

0. Prerequisites	
0.1 Legal environment	0.1.1 Responsibility for collecting, processing, and disseminating statistics
	<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>
	0.1.3 Confidentiality of individual reporters' data
	<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.
	0.1.4 Ensuring statistical reporting
	<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	0.2.2 Ensuring efficient use of resources
	<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 and quarterly basis) that ensure the production and dissemination of reliable and relevant statistical information; 2. The permanent monitoring of the appropriate use of resources according their destination. <p>Special attention is granted to the improvement of the staff performances, especially its qualification and abilities.</p>
0.3 Relevance	0.3.1 Monitoring user requirements
	<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>0.4 Quality management</p>	<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>
<p>1. Integrity</p>	
<p>1.1 Professionalism</p>	<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 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</p>

	<p>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>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>
<p>1.3 Ethical standards</p>	<p>1.3.1 Guidelines for staff behavior</p> <p><u>National Statistics Office of Georgia</u></p>

	The law of Georgia on Public Service (articles 73 ¹ – 73 ⁵) and the internal regulations of the NSO define the staff behavior.
2. Methodology	
2.1 Concepts and definitions	2.1.1 Concepts and definitions
	<ul style="list-style-type: none"> • Average gross monthly wage and salary - is calculated by dividing the gross or calculated wage fund by the average number of employees for whom the wage in the respective period (quarter, year) has been calculated. • Gross or calculated wage fund – includes direct wages and salaries, remuneration for time not worked (excluding severance and termination pay), bonuses and gratuities and housing and family allowances paid by the employer directly to this employee. • Direct wages and salaries for time worked, or work done, cover: (1) straight time pay of time-rated workers; (2) incentive pay of time-rated workers; (3) earnings of piece workers (excluding overtime premiums); (4) premium pay for overtime, shift, night and holiday work; (5) commissions paid to sales and other personnel. Included are: premiums for seniority and special skills, geographical zone differentials, responsibility premiums, dirt, danger and discomfort allowances, payments under guaranteed wage systems, cost-of-living allowances and other regular allowances. • Remuneration for time not worked comprises direct payments to employees in respect of public holidays, annual vacations and other time off with pay granted by the employer. • Bonuses and gratuities cover seasonal and end-of-year bonuses, additional payments in respect of vacation period (supplementary to normal pay) and profit-sharing bonuses. <p>The national definitions are based on the recommendations of the ILO.</p>
2.2 Scope	2.2.1 Scope
	Scope of the data
	The data on wages cover the public sector and private sector.
	Exceptions to coverage
	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.
2.3 Classification/sectorization	2.3.1 Classification/sectorization
	Data are classified by “National classification of Georgia SEK 001-2004”, which is based on Statistical classification of economic activities in the European Community (NACE Rev. 1.1).
3. Accuracy and reliability	
3.1 Source data	3.1.1 Source data collection programs
	The basic data are collected with quarterly and annual surveys of the institutions, organizations and enterprises. About 13 thousand respondents are surveyed each

	<p>quarter and about 16 thousand respondents are surveyed in annual surveys.</p> <p>Budgetary institutions and large companies are surveyed in full but other commercial companies and organizations are surveyed using stratified sampling method.</p> <p>3.1.3 Source data timeliness</p> <p>Source data are received 25 days after the end of the reference quarter.</p>
3.3 Statistical techniques	<p>3.3.2 Other statistical procedures</p> <p>Data are not seasonally adjusted.</p>
4. Serviceability	
4.1 Periodicity and timeliness	<p>4.1.1 Periodicity</p> <p>Quarterly.</p> <p>4.1.2 Timeliness</p> <p>Quarterly data are published on the 80th day after the end of the reference period.</p>
4.2 Consistency	<p>4.2.1 Internal consistency</p> <p>The annual "Statistical Yearbook" publishes data on wages in the public sector and private sector.</p> <p>The annual publication "Men and Women" publishes data on average wages by gender.</p> <p>4.2.2 Temporal consistency</p> <p>Wages data in time series are included in the publications <i>Quarterly Bulletin, Statistical Yearbook, Men and Women</i>.</p>
4.3 Revision	<p>4.3.1 Revision schedule</p> <p>Data are final.</p>
5. Accessibility	
5.1 Data	<p>5.1.1 Statistical presentation</p> <p>Published data include the average wage and average wages by gender, economic activity, public and non-public sectors</p> <p>5.1.2 Dissemination media and format</p>

	<p>Hard copy - Other</p> <p><i>Statistical Yearbook, Men and Women</i></p> <p>Electronic - On-line bulletin or data</p> <ul style="list-style-type: none"> • Quarterly Bulletin: http://geostat.ge/index.php?action=wnews_archive&gy=0&lang=eng • Data: http://geostat.ge/index.php?action=page&p_id=149&lang=eng <p>5.1.3 Advance release calendar</p> <p>An advance release calendar with all the release dates throughout the year is available on the NSO website.</p> <p>5.1.4 Simultaneous release</p> <p>Data are released simultaneously to the public through the official publications and website.</p>
<p>5.2 Metadata</p>	<p>5.2.1 Dissemination of documentation on concepts, scope, classifications, basis of recording, data sources, and statistical techniques</p> <p>Short methodological notes are published in the annual publication <i>Statistical Yearbook</i>.</p> <p>Available at: http://www.geostat.ge/</p>