

0. Prerequisites	
0.1 Legal environment	<p>0.1.1 Responsibility for collecting, processing, and disseminating statistics</p> <p><u>National Statistics Office of Georgia</u></p> <p>According to article 7 of the "Georgian Law on Official Statistics" (<i>Law</i>), the National Statistics Office of Georgia (NSO) is responsible for the collection, processing and dissemination of statistical data.</p> <p>According to the <i>Law</i>, other state bodies (organizations), may perform activities in the field of official statistics in accordance with international standards and methodologies.</p> <p>The NSO ensures the coordination of works in the field of official statistics, issues recommendations on statistical standards and methodologies, performs the exchange of statistical information between administrative bodies and supports the implementation of approved standards and methodologies.</p> <p>0.1.2 Data sharing and coordination among data producing agencies</p> <p>The Revenue Service provides the National Statistics Office with the customs declaration database on merchandise trade, Service Agency LEPL of Ministry of Internal Affairs – with exports/imports data on motor vehicles and cars, Georgian State Electrosystem LLC – with electricity exports/imports data, and data on natural gas are provided by Georgian Gas Transportation Company Ltd.</p> <p>0.1.3 Confidentiality of individual reporters' data</p> <p><u>National Statistics Office of Georgia</u></p> <p>According to the <i>Law</i>, article 28 "Statistical Data Confidentiality":</p> <ol style="list-style-type: none"> 1. Data acquired for statistical purposes are confidential, if they enable to identify respondent. 2. The dissemination of confidential statistical data or their use for non-statistical purposes is prohibited unless the cases stated by the Georgian legislation. <p>0.1.4 Ensuring statistical reporting</p> <p><u>National Statistics Office of Georgia</u></p> <p>According to the <i>Law</i>, article 25 "Obligation to Provide Statistical and Other Information":</p> <ol style="list-style-type: none"> 1. To ensure the implementation of its duties, the NSO is eligible to request statistical and other information (including confidential) from administrative bodies and other legal and natural persons. 2. Administrative bodies are obliged to provide the NSO with information on natural and legal bodies of private law which is available for them.
0.2 Resources	<p>0.2.1 Staff, facilities, computing resources, and financing</p> <p>External Trade and Foreign Investments Statistics division includes 7 employees (1 head, 1 chief specialists, 3 senior specialists, 1 specialist and 1 on contractual basis), 7 personal computers, 3 printers, 2 faxes and 2 scanners.</p> <p>0.2.2 Ensuring efficient use of resources</p> <p><u>National Statistics Office of Georgia</u></p> <p>In order to ensure the efficient use of resources the following measures are undertaken:</p> <ol style="list-style-type: none"> 1. The thorough planning of statistical works (on multi-annual, annual

	<p>and quarterly basis) that ensure the production and dissemination of reliable and relevant statistical information;</p> <p>2. The permanent monitoring of the appropriate use of resources according their destination.</p> <p>Special attention is granted to the improvement of the staff performances, especially its qualification and abilities.</p>
0.3 Relevance	<p>0.3.1 Monitoring user requirements</p> <p><u>National Statistics Office of Georgia</u></p> <p>In order to assure the production and dissemination of relevant statistics in the process of elaboration of draft annual program of statistical works, the interested public and other institutions are consulted.</p> <p><u>Merchandise trade</u></p> <p>Comments of the bodies of state administration and other groups of statistics users are taken into account when the commodity structure and trade directions are considered to be published.</p>
0.4 Quality management	<p>0.4.1 Quality policy</p> <p><u>National Statistics Office of Georgia</u></p> <p>Quality awareness is evidenced by references to quality in the <i>Law</i> according which the production of statistical information is based on the principles of impartiality, statistical deontology.</p> <p>0.4.2 Quality monitoring</p> <p><u>National Statistics Office of Georgia</u></p> <p>A range of measures to ensure the high quality of works at each stage of information flow are undertaken.</p> <p>The primary and processed data are carefully checked for their internal, temporal consistency, as well as cross-checked with available data from other statistical and administrative sources of information.</p> <p>In order to ensure the high quality of primary data, frequently there are meetings.</p> <p>0.4.3 Quality planning</p> <p><u>National Statistics Office of Georgia</u></p> <p>Quality policy is based on the provisions of national and EU legislation, Strategy of NSO, European Statistics Code of Practice, user needs and expectations. It defines overall intentions and directions of institution related to quality.</p>
1. Integrity	
1.1 Professionalism	<p>1.1.1 Impartiality of statistics</p> <p><u>National Statistics Office of Georgia</u></p> <p>According to the <i>Law</i>, article 4 the basic principles of state statistics are: professional independence, objectivity, reliability, data confidentiality, effectiveness.</p> <p>The NSO is concerned to honor its independence and objectivity by The Law and regulation pursuing the objectivity of tools used, such as survey methods, statistical classifications, definitions of indicators, etc., as well as the objectivity of releasing and</p>

	<p>providing statistical data and information.</p> <p>1.1.2 Selection of sources, methodology, and modes of dissemination</p> <p><u>National Statistics Office of Georgia</u></p> <p>Bodies of the NSO and other statistical establishments shall obtain statistical information by means of statistical observations (current statistical reports and specially arranged statistical observations).</p> <p>Objects of statistical observations shall be Georgian residents as well as non-residents being on the territory of Georgia within the observation program limits.</p> <p>A type of the statistical observation, a circle of the observation objects, the regularity, the form and term of data presentation are defined in accordance with the observation objectives and shall, together with appropriate methodological institutions, be approved by the NSO.</p> <p>Producing the statistics and disseminating the information derived as a result of producing the statistics shall be in compliance with the international standards and practice.</p> <p><u>Merchandise trade</u></p> <p>The choice of sources for the compilation of external merchandise trade statistics is based on bilateral agreement between the NSO and the Revenue Service, and the NSO staff also considers other sources according to the methodological needs.</p> <p>1.1.3 Commenting on erroneous interpretation and misuse of statistics</p> <p><u>National Statistics Office of Georgia</u></p> <p>The NSO has full authority to comment on erroneous interpretation and misuse of statistics. This rarely occurs due to the provision of press briefings/conferences where NSO.</p> <p>Staff can provide information on methodologies, interpretation of statistics and respond to general questions.</p>
<p>1.2 Transparency</p>	<p>1.2.1 Disclosure of terms and conditions for statistical collection, processing, and dissemination</p> <p><u>National Statistics Office of Georgia</u></p> <p>Disclosure of terms and conditions for statistical collection, processing and dissemination is guaranteed by the state statistical program each year adopted by the president of Georgia. In state statistical program each data produced by the NSO has its short description, periodicity and timelines.</p> <p>The law on statistics is publicly available on NSO's website www.geostat.ge (in English on web page http://geostat.ge/cms/site_images/law_eng.pdf), also on the web of the Ministry of Justice of Georgia: www.justice.gov.ge</p> <p>1.2.2 Internal governmental access to statistics prior to release</p> <p><u>National Statistics Office of Georgia</u></p> <p>There are no privileges for accession on statistical data in Georgia. Statistical data are equally available to all users from the web: www.geostat.ge, also from publications of the NSO.</p> <p>1.2.3 Attribution of statistical products</p> <p><u>National Statistics Office of Georgia</u></p>

	<p>There is no ministerial comment on the occasion of statistical releases.</p> <p>1.2.4 Advance notice of major changes in methodology, source data, and statistical techniques.</p> <p><u>National Statistics Office of Georgia</u></p> <p>Methodology (for data collection, processing and analysis) and questionnaires of the NSO are adopted by the Statistical Board of the NSO which consists of 8 members (including its Chairman – an Executive Director of the NSO).</p> <p>For any changes in methodology, data source or questionnaire content or its design there is a need of changes in the resolution of the Statistical Board.</p>
1.3 Ethical standards	<p>1.3.1 Guidelines for staff behavior</p> <p><u>National Statistics Office of Georgia</u></p> <p>The law of Georgia on Public Service (articles 73¹ – 73⁵) and the internal regulations of the NSO define the staff behavior.</p>
2. Methodology	
2.1 Concepts and definitions	<p>2.1.1 Concepts and definitions</p> <p>Foreign trade statistics of Georgia are compiled according to the international methodology ("International Trade Statistics", United Nations, New York, 2004). The data are presented by months and on a cumulative basis from the beginning of the year.</p>
2.2 Scope	<p>2.2.1 Scope</p> <p>Scope of the data</p> <p>External trade statistics on goods covers all operations concerning external trade on goods which are recorded by official agencies, on the territory under jurisdiction of Georgia's government.</p> <p>Exceptions to coverage</p> <p>The data do not cover transit goods passing through the country, temporary imports or exports, securities, banknotes, coins in circulation, monetary gold, etc.</p> <p>Geographical coverage: Data do not cover the territories of Abkhazian Autonomous Republic and Tskhinvali Region (former South Ossetian Autonomous Region), a part of Georgian territory not controlled by the central authorities.</p> <p>Unrecorded activity</p> <p>External trade data do not cover shuttle trade.</p>
2.3 Classification/sectorization	<p>2.3.1 Classification/sectorization</p>

	<p>The imported and exported goods are classified according to the Harmonized Commodity Description and Coding System (HS 2007). The HS based Nomenclature of External Economic Activities for EU countries (on 6 digit level) is used. The data are converted in accordance with one-and two-digit level of the Standard International Trade Classification (SITC, rev. 3), and to the one-digit level of the Broad Economic Categories (BEC).</p> <p>The country classification – GNC 003-2003 (ISO 3166-3:1999), and currency classification – GNC 004-2004 are also used.</p>
2.4 Basis for recording	<p>2.4.1 Valuation</p> <p>The valuation of imports is on a CIF basis and exports are valued on a FOB basis.</p> <p>The value is shown in USD; the converting is made using the official currency exchange rate published by the National Bank of Georgia for the transaction day.</p> <p>The volume of goods is recorded in kilograms and in supplementary units, if the latter are requested.</p> <p>2.4.2 Recording basis</p> <p>All goods crossing the border of the country (territory controlled by the central authorities of Georgia) for subsequent sale or exporting are recorded. Export includes also re-export and import includes re-import.</p> <p>In accounting the General Trade System is used for the external trade data.</p> <p>2.4.3 Grossing/netting procedures</p> <p>All the import and export data including the goods to be processed are accounted for on gross basis, except repairing of goods which is accounted for on net basis and the corresponding data are used only for Balance of Payments purposes.</p>
3. Accuracy and reliability	
3.1 Source data	<p>3.1.1 Source data collection programs</p> <p>The information on export and import of goods is processed by the Revenue Service using the ACYCUDA program. The database of customs declarations is presented to the NSO as an MS Excel file. NSO uses MS Access for data processing. To complete the data information on gas and electric power is obtained from the corresponding sources.</p> <p>3.1.2 Source data definitions, scope, classifications, valuation, and time of recording</p> <p>Statistics on imports/exports of goods are compiled based on data from customs declarations, which are included in customs declarations database by the Revenue Service. The latest are transmitted to the NSO. In addition, NSO collects data on volume of exports and imports of goods, which are not declared at the customs border (i.e. electrical energy and natural gas) from the companies which transport or distribute these goods: the Georgian State Electrosystem, Electricity System Commercial Operator, Energy Pro Georgia (data on electrical energy) and Gas Transportation Company (data on natural gas). The information on price of the above mentioned goods is obtained from the Georgian National Energy Regulatory</p>

	<p>Commission (GNERC).</p> <p>3.1.3 Source data timeliness</p> <p>The data on exports and imports transactions for the reference month are presented to the NSO 3 days after the end of the reference month, on exports/imports of electrical energy – 10 days after the end of the reference month, on exports/imports of natural gas – 15 days after the end of the reference month.</p>
3.2 Assessment of source data	<p>3.2.1 Source data assessment</p> <p>Data are not assessed, as all data are received from administrative sources.</p>
3.3 Statistical techniques	<p>3.3.1 Source data statistical techniques</p> <p>The information received from Revenue Service is processed by the NSO in MS Access. Data are checked on codes and customs regimes accuracy, correctness of supplementary units, assessment of goods value and their belonging to merchandise trade are also made.</p>
3.4 Data validation	<p>3.4.3 Assessment of discrepancies and other problems in statistical outputs</p> <p>Periodically, in case of discovering methodological errors or other inaccuracies, they are corrected and previous months statistics is also checked.</p> <p>Once in each quarter the data for previous months of the quarter are controlled.</p>
4. Serviceability	
4.1 Periodicity and timeliness	<p>4.1.1 Periodicity</p> <p>Monthly.</p> <p>4.1.2 Timeliness</p> <p>Express aggregated data are available 16 days after the reference month.</p> <p>24 days after the reference month.</p>
4.2 Consistency	<p>4.2.1 Internal consistency</p> <p>More detailed data by commodity groups are available on the NSO website and in its publication Georgian External Trade.</p> <p>4.2.2 Temporal consistency</p> <p>Time series are available since 1995 on the NSO website.</p> <p>4.2.3 Intersectoral and cross-domain consistency</p>

	<p>Foreign trade statistics are used as a source for Georgia's Balance of Payments and national accounts. Cross-checks can be made with foreign trade statistics of partner countries.</p>
<p>4.3 Revision</p>	<p>4.3.1 Revision schedule</p> <p>Data are revised at least twice a year on the basis of adjusted figures from the basic sources.</p> <p>4.3.2 Identification of preliminary and/or revised data</p> <p>Revised data are identified in footnotes.</p>
<p>5. Accessibility</p>	
<p>5.1 Data</p>	<p>5.1.1 Statistical presentation</p> <p>The foreign trade statistics overview is published quarterly in Quarterly Bulletin, annually</p> <p>in annual publications <i>External trade of Georgia</i> and <i>Statistical Yearbook of Georgia</i>. Data are sent quarterly to the IMF, UN Statistical Division and Eurostat.</p> <p>Merchandise trade data are disseminated on the NSO website monthly.</p> <p>5.1.2 Dissemination media and format</p> <p>Hard copy - Quarterly bulletin</p> <p><i>Quarterly Bulletin</i></p> <p>Hard copy - Other</p> <p><i>External Trade of Georgia, Statistical Yearbook of Georgia</i></p> <p>Electronic - On-line bulletin or data</p> <p>Quarterly Bulletin: http://www.geostat.ge/index.php?action=wnews_archive&qy=0&lang=eng</p> <p>Data: http://www.geostat.ge/index.php?action=page&p_id=134&lang=eng</p> <p>Electronic - Other</p> <p>External Trade of Georgia: http://geostat.ge/index.php?action=wnews_archive&qy=1&lang=eng</p> <p>5.1.3 Advance release calendar</p> <p>An advance release calendar is available on the NSO website at</p>

	<p>http://geostat.ge/index.php?action=page&p_id=23&lang=eng</p> <p>5.1.4 Simultaneous release</p> <p>Data are released simultaneously to the public through the official publications and website.</p> <p>5.1.5 Dissemination on request</p> <p>Available, every user can address electronically (or by any other form) the contact person, when they need the data.</p>
5.2 Metadata	<p>5.2.1 Dissemination of documentation on concepts, scope, classifications, basis of recording, data sources, and statistical techniques</p> <p>Along with the statistical data, in publications the used classifications, methods of recording, description of data sources and the procedure of their statistical processing are presented. They also are provided to regular users of statistical presentations by request.</p> <p>5.2.2 Disseminated level of detail</p> <p>Detailing is done at 11 digit level of commodity classification, when it is necessary. A 2, 4, 6, 9 digit level of detailing of goods is presented in publications or special context of detailing is produced at users request.</p>
5.3 Assistance to users	<p>5.3.2 Availability of documents and services catalogs</p> <p>The list of NSO publications is available on the NSO website at http://www.geostat.ge/</p>