Survey of Information-Communication Technology Usage in Enterprises (Annual)

	Concept Name	Representation
1	**Contact**	
1.1	Contact organization	National Statistics Office of Georgia (Geostat)
1.2	Contact organisation unit	Business Statistics Department
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2	**Metadata update**	
2.1	Metadata last certified	February 28, 2020
2.2	Metadata last posted	February 28, 2020
2.3	Metadata last update	February 28, 2020
3	**Statistical presentation**	
3.1	Data description	Within the survey, 13 indicators are published: 1. Access and use of the Internet; 2. Using the means of communication with the Internet; 3. The average speed of connection to the internet; 4. Mobile Internet connection for the purposes of the enterprise; 5. Use of web-site or web-page; 6. Web site or web-pages; 7. Use of internet for communication with the authorities; 8. Electronic state procurement and electronic tenders; 9. Use of social media; 10. Goals of use social; 11. Experience of receiving and sending an electronic invoice; 12. Experience of using ERP type software; 13. Orders received from web-site.
3.2	Classification system	The survey is based on the National Classification of Economic Activities (NACE Rev.2).

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3.3	Sector coverage	Statistical survey of enterprises involves the entire business sector, except of financial corporations (banks, microfinance organizations, etc.)
3.4	Statistical concepts and definitions	**Active enterprise** – all non-financial corporations that were active during the reporting period. **Mobile connection with internet** – connection with internet by portable devices for enterprise, via mobile phone network. **Use of the Internet for communication with government units** – both administrative and public service providers and organizations, such as tax, costumes, business registration, social security, health care, nature protection agencies, local governance and self-government units. Government units may be local, regional or central. **Electronic state procurement** – implementation of state procurement via internet. Electronic state procurement includes several stages: posting applications, trading and payments. **Electronic Tender** – State procurement stage involving present of online applications, open, limited or negotiated procedures, as well as framework agreements and dynamic system of procurement. **Use of social media in the enterprise** – create and exchange important content for clients, suppliers, partners or directly using the internet technologies or communication platforms in enterprise. **User enterprise of social media** – an enterprise having a profile, account or user license in compliance with the requirements of social media of certain types. **Electronic Invoice** – Electronic Transaction Document, which includes the necessary information for the payment. There are two types of electronic invoice: • Electronic invoice with standard structure that can be automatically generated. It may be sent to the supplier and customer through appropriate service operators or through the electronic banking system. • Electronic invoice which is not intended for automatic processing. **ERP (Enterprise Resource Planning) Software** – a software package that provides enterprise resources management across various functional spheres (finance, planning, production marketing, etc.) based on exchange of information. **Electronic commerce** – buying/selling of goods / services through computer networks, through special processing tools for processing of goods (order of goods / services is performed electronically, but payment and delivery is not electronically). **Web-Sales** – Sales that are conducted through online stores or web-forms on an enterprise website or external network, regardless of what technical base (computer, laptop, mobile phone or other) is organized. **EDI-Sales** – Sales carried out by EDI-type messages (EDI - Electronic Data Interchange), which means an agreed or standard format that is intended for automatic rendering (eg, EDIFACT, UBL, XML, etc.) without Individual correspondence.. **Electronic commerce-purchases** – purchases, carried out in one of the following formats • Online stores or web-forms, on your enterprise web site or external network, • EDI-type messages, as described above. **Purchase of goods/services** – The value of goods / services purchased for use in the resale or production during the reporting period; Do not include capital goods that are recorded as the main capital consumption.

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3.5		Statistical unit	**Enterprise** – The economic unit which produces goods or serves services, independently makes economic decisions about distribution of their resources (having a definite degree of freedom in decision making). The enterprise carries out one or more of the economic activities according to one or more locations. The enterprise may be individual (physical) or legal entity.

3.6		Statistical population	All active enterprises whose economic activities are not related to the following sections of the National Classification of Economic Activities (NACE Rev. 1):
			    O – state governance and defense, compulsory social security;
			    T – households, as employer, activities; Production of non-differentiated goods and services for household consumption;
			    U – Exterior Organizations Activities.
			The size of the annual statistical survey of enterprises is about 4000..

3.7		Reference area	The entire territory of Georgia, besides of occupied regions.
3.8		Time coverage	From 2015.
3.9		Base period	-
4		**Unit of measure**	Quantity, %.
5		**Reference period**	Year.
6		**Institutional mandate**	
6.1		Legal acts and other agreements	The Law of Georgia on Official Statistics; https://www.geostat.ge/media/20817/latest-Law-of-Georgia_2018.pdf Statistical Work Programme (annual); https://www.geostat.ge/en/modules/categories/307/statistical-work-programme Charter of the National Statistics Office of Georgia. https://www.geostat.ge/media/20845/10%2Csaqstatis-konsolidirebuli-debuleba.pdf
6.2		Data sharing	-
7		**Confidentiality**	

7.1		Confidentiality - policy	1. The Law of Georgia on Official Statistics:
			    • According to the article 4 of the law individual data collected by statistical agencies for statistical compilation, whether they refer to natural or legal persons, are to be strictly confidential and used exclusively for statistical purposes.
			    • According to the article 28 (Observing Confidentiality of Statistical Data) of the law 1. The data collected for the purpose of producing official statistics shall be confidential if it allows for identification of observation unit or r it is possible to identify such data through it. 2. The confidential statistical data shall not be issued or disseminated or used for a non-statistical purpose but for the exceptions envisaged by the Georgian legislation. 3. When producing the official statistics, it is obligatory to destroy or store separately the identity data including the questionnaires

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		containing such data and used for statistical surveys according to the rules defined in the Georgian legislation.
		• According to the article 29 (The Obligations and Responsibilities of the Employees of the Geostat) of the law the confidential statistical data collected and processed for the purpose of statistical survey shall not be used or disseminated by the employees of the units of the Geostat. https://www.geostat.ge/media/20817/latest-Law-of-Georgia_2018.pdf
		2. Data Confidentiality Policy at Geostat https://www.geostat.ge/media/20860/Data-Confidentiality-Policy-at-Geostat_En.pdf
		3. Public Use Microdata Dissemination Policy at Geostat https://www.geostat.ge/media/20862/Microdata-Dissemination-Policy_Eng.pdf
		4. The Law of Georgia on Personal Data Protection https://matsne.gov.ge/en/document/view/1561437?publication=9
7.2	Confidentiality - data treatment	• Confidentiality guidelines. • Written undertakings by an employee of Geostat on ensuring confidentiality of gained/collected data as a result of official duties.
8	**Release policy**	
8.1	Release calendar	Data dissemination dates are defined according to the Advance release calendar, which is available on the website of Geostat and publicly accessible.
8.2	Release calendar access	https://www.geostat.ge/en/calendar
8.3	User access	All users have the equal access to the statistical data simultaneously.
9	**Frequency of dissemination**	Annual.
10	**Accessibility and clarity**	
10.1	News release	Press release are attached to the results of the survey: https://www.geostat.ge/en/news
10.2	Publications	-
10.3	On-line database	-
10.4	Micro-data access	-
10.5	Other	-
10.6	Documentation on methodology	-
10.7	Quality documentation	-
11	**Quality management**	
11.1	Quality assurance	To ensure the quality of the statistical processes and products Geostat follows Article 4 - Basic principles of official statistics - of the Law of Georgia on Official Statistics, as well as the European Statistics Code of Practice, the UN Fundamental Principles

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			of Official Statistics and Quality Assurance Framework of the European Statistical System (QAF).
11.2	Quality assessment		Methodology and Quality Management Division of Geostat, along with the sectoral departments, is responsible for the quality of the produced statistical products and processes. The Division carries out quality audit of statistical processes and assesses the risks associated with production of statistical data. Geostat has developed policy documents, guidelines and standard routine descriptions. These documents ensure the standardization of statistical processes and products and the establishment of a unified quality assurance system.
12	Relevance		
12.1	User needs		The main stakeholders are: business sector representatives, researchers and students, international organizations, state institutions, media, etc. They need these data to carry out different types of statistical analysis, to plan a marketing strategy or to evaluate and study the economic situation.
12.2	User satisfaction		In October 2019, user satisfaction survey was conducted, the target of the survey was to analyze the assessment of quality of statistical data by users and explore ways to improve user services. The survey report is available on the website of Geostat (in Georgian): https://www.geostat.ge/ka/single-news/1746/statistikuri-informatsiis-momkhmarebelta-kmaqofilebis-gamokvleva-2019-tseli
12.3	Completeness		The data are comparable to international standards.
13	Accuracy and reliability		
13.1	Overall accuracy		Comparison of the received data with the relevant data of the past period. In some cases, in the data processing, is verifying information in administrative sources and with representatives of the enterprise.
13.2	Sampling error		• At the country level does not exceed 0.5%; • Within the framework of economic activities – 2-3%; • At the regional level– 1-2%; • At the level of start– 10%.
13.3	Non-sampling error		To minimize non-sampling errors, the data is checked directly into the enterprises.
14	Timeliness and punctuality		
14.1	Timeliness		Data is published by the end of November of the following year of the reporting year.
14.2	Punctuality		The data is published according to the date specified in the statistical work program. There has not been any violation of publication dates.
15	Coherence and comparability		
15.1	Comparability - geographical		For all regions of Georgia have been used same methodology and approaches that are consistent with international methodology.
15.2	Comparability - over time		The time series is comparable to each other.

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15.3	Coherence - cross domain	The data is coherent.
	Coherence - internal	The data is coherent.
16	Cost and burden	The budget of survey about the use of information and communication technologies in the enterprises is 24 000 GEL and there is about 4,000 enterprises in the selection. In accordance with the general principles of implementation of statistical works, statistician compensation for one interview (for online questionnaire) is 6 GEL.
17	Data revision	
17.1	Data revision - policy	Statistical data revision policy is available on the website of Geostat: https://www.geostat.ge/media/20863/Revision-policy_Geostat_Eng.pdf
17.2	Data revision - practice	There is no data planned revision. Unplanned revision (in order to specify the data) has not taken place in practice.
18	Statistical processing	
18.1	Source data	Survey Questionnaire.
18.2	Frequency of data collection	Annually.
18.3	Data collection	The data was collected through face-to-face interviews in 2016. From 2017, data is collected through online questionnaires.
18.4	Data validation	Data inspection is primarily a program based on arithmetic control in the database. Secondary control is carried out by the field staff (interviewers) and staffs of business statistics division.
18.5	Data compilation	Selection of enterprises is based on occasional stratified selection. Data is weighted annually. Data acquired (according to individual enterprises) are multiplied by the weight they are given and then summarized in compliance with the requirements of the business statistics methodology.
18.6	Adjustment	Not applicable.
19	Comment	-