EUROPEAN COMMISSION
EUROSTAT
Directorate E: Sectoral and regional statistics
Unit E.5: Energy

Luxembourg, January 2022

QUALITY REPORTING

2022 CYCLE

REPORTING INSTRUCTIONS

LEGAL BASIS

Regulation (EC) No 1099/2008 on energy statistics (and subsequent amendments) provides for Quality Reports according to Article 6, Paragraph 4: *'Every five years, Member States provide the Commission (Eurostat) with a report on the quality of the data transmitted as well as on methodological changes that have been made*.'

The reporting template allows for the transmission of data on quality concerning reference year 2020. Under Article 6, paragraph 5 of Regulation (EC) 1099/2008 on energy statistics, countries shall send to the Commission (Eurostat) the quality report within 6 months from Eurostat's request. The transmission deadline for this cycle is **27 July 2022**. Earlier transmissions are welcome.

NOTE

For any questions or problems with filling in the report, please contact Tena GNJATOVIC
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REPORTING INSTRUCTIONS

Please provide information for the calendar year 2020. If you need to use fiscal year data, please state this clearly under the concept "Comment" and specify the period covered.

Where information is provided using a different methodology or definitions than those recommended in the reporting instructions or the ESS Metadata Handler guidelines, please provide clarifications.

OBJECTIVES AND SCOPE

Eurostat collects, processes and publishes annual, monthly and short-term monthly energy statistics on quantities of numerous energy commodities, both primary (e.g. crude oil, natural gas, hard coal, etc.) as well as secondary (e.g. motor gasoline, gas/diesel oil, coke, patent fuels, etc.). Statistics are also produced on end-user prices of electricity and natural gas.

The aim of the quality reporting exercise is a structured description and assessment of the quality dimensions and improvement of data quality in the field of energy statistics on quantities in accordance with the basic principles of the statistical law and the ESS Code of Practice.

More concretely, the following quality dimensions shall be assessed:

(a) 'relevance' shall refer to the degree to which statistics meet current and potential needs of the users;

(b) 'accuracy' shall refer to the closeness of estimates to the unknown true values;

(c) 'timeliness' shall refer to the delay between the availability of the information and the event or phenomenon it describes;

(d) 'punctuality' shall refer to the delay between the date of the release of the data and the target date when it should have been delivered;

(e) 'accessibility' and 'clarity' shall refer to the conditions and modalities by which users can obtain, use and interpret data;

(f) 'comparability' shall refer to the measurement of the impact of differences in applied statistical concepts and measurement tools and procedures where statistics are compared between geographical areas, sectoral domains or over time;

(g) 'coherence' shall refer to the adequacy of the data to be reliably combined in different ways and for various uses.

Each quality reporting file refers to one country. If several national bodies are involved in filling in the quality report, please coordinate the process internally and submit one single report.

STRUCTURE OF THE QUALITY REPORTS

The quality reports follow the Single Integrated Metadata Structure 2.0 (SIMS 2.0). SIMS 2.0 consists of 19 concepts and their subconcepts.

1. Contact
2. Metadata update
3. Statistical presentation
4. Unit of measure
5. Reference Period
6. Institutional Mandate
7. Confidentiality
8. Release policy
9. Frequency of dissemination
10. Accessibility and clarity
11. Quality management
12. Relevance
13. Accuracy
14. Timeliness and punctuality
15. Coherence and comparability
16. Cost and Burden
17. Data revision
18. Statistical processing
19. Comment

Detailed instructions on the type of answers to provide under these concepts, as well as examples, can be found in the European Statistical System handbook for quality and metadata reports. You are invited to consult this manual to better understand what information is expected from you. However, information provided in these reporting instructions and the guidelines integrated in the ESS Metadata Handler should be sufficient for filling in the quality report.

ACCESSING NATIONAL QUALITY REPORTS
IN THE ESS METADATA HANDLER

1. Log in to the ESS Metadata Handler[1]
2. Use the filter function to open the metadata flow **ENERGY_QUANTSI_A (1.0) National Metadata about Energy Statistics – quantities** and find the file for your country

   Step 1: Click on "Filter" to open the menu. Under "Metadata flow", find and click on ENERGY_QUANTSI_A (1.0) National Metadata about Energy Statistics – quantities.

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[1] If you do not have access to ESS MH, please write to ESTAT-METADATA@ec.europa.eu to request access. You will need to provide your EU login and indicate that you need access for the energy domain.

Step 2: Click on the Filter button at the bottom of the filter menu. Your national metadata file will appear. You will only see the file for your country.

Step 3: Click on the pencil icon to open and edit the file.

Once your file is open you can edit it by clicking on the concepts in the concept menu.

COMPLETING THE QUALITY REPORTING FILE

This section explains the main features of the quality reporting file in the ESS Metadata Handler as well as the steps that need to be carried out to complete the file and officially transmit it to Eurostat.

MANDATORY AND NON-MANDATORY CONCEPTS

The (sub)concepts marked with a red asterisk in the menu on the left side of the page are mandatory. You cannot send the file for validation unless you fill in all the mandatory concepts.[2]
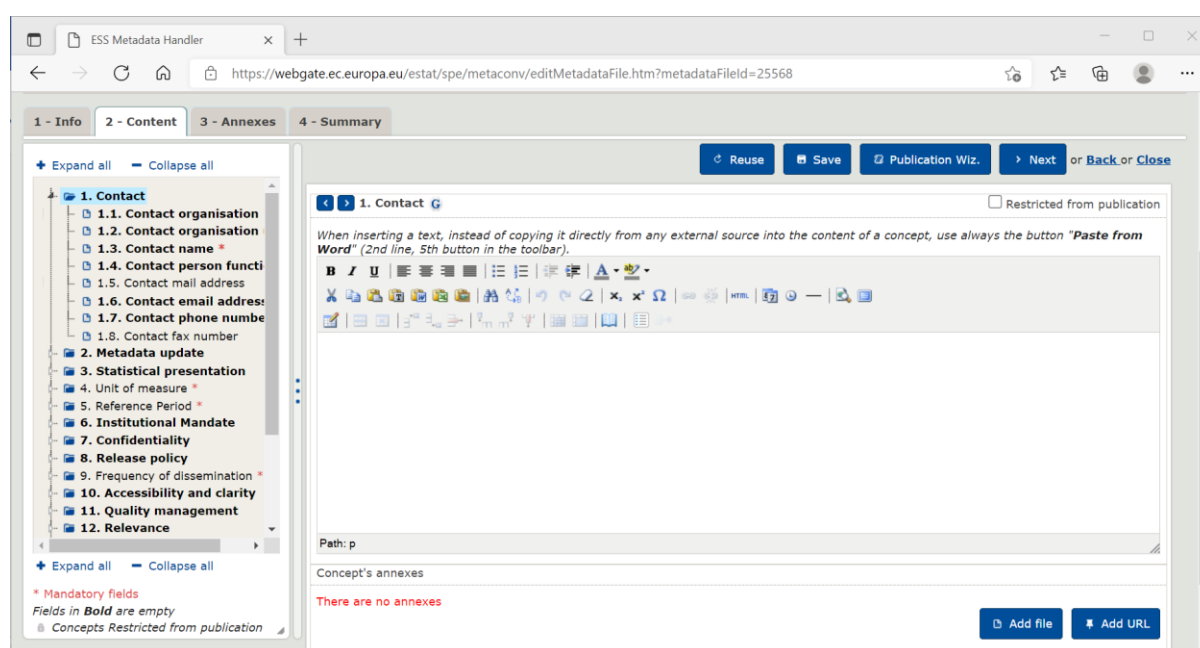
(Sub)concepts that are mandatory and not yet filled in are marked in bold in the concepts list. For example, in the above image subconcept 1.1. is mandatory and therefore in bold, whereas subconcept 1.5. is not mandatory.

RESTRICTED FROM PUBLICATION

To prevent certain information from appearing in the published files, we can tick the box "Restricted from publication" in the upper right corner of the image above. Currently the following subconcepts are marked as restricted from publication in all national files:

1.3. Contact name

1.4. Contact person function

1.6. Contact email address

1.7. Contact phone number

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[2] Concept 2 „Metadata update" is mandatory, however the dates in subconcepts 2.1. and 2.2. are filled in by Eurostat. To be able to send the file, please enter the same date in these two subconcepts as you did in subconcept 2.3., and we will change it at a later stage.

1.8. Contact fax number

CONCEPT GUIDELINES

To help you understand what kind of information is expected from you, the ESS Metadata Handler contains guidelines for each (sub)concept. To read the guidelines, hover with your mouse over the "G" icon next to the (sub)concept name.
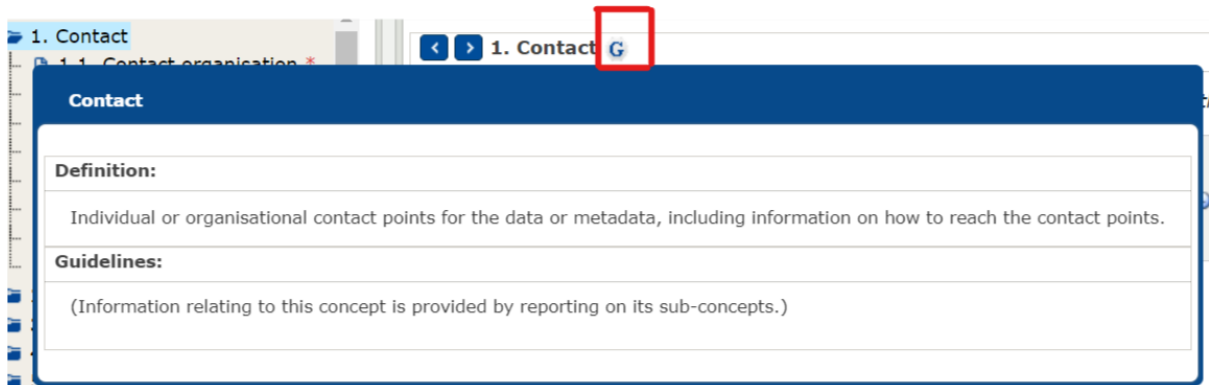

COPYING AND PASTING FROM EXTERNAL SOURCES

The ESS Metadata Handler provides some basic text editing functions. By hovering with your mouse over an icon you will get a short explanation of the function. A very important function is the "Paste from Word". This function is used when copying and pasting text from external sources, and allows you to more easily coordinate input from various sources.
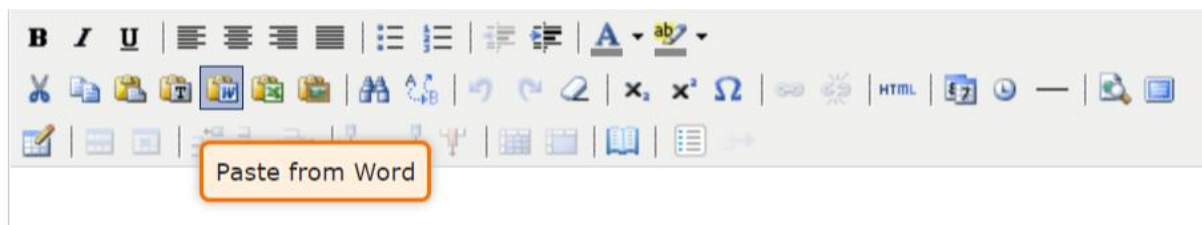
INSERTING HYPERLINKS

Another very useful function allows you to easily insert hyperlinks in your text.
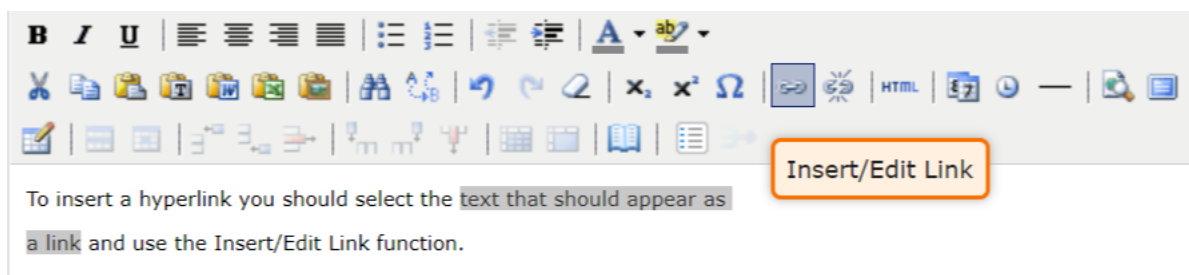
To remove a hyperlink, simply click on the "Unlink" button to the right of "Insert/Edit Link".

Another way to insert hyperlinks is by copying and pasting the URL using the Paste from Word button.

EDITING PRE-FILLED INFORMATION

In your national quality report file many (sub)concepts will be pre-filled with data that you submitted to Eurostat in the last quality reporting cycle. This data should be edited whenever needed. For example, if the information is no longer valid, or you find it insufficient for the (sub)concept in question. You can overwrite any pre-filled content in your national file.

In addition, this quality reporting exercise covers two EU data collections that were not part of the previous quality report: Disaggregated final energy consumption in households and SHARES. Please remember to provide information on national data collections linked to these two EU data collections.

EDITING TABLES

Much of the pre-filled information appears in the form of tables. If you wish to add a row to the table to provide information on, for example, a new data collection, you need to first click inside a row, and then use one of the "Insert Row" buttons ("Insert Row Before" or "Insert Row After").
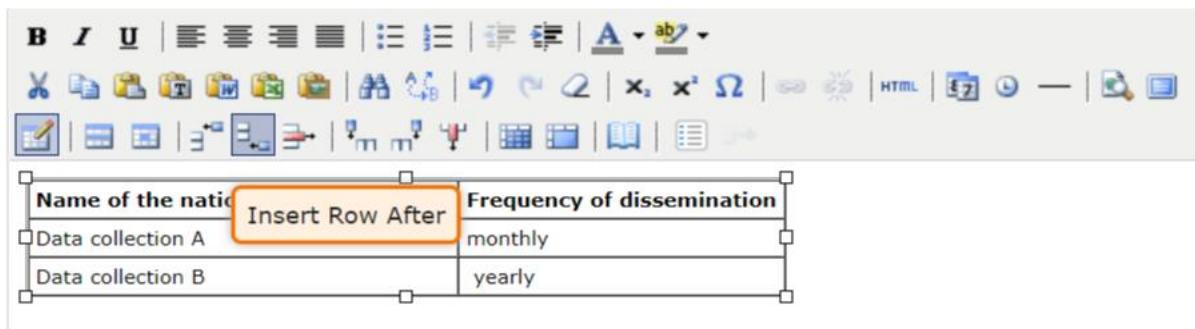
Similarly, you can add columns or delete rows and columns.

To edit the text inside the table, simply click inside the relevant cell and write your text.

The buttons "Table Row Properties" and "Table Cell Properties" allow for some basic formatting of the table. However, when inserting text inside a cell, the formatting will typically change. It is therefore recommended that you format cells only after inserting your text.
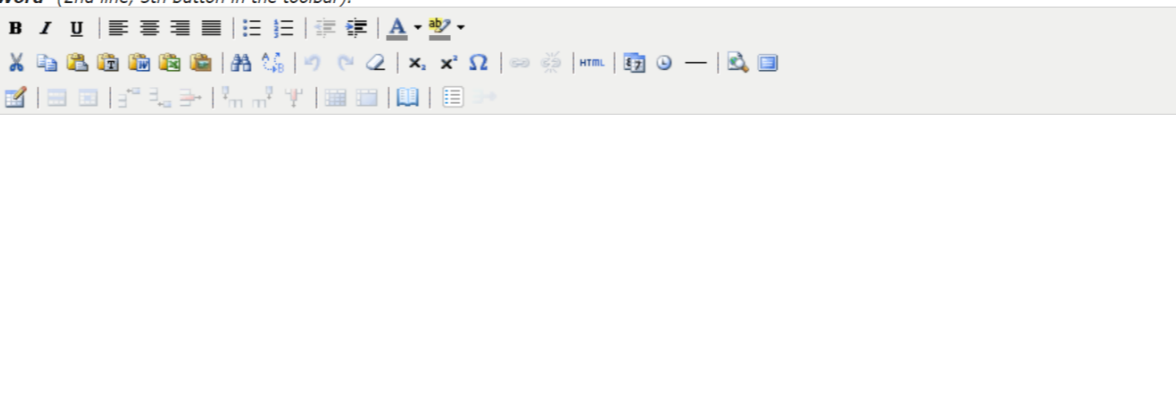
If you wish to create a new table, you can use the "Insert/Edit Table" button. You can also copy a paste a table from MS Word (by using the "Paste from Word" function). If you use the "Paste from Excel" button, you will only copy and paste the content of the cells, without any cell/table borders.

ANNEXES

You can attach annexes to any of the concepts by clicking on the "Add file" button which appears under each concept.

In the annex(es) that you attach, you can provide any information that you deem relevant and that is not suitable to be placed in the text box of the (sub)concept. For example, you may wish to attach the questionnaire you are using for a certain data collection. Countries that expressed the wish to provide an additional calculation of quantitative indicators, such as the confidence interval, using a different methodology than we proposed, are invited to do so in a separate annex.

MANDATORY ANNEXES

There are two pre-attached annexes that are mandatory for this quality reporting exercise. The one attached under concept 7 "Confidentiality" allows you to specify the confidential data points in different EU data collections. The other one, attached under concept 13 "Accuracy", needs to be filled in with data on different quantitative indicators of quality. The instructions on how to fill in these annexes are provided in the files themselves. To edit the content of the annex, follow these steps:

Step 1: Download the annex under Concept 7 / Concept 13

Step 2: Edit the downloaded file with the required content

Step 3: Delete the old version of the annex

Concept's annexes

Name	Description	Type	Actions
	|I ◄◄ Page 1 of 1 ►► ►I	15 per page	View 1 - 1 of 1		
ENERGY_QUANTSI_A_2020_an1.xls	Accuracy indicators	FILE	✎ ⬇ 🗑
			Delete annex

Step 4: Upload the new version of the annex by clicking on "Add file" under Concept 7 / Concept 13.

FILE SUMMARY

By clicking on "Summary" you receive a message on any mandatory concept left empty and on any broken links in your file. After clicking on OK, you access the preview of your file. You can choose to display "Full view" (preview includes concepts marked as "Restricted for publication") or "Disseminated view" (preview of the file as it will appear once published).

Edit a Metadata File

| 1 - Info | 2 - Content | 3 - Annexes | **4 - Summary** |

☑ For publication ❓

| **1 - Full view** | 2 - Disseminated view |

SAVING THE FILE AND SENDING IT FOR VALIDATION

It is not necessary to click on "Save" after every concept. However, it is recommended that you frequently save your file in order not to accidentally lose your work.

Once your file is ready and all mandatory concepts have been filled in and saved, a "Send" button will appear. By clicking on this button you will send the file to Eurostat for validation.