national language and, if available, in English.

In cases where the recommendations provided in this Methodological Manual are not followed, the report should clearly describe deviations, the impact of those on comparability a

justification for the deviation and – where possible – plans to implement the recommendations in the future.

The *reporting template* used for the tourism demand surveys in the European Union, including some instructions, can be found in paragraph 3.7.1.1 below. The (draft) template covers metadata and quality indicators, which have to be reported to Eurostat within nine months after the end of the reference year.

  Article 4(4) and Annex II, Section 2

Reference 3.7-1: Reg. 692/2011 concerning European statistics on tourism

Article 6 – Quality criteria and reports

1. Member States shall ensure the quality of the data transmitted.

2. For the purposes of this Regulation, the quality criteria as laid down in Article 12(1) of Regulation (EC) 223/2009 shall apply.

3. Every year, Member States shall provide the Commission (Eurostat) with a report on the quality of the data relating to the reference periods in the reference year, and on any methodological changes that have been made. The report shall be provided within 9 months after the end of the reference year.

4. In applying the quality criteria referred to in paragraph 2 to the data covered by this Regulation, the arrangements for and structure of the quality reports shall be defined by the Commission in the form of implementing acts. Those implementing acts shall be adopted in accordance with the examination procedure referred to in Article 12(2).

Reference 3.7-2: Commission Implementing Regulation 1051/2011

Annex I – Structure of quality reports

Arrangements and structure for providing metadata

Member States shall provide the Commission (Eurostat) with reference metadata in accordance with the Euro SDMX Metadata Structure, as defined in Commission Recommendation 2009/498/EC for the European Statistical System.

Member States shall provide the required metadata (including quality) in accordance with an exchange standard specified by the Commission (Eurostat). The metadata shall be provided to Eurostat through the single entry point or in such a form that the Commission (Eurostat) can retrieve it by electronic means.

Contents of the metadata and quality reports

The report shall include the following concepts and cover internal tourism (Annex I to Regulation (EU) No 692/2011) as well as national tourism (Annex II to Regulation (EU) No 692/2011)

(1) Relevance, including completeness as compared to user needs and data completeness as compared to the requirements and recommendations laid down in Articles 2, 3, 4 and 10 of Regulation (EU) No 692/2011.

(2) Accuracy, including coverage error (over-coverage and under-coverage), recall bias, classification error, item and unit non-response (broken down by type of unit non-response), imputation rate (for Section 2 of Annex II), sampling error and coefficients of variation for a set of leading indicators and breakdowns (as well as a description of the formulae or algorithm used

to calculate the coefficients of variation) and data revision (policy, practice, impact on leading indicators).

(3) Timeliness, including information on the calendar for the production process until the publication of the results (first results, final and complete results).

(4) Punctuality, including information on the dates of transmission of the data to the Commission (Eurostat) as compared to the deadlines specified in Article 9(4) of Regulation (EU) No 692/2011 for all data deliveries relating to the reference year.

(5) Accessibility and clarity, including information on the release calendar for the main publications (paper and online) relating to the reference periods of the reference year.

(6) Comparability, including comparability between geographical areas, over time (break in series) and between statistical domains.

(7) Coherence, including coherence within the domain with data from other sources, coherence with other statistical domains, coherence between annual and infra-annual statistics.

(8) Cost and burden, including (where available) a quantitative/monetary and qualitative indication of the cost associated with the collection and production and the burden on respondents, and a description of recent or planned measures to improve cost efficiency and/or reduce respondent burden.

(9) Metadata relating to statistical presentation and statistical processing, including information on (where applicable) concepts, definitions and classifications used, sources used, population frame, target population, frequency of data collection, survey type and data collection methods, scope (and limitations to the scope), sampling design and methodology, grossing-up procedures, treatment of confidential data and disclosure control.

Metadata and quality reports (MQR) have been developed on the basis of existing reporting templates in different fields of business and social statistics within Eurostat. They are also based on quality reporting guidelines drawn up by Eurostat's Quality Unit and on metadata templates used for the Eurostat databases on the website.

Most of the required information should be readily available in the statistical offices. The results of the quality evaluation will also be a useful tool for internal purposes in the statistical offices.

3.7.1.1 Template for metadata and quality reports

The structure presented below follows the two standardised exchange formats used in the ESS (European Statistical System):
- ESMS (Euro SDMX Metadata Structure)
- ESQRS (ESS Standard Quality Reporting Structure)

The ESMS is user-oriented and the national metadata will be made available to users on the Eurostat website. The ESQRS is producer-oriented and will be accessible only for partners within the ESS (after green light from the country concerned).

The templates in this section have been prepared in spread sheet format (MS Excel). A standard web application for production and transmission of the files shall be used by the reporting countries (**NRME** or National Reference Metadata Editor). Fields/concepts that are common to the ESMS and ESQRS have be filled in only once (in the ESMS). Below is the final version (23 July 2013).

3.7.1.1.1   ESMS

	CONCEPT	DESCRIPTION / COMMENTS	Survey 1	Survey 2 (if applicable)
			The column "Survey 2" can also be used to report on the survey used to collect the data on participation in tourism (Annex II, Section 1), if different from the survey used to collect information on trips (Annex II, Section 2).
1	**Contact**			
1.0	Country		text	text
1.1	Contact organisation	The name(s) of the organisation(s) responsible for the data collection and or other organisations involved in the data collection.	text	text
1.2	Contact organisation unit	The name of the unit responsible for the metadata file (it can also include a unit number).	text	text
1.3	Contact name	The name of the person responsible for the statistical domain (Ms. or Mr., first name and family name).	text	text
1.4	Contact person function	The title of the person responsible for the statistical domain (this title can contain the precise area of responsibility such as methodologist or data base manager).	text	text
1.5	Contact mail address	The postal address of the person responsible for the statistical domain.	text	text
1.6	Contact email address	The email address of the person responsible for the statistical domain (this can be an individual mail address or a functional mailbox).	text	text
1.7	Contact phone number	The phone number of the person responsible for the statistical domain.	text	text
~~1.8~~	~~Contact fax number~~	[not applicable]		
2	**Metadata update**			
2.1	Metadata last certified	Date of the latest certification provided by the (national) domain manager to confirm that the metadata posted are still up-to-date, even if the content has not been amended.	[select date]	[select date]
2.2	Metadata last posted	Date of the latest dissemination of the metadata [inserted automatically by the reference metadata production system].	[select date]	[select date]
2.3	Metadata last update	Date of last update of the content of the metadata [inserted automatically by the reference metadata production system].	[select date]	[select date]
3	**Statistical presentation**			
3.1	Data description *(optional)*	Main characteristics of the data set described in an easily understandable manner, referring to the data and indicators disseminated. This short description (max. 250 words, please) should be understood immediately and easily by the users.	text	text
~~3.2~~	~~Classification systems~~	[not applicable]		
~~3.3~~	~~Coverage – sector~~	[not applicable]		
3.4	Statistical concepts and definitions *(optional, unless deviations from Regulation 692/2011 exist)*	Describe in short the main statistical variables provided. The definition and types of variables provided should be listed. Normally, this will coincide with the requirements in the Regulation, hence the 'optional' status. In case there are discrepancies from the ESS/international standards, these shall be reported (not optional!)	text	text
3.5	Statistical unit (and reporting unit)	Entity for which information is sought and for which statistics are ultimately compiled and entity reporting the information (e.g. individual, household). For data on participation in tourism, the statistical unit is the individual. This means that the statistical unit will – usually – also be the reporting unit. For collecting data on tourism trips and visitors making the trips, the statistical unit is the trip made by the individual. In practice, the reporting unit (= the respondent selected for the interview) will report on the trip(s) made during the reference period and give the details for the different characteristics of the trip and his/her socio-demographic profile (= the visitor making the trip).	text	text
3.6	Statistical population	Also: target population. The total population or "universe" of a defined class of people, objects or events. According to Art. 4(c)(d) of Regulation 692/2011, this concerns all individuals residing in the territory of the Member State or country as far as participation in tourism is concerned, and all tourims trips of at least one overnight stay outside the usual environment by the resident population as far as the data on characteristics of tourism trips and visitors are concerned. Note that a limitation to the population aged 15 and over can apply.	text	text
3.7	Reference area *(optional, unless deviations from Regulation 692/2011 exist)*	The country or geographic area to which the measured statistical phenomenon relates (in terms of resident population, e.g. are all territories of the country included?).	text	text
3.8	Time coverage	The length of time for which data are available (e.g. since 1996). Please report separately for series on participation in tourism and for series on tourism trips (see also 16.2).	text	text
~~3.9~~	~~Base period~~	[not applicable]		
4	**Unit of measure** *(optional)*	The unit in which the data values are measured. In general, the unit of measure for a statistic in a table is indicated in notes with the table.	text	text
5	**Reference period**	This will coincide with the reference calendar year, e.g. "2012".	year	year
6	~~**Institutional mandate**~~	[not applicable]		
6.1	Institutional mandate - legal acts and other agreements		[pre-filled]	[pre-filled]
~~6.2~~	~~Institutional mandate - data sharing~~	[not applicable]		
7	**Confidentiality**			
7.1	Confidentiality - policy	European or national legislative measures or other formal procedures which prevent unauthorised disclosure of data that identify a person or economic entity either directly or indirectly.	text	text
7.2	Confidentiality - data treatment (and disclosure control)	Rules applied for treating the data set to ensure statistical confidentiality and prevent unauthorised disclosure.	text	text
8	**Release policy**			
8.1	Release calendar *(optional)*	The schedule of statistical release dates at national level. The policy regarding the release of statistics according to a preannounced schedule should be described. It should also mentioned if a release calendar for the data set in question exists and if this calendar is publicly accessible.	text	text
8.2	Release calendar access *(optional)*	Access to the release calendar information. Where applicable, a link or reference to the release calendar can be given.	text	text
8.3	User access *(optional)*	The policy for release of the data to users, the scope of dissemination (e.g.to the public, to selected users), how users are informed that the data are being released, and whether the policy determines the dissemination of statistical data to all users.	text	text

9	**Frequency of dissemination**			
10	**Dissemination format, accessibility and clarity**			
10.1	News release	Regular or ad-hoc press releases linked to the data (contents, hyperlink).	text	text
10.2	Publications	Regular or ad-hoc publications in which the data are made available to the public (contents, hyperlink).	text	text
10.3	On-line database	Information about on-line databases in which the disseminated data can be accessed (contents, hyperlink).	text	text
10.4	Micro-data access	Information on whether micro-data are also disseminated (to other partners than Eurostat)	text	text
10.5	Other information collected and published at national level but not transmitted to Eurostat	Brief overview of the main additional national indicators (e.g. coverage of age groups outside the scope of the Regulation; same-day visits; activities during the visit; etc…). This can also include information from other sources, as long as it is published as official statistics by the NSI or equivalent ESS partner.	text	text
11	**Accessibility of documentation**			
11.1	Documentation on methodology	Descriptive text and references (hyperlinks) to methodological documents available.	text, links	text, links
11.2	Quality documentation	Hyperlink(s) to documentation on procedures applied for quality management and quality assessment.	text, links	text, links
12	**Quality management**			
12.1	Quality assurance *(optional)*		text	text
12.2	Quality assessment	Overall assessment of data quality, based on standard quality criteria. A qualitative assessment of the overall quality of the statistical outputs should be provided by summarising the main strengths and possible quality deficiencies. Any trade-offs between quality aspects can be mentioned as well as planned quality improvements or achieved quality improvements compared to a previous reference year. Main reference: "ESS Handbook for Quality Reports" (2008).	text	text
13	**Relevance**			
13.1	User needs	National and international (pre-filled), completeness as compared to user needs (e.g unfulfilled user needs?)	text	text
13.2	User satisfaction *(optional)*		text	text
13.3	Completeness	Completeness as compared to the requirements and recommendations laid down in the Regulation and Methodological Manual respectively	text	text
14	**Accuracy and reliability**			
14.1	Overall accuracy	Assessment of accuracy, linked to a certain data set or domain, which is summarising the various components. Provide a summary of the main sources of error and an assessment of the potential for bias (sign and order of magnitude) for each key indicator in quantitative or qualitative terms as well as (where applicable) a general assessment of the sampling error.	text	text
14.2	Sampling error	[ESQRS report, item V.2]		
14.3	Non-sampling error	[see section 20 of this report and ESQRS report, item V.3]		
15	**Timeliness and punctuality**			
15.1	Timeliness	Length of time or time lag between data availability of the first results (even partial or provisional) and the event or phenomenon they describe: the number of days from the last day of the reference period to the day of publication of first (even partial or provisional) results on tourism trips made during the entire reference year. This refers to the first public release regardless of the format (paper or online newsletter, automatic data upload on website, etc). Note: see also ESQRS VI.1.1.	value	value
15.2	Punctuality	Time lag between the actual delivery of the data to Eurostat and the target date when it should have been delivered: the number of days between the delivery of data and the target date on which they were scheduled for delivery (i.e. the transmission deadlines in the Regulation). Note: see also ESQRS VI.2.1.	value	value
16	**Comparability**	Measurement of the impact of differences in applied statistical concepts, measurement tools and procedures where statistics are compared between geographical areas or over time.		
16.1	Comparability - geographical	Describe any problems of comparability between regions, for instance because of data collection at regional level instead of national level (through regional offices)	text	text
16.2	Comparability - over time	Provide information on the length of comparable time series, reference periods at which series breaks occur, the reasons for the breaks and treatments of them.	text	text
17	**Coherence**	Adequacy of statistics to be reliably combined in different ways and for various uses.		
17.1	Coherence - cross domain	The extent to which statistics are reconcilable with those obtained through other data sources or statistical domains. Reference sources can include supply side data (f.i. domestic nights in rented accommodation versus nights spent by residents in accommodation establishments)	text	text
17.2	Coherence - internal	[not applicable]		
18	Cost and burden			
19	**Data revision**			
19.1	Data revision - policy	Policy aimed at ensuring the transparency of disseminated data, whereby preliminary data are compiled that are later revised. Description of the general revision policy for the data sets.	text	text
19.2	Data revision - practice	Describe major scheduled revisions (and/or the frequency of revisions) as well as their expected average size. As far as necessary, also minor revisions should be described.	text	text

20	Statistical processing			
20.1	Source data			
20.1.1	Source data	Indicate if the data set is based on survey or on administrative data sources.	text	text
20.1.2	Population frame	Information about the reference frame (population register, population census, telephone directory, register of census districts, register of dwellings, border records, administrative reference file). Please specify the source ('owner') of the register.	text	text
20.1.3	Update of population frame	Information on the last update (date) and on the usual frequency of updates (e.g. continous, quarterly, annually)	text	text
20.1.4	Coverage errors of population frame	Information about known undercoverage or overcoverage of teh frame as compared to the target population, multiple listings, incorrect auxiliary information and on solutions adopted to deal with possible shortcomings or errors	text	text
20.1.5	Gross sample size	The finite set of individuals that is selected from the frame to be studied. Note: in case all members of household residing in the dwelling are usually selected, the exact number of persons will not be known before the survey (f.i. there is no connection between the register of dwellings / addresses and the register of residents), please try to estimate the number of residents on the basis of the average number of individuals per household (dwelling) obtained from the survey.\nThe consolidated situation should be considered, i.e. all survey waves (four quarters, twelve months)	value	value
20.1.6	Net sample size	The number of units that can be used in the final dataset (final sample size). The consolidated situation should be considered, i.e. all survey waves (four quarters, twelve months)	value	value
20.1.7	Sampling design and methodology	Specify the methodology used (stratified sample, quota sampling, cluster sampling, two-stage sample, etc.)	text	text
20.2	Frequency of data collection	Frequency with which the data are collected from the reporting units (e.g. monthly, quarterly).	text	text
20.3	Data collection			
20.3.1	Type of survey	Describe the type of survey (e.g. household survey, border survey).	text	text
20.3.2	Data collection methods	Describe the method used to gather data from respondents (e.g. postal survey, CAPI, on-line survey, etc.). Some additional information on questionnaire design and testing, interviewer training can be provided here.	text	text
20.3.3	Proxy interviews	Indicate whether proxy interviews are accepted. If so, please give an estimate of the share of units that was obtained via proxy interviews.	text	text
20.3.4	Survey vehicle	Indicate whether the survey is a stand-alone survey or embedded in another survey. In the latter case, please give a short description of the survey the tourism module(s) are embedded in.	text	text
20.3.5	Average interview time	Where available, estimate of the time needed to fill in questionnaire or 'talking time' with the respondent)	text	text
20.4	Data validation	Process of monitoring the results of data compilation and ensuring the quality of statistical results. Describe the procedures for checking and validating the source data and how the results of these validations are monitored and used. Implementation of Eurostat validation rules and - where applicable- additional national rules.	text	text
20.5	Data compilation	Operations performed on data to derive new information according to a given set of rules. Describe briefly the data compilation process (e.g. data editing, imputation, weighting and grossing-up procedures, adjustment for non-response, calibration, model used etc.). This can be seen as a summary of the ESQRS information.	text	text
20.6	Adjustment *(optional)*		text	text
21	**Additional information**			
21.1	Name of the data collection(s) in national language		text	text
21.2	Name of the data collection(s) in English (if available)		text	text
21.3	Questionnaire(s) in national language	Please enter the file name of the attached annex (if available)	text	text
21.4	Questionnaire(s) in English (if available)	Please enter the file name of the attached annex (if available)	text	text
21.5	Interviewer instructions in English (if applicable, if available)	Please enter the file name of the attached annex (if available)	text	text

3.7.1.1.2   ESQRS

	CONCEPT	DESCRIPTION / COMMENTS	Survey 1	Survey 2 (if applicable)
			The column "Survey 2" can also be used to report on the survey used to collect the data on participation in tourism (Annex II, Section 1), if different from the survey used to collect information on trips (Annex II, Section 2).	
I	**Contact**			
I.0	Country		text	text
I.1	Contact organisation	The name(s) of the organisation(s) responsible for the data collection and or other organisations involved in the data collection.	ESMS report, item 1.1	ESMS report, item 1.1
I.2	Contact organisation unit	The name of the unit responsible for the metadata file (it can also include a unit number).	ESMS report, item 1.2	ESMS report, item 1.2
I.3	Contact name	The name of the person responsible for the statistical domain (Ms. or Mr., first name and family name).	ESMS report, item 1.3	ESMS report, item 1.3
I.4	Contact person function	The title of the person responsible for the statistical domain (this title can contain the precise area of responsibility such as methodologist or data base manager).	ESMS report, item 1.4	ESMS report, item 1.4
I.5	Contact mail address	The postal address of the person responsible for the statistical domain.	ESMS report, item 1.5	ESMS report, item 1.5
I.6	Contact email address	The email address of the person responsible for the statistical domain (this can be an individual mail address or a functional mailbox).	ESMS report, item 1.6	ESMS report, item 1.6
I.7	Contact phone number	The phone number of the person responsible for the statistical domain.	ESMS report, item 1.7	ESMS report, item 1.7
~~1.8~~	~~Contact fax number~~	[not applicable]		
II	**Introduction** *(optional)*	A general description of the statistical process and its outputs, and their evolution over time.	text	text
III	**Quality management**	Overall assessment of data quality, based on standard quality criteria. A qualitative assessment of the overall quality of the statistical outputs should be provided by summarising the main strengths and possible quality deficiencies. Any trade-offs between quality aspects can be mentioned as well as planned quality improvements or achieved quality improvements compared to a previous reference year.\nMain reference: "ESS Handbook for Quality Reports" (2008).	ESMS report, item 12.2	ESMS report, item 12.2

IV	Relevance			
IV.1	User needs	National and international (pre-filled), completeness as compared to user needs (e.g unfulfilled user needs?)	ESMS report, item 13.1	ESMS report, item 13.1
IV.2	User satisfaction *(optional)*		ESMS report, item 13.2	ESMS report, item 13.2
IV.3	Completeness	Completeness as compared to the requirements and recommendations laid down in the Regulation and Methodological Manual respectively	ESMS report, item 13.3	ESMS report, item 13.3
~~IV.3.1~~	~~Data completeness rate~~	[not applicable]		
V	**Accuracy and reliability**			
V.1	Overall accuracy	Assessment of accuracy, linked to a certain data set or domain, which is summarising the various components. Provide a summary of the main sources of error and an assessment of the potential for bias (sign and order of magnitude) for each key indicator in quantitative or qualitative terms as well as (where applicable) a general assessment of the sampling error.	ESMS report, item 14.1	ESMS report, item 14.1
V.2	Sampling error - values and coefficients of variation	Note: "estimated value" = the actual (annual!) figure transmitted to Eurostat using the transmission format		
V.2.1	Sampling error - indicators			
V.2.1.1	Number of residents, aged 15 or over, having made at least 1 trip (for personal purpose) of at least 1 overnight stay, broken down by age group (as specified in Annex II, Section 1(C2))			
V.2.1.1.1	Total (all age groups), estimated value		value	value
V.2.1.1.2	Total (all age groups), coefficient of variation		value	value
V.2.1.1.3	Age group 65 and over, estimated value		value	value
V.2.1.1.4	Age group 65 and over, coefficient of variation		value	value
V.2.1.2	Number of domestic trips during the reference year (personal & professional purpose)			
V.2.1.2.1	Estimated value		value	value
V.2.1.2.2	Coefficient of variation		value	value
V.2.1.3	Number of outbound trips during the reference year (personal & professional purpose)			
V.2.1.3.1	Estimated value		value	value
V.2.1.3.2	Coefficient of variation		value	value
V.2.1.4	Number of trips for private/personal purpose (domestic & outbound)			
V.2.1.4.1	Estimated value		value	value
V.2.1.4.2	Coefficient of variation		value	value
V.2.1.5	Number of trips for professional/business purpose (domestic & outbound)			
V.2.1.5.1	Estimated value		value	value
V.2.1.5.2	Coefficient of variation		value	value
V.2.1.6	Number of domestic trips spent at rented accommodation during the reference year			
V.2.1.6.1	Estimated value		value	value
V.2.1.6.2	Coefficient of variation		value	value
V.2.1.7	Number of domestic trips spent at non-rented accommodation during the reference year			
V.2.1.7.1	Estimated value		value	value
V.2.1.7.2	Coefficient of variation		value	value
V.2.1.8	Total expenditure of tourists during the reference year			
V.2.1.8.1	Estimated value		value	value
V.2.1.8.2	Coefficient of variation		value	value
V.2.1.9	Expenditure of tourists on accommodation during the reference year			
V.2.1.9.1	Estimated value		value	value
V.2.1.9.2	Coefficient of variation		value	value
V.2.1.10	Additional comments on sampling error, description of the formulae or algorithm used to calculate the coefficients of variation	Please put any further information you consider useful to interpret the coefficients of variation		text
V.3	Non-sampling error	Provide a user-oriented summary of the non-sampling error, including (where applicable) the unit non-response rate and the main variables affected by item non-response.	text	text
V.3.1	Coverage error	Divergence between the frame population and the target population.	text	text
V.3.1.1	Over-coverage - rate	The proportion of units accessible via the frame that do not belong to the target population. Can be annual or for one reference period (depending on what is available), this shouldn't make a big difference.	value	value
~~V.3.2~~	~~Measurement error~~	[not applicable]		
V.3.3	Non-response error			
V.3.3.1	Unit non-response - rate	Unit non-response occurs when not all elements from the target population participate in a survey. However, not all types of non-response are taken into account when calculating the response rate as they can be related to the quality of population frame rather than to the quality of the survey data. Note: for this report - for reasons of comparability across countries - all non-contacts are considered to be non-response of eligible cases (where in reality some of the non-contacts may concern ineligible cases). Not applicable where administrative data sources are used (see also XII.1.1). *The consolidated situation should be considered, i.e. all survey waves (four quarters, twelve months).*		
V.3.3.1.1	Number of ineligible units / elements	Number of units which should not be part of the coverage, out-of-scope cases (e.g. children under 15, empty / unoccupied dwelling, non-existent dwelling (in the latter two cases please consider for each dwelling an average number of household members or inhabitants on the basis of the successful interviews).	value	value
V.3.3.1.2	Number of eligible units / elements	The gross sample size minus the number of ineligible units / elements	value	value
V.3.3.1.3	Number of non-contacts	The number of selected households/individuals from the eligible units that could not be reached or never responded to the questionnaire (excluding refusals, see below). See the note under 15.3.2.1 for teh case where dwellings/household are sampled.	value	value
V.3.3.1.4	Number of refusals	The number of selected households/individuals that could be reached but refused to participate. See the note in 15.3.2.1 for the case where dwelling/households are sampled.	value	value
V.3.3.1.5	Number of rejected questionnaires	The number of selected households/individuals from the eligible units that participated in the survey but whose information could not be used due to e.g. poor quality of the information provided (e.g. strong inconsistencies), unacceptable item-responses (most of the questions were left unanswered), survey form got lost and interview/collection can not be repeated, etc.). See the note in 15.3.2.1 for the case where dwelling/households are sampled.	value	value
V.3.3.1.6	Number of other types of non-response (if any)	Please provide the number of households/individuals from the eligible units with other reasons for unit non-response (other than the above mentioned)	value	value
V.3.3.1.6.1	Description, examples of other types of non-response		text	text
V.3.3.1.7	Total non-response	Sum of V.3.3.1.3 + V.3.3.1.4 + V.3.3.1.5 + V.3.3.1.6	calculated value	calculated value
V.3.3.1.8	Unit non-response rate	Ratio of V.3.3.1.7 / V.3.3.1.2	calculated value	calculated value

V.3.3.1.9	Methods used for minimising unit non-response	Please give a description of measures undertaken to maximise the response rate. This can include e.g. advanced notification of the participation in the survey in the form of a letter or phone call, a system of reminders of the survey participation, several contacts/visits to the respondent at different times of the day, number of attempts for phone calls, providing feedback to respondents on how the data they are providing are used, incentives.	text	text
V.3.3.1.10	Methods used for dealing with unit non-response	Please indicate whether estimation methods and/or imputation methods were used for unit non-response and give a short description, e.g. correction factor in the weighting procedure, imputation based on background characteristics known from the sampling frame, deterministic or stochastic imputation, etc.	text	text
V.3.3.1.11	Additional comments on unit non-response	Please put any further information which you consider to assess or interpret the information on unit non-response	text	text
V.3.3.2	Item non-response - rate	For which variables / breakdowns is there a significant item non-response (e.g. > 5%)? (f.i. expenditure categories, …)	text	text
V.3.3.2.1	Methods used for dealing with item non-response	Please indicate which imputation techniques are used to correct for item non-response and/or which actions are undertaken to minimise item non-response (e.g. intensive refusal conversation, …).	text	text
V.3.3.2.2	Additional comments on item non-response	Please put any further information which you consider to assess or interpret the information on item non-response	text	text
V.3.4	Processing error			
V.3.4.1	Imputation rate	The ratio of the number of replaced values to the total number of values for a given variable. Imputation is the process used to assign replacement values for missing, invalid or inconsistent data that have failed edits. This excludes follow-up with respondents and manual review and correction (if applicable). Thus, imputation as defined above occurs after data collection, no matter from which source or mix of sources the data have been obtained, including administrative data. After imputation, the data file should normally only contain plausible and internally consistent data records. For each variable where imputations were performed, the imputation rate should be reported (f.i. if 6000 trips are in the dataset and for 300 of those the type of accommocation wes imputed by the NSI, you can write "main means of accommodation: 5%".). Additionally, an overall imputation rate should be reported. Please note that also imputations of expenditure categories for package trips should be considered here.	text	text
~~V.3.4.2~~	~~Common units - proportion~~	[not applicable]		
V.3.5	Model assumption error	Where models are applicable in relation to a specific source of error, they should be presented in the section concerned.	text	text
V.3.6	Data revision			
V.3.6.1	Data revision - policy	Policy aimed at ensuring the transparency of disseminated data, whereby preliminary data are compiled that are later revised. Description of the general revision policy for the data sets.	ESMS report, item 19.1	ESMS report, item 19.1
V.3.6.2	Data revision - practice	Describe major scheduled revisions as well as their expected average size. As far as necessary, also minor revisions should be described.	ESMS report, item 19.2	ESMS report, item 19.2
V.3.6.3	Data revision - average size	The average over a time period of the revisions of a key item. The "revision" is defined as the difference between a later and an earlier estimate of the key item. The first published annual estimate and final estimate (at the time of writing the report) should be compared.	text	text
~~V.3.7~~	~~Seasonal adjustment~~	[not applicable]		
VI	**Timeliness and punctuality**			
VI.1	Timeliness	Length of time between data availability and the event or phenomenon they describe.		
VI.1.1	Time lag - first results	The number of days from the last day of the reference period to the day of publication of first (even partial or provisional) results on tourism trips made during the entire reference year. This refers to the first public release regardless of the format (paper or online newsletter, automatic data upload on website, etc).	value	value
VI.1.2	Time lag - final results	The number of days from the last day of the reference year to the day of publication of complete and final results on tourism trips made during the entire reference year..	value	value
VI.2	Punctuality	Time lag between the actual delivery of the data and the target date when it should have been delivered.		
VI.2.1	Punctuality - delivery	The number of days between the delivery of data to Eurostat and the target date on which they were scheduled for delivery (i.e. the transmission deadlines in the Regulation).	value	value
VI.2.2	Overview of the survey cycle (if several survey waves, please refer to the last wave regarding the reference year, e.g. 4th quarter or December)			
VI.2.2.1	Start of data collection period		date	date
VI.2.2.2	End of data collection period		date	date
VI.2.2.3	End of data entry (all questionnaires/surveys processed and entered in the system)		date	date
VI.2.2.4	End of data validation (database ready for extracting results)		date	date
VII	**Accessibility and clarity**			
VII.1	News release	Regular or ad-hoc press releases linked to the data (contents, hyperlink).	ESMS report, item 10.1	ESMS report, item 10.1
VII.2	Publications	Regular or ad-hoc publications in which the data are made available to the public (contents, hyperlink).	ESMS report, item 10.2	ESMS report, item 10.2
VII.3	On-line database	Information about on-line databases in which the disseminated data can be accessed (contents, hyperlink).	ESMS report, item 10.3	ESMS report, item 10.3
~~VII.3.1~~	~~Data tables - consultations~~	[not applicable]		
VII.4	Micro-data access	Information on whether micro-data are also disseminated.	ESMS report, item 10.4	ESMS report, item 10.4
VII.5	Documentation on methodology	Descriptive text and references (hyperlinks) to methodological documents available.	ESMS report, item 11.1	ESMS report, item 11.1
~~VII.5.1~~	~~Metadata completeness - rate~~	[not applicable]		
~~VII.5.2~~	~~Metadata - consultations~~	[not applicable]		
VII.6	Quality documentation	Hyperlink(s) to documentation on procedures applied for quality management and quality assessment.	ESMS report, item 11.2	ESMS report, item 11.2
VII.7	Dissemination format - Other	Reference to the most important other types of data dissemination	text	text

VIII	**Comparability**	Measurement of the impact of differences in applied statistical concepts, measurement tools and procedures where statistics are compared between geographical areas or over time.		
VIII.1	Comparability - geographical	Describe any problems of comparability between regions, for instance because of data collection at regional level instead of national level (through regional offices)	ESMS report, item 16.1	ESMS report, item 16.1
VIII.1.1	~~Asymmetry for mirror flow statistics~~	[not applicable]		
VIII.2	Comparability - over time	Provide information on the length of comparable time series, reference periods at which series breaks occur, the reasons for the breaks and treatments of them.	ESMS report, item 16.2	ESMS report, item 16.2
VIII.2.1	Length of comparable time series	The number of reference years in time series from last break.	text	text
VIII.3	Comparability - domain	Describe any problems of comparability between domains; reconciliation with other data sources (e.g. administrative data, data on tourism supply, mirror or partner data)	text	text
IX	**Coherence**	Adequacy of statistics to be reliably combined in different ways and for various uses.		
IX.1	Coherence - cross domain	The extent to which statistics are reconcilable with those obtained through other data sources or statistical domains.	ESMS report, item 17.1	ESMS report, item 17.1
IX.1.1	~~Coherence - sub annual and annual statistics~~	[not applicable]		
IX.1.2	~~Coherence - national accounts~~	[not applicable]		
IX.2	~~Coherence - internal~~	[not applicable]		
X	**Cost and burden**	If possible, an estimate of the cost associated with the collection and production of a statistical product and an estimate of the burden on respondents.	text	text
XI	**Confidentiality**			
XI.1	Confidentiality - policy	European and national legislative measures or other formal procedures which prevent unauthorised disclosure of data that identify a person or economic entity either directly or indirectly.	ESMS report, item 7.1	ESMS report, item 7.1
XI.2	Confidentiality - data treatment and disclosure control	Rules applied for treating the data set to ensure statistical confidentiality and prevent unauthorised disclosure.	ESMS report, item 7.2	ESMS report, item 7.2
XII	**Statistical processing**			
XII.1	Source data			
XII.1.1	Source data	Indicate if the data set is based on survey or on administrative data sources.	ESMS report, item 20.1.1	ESMS report, item 20.1.1
XII.1.2	Population frame	Information about the reference frame (population register, population census, telephone directory, register of census districts, register of dwellings, border records, administrative reference file). Please specify the source ('owner') of the register.	ESMS report, item 20.1.2	ESMS report, item 20.1.2
XII.1.3	Update of population frame	Information on the last update (date) and on the usual frequency of updates (e.g. continous, quarterly, annually)	ESMS report, item 20.1.3	ESMS report, item 20.1.3
XII.1.4	Coverage errors of population frame	Information about known undercoverage or overcoverage of teh frame as compared to the target population, multiple listings, incorrect auxiliary information and on solutions adopted to deal with possible shortcomings or errors	ESMS report, item 20.1.4	ESMS report, item 20.1.4
XII.1.5	Gross sample size	The finite set of individuals that is selected from the frame to be studied. Note: in case all members of household residing in the dwelling are usually selected, the exact number of persons will not be known before the survey (f.i. there is no connection between the register of dwellings / addresses and the register of residents), please try to estimate the number of residents on the basis of the average number of individuals per household (dwelling) obtained from the survey. The consolidated situation should be considered, i.e. all survey waves (four quarters, twelve months)	ESMS report, item 20.1.5	ESMS report, item 20.1.5
XII.1.6	Net sample size	The number of units that can be used in the final dataset (final sample size). The consolidated situation should be considered, i.e. all survey waves (four quarters, twelve months)	ESMS report, item 20.1.6	ESMS report, item 20.1.6
XII.1.7	Sampling design and methodology	Specify the methodology used (stratified sample, quota sampling, cluster sampling, two-stage sample, etc.)	ESMS report, item 20.1.7	ESMS report, item 20.1.7
XII.2	Frequency of data collection	Frequency with which the data are collected from the reporting units (e.g. monthly, quarterly).	ESMS report, item 20.2	ESMS report, item 20.2
XII.3	Data collection			
XII.3.1	Type of survey	Describe the type of survey (e.g. household survey, border survey).	ESMS report, item 20.3.1	ESMS report, item 20.3.1
XII.3.2	Data collection methods	Describe the method used to gather data from respondents (e.g. postal survey, CAPI, on-line survey, etc.). Some additional information on questionnaire design and testing, interviewer training can be provided here.	ESMS report, item 20.3.2	ESMS report, item 20.3.2
XII.3.3	Proxy interviews	Indicate whether proxy interviews are accepted. If so, please give an estimate of the share of units that was obtained via proxy interviews.	ESMS report, item 20.3.3	ESMS report, item 20.3.3
XII.3.4	Survey vehicle	Indicate whether the survey is a stand-alone survey or embedded in another survey. In the latter case, please give a short description of the survey the tourism module(s) are embedded in.	ESMS report, item 20.3.4	ESMS report, item 20.3.4
XII.3.5	Average interview time	Where available, estimate of the time needed to fill in questionnaire or 'talking time' with the respondent	ESMS report, item 20.3.5	ESMS report, item 20.3.5
XII.4	Data validation	Process of monitoring the results of data compilation and ensuring the quality of statistical results. Describe the procedures for checking and validating the source data and how the results of these validations are monitored and used.	ESMS report, item 20.4	ESMS report, item 20.4
XII.5	Data compilation	Operations performed on data to derive new information according to a given set of rules. Describe the data compilation process (e.g. data editing, imputation, weighting and grossing-up procedures, adjustment for non-response, calibration, model used etc.).	ESMS report, item 20.5	ESMS report, item 20.5
XII.6	Adjustment *(optional)*		text	text
XIII	**Comment**	Supplementary descriptive text can be attached to data or metadata		

3.7.2   Data transmission formats

The **general requirements** for the transmission of the aggregate tables (participation in tourism, as of 2014 also same-day visits) and micro-data (trips) are contained in respectively Annex II and Annex III of *Commission Implementing Regulation 1051/2011 of 20 October 2011 implementing Regulation (EU) No 692/2011 of the European Parliament and of the Council concerning European statistics on tourism, as regards the structure of the quality reports and the transmission of the data*.

For the full text, see:

- Annex 4.2 to this manual

- http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2011:276:0013:0021:EN:PDF

The **detailed documentation** on the transmission of the data is available on the extranet site CIRCABC (only for registered users, available upon request):
https://circabc.europa.eu/w/browse/bf9057c9-daa4-443a-b201-7d321542f3b3
(*path: CircaBC/ESTAT/tourism/Library/data_transmission)*

3.7.3   Model questionnaire for demand side surveys

3.7.3.1   Introductory remarks

The <u>aim</u> of this model questionnaire is to propose a standard routing of the operational questions needed to gather the information to transmit to Eurostat. The ultimate goal of the tool is to have a harmonising effect and an improved comparability of the data collected by the different national statistical institutes.

The questionnaire is a <u>rough outline</u>, not a ready-made questionnaire or a detailed flow for a CATI system (such exercise would not be very meaningful given that each country has its practices in questionnaire design (lay-out) and may be using a wide variety of CATI systems). Neither is it a full package to run the survey, e.g. announcement letters or feedback reports are very useful to increase response rates but are beyond the scope of the model questionnaire. Furthermore, whenever deemed relevant, the questionnaire includes several options/alternatives for a question and/or routing.

Different survey tools are used: <u>household surveys</u> after the reference period or border/visitor surveys. The questionnaire uses the approach of the first, given that it is the most widely spread tool (see also 3.6.4). The questions should be understood as being directed at individuals, not at the entire household (though the latter approach is used in an important number of countries).

Ideally, the <u>reference period</u> is one month, in order to reduce the recall bias (see also 3.6.6, in particular Box 3.6-1). However, since most countries use quarterly surveys (for reasons of cost-efficiency), the model questionnaire also uses a three months' reference period in the wording of the questions. The Council and EP Regulation lays down that the scope of observation "shall be all tourism trips with at least one overnight stay outside the usual environment by the resident population and which *ended during the reference period*" (see Art. 4(d)), it is good practice to stress this at the beginning of the questionnaire, e.g. for a survey in July relating to the second quarter (April-May-June):

▪ "Please do not report trips that started in June but ended in July, nor trips that started in July"

▪ "Please also report trips that started in March (or even before) and ended in April (or May/June)"

and/or in the wording of the first questions:

▪ "Did you go on a tourism trip in […] and return before end of June?"

3.7.3.2   Questionnaire and notes

3.7.3.2.1   *Part 1:* **Filter for non-tourists, basic information on number of trips made during the reference period**

Q1

During the months April, May or June, did you make domestic or outbound trips with at least one night away from home?

We are interested in trips that ended during these three months (even if started before April) and that were a non regular break from your usual environment, for professional or personal reasons - including trips to own holiday homes and non-regular visits to friends and relatives.

    1☐   Yes   ⇨ go to **Q2**

    2☐   No   ⇨ go to **Q23**

Q2

How many trips with at least one overnight stay did you make for personal reasons (holidays or leisure, visits to friends or relatives or other personal purpose, regardless of whether you stayed at rented or non-rented accommodation)?

    |___|value   ⇨ if > 1 go to **Q3**

                     ⇨ if ≤ 1 go to **Q4**

Q3

How many of those trips for personal reasons were trips abroad?

    |___|value   ⇨ go to **Q4**

Q4

How many trips with at least one overnight stay did you make for professional reasons?

    |___|value   ⇨ if > 1 go to **Q5**

                     ⇨ if ≤ 1 go to **Q6_Introduction**

Q5

How many of those trips for professional reasons were trips abroad?

    |___|value   ⇨ go to **Q6_Introduction**

Notes:

▪ Questions Q1 and Q2/Q4 can be combined into one single operational question: "During the months April, May or June, *how many* domestic and outbound *trips* did you make with at least one night away from home?" (or two if the split personal/professional is kept).

▪ If the answer to Q2 or Q4 is 0 or 1, there is no need to ask for the number of trips abroad. If there is only 1 trip in the reference period, the purpose will be reported during the interview, in **Q6** (main purpose of the trip).

- The reason to recommend the inclusion of this extended set of questions is two-fold.

  Firstly, the explicit reference in the questions to personal trips and professional trips and to the aspect of destination, will help the respondent in defining the scope (e.g. business trips are also included) or in recalling certain less common types of trips (e.g. domestic trips in smaller countries) that were made during the reference period.

  Secondly, indicators on the number of trips in a given reference period - broken down by purpose (personal/professional) and/or destination (domestic/outbound) - are the most important indicators resulting from tourism demand side surveys. More complete information on the number of trips made by respondents will be helpful to calibrate the results of the surveys (this can apply to adjusting the weight or the extrapolation/grossing-up factor of trips for a specific respondent as well to adjustments within the entire sample). This is in particular the case when details on the trips are requested for only a selection of the respondent's trips during the reference period (e.g. 3 most recent trips) – this is the approach suggested for this model questionnaire (see further).

- Concerning the "usual environment" (see **Q1**), a detailed discussion is available in other parts of this manual. For the purpose of a questionnaire/interview, it can be good practice to give a few typical examples (of situations that are confusing or that are easily underreported by respondents) at the beginning of the interviews. This can be done in the format of a quick set of minimum conditions ("We are talking about trips outside the municipality, about trips with at least one night away from home. We include trips to own residence or visits to relatives and friends") or in the format of examples ("We include: a two weeks' holiday in Italy, a two days city trip to London, a weekend in your own holiday home or in the holiday home of friends.").

3.7.3.2.2 *Part 2:* Characteristics of (a selection of) the trips made during the reference period – purpose, destination, duration, transport, accommodation, booking modalities

What follows below in the set-up of the model questionnaire is based on the recommendation to ask the respondents to give the details of the trip only for a **subset** of the number of trips made during the reference period.

On the one hand, only few respondents will have made several trips (if any!) during a reference period. On the other hand, those few respondents who did make more than two or three trips should not be overburdened by an extremely long reporting obligation (or extremely long phone call) – usually the overall quality will not benefit from such level of burden because of survey fatigue, it can even lead to unit non-response because the respondent does not want to take a 20+ minutes interview[152].

Figure 3.7-1 shows that for the EU-27 on average, less than half of the population has made one or more trips during a given reference quarter. During the first quarter, 73% have not made any holiday trip. This share is 63%, 50% and 68% during the second, third and fourth quarter respectively. In other words, in all quarters, half or more of the population (and random sample?) will not have to report any trip because no trips in-scope of the survey have been made – the situation is of course different from country to country ranging from 95% of residents of Bulgaria who did not make any trip during the first quarter to only 21% of residents of Cyprus who did not make any trip during the third quarter (data not shown in the graph).

---

[152] Some national questionnaires foresee space to collect information on up to 9 trips during the reference period, others state that the information should be reported for each single trip.

Figure 3.7-1: Share of the population (aged 15 or over) not having made a holiday trip during the reference quarter, EU-27, 2011.
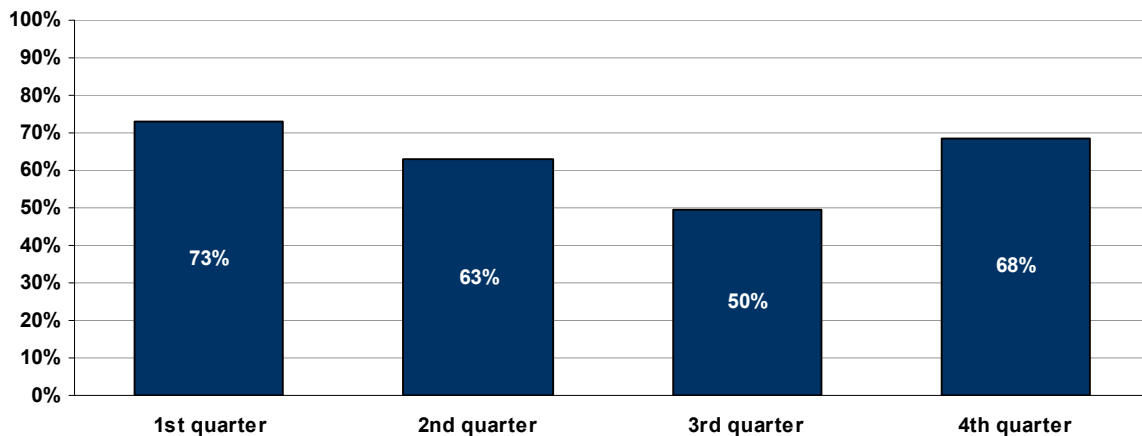
Source: Eurostat, tourism statistics

Notes: Estimation made for the purpose of this publication, based on data of 20 Member States, representing 77% of the EU-27 population (not including CZ, DK, IE, EL, ES, CY and PL); data extracted 10 May 2012.

Table 3.7-1 shows for one country (Austria) the distribution of the number of trips reported by respondents in the demand side survey for the third quarter of 2011 – the most important quarter during the year in terms of tourism[153]. 43% of the sample (n = 3507 respondents) had made neither a domestic trip nor an outbound trip (in other words, 57% had made at least one trip, regardless of the destination). Only 3% of the respondents reported having made more than 3 trips during the reference period July-September 2011; 10% of the respondents reported having made more than 2 trips during that reference period.

Table 3.7-1: Distribution of the number of trips made per respondent during the reference quarter, Austria, Q3 2011.

# of trips	Domestic trips			Outbound trips			Domestic and/or outbound trips		
	respondents	%	cumul. %	respondents	%	cumul. %	respondents	%	cumul. %
0	2 412	69%	69%	2 154	61%	61%	1 499	43%	43%
1	729	21%	90%	976	28%	89%	1 089	31%	74%
2	257	7%	97%	277	8%	97%	568	16%	90%
3	85	2%	99%	80	2%	99%	230	7%	97%
4	16	< 0.5%	100%	15	< 0.5%	100%	76	2%	99%
5	6	< 0.5%	100%	3	< 0.1%	100%	33	< 1%	100%
6	1	< 0.1%	100%	2	< 0.1%	100%	8	< 0.5%	100%
7	1	< 0.1%	100%	-	-	-	2	< 0.1%	100%
8	-	-	-	-	-	-	2	< 0.1%	100%
	(n=3507)	99%		(n=3507)	99%		(n=3507)	99%	

Source: Statistics Austria, ad-hoc request (May 2012)

---

[153] In the third quarter of 2011, 57% of Austrians made at least one trip of one or more overnight stays, in the first, second and fourth quarter, this share of participation in tourism dropped to 28%, 37% and 31% respectively.

This data shows that limiting the number of trips to be reported in detail by each respondent to maximum 3 will not result in a significant loss of information. Moreover, for the few cases (in the Austrian example 3% in the main tourism demand season) where the respondent does not report on one or more of the trips in excess of the 3 already reported, the information on the total number of trips made (see **Q1** to **Q5**) can be used to adapt the grossing up factors as needed.

The above table reflects the situation of one country only. It is recommended to – where possible – make a similar analysis per country in order to choose the most suitable threshold of number of trips to be reported, balancing accuracy and survey cost (or respondent burden).

In case a respondent has made 1 or 2 trips during the reference period, it is recommended to collect the characteristics of all trips.

In case a respondent has made more than 2 trips, it is recommended to <u>collect the characteristics of maximum 3 trips</u>[154]. In this latter case, it is recommended to ask the respondent to report on the three *most recent* trips but selecting at least one trip for personal purpose and at least one trip for professional purpose (where applicable, i.e. in case the trips mentioned by the respondent include both types of trips, in other words if both **Q2** > 0 and **Q4** > 0). Such stratification will (normally) lead to an oversampling of business trips. However, this oversampling will be corrected via the grossing up factors (see also previous paragraph) and it will most probably lead to an increase in the quality of the data on (more rare) trips for professional purpose. Note that in general the number of respondents that are have made business trips *and* have made more than 2 tourism trips in total, will be low in the sample. Regardless of the fact that it is good practice to inform the respondent that the detail will be asked for 'only' three trips, the respondent can of course report on all trips if he/she wishes to do so.

The recommendation to ask for the <u>*most recent* trips</u> stems from a pragmatic approach but also links to the representativeness of the subset of reported trips.
- The most recent trips will be the freshest in the mind of the respondent and therefore reporting on these ones only will reduce the recall bias, especially on the expenditure questions. A possible drawback is the bias that may be induced by calendar effects: in the third quarter, there is a risk that the main holiday trip made in July or August is 'pushed away' by short(er) trips made in September outside the main season; in the first quarter, there is a risk that a (longer) trip during Christmas / New Year is 'pushed away' by short(er) trips made in February or March (however the first quarter usually has the lowest participation in tourism, see also Figure 3.7-1).
- Asking for the most important trips will make sense from the point of view of the respondent ("why does the interviewer want me to report on two weekend breaks and proposes to ignore my two weeks' holiday?") but it will induce a systematic upwards bias in the data relating to duration, expenditure and destination/distance.

---

[154] This is a general recommendation that can be fine-tuned depending on the participation in tourism in a country. If in a country only a very small percentage of the residents will have made more than 2 trips during a given reference period, the effect of not asking for more than 2 trips will not be significant. The general recommendation is based on some kind of 'upper' scenario (note that the example used refer to Austria, a country with a relatively high participation in tourism: e.g. in Q3 57% compared to 50% at EU-27 level – see Figure 3.7-1and Table 1.4-1). In case of a reference period of one month instead of three months, it could be sufficient to give detailed answers for the most recent one or two trips only; again it will be necessary to make an assessment of the information (and accuracy) lost compared to a design where all trips during the reference period are reported in detail.

- Randomly selecting the subset of trips possibly introduces an element of recall bias (if the reported trips took place two or three months before the interview) and would necessitate the preparatory work of listing all the trips.

Q6_Introduction

- *If Q2 + Q4 = 1*

  "Now I would like to ask some more detailed questions concerning this trip"

- *If 1 ≤ Q2 + Q4 ≤ 3*

  "Now I would like to ask some more detailed questions concerning each single trip"

- *If (Q2 > 3 and Q4 = 0) or (Q2 = 0 and Q4 > 3)*

  "Now I would like to ask some more detailed questions concerning the three most recent trips"

- *If (Q2 + Q4 > 3) and (Q2 > 0) and (Q4 > 0)*

  "Now I would like to ask some more detailed questions concerning the three most recent trips, at least including one trip for private purpose and one for professional purpose (even if less recent, but still ended in April, May or June)"

⇨ go to **Q6**

Q6

➜   <u>FILTER</u>: if **Q2** = 0 ⇨ go to **Q7**

What was the main purpose of the trip?

1☐   Personal, for leisure, recreation and holidays

2☐   Personal, for visiting friends and relatives

3☐   Other personal purpose (e.g. pilgrimage, health treatment on medical advice, …)

4☐   Business or professional

⇨ go to **Q7**

Q7

What was the country of destination (where did you spend most of your stay)?

1☐   <Own country>

2☐   <First ranked foreign country>

3☐   <Second ranked foreign country>

4☐   <Third ranked foreign country>

5☐   <Fourth ranked foreign country>

6☐   <Fifth ranked foreign country>

other, please specify: |_____|country

⇨ go to **Q8**

Q8

➔ FILTER1: if **Q6** = 4 ⇨ go to **Q9**

FILTER2: if year ≠ 2013 ⇨ go to **Q9**

What features of the destination or places you visited attracted you to go there?

Multiple answers can be ticked.

1 ☐ City

2 ☐ Seaside

3 ☐ Countryside, including lakeside, river, etc.

4 ☐ Cruise ship

5 ☐ Mountains (highlands, hills, etc.)

6 ☐ Other

⇨ go to **Q9**

Q9

What was the month of departure of the trip?

1 ☐ June

2 ☐ May

3 ☐ April

4 ☐ March

other, please specify: |_____|month(+year)

⇨ go to **Q10**

Q10

How many nights did you spent away from home on this trip?

|___|value

⇨ go to **Q11**

Q11

➔ FILTER1: if **Q7** = 1 ⇨ go to **Q12**

FILTER2: if year ≠ 2013 ⇨ go to **Q12**

On this trip abroad, how many nights (if any) did you spent away from home on domestic territory before leaving the country?

|___|value

⇨ go to **Q12**

> **Q12**
>
> ➔ <u>FILTER1</u>: if **Q6** = 4 ⇨ go to **Q13**
>   <u>FILTER2</u>: if year ≠ 2013 ⇨ go to **Q13**
>
> **Did the travel party include children under 15 years?**
>
> The travel party is the group of persons with whom you decided to take the trip and with whom you shared a common budget.
>
> 1☐   Yes
>
> 2☐   No
>
> ⇨ go to **Q13**

Notes:

▪ The sequence of the questions is "purpose", then "destination" and then "duration" for reasons of routing/filtering. The second question on destination (type of destination, **Q8**) only applies to trips for personal purpose (**Q6**); the second question on duration (nights on domestic territory, **Q11**) only applies to outbound trips (**Q7**).

▪ In the case of a paper or web questionnaire, it is recommended to pre-print tick boxes for the most popular tourism destinations (see **Q7**). This will make the survey easier to complete for a big majority of the respondents (while those we did not visit one of the most popular destinations can still make use of the "Other, please specify" option). Together with the home country (domestic trips), the top 5 or top 10 most popular destinations will usually cover the vast majority of the tourism trips. See Table 3.7-2 on the next page:
  ☞ domestic trips represent in all countries the biggest share of tourism trips, ranging from 63% in Lithuania to 94% in Romania ;
  ☞ in all countries, the domestic trips plus the trips to the top 5 foreign destinations represent 80% or more of the total number of (holiday and business) trips ;
  ☞ in all countries, the top 5 foreign destinations account for roughly half of all outbound trips.

▪ For the country of destination (**Q7**), it is recommended to brief the interviewer (or the respondent via explanatory notes next to the question in a paper questionnaire) on some popular sub-national destinations, e.g. Mallorca, Canary Islands = Spain, Crete = Greece, etc. (alternatively, the respondent can write down the destination and leave the appropriate recoding for the data entry stage at the statistical office).

▪ This questionnaire asks for the *main* country destination of the trips (see also 3.4.3). Notwithstanding what is laid down in Regulation 692/2011, national statistical authorities can collect information on the region(s) visited within the country during domestic trips or ask for all countries visited during the trip (e.g. to improve usefulness of tourism statistics for compilers of the BoP Travel item – some NSIs ask for each visited country on a trip the duration of the stay and/or expenditure). Both extensions are out of the scope of this Manual.

▪ The decision to visit a specific destination can be made on the basis of bundle of characteristics and not one specific element, therefore respondents are allowed to tick more than one answer in **Q8** (or better: tick all answers that apply). See also 3.4.5.

▪ In **Q9** the three months of the reference period as well as the month preceding the reference month are presented as tick boxes, for the ease of the respondent.

- **Q9** and **Q10** are sufficient to collect the information needed for variables A1 (month of departure) and A2 (duration of the trip) in the Regulation. An alternative is to ask for exact dates of departure and return. While the latter approach perhaps gives more precise information, it can be difficult for the respondent to answer (does he/she have a calendar lying next to the phone?)[155].

- For **Q10** (and **Q11**), nights spent on the trip before the reference period started obviously have to be included (e.g. 25 March – 4 April = ten nights, not three nights).

- **Q8**, **Q11** and **Q12** cover information that needs to be sent to the Commission (Eurostat) only every third year, starting in 2013 (2016, 2019). When countries collect the information on an annual basis, they are encouraged to send the data to Eurostat each year (compulsory as well as optional variables are included in the same transmission format (see also 3.7.2).

Table 3.7-2: Share of domestic trips and trips to main foreign destinations in total tourism trips, 2010, selected European countries.

	Share of domestic trips in total tourism trips	Share of domestic trips + top5 foreign destinations in total tourism trips	Share of top5 foreign destinations in total outbound tourism trips	Top5 foreign destination countries
DK	75%	88%	55%	SE, DE, ES, NO, UK
DE	69%	85%	51%	AT, IT, ES, FR, NL
ES	91%	96%	55%	FR, IT, PT, UK, DE
FR	89%	94%	47%	ES, IT, UK, DE, BE
IT	80%	90%	48%	ES, FR, UK, DE, AT
LT	63%	80%	44%	LV, PL, DE, UK, RU
HU	77%	88%	48%	DE, AT, CZ, RO, IT
PL	83%	91%	45%	DE, UK, IT, FR, ES
PT	88%	95%	60%	ES, FR, UK, DE, BR
RO	94%	97%	58%	IT, HU, ES, EL, DE
SK	64%	82%	50%	CZ, IT, HU, BG, AT
SE	76%	87%	47%	FI, DE, EL, DK, NO
UK	64%	82%	50%	ES, FR, US, IE, IT
NO	67%	85%	56%	SE, DK, ES, UK, DE
HR	74%	86%	46%	DE, AT, IT, SI, HU

Source: Eurostat, tourism statistics (data extracted May 2012)

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[155] The Spanish FAMILITUR tourism demand survey does ask for the detailed dates, reportedly without any important problems. The survey mode may play a role: in a paper questionnaire, the respondent has more time to digest the question and look up some of the missing information, as compared to a telephone interview.

Q13

What was the main means of transport?

We are interested in the transportation mode that was used to get to the destination and that covered the longest distance.

  1 ☐   Air

  2 ☐   Ship (passenger line and ferry, cruise, yacht, rented vessel, etc.)

  3 ☐   Train

  4 ☐   Bus, coach (scheduled or non-scheduled)

  5 ☐   Motor vehicle (private or rented, e.g. car)

  6 ☐   Other (e.g. bicycle)

⇨ go to **Q13B**

Q13B

➔ <u>FILTER</u>: if year ≠ 2014 ⇨ go to **Q14**

Did you book the main means of transport via a tour operator or travel agency?

This also includes *online* tour operators and travel agencies (such as Expedia.com or Booking.com).

  1 ☐   Yes

  2 ☐   No

  3 ☐   Don't know

⇨ go to **Q13C**

Q13C

Did you book the main means of transport online?

We are interested in whether the transport was booked via online forms or online reservation systems on the service provider's website, or via online tour operators or travel agencies. This does not include manually typed e-mails or phone calls over the internet.

  1 ☐   Yes

  2 ☐   No

  3 ☐   Don't know

⇨ go to **Q14**

Q14

What was the main means of accommodation?

If you were accommodated at several types of accommodation during the trip, please indicate the one you were mainly accommodated at, i.e. most of the nights.

1☐ Hotels or similar accommodation (where services typically include daily cleaning and bed-making)

2☐ Campsites, caravan or trailer park (non-residential)

3☐ Other rented accommodation (even if you didn't pay it yourself), including youth hostels, holiday homes, apartments, bungalows, marinas, health establishments, etc.

4☐ Own holiday home, second home

5☐ Accommodation provided free of charge by relatives or friends

6☐ Other non-rented accommodation

⇨ go to **Q15**

Q14B

➔ FILTER1: if year ≠ 2014 ⇨ go to **Q15**
FILTER2: if **Q14** = 4 or **Q14** = 5 ⇨ go to **Q15**
FILTER3: if **Q14** = 6 ⇨ go to **Q14C**

Did you book the main means of accommodation via a tour operator or travel agency?

This also includes *online* tour operators and travel agencies (such as Expedia.com or Booking.com).

1☐ Yes

2☐ No

3☐ Don't know

⇨ go to **Q14C**

Q14C

Did you book the main means of accommodation online?

We are interested in whether the accommodation was booked via online forms or online reservation systems on the service provider's website, or via online tour operators or travel agencies. This does not include manually typed e-mails or phone calls over the internet.

1☐ Yes

2☐ No

3☐ Don't know

⇨ go to **Q14D**

> **Q14D**
>
> ➔ <u>FILTER</u>: if **Q13B** ≠ 1 or **Q14B** ≠ 1 ⇨ go to **Q15**
>
> **You indicated that no tour operator or travel agency was used to book the main means of transport and accommodation.**
> **Was the trip arranged independently because:**
>
> 1☐ Transport and/or accommodation services were booked directly
> with the service provider; *or*
>
> 2☐ No booking was needed for transport and accommodation
> (e.g. own transport, non-rented accommodation)
>
> ⇨ go to **Q15**

Notes:

▪ **Q13** and **Q14** collect information on the *main* means of transport and on the *main* means of accommodation respectively. Some national surveys collect information on more than one means of transport/accommodation (for national purposes), ranked by order of importance.

▪ For Balance of Payments (travel item) compilers, it is not only relevant to know the means of transport (and the related expenditure), but also the economy to which the service provider belongs. For BoP purpose, the entire amount spent on a trip does not necessarily create a debit situation vis-à-vis the foreign country visited. This is especially the case where a domestic carrier was used to get to the destination by plane. When the tourism demand survey is also used for Balance of Payments compilation, it is recommended to insert an additional question when **Q13 = 1** (i.e. transport by air), namely whether the respondent used a national carrier (a list of the main companies can be given as examples).

▪ **Q14** can be split in two parts, first asking whether the accommodation was rented or non-rented and then offering the suitable answering options within the relevant category[156]. It is recommended anyway to ask for the expenditure for accommodation in all situations, for validation and consistency purposes.

▪ **Q13** and **Q14** both have follow-up questions to collect, every third year (i.e. reference year 2014, 2017, etc), the information on the booking modalities (see 3.4.9). Instead of grouping the questions relating to the booking of the trip in a separate module, this model questionnaire groups the questions relating to transport (**Q13B** and **Q13C**) with the annual question on main means of transport and the questions relating to accommodation (**Q14B** and **Q14C**) with the annual question on main means of accommodation. Putting the booking related questions right after the main question should also facilitate understanding that the booking also refers to the *main* means of transport or accommodation.

---

[156] Bear in mind that this approach can not be used as a filter for the expenditure questions (when non-rented accommodation is ticked, i.e. **Q14** = 4, 5 or 6). The question on expenditure for accommodation can not be omitted in case the main means of accommodation was non-rented accommodation, possibly some nights were spent at rented accommodation too. Only for trips with a duration of one night the filter/routing could be applied.

- **Q14B** includes a filter to route respondents who stayed at their 'own holiday home' or at 'accommodation provided for free by relatives or friends' to the next question (as no booking of accommodation was needed for these trips). Note that respondents who stayed at 'other non-rented accommodation' are nevertheless routed to the question on booking via the internet (to cover the case of websites offering its users/members hospitality exchange services, e.g. house swapping or couch surfing). **Q13B** does not include a filter, but when the spontaneous answer of the respondent to **Q13** is 'my own car' or 'private car', it is obvious that the interviewer can re-route the respondent to **Q14** instead of asking **Q13B** and **Q13C**.

- **Q14D** is a follow-up question to both **Q13B** and **Q14B**, namely to ask about the type of independent booking in case no travel agency or tour operator was used to book the main means of transport or the main means of accommodation. Note that the answering options have been slightly reworded from the categories listed in the Annex to Regulation 692/2011, this in order to align the model questionnaire with the guidelines/recommendations given in section 3.4.9.4.

- The booking modalities also include a (triennial) variable relating to whether or not the trip was a package trip. This information is collected via **Q15** and **Q17** (see below, 3.7.3.2.3).

3.7.3.2.3 *Part 3:* Characteristics of (a selection of) the trips made during the reference period – expenditure

As mentioned in paragraph 3.4.10.5.3 (Individual expenditure versus travel party expenditure), Regulation 692/2011 lays down a transmission of individual expenditure on the trip, not the grouped expenditure for the entire household or travel party. However, when collecting the data, the respondent can be asked for individual expenditure or for the total expenditure for the travel party – depending on what is perceived as the easiest option for the respondent. For the data collected under Directive 95/57, both approaches have been used by the EU Member States. This model questionnaire uses the approach of the expenditure for the individual (the respondent). Two alternative versions – group expenditure or a mixed approach - are also included, in these two alternatives additional questions need to be included on the number of persons in the travel party (and the number of children in the travel party, to make the estimate of the individual expenditure more accurate – see also footnote 142 on so-called equivalence scales).

Paragraph 3.4.10.5.4 touched the issue of package trips and the difficulty of collecting information on the components of the package from respondents[157]. It is recommended to ask the respondent for the amount paid for the package and apply a model to estimate the amount for each component (see also 1.4.5 for further information/practices on unbundling packages).

The model questionnaire asks for the amounts in euro. Obviously this should be adapted to the national situation (i.e. the currency of the country of residence).

---

[157] Data for 2010 (Directive 95/57) shows that on average for the countries where data on package trips is available, 15% of all holidays trips of four nights and more were package trips, ranging from less than 5% in Latvia, Portugal and Croatia to more than 25% in Estonia, Austria and Slovakia.

Q15

The next set of questions refers to the expenditure you made for this trip. Please think only of the expenditure for your person; in case of shared expenditure – fully or partially – please try to estimate your share.

Was part (or all) of the expenditure for the trip paid to a travel agency or tour operator in the context of a <u>package trip</u>?

    1☐   Yes   ⇨ go to **Q16**

    2☐   No   ⇨ go to **Q18**

Q16

How much did you pay for the package to the travel agency or tour operator?

    €|_____|value

⇨ go to **Q17**

Q17

What components did the package fully or partially cover? Tick all that apply.

    1☐   Transport

    2☐   Accommodation

    3☐   Food and drinks in cafés and restaurants (e.g. half board, full board, all inclusive)

    4☐   Other goods or services (e.g. excursions, courses, entrance fees, wellness, …)

In the <u>next questions</u>, please indicate what you spent <u>in addition to the package</u> on the different components (answer zero if the component was entirely covered by the amount paid for the package)

⇨ go to **Q18**

Q18

How much did you spend on <u>transport</u>?

Think of local and international transport, car rental, fuel, road tolls, etc.

    €|_____|value

⇨ go to **Q19**

Q19

How much did you spend on <u>accommodation</u>?

    €|_____|value

⇨ go to **Q20**

Q20

   How much did you spend on <u>food and drinks in cafés and restaurants</u>?

      €|_____| value

⇨ go to **Q21**

Q21

   How much did you spend on <u>other services or goods</u>?

   Think of goods for personal use, entrance fees to museums or events, sightseeing, courses (diving, cooking, etc.), health or wellness, etc. This can also include durables and valuable goods.

      €|_____| value   ⇨ if > €300, go to **Q22**

                                 ⇨ if ≤ €300, return to **Q6** *(to report another trip)* or go to **Q23**

Q22

   How much of the amount relates to durable and valuable goods?

   Think of valuable goods such as paintings, jewellery or durable consumer goods such as computers, cameras. Exclude typical souvenirs of limited monetary value.

      €|_____| value

⇨ return to **Q6** *(to report another trip)* or go to **Q23**

Notes:

- In this model questionnaire, only the main components and a 'closing category' other is asked. The respondent is not asked for the total amount. In a paper questionnaire, this would be an unnecessary burden. In a telephone (CATI) survey or in an online survey, it is recommended to (automatically) calculate the total and present outcome to the respondent for verification ("So I can conclude that the total expenditure on this trip was approximately <…> euro"?).
  Notwithstanding this, it is recommended to include a closing question asking for the total expenditure on the trip in cases where item non-response on the expenditure questions is very significant. This additional question will help to retrieve some of the information that would be lost when a respondent only has an idea about the total but not about the contribution of each component; starting for the estimated total, the categories can be imputed by using the information obtained for similar trips made by other respondents.

- Ideally, information should be collected on the country of residence of the tour operator or travel agent from whom the package was purchased (see also §4.36(c) of the IRTS 2008). However, this necessitates additional questions that can be difficult for the respondent to answer. A trade-off needs to be made between additional burden and additional relevance of the expenditure data (e.g. for TSA or BoP purposes).

- **Q15** refers to "a travel agency or tour operator". Note that the package can also be booked via a non-profit organisation that the respondent is a member of. See also 3.4.9.1.2. This also applies to the wording of **Q16**, **Q15A3** and **Q15B4** (see further).

- **Q17** is included to allow for more accurate estimations of the different components of the amount paid for the package afterwards[158]. The respective amounts on accommodation, transport, etc. to be transmitted to Eurostat will be the sum of the unbundled part of **Q17** and the additional expenditure reported in respectively **Q18**, **Q19**, etc.

- In **Q21**, the routing threshold of €300 is purely arbitrary[159]. The purpose of the threshold is to avoid that a respondent who spent only a relatively small amount on other goods or services is routed to an additional question. If one has spent only €300 on other goods or services, it is not very likely that this amount will include valuables or durable goods. The threshold can be refined by taking into account the duration of the trip (i.e. the information collected in question **Q10**).

- At the end of the module on expenditure (also the last module collecting information on the characteristics of the trip), the respondent should be re-routed to **Q6** (first question collecting information on the characteristics of the trip) in case details on other trips need to be reported, or to **Q23** (to start of the module on the profile of the visitor).

- In case the respondent is not asked for his/her individual expenditure on the trip but rather on the expenditure of the entire travel party (or household), **Q15** can be replaced as follows:

Q15A1

The next set of questions refers to the expenditure you made for this trip. Please include the expenditure for all members in the travel party (this is the group of persons with whom you decided to take the trip and with whom you shared a common budget).

How many members (including you) were in the travel party?

|___|value

⇨ go to **Q15A2**

Q15A2

➔ <u>FILTER1</u>: if **Q12** = 2 ⇨ go to **Q15A3**
   <u>FILTER2</u>: if **Q15A1** = 1 ⇨ go to **Q15A3**

How many members of the travel party were younger than 15 years?

|___|value

⇨ go to **Q15A3**

---

[158] This question can also reveal inconsistencies in the answer on **Q15**, namely when the minimum elements of a package trip are not among the reported components (the respondent only ticked "other goods or services" (e.g. a one week diving class) without transport or accommodation being included in the package). In such cases, interviewers might need to re-route and/or give further explanations on package trips.

[159] A previous version of this Manual suggested a threshold of 100 euro. Following an exchange of views on the experiences in the first reference year at the occasion of the Task Force on Tourism Statistics, it was agreed to revise this recommended threshold upwards to 300 euro.

Q15A3

Was part (or all) of the expenditure for the trip paid to a travel agency or tour operator in the context of a <u>package trip</u>?

    1☐   Yes   ⇨ go to **Q16**

    2☐   No   ⇨ go to **Q18**

▪ Another alternative is to leave it up to the respondent to report individual expenditure or group (travel party) expenditure. In this case, **Q15** can be replaced as follows:

Q15B1

The next set of questions refers to the expenditure you made for this trip. Please indicate whether you prefer to answer for your own expenditure only or - if applicable - for the expenditure by the entire travel party (this is the group of persons with whom you decided to take the trip and with whom you shared a common budget, e.g. your household).

    1☐   Individual expenditure   ⇨ go to **Q15B4**

    2☐   Expenditure of the entire travel party   ⇨ go to **Q15B2**

Q15B2

How many members (including yourself) were in the travel party

    |__|value

⇨ go to **Q15B3**

Q15B3

➔ <u>FILTER1</u>: if **Q12** = 2 ⇨ go to **Q15B4**

    <u>FILTER2</u>: if **Q15B2** = 1 ⇨ go to **Q15B4**

How many members of the travel party were younger than 15 years?

    |__|value

⇨ go to **Q15B4**

Q15B4

Was part (or all) of the expenditure for the trip paid to a travel agency or tour operator in the context of a <u>package trip</u>?

    1☐   Yes   ⇨ go to **Q16**

    2☐   No   ⇨ go to **Q18**

3.7.3.2.4   *Part 3:* **Profile of the visitor (socio-demographic characteristics)**

Variables A20 to A25 in the Regulation collect information on the profile of the visitor. The construction of the variables (and corresponding questions below) is to the extent possible based on the Core Social Variables commonly used in European social statistics[160].

Typically, not all questions will have to be collected directly from the respondent. Information can be available from the register that the sample was taken from (in particular *age* or *sex* of the respondent) or information can be available from another survey that the tourism demand survey is embedded in (e.g. employment situation or educational attainment level). Nevertheless, all variables/questions (also those that are optional in the Regulation) are included here, for reasons of completeness[161].

In this model questionnaire, the part relating to the profile of the visitor is put at the *end* of the set of questions. This was done in order to put sensitive questions like the household income (or employment situation) towards the end to avoid respondent drop-out. Where respondents are less likely to be 'offended' by this type of questions (or where these voluntary questions are not included), the socio-demographic questions can also be put at the beginning of the survey as a "warming up".

Q23

➜   <u>FILTER</u>: if respondent's sex is known (e.g. sample from population register) ⇨ go to **Q24**

Sex?

1☐   Male

2☐   Female

⇨ go to **Q24**

···

Q24

➜   <u>FILTER</u>: if respondent's age is known (e.g. sample from population register) ⇨ go to **Q25**

Age?

|__|value

⇨ go to **Q25**

---

[160] For more background information, see the final report of the Task Force on Core Social Variables [http://epp.eurostat.ec.europa.eu/cache/ITY_OFFPUB/KS-RA-07-006/EN/KS-RA-07-006-EN.PDF]

[161] Except variable A22 "Profile of the visitor: country of residence" as this is simply the country collecting the information (see also 3.4.13).

Q25

➜ <u>FILTER</u>: this is an optional variable (A24) in Reg. 692/2011, if not included ⇨ go to **Q26**

How would you describe your employment situation or your occupation?

1☐ Employed (employee, self-employed)

2☐ Unemployed

3☐ Student, pupil

4☐ Other not in the labour force

⇨ go to **Q26**

Q26

➜ <u>FILTER</u>: this is an optional variable (A23) in Reg. 692/2011, if not included ⇨ go to **Q27_Introduction**

What is your highest educational attainment level (completed)?

1☐ At most lower secondary

2☐ Upper secondary and post-secondary (non-tertiary)

3☐ Tertiary

⇨ go to **Q27_Introduction**

Q27_Introduction

➜ <u>FILTER1</u>: this is an optional variable (A23) in Reg. 692/2011, if not included ⇨ **END**

<u>FILTER2</u>: if respondent is willing to report estimate of household income ⇨ go to **Q27A**

if respondent prefers not to give details, try band/quartiles ⇨ go to **Q27B**

Q27A

Can you give an estimate of the *net monthly income of the household*? This includes salaries (after taxes and social security contributions, but including benefits), regular bonuses, income from self-employment, allowances such as unemployment benefit, pension, etc.

|_I_،_،_I_،_،_|value

⇨ go to **END**

Q27B

In which of the four following ranges would you estimate your *net monthly household income*? This includes salaries (after taxes and social security contributions, but including benefits), regular bonuses, income from self-employment, allowances such as unemployment benefit, pension, etc.

1☐ Less than €1000

2☐ Between €1000 and €1999

3☐ Between €2000 and €3999

4☐ €4000 or more

⇨ go to **END**

Notes:

- The inclusion of employment situation (**Q25**), education level (**Q26**) and household income (**Q27A**/**Q27B**) is not obligatory (according to Reg. 692/2011). While this is relevant information in terms of the profile of the visitor (both for business users as for government users), it can be considered as of secondary importance compared to the characteristics of the trip. It is strongly recommended to include this information in the tourism demand databases if it is available from registers or from the survey vehicle used for the surveys.

- Educational level (**Q26**) refers to the ISCED classification (recently revised), it is recommended to use labels that are closer to the national education system (correspondence tables are under preparation and will be disseminated via the Eurostat website) – see also 3.4.14).

- The quartiles used in **Q27B** are purely arbitrary. The ranges will differ from one country to another. It is recommended to give realistic ranges (i.e. ranges actually dividing the sample – or grossed up sample – into four groups of more or less equal size), using existing statistics from EU-SILC, the Labour Force Survey or the Structure of Earnings Survey. For reasons of readability of the questionnaire, it is of course recommended to round to the border values to the nearest 'round figure' (e.g. "€4000 or more" instead of the more accurate and more uniformly distributed ""€3879 or more").

3.7.3.2.5   *Part 4:* **Participation in tourism**

A stand-alone module to collect the information on the participation in tourism can be found in 3.3.1.1 on page 117.

In many countries, this information is collected by means of an extra module in the quarterly tourism demand survey referring to the last quarter of the year (this module having a reference period of twelve months). The advantage is two-fold. Firstly, the concepts (tourism, trip, etc) are already known to the respondent. Secondly, some questions can be omitted by re-using information obtained elsewhere in the interview, e.g. if the respondent made a long domestic trip during the last quarter, it is no longer necessary to ask if he/she made such trip during the entire year – the answer is obviously 'yes'.

4 EU legislation

4.1 Regulation and amendments

4.1.1 Regulation (EU) No 692/2011 of the European Parliament and of the Council of 6 July 2011 concerning European statistics on tourism

http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2011:192:0017:0032:EN:PDF

REGULATION (EU) No 692/2011 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL

of 6 July 2011

concerning European statistics on tourism and repealing Council Directive 95/57/EC

(Text with EEA relevance)

THE EUROPEAN PARLIAMENT AND THE COUNCIL OF THE EUROPEAN UNION,

Having regard to the Treaty on the Functioning of the European Union, and in particular Article 338(1) thereof,

Having regard to the proposal from the European Commission,

After transmission of the draft legislative act to the national parliaments,

Acting in accordance with the ordinary legislative procedure [1],

Whereas:

(1) The European Council, in its Presidency Conclusions of 14 December 2007, stressed the crucial role that tourism plays in generating growth and jobs in the Union and called on the Commission, Member States, industry and other stakeholders to join forces in the timely implementation of the Agenda for a sustainable and competitive European tourism.

(2) The Union's tourism industry occupies an important place in the economy of the Member States with tourist activities representing a large potential source of employment. Any appraisal of its competitiveness requires a good knowledge of the volume of tourism, its characteristics, the profile of the tourist and tourism expenditure and the benefits for the economies of the Member States.

(3) Monthly data is needed in order to measure the seasonal influences of demand on tourist accommodation capacity and thereby help public authorities and economic operators develop more suitable strategies and policies for improving the seasonal spread of holidays and tourism activities.

(4) The majority of European businesses operating in the tourism industry are small or medium-sized, and the strategic importance of small and medium-sized enterprises (SMEs) in European tourism is not confined to their economic value and their substantial job-creation potential. They also underpin the stability and prosperity of local communities, safeguarding the hospitality and local identity that are the hallmark of tourism in Europe's regions. Given the size of SMEs, the potential administrative burden needs to be considered, and a system of thresholds should be introduced so that users' needs can be met, while at the same time reducing the burden of response on the parties responsible for providing statistical data, particularly SMEs.

(5) The changing nature of tourism behaviour since the entry into force of Council Directive 95/57/EC of 23 November 1995 on the collection of statistical information in the field of tourism [2], with the growing importance of short trips and same-day visits contributing substantially in many regions or countries to the income from tourism, the increasing importance of non-rented accommodation or accommodation in smaller establishments, and the growing impact of the Internet on the booking behaviour of tourists and on the tourism industry, means that the production of tourism statistics should be adapted.

(6) In order to enable assessment of the macroeconomic importance of tourism in the economies of the Member States based on the internationally accepted framework of tourism satellite accounting, showing the effects of tourism on the economy and jobs, there is a need to improve the availability, completeness and comprehensiveness of the basic tourism statistics as an input for compiling such accounts and, if deemed necessary by the Commission, as a preparation for a legislative proposal for the transmission of harmonised tables for tourism satellite accounts. This requires that the legal requirements which are currently laid down in Directive 95/57/EC be updated.

(7) In order to examine major issues of economic and social concern in the tourism sector, especially new issues requiring specific research, the Commission needs micro-data. Tourism in the Union has a predominantly intra-European dimension, which means that micro-data emanating from harmonised European statistics on the demand for outbound tourism already provide a source of statistics on inbound tourism demand for the Member State of destination, without imposing additional burden, thus avoiding duplicated observation of tourism flows.

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[1] Position of the European Parliament of 6 April 2011 (not yet published in the Official Journal) and decision of the Council of 21 June 2011.

[2] OJ L 291, 6.12.1995, p. 32.

(8) Social tourism allows as many people as possible to participate in tourism, and moreover, it can contribute to combating seasonality, strengthening the notion of European citizenship and promoting regional development, in addition to facilitating the development of specific local economies. To assess the participation of various socio-demographic groups in tourism and to monitor the Union programmes in the area of social tourism, the Commission needs regular data on participation in tourism and on the tourism behaviour of those groups.

(9) A recognised framework at Union level can help to guarantee reliable, detailed and comparable data, which will in turn enable the structure and development of tourism supply and demand to be properly monitored. Sufficient comparability at Union level is essential as regards methodology, definitions and the programme of statistical data and metadata.

(10) Regulation (EC) No 223/2009 of the European Parliament and of the Council of 11 March 2009 on European statistics (¹), which constitutes the reference framework for this Regulation, provides that statistics are to be collected to high standards of impartiality, transparency, reliability, objectivity, scientific independence, cost-effectiveness and statistical confidentiality.

(11) In the production and dissemination of European statistics under this Regulation, the statistical authorities at national and Union level should take account of the principles set out in the European Statistics Code of Practice adopted by the Statistical Programme Committee on 24 February 2005 and attached to the Recommendation of the Commission of 25 May 2005 on the independence, integrity and accountability of national and Community statistical authorities.

(12) In order to take account of economic, social and technical developments, the power to adopt acts in accordance with Article 290 of the Treaty on the Functioning of the European Union should be delegated to the Commission in respect of adapting the deadlines for data transmission and the Annexes, except for the optional nature of the required data and the limitation of the scope as defined in the Annexes. The Commission should also be empowered to adapt the definitions to the changes in international definitions. It is of particular importance that the Commission carry out appropriate consultations during its preparatory work, including at expert level. The Commission, when preparing and drawing-up delegated acts, should ensure a simultaneous, timely and appropriate transmission of relevant documents to the European Parliament and Council.

(13) In order to ensure uniform conditions for the implementation of this Regulation, implementing powers should be conferred on the Commission. Those powers should be exercised in accordance with Regulation (EU) No 182/2011 of the European Parliament and of the Council of 16 February 2011 laying down the rules and general principles concerning mechanisms for control by Member States of the Commission's exercise of implementing powers (²).

(14) Since the objective of this Regulation, namely to establish a common framework for the systematic development, production and dissemination of European statistics on tourism cannot be sufficiently achieved by the Member States, due to the absence of common statistical features and quality requirements and a lack of methodological transparency, but can, by applying a common statistical framework, be better achieved at Union level, the Union may adopt measures in accordance with the principle of subsidiarity as set out in Article 5 of the Treaty on European Union. In accordance with the principle of proportionality, as set out in that Article, this Regulation does not go beyond what is necessary in order to achieve that objective.

(15) In the light of changes in the tourism industry and in the type of data required by the Commission and by other users of European statistics on tourism, the provisions of Directive 95/57/EC are no longer relevant. As the legislation in this field needs to be updated, Directive 95/57/EC should be repealed.

(16) A Regulation is the appropriate way of ensuring the use of common standards and the production of comparable statistics.

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

HAVE ADOPTED THIS REGULATION:

Article 1

Subject matter

This Regulation establishes a common framework for the systematic development, production and dissemination of European statistics on tourism.

For this purpose, Member States shall collect, compile, process and transmit harmonised statistics on tourism supply and demand.

(¹) OJ L 87, 31.3.2009, p. 164.

(²) OJ L 55, 28.2.2011, p. 13.

Article 2

Definitions

1.   For the purposes of this Regulation:

(a) 'reference period' means a period to which data refer;

(b) 'reference year' means a reference period of 1 calendar year;

(c) 'NACE Rev. 2' means the common statistical classification of economic activities within the Union, as established by Regulation (EC) No 1893/2006 of the European Parliament and of the Council [1];

(d) 'NUTS' means the common classification of territorial units for the production of regional statistics within the Union, as established by Regulation (EC) No 1059/2003 of the European Parliament and of the Council [2];

(e) 'usual environment' means the geographical area, though not necessarily a contiguous one, within which an individual conducts his regular life routines and shall be determined on the basis of the following criteria: the crossing of administrative borders or the distance from the place of usual residence, the duration of the visit, the frequency of the visit, the purpose of the visit;

(f) 'tourism' means the activity of visitors taking a trip to a main destination outside their usual environment, for less than a year, for any main purpose, including business, leisure or other personal purpose, other than to be employed by a resident entity in the place visited;

(g) 'domestic tourism' means visits within a Member State by visitors who are residents of that Member State;

(h) 'inbound tourism' means visits to a Member State by visitors who are not residents of that Member State;

(i) 'outbound tourism' means visits by residents of a Member State outside that Member State;

(j) 'national tourism' means domestic and outbound tourism;

(k) 'internal tourism' means domestic and inbound tourism;

(l) 'tourist accommodation establishment' means a local kind-of-activity unit, as defined in the Annex to Council Regulation (EEC) No 696/93 of 15 March 1993 on the statistical units for the observation and analysis of the production system in the Community [3], providing as a paid service — although the price might be partially or fully subsidised — short-stay accommodation services as described in groups 55.1 (hotels and similar accommodation), 55.2 (holiday and other short-stay accommodation) and 55.3 (camping grounds, recreational vehicle parks and trailer parks) of NACE Rev. 2;

(m) 'non-rented accommodation' means, inter alia, accommodation provided without charge by family or friends and accommodation in owner-occupied vacation homes, including time share properties;

(n) 'same-day visits' means visits without overnight stay made by residents outside their usual environment and which originated from the place of usual residence.

2.   The Commission shall be empowered to adopt delegated acts in accordance with Article 11 concerning amendments to the definitions in paragraph 1 of this Article for the purpose of adapting those definitions to changes to international definitions.

Article 3

Subjects covered and characteristics of the required data

1.   For the purposes of this Regulation, the data to be transmitted by the Member States in accordance with Article 9 shall relate to:

(a) internal tourism, in terms of the capacity and occupancy of tourist accommodation establishments, for the variables, periodicity and breakdowns laid down in Sections 1, 2 and 3 of Annex I;

(b) internal tourism, in terms of tourism nights spent in non-rented accommodation, for the variables, periodicity and breakdowns laid down in Section 4 of Annex I;

(c) national tourism, in terms of the tourism demand, which concerns the participation in tourism and the characteristics of tourism trips and visitors, for the variables, periodicity and breakdowns laid down in Sections 1 and 2 of Annex II;

(d) national tourism, in terms of the tourism demand, which concerns the characteristics of same-day visits, for the variables, periodicity and breakdowns laid down in Section 3 of Annex II.

[1] OJ L 393, 30.12.2006, p. 1.
[2] OJ L 154, 21.6.2003, p. 1.

[3] OJ L 76, 30.3.1993, p. 1.

2.   The Commission shall be empowered to adopt, where necessary, delegated acts in accordance with Article 11 concerning adaptation of the Annexes, except for the optional nature of the required data and to the limitation of the scope as defined in the Annexes in order to take account of economic, social or technical developments. In exercising its power pursuant to this provision, the Commission shall ensure that any delegated acts adopted do not impose significant additional administrative burdens on the Member States and on the respondents.

Article 4

Scope of observation

The scope of observation for the requirements laid down in:

(a) Article 3(1)(a) shall be all tourist accommodation establishments as defined in Article 2(1)(l), unless otherwise specified in Annex I;

(b) Article 3(1)(b) shall be all tourism nights by residents and non-residents spent in non-rented accommodation;

(c) Article 3(1)(c), as regards the data on participation in tourism, shall be all individuals residing in the territory of the Member State, unless otherwise specified in Section 1 of Annex II;

(d) Article 3(1)(c), as regards the data on characteristics of tourism trips and visitors, shall be all tourism trips with at least one overnight stay outside the usual environment by the resident population and which ended during the reference period, unless otherwise specified in Section 2 of Annex II;

(e) Article 3(1)(d), as regards the characteristics of same-day visits, shall be all same-day visits as defined in Article 2(1)(n), unless otherwise specified in Section 3 of Annex II.

Article 5

Pilot studies

1.   The Commission shall draw up a programme for pilot studies which may be carried out by Member States on a voluntary basis in order to prepare the development, production and dissemination of harmonised tables for tourism satellite accounts and to assess the benefits in relation to the cost of the compilation.

2.   The Commission shall also draw up a programme for pilot studies which may be carried out by Member States on a voluntary basis in order to develop a system for the compilation of data showing the effects of tourism on the environment.

Article 6

Quality criteria and reports

1.   Member States shall ensure the quality of the data transmitted.

2.   For the purposes of this Regulation, the quality criteria as laid down in Article 12(1) of Regulation (EC) No 223/2009 shall apply.

3.   Every year, Member States shall provide the Commission (Eurostat) with a report on the quality of the data relating to the reference periods in the reference year, and on any methodological changes that have been made. The report shall be provided within 9 months after the end of the reference year.

4.   In applying the quality criteria referred to in paragraph 2 to the data covered by this Regulation, the arrangements for and structure of the quality reports shall be defined by the Commission in the form of implementing acts. Those implementing acts shall be adopted in accordance with the examination procedure referred to in Article 12(2).

Article 7

Evaluation report

By 12 August 2016 and every 5 years thereafter, the Commission shall submit an evaluation report to the European Parliament and to the Council on the statistics compiled pursuant to this Regulation and, in particular, on their relevance and the burden on business.

Article 8

Data sources

As regards the basis on which the data is collected, Member States shall take any measures they deem appropriate to maintain the quality of the results. Member States may produce the necessary statistical data by using a combination of the following different sources:

(a) surveys, where reporting units are asked to give timely, accurate and complete data;

(b) other appropriate sources, including administrative data, if these are appropriate in terms of timeliness and relevance;

(c) appropriate statistical estimation procedures.

Article 9

Transmission of data

1.   Member States shall transmit the data, including confidential data, to the Commission (Eurostat), in accordance with Article 21 of Regulation (EC) No 223/2009.

2. Member States shall transmit the data listed in Annex I and in Sections 1 and 3 of Annex II in the form of aggregate tables, in accordance with an interchange standard specified by the Commission (Eurostat). The data shall be transmitted or uploaded by electronic means to the single entry point for data at the Commission (Eurostat). The practical arrangements for the transmission of the data shall be adopted by the Commission in the form of implementing acts. Those implementing acts shall be adopted in accordance with the examination procedure referred to in Article 12(2).

3. Member States shall transmit the data listed in Section 2 of Annex II in the form of micro-data files — with each observed trip being an individual record in the transmitted dataset — which shall be fully checked, edited and, where necessary, imputed, in accordance with an interchange standard specified by the Commission (Eurostat). The data shall be transmitted or uploaded by electronic means to the single entry point for data at the Commission (Eurostat). The practical arrangements for the transmission of the data shall be adopted by the Commission in the form of implementing acts. Those implementing acts shall be adopted in accordance with the examination procedure referred to in Article 12(2).

4. Member States shall transmit:

(a) the annual data listed in Sections 1 and 2 of Annex I within 6 months after the end of the reference period, unless otherwise specified in Annex I;

(b) the monthly data listed in Section 2 of Annex I within 3 months after the end of the reference period;

(c) the rapid key indicators relating to nights spent by residents and non-residents in tourist accommodation establishments, as listed in Section 2 of Annex I, within 8 weeks after the end of the reference period;

(d) the data listed in Section 4 of Annex I within 9 months after the end of the reference period, if the Member State concerned opts in favour of transmitting them;

(e) the data listed in Annex II within 6 months after the end of the reference period.

5. The Commission shall be empowered to adopt, where necessary, delegated acts in accordance with Article 11 concerning amendments to the transmission deadlines laid down in paragraph 4 of this Article in order to take account of economic, social or technical developments. Any such amendments shall take into account the existing data collection practices in the Member States.

6. For all data required by this Regulation, the first reference period, unless otherwise specified, shall begin on 1 January 2012.

Article 10

Methodological manual

The Commission (Eurostat) shall, in close cooperation with the Member States, draw up and regularly update a methodological manual which shall contain guidelines on the statistics produced pursuant to this Regulation, including definitions to be applied to the characteristics of the required data and common standards designed to ensure the quality of the data.

Article 11

Exercise of the delegation

1. The power to adopt the delegated acts is conferred on the Commission subject to the conditions laid down in this Article.

2. The delegation of power referred to in Articles 2(2), 3(2) and 9(5) shall be conferred on the Commission for a period of 5 years from 11 August 2011. The Commission shall draw up a report in respect of the delegation of power not later than 9 months before the end of the 5-year period. The delegation of power shall be tacitly extended for periods of an identical duration, unless the European Parliament or the Council opposes such extension not later than 3 months before the end of each period.

3. The delegation of power referred to in Articles 2(2), 3(2) and 9(5) may be revoked at any time by the European Parliament or by the Council. A decision to revoke shall put an end to the delegation of the power specified in that decision. It shall take effect the day following the publication of the decision in the *Official Journal of the European Union* or at a later date specified therein. It shall not affect the validity of any delegated acts already in force.

4. As soon as it adopts a delegated act, the Commission shall notify it simultaneously to the European Parliament and to the Council.

5. A delegated act adopted pursuant to Articles 2(2), 3(2) and 9(5) shall enter into force only if no objection has been expressed either by the European Parliament or the Council within a period of 2 months of notification of that act to the European Parliament and the Council or if, before the expiry of that period, the European Parliament and the Council have both informed the Commission that they will not object. That period shall be extended by 2 months at the initiative of the European Parliament or the Council.

Article 12

Committee

1.   The Commission shall be assisted by the European Statistical System Committee established by Regulation (EC) No 223/2009. That committee shall be a committee within the meaning of Regulation (EU) No 182/2011.

2.   Where reference is made to this paragraph, Article 5 of Regulation (EU) No 182/2011 shall apply.

Article 13

Repeal

Directive 95/57/EC is hereby repealed.

Member States shall provide results in accordance with Directive 95/57/EC for all reference periods for 2011.

Article 14

Entry into force

This Regulation shall enter into force on the 20th day following its publication in the *Official Journal of the European Union*.

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

Done at Strasbourg, 6 July 2011.

For the European Parliament
The President
J. BUZEK

For the Council
The President
M. DOWGIELEWICZ

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ANNEX I

INTERNAL TOURISM

Section 1

CAPACITY OF TOURIST ACCOMMODATION ESTABLISHMENTS

A. Variables and breakdowns to be transmitted

(1) At regional NUTS level 2 and at national level to be transmitted for annual data

Type of accommodation	Variables	Breakdowns
NACE 55.1	Number of establishments Number of bed places Number of bedrooms	Type of locality (a) and (b)
NACE 55.2	Number of establishments Number of bed places	Type of locality (a) and (b)
NACE 55.3	Number of establishments Number of bed places	Type of locality (a) and (b)

(2) [optional] At national level to be transmitted for annual data

Type of accommodation	Variables	Breakdowns
NACE 55.1	Number of establishments Number of bed places Number of bedrooms	Size class

(3) At national level to be transmitted for triennial data

Type of accommodation	Variables	Breakdowns
NACE 55.1	Number of establishments having one or more bedrooms accessible for persons with reduced mobility, including wheelchair users	

B. Limitation of the scope

(1) For 'hotels and similar accommodation' and for 'holiday and other short-stay accommodation', the scope of observation shall at least include all tourist accommodation establishments having 10 or more bed places.

(2) For 'camping grounds, recreational vehicle parks and trailer parks', the scope of observation shall at least include all tourist accommodation establishments having 10 or more pitches.

(3) Member States accounting for less than 1 % of the total annual number of nights spent at tourist accommodation establishments in the European Union may further reduce the scope of observation, to include at least all tourist accommodation establishments having 20 or more bed places (20 or more pitches).

C. Periodicity

The first reference year for the triennial variable listed under heading A(3) shall be 2015.

Section 2

OCCUPANCY OF TOURIST ACCOMMODATION ESTABLISHMENTS (DOMESTIC AND INBOUND)

A. Variables and breakdowns to be transmitted for annual data

(1) At regional NUTS level 2 and at national level

Type of accommodation	Variables	Breakdowns
Total (all types of tourist accommodation establishments)	Number of nights spent by residents at tourist accommodation establishments Number of nights spent by non-residents at tourist accommodation establishments	Type of locality (a) and (b)
NACE 55.1	Number of nights spent by residents at tourist accommodation establishments Number of nights spent by non-residents at tourist accommodation establishments	
	Arrivals of residents at tourist accommodation establishments Arrivals of non-residents at tourist accommodation establishments	
	Net occupancy rates of bed places Net occupancy rate of bedrooms	
NACE 55.2	Number of nights spent by residents at tourist accommodation establishments Number of nights spent by non-residents at tourist accommodation establishments	
	Arrivals of residents at tourist accommodation establishments Arrivals of non-residents at tourist accommodation establishments	
NACE 55.3	Number of nights spent by residents at tourist accommodation establishments Number of nights spent by non-residents at tourist accommodation establishments	
	Arrivals of residents at tourist accommodation establishments Arrivals of non-residents at tourist accommodation establishments	

(2) At national level

Type of accommodation	Variables	Breakdowns
NACE 55.1	Number of nights spent by residents at tourist accommodation establishments Number of nights spent by non-residents at tourist accommodation establishments	Type of locality (a) and (b) Country or geographical area of residence of the guest [optional] Size classes
	Arrivals of residents at tourist accommodation establishments Arrivals of non-residents at tourist accommodation establishments	Country or geographical area of residence of the guest
	Net occupancy rates of bed places Net occupancy rate of bedrooms	[optional] Size classes
NACE 55.2	Number of nights spent by residents at tourist accommodation establishments Number of nights spent by non-residents at tourist accommodation establishments	Type of locality (a) and (b) Country or geographical area of residence of the guest

Type of accommodation	Variables	Breakdowns
NACE 55.3	Arrivals of residents at tourist accommodation establishments Arrivals of non-residents at tourist accommodation establishments	Country or geographical area of residence of the guest
	Number of nights spent by residents at tourist accommodation establishments Number of nights spent by non-residents at tourist accommodation establishments	Type of locality (a) and (b) Country or geographical area of residence of the guest
	Arrivals of residents at tourist accommodation establishments Arrivals of non-residents at tourist accommodation establishments	Country or geographical area of residence of the guest

B. Variables and breakdowns to be transmitted for monthly data at national level

Type of accommodation	Variables	Breakdowns
NACE 55.1	Number of nights spent by residents at tourist accommodation establishments Number of nights spent by non-residents at tourist accommodation establishments	
	Arrivals of residents at tourist accommodation establishments Arrivals of non-residents at tourist accommodation establishments	
	Net occupancy rates of bed places Net occupancy rate of bedrooms	
NACE 55.2	Number of nights spent by residents at tourist accommodation establishments Number of nights spent by non-residents at tourist accommodation establishments	
	Arrivals of residents at tourist accommodation establishments Arrivals of non-residents at tourist accommodation establishments	
NACE 55.3	Number of nights spent by residents at tourist accommodation establishments Number of nights spent by non-residents at tourist accommodation establishments	
	Arrivals of residents at tourist accommodation establishments Arrivals of non-residents at tourist accommodation establishments	

C. Limitation of the scope

(1) For 'hotels and similar accommodation' and for 'holidays and other short-stay accommodation', the scope of observation shall at least include all tourist accommodation establishments having 10 or more bed places.

(2) For 'camping grounds, recreational vehicle parks and trailer parks', the scope of observation shall at least include all tourist accommodation establishments having 10 or more pitches.

(3) Member States accounting for less than 1 % of the total annual number of nights spent at tourist accommodation establishments in the European Union may further reduce the scope of observation, to at least include all tourist accommodation establishments having 20 or more bed places (20 or more pitches).

(4) Where a limitation to the scope as described under (1), (2) or (3) is applied, an estimate of the total number of nights spent during the reference year by residents and non-residents in the tourist accommodation establishments excluded from the scope of observation shall be transmitted annually.

(5) For the first reference year for which data is required by this Regulation, the estimate as described under (4) shall be transmitted within 12 months after the end of the reference period.

(6) Member States may further reduce the scope of observation for the net occupancy rate of bedrooms in hotels and similar accommodation, to include at least all tourist accommodation establishments having 25 or more bedrooms.

D. Rapid key indicators

The rapid key indicators referred to in Article 9(4)(c) of this Regulation are the variables referring to the number of nights spent as listed under heading B of this Section.

Section 3

CLASSIFICATIONS TO BE APPLIED FOR SECTION 1 AND SECTION 2

A. Type of accommodation

The three categories to be used for type of accommodation, referring to NACE groups 55.1, 55.2 and 55.3, are:

— hotels and similar accommodation,

— holidays and other short-stay accommodation,

— camping grounds, recreational vehicle parks and trailer parks.

B. Type of locality (a)

The three categories to be used for type of locality (a), referring to the degree of urbanisation of the municipality (or equivalent local administrative unit) where the tourist accommodation establishments are located, are:

— densely populated area,

— intermediate area,

— thinly populated area.

C. Type of locality (b)

The two categories to be used for type of locality (b), referring to the location close to the sea of the municipality (or equivalent local administrative unit) where the tourist accommodation establishments are located, are:

— coastal,

— non-coastal.

D. Size class

The three categories to be used for size class, referring to the number of bedrooms in the tourist accommodation establishments, are:

— small establishments: less than 25 bedrooms,

— medium-sized establishments: between 25 and 99 bedrooms,

— large establishments: 100 or more bedrooms; to be reported separately on an optional basis: 'between 100 and 249 bedrooms' and '250 or more bedrooms'.

E. Countries and geographical areas

The categories to be used for the country or the geographical area of residence of guests staying at tourist accommodation establishments are:

— European Union (the Union); to be reported separately: each Member State,

— European Free Trade Association (EFTA); to be reported separately: Iceland, Norway, Switzerland (including Liechtenstein),

— other European countries (apart from the Union or EFTA; not including Russia, Turkey, Ukraine),

— Russia,

— Turkey,

— Ukraine,

— Africa; to be reported separately: South Africa,

— North America; to be reported separately: United States of America, Canada,

— South and Central America; to be reported separately: Brazil,

— Asia; to be reported separately: People's Republic of China, Japan, Republic of Korea,

— Australia, Oceania and other territories; to be reported separately: Australia.

Section 4

INTERNAL TOURISM IN NON-RENTED ACCOMMODATION

A. Variables to be transmitted for annual data

[optional] Number of tourism nights spent in non-rented accommodation during the reference year.

B. Breakdown

[optional] The variable listed under heading A shall be broken down by country of residence of the visitors as far as Union residents are concerned, while visitors residing outside the Union shall be grouped in a single additional category.

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ANNEX II

NATIONAL TOURISM

Section 1

PARTICIPATION IN TOURISM FOR PERSONAL PURPOSES

A. Variables and breakdowns to be transmitted for annual data

Variables	Breakdowns by duration and by destination of tourism trips for personal purposes	Socio-demographic breakdowns
1. Number of residents, aged 15 or over, participating in tourism for personal purposes during the reference year 2. Number of residents, aged 15 or over, not participating in tourism for personal purposes during the reference year	(a) Any trip (i.e. having made at least 1 trip of at least 1 overnight stay) (b) Domestic trips only (i.e. having made at least 1 domestic trip of at least 1 overnight stay, but no outbound trips) (c) Outbound trips only (i.e. having made at least 1 outbound trip of at least 1 overnight stay, but no domestic trips) (d) Domestic and outbound trips (i.e. having made at least 1 domestic trip of at least 1 overnight stay and at least 1 outbound trip of at least 1 overnight stay) (e) Short trips (i.e. having made at least 1 trip of 1 to 3 overnight stays) (f) Long trips (i.e. having made at least 1 trip of 4 or more overnight stays) (g) Long trips, domestic trips only (i.e. having made at least 1 domestic trip of 4 or more overnight stays, but no outbound trips of 4 or more overnight stays) (h) Long trips, outbound trips only (i.e. having made at least 1 outbound trip of 4 or more overnight stays, but no domestic trips of 4 or more overnight stays) (i) Long trips, domestic and outbound trips (i.e. having made at least 1 domestic trip of 4 or more overnight stays and at least 1 outbound trip of 4 or more overnight stays)	1. Gender 2. Age group 3. [optional] Educational level 4. [optional] Employment situation 5. [optional] Household income

The breakdowns by duration and by destination of tourism trips for personal purposes shall be combined with the socio-demographic breakdowns.

B. Variables and breakdowns to be transmitted for triennial data

Variables	Breakdowns by main reasons for not participating in tourism for personal purposes during the reference year (with multiple answer possibilities for the respondents)	Socio-demographic breakdowns
1. Number of residents, aged 15 or over, not participating in tourism for personal purposes during the reference year (i.e. not having made any trip with at least 1 overnight stay for personal purposes during the reference year)	(a) Financial reasons (no money available for holiday trips, cannot afford to go on holiday) (b) Lack of free time due to family commitments (c) Lack of free time due to work or study commitments (d) Health reasons or reduced mobility (e) Prefer to stay at home, no motivation to travel (f) Safety (g) Other reasons	1. Gender 2. Age group 3. [optional] Educational level 4. [optional] Employment situation 5. [optional] Household income

The breakdowns by main reasons for not participating in tourism for personal purposes during the reference year shall be combined with the socio-demographic breakdowns.

The first reference year for the triennial variables shall be 2013.

C. Classifications to be applied for socio-demographic breakdowns

    (1) *Gender:* male, female.

    (2) *Age group:* less than 15 [optional], 15-24, 25-34, 35-44, 45-54, 55-64, 65 or over, with subtotals for 25-44 and 45-64.

    (3) *Educational level:* lower (ISCED 0, 1 or 2), middle (ISCED 3 or 4), higher (ISCED 5 or 6).

    (4) *Employment situation:* employed (employee or self-employed), unemployed, student (or pupil), other not in the labour force.

    (5) *Household income:* in quartiles.

Section 2

TOURISM TRIPS AND VISITORS MAKING THE TRIPS

A. Variables to be transmitted

	Variables	Categories to be transmitted	Periodicity
1.	Month of departure		Annual
2.	Duration of the trip in number of nights		Annual
3.	[Only for outbound trips] Duration of the trip: number of nights spent on the domestic territory		Triennial
4.	Main country of destination	Following the country list in the methodological manual drawn up under Article 10 of this Regulation	Annual
5.	Main purpose of the trip	(a) Personal: leisure, recreation and holidays (b) Personal: visiting relatives and friends (c) Personal: other (e.g. pilgrimage, health treatment) (d) Professional/business	Annual
6.	[Only for trips for personal purposes] Type of destination, with multiple answer possibilities	(a) City (b) Seaside (c) Countryside (including lakeside, river, etc.) (d) Cruise ship (e) Mountains (highlands, hills, etc.) (f) Other	Triennial
7.	[Only for trips for personal purposes] Participation of children in the travel party	(a) Yes (b) No	Triennial
8.	Main means of transport	(a) Air (flight services, scheduled or chartered, or other air services) (b) Waterway (passenger lines and ferries, cruises, pleasure boat, rented vessel, etc.) (c) Railway (d) Bus, coach (scheduled or non-scheduled) (e) Motor vehicle (private or rented) (f) Other (e.g. bicycle)	Annual
9.	Main means of accommodation	(a) Rented accommodation: hotels or similar accommodation (b) Rented accommodation: campsites, caravan or trailer park (non-residential)	Annual

	Variables	Categories to be transmitted	Periodicity
		(c) Rented accommodation: other rented accommodation (health establishments, youth hostels, marinas, etc.)	
		(d) Non-rented accommodation: own holiday home	
		(e) Non-rented accommodation: accommodation provided without charge by relatives or friends	
		(f) Non-rented accommodation: other non-rented accommodation	
10.	Booking of the trip: use of a tour operator or travel agency to book the main means of transport	(a) Yes (b) No (c) Don't know	Triennial
11.	Booking of the trip: use of a tour operator or travel agency to book the main means of accommodation	(a) Yes (b) No (c) Don't know	Triennial
12.	[Only for trips where no tour operator or travel agency was used to book the main means of transport or the main means of accommodation] Booking of the trip (independent)	(a) The services were booked directly with the service provider (b) No booking was needed	Triennial
13.	Booking of the trip: package trip	(a) Yes (b) No	Triennial
14.	Booking of the trip: Internet booking of the main means of transport	(a) Yes (b) No (c) Don't know	Triennial
15.	Booking of the trip: Internet booking of the main means of accommodation	(a) Yes (b) No (c) Don't know	Triennial
16.	Expenditure of the individual tourist during the trip on transport		Annual
17.	Expenditure of the individual tourist during the trip on accommodation		Annual
18.	[optional] Expenditure of the individual tourist during the trip on food and drinks in cafés and restaurants		Annual
19.	Other expenditure of the individual tourist during the trip; (19a) to be reported separately: durables and valuable goods		Annual
20.	Profile of the visitor: gender, using the following categories	(a) Male (b) Female	Annual
21.	Profile of the visitor: age, in completed years		Annual
22.	Profile of the visitor: country of residence		Annual
23.	[optional] Profile of the visitor: educational level	(a) Lower (ISCED 0, 1 or 2) (b) Middle (ISCED 3 or 4) (c) Higher (ISCED 5 or 6)	Annual

	Variables	Categories to be transmitted	Periodicity
24.	[optional] Profile of the visitor: employment situation	(a) Employed (employee or self-employed) (b) Unemployed (c) Student (or pupil) (d) Other not in the labour force	Annual
25.	[optional] Profile of the visitor: household income in quartiles		Annual

B. Limitation of the scope

The scope of observation shall be all tourism trips with at least one overnight stay outside the usual environment by the resident population aged 15 and over and which ended during the reference period. The data on the population under 15 years of age can be transmitted separately on an optional basis.

C. Periodicity

(1) The first reference year for the triennial variables and categories listed under headings A(3), A(6), A(7) shall be 2013.

(2) The first reference year for the triennial variables and categories listed under headings A(10) to A(15) shall be 2014.

Section 3

SAME-DAY VISITS

A. Variables and breakdowns to be transmitted on an annual basis (outbound same-day visits)

Variables	[optional] Breakdowns	[optional] Socio-demographic breakdowns
1. Number of outbound same-day visits for personal purposes 2. Number of outbound same-day visits for professional reasons	(a) by country of destination	1. Gender 2. Age group 3. Educational level 4. Employment situation 5. Household income
3. Expenditure on outbound same-day visits for personal purposes 4. Expenditure on outbound same-day visits for professional reasons	(a) by country of destination (b) by expenditure category: transport, shopping, restaurants/cafés, other	

B. Variables and breakdowns to be transmitted on a triennial basis (domestic same-day visits)

Variables	[optional] Breakdowns	[optional] Socio-demographic breakdowns
1. Number of domestic same-day visits for personal purposes 2. Number of domestic same-day visits for professional reasons		1. Gender 2. Age group 3. Educational level 4. Employment situation 5. Household income
3. Expenditure on domestic same-day visits for personal purposes 4. Expenditure on domestic same-day visits for professional reasons	(a) by expenditure category: transport, shopping, restaurants/cafés, other	

C. Classifications to be applied for socio-demographic breakdowns

The classifications to be applied for socio-demographic breakdowns are those listed in heading C of Section 1 of this Annex.

D. Limitation of the scope

The scope of observation shall be all same-day visits outside the usual environment by the resident population aged 15 and over. The data on the population under 15 years of age can be transmitted separately on an optional basis.

E. Periodicity and first reference periods

(1) The characteristics of same-day visits listed under heading A shall be transmitted annually, reporting separately the four quarters of the previous calendar year. The first reference period shall begin on 1 January 2014.

(2) The characteristics of same-day visits listed under heading B shall be transmitted every 3 years, reporting separately the four quarters of the previous calendar year. The first reference period shall begin on 1 January 2015. For the first reference period only, transmission shall be optional.

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4.2 Delegated acts

4.2.1 **Commission Delegated Regulation (EU) No 253/2013 of 15 January 2013 amending Annex II to Regulation (EU) No 692/2011 of the European Parliament and of the Council, as regards adaptations following the revision of the International Standard Classification of Education ISCED in relation to the variables and breakdowns to be submitted Text with EEA relevance**

http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2013:079:0005:0006:EN:PDF

REGULATIONS

COMMISSION DELEGATED REGULATION (EU) No 253/2013

of 15 January 2013

amending Annex II to Regulation (EU) No 692/2011 of the European Parliament and of the Council, as regards adaptations following the revision of the International Standard Classification of Education ISCED in relation to the variables and breakdowns to be submitted

(Text with EEA relevance)

THE EUROPEAN COMMISSION,

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

Having regard to Regulation (EU) No 692/2011 of the European Parliament and of the Council of 6 July 2011 concerning European statistics on tourism and repealing Council Directive 95/57/EC ([1]), and in particular Article 3(2) thereof,

Whereas:

(1) The introduction of an updated classification system is central to the Commission's ongoing efforts to maintain the relevance of European statistics, by taking into account developments and changes in the area of education.

(2) The United Nations Educational, Scientific and Cultural Organisation (UNESCO) has revised the version of the International Standard Classification of Education (ISCED) used hitherto (ISCED 1997) with the objective of ensuring that it is consistent with developments in the policies and structures of education and training.

(3) Annex II to Regulation (EU) No 692/2011 should therefore be amended accordingly,

HAS ADOPTED THIS REGULATION:

Article 1

Annex II to Regulation (EU) No 692/2011 is amended as follows:

(1) Section 1 is amended as follows:

_____
([1]) OJ L 192, 22.7.2011, p. 17.

(a) in Socio-demographic breakdowns, Part A, '3. [optional] Educational level' is replaced by '3. [optional] Educational attainment level';

(b) in Socio-demographic breakdowns, Part B, '3. [optional] Educational level' is replaced by '3. [optional] Educational attainment level';

(c) in point (3) of Part C, '*Educational level*: lower (ISCED 0, 1 or 2), middle (ISCED 3 or 4), higher (ISCED 5 or 6).' is replaced by '*Educational attainment level*: at most lower secondary, upper secondary and post-secondary (non-tertiary), tertiary.';

(2) Section 2, Part A is amended as follows:

(a) in Variables, row 23, '[optional] Profile of the visitor: educational level' is replaced by '[optional] Profile of the visitor: educational attainment level';

(b) in Categories to be transmitted, row 23: '(a) Lower (ISCED 0, 1 or 2)', '(b) Middle (ISCED 3 or 4)' and '(c) Higher (ISCED 5 or 6)' is replaced by the following:

'(a) At most lower secondary

(b) Upper secondary and post-secondary (non-tertiary)

(c) Tertiary';

(3) Section 3 is amended as follows:

(a) in Socio-demographic breakdowns, Part A, '3. Educational level' is replaced by '3. Educational attainment level';

(b) in Socio-demographic breakdowns, Part B, '3. Educational level' is replaced by '3. Educational attainment level'.

Article 2

This Regulation shall enter into force on the 20th day following that of its publication in the *Official Journal of the European Union*.

It shall apply from 1 January 2014.

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

Done at Brussels, 15 January 2013.

For the Commission
The President
José Manuel BARROSO

4.3 Implementing measures

4.3.1   Commission implementing Regulation (EU) No 1051/2011 of 20 October 2011 implementing Regulation (EU) No 692/2011 of the European Parliament and of the Council concerning European statistics on tourism, as regards the structure of the quality reports and the transmission of the data

http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2011:276:0013:0021:EN:PDF

COMMISSION IMPLEMENTING REGULATION (EU) No 1051/2011

of 20 October 2011

implementing Regulation (EU) No 692/2011 of the European Parliament and of the Council concerning European statistics on tourism, as regards the structure of the quality reports and the transmission of the data

(Text with EEA relevance)

THE EUROPEAN COMMISSION,

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

Having regard to Regulation (EU) No 692/2011 of the European Parliament and of the Council of 6 July 2011 concerning European statistics on tourism ([1]), and in particular Articles 6(4) and 9(2) and (3) thereof,

Whereas:

(1) Regulation (EU) No 692/2011 established a common framework for the systematic development, production and dissemination of European statistics on tourism.

(2) Reasonable level of quality should be ensured in the disseminated information and the maintenance of existing statistical series on tourism.

(3) The arrangements for and structure of the quality reports, as well as the practical arrangements for the data transmission should be laid down.

(4) It is appropriate to use the European statistics on tourism as fully as possible while respecting the confidentiality of the individual data records.

(5) Certain data should be made available to Member States in order to complete the statistical coverage of tourism at national level.

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

HAS ADOPTED THIS REGULATION:

Article 1

The arrangements for and structure of the quality reports shall be as set out in Annex I.

Article 2

The exchange standard for aggregate tables shall be as set out in Annex II.

Article 3

The exchange standard for micro-data files shall be as set out in Annex III.

Article 4

This Regulation shall enter into force on the 20th day following its publication in the *Official Journal of the European Union*.

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

Done at Brussels, 20 October 2011.

For the Commission
The President
José Manuel BARROSO

—

([1]) OJ L 192, 22.7.2011, p. 17.

ANNEX I

Structure of quality reports

Arrangements and structure for providing metadata

Member States shall provide the Commission (Eurostat) with reference metadata in accordance with the Euro SDMX Metadata Structure, as defined in Commission Recommendation 2009/498/EC (¹) for the European Statistical System.

Member States shall provide the required metadata (including quality) in accordance with an exchange standard specified by the Commission (Eurostat). The metadata shall be provided to Eurostat through the single entry point or in such a form that the Commission (Eurostat) can retrieve it by electronic means.

Contents of the metadata and quality reports

The report shall include the following concepts and cover internal tourism (Annex I to Regulation (EU) No 692/2011) as well as national tourism (Annex II to Regulation (EU) No 692/2011):

(1) *Relevance*, including completeness as compared to user needs and data completeness as compared to the requirements and recommendations laid down in Articles 2, 3, 4 and 10 of Regulation (EU) No 692/2011.

(2) *Accuracy*, including coverage error (over-coverage and under-coverage), recall bias, classification error, item and unit non-response (broken down by type of unit non-response), imputation rate (for Section 2 of Annex II), sampling error and coefficients of variation for a set of leading indicators and breakdowns (as well as a description of the formulae or algorithm used to calculate the coefficients of variation) and data revision (policy, practice, impact on leading indicators).

(3) *Timeliness*, including information on the calendar for the production process until the publication of the results (first results, final and complete results).

(4) *Punctuality*, including information on the dates of transmission of the data to the Commission (Eurostat) as compared to the deadlines specified in Article 9(4) of Regulation (EU) No 692/2011 for all data deliveries relating to the reference year.

(5) *Accessibility* and *clarity*, including information on the release calendar for the main publications (paper and online) relating to the reference periods of the reference year.

(6) *Comparability*, including comparability between geographical areas, over time (break in series) and between statistical domains.

(7) *Coherence*, including coherence within the domain with data from other sources, coherence with other statistical domains, coherence between annual and infra-annual statistics.

(8) *Cost* and *burden*, including (where available) a quantitative/monetary and qualitative indication of the cost associated with the collection and production and the burden on respondents, and a description of recent or planned measures to improve cost efficiency and/or reduce respondent burden.

(9) Metadata relating to *statistical presentation* and *statistical processing*, including information on (where applicable) concepts, definitions and classifications used, sources used, population frame, target population, frequency of data collection, survey type and data collection methods, scope (and limitations to the scope), sampling design and methodology, grossing-up procedures, treatment of confidential data and disclosure control.

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(¹) OJ L 168, 30.6.2009, p. 50.

ANNEX II

Aggregate tables for the transmission of data listed in Annex I and Sections 1 and 3 of Annex II to Regulation (EU) No 692/2011

File structure and codification

Member States shall provide the data required by this Regulation in accordance with an exchange standard specified by the Commission (Eurostat). Data shall be provided to Eurostat through the single entry point or in such a way that the Commission (Eurostat) can retrieve it by electronic means.

Where reference is made to 'identifiers', this shall mean the identifiers specified by the Commission (Eurostat). The Commission (Eurostat) shall provide detailed documentation in relation to these identifiers and will supply supplementary guidance in relation to the exchange standard. Data that do not comply with the provisions for the exchange standard specified by the Commission (Eurostat) will be considered as not having been provided.

Each dataset shall contain the fields listed in this Annex.

Header

The purpose of the header is to identify the transmitted data series and it shall consist of three fields:

— *Reference period* shall consist of seven characters, the first four identifying the year and the last three the period within the year. Examples: 2012A00 (annual data for 2012) or 2012M01 (monthly data for January 2012),

— *Country code* shall consist of two characters, containing the two-character country code of the Member States transmitting the data. Examples: BE (Belgium), BG (Bulgaria), etc.,

— *Subject* shall consist of one of the following identifiers of the dataset:

— **int_cap_annual**　internal tourism — capacity of tourist accommodation establishments;

　　　　data listed in Section 1 of Annex I to Regulation (EU) No 692/2011

— **int_occ_annual**　internal tourism — annual occupancy data (including estimate for below threshold establishments);

　　　　data listed in Section 2A of Annex I to Regulation (EU) No 692/2011

— **int_occ_mnight**　internal tourism — monthly data on nights spent;

　　　　data listed in Section 2B of Annex I to Regulation (EU) No 692/2011

— **int_occ_marrno**　internal tourism — monthly data on arrivals and net occupancy rates;

　　　　data listed in Section 2B of Annex I to Regulation (EU) No 692/2011

— **int_non_rented**　internal tourism — annual data on nights spent in non-rented accommodation;

　　　　data listed in Section 4 of Annex I to Regulation (EU) No 692/2011

— **nat_dem_partic**　national tourism — participation in tourism;

　　　　data listed in Section 1 of Annex II to Regulation (EU) No 692/2011

— **nat_dem_sdvout**　national tourism — outbound same-day visits;

　　　　data listed in Section 3A of Annex II to Regulation (EU) No 692/2011

— **nat_dem_sdvdom**　national tourism — domestic same-day visits;

　　　　data listed in Section 3B of Annex II to Regulation (EU) No 692/2011

Data

For each dataset, this entity shall contain the values for the variables and breakdowns and shall consist of six fields:

— *Variable* shall contain the identifier for the variable,

— *Breakdown* shall contain the identifier for the breakdown category or, where applicable, the combination of breakdown categories,

— *Unit* shall contain the identifier for the unit of measurement,

— *Value* shall contain the grossed up value for the population characteristic relating to the indicated variable and breakdown,

— *Flag* shall contain flags for 'data is cleared for dissemination', 'data is unreliable and shall not be used disseminated, but can be combined with other data in higher-level aggregate tables' and for 'data subject to primary or secondary confidentiality',

— *Comment* shall contain any short comment or metadata relating to one particular value (comments or footnotes relating to variables or breakdowns shall be mentioned under Notes).

Notes

For each dataset, this entity shall contain any explanatory notes, footnotes, metadata concerning one or more variables or breakdowns or general notes on the entire dataset, and shall consist of three fields:

— *Variable* shall contain the identifier for the variable to which the note relates,

— *Breakdown* shall contain the identifier for the breakdown category or, where applicable, the combination of breakdown categories to which the note relates,

— *Comment* shall contain the free note that can be published as methodological notes or additional explanations in order to better understand the transmitted data.

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ANNEX III

Micro-data files for the transmission of data listed in Section 2 of Annex II to Regulation (EU) No 692/2011

File structure and codification

Each observed trip shall be an individual record in the transmitted micro-data file. This micro-data file shall be fully checked, edited and, where necessary, imputed and shall follow the file structure and codification described in the table below. The Commission (Eurostat) will supply additional guidance in relation to the transmission format.

Data that does not respect the provisions for the exchange standard set out in this Annex will be considered as not having been sent.

Column	Identifier	Description	Filter/remarks
1/6	000001-999999	Sequence number of the trip	
		CHARACTERISTICS OF THE TRIP	
7/8		Month of departure	
	01-24	Number of the month (January of the reference year = 01, December of the reference year = 12; January of previous calendar year = 13, December of previous calendar year = 24)	
9/11		Duration of the trip in number of nights	
	001-366	Number of nights (3 digits)	
12/14		Duration of the trip: number of nights spent on the domestic territory	Only for outbound trips; Triennial variable, in the optional years: code = Blank
	000-183	Number of nights (3 digits)	
15/17		Main country of destination	
	001-999	Coding according to the country list in the methodological manual drawn up under Article 10 of Regulation (EU) No 692/2011	
18		Main purpose of the trip	
	1	Private/personal purpose: leisure, recreation and holidays	
	2	Private/personal purpose: visiting relatives and friends	
	3	Private/personal purpose: other (e.g. health treatment, pilgrimage)	
	4	Professional/business purpose	
19/24		Type of destination	Column 18 = [1, 2, 3]; Triennial variable, in the optional years: code = Blank
19	1	City = Yes	
	2	City = No	
	9	City = Not applicable (Column 18 = 4)	
20	1	Seaside = Yes	

Column	Identifier	Description	Filter/remarks
	2	Seaside = No	
	9	Seaside = Not applicable (Column 18 = 4)	
21	1	Countryside (including lakeside, river, etc.) = Yes	
	2	Countryside (including lakeside, river, etc.) = No	
	9	Countryside (including lakeside, river, etc.) = Not applicable (Column 18 = 4)	
22	1	Cruise ship = Yes	
	2	Cruise ship = No	
	9	Cruise ship = Not applicable (Column 18 = 4)	
23	1	Mountains (highlands, hills, etc.) = Yes	
	2	Mountains (highlands, hills, etc.) = No	
	9	Mountains (highlands, hills, etc.) = Not applicable (Column 18 = 4)	
24	1	Other = Yes	
	2	Other = No	
	9	Other = Not applicable (Column 18 = 4)	
25		**Participation of children**	Column 18 = [1, 2, 3]; Triennial variable, in the optional years: code = Blank
	1	Yes	
	2	No	
	9	Not applicable (Column 18 = 4)	
26		**Main means of transport**	
	1	Air (flight services, scheduled or chartered, or other air services)	
	2	Waterway (passenger lines and ferries, cruises, pleasure boat, rented vessel, etc.)	
	3	Railway	
	4	Bus, coach (scheduled or non-scheduled)	
	5	Motor vehicle (private or rented)	
	6	Other (e.g. bicycle)	
27		**Main means of accommodation**	
	1	Rented accommodation: hotels or similar establishments	

Column	Identifier	Description	Filter/remarks
	2	Rented accommodation: campsites, caravan or trailer park (non-residential)	
	3	Rented accommodation: other rented accommodation (health establishments, youth hostels, marinas, etc.)	
	4	Non-rented accommodation: own holiday home	
	5	Non-rented accommodation: accommodation provided without charge by relatives or friends	
	6	Non-rented accommodation: other non-rented accommodation	
28		**Booking of the trip: use of a tour operator or travel agency to book the main means of transport**	Triennial variable, in the optional years: code = Blank
	1	Yes	
	2	No	
	9	Don't know	
29		**Booking of the trip: use of a tour operator or travel agency to book the main means of accommodation**	Triennial variable, in the optional years: code = Blank
	1	Yes	
	2	No	
	9	Don't know	
30		**Booking of the trip (independent)**	Triennial variable, in the optional years: code = Blank Column 28 = 2 and Column 29 = 2
	1	The services were booked directly with the service provider	
	2	No booking was needed	
	9	Not applicable (Column 28 ≠ 2 or Column 29 ≠ 2)	
31		**Booking of the trip: package trip**	Triennial variable, in the optional years: code = Blank
	1	Yes	
	2	No	
32		**Booking of the trip: Internet booking of the main means of transport**	Triennial variable, in the optional years: code = Blank
	1	Yes	
	2	No	
	9	Don't know	

Column	Identifier	Description	Filter/remarks
33		Booking of the trip: Internet booking of the main means of accommodation	Triennial variable, in the optional years: code = Blank
	1	Yes	
	2	No	
	9	Don't know	
34/41		**Expenditure of the individual tourist during the trip relating to transport**	
	00000000-99999998	Amount in euro (8 digits)	
42/49		**Expenditure of the individual tourist during the trip relating to accommodation**	
	00000000-99999998	Amount in euro (8 digits)	
50/57		**Expenditure of the individual tourist during the trip on food and drinks in cafés and restaurants**	Optional variable, if not transmitted: code = Blank
	00000000-99999998	Amount in euro (8 digits)	
58/65		**Other expenditure of the individual tourist during the trip (total other, including durables and valuable goods)**	
	00000000-99999998	Amount in euro (8 digits)	
66/73		**Durables and valuable goods (subcategory of Other expenditure of the individual tourist during the trip)**	
	00000000-99999998	Amount in euro (8 digits)	
		PROFILE OF THE VISITOR	
74		**Gender**	
	1	Male	
	2	Female	
75/77		**Age**	
	000-198	Number of completed years (3 digits)	
78/79		**Country of residence**	
		The 2-digit country code (Belgium = BE, Bulgaria = BG, etc.)	
80		**Educational level**	Optional variable, if not transmitted: code = Blank
	1	Lower (ISCED 0, 1 or 2)	

Column	Identifier	Description	Filter/remarks
	2	Middle (ISCED 3 or 4)	
	3	Higher (ISCED 5 or 6)	
81		**Employment situation**	Optional variable, if not transmitted: code = Blank
	1	Employed (employee or self-employed)	
	2	Unemployed	
	3	Student (or pupil)	
	4	Other not in the labour force	
82		**Household income in quartiles**	Optional variable, if not transmitted: code = Blank
	1	First quartile	
	2	Second quartile	
	3	Third quartile	
	4	Fourth quartile	
		GROSSING-UP FACTOR	
83/91		**Grossing-up factor from sample to population**	
	000000-999999	Columns 83 to 88 contain integers	
	000-999	Columns 89 to 91 contain decimal places	

4.3.2 Commission Implementing Regulation (EU) No 81/2013 of 29 January 2013 amending Implementing Regulation (EU) No 1051/2011 as regards the micro-data files for the transmission of data

http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2013:028:0001:0002:EN:PDF

II

(Non-legislative acts)

REGULATIONS

COMMISSION IMPLEMENTING REGULATION (EU) No 81/2013

of 29 January 2013

amending Implementing Regulation (EU) No 1051/2011 as regards the micro-data files for the transmission of data

(Text with EEA relevance)

THE EUROPEAN COMMISSION,

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

Having regard to Regulation (EU) No 692/2011 of the European Parliament and of the Council of 6 July 2011 concerning European statistics on tourism and repealing Council Directive 95/57/EC (¹), and in particular Article 9(2) and (3) thereof,

Whereas:

(1) The introduction of an updated classification system is central to the Commission's ongoing efforts to maintain the relevance of European statistics, by taking into account developments and changes in the area of education.

(2) The United Nations Educational, Scientific and Cultural Organisation (Unesco) has revised the version of the International Standard Classification of Education (ISCED) used hitherto (ISCED 1997) with the objective of ensuring that it is consistent with developments in the policies and structures of education and training.

(3) The need for international comparability of educational statistics requires that the Member States and the insti-

tutions of the European Union use classifications of education which are compatible with the revised International Standard Classification of Education ISCED 2011 (ISCED 2011), as adopted by the Unesco Member States at their 36th General Conference in November 2011.

(4) Commission Implementing Regulation (EU) No 1051/2011 (²) should therefore be amended accordingly.

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

HAS ADOPTED THIS REGULATION:

Article 1

Annex III to Implementing Regulation (EU) No 1051/2011 is amended as set out in the Annex to this Regulation.

Article 2

This Regulation shall enter into force on the 20th day following that of its publication in the *Official Journal of the European Union.*

It shall apply from 1 January 2014.

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

Done at Brussels, 29 January 2013.

For the Commission
The President
José Manuel BARROSO

(¹) OJ L 192, 22.7.2011, p. 17.

(²) OJ L 276, 21.10.2011, p. 13.

ANNEX

The description of column 80 (Educational level) of Annex III to Implementing Regulation (EU) No 1051/2011 is replaced by the following:

Column	Identifier	Description	Filter/remarks
'80		**Educational attainment level**	Optional variable, if not transmitted: code = Blank'
	1	At most lower secondary (ISCED 2011 levels 0-2)	
	2	Upper secondary and post-secondary (non-tertiary) (ISCED 2011 levels 3 and 4)	
	3	Tertiary (ISCED 2011 levels 5-8)	

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