

Foreword

The various institutions and agencies that make up the National Statistics System (NSS) are sanctioned by the Census and Statistics Act (Chapter 10:29) of 2007 to collect, analyze, compile, produce and disseminate integrated, relevant, reliable and timely official statistical information in their areas of specialization.

The Census and Statistics Act brought about the birth of the Zimbabwe National Statistics Agency (ZIMSTAT), a semi-autonomous agency under the Ministry of Finance and the focal point of the NSS. Within the NSS, ZIMSTAT is also responsible for the coordination, supervision, harmonization and standardization of concepts and definitions to be used in the production of official statistics as laid out in the National Strategy for the Development of Statistics (NSDS) in Zimbabwe 2011-2015.

ZIMSTAT developed this Compendium of Concepts and Definitions for use by all stakeholders in the NSS, in recognition of its mandated roles of coordination, supervision and harmonization of concepts and definitions in the production and dissemination of official statistics. The use of this Compendium of Concepts and definitions by all players in the NSS will ensure local, regional and international comparability of Zimbabwe's statistical products.

The Compendium presents the concepts and definitions in alphabetical order under broad subject areas for easy access. An attempt has been made to provide self-contained definitions so that users searching for further items or additional material on a particular item can be minimized.

It is greatly acknowledged that most of the concepts and definitions were developed making reference to documents produced under the auspices of the international organizations such as:

- International Labour Organization (ILO)
- Food Agricultural Organisation (FAO)
- European Union (EU)
- United Nations Educational, Scientific and Cultural Organisation (UNESCO)
- United Nations Statistical Division
- Organisation for Economic Co-operation and Development (OECD)
- United Nations Environmental Programme
- Southern African Development Community (SADC)
- Economic Commission for Africa,

- Economic Commission Western African States (ECOWAS)
- European Statistics (Eurostat)

Reference was also made to other authoritative local, regional and international organizations, with particular reference to compendiums of countries such as Uganda and Tanzania with modifications to suit our environment. Last but not least, ZIMSTAT would like to acknowledge with gratitude the immense contribution made by the African Capacity Building Foundation (ACBF) of providing with financial assistance which facilitated the production of this publication.

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Director General, ZIMSTAT

INTRODUCTION

The Zimbabwe National Statistical Agency (ZIMSTAT) is the main source of Official Statistics in the National Statistical System (NSS) in the country through censuses and statistical surveys, but the responsibility for producing good quality statistics lies not in the hands of ZIMSTAT alone. Other institutions, such as line ministries, produce administrative data and a variety of other essential statistics. However, according to the Census and Statistics Act of 2007, ZIMSTAT is mandated to play a coordination and supervisory role within the NSS. It has been a concern over the years that producers of statistics in Zimbabwe have been producing statistics that are conflicting. This situation was probably caused by lack of coordination and use of differently defined terms and concepts, and this brought difficulties for researchers, planners and decision makers to decide on which dataset to use.

In an effort to ensure the timely production of relevant and standardized quality statistics that are comparable over time, space and across subject matter areas, ZIMSTAT has produced the Compendium of Concepts and Definitions in order to provide statistical concepts and definitions to be used by all producers and users of statistics so as to enhance harmonization in the production of official statistics in Zimbabwe.

This publication is summarized into 19 subject matter areas;

- General Concepts and Definition
- Sampling and Survey Methodology
- Population and Housing
- Education
- Health
- Employment
- Tourism , Migration and Cultures
- Gender
- Judicial, Crime and Social Welfare
- Living Conditions
- Poverty
- Economic statistics (National Accounts, External Trade, Prices, Finance, Census of Services, Industry)
- Information and Communication Technology (ICT)
- Science and Technology

- Sources of Electrical Energy
- Agriculture
- Environment
- Geographical and Mapping Concepts
- Quality Assurance.

This is the First Edition of the publication of the Compendium on Concepts and Definitions and is intended to be one of the regular publications for use by Government and other statistical stakeholders in the NSS.

This publication was produced with the involvement of various stakeholders within the NSS. Henceforth, the NSS needs to be supported by adequate statistical infrastructure based on well-defined Concepts, Definitions, International Classifications and Methodologies and Standard procedures. It is expected that the Development of Statistical Infrastructure will improve the quality of data and harmonize statistical production processes as well as reduce production costs within the NSS. This initiative will assist to heighten public awareness and confidence among various users in the use of routine and ad hoc Surveys and Census data.

It is intended to update this publication after every three (3) years. The time in between will be used to develop concepts and definitions for new subject matter areas and promote discussions, comments and constructive suggestions from stakeholders so as to produce quality statistics needed to facilitate evidence-based policy formulation and monitoring and evaluation of Government's developmental policies and programmes. The next edition will be produced in 2015.

Acronyms

ABM	Agent based modeling
ACP	African, Caribbean and Pacific Group of States
ADSL	Asymmetric digital subscriber line
AGRIBANK	Agricultural Bank of Zimbabwe
AGRITEX	Agricultural, Technical and Extension Services
AIDS	Acquired immune deficiency syndrome
ALS	Agriculture and Livestock Survey
ARI	Acute Respiratory Infection
AU	African Union
AZTA	Association of Zimbabwe Travel Agents
BCG	BasilliCalmetec Guerin
BEAM	Basic Education Assistance Module
BOAZ	Boat Association of Zimbabwe
BOD	Biological Oxygen Demand
BOR	Bed Occupancy Rate
BTS	Business Tendency Survey
CAPCO	Central African Power Corporation
CARIM	Consortium for Applied Research on International Migration
CBR	Community Based Research
CBR	Crude Birth Rate
CCA	Climate Change Adaptation
CDMA	Code Division Multiple Access
CDR	Crude Death Rate
CDU	Curriculum Development Unit

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CERT.	Certificate
CGD	Center for Global Development
CIAC	Community Internet Access Centre
CIP	Census of Industrial Production
CLS	Child Labour Survey
CMED	Central Mechanical and Equipment Department
CMR	Child Mortality Rate
COD	Chemical Oxygen Demand
COICOP	Classification of Individual Consumption According to Purpose
CoS	Census of Services
CPI	Consumer Price Index
CRA	Community Risk Assessment
CSA	Case Study Area
CSC	Cold Storage Commission
CSO	Central Statistical Office
CSPro	Census and Surveys Programme
CTM	Counter Trafficking Module
CVCA	Climate Vulnerability and Capacity Analysis
CZI	Confederation of Zimbabwe Industries
DAC	Development Assistance Committee
DHS	Demographic and Health Survey
DIOC	Database on Immigrants in OECD Countries
DMSs	Develop Data Management Systems
DPT	Diphtheria, Petasis, Tetanus
DRC	Democratic Republic of Congo

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DRR	Disaster Risk Reduction
DRSS	Department of Research and Specialist Services
DSL	Digital Subscriber Line
DTP	Desktop Publishing
EACH FOR	Environmental Change and Forced Migration Scenarios
EC	European Commission
ECD	Early Childhood Development
EIA	Environmental Impact Assessment
EM DAT	International Disaster Database
EMN	European Migration Network
EPI	Enhanced Programme of Immunization
EU	European Union
EUI	European University Institute
FDI	Foreign Direct Investment
FGD	Focus Group Discussions
FPL	Food Poverty Line
FTTH	Fibre-to-the-home
GBR	General Birth Rate
GDN	Global Development Network
GDP	Gross Domestic Product
GFMD	Global Forum on Migration and Development
GIS	Geographical Information System
GNI	Gross National Index
GPI	Gender Parity Index
GPS	Global Positioning System

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GSM	Global System for Mobile Communications
HAPI	Handheld assisted personal interviewing
HAZ	Hotel Association of Zimbabwe
HBS	Household Budget Surveys
HCPI	Harmonized Consumer Price Index
HDI	Human Development Indicator
HDR	Human Development Report
HISU	Health Information and Surveillance Unit
HIV	Human immunodeficiency virus
ICDS	Inter-Censal Demographic Survey
ICES	Income Consumption and Expenditure Survey
ICMPD	International Centre for Migration Policy Development
ICT	Information and Communication Technology
ICTs	Information and Communication Technologies
IDC	Industrial Development Bank
IDMC	International Displacement Monitoring Centre
IES	Income Expenditure Surveys
IHSN	International Household Survey Network
ILMS	International Labour Migration Statistics
ILO	International Labour Organisation
IMF	International Monetary Fund
IM-LFS	Indicator Monitoring, Labour Force Survey
IMR	Infant Mortality Rate
IMT	International Migration and Tourism
IMT-2000	International Mobile Telecommunications 2000

IOM	International Organization for Migration
IP	Internet Protocol
IPPR	Institute for Public Policy Research
IPUMS	Integrated Public Use Micro data Series
ISCED	International Standard Classification of Education
ISCO	International Standard Classification of Occupations
ISIC	International Standard Industrial Classification for all Economic Activities
ISO	International Organization for Standardization
ISP	Internet Service Provider
IT	Information Technology
ITU	International Telecommunications Union
IUSSP	International Union for the Scientific Study of the Population
LAN	Local Area Network
LFS	Labour Force Survey
LSCF	Large Scale Commercial Farms
LSMS	Living Standards Measurement Studies
M&E	Monitoring and Evaluation
MAN	Metropolitan Area Network
MARS	Migration and Remittances Survey
Mbit/s	Megabits per second
MCH	Mother and Child Health
MDG	Millennium Development Goal
MDGs	Millennium Development Goals
MMDS	Microwave multipoint distribution systems.

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MOHCW	Ministry of Health and Child Welfare
MPI	Migration Policy Institute
MTCID	Ministry of Transport, Communications and Infrastructural Development
MTO	Money Transfer Organization
NPISH	Non-Profit institutions Serving Households
NSDS	National Strategy for the Development of Statistics
NSO	National Statistical Office
NSS	National Statistical System
NSSA	National Social Security Authority
NUST	National University of Science and Technology
OCHA	United Nations Office for the Coordination of Humanitarian Affairs
ODA	Official Development Aid
OECD	Organization for Economic Co-operation and Development
OPD	Out-patients Department
OSCE	Organization for Security and Co operation in Europe
PAPU	Pan African Postal Union
PC	Personal Computer
PCC	Primary Course Completed
PDA	Personal digital assistant
PDL	Poverty Datum Line
PHAMSA	Partnership on HIV and Mobility in Southern Africa
PIAC	Public Internet Access Centre
PICES	Poverty Income Consumption & Expenditure Survey
POTRAZ	Postal and Telecommunications Regulatory Authority of Zimbabwe

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PPI	Producer Price Index
PSC	Public Service Commission
PSTN	Public Switched Telephone Network
QEI	Quarterly Employment Inquiry
R & D	Research and Development
RBZ	Reserve Bank of Zimbabwe
RDS	Respondent driven Sampling
RSIM	Recommendations on Statistics of International Migration
RSS	Royal Statistical Society
SADC	Southern African Development Community
SAMP	Southern African Migration Project
SAS	Statistical Analysis System
SEA	Strategic Environmental Assessments
SIA	Social Impact Assessment
SIM	Subscriber Identification Module
SLA	Sustainable Livelihoods Approach
SNA	System of National Accounts
SPS	Sector Plan for Statistics
SPSS	Statistical Package for Social Sciences
SSCF	Small Scale Commercial Farms
STERP	Short Term Recovery Programme
STI	Sexually Transmitted Infections
TCPL	Total Consumption Poverty Line
TFR	Total Fertility Rate
TiP	Trafficking in Persons

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TT	Tetanus Toxoid
TV	Television
UN	United Nations
UNAIDS	Joint United Nations Programme on HIV/AIDS
UNCTAD	United Nations Conference on Trade and Development
UNDESA	United Nations Department of Economic and Social Affairs
UNDP	United Nations Development Programme
UNECA	United Nations Economic Commission for Africa
UNECLAC	United Nations Economic Commission for Latin America and the Caribbean
UNESCAP	United Nations Economic and Social Commission for Asia and the Pacific
UNESCO	United Nations Educational, Scientific and Cultural Organization
UNESCWA	United Nations Economic and Social Commission for West Africa
UNFPA	United Nations Population Fund
UNGMD	United Nations Global Migration Database
UNHCR	United Nations High Commissioner for Refugees
UNICEF	United Nations Children's Fund
UNLDC	United Nations Conference on the Least Developed Countries
UNODC	United Nations Office on Drugs and Crime
UNSC	United Nations Statistical Commission
UNSD	United Nations Statistics Division
UPU	Universal Post Union
URL	Universal Resource Locator
USAID	United States Agency for International Development
VAT	Value Added Tax
VCA	Vulnerability and Capacity Analysis

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VMI	Volume of Manufacturing Index
VoIP	Voice over Internet Protocol
WAN	Wide Area Network
WAP	Wireless Application Protocol
WB	World Bank
WCDMA	Wideband Code Division Multiple Access
WDI	World Development Indicators
WFS	World Fertility Survey
WHO	World Health Organization
Wi-Fi	Wireless fidelity
WiMax	Worldwide interoperability for microwave access
WSIS	World Summit on the Information Society
WWW	World Wide Web
ZATSO	Zimbabwe Association of Tour and Safari Operators
ZDB	Zimbabwe Development Bank
ZESA	Zimbabwe Electricity Supply Authority
ZIMDAT	Zimbabwe Statistics Database
ZIMRA	Zimbabwe Revenue Authority
ZIMSTAT	Zimbabwe National Statistics Agency
ZITF	Zimbabwe International Trade Fair
ZIVRA	Zimbabwe Vehicle Rental Association
ZNCC	Zimbabwe National Chamber of Commerce
ZNFPC	Zimbabwe National Family Planning Council
ZPS	Zimbabwe Prison Service
ZRP	Zimbabwe Republic Police

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ZSE	Zimbabwe Stock Exchange
ZTA	Zimbabwe Tourism Authority
3G	Third-Generation Technology
4G	Fourth-Generation Technology

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1 General Concepts and Definitions

1.1 Administrative data

These are data originally collected for administrative purposes.

1.2 Confidentiality

Refers to the legal and ethical obligations principles of the research staff not to reveal the individual data to anyone, neither in the form of raw data nor in the form of tables which may permit disclosure of data for individual.

1.3 Data

Are observations or facts which, when collected, organized and evaluated, become information or knowledge

1.4 Data Collection

The process of gathering and measuring information on variables of interest, in an established systematic fashion that enables one to answer stated research questions, test hypotheses, and evaluate outcomes.

1.5 Frequency

The number of observations in a given statistical category.

1.6 Head of Household

A head of household is a usual member of a household who is considered as such by the other members of the household and responsible for the day to day running and management of household affairs.

1.7 Household

A single person or a group of people whether related or not who share the same cooking, eating and living arrangements.

1.8 Index

Is a number used to show the variation in some quantity over time.

1.9 Metadata

The information that defines and clarifies the numbers, it can also include such things as explanatory notes, information papers, and concepts, sources and methods. Within a statistical table, the row and column descriptions, along with the reference period for the data and the geographic area described usually found in the table heading, and footnotes associated with the table, constitute metadata.

1.10 National Statistical System (NSS)

Is a group of all stakeholders involved in the production of official statistics, whether in their capacity as users or producers of statistics or statistical trainers and researchers or as bulk suppliers of data; and the manner in which they are related to each other.

1.11 Outlier

Is an extreme or atypical data value(s) in a statistical enquiry. It is an observation value that is significantly different from the rest of the data. There may be more than one outlier in a set of data.

1.12 Population

Is the total number of units of interest at a given time in a given area /defined territory or /country. *See also Demography and Human Population.*

1.13 Range

Is the actual spread of data, including any outliers. It is the difference between the highest and lowest observation.

1.14 Ratio

Expresses the difference between two numbers in a proportional relationship, e.g. there might be 23 students in a class. If there are 10 girls then the ratio of girls to boys is 10 to 13, or 10:13

1.15 Register (Administrative)

Are a sub-group of administrative records. If an administrative record consists of unit-level data, it can be called a register. Administrative registers come from administrative sources and become statistical registers after passing through statistical processing in order to make it fit for statistical purposes (production of register based statistics, frame creation, etc.).

1.16 Relative frequency

Is the number of times a particular observation occurs divided by the total number of observations.

1.17 Relative standard error (RSE)

The relative standard error is the standard error expressed as a percentage of the estimate. This enables the user to compare the quality of estimates of different size.

1.18 Statistical Distribution

A statistical function that describes all the possible values and likelihoods that a random variable can take within a given range.

1.19 Statistical Error

Denotes the difference between an occurring value and its true or expected value. There is here no imputation of mistakes on the part of a human agent; the deviation is a chance effect. In this sense we have, for example, errors of observations, errors in equations, errors of the first and second kinds in the testing of hypothesis, and the error band surrounding an estimate, and also the Normal curve of errors itself

1.20 Statistical Unit

Is an entity about which information is sought and for which statistics are ultimately compiled. It is the unit that provides the basis for statistical aggregates and to which tabulated data refer e.g. household and establishments, plot holders etc.

1.21 Variable

The characteristic of a unit being observed that may assume more than one set of values to which a numerical measure (e.g. income, age, weight) or a category from a classification (e.g. "occupation", "industry", "disease", etc.) can be assigned. Variables can either be dependent or independent, continuous or discrete.

- **Independent variable:** one whose values are not influenced by changes in the values of other variables
- **Dependent variable:** one whose values are influenced by changes in the values of other variables.
- **Continuous variable:** Is a numeric variable that can take any value within a certain range. Examples of continuous variables may be distance, age or temperature.
- **Discrete variable:** A variable that takes values from a finite or countable set, such as number of girls in a class.

2 Sampling and Surveys

2.1 Cross-Sectional Survey

A survey that collects data on variables of interest at a particular period of time.

2.2 Estimate

Is an approximate value from the sample of the true population parameter. The value obtained from a sample which is used, with a known margin of error, as an approximation for a population characteristic.

2.3 Focus groups discussions

Is a way of eliciting information that allows a number of participants to air their opinions and insights on a particular issue. A trained facilitator moderates the discussion according to predetermined discussion guide and raises topics for discussion with the group in line with the researchers' goals.

2.4 Frame

Consist of previously available descriptions of the objects or material related to the physical field in the form of maps, lists, directories, etc. from which sampling units may be constructed and a set of sampling units selected. It usually contains a good deal of additional information that can be used to improve sample designs.

2.5 Household Listing

Is a process of recording all households, in a systematic manner, in a given area for the purpose of creating a sampling frame.

2.6 In-depth interviews

A conversation conducted by trained staff that usually collects specific information when not much is known about the population to get preliminary ideas from the participants

2.7 Interviewer errors

Are associated with effects on respondent's answers stemming from the different ways that interviewers administer the same survey. Examples of these errors include the failure to read the question correctly (leading to response errors by the respondent), delivery of the question with an intonation that influences the respondents choice of answer, and failure to record the respondents answer correctly

2.8 Item non-response

Occurs when a respondent provides some, but not all of the requested information, or if the reported information is not usable.

2.9 Item response rate

Is the ratio of the number of eligible units responding to an item to the number of responding units eligible to have responded to the item.

2.10 Longitudinal (Panel) Survey

A survey where data is collected on the variables of interest from the selected sample repeatedly over time in order to study the trend of behaviour of such variables.

2.11 Margin of error

The statistic which describes the amount of random sampling error in a survey's results. When the margin of error is great, there is less confidence that the results of the survey correctly represent what would have been found by surveying the entire population.

2.12 Master Sample

Master sample frame is used to select samples either for multiple surveys or for use in different rounds of a continuing or a periodic survey.

2.13 Measurement error

Refers to errors in survey responses arising from the method of data collection, the respondent or the questionnaire (or other instruments). It includes the error in a survey response as a result of respondent confusion, ignorance, carelessness, or dishonest; the error attributed to the interviewer perhaps as a consequence of poor or inadequate training, prior expectations regarding respondents responses, or deliberate errors; and error attributable to the wording of the questions in the questionnaire, the order or context in which the questions are presented and the method used to obtain the responses.

2.14 Methodology

A description of the way in which data is collected for part or all of a research project.

2.15 Non- response

Means failure to obtain a measurement on more study variables for one or more elements selected for the survey. Non-response is a form of non- observation present in most surveys. The term encompasses a wide variety of reasons for non-observation “non-contact”, “not at home”. “Incapacity”, “hard core refusal”, “inaccessible”, “unreturned questionnaire” and others. In the first two cases contact with the selected element is never established.

2.16 Non-sampling errors

Occur in producing statistical information that are not caused by sampling methodology. For example, errors can be induced as a result of the respondent, questionnaire, interviewer, processing, etc.

2.17 Out of scope units

Units that should not be included in the sampling frame because they do not belong to the target population in the reference period. If enumerated, they cause over-coverage.

2.18 Outlier

Extremely small or extremely large values in a set, compared with the mean of all values in the set.

2.19 Parameter

Any numerical value describing a characteristic of the population.

2.20 Qualitative Research

Empirical research in which the researcher explores relationships using textual, rather than quantitative data. Case study, observation, and ethnography are considered forms of qualitative research. Results are not usually considered generalizable, but are often transferable.

2.21 Quantitative Research

Empirical research in which the researcher explores relationships using numeric data. Survey is generally considered a form of quantitative research. Results can often be generalized, though this is not always the case.

2.22 Random error

The process applied to data to allow the maximum amount of detail possible to be released without breaching confidentiality.

2.23 Respondents

Refer to data providers (for example, persons, households, communities, establishments, enterprises) for purposes of compiling statistics.

2.24 Response bias

Inaccuracy of data collected caused by respondent error.

2.25 Response rate

- **For interviews:** This is the number of completed interviews divided by the number of eligible units in the survey.
- **Online survey:** The response rate for an online survey may be calculated by dividing the number of clicks on the URL by the number of invitations sent.
- **Postal or mail surveys:** This is the number of completed questionnaires returned divided by the number of questionnaires sent out.
- **Telephone survey:** It is the number of completed interviews divided by the number of eligible units.

2.26 Sample

A part of a population selected for the purpose of studying certain characteristics of an entire population of interest. The sample is expected to be representative of the population from which it is drawn.

2.27 Sample size

Is the number of units (e.g. persons, households, businesses, schools) to be included in the sample.

2.28 Sampling

Is a scientific process of selecting representative samples from a given population.

2.29 Sampling Design

A sample design is made up of two elements namely:

- *Estimation process:* deciding on which sample statistic to use.
- *Sampling methods:* the rules and procedures by which some elements of the population are to be included in the sample (e.g. simple random sampling). Sampling methods are classified as either probability or non-probability.

Probability sampling: in this type of sampling, each member of the population has a known non-zero probability of being selected. Included in this category are:

- **Cluster Sampling**

Under this design the population is composed of a set of groups of elements called clusters. A random sample of the clusters, (that is, the clusters are the sampling units) is drawn and all elements in the selected clusters are included in the sample. The random sample can be drawn either by simple random sampling or systematic sampling.

- **Multi -Stage Sampling**

Under this design the selection of samples is carried out in several stages. Primary Sampling Units are regarded as population from which sub samples of secondary units are selected. The random sample at each stage can be drawn either by simple random sampling or systematic sampling.

- **Simple Random Sampling (SRS)**

Under (SRS), desired elements are selected by chance or a probability process and every element in the population has an equal probability of selection. Tables of random numbers or random number generators are used to select simple random samples.

- **Stratified Sampling**

In stratified sampling, the population is divided into homogeneous sets or strata with respect to the characteristics of interest being studied and a random sample is drawn from each stratum independently. The random sample can be drawn either by simple random sampling or systematic sampling.

- **Systematic Sampling**

This design is used to select a sample of size n from a list of consecutively numbered elements of population of size N . The method involves determining the sampling interval $k = N/n$, then selecting a random number (RN) from 1 to k . The random number becomes the first element in the sample. Thereafter select the subsequent elements by adding k repeatedly until the desired sample size n is achieved.

Non-probability sampling: members are selected from the population in some non-random manner. Examples include:

- **Quota Sampling**

This is the non-probability equivalent of stratified sampling. Like stratified sampling, the researcher first identifies the strata and their proportions as they are represented in the population. Then convenience or judgment sampling is used to select the required number of subjects from each stratum. This differs from stratified sampling, where the strata are filled by random sampling.

- **Snowball Sampling**

This is a special non-probability method used when the desired sample characteristic is rare. The method relies on referrals from initial subjects who identify other potential subjects who also meet the criteria of the research.

- **Convenience sampling**

With convenience sampling, the samples are selected because they are easily accessible or convenient to the researcher.

- **Judgmental/Purposive sampling**

In this type of sampling, subjects are chosen to be part of the sample with a specific purpose in mind.

2.30 Sampling error

Is the difference between an estimate derived from a sample survey and the true value that would result if a census of the whole population was taken

2.31 Standard error

Measures the variability of an estimator (or sample statistic) from sample to sample

2.32 Sampling Frame

Is a comprehensive list of distinct and distinguishable units within a population from which a sample is drawn. Sampling frames can either be list frames or area frames.

2.33 Sampling intensity

This is the ratio of the number of units in the sample to the total number in a population. It is also called the sampling fraction (f). If there are N units in the target population and n units are selected, then $f=n/N$

2.34 Sampling Unit

Is an element or group of elements within a population which is convenient for selecting samples. A sampling unit can be persons, households, establishments, enterprise or administrative areas.

2.35 Statistic

Any numerical value describing a characteristic of a sample.

2.36 Statistical surveys

Are general methods to gather quantitative and qualitative information about a particular population group.

2.37 Structure

Is a free standing building that can have one or more rooms, for residential, commercial or other use.

2.38 Unit response rate

A ratio, expressed in percentage of the number of interviews to the number of eligible units in the sample. The weighted response rate calculates the ratio using the inverse probability of inclusion in the sample as a weight for each unit. In some occasions a value that reflects the importance of the unit is also used as a weighted factor (like size of workforce for establishments).

2.39 Weights

Are used to assign greater relative importance to some sampled elements than to others in survey analysis. They are needed when elements are selected by unequal probability sampling.

2.40 Weighting

Sampled element i selected with probability p_i "represent" $1/p_i$ elements in the population. Count element i , $1/p_i$ times in the analysis, that is, give the element a weight of $w_i = 1/p_i$. For example, a sampled element selected with probability $1/100$ represents 100 elements in the population.

3 Demography and Human Population

3.1 Age at date of reference

The difference between the reference date and the date of birth expressed in completed years. For example, a person who is 22 years and 11 months is recorded as having an age of 22 and not 23.

3.2 Age structure

Relative proportions of different age categories in a population

3.3 Census Night

The night preceding the population census day.

3.4 De-facto count

Is the enumeration of persons physically present at a specified place at a particular point in time.

3.5 De-jure count

Is the enumeration of persons, who usually reside in a given place.

3.6 Demography

is the study by statistical methods of human populations, involving primarily the measurement of the size, growth and diminution of the numbers of people, the proportion of the living, being born or dying within some area or region and related functions of fertility, mortality and marriage.

3.7 Disability

Refers to any restriction or lack of ability to perform an activity in a manner within the range considered normal for a human being. (It refers to organs/systems of the body)

3.8 Ethnic group

A group of people whose members identify with each other through a common heritage, consisting of a common culture, including a shared language or dialect. The group's ethos or ideology may also stress common ancestry, religion, or race.

3.9 Ethnic origin

The ancestral race that an individual belongs to, as opposed to their current nationality e.g. African refers to any black person, European refers to any white person and Asiatic refers to anybody originating from the Asian continent, i.e. Indians, Chinese etc. Mixed will include all coloureds of any combination.

3.10 Handicap

Is a disadvantage for a given individual resulting from an impairment or disability that limits or prevents the fulfilment of a role that is normal (depending on age, sex, social and cultural factors) for that individual (limitations experienced by people with disabilities in their interactions with society).

3.11 Impairment

Is any loss or abnormality of psychological or anatomical structure or function. (It refers to organs/systems of the body).

3.12 Life Expectancy

Is an estimate of the average number of additional years a person could expect to live if the age specific death rates for a given year prevailed for the rest of his/her life. This can be derived for either male or female and is, in most populations, slightly higher for females. Life expectancy is normally determined at birth but can be derived at any other age based on the current death rates.

3.13 Marital Status

Describes whether a person is married, never married, divorced, separated or widowed.

3.14 Marriage

A union or bond between a female and a male, who become husband and wife under the laws governing marriage if they regard themselves to be so.

3.15 Monogamous Marriage

Is a situation where one man is married to one woman and vice versa.

3.16 Mortality rate

Is a measure of the number of deaths (in general, or due to a specific cause) in a population, scaled to the size of that population, per unit of time.

3.17 Polygamy

Is a situation where one man is married to more than one woman.

3.18 Polygamous marriage

This included both man and women married to more than one.

3.19 Polyandrous marriage

A situation where one woman is married to more than one man.

3.20 Population Census

A population census is the total process of collecting, compiling, evaluating, analysing, publishing or otherwise disseminating demographic, economic and social data pertaining to all persons in a country at a specified time.

3.21 Population Change

The increase or decrease of the population size or one of its structural units within a given time interval. The causes of change in population size are births, deaths and migration.

3.22 Population density

The number of people per unit area.

3.23 Population Distribution

The arrangement of the population in space at a given time, that is geographically or among the various types of residential areas.

3.24 Population growth

Increase in the number of people who inhabit a specified area.

3.25 Population projection

The prediction of future populations based on the present age-sex structure, and with the present rates of fertility, mortality, and migration.

3.26 Population Pyramid

A diagram showing the comparison of a human population by sex and age at a given time, consisting of a pair of histograms, one for each sex, laid horizontally in ascending order of age groups with a common base. The diagram is intended to provide a quick overall comparison of the age and sex structure of the population.

3.27 Population Size

The total number of persons in a specified area at a specified point in time.

3.28 Population Structure

The distribution of the Population by sex and age groups.

3.29 Population trends

The historical changes in statistical characteristics of a population over time.

3.30 Rate of natural increase (RNI)

The difference between the number of live births and the number of deaths occurring in a year, divided by the mid-year population of that year, multiplied by a factor, usually 1,000. $[(\text{live births} - \text{no. of deaths}) / \text{midyear population}] * 1000$.

3.31 Sex

Refers to biological differences between males and females. These are fixed and mostly unchangeable and cannot vary across cultures and over time

3.32 Sex ratio

The number of males to females in a given population normally expressed as per hundred females.

3.33 Total Fertility Rate

An average number of children born alive to a woman during her life time if she were to bear children at each age in accordance with the prevailing Age-specific fertility rates. It is obtained by summing up all Age-specific fertility rates for each year of the childbearing span and multiplied by the interval into which the ages were grouped.

4 Labour Market Information

4.1 Casual Employees

Refers to employees who are working on daily or hourly basis, whose services can be terminated at very short notice, and who are not entitled to benefits such as pension, paid leave or medical aid contribution.

4.2 Child labour

According to the International Labour Organization (ILO) definition, a child who spends at least one hour per week on any economic activity is taken to be in economic child labour.

For Zimbabwe three major variations were introduced; namely

- a cut off of three hours or more per day in relation to economic activities;
- provision to allow for involvement of children aged 15 and above in some form of work as per national law; and
- a cut off of five hours or more per day for children involved in housekeeping activities as constituting non-economic child labour.

4.3 Contributing family workers

Refer to those members of the household who work without pay in a market-oriented enterprise that is operated by the household but cannot be regarded as partners because their degree of commitment is not at the level comparable to that of the head of the establishment. Note that the definition only refers to 'market-oriented enterprises', i.e. those enterprises that provide goods or services that are provided for payment in cash or in kind to other people e.g. a family shop, vehicle-repair enterprise. Communal, resettlement and peri-urban farmers generally do not operate a market-oriented enterprise but primarily produce for their own consumption. Therefore, all family members who are engaged in farming should be classified as own account worker (communal, resettlement & peri-urban farmer) and not as contributing family workers.

4.4 Current activity

Relates to activity during a short reference period such as a week used in a survey.

4.5 Earnings

Relates to remuneration in cash and in kind to paid employees for time worked or work done together with remuneration with remuneration for time not worked, such as annual vacation and other paid leave or holidays. Earnings exclude employer's contributions in respect of their employees paid to social security and pension schemes and also the benefits received by employees under these schemes. Earnings also excludes severance and termination pay.

4.6 Economic Activity

Refers to a process, that is to say, to the combination of actions carried out by a certain entity and resulting in a specific type of products (goods and services). An activity is characterized by

- an input of resources;
- a production process; and
- an output of products.

4.7 Economically Active Persons

This refers to those persons who were available for the production of goods and services for cash or in kind. The persons include paid employees, employers, own account workers and the unemployed and contributing family workers.

4.8 Economically Inactive Population

Refers to all those persons whose main activity during the reference period was neither employed nor unemployed. This group of people includes the categories of students, homemakers and retired/ sick/too old.

4.9 Employed Persons

These are persons aged 15 years and above who worked for pay, profit or family gain for at least one hour during the reference period or who did not work during that period but had a job or business to go back to. Working for pay, profit or family gain is limited to production of goods and services as set forth by the 2008 System of National Accounts.

- **Professional worker**

This is an employee for whom a basic requirement is usually a tertiary level qualification (e.g. diploma or degree), or experience of such amount and kind as to provide a comparable background. Also included are officials and managers who set broad policies and have overall responsibility for execution of those policies, as well as workers such as teachers, nurses, plus such persons as artists and actors who are frequently grouped as professionals.

- **Skilled worker**

These are so designated under National Industrial Council Agreements and, accordingly, included are persons in artisan, craft and journeyman categories.

- **Semi-skilled worker**

These employees are so defined in National Industrial Council Agreements and accordingly included are a wide range of operators' and tradesmen's assistants. Also included are employees in occupations of which the skills for performance have usually been accumulated on the job in some instances supplemented by short duration training courses in particularly well defined aspects of the work

- **Unskilled worker**

These are usually persons in occupations for which training or instruction beyond a week is rarely necessary to enable an incumbent to efficiently perform the tasks that comprise the elements of jobs.

4.10 Employer

Is a person who operates his or her own economic enterprise or engages independently in a profession or trade, and continuously hires one or more employees.

4.11 Employment rate

It is calculated as the number of employed persons aged 15 years and above divided by the currently active population. $\text{Employment Rate} = \frac{[(\text{Number Employed}) * 100]}{(\text{Currently Active Population})}$

4.12 Formal Employment

Refers to employers and own account workers (other) employed in their own formal sector enterprises, and paid employees entitled to all of: contributing to a pension fund by an employer, paid annual leave, paid sick leave and written contract with the employer.

4.13 Full time Employees

Are employees (permanent, temporary or casual) whose working-time hours are normally 30 hours or more per week or 120 hours or more per month.

4.14 Homemaker

Is a person of either sex involved in housework in their own households e.g. cooking, baby-sitting, etc. and who do not work for pay or profit. Domestic workers engaged for pay are not included in this category but under paid employee.

4.15 Hours Worked

Is the total number of hours actually spent by employees on activities that contribute to the production of goods and services during the reference period. This indicator can be measured per week, per month or per year.

4.16 Industry

Is a group of firms producing homogenous products, they might be located at the same or different places.

4.17 Informal Employment

Refers to employers and own account workers (other) employed in their own informal sector enterprises, all contributing family workers, all own account workers (communal farmers, peri-urban, resettlement farmers), and paid employees not entitled to any of: contributing to a pension fund by employer, paid annual leave, paid sick leave and a written contract with employer.

4.18 Informal Sector Establishment

Refers to an establishment that is neither registered by the registrar of companies nor licensed, or was licensed only.

4.19 Labour Force

The labour force comprises all persons aged 15 years and above who are employed or unemployed.

4.20 Labour Force Participation rate

Is the percentage of persons that are economically active out of all persons in the specified age range. This is sometimes referred to as the Activity rate because both terms refer to the economically active.

4.21 Part time Employees

Are employees (permanent, temporary or casual) whose working-time hours are less than the standard working time of a full-time employee which is currently less than 30 hours per week. This category encompasses all forms of part-time work (half-day work, work for one, two or three days per week, etc.). Part-time employees should not be confused with intermittent/seasonal employees (who may work full-time but for a fixed short period, for example, temporary workers, film crews, etc.).

4.22 Occupation

The type of work a person does according to ISCO08.

4.23 Occupational Injury

An occupational injury is defined as an injury resulting from an accident arising out of and in the course of employment. Commuting accidents (accidents that occur when one is travelling to and from work) are excluded from occupational injuries.

4.24 Own Account Worker

Operates their own economic enterprise, e.g. petty trader, carpenter who with or without paid employees or who operate own enterprises directly without employing other people as helpers and they either work for own consumption or profit. They can employ other workers as occasional helpers etc. as long as this is on a non-continuous basis. Whenever an own-account worker continuously employs at least one employee, she or he is classified an employer. Please note that prostitution and all other economic activities (regardless of whether they are legal or not) can also fall under this category. However, stealing and begging are excluded since they do not qualify as economic activities.

4.25 Own Account Worker (Communal and resettlement & peri-urban farmer)

These operate their own enterprises, e.g. crop farming or keeping livestock with or without paid employees or who operate own economic enterprises directly without employing other people as helpers and they either work for own consumption or profit. It should be emphasised that both the head of household and spouse as well as their children are considered communal or resettlement or peri-urban farmers. Own account workers can employ other workers without being classified as employers, as long as they do so on a non-continuous basis e.g. to help with the harvest or planting.

4.26 Paid Employee (casual/temporary/contract/seasonal)

Refers to non-permanent paid employees.

4.27 Paid Employee (permanent)

Means an employee other than a seasonal or contract worker who is employed on a monthly or weekly basis, having first satisfactorily completed a one month probation period on a daily notice basis. Such employees generally enjoy benefits such as vacation leave, pension, etc. Note that the one month probation period does not apply to some permanent workers e.g. shopkeepers, gardeners and housemaids.

4.28 Persons in Time-related Underemployment

These comprise all persons in paid employment or self-employed, whether at work or not at work, involuntarily working less than the normal duration of work determined for the activity, who wanted to work additional hours during the reference period.

4.29 Retrenchment

Refers to a situation where an employee is laid off before retirement age for operational reasons other than those leading to dismissals. These include establishment downsizing, relocation or viability purposes etc.

4.30 Student

A student is a person who attends a formal educational institution, public or private. She or he should be a full-time or part-time student not usually engaged in any economic activity. University students, student teachers, apprentices, student nurses are also students.

4.31 Types of Workplace Hazards

- **Mechanical/ physical**

These are workplace hazards due to poorly organized workplace e.g. tripping objects, flying fragments/sparks, risk of falling objects, unguarded machine parts, working with sharp tools; poor general lighting, loud noise, exposure to direct sun or fire, hand held vibrating machines, heat, and dust pollution.

- **Electrical**

Working with exposed electric wires and other electric dangers.

- **Chemical**

Are workplace hazards due to use of unlabelled chemicals, some stored in the open, smelly chemicals, skin contact with chemicals, exposure to traffic or machine fumes/smoke, mineral dust.

- **Biological**

Are workplace hazards due to germs, insects or animals, clean water not available.

- **Ergonomic**

Lifting of heavy loads, standing for long hours, seat uncomfortable, work while squatting, bending, twisted, hands above shoulder level, rapid pace of work, repetitive movements, isolated work, dirty workplace or inadequate toilets.

- **Psychosocial**

Mental / emotional stress due to factors such as harassment at work.

- **Personnel Protective Equipment/Controls (P/PE)**

These are adequate and well maintained protective clothing and devices such as safety glasses, welding mask, hard hat, respirator, safety boots, gloves, overalls/dust coats/aprons, ventilation etc., used for the designed work.

4.32 Unemployed persons (broad definition)

These are persons aged 15 years and above who, during the reference period were - without work and currently available for work. These will be referred to as broadly unemployed persons.

4.33 Unemployed persons (strict definition)

These are persons aged 15 years and above who, during the reference period (e.g. 7 days) were:

- without work (were not in paid employment or self-employment),
- currently available for work and;

- actively seeking employment, i.e. had taken specific steps (registered or checked at any employment agency, applied to employers, responded or placed advertisements, enquired at farms or worksites or asked friends or relatives about work) in a specified recent period to seek paid employment or self-employment.

The broad definition of unemployment excludes the condition of actively looking for work.

4.34 Unemployment rate

Is the percentage of unemployed persons in the economically active population. The rate can be strict or broad depending on the definition of unemployment used.

4.35 Usual activity

Refers to trade or profession performed by an individual during the last 12 months, irrespective of the industry or status in employment of the individual. Where multiple occupations exist main activity is considered.

4.36 Workers in Seasonal Employment

Refers to those workers who hold implicit or explicit contracts of employment where the timing and duration of the contract is significantly influenced by seasonal factors such as the climatic cycle, public holidays and/or agricultural harvests. These workers may be classified as employees or own-account workers according to the specific characteristics of the employment contract.

4.37 Working Age Population

In Zimbabwe the working age population is 15 years and above.

4.38 Work

Any activity done by an individual for the production of goods and services irrespective of whether the person doing it is paid or not.

4.39 Workplace Hazard

Is an exposure of employees to risk of injury or death at a workplace due to poorly organized workplace.

4.40 Youth

In Zimbabwe two definitions of youth are used and these are:

UN definition- A person between the ages of 15 to 24 years old.

AU definition- A person between the ages of 15 to 34 years old.

5 Living Conditions Statistics

5.1 Dwelling unit

Refers to the kind of housing occupied by a household and can be of the following categories; traditional, mixed, detached, semi-detached, flat and other.

- **Detached dwelling unit**

This is a structurally separate dwelling that is built of materials other than pole and dagga. Access to the street is by means of a path, or step, directly on the pavement, not shared by other dwellings, and which can be properly regarded as part of the house and/or its garden. A main house (modern) and outbuildings (modern) on one stand/plot are considered as detached.

- **Flat**

Is a residential storey building or can be a block of semi-detached houses. It is usually small in terms of basic provisions, e.g. one or more bedrooms, one bathroom, lounge and a kitchen. One of three or more dwellings in a line or row, divided by common walls, with their gardens separated by fences, hedges or walls, and whose separate accesses to the street meet the conditions as given for the detached house.

- **Mixed type of a dwelling unit**

Can be a combination of traditional buildings mixed with buildings built of materials rather than pole and dagga.

- **Semi-detached dwelling unit**

Consists of two or more dwelling units with a common wall between them, with their gardens separated by a fence, hedge or wall whose access to the rest of the street or pavement meet the conditions set above for the detached dwelling unit.

- **Town house**

Share a dwelling wall with at least one neighbour. They are in a complex (with or without security). There are usually several similarly looking units within the same enclosed terrain with 2 to 6 units sharing a common roof. There is some communal property (e.g. parking, garden, pool, etc.). A townhouse might be one storey (simplex), or more (duplex). They might also have separate dwelling units on top of each other (stacked units). Dwellings in a townhouse block usually have their own entrances and do not share a common entrance or foyer to their dwellings.

- **Shack**

Dwelling unit constructed out of any cheap, locally available material such as plastic and wood material.

- **Traditional type of dwelling unit**

Is an old style settlement in which, the buildings are made of pole and dagga/bricks with thatched roofs and are used for living.

- **Other dwelling unit**

Include temporary dwelling such as tent, caravan, which is not normally intended for permanent occupation.

5.2 Household with an electricity connection

Refers to electricity access at the household level. It comprises commercially sold electricity, both on-grid and off-grid.

5.3 Households using Solid Fuels

Refers to households using solid fuels, which include wood, straw, dung, coal, and charcoal.

5.4 Spending on energy services

The average share of total household expenditure spent on energy services.

5.5 Spending on Water Services

Average share of total household expenditure spent on water services

5.6 Tenure Status

Refers to the arrangement under which the household occupies its living quarters and the nature of its right to be there. The categories of tenure status are owner/purchaser, tenant, lodger, tied accommodation and other.

- **Lodger**

Rents whole/part of a dwelling unit, which belongs to an owner/purchaser or is under a tenant. Terms are not normally under a written agreement.

- **Owner/purchaser**

Refers to a household with a clear title or ownership of the house or is in the process of buying it. Most people in the communal lands own their dwelling units.

An owner or purchaser is one who owns the house or is in the process of buying it with a mortgage or through the Government's or company's home ownership scheme or is renting to buy.

- **Tenant**

A tenant occupies the whole dwelling unit and generally pays electricity and water charges to the urban authority as if she/he owned the property. The terms of renting are under a written agreement.

- **Tied accommodation**

A person living in tied accommodation occupies it by virtue of his/her job. The accommodation belongs to the employer and is made available as part of terms of employment. If the person leaves the job, s/he is required to move out of the dwelling unit. Examples of this type of tied accommodation include:

- plantation and commercial farm compounds;
- domestic workers' quarters;
- railways and other industrial accommodation;

- industrial and factory compounds;
- staff houses provided in schools

- **Slum**

They are generally neglected parts of cities where housing and living conditions are appallingly poor.

- **Other**

Includes those households staying free of charge in a dwelling unit that they do not own.

5.7 Sources of Water

- **Bottled water**

Water that is bottled and sold to the household in bottles.

- **Cart with small tank**

Water is obtained from a provider who transports water into a community using a cart and then sells the water. The means for pulling the cart may be motorized or non-motorized (e.g., a donkey).

- **Piped into dwelling**

Pipe connected with in-house plumbing to one or more taps, e.g. in the kitchen and bathroom. It is sometimes called a house connection.

- **Piped water to yard/plot**

Pipe connected to a tap outside the house in the yard or plot. It is sometimes called a yard connection.

- **Protected dug well**

A dug well that is:

- protected from runoff water through a well lining or casing that is raised above ground level and a platform that diverts spilled water away from the well and
- covered so that bird droppings and animals cannot fall down the hole. Both conditions must be observed for a dug well to be considered as protected.

- **Protected spring**

A spring protected from runoff, bird droppings, and animals by a “spring box” which is typically constructed of brick, masonry, or concrete and is built around the spring so that water flows directly out of the box into a pipe without being exposed to outside pollution.

- **Public tap or standpipe**

Public water point from which community members may collect water. A standpipe may also be known as a public fountain or public tap. Public standpipes can have one or more taps and are typically made of brickwork, masonry or concrete.

- **Rainwater collection**

Rain that is collected or harvested from surfaces by roof or ground catchment and stored in a container, tank or cistern.

- **Sand abstraction**

Sand abstraction is a process of extracting water from the river bed.

- **Surface water**

Water located above ground and includes rivers, dams, lakes, ponds, streams, canals, and irrigation channels.

- **Tanker truck**

Water is obtained from a provider who uses a truck to transport water into the community. Typically the provider sells the water to households.

- **Tube well or borehole**

A deep hole that has been driven, bored or drilled with the purpose of reaching ground water supplies. Water is delivered from a tube well or borehole through a pump which may be human, animal, wind, electric, diesel or solar-powered.

- **Unprotected dug well**

A dug well which is:

- unprotected from runoff water;
- unprotected from bird droppings and animals; or
- both.

- **Unprotected spring**

A spring that is subject to runoff and/ or bird droppings or animals. Unprotected springs typically do not have a “spring box”.

5.8 Improved drinking-water source

Is one that by the nature of its construction adequately protects the source contamination, in particular with faecal matter. The following water supply sources are considered to be “**improved**” water sources: Piped into dwelling, Piped water to yard/plot, Public tap or standpipe, Tube well or borehole, Protected dug well, Protected spring, Rainwater collection and sand abstraction

5.9 Unimproved water sources

Are unprotected dug well, Unprotected spring, Tanker truck Cart with small tank, Bottled water

5.10 Treatment of Drinking Water

- **Add bleach /chlorine**

Refers to using liquid chlorine bleach or bleaching powder to treat drinking water. Free chlorine may be in the form of liquid sodium hypochlorite, solid calcium hypochlorite, or bleaching powder

- **Add water treatment tablet**

Adding a tablet to the water to make it safe to drink

- **Boil**

Refers to boiling or heating water with fuel.

- **Let it stand and settle**

Refers to storing water undisturbed and without mixing long enough for larger particles to settle to the bottom by gravity. The settled water is carefully removed by decanting, ladling or other gentle methods that do not disturb the settled particles

- **Solar disinfection**

Consists of exposing water, stored in buckets, containers or clear vessels, to sunlight

- **Strain it through a cloth**

Pouring water through a cloth which acts as a filter for collecting particles from the water.

- **Use water filter (ceramic/sand/composite/etc)**

The water flows through a filter made of ceramic, sand or a combination of materials to remove particles and at least some microbes from water. Media used in filtering systems usually include ceramic, sand and composite.

5.11 Toilet Facilities Used by Households

- **Flush/pour flush toilet**

Flush toilet uses a cistern or holding tank for flushing water and has a water seal, which is a U-shaped pipe, below the seat or squatting pan that prevents the passage of flies and odors.

Pour flush toilet uses a water seal, but unlike a flush toilet, a pour flush toilet uses water poured by hand for flushing (no cistern is used)

- **to piped sewer system**

A system of sewer pipes (also called sewerage), that is designed to collect human excreta (faeces and urine) and wastewater and remove them from the household environment. Sewerage systems consist of facilities for collection, pumping, treating and disposing of human excreta and wastewater

- **to pit latrine**

A system that flushes excreta to a hole in the ground

- **to septic tank**

An excreta collection device consisting of a water-tight settling tank normally located underground, away from the house or toilet

- **to somewhere else**

A system in which the excreta is deposited in or nearby the household environment in a location other than a sewer, septic tank, or pit, e.g., excreta may be flushed to the street, yard/plot, drainage ditch or other location.

- **Bucket toilet**

Involves the use of a bucket or other container for the retention of faeces (and sometimes urine and anal cleaning material), which is periodically removed for treatment or disposal.

- **Bush/Field (Open defecation)**

No facilities, includes defecation in the bush, field or ditch; excreta deposited on the ground and covered with a layer of earth (cat method); excreta wrapped and thrown into garbage; and defecation into surface water (drainage channel, river, and stream).

- **Composting toilet**

A toilet into which excreta and carbon-rich material are combined (vegetable wastes, straw, grass, sawdust, ash) and special conditions maintained to produce inoffensive compost.

- **Pit latrine with slab**

A latrine with a squatting slab, platform or seat firmly supported on all sides which is raised above the surrounding ground level to prevent surface water from entering the pit and for ease of cleaning.

- **Pit latrine without slab/ open pit**

A latrine without a squatting slab, platform or seat. An open pit is a rudimentary hole in the ground where excreta is collected.

- **Ventilated improved pit latrine (VIP)/ Blair Toilet**

A latrine ventilated by a pipe extending above the latrine roof. The open end of the vent pipe is covered with gauze mesh or fly-proof netting and the inside of the superstructure is kept dark

5.12 Sanitation

Refers to the principles and practice relating to the collection, storage, transportation and disposal (re-use/recycling) of human excreta, refuse, storm water and waste water as they impact upon users, operators and the environment. Sanitary means of excreta disposal is reflected by the type of toilet facility used by the population.

5.13 Improved sanitation

An improved sanitation facility is one that hygienically separates human excreta from human contact. Improved sanitation facilities are: Flush to piped sewer system, flush to septic tank, flush to pit latrine, ventilated improved pit latrine (VIP)/ Blair Toilet, pit latrine with slab and Composting toilet.

5.14 Unimproved sanitation facilities

Flush to somewhere else, pit latrine without slab/ open pit, Bucket toilet, Bush/Field (Open defecation)

6 Health Statistics

6.1 Access to Safe Water

Is defined as access to adequate amounts of safe drinking water (treated surface water or uncontaminated borehole / protected well water) within a convenient distance from the user's dwelling.

6.2 Age-Specific Death Rate

It is the number of deaths at a specific age expressed as a percentage of the population of that age.

6.3 Age-Specific Fertility

It is the number of live births in a given year per 1 000 women of a certain age out of the total number of women of that specified age.

6.4 Age-Specific Fertility Rate

The age-specific fertility rate measures the number of births to women of a specified age or age group per 1,000 women in that age group in a year.

6.5 Antenatal Attendance Coverage

Is defined as the number of new clients at Antenatal clinic per the total number of estimated pregnancies in the catchment population. The result is expressed in percentage terms.

6.6 Anthropometry

Anthropometry is the use of the age, height and weight of children less than five years to determine their nutritional status. This helps in determining the level of stunting, wasting, and underweight in these children.

Stunting is a situation where one's height is too low for his/her age, "Wasting" is a situation where one's weight is too low for his/her height, while

Underweight is where a person is too light for his/her age.

6.7 BCG Vaccination Coverage

Is the number of children under one year of age who have received BCG immunization expressed as a percentage of the number of children under one year or expected births in the absence of true census of children under one year of age.

6.8 Bed Occupancy Rate (BOR)

Is the percentage of available beds which have been occupied over a given period. It is calculated by dividing the number of occupied bed days for the period, by the number of available bed days for the period, and expressing the result as a percentage. It is a measure of the intensity of hospital resources utilized by in-patients.

6.9 Birth Attended by Skilled Health Personnel

Is the percentage of deliveries attended by personnel trained to give the necessary supervision, care and advice to women during pregnancy, labour, and the post-partum period, to conduct deliveries on their own, and to care for the newborns.

6.10 Birth Rate

Is the proportion of births to the total population in a place in a given time, usually expressed as a quantity per 1000 of population.

6.11 Cause-Specific Death Rate

It is the number of deaths due to a specific cause or disease expressed as a percentage of the total number of cases of that disease.

6.12 Contraceptive Prevalence Rate

Refers to the number of women of reproductive age (15-49) who are using contraception per 100 women of reproductive age.

6.13 Crude Birth Rate

It refers to the total number of live-births per 1 000 mid-year population of a specific year.

6.14 Crude Death Rate

Refers to the number of deaths in a year per 1 000 mid-year population of a specific year. It is the ratio of annual number of deaths occurring to the number exposed to the risk of dying during the reference period. The population could be that of a country, district, etc.

6.15 Death

Is the permanent disappearance of all evidence of life, as witnessed by a medical officer at any time after live birth has taken place (post-natal cessation of vital functions without capability of resuscitation).

6.16 Delivery in Health Facility

Is a delivery that takes place in a health facility. Health facility includes public and private health facilities. Generally the birth takes place in a maternity ward. A delivery that occurs before arriving at a facility but is then seen at the facility for follow-up care is not included in this indicator.

6.17 Diarrhoea Case Fatality Rate

Is the number of deaths due to diarrhoea divided by the number of cases of diagnosed diarrhoea cases during a specified time period. The rate is expressed in percentage terms.

6.18 Diarrhoea death

It's a death from diarrhoea. Diarrhoea is defined as the discharge of three or more loose or watery stools (take the shape of a container) in a 24-hour period

6.19 Disability

Refer to Demographic Population Concepts and definitions

6.20 Doctor Patient Ratio

A doctor-patient ratio can be defined as the number of patients one doctor provides care for at one time.

6.21 Epidemic

Unexpected and sudden increase in the number of people affected by a particular disease within a geographical region.

6.22 Immunization (Full vaccination coverage)

Measures (as a percentage of the age group) the full vaccination coverage of children less than one year of age for all the target diseases of the Expanded Programmed of Immunization.

Immunization – Bacillus-Calmette-Guerin (BCG), Measles, Pentavalent (diphtheria, pertussis (DPT3), tetanus hepatitis B and haemophilus influenza type b) and polio

6.23 Infant and Child Mortality Rate

The childhood mortality measures are presented as follows:

- **Neonatal mortality** Is the probability of dying within the first month of life
- **Post neonatal mortality** the arithmetic difference between infant and neonatal mortality
- **Infant mortality:** The probability of dying between birth and the first birthday.
- **Child mortality:** The probability of dying between exactly ages one and the fifth birthday.
- **Under-five mortality:** The probability of dying between birth and fifth birthday.

** All rates are expressed as deaths per 1 000 live births, except child mortality, which is expressed as deaths per 1 000 children surviving to the first birthday.*

6.24 Life Expectancy

Refer to Demographic Population Concepts and definitions

6.25 Live Birth

Is the complete expulsion or extraction from its mother of a product of conception, irrespective of the duration of pregnancy, which after such separation, breathes or

shows any other evidence of life such as beating of the heart, pulsation of the umbilical cord, or definite movement of voluntary muscles.

A live birth is the birth of a newborn, irrespective of the duration of gestation, which exhibits any sign of life, such as respiration, heartbeat, umbilical pulsation, or movement of voluntary muscles.

6.26 Malaria-Case Fatality Rate in Children under 5 years

It relates to the number of deaths in children under 5 years due to malaria in health unit (s) divided by the number of cases of diagnosed malaria among children under 5 years admitted to health unit (s) during a specified time period, is expressed in percentage terms. This measure is used to determine whether or not malaria cases are being handled properly by health unit in-patient departments.

6.27 Malaria death

Death where the principal cause of death was malaria. Malaria presents with diverse symptoms and signs.

6.28 Maternal Mortality Rate

It is the number of female deaths per 1 000, out of the total number of live births in the same period, that occur during pregnancy, child birth, or within 42 days of termination of pregnancy because of any cause related to or aggravated by the pregnancy or its management but not from accidental or incidental causes.

6.29 Maternal Mortality Ratio

Is the number of women who die as a result of complications of pregnancy or child bearing in a given year per 100,000 live births in that year out of the number of live births in that same period.

6.30 Measles Vaccination Coverage

It is defined as the number of children under one year of age who have received the 1st dose of measles vaccines divided by the number of children under 1 year or expected births in the absence of true census of children under one year of age. It

measures children under one year who receive their complete immunization schedule for measles.

6.31 Morbidity

It is the frequency of disease, illness, injuries, and disabilities in a population.

- **Morbidity Incidence rate**

Number of persons contracting a disease per 1 000 population at risk, for a given period of time.

- **Morbidity Prevalence Rate**

Number of persons having a particular disease at a given point in time per 1 000 population at risk.

6.32 New Clients at Antenatal Clinic

Pregnant woman presenting for the first time (regardless of prior number of pregnancies) during pregnancy to an Antenatal Clinic conducted by health care professionals.

6.33 New Out Patient Department Attendance

It is an episode of illness in a person being presented for the first time at a health facility and a re-attendance is two or more visits for the same episode of illness.

6.34 Nurse Patient Ratio

A nurse-patient ratio can be defined as the number of patients one nurse provides care for at one time.

6.35 Occupied Bed Days

Occupied bed days are defined as the total number of days of stay for all patients who were formally admitted at a facility in a year.

6.36 Out-Patient Department (OPD) Utilization Rate

Is defined as the number of total OPD attendance (i.e. new attendance and re-attendance) per Catchment Population for the year in question (or catchment

population divided by four for the quarter) expressed as a percentage. This rate is used to measure whether or not the functionality of the OPD is good and whether the OPD services are being sufficiently utilized.

6.37 Pandemic

Is an epidemic of infectious disease that spreads through human populations across a large region, affecting an exceptionally high proportion of the population.

6.38 Patient Bed Days

Is the total of daily numbers of occupied beds.

6.39 Pentavalent Coverage

Is defined as the number of children under one year of age who have received the 3rd dose of Pentavalent divided by the number of children under one year or expected births in the absence of true census of children under one year of age (expressed in percentage terms). Pentavalent protects children less than one year from Diphtheria, Pertussis, tetanus, hepatitis B and haemophilus influenza type b. Pentavalent coverage should be compared to the incidence of Diphtheria, Pertussis and Tetanus, tetanus, hepatitis B and haemophilus influenza type b to confirm that the vaccine is conveying immunity. If the number of cases is increasing this may indicate a diminished effectiveness of the vaccine. An investigation into possible breakdown in the cold chain should be conducted.

6.40 Pneumonia Case Fatality Rate

Is measured as a proportion of the number of deaths due to pneumonia out of the number of cases of diagnosed pneumonia admitted to health units during a specified time period. The result is expressed as a percentage. Measures the extent to which ARI/pneumonia cases are being handled by the health unit in-patient departments.

6.41 Pneumonia Death

Death from pneumonia among patients admitted to the inpatient department. Deaths, which occur in the OPD or outside of health units are not counted in this

indicator. Cases of diagnosed pneumonia are those inpatients whose diagnosis on discharge (or final diagnosis) is pneumonia. Cases detected in the OPD or in the community but that are not admitted to the in-patient department are not counted in this indicator.

6.42 Reproductive Health

Is a state of physical, mental, and social well-being in all matters relating to the reproductive system at all stages of life.

6.43 Stillbirth

A stillbirth is a pregnancy loss after 20 weeks in which the baby dies before birth.

6.44 Tetanus Toxoid (TT) Coverage

Numbers of TT1, TT2, TT3, TT4, and TT5 doses given to pregnant women expressed as a percentage of the number of expected pregnancies in the same period. The coverage of pregnant women attending Antenatal clinic with TT vaccine is an indicator of quality of care. Ideally, it is important to know the percentage of women in the entire country whose pregnancies (and therefore new-born babies) are protected.

6.45 Total Fertility Rate

Refer to Demographic Population Concepts and definitions

7 Gender Statistics

7.1 Empowerment

Empowerment is about people - both women and men - taking control over their lives: setting their own agendas, gaining skills, building self-confidence, solving problems and developing self-reliance

7.2 Gender

A concept that refers to socially constructed differences between women and men. Usually explains the differences in the social, economic and political relations between women and men.

7.3 Gender Analysis

Refers to the process of identifying and classifying the roles of women and men in a given activity, (economic, social, cultural or political) their relations, access to and control over resources and benefits. It also includes a systematic examination of the different impacts (potential and/or actual) of a development programme on women and men.

7.4 Gender Bias

Refers to a preference or prejudice toward one gender over another. *See also Demographic and Population Statistics.*

7.5 Gender Differentials

These are gaps and differences in how men and women experience everyday life. They reflect differences in access to and control over resources and decision-making power.

7.6 Gender Disaggregated Data

Is quantitative statistical information on differences and inequalities between women and men according to their social behaviours.

7.7 Gender Equality

Means that women and men have equal conditions for realizing their full human rights and for contributing to, and benefiting from, economic, social, cultural and political development. Gender equality is therefore the equal valuing by society of the similarities and the differences of men and women, and the roles they play. It is based on women and men being full partners in their home, their community and their society. Gender equality starts with equal valuing of girls and boys

7.8 Gender Equity

Means “fairness of treatment for women and men, according to their respective needs, including the equal treatment or treatment considered equivalent in terms of rights, benefits, obligations and opportunities”. To ensure fairness, measures must often be put in place to compensate for the historical and social disadvantages that prevent women and men from operating on a level playing field.

7.9 Gender Mainstreaming

A strategy for making women’s as well as men’s concerns and experiences an integral dimension of the design, implementation, monitoring and evaluation of the policies and programmes in all political, economic and societal spheres so that women and men benefit equally and inequality is not perpetuated.

7.10 Gender Parity Index

Ratio of female to male values of a given indicator. The GPI measures progress towards gender equality. A GPI of 1 indicates parity between the sexes; a GPI that varies between 0 and 1 typically means a disparity in favour of males; whereas a GPI greater than 1 indicates a disparity in favour of females.

7.11 Gender Roles

Refers to social roles that are not fixed, meaning they change over time. They are affected by changes in class, religion, ethnicity, race, etc.

7.12 Gender Stereotypes

A set of characteristics that a particular group assigns to women or men (e.g. household chores do not belong to men's responsibilities)

7.13 Sex

Refers to biologically determined differences between women and men. *See also Demographic and Population Statistics.*

7.14 Sex Disaggregated Data

Is quantitative statistical information on differences and inequalities between women and men according to their biological differences.

8 Education Statistics

8.1 Net Attendance Ratio

Measures the participation in school by children of the school going age, on a particular day or week as measured by being present or absent in school in relation to the total official school going age population.

8.2 Net Enrolment Ratio

The number of children of official school going age enrolled in schools expressed as a percentage of the total number of children of the official school going age.

8.3 Gross Enrolment Ratio

Is the number of pupils enrolled in a given level of education regardless of age expressed as a percentage of the population in the theoretical age group for that level of education.

8.4 Net Intake Rate

New entrants in the first grade of primary education who are of the official primary school-entrance age, expressed as a percentage of the population of the same age

8.5 Net Primary Completion Rate

The proportion of children of primary school completion age who actually complete primary.

8.6 Basic Education Assistance Module (BEAM) beneficiaries

The proportion of children of school going age benefiting from BEAM. Indicator can be disaggregated by age, sex, locality and level of education.

8.7 Drop Out Rate

The number of pupils who leave school before completion of schooling in a cycle of education expressed as a percentage of the total enrolment of the previous grade or stage of schooling.

8.8 Education expenditure

The total amount spent on education.

8.9 Educational Attainment (Highest level of education completed)

The proportion of the population that completed a certain level of education

8.10 Formal Education

Is the education attained in pre-schools, primary and secondary schools and tertiary institutions that follow a given approved curriculum.

8.11 Literacy Rate

The percentage of the population aged 15 and above that can read and write who had completed at least grade three.

8.12 Non formal Education

Refers to any organized and sustained educational activities that do not follow any approved curriculum. Non-formal education may take place both within and outside educational institutions set of skills, usually offered by an educational or training institution or programme for one or more pupils.

8.13 Primary school completion to Grade 7

The proportion of children entering the first grade who eventually reach grade seven.

8.14 Repetitions rate

Re proportion of students that attended the previous grade in the last academic year and are still attending the same grade.

8.15 School Readiness

The proportion of children attending the first grade who attended pre-school the previous year

8.16 Transition Rate

This is the proportion of pupils who progress from the final grade of one level to the first grade of the next level, expressed as a percentage of those enrolled in the grade of the preceding school year.

8.17 Transition Rate to Secondary

The proportion of children that successfully completed the last grade of primary school in the previous year who are currently attending the first year of secondary education.

8.18 Retention Rate

Is the percentage of students who start and finish a grade/ level at an institution and enroll for the next grade/level at the same institution in the next academic year.

8.19 Educational Institution

Is a registered institution whose sole or main purpose is the provision of education, including preschool, primary, secondary, tertiary, adult education, etc.

8.20 Enrolment

Is the act of officially being admitted to a programme of study.

8.21 Early Childhood Development

Programmes offering a structured and purposeful set of learning activities either in a formal institution (pre-school) or as part of a non-formal childcare programme.

8.22 Universal Primary Education

Means full enrolment of all children in the primary school age group, i.e. 100% net enrolment ratio

8.23 School Age Population

Is the number of children in the officially defined school age group, whether enrolled in school or not.

8.24 Pupil Teacher Ratio

Is the number of pupils enrolled in school divided by the number of school teachers (regardless of their teaching assignment).

8.25 Graduate

Is a student who has successfully completed all requirements of an educational programme and has been awarded a certificate of completion.

9 Tourism, Cultural and Migration Statistics

Tourism

9.1 Bed Nights

In the hotel industry, it is the total number of beds in an accommodation establishment.

9.2 Bed Occupancy Rate (Tourism)

Refers to the number of bed nights sold divided by the product of the number of bed nights available and the number of days in the survey period expressed as a percentage.

9.3 Country of Usual Residence

The country in which a person lives, that is to say, the country in which he or she has a place to live where he or she normally spends the daily period of rest. Temporary travel abroad for purposes of recreation, holiday, visits to friends and relatives, business medical treatment or religious pilgrimage does not change a person's country of usual residence.

9.4 Domestic Tourism

Domestic tourism, which comprises the activities of a resident visitor within the country of reference either as part of a domestic tourism trip or part of an outbound tourism trip.

9.5 Inbound tourism

Inbound tourism comprises the activities of a non-resident visitor within the country of reference on an inbound tourism trip

9.6 Inbound trip

An inbound trip will correspond to the travel between arriving in a country and leaving, whereas a domestic trip or an outbound trip will correspond to the travel between leaving the place of residence and returning. A domestic trip has a main destination in the country

of residence of the traveller, while an outbound trip has a main destination outside this country.

9.7 Outbound Tourism

Outbound tourism, which comprises the activities of a resident visitor outside the country of reference, either as part of an outbound tourism trip or as part of a domestic tourism trip.

9.8 Place of Usual Residence

The place at which the person has lived continuously for most of the last 12 months (i.e. for at least six months and one day), not including temporary absences for holidays or work assignments, or intends to live for at least six months; and/or the place at which the person has lived continuously for at least the last 12 months, not including temporary absences for holidays or work assignments, or intends to live for at least 12 months.

9.9 Recreation

This is defined as an activity undertaken for pleasure or relaxation that diverts amuses or stimulates. It includes gambling and amusement, but excludes physical recreation activities, which are included in Sports.

9.10 Remittances

The sum of compensation of employees and personal transfer from border, seasonal, and other short-term workers who are employed in an economy where they are not resident and of residents employed by non-resident entities.

- **Compensation of employees:** income of migrant workers who live in the host country for less than a year, and the income of resident workers who are employed by embassies, international institutions and foreign companies
- **Personal transfers:** all current transfers in cash or in kind made or received by migrants to or from individuals in the origin country.
- **Supplementary Items related to remittances:**

- *'Personal Remittances'* (the sum of personal transfers and net, or 'take home', compensation of non-resident workers),
 - *'total remittances'* (the sum of personal remittances and social benefits) and;
 - *'total remittances and transfers to Non profit Institutions Serving Households'* (NPISHs, also includes donations). These three items are considered supplementary, but not mandatory for remittances statistics.
They are cumulative measures of different items. To ensure consistency of time series, workers' remittances will be included in the statistics as a supplementary item.
- **Informal remittances:** All monetary and in kind transfers of goods through channels other than banks and other financial institutions (such as Micro-Finance Institutions, MFIs, and postal offices) captured in national balances of payments as defined by the IMF definition of "international financial remittances" (see definition of remittances above).

9.11 Residents (in the context of international tourism)

These are residents of the country who go on visits abroad for periods not exceeding twelve months at any time.

9.12 Tourism

It is the activities of persons travelling to and staying in places outside their usual environment for not more than one consecutive year for leisure, business and other purposes not related to the exercise of an activity remunerated from within the place visited.

9.13 Tourism Characteristic Activity

These are productive activities that have tourism characteristic products as their principal output.

9.14 Tourism Industry

Refers to all establishments whose principal productivity is a tourism characteristic activity, i.e. the sum of all tourism characteristic activities.

9.15 Tourist

Is a visitor who stays at least one night in the place visited.

9.16 Tourist Accommodation

Tourism accommodation refers to any facility that regularly (or occasionally) provides 'paid' or 'unpaid' accommodation for the tourists.

9.17 Travel and Tourism

Travel refers to the activity of travellers. A traveller is someone who moves between different geographic locations for any purpose and any duration. Travel within a country by residents is called domestic travel. Travel to a country by non-residents is called inbound travel, whereas travel outside a country by residents is called outbound travel.

9.18 Travel Expenditure

Are payments by residents for goods and services they receive during their stay abroad.

9.19 Travel Receipts

Are payments by foreigners for goods and services they receive during their stay in the country.

9.20 Traveller

Is any person on a trip between two or more countries or between two or more localities within his/her country of residence.

9.21 Trip

A trip refers to the travel by a person from the point of departure from his usual residence until he/she returns. It thus refers to a round trip.

9.22 Unaccompanied minors

Any person under 18 years of age or under a country's legal age of majority, separated from both parents and not with and being cared for by a guardian or other adult who by law or custom is responsible for them. This includes minors who are without any adult care, minors who are entirely on their own, minors who are with minor siblings but who, as a group, are unsupported by any adult responsible for them, and minors who are with informal foster families.

9.23 Usual environment

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.

9.24 Visitor

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. Tourism refers to the activity of visitors. 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.

9.25 Visitors from Abroad Include

- Residents of other countries who visit a country for periods not exceeding twelve months for any reason other than taking up employment and;
- In transit visitors who enter a country enroute to other destinations and who spend less than two nights in passing through that country.

Culture

9.26 Applied Arts

These are works that have a functional component such as architecture, ceramics, textile, furniture and fashion design and are generally not mass-produced.

9.27 Copyrights

This is a form of protection provided to the authors of "original works of authorship" including literary, dramatic, musical, artistic, and certain other intellectual works, both published and unpublished. A copyright provides the author the exclusive right to reproduce or sell the work.

9.28 Cultural Agents

These are persons working in the field of culture, including creators, performers, administrators and professionals associated with such cultural activities as audio, visual arts, crafts, the performing arts, publishing, the cultural heritage and cultural tourism.

9.29 Cultural diversity

Refers to the many ways in which the different cultures of groups and societies find expression. These cultural expressions are passed on within and among groups and societies, and from generation to generation. Cultural diversity, however, is evident not only in the varied ways in which cultural heritage is expressed, augmented and transmitted but also in the different modes of artistic creation, production, dissemination, distribution and enjoyment, whatever the means and technologies that are used.

9.30 Cultural Domain

A Cultural domain is a common set of culturally productive industries, activities and practices that are grouped under the following:

- Cultural and Natural Heritage
- Performance and Celebration
- Visual Arts and Crafts
- Books and Press
- Audio-Visual and Interactive Media
- Design and Creative Services
- Intangible Cultural Heritage (Transversal Domain)

Please refer to page 52 of 2009 UNESCO Framework of Cultural Statistics

9.31 Cultural Goods

Are defined as consumer goods that convey ideas, symbols and ways of life, i.e. books, magazines, multimedia products, software, recordings, films, videos, audio-visual programmes, crafts and fashion.

9.32 Cultural Industries

Consist of kind of activity units engaged in the production, whether for sale, consumption or enjoyment, of cultural goods and services – i.e. which seek to educate, inform and entertain with messages, symbols, information or moral and aesthetic values of a given people or society.

9.33 Cultural Services

Are aimed at satisfying cultural interests or needs. They do not represent cultural material goods in themselves but facilitate their production and distribution. For example, cultural services include licensing activities and other copyright-related services, audio-visual distribution activities, promotion of performing arts and cultural events, as well as cultural information services and the preservation of books, recordings and artifacts (in libraries, documentation centres, museums).

9.34 Culture

It is the totality of a people's way of life, the whole complex of distinctive spiritual material, intellectual and emotional features that characterise a society or social group

and includes not only arts and literature, but also modes of life, the fundamental rights of the human being, value systems and traditions and beliefs.

9.35 Culture Cycle

Refers to the production of culture as a result of a series of interlinked processes or stages that together form the culture cycle, value chain or supply chain.

9.36 Culture Sector

The culture sector is the totality of activities in production, distribution and promotion of goods and services that define the national culture.

9.37 Fine Arts

Conveyance of images and ideas that the artist has created in order to stimulate an emotional response from the viewer. Encompasses painting, sculpture, photography and graphic design.

9.38 Intangible Cultural Heritage (ICH)

Is defined as the practices, representations, expressions, knowledge, skills – as well as the instruments, objects, artifacts and cultural spaces associated therewith – that communities, groups and, in some cases, individuals recognise as part of their cultural heritage. This intangible cultural heritage, transmitted from generation to generation, is constantly recreated by communities and groups in response to their environment, their interaction with nature and their history, and provides them with a sense of identity and continuity, thus promoting respect for cultural diversity and human creativity.

9.39 Literary Arts

Literary and artistic works that include books and other writings, music, plays, choreography, photography, films, architecture drawings, engraving and lithography, paintings, and sculptures (WIPO, 1979).

9.40 Natural Heritage

It consists of natural features, geological and physiographical formations and delineated areas that constitute the habitat of threatened species of animals and plants and natural sites of value

9.41 Performing Arts and Celebration

Refers to professional or amateur performing arts activities, such as theatre, dance, opera and puppetry, as well as the celebration of cultural events (festivals, feasts and fairs), which occur locally and can be informal in nature.

9.42 Royalties

Are sums paid to a creator or a participant in an artistic work, based on individual sales of the work. In order to receive royalties, the work must generally receive a copyright or patent. This can be defined as a payment made to an author by the person using his/ her copyrighted material. *See also the Economic definition for a broader definition.*

9.43 Sports

Sports and Physical recreation consists of companies and individuals mainly engaged in the presentation or provision of sports and physical recreation and associated services. Coaching and education services related to sports and physical recreation are included. Also included are business units, which manufacture, wholesale or retail sports and physical recreation goods. From the point of view of science, conservation or natural beauty, it includes nature parks and reserves, zoos, aquaria and botanical gardens.

9.44 Traditional Knowledge

Refers to the knowledge, innovations and practices of indigenous and local communities around the world. Developed from experience gained over the centuries and adapted to the local culture and environment, traditional knowledge is transmitted orally from generation to generation. It tends to be collectively owned and takes the form of stories, songs, folklore, proverbs, cultural values, beliefs, rituals, community

laws, local language and agricultural practices, including the development of plant species and animal breeds. Traditional knowledge is mainly of a practical nature, particularly in such fields as agriculture, fisheries, health, horticulture, forestry and environmental management in general (SCBD, 2007).

9.45 Visual Arts

They are art forms that focus on the creation of works, which are primarily visual in nature, or are multidimensional objects. Encompass sculptures, painting, crafts, photography film and television.

Migration

9.46 Asylum Seeker

A person who has left the country of origin due to persecution etc., has applied for recognition as a refugee in another country, and is awaiting a decision on their application.

9.47 Circular Migration

The fluid movement of people between countries or places, including temporary or longterm movement. Circular migration means repeated migration experiences involving more than one emigration and return and includes internal or rural-urban migration.

9.48 Diaspora

People living outside their country of origin, irrespective of citizenship and nationality and who are willing to contribute to the development of their country of origin and/or community.

9.49 Emigrants

These comprise:

- Residents, who on departure, declare they are leaving for more than twelve months and

- Departing persons who had recorded themselves as visitors on arrival but stayed for more than twelve months.

9.50 Environmental Migrant

Any person or groups of persons who, for reasons of sudden or progressive changes in the environment that adversely affect their lives or living conditions, are obliged to leave their habitual homes, or choose to do so, either temporarily or permanently, and who move either within their country or abroad.

9.51 Flows of Migrants

All persons who migrated during a specified time period (usually one year). The inflows of international migrants would be the arrival of persons who are changing their country of residence, while the outflows of international migrants are the departure of persons who are changing their country of residence.

9.52 Human Development

A process of enlarging people's choices, which is achieved by expanding human capabilities and functionings. At all levels of development, the three essential capabilities for human development are for people to lead long and healthy lives, to be knowledgeable and to have decent standard of living. But the realm of human development goes further: essential areas of choice, highly valued by people, range from political, economic and social opportunities for being creative and productive to enjoying self respect, empowerment and a sense of belonging to a community. The concept of human development is a holistic one putting people at the centre of all aspects of the development process.

9.53 Immigrants

These comprise:

- New residents intending to remain in the country for at least twelve months.
- Temporary residents taking up employment for a limited period and

- Returning former residents who had declared themselves as emigrants when they left the country but, nevertheless, had remained away for more than one year.

9.54 Internal Displacement

Means the involuntary or forced movement, evacuation or relocation of persons or groups of persons within internationally recognized state borders.

9.55 Internal Migration

A movement of people from one area of a country to another area of the same country for the purpose or with the effect of establishing a new residence. This migration may be temporary or permanent. Internal migrants move but remain within their country of origin (e.g. rural to urban migration).

9.56 Internally Displaced Persons

Means persons or groups of persons who have been forced or obliged to flee or to leave their homes or places of habitual residence, in particular as a result of or in order to avoid the effects of armed conflict, situations of generalized violence, violations of human rights or natural or human made disasters, and who have not crossed an internationally recognized State border.

9.57 International Migrant

An international migrant is any person who changes his or her country of usual residence.

9.58 Irregular Migrant

A person who, owing to unauthorized entry, breach of a condition of entry, or the expiry of his or her visa, lacks legal status in a transit or host country. The definition covers inter alia those persons who have entered a transit or host country lawfully but have stayed for a longer period than authorized or subsequently taken up unauthorized employment (also called clandestine/undocumented migrant or migrant in an irregular situation).

n). The term “irregular” is preferable to “illegal” because the latter carries a criminal connotation and is seen as denying migrants’ humanity

9.59 Labour Migration

Movement of persons from their home State to another State for the purpose of employment. Labour migration is addressed by most States in their migration laws. In addition, some States take an active role in regulating outward labour migration and seeking opportunities for their nationals abroad.

9.60 Long term Migrant

A person who moves to a country other than that of his or her usual residence for a period of at least a year (12 months), so that the country of destination effectively becomes his or her new country of usual residence.

9.61 Migrant Worker

A person who is to be engaged, is engaged or has been engaged in a remunerated activity in a State of which he or she is not a national.

9.62 Migration

A process of moving either across an international border or within a State. It is a movement of persons, encompassing any kind of movement of people, whatever its length, composition and causes; it includes migration of refugees, displaced persons, uprooted people, and economic migrants.

9.63 Refugee

A person who owing to well-founded fear of being persecuted for reasons of race, religion, nationality, membership of a particular social group or political opinion, outside the country of his nationality and is unable or, owing to such fear, is unwilling to avail himself of the protection of that country of origin; or who, not having a nationality and being outside the country of his former habitual residence as a result of such events, is unable or, owing to such fear, is unwilling to return to it and is granted permission.

9.64 Short term Migrant

A person who moves to a country other than that of his or her usual residence for a period of at least 3 months but less than a year (12 months), except in cases where the movement to that country is for purposes of recreation, holiday, visit to friends and relatives, business, medical treatment or religious pilgrimage.

9.65 Skilled Migrant

A migrant worker who, because of his or her skills or acquired professional experience, is usually granted preferential treatment regarding admission to a host country (and is therefore subject to fewer restrictions regarding length of stay, change of employment and family reunification).

9.66 Smuggling of Migrants

The procurement, in order to obtain, directly or indirectly, a financial or other material benefit, of the illegal entry of a person into a State Party of which the person is not a national or a permanent resident.

9.67 South South Migration

Movement of international migrants among countries that do not reach a very high development index (HDI) according to the UNDP classification. In its 2010 Human Development Report (HDR), the upper 42 countries ranked by their HDI are classified as having reached a very high HDI and are thus considered 'developed countries'. The remaining countries of the UNDP list are considered to belong to the South and the movements of population between these countries refer to South-South migration. The list of countries ranked according to their HDI is available on the Human Development Report (HDR) website under the following link: <http://hdr.undp.org/en/statistics/>.

9.68 Stock of Migrants

All persons who live in a country at a specific point in time and who have previously experienced a migration movement. The stock of international migrants present in a

country would be the set of persons who have ever changed their country of usual residence; that is, persons who have spent at least a year of their lives in a country other than the one in which they live at the time the data are gathered.

9.69 Trafficking in Persons

The recruitment, transportation, transfer, harbouring or receipt of persons, by means of the threat or use of force or other forms of coercion, of abduction, of fraud, of deception, of the abuse of power or of a position of vulnerability or of the giving or receiving of payments or benefits to achieve the consent of a person having control over another person, for the purpose of exploitation.

9.70 Transnationalism

The process whereby people establish and maintain socio-cultural connections across geopolitical borders.

10 Judicial, Crime and Social Welfare Statistics

10.1 Accused not Located

These are cases whereby the offender in a crime is known and all efforts to locate and arrest him/her have been put, but still he/she cannot be found.

10.2 Arrested

Refers to a person who has been deprived of his liberty of movement on reasonable grounds of suspicion that he/she has committed a crime/offence.

10.3 Attempts

Shows the number of crimes that were committed but not completed where the perpetrator fails to commit the offence fully as he/she intended.

10.4 Charged

Refers to a person who has been officially accused of having committed an offence/crime through an indictment for court or has officially admitted having committed a crime/offence and paid a deposit fine at a police station instead of standing trial in a court of law.

10.5 Counts

The number of times a particular crime has been perpetrated.

10.6 Convict

Refers to a person found guilty of an offence and have either been given custodial sentence or paid fine at court/police station, road blocks or warned and cautioned then discharged.

10.7 Detected

These are cases whereby the offender in a crime is known and has been arrested for the crime in question.

10.8 Discharged

Refers to a person who has been charged for an offence/crime but has not been found guilty by a court of law and therefore set free.

10.9 False

These are cases that have been reported to the police, but after investigations by police, they were found not to have actually occurred.

10.10 Human Rights

The United Nations has defined human rights as those rights which are inherent in our nature and without which we cannot live as human beings.

10.11 Holding Capacity

Refers to the number of prisoners a prison was designed to accommodate.

10.12 Inmates

Refers to prisoners.

10.13 Occupational Injury

See Employment.

10.14 PP Declines to Prosecute

These are cases whereby due to lack of evidence, the Public Prosecutor deems the cases as unsuitable to prosecute in a court of law and thus, he refuses to prosecute.

10.15 Prison/ Penal Institutions

Prisons may be understood to mean all public institutions where persons are deprived of their liberty. The institutions may include, but are not limited to, penal, correctional, and psychiatric facilities under the prison administration.

10.16 Prisoner

Is a person held in prison, penal institute or correctional institution as a result of legal process.

10.17 Prison Admissions

Refers to the total number of persons who were imprisoned in the period under review.

10.18 Prison Discharges

Refers to the total number of prisoners who were discharged or released from prison for various reasons in the period under review.

10.19 Prison Population

The total prison population refers to the Zimbabwe Prison Services (ZPS) unlock figures, which refer to the total number of prisoners during the unlocking of prison doors in the morning, that is the total number of prisoners who would have slept in prison on the night of the previous day.

10.20 Safety Nets

Refers to measures to restore the worth of those who had lost their dignity and sense of self-esteem.

10.21 Social Protection

The formal and informal initiatives that provide assistance to the extremely poor individuals and households: services to groups who need special attention or would otherwise be denied access to basic services. It is an insurance to protect risks and consequences of livelihood shocks; and equity to protect people against risks such as discrimination and/ or abuse.

10.22 Undetected

These are cases whereby the offender in a crime is not known and investigations to establish his identity have been carried out without success.

10.23 Withdrawn before plea

These are cases whereby the offender has been indicted in a court, but due to lack of evidence, the Public Prosecutor due to certain circumstances, wishes to put the proceedings on hold until further evidence against the offender comes to light. Here, the case may be brought back to court.

10.24 Withdrawn by complainant

These are cases whereby, although a crime has been perpetrated, a private individual is more aggrieved than the state and he/she does not wish to continue prosecuting the offender.

11 Poverty Statistics

11.1 Absolute Poverty

A condition of extreme deprivation of human need, characterized by the inability of individuals/households to meet or access minimum requirements for decent human well-being such as nutrition, health, literacy and shelter.

11.2 Absolute Poverty Line

The level of the standard of living measure that enables a household to meet its basic needs. It reflects the monetary cost of meeting basic food and non-food requirements of life.

11.3 Chronic Poverty

A state of perpetual need due to lack of the basic necessities and means of production, social support and feelings of frustration and powerlessness.

11.4 Gini Coefficient

Is a measure of statistical dispersion, commonly used as a measure of inequality of income distribution or inequality of wealth. The Gini Coefficient can range from 0 to 1. A low Gini Coefficient indicates a more equal distribution, with 0 corresponding to complete equality, while higher Gini Coefficients indicate more unequal distribution, with 1 corresponding to complete inequality.

11.5 Food Poverty Line

The food poverty line (FPL) represents the minimum food basket that can sustain an average person in a healthy condition. It has been estimated on average that 2100 kilo calories per day is sufficient.

11.6 Total Consumption Poverty Line (TCPL)

This is derived by computing the non-food expenditures of poor households whose consumption expenditures are just equal to the FPL. The amount is added to the FPL.

The TCPL naturally exceeds the FPL, and households or people whose consumption is less than the TCPL are deemed poor.

11.7 Per Capita Gross Domestic Product

The average production per person of goods and services for a specified period i.e. one year. It is used to compare the relative welfare or standard of living in different countries in a particular period.

11.8 Poverty

Is defined as the inability to attain a level of well-being constituting a realistic minimum as defined by society. It is a multi-dimensional phenomena.

11.9 Poverty Datum Line (PDL)

Represents the cost of a given level of living which must be attained if a person is deemed not to be poor.

11.10 Poverty Gap

Which is often considered as representing the depth of poverty, provides information regarding how far off households are from the poverty line. This measure captures the mean aggregate income or consumption shortfall relative to the poverty line across the whole population. It is obtained by adding up all the shortfalls of the poor (considering the non-poor as having a shortfall of zero) and dividing the total by the population. Put differently, it gives the total resources needed to bring all the poor to the level of the poverty line (divided by the number of individuals in the population). Note also that, the poverty gap can be used as a measure of the 'minimum amount of resources necessary to eradicate poverty', that is, the amount that one would have to transfer to the poor under perfect targeting (i.e. each poor getting exactly the amount he/she needs to be lifted out of poverty) to bring them all out of poverty.

11.11 Poverty Headcount Index

This is the share of the population (either persons or households) whose income or consumption expenditure is below the poverty line, as a proportion of the total population.

11.12 Squared Poverty Gap

Is often described as a measure of the severity of poverty. While the poverty gap takes into account the distance separating the poor from the poverty line, the squared poverty gap takes the square of that distance into account. When using the squared poverty gap, the poverty gap is weighted by itself, so as to give more weight to the very poor. Said differently, the squared poverty gap takes into account the inequality among the poor.

11.13 Relative Poverty

Refers to the position of an individual or household compared with the average income in a country.

11.14 Relative Poverty Line

Under the relative poverty line approach, a household can be defined as poor relative to others in the same society or economy. Thus a relative poverty line varies as the average of total population consumption varies. It involves drawing an arbitrary line by identifying the proportions (such as mean, median, or even fractions of the mean) and establishing a poverty line(s) from expenditure or income data.

12 Economic Statistics

12.1 Acquisitions

Acquisitions of goods and services by institutional units occur when they become the new owners of the goods or when the delivery of services to them is completed.

12.2 Active Business Partners

Are a group of persons of a common profession who pool their resources to form an establishment in partnership. They provide the labour inputs themselves and usually share the profits they derive from the productive activities of the establishment. Thus their role is dual in that they provide assets and other resources to the establishment as entrepreneurs and their expertise and skills as employees.

12.3 Actual final consumption

Measures the amount of consumption goods and services acquired by the general government, households and NPISHs.

12.4 Adjusted disposable income

Is the balancing item in the redistribution of income in kind account. It is derived from the disposable income of an institutional unit or sector by adding the value of the social transfers in kind receivable by that unit or sector and subtracting the value of the social transfers in kind payable by that unit or sector.

12.5 All item index

The highest level of aggregation of a CPI which covers all the items within the scope of the CPI.

12.6 Ancillary activity

Is a supporting activity undertaken within an enterprise in order to create the conditions within which the principal or secondary activities can be carried out .e.g. bookkeeping, guarding premises.

12.7 Ancillary Establishment

Is a subsidiary of an enterprise whose productive activities are strictly confined to providing goods and/or services to the enterprise. An ancillary establishment can either be located separately from the actual production activity of an enterprise and or have separate accounts readily available for the production that it undertakes. An ancillary establishment can be a separate transport unit, a repair shop for the enterprise's own vehicles or a warehouse.

12.8 Asset

Is a store of value representing a benefit or series of benefits accruing to the economic owner by holding or using the entity over a period of time. It is a means of carrying forward value from one accounting period to another.

12.9 Balance of Payments

Is a statistical statement that systematically summarizes, for a specific time period, the economic transactions of an economy with the rest of the world. Transactions, for the most part between residents and non-residents, consist of those involving goods, services, and income; those involving financial claims on, and liabilities to, the rest of the world; and those (such as gifts) classified as transfers, which involve offsetting entries to balance—in an accounting sense—one-sided transactions.

12.10 Balance of primary incomes

The balance of primary incomes is defined as the total value of the primary incomes receivable by an institutional unit or sector less the total of the primary incomes payable.

12.11 Balance sheet

Is a statement, drawn up in respect of a particular point in time, of the values of assets owned and of the liabilities owed by an institutional unit or group of units.

12.12 Balancing item

Is an accounting construct obtained by subtracting the total value of the entries on one side of an account (resources or changes in liabilities) from the total value of the entries on the other side (uses or changes in assets). It cannot be measured independently of the entries in the accounts. As a derived entry, it reflects the application of the general accounting rules to the specific entries on the two sides of the account.

12.13 Banker's acceptance

Involves the acceptance by a financial corporation, in return for a fee, of a draft or bill of exchange and the unconditional promise to pay a specific amount at a specified date.

12.14 Banknotes and securities, and coins not in circulation

This item includes banknotes, securities and coins that are unissued or that are taken out of circulation. They are regarded as goods rather than as financial items.

12.15 Barter transaction

Is one where one basket of goods and services is exchanged for another basket of different goods and services without any accompanying monetary payment.

12.16 Base Period

The period with which all other periods are compared and the value for that period is given as 100.

12.17 Basic price

Is the amount receivable by the producer from the purchaser for a unit of a good or service produced as output minus any tax payable, and plus any subsidy receivable, by the producer as a consequence of its production or sale. It excludes any transport charges invoiced separately by the producer.

12.18 Basket

This is a selection of goods and services that is representative of the consumption habits of most households in a given country in a given period.

12.19 Bills

Are defined as securities that give the holders the unconditional rights to receive stated fixed sums on a specified date.

12.20 Bonds and debentures

Are securities that give the holders the unconditional right to fixed payments or contractually determined variable payments, that is, the earning of interest is not dependent on earnings of the debtors.

12.21 Building Materials Price Index

Measures the average changes in the prices of building materials for an average dwelling unit.

12.22 Capacity utilization

Is computed by dividing actual production by production capacity expressed as a percentage.

12.23 Capital taxes

Consist of taxes levied at irregular and infrequent intervals on the values of the assets or net worth owned by institutional units or on the values of assets transferred between institutional units as a result of legacies, gifts inter vivos or other transfers. e.g. capital gains tax.

12.24 Capital transfers

Are unrequited transfers where either the party making the transfer realizes the funds involved by disposing of an asset (other than cash or inventories), relinquishing a

financial claim (other than accounts receivable) or the party receiving the transfer is obliged to acquire an asset (other than cash) or both conditions are met.

12.25 Carriage and insurance paid to (CIP).

The seller has the same obligations as under CPT but with the addition that the seller has to procure insurance against the buyer's risk of loss or of damage to the goods during the carriage. The seller contracts for insurance and pays the insurance premium. The buyer should note that under the CIP term the seller is required to obtain insurance only on minimum coverage. The CIP term requires the seller to clear the goods for export. This term may be used irrespective of the mode of transport, including multimodal transport.

12.26 Carriage paid to (CPT)

The seller delivers the goods to the carrier nominated by him/her but the seller must in addition pay the cost of carriage necessary to bring the goods to the named destination. The risk of loss or of damage to the goods, as well as any additional costs due to events occurring after the time the goods have been delivered to the carrier, is transferred from the seller to the buyer when the goods have been so delivered. If subsequent carriers are used for the carriage to the agreed destination, the risk passes when the goods have been delivered to the first carrier.

12.27 Central Business Register (CBR)

Is a comprehensive database of enterprises/establishments operating in the economy covering all industries and geographical regions engaged in the production of goods and/or services.

12.28 Central Government Transfers

Release of funds from the Central Government to Local Governments such as conditional grants, unconditional and equalization grants.

12.29 Chaining

The construction of a continuous price series by multiplying together price indices that have been constructed using different base periods

12.30 Changes in inventories

Are measured by the value of the entries into inventories less the value of withdrawals and less the value of any recurrent losses of goods held in inventories during the accounting period.

12.31 Changes in net worth due to nominal holding gains/losses

Is defined as the algebraic sum of the positive or negative nominal holding gains on all the assets and liabilities of an institutional unit.

12.32 Changes in net worth due to saving and capital transfers

Represent the positive or negative amount available to the unit or sector for the acquisition of non-financial and financial assets.

12.33 Civil Engineering Materials Price Index

Measures the changes in the prices of civil engineering materials.

12.34 Claim/benefit

Is the amount payable to the policy holder by the direct insurer or reinsurer in respect of an event covered by the policy occurring in the period for which the policy is valid.

12.35 Claims outstanding

Cover claims that have not been reported, have been reported but are not yet settled or have been both reported and settled but not yet paid.

12.36 Classification of individual consumption according to purpose (COICOP)

It is an international standard classification of individual consumption expenditure

12.37 Collective consumption service

Is a service provided simultaneously to all members of the community or to all members of a particular section of the community, such as all households living in a particular region. e.g. defence, law enforcement, street lighting

12.38 Compensating products

Means the products resulting from the manufacturing, processing or repair of goods for which the use of the inward processing procedure is authorized or the products obtained abroad and resulting from the manufacturing, processing or repair of goods for which the use of the outward processing procedure is authorized.

12.39 Compensation of employees

Is the total remuneration, in cash or in kind, payable by an establishment to an employee in return for work done by the employee during a given reference period. Compensation of employees has two main components namely wages and salaries payable in cash or in kind and; social insurance contributions payable by the employers.

12.40 Conditional Grants

Funds given to Local Governments to finance programmes agreed upon between the central Government and Local Governments.

12.41 Consumer durable

Is a good that may be used for purposes of consumption repeatedly or continuously over a period of a year or more by households for non-household enterprise purposes for example stoves, refrigerators, own use cars etc.

12.42 Consumer Price Index

This is a measure of the cost of living in a country over a specified period of time. It measures the pure price change in a fixed market basket of goods and services of constant quantity. It shows how much the cost of living has risen or fallen owing to

price changes irrespective of changes in consumer behaviour or in the quality of goods and services.

12.43 Consumption of fixed capital

Is the decline, during the course of the accounting period, in the current value of the stock of fixed assets owned and used by a producer as a result of physical deterioration, normal obsolescence(out datedness) or normal accidental damage.

12.44 Contracts, leases and licences

Are treated as assets only when both the following conditions are satisfied. The terms of the contract, lease or licence specify a price for the use of an asset or provision of a service that differs from the price that would prevail in the absence of the contract, lease or licence. One party to the contract must be able legally and practically to realize this price difference.

12.45 Co-operatives

Are enterprises set up by producers for purposes of production and marketing their collective output in which each owner has an equal share of ownership.

12.46 Copyrights

Is a form of protection provided to the authors of "original works of authorship" including literary, dramatic, musical, artistic, and certain other intellectual works, both published and unpublished. A copyright provides the author the exclusive right to reproduce or sell the work

12.47 Corporation

Is a legal entity, created for the purpose of producing goods or services for the market that may be a source of profit or other financial gain to its owner(s). It is collectively owned by shareholders who have the authority to appoint directors responsible for its general management.

12.48 Cost and Freight (CFR).

Means that the seller's obligation to deliver is fulfilled when the goods have passed the ship's rail in the port of shipment. The seller must pay the costs and freight necessary to bring the goods to the named port of destination but the risk of loss or of damage to the goods, as well as any additional costs due to events occurring after the time of delivery, are transferred from the seller to the buyer. The CFR term requires the seller to clear the goods for export. This term can only be used for sea and inland waterway transport.

12.49 Cost, Insurance and Freight (C.I.F)

Applies only when goods are delivered by sea or inland waterway to the port of importation. CIF-type values include the transaction value of the goods, the value of services performed to deliver goods to the border of the exporting country and the value of the services performed to deliver the goods from the border of the exporting country to the border of the importing country

12.50 Costs of ownership transfer

The costs of ownership transfer consist of the following kinds of items:

- All professional charges or commissions incurred by both units acquiring or disposing of an asset such as fees paid to lawyers, architects, surveyors, engineers and valuers, and commissions paid to estate agents and auctioneers.
- Any trade and transport costs separately invoiced to the purchaser,
- Taxes payable by the unit acquiring the asset on the transfer of ownership of the asset.
- Any tax payable on the disposal of an asset.
- Any delivery and installation or disinstallation costs not included in the price of the asset being acquired or disposed of.
- Any terminal costs incurred at the end of an asset's life such as those required to render the structure safe or to restore the environment in which it is situated.

12.51 Country of consignment

Is the country from which goods were dispatched to the importing country, without any commercial transactions or other operations which change the legal status of the goods taking place in any intermediate country. If, before arriving in the importing country, goods enter one or more further countries and are subject to such transactions or operations, that last intermediate country where such transactions or operations took place should be taken as the country of consignment.

12.52 Country of Consumption (for exports)

Is the country in which the goods are expected to be used for private or public consumption or as inputs in a production process.

12.53 Country of Last Known Destination

Is the last country - as far as it is known at the time of exportation - to which goods are to be delivered, irrespective of where they have been initially dispatched to and whether or not, on their way to that last country, they are subject to any commercial transactions or other operations which change their legal status.

12.54 Country of origin of goods.

Means the country in which the goods have been produced or manufactured, according to the criteria laid down for the purposes of application of the Customs Tariff, of quantitative restrictions or of any other measure related to trade.

12.55 Country of Sale

Is the country where the purchaser of the goods (the seller's co-contractor) resides.

12.56 Country of Shipment (in the case of exports)

Is the country to which goods are shipped, whether or not commercial transactions or any other operations which change the legal status of the goods are expected to take place before arrival of the goods in that country.

12.57 Country of shipment (in the case of imports)

Is the country from which goods are shipped, whether or not commercial transactions or any other operations which change the legal status of the goods occur after the goods are dispatched from the exporting country. If such transactions do not occur, the country of shipment is the same as the country of consignment.

12.58 Cross-country interest rate swap

Sometimes known as a currency swap, involves an exchange of cash flows related to interest payments and an exchange of principal amounts at an agreed exchange rate at the end of the contract.

12.59 Current asset

A balance sheet account that represents the value of all assets that are reasonably expected to be converted into cash within one year in the normal course of business. Current assets include cash, accounts receivable, inventory, marketable securities, prepaid expenses and other liquid assets that can be readily converted to cash.

12.60 Current international cooperation

Consists of current transfers in cash or in kind between the governments of different countries or between governments and international organizations.

12.61 Current taxes on capital

Consist of taxes that are payable periodically, usually annually, on the property or net wealth of institutional units, excluding taxes on land or other assets owned or rented by enterprises and used by them for production, such taxes being treated as other taxes on production.

12.62 Current taxes on income, wealth, etc.

Consist mainly of taxes on the incomes of households or profits of corporations and of taxes on wealth that are payable regularly every tax period (as distinct from capital taxes levied infrequently).

12.63 Current transfer

Is a transaction in which one institutional unit provides a good, service or asset to another unit without receiving from the latter any good, service or asset directly in return as counterpart and does not oblige one or both parties to acquire, or dispose of, an asset.

12.64 Current transfers between households

Consist of all current transfers made, or received, by resident households to or from other resident or non-resident households.

12.65 Current transfers to NPISHs

Consist of transfers received by NPISHs from other resident or non-resident institutional units in the form of membership dues, subscriptions, voluntary donations, etc. whether made on a regular or occasional basis.

12.66 Current transfers within general government

Consist of current transfers between different government units.

12.67 Customs declaration

Is “any statement or action, in any form prescribed or accepted by the customs, giving information or particulars required by the customs”.

12.68 Customs formalities in respect of postal item

Means all the operations to be carried out by the interested party and the customs in respect of postal traffic.

12.69 Customs formalities in respect of postal traffic

Means the special declaration forms for postal items as described in the Acts of the Universal Postal Union currently in force.

12.70 Customs offence

Means any breach, or attempted breach, of Customs law.

12.71 Customs procedure

Is a “treatment applied by the customs to goods which are subject to customs control”.
Customs procedures are categorized as follows:

- **“clearance for home use”** means the Customs procedure which provides that imported goods enter into free circulation in the Customs territory upon the payment of any import duties and taxes chargeable and the accomplishment of all the necessary Customs
- **“re-importation in the same state”** means the Customs procedure under which goods which were exported may be taken into home use free of import duties and taxes, provided they have not undergone any manufacturing, processing or repairs abroad and provided that any sums chargeable as a result of repayment or remission of or conditional relief from duties and taxes or of any subsidies or other amounts granted in connection with exportation must be paid. The goods that are eligible for re-importation in the same state can be goods that were in free circulation or were compensating products.
- **“outright exportation”** means the Customs procedure applicable to goods which, being in free circulation, leave the Customs territory and are intended to remain permanently outside it.
- **“Customs warehousing procedure”** means the Customs procedure under which imported goods are stored under Customs control in a designated place (a Customs warehouse) without payment of import duties and taxes.
- **“inward processing”** means the Customs procedure under which certain goods can be brought into a Customs territory conditionally relieved from payment of import duties and taxes, on the basis that such goods are intended for manufacturing, processing or repair and subsequent exportation.
- **“outward processing”** means the Customs procedure under which goods which are in free circulation in a Customs territory may be temporarily

exported for manufacturing, processing or repair abroad and then re-imported with total or partial exemption from import duties and taxes.

- “**drawback procedure**” means the Customs procedure which, when goods are exported, provides for a repayment (total or partial) to be made in respect of the import duties and taxes charged on the goods, or on materials contained in them or consumed in their production.
- “**processing of goods for home use**” means the Customs procedure under which imported goods may be manufactured, processed or worked, before clearance for home use and under Customs control, to such an extent that the amount of the import duties and taxes applicable to the products thus obtained is lower than that which would be applicable to the imported goods.
- “**Customs transit**” means the Customs procedure under which goods are transported under Customs control from one Customs office to another.
- “**transshipment**” means the Customs procedure under which goods are transferred under Customs control from the importing means of transport to the exporting means of transport within the area of one Customs office which is the office of both importation and exportation.
- “**the carriage of goods coastwise procedure**” means the Customs procedure under which: a. goods in free circulation, and b. imported goods that have not been declared under the condition that they must be transported in a vessel other than the importing vessel in which they arrived in the Customs territory are loaded on board a vessel at a place in the Customs territory and are transported to another place in the same Customs territory where they are then unloaded.
- “**temporary admission**” means the Customs procedure under which certain goods can be brought into a Customs territory conditionally relieved totally or partially from payment of import duties and taxes; such goods must be imported for a specific purpose and must be intended for re-exportation within a specified period and without having undergone any change except normal depreciation due to the use made of them.

12.72 Customs territory.

The customs territory is the territory in which the Customs law of a state applies.

12.73 Customs treatment of stores

Means all the facilities to be accorded and all the Customs formalities applicable to stores

12.74 Customs warehouses.

A customs warehouse is a designated place where imported goods which are brought into the country under the Customs warehousing procedure are stored under customs control without payment of import duties and taxes.

12.75 Debt reorganization (debt restructuring)

Is defined as arrangements involving both the creditor and the debtor (and sometimes third parties) that alter the terms established for servicing an existing debt.

12.76 Debt securities

Are negotiable instruments serving as evidence of a debt for example negotiable certificate of deposits (NCDs).

12.77 Deductible Value Added Tax (VAT)

Is the VAT payable on purchases of goods or services intended for intermediate consumption, gross fixed capital formation or for resale which a producer is permitted to deduct from his own VAT liability to the government in respect of VAT invoiced to his customers.

12.78 Deflation

A decrease in the overall level of prices in the economy.

12.79 Delivered at Frontier (DAF).

The seller's obligation to deliver is fulfilled when the goods are placed at the disposal of the buyer on the arriving means of transport not unloaded, cleared for export, but not cleared for import at the named point and place at the frontier, but before the customs border of the adjoining country.

12.80 Delivered duty paid (DDP).

The seller's obligation to deliver is fulfilled when the goods are placed at the disposal of the buyer, cleared for import, and not unloaded from any arriving means of transport at the named place of destination. The seller has to bear all the costs and risks involved in bringing the goods thereto including, where applicable, any "duty" (which term includes the responsibility for and the risks of the carrying out of customs formalities, and the payment of formalities, customs duties, taxes and other charges) for import in the country of destination.

12.81 Delivered duty unpaid (DDU).

The seller's obligation to deliver is fulfilled when the goods are placed at the disposal of the buyer, not cleared for import, and not unloaded from any arriving means of transport at the named place of destination. The seller has to bear the costs and risks involved in bringing the goods thereto, other than, where applicable, any "duty" (which term includes the responsibility for and the risks of the carrying out of customs formalities, and the payment of formalities, customs duties, taxes and other charges) for import in the country of destination. Such "duty" has to be borne by the buyer as well as any cost and risks caused by his/her failure to clear the goods for import in time.

12.82 Delivered Ex Quay (DEQ).

The seller's obligation to deliver is fulfilled when the goods are placed at the disposal of the buyer not cleared for import on the quay (wharf) at the named port of destination. The seller has to bear costs and risks involved in bringing the goods to the named port or destination and discharging the goods on the quay (wharf). The DEQ term requires the buyer to clear the goods for import and to pay for all formalities,

duties, taxes and other charges upon import. This term can be used only when the goods are to be delivered by sea or inland waterway or multimodal transport on discharging from a vessel onto the quay (wharf) in the port of destination.

12.83 Delivered Ex Ship (DES).

The seller's obligation to deliver is fulfilled when the goods are placed at the disposal of the buyer on board the ship not cleared for import at the named port of destination. The seller has to bear all the costs and risks involved in bringing the goods to the named port of destination before discharging. This term can be used only when the goods are to be delivered by sea or inland waterway or multimodal transport on a vessel in the port of destination.

12.84 Depreciation

Represents the loss in value of a fixed asset due to ageing and to its use in production. It is mostly calculated on the basis of historic costs of fixed assets. Depreciation applies to all fixed assets.

12.85 Derivative

Is a financial instrument whose value is based on one or more underlying assets. In practice, it is a contract between two parties that specifies conditions (especially the dates, resulting values of the underlying variables, and notional amounts) under which payments are to be made between the parties. The most common types of derivatives are forwards, futures, options, and swaps. The most common underlying assets include commodities, stocks, bonds, interest rates and currencies. Derivatives can be used for speculation ("bets") or to hedge ("insurance"). For example, a speculator may sell deep in-the-money naked calls on a stock, expecting the stock price to plummet, but exposing himself to potentially unlimited losses. Very commonly, companies buy currency forwards in order to limit losses due to fluctuations in the exchange rate of two currencies.

12.86 Direct investment

Is a category of cross-border investment associated with a resident in one economy having control or a significant degree of influence on the management of an enterprise that is resident in another economy.

12.87 Disposable income

Is the balancing item in the secondary distribution of income account. It is derived from the balance of primary incomes of an institutional unit or sector by adding all current transfers, except social transfers in kind, receivable by that unit or sector and subtracting all current transfers, except social transfers in kind, payable by that unit or sector.

12.88 Distributable income of a corporation

Is equal to entrepreneurial income, plus all current transfers receivable, less all current transfers payable and less the adjustment for the change in pension entitlements relating to the pension scheme of that corporation.

12.89 Dividends

Are a form of investment income to which shareholders become entitled as a result of placing funds at the disposal of corporations.

12.90 Domestic coverage

This is where by the CPI includes expenditures made (and prices paid) within the domestic territory of the country, including those made by foreign visitors.

12.91 Domestic goods

Are goods originating in the economic territory of a country. In general, goods are considered as originating in the country if they have been wholly obtained in it or were substantially transformed.

12.92 Domestic Worker's Wage

Is the amount paid to a permanent domestic worker as a salary for each month.

12.93 Durable goods are goods,

Which can be used repeatedly or continuously over a period of more than one year, assuming a normal or average rate of physical use. Examples of durable goods are furniture, personal transport, equipment, jewellery, watches, precious stones, radio, TVs, cameras etc.

12.94 E- Commerce Sales

Are sales of all goods and services where an order is placed by the buyer and price and terms of sale are negotiated over the internet, an extranet, electronic data interchange (EDI) network, or other online system. Payment may or may not be made online.

12.95 Economic Activity

Refers to a process, that is to say, to the combination of actions carried out by a certain entity and resulting in a specific type of products (goods and services). An activity is characterized by:

- an input of resources;
- a production process; and
- an output of products.

12.96 Economic flows

Reflect the creation, transformation, exchange, transfer or extinction of economic value. They involve changes in the volume, composition, or value of an institutional unit's assets and liabilities for example production, consumption etc.

12.97 Economic owner

The economic owner of entities such as goods and services, natural resources, financial assets and liabilities is the institutional unit entitled to claim the benefits

associated with the use of the entity in question in the course of an economic activity by virtue of accepting the associated risks.

12.98 Economic territory

An economic territory includes the land area including islands, airspace, territorial waters and territorial enclaves in the rest of the world physically located in other territories (i.e. embassies, military bases, immigration offices etc. that have immunity from the laws of the host territory). It has the dimensions of physical location as well as legal jurisdiction; so that corporations created under the law of that jurisdiction are part of that economy. The economic territory also includes special zones, such as free trade zones and offshore financial centres. These are under the control of the government so are part of the economy, even though different regulatory and tax regimes may apply. The territory excludes international organizations and enclaves of other governments that are physically located in the territory.

12.99 Economically significant prices

Are prices that have a significant effect on the amounts that producers are willing to supply and on the amounts purchasers wish to buy. These prices normally result when the producer has an incentive to adjust supply either with the goal of making a profit in the long run or, at a minimum, covering capital and other costs and Consumers have the freedom to purchase or not purchase and make the choice on the basis of the prices charged.

12.100 Employee stock option

Is an agreement made on a given date (the “grant” date) under which an employee may purchase a given number of shares of the employer’s stock at a stated price (the “strike” price) either at a stated time (the “vesting” date) or within a period of time (the “exercise” period) immediately following the vesting date.

12.101 Employees

Are persons who, by agreement, work for a resident institutional unit and receive remuneration for their labour.

12.102 Employers' social contributions

Are social contributions payable by employers to social security funds or other employment-related social insurance schemes to secure social benefits for their employees.

12.103 Employment

Is defined as all persons, both employees and self-employed persons, engaged in some productive activity that falls within the production boundary and that is undertaken by a resident institutional unit.

12.104 Enterprise

Is defined as an institutional unit engaged in the production of goods and/or services. An institutional unit is an economic entity that is capable in its own right of owning assets, incurring liabilities and engaging in economic activities and in transactions with other entities. An enterprise may be engaged in one or more productive activities at one or more locations.

12.105 Enterprise Group

Is an association of enterprises bound together by various types of links such as ownership, controlling interest and management. An enterprise group can have more than one decision making centre, especially for the policy on production, sales and profits and may centralize certain aspects of financial management and taxation. It constitutes an economic entity that is empowered to make choices, particularly concerning the units that it comprises. An enterprise group is controlled by the group head, which is a parent legal unit that is controlled, either directly or indirectly by any other legal unit.

12.106 Enterprise property

Is a fixed asset used to generate income by the business.

12.107 Entitlement to future goods and services on an exclusive basis

Relates to the case where one party which has contracted to purchase goods or services at a fixed price at a time in the future is able to transfer the obligation of the second party to the contract to a third party.

12.108 Equity

Comprises all instruments and records acknowledging claims on the residual value of a corporation or quasi-corporation after the claims of all creditors have been met.

12.109 Establishment

Is an enterprise or part of an enterprise that is situated in a single location and in which one or predominantly one kind of economic activity is carried out. An establishment is usually identified with an individual workplace in which a particular kind of productive activity is carried out, for instance a shop, transport depot, bank or clinic.

12.110 Ex works (EXW).

Under this term the obligation of a seller is completed when the goods are made available to a buyer at the seller's premises or another named place (i.e. works factory, warehouse, etc.). The seller is not responsible for loading the goods on the vehicle provided by the buyer or for clearing the goods through customs for export, unless the contract of sale clearly so states. All costs and risks involved in taking the goods from the seller's premises are the buyer's responsibility.

12.111 Expenditure measure of gross domestic product (GDP)

Is derived as the sum of expenditure on final consumption plus gross capital formation plus exports less imports.

12.112 Exports

Are goods and services leaving an economic territory

12.113 Financial asset

Is defined as an asset in the form of a financial claim which entitles its owner, the creditor, to receive a payment, or series of payments, from the other unit, the debtor, in certain circumstances specified in the contract between them. Financial assets are entities, over which ownership rights are enforced by institutional units, individually or collectively, and from which economic benefits may be derived by their owners by holding them, or using them over a period of time. The term "financial asset" may be used to cover both financial assets and liabilities, except when the context requires liabilities to be referred to explicitly.

12.114 Financial auxiliaries

Consist of financial corporations that are principally engaged in activities associated with transactions in financial assets and liabilities or with providing the regulatory context for these transactions but in circumstances that do not involve the auxiliary taking ownership of the financial assets and liabilities being transacted. Examples include stock brokers, underwriters etc.

12.115 Financial claim

Is the payment or series of payments due to the creditor by the debtor under the terms of a liability.

12.116 Financial intermediation services indirectly measured (FISIM):

This is an indirect measure of the value of financial intermediation services provided for which financial institutions do not charge explicitly.

12.117 Financial statement

Indicates how the revenue (money received from the sale of products and services) before expenses are taken out. The purpose of the income statement is to show managers and investors whether the company made or lost money during the period being reported.

12.118 Finished goods

Consist of goods produced as outputs that their producer does not intend to process further before supplying them to other institutional units.

12.119 Fiscal policy

Is the use of government revenue collection (taxation) and expenditure (spending) to influence the economy. The two main instruments of fiscal policy are government taxation and expenditure. Changes in the level and composition of taxation and government spending can impact the following variables in the economy such as Aggregate demand and the level of economic activity; the pattern of resource allocation and the distribution of income.

12.120 Fixed Assets

These are durable goods expected to have a productive life of more than one year and intended for use by institutional units. This also includes major additions, alterations and improvements to existing fixed assets which extend their normal economic life or raise their productivity. Fixed assets are divided into the following categories:

- **Dwellings and associated structures**, such as garages, and all permanent fixtures customarily installed in residences.
- **Non-residential buildings**: consist of buildings other than dwellings. Examples of non-residential buildings are warehouses, clinics, banks and shops.
- **Other structures**: include structures other than buildings, including the cost of the streets, sewer, etc. The costs of site clearance and preparation are also included. Examples are car parks.
- **Land improvements**: are the results of actions that lead to major improvements in the quality or productivity of land, or prevent its deterioration. These are also treated as fixed capital formation. Examples are land clearance, land contouring and drilling of boreholes. The value of natural land before improvement is not included.
- **Transport equipment**: consists of equipment for moving people and objects. This includes transport equipment, such as motor vehicles, trailers and semi-trailers;

ships; railway and tramway locomotives and rolling stock; aircraft and spacecraft; and motorcycles, bicycles, etc.

- **ICT equipment:** consists of devices using electronic controls and also the electronic components forming part of these devices. Examples are computers, laptops and their peripherals,
- **Other machinery and equipment:** consists of machinery and equipment not elsewhere classified. Examples include general purpose machinery; special purpose machinery; calculators; electrical machinery and apparatus; radios, televisions; medical appliances; watches and clocks.
- **Research and (experimental) development (R&D):** consists of the value of expenditures on creative work undertaken on a systematic basis in order to increase the stock of knowledge and use it to devise new applications.
- **Computer software and databases:** consists of computer programmes, programme descriptions and supporting materials for both systems and applications software. Gross fixed capital formation in computer software includes both the initial development and subsequent extensions of software as well as acquisition of copies that are classified as assets. Databases may be developed exclusively for own use or for sale as an entity or for sale by means of a licence to access the information contained. Both databases purchased as fixed assets and the cost of database development for own use are reported here.
- **Entertainment, literary and artistic originals:** consist of the original films, sound recordings, manuscripts, tapes, models, etc., on which drama performances, radio and television programming, musical performances, sporting events, literary and artistic output etc. are recorded or embodied.
- **Mineral exploration and evaluation:** consists of the value of expenditures on exploration for petroleum and natural gas and for non-petroleum deposits and subsequent evaluation of the discoveries made.

12.121 Fixed basket index

A CPI which uses the same basket in each time period normally consisting of the total quantities consumed by households over the period of years.

12.122 Fixed Weight index

A series of weighted arithmetic averages of prices relatives that all use the same weight.

12.123 Free on board (F.O.B)

Applies only when goods are dispatched from the exporting country by sea or inland waterway. FOB-type values include the transaction value of the goods and the value of services performed to deliver goods to the border of the exporting country

12.124 Food poverty datum line (FPL) for one person

See Poverty

12.125 Food poverty datum line (FPL) for five persons

See Poverty

12.126 Foreign Controlled Establishment

Refers to a resident establishment that is subject to foreign control.

12.127 Foreign exchange swap

Is a spot sale/purchase of currencies and a simultaneous forward purchase/sale of the same currencies.

12.128 Foreign goods

Are goods which originate from the rest of the world (this includes foreign goods which are in transit through the compiling country) or are obtained under the outward processing procedure, when such processing confers foreign origin (compensating products which changed origin).

12.129 Forward exchange rate

Is the rate at which a commercial bank is willing to commit to exchange one currency for another at some specified future date. The forward exchange rate is a type of forward price. It is the exchange rate negotiated today between a bank and a client

upon entering into a forward contract agreeing to buy or sell some amount of foreign currency in the future. Multinational corporations and financial institutions often use the forward market to hedge future payables or receivables denominated in a foreign currency against foreign exchange risk by using a forward contract to lock in a forward exchange rate. Hedging with forward contracts is typically used for larger transactions, while futures contracts are used for smaller transactions.

12.130 Forward foreign exchange contract

Involves two counterparties who agree to transact in foreign currencies at an agreed exchange rate in a specified amount at some agreed future date.

12.131 Forward rate agreement (FRA)

Is an arrangement in which two parties, in order to protect themselves against interest rate changes, agree on an interest rate to be paid, at a specified settlement date, on a notional amount of principal that is never exchanged.

12.132 Franchise

A type of license that a party (franchisee) acquires to allow them to have access to a business's (the franchisor) proprietary knowledge, processes and trademarks in order to allow the party to sell a product or provide a service under the business's name. In exchange for gaining the franchise, the franchisee usually pays the franchisor initial start-up and annual licensing fees.

12.133 Free Alongside Ship (FAS).

Means that the seller's obligation to deliver is fulfilled when the goods have been placed alongside the vessel on the quay or in lighters at the named port of shipment. The buyer has to bear all costs and risks of loss or of damage to the goods from that moment. The FAS term requires the seller to clear the goods for exports. This term can only be used for sea or inland waterway transport.

12.134 Free Carrier (FCA).

Under this term the seller's obligation to deliver goods is fulfilled when the goods have been handed over, cleared for export, into the charge of the carrier nominated by the buyer at the named place.

12.135 Free zone

Means a part of the territory of a Contracting Party where any goods introduced are generally regarded, insofar as import duties and taxes are concerned, as being outside the Customs territory.

12.136 Futures and other forward contracts

Are typically, but not always, settled by the payment of cash or the provision of some other financial instruments rather than the actual delivery of the underlying item and therefore are valued and traded separately from the underlying item.

12.137 General exports

These consist of

- **Exports of domestic goods** (including compensating products after inward processing which changed their origin from foreign to domestic) from any part of the statistical territory including free zones and customs warehouses;
- **Re-exports of foreign goods** from any part of the statistical territory including free zones and customs warehouses.

12.138 General imports

These consist of:

Imports of foreign goods (including compensating products after outward processing which changed their origin from domestic to foreign) entering the free circulation area, premises for inward processing, industrial free zones, premises for customs warehousing or commercial free zones;

Reimports of domestic goods into the free circulation area, premises for inward processing or industrial free zones, premises for customs warehousing or commercial free zones.

12.139 General trade system

Is in use when the statistical territory coincides with the economic territory.

12.140 Goods

Are defined as physical, produced objects for which a demand exists, over which ownership rights can be established and whose ownership can be transferred from one institutional unit to another by engaging in transactions on markets, plus certain types of so called knowledge-capturing products stored on physical media which can cross borders physically.

12.141 Goods and services account

Shows the balance between the total goods and services supplied as resources to the economy as output and imports (including the value of taxes less subsidies on products not already included in the valuation of output) and the use of the same goods and services as intermediate consumption, final consumption, capital formation and exports.

12.142 Goods declaration

Means a statement made in the manner prescribed by the Customs, by which the persons concerned indicate the Customs procedure to be applied to the goods and furnish the particulars which the Customs require for its application.

12.143 Goods for resale

Are goods acquired by enterprises, such as wholesalers or retailers, for the purpose of reselling them to their customers.

12.144 Goods in electronic commerce

Refers to goods which physically move across country borders as the result of transactions executed entirely, or to a significant extent, by electronic means (e.g. goods ordered and paid for via the Internet).

12.145 Goods in free circulation

Means goods which may be disposed of without Customs restriction.

12.146 Goods on consignment.

These are goods intended for sale but not actually sold when they cross the border.

12.147 Goods traded in accordance with barter agreements.

These are goods which are exchanged between countries without use of any means of payment.

12.148 Goods traded on government account.

This category refers to any goods which cross borders as a result of, for instance, regular commercial transactions of governments, goods under government foreign aid programs whether or not the goods constitute a grant, a barter or a transfer to an international organization and war reparations and restitutions. These goods can be intended for either civilian or military use.

12.149 Goods under operating lease.

This category comprises goods shipped under operating - that is, non-financial - leasing arrangements. In absence of other information the duration of a lease of less than one year can be taken as an indication that the lease is an operating lease.

12.150 Goodwill and market assets

The value of goodwill and marketing assets is defined as the difference between the value paid for an enterprise as a going concern and the sum of its assets less the sum of its liabilities, each item of which has been separately identified and valued.

12.151 Government debt (also known as public debt, national debt)

Is the debt owed by a central government. Government debt may also refer to the debt of municipal or local government institutions. Government deficit refers to the difference between government receipts and spending in a single year, and may cause an increase of debt over a particular year. Government debt is one method of financing government operations, but it is not the only method. Governments usually borrow by issuing securities, government bonds and bills. Government debt can be categorized as internal debt (owed to lenders within the country) and external debt (owed to foreign lenders).

12.152 Government Owned Enterprises

Are unincorporated enterprises owned by government units that are engaged in market production and whose operation is similar to that of publicly owned corporations.

12.153 Government units

Are unique kinds of legal entities established by political processes that have legislative, judicial or executive authority over other institutional units within a given area.

12.154 Grant

Financial Assistance/funds in form of soft loans given to Local Governments support to undertake their mandated roles in improving service delivery.

12.155 Gross Domestic Product (GDP)

This is the value of all goods and services produced in a country in a given period (usually a year) measured without duplication. There are three approaches to measuring GDP that is:

- **Production approach:** the sum of gross value added of all resident producer units plus that part (possibly the total) of taxes on products, less subsidies on products, that is not included in the valuation of output,

- **Expenditure approach:** the sum of the final uses of goods and services (all uses except intermediate consumption) measured at purchasers' prices, less the value of imports of goods and services or,
- **Income approach:** the sum of primary incomes distributed by resident producer units.

12.156 Gross Domestic Product at current prices

Is the gross domestic product that has not been adjusted for inflation. This is also known as nominal GDP.

12.157 Gross Domestic Product at constant prices

Is the gross domestic product that has been adjusted for inflation.

12.158 Gross domestic product per capita

Is the gross domestic product of a given country divided by its total population.

12.159 Gross Domestic Product Deflator

Measures the ratio of nominal (current price) GDP to the real GDP

12.160 Gross Fixed Capital Formation

Consists of the value of producers' acquisitions of new and existing fixed assets less the value of disposals of fixed assets of the same type.

12.161 Gross National Income (GNI)

Is defined as GDP plus compensation of employees receivable from abroad plus property income receivable from abroad plus taxes less subsidies on production receivable from abroad less compensation of employees payable abroad less property income payable abroad and less taxes plus subsidies on production payable abroad.

12.162 Gross Value Added

Is the value of output less the value of intermediate consumption.

12.163 Gross value added at basic prices

Is defined as output valued at basic prices less intermediate consumption valued at purchasers' prices.

12.164 Gross value added at producers' prices

Is defined as output valued at producers' prices less intermediate consumption valued at purchasers' prices.

12.165 Harmonized Consumer Price Index (HCPI)

It measures the living cost within a region over a period of time in the general level of prices and services that households acquire for the purpose of consumption

12.166 Hours Worked

Is the total number of hours actually spent by employees on activities that contribute to the production of goods and services during a given period. This indicator can be measured per week, per month or per year.

12.167 Household Enterprise

Are unincorporated enterprises, including partnerships, owned by the households that are operated as if they were privately owned corporations. These should have a complete set of accounts, including balance sheets, or it should be possible to compile a complete set of meaningful accounts if they were so required.

12.168 Household Income

The total income (in cash and/or in kind) from all persons living in a particular household.

12.169 Households' social contribution supplements

Consist of the property income earned during the accounting period on the stock of pension and non-pension entitlements.

12.170 International Comparison Programme (ICP)

It is a system designed to make international comparisons of economic aggregates such as GDP per capita using specially calculated exchange rate known as purchasing power parities.

12.171 Identical goods

Are goods which are the same in all respects, including physical characteristics, quality and reputation. Minor differences in appearance would not preclude goods otherwise conforming to the definition from being regarded as identical.

12.172 Income in kind

Received by employees is measured by the value of the goods and services provided by employers to their employees in remuneration for work done

12.173 Index-linked securities

Are instruments for which either the coupon payments (interest) or the principal or both are linked to an index such as a price index or the price of a commodity.

12.174 Index reference period

Is the period for which the value of the CPI is set at 100, for example 2008=100

12.175 Industry

Consists of a group of establishments engaged in the same, or similar, kinds of activity e.g. manufacturing industry.

12.176 Inflation

An increase in the overall level of prices in the economy.

12.177 Inflation rate

Is the percentage change in the consumer price index over a specified period of time.

12.178 Informal Sector

Is defined as a subset of production units that are not constituted as separate legal entities independently of the households or household members who own them, and for which no complete sets of accounts (including balance sheets of assets and liabilities) are available that would permit the production activities of the enterprises to be clearly distinguished from the other activities of their owners and any flows of income and capital between the enterprises and the owners to be identified.

12.179 Institutional Sector

Is formed from a group of institutional units which are based on principal functions, behaviours and objectives. An institutional unit may be defined as an economic entity that is capable in its own right of owning assets, incurring liabilities and engaging in economic activities and in transactions with other entities. There are two main types of units in the real world namely persons or groups of persons in the form of households, and legal or social entities. All resident institutional units are allocated to one and only one sector as follows:

- **Financial Corporations Sector:** includes all resident corporations whose principal activity is providing financial services including financial intermediation, insurance and pension fund services; units that provide activities that facilitate financial intermediation and, Non Profit-making Institutions (NPIs) engaged in market production of a financial nature.
- **Non-Financial Corporations Sector:** are institutional units that are principally engaged in the production of market goods and non-financial services.
- **General Government Sector:** The general government sector consists mainly of central and local government units together with social security funds imposed and controlled by those units. It also includes NPIs engaged in non-market production and are controlled by government units or social security funds.
- **Household Sector:** consists of all resident households. The principal functions of households are to supply labour, to undertake final consumption and, as entrepreneurs, to produce market goods and non-financial (and possibly financial) services. The fixed assets of a household business do not belong to the enterprise,

but to the owner(s). The owner(s) of a household business is/ are personally liable, without limit for any debts or obligations incurred in the course of production. Please note that an unincorporated enterprise owned by a household is not treated as a separate institutional unit unless it has sufficient information to compile a complete set of accounts and is operated as if it were a separate entity.

- **Non-Profit institutions Serving Households (NPISH) Sector:** consists of all resident non-profit institutions, except those controlled by government, that provide non-market goods or services to households or to the community at large.

12.180 Institutional unit

Is an economic entity that is capable, in its own right, of owning assets, incurring liabilities and engaging in economic activities and in transactions with other entities.

12.181 Intellectual property products

Are the result of research, development, investigation or innovation leading to knowledge that the developers can market or use to their own benefit in production because use of the knowledge is restricted by means of legal or other protection. Specific forms of intellectual property products are research and development, mineral exploration and evaluation, computer software and databases, and entertainment, literary or artistic originals.

12.182 Interest

Is a form of income that is receivable by the owners of certain kinds of financial assets, namely deposits, debt securities, loans and (possibly) other accounts receivable for putting the financial asset at the disposal of another institutional unit.

12.183 Interest rate

Is the rate at which interest is paid by a borrower for the use of money that they borrow from a lender.

12.184 Intermediate consumption

Consists of the value of the goods and services consumed as inputs by a process of production, excluding fixed assets whose consumption is recorded as consumption of fixed capital.

12.185 Inventories

Are produced assets that consist of goods and services, which came into existence in the current period or in an earlier period, and that are held for sale, use in production or other use at a later date.

12.186 Investment funds

Are collective investment undertakings through which investors pool funds for investment in financial or non-financial assets.

12.187 Investment grants

Consist of capital transfers made by governments to other resident or non-resident institutional units to finance all or part of the costs of their acquiring fixed assets.

12.188 Invoiced VAT

Is the VAT payable on the sales of a producer. It is shown separately on the invoice that the producer presents to the purchaser.

12.189 Item

An individual, specified good or service in the sample of products selected for pricing.

12.190 Joint venture

Involves the establishment of a corporation, partnership or other institutional unit in which each party legally has joint control over the activities of the unit.

12.191 Kind-of-Activity Unit

Is an enterprise or part of an enterprise that engages in only one kind of productive activity or in which the principal productive activity accounts for most of the value added. Kind-of-activity is the variable that is used in the classification of statistical units according to the International Standard Industrial Classification of all economic activities.

12.192 Leased employees

Are persons supplied to an establishment for a fee by an employment agencies or similar organizations. The employees are supervised by the establishment and not the employment agency which is providing them. These employees appear on the employment agency's payroll rather than on the payroll of the establishment paying the fee.

12.193 Legal or social entity

Is one whose existence is recognized by law or society independently of the persons, or other entities, that may own or control it.

12.194 Legal owner

The legal owner of entities such as goods and services, natural resources, financial assets and liabilities is the institutional unit entitled in law and sustainable under the law to claim the benefits associated with the entities.

12.195 Legally constituted corporation

Is a legal entity, created for the purpose of producing goods or services for the market, that may be a source of profit or other financial gain to its owner(s). It is collectively owned by shareholders who have the authority to appoint directors responsible for its general management.

12.196 Liability

Is established when one unit (the debtor) is obliged, under specific circumstances, to provide a payment or series of payments to another unit (the creditor).

12.197 Life insurance

Is an activity whereby a policy holder makes regular payments to an insurer in return for which the insurer guarantees to provide the policy holder (or in some cases another nominated person) with an agreed sum, or an annuity, at a given date or earlier if the policy holder dies beforehand.

12.198 Life insurance and annuities entitlements

Show the extent of financial claims policy holders have against an enterprise offering life insurance or providing annuities.

12.199 Limited Liability Partnership

Are enterprises where partners are both owners and managers and have legally limited liability.

12.200 Listed shares

Are equity securities listed on an exchange.

12.201 Loans

Are financial assets that are created when a creditor lends funds directly to a debtor, and are evidenced by documents that are not negotiable.

12.202 Loans and Purchase of Financial Assets

Refers to loans given out, loans repaid (incl. Mortgage, credit and hire purchase), Purchase of financial assets (e.g. shares/stocks, unit trusts, NCD, bonds, Purchase of life insurance or other insurance policies (premiums), Deposits in bank, Contribution to pension and provident funds Investment or purchase of other financial assets

12.203 Loans and Sale of Financial Assets

Refers to withdrawals from bank account; loans received for enterprise activities loans received for private use (including mortgage, credit and hire purchase); Government Employment Creation Loan Programme; receipts from loans given i.e. repayment of loans by debtors; liquidation and maturity of life insurance (this occurs when a policy is terminated before the date of maturity and includes money received when a policy matures.); sales of stocks, shares and certificates, sales of other financial assets; and other non-income payments received (e.g. lottery) (the other should be specified)

12.204 Local Revenue

Financial resources generated, mobilized or collected from taxes or revenue sources which are controlled by the Local Government such as licenses, permits, market dues, plan fees, etc.

12.205 Local unit

Is an enterprise, or a part of an enterprise, that engages in productive activity at or from one location.

12.206 Location

Is the place at which a unit is physically performing its activities not the place that corresponds to its mailing address. This characteristic serves two important functions identification of the unit and its classification by geographical region, preferably at the most detailed level; and allocation of the unit's economic activity to the location in which it actually takes place, if the unit operates in more than one location.

12.207 Manufacturing

The physical or chemical transformation of materials or components into new products, whether the work is performed by power-driven machines or by hand, or done in a factory or at the workers home.

12.208 Market output

Consists of output intended for sale at economically significant prices.

12.209 Market producers

Are establishments, all or most of whose output is market production.

12.210 Marketable operating leases

Are third-party property rights relating to fixed assets.

12.211 Marketing assets

Consist of items such as brand names, mastheads, trademarks, logos and domain names.

12.212 Materials and supplies

Consist of all products that an enterprise holds in inventory with the intention of using them as intermediate inputs into production.

12.213 Merchunting

Is defined as the purchase of goods by a resident of the compiling economy from a non-resident combined with the subsequent resale of the same goods to another non-resident without the goods being present or crossing the border of the compiling country.

12.214 Military inventories

Consist of single-use items, such as ammunition, missiles, rockets, bombs, etc., delivered by weapons or weapons systems.

12.215 Monetary gold

Is gold to which the monetary authorities (or others who are subject to the effective control of the monetary authorities) have title and that is held as a reserve asset.

12.216 Monetary policy

Is the process by which the monetary authority of a country controls the supply of money, often targeting a rate of interest for the purpose of promoting economic growth

and stability. The official goals usually include relatively stable prices and low unemployment.

12.217 Monetary transaction

Is one in which one institutional unit makes a payment (receives a payment) or incurs a liability (receives an asset) stated in units of currency.

12.218 Money market fund shares or units

Represent a claim on a proportion of the value of an established money market fund.

12.219 Money market

Is a component of the financial markets for assets involved in short-term borrowing, lending, buying and selling with original maturities of one year or less. Various instruments exist, such as Treasury bills, commercial paper, bankers' acceptances, deposits, certificates of deposit, bills of exchange, repurchase agreements, federal funds, and short-lived mortgage-, and asset-backed securities. It provides liquidity funding for the global financial system.

12.220 Money market funds (MMFs)

Are collective investment schemes that raise funds by issuing shares or units to the public. The proceeds are invested primarily in money market instruments, MMF shares/units, transferable debt instruments with a residual maturity of not more than one year, bank deposits and instruments that pursue a rate of return that approaches the interest rates of money market instruments. MMF shares can be transferred by cheque or other means of direct third party payment.

12.221 Money supply or money stock

Is the total amount of monetary assets available in an economy at a specific time. Standard measures of usually include currency in circulation and demand deposits which are accessed assets on the books of financial institutions. Money supply data are recorded and published, usually by the government or the central bank of the country. Public and private sector have long monitored changes in money supply

because of its possible effects on the price level, inflation, the exchange rate and the business cycle

12.222 Month on Month inflation rate

The month-on-month inflation rate is given by the percentage change in the index of the relevant month of the current year compared with the index of the previous month in the current year.

12.223 Mortgage loan

Is a loan secured by real property through the use of a mortgage note which evidences the existence of the loan and the encumbrance of that realty through the granting of a mortgage which secures the loan.

12.224 National coverage

This is where by the CPI includes expenditures made (and prices paid) by the resident population of the country, regardless of where the expenditure takes place.

12.225 Negotiable Certificates of Deposits (NCDs)

Are receipts given by banks for the deposit of funds. The bank promises to return the amount deposited plus interest to the holder of the certificate on the date specified. The certificate is negotiable and may be traded prior to maturity.

12.226 Net domestic product (NDP)

Is defined as gross domestic product (GDP) less the consumption of fixed capital.

12.227 Net lending

Is defined as the difference between changes in net worth due to saving and capital transfers and net acquisitions of non-financial assets (acquisitions less disposals of non-financial assets, less consumption of fixed capital). If the amount is negative it represents net borrowing.

12.228 Net national disposable income (NNDI)

Is defined as net national income (NNI) plus current transfers receivable from abroad less current transfers payable abroad.

12.229 Net national income (NNI)

Is defined as gross national income (GNI) less the consumption of fixed capital.

12.230 Net non-life insurance premiums

Comprise both the actual premiums payable by policyholders to obtain insurance cover during the accounting period (premiums earned) and the premium supplements payable out of the property income attributed to insurance policyholders less the service charges payable to the insurance corporation.

12.231 Net social contributions

Are the actual or imputed contributions made by households to social insurance schemes to make provision for social benefits to be paid. Fees charged by the administrators of the schemes are excluded from contributions payable.

12.232 Net value added

Is the value of output less the values of both intermediate consumption and consumption of fixed capital

12.233 Net worth

Is defined as the value of all the assets owned by an institutional unit or sector less the value of all its outstanding liabilities.

12.234 Neutral holding gains and losses

Over a period is the increase (decrease) in the value of an asset that would be required, in the absence of transactions and other changes in the volume of assets, to maintain command over the same amount of goods and services as at the beginning of the period.

12.235 Nominal holding gain (financial asset)

Is the increase in value of the asset, other than transactions in the assets (including the accrual of interest over a period of time) and other changes in the volume of assets.

12.236 Nominal holding gain (liability)

Is the decrease in value of the liability, other than by transactions or by other volume changes.

12.237 Nominal holding gain (non-financial asset)

Is the value of the benefit accruing to the owner of that asset as a result of a change in its price over a period of time.

12.238 Non-deductible VAT

Is VAT payable by a purchaser that is not deductible from his own VAT liability, if any.

12.239 Non-life insurance claims

Are the amounts payable in settlement of damages that result from an event covered by a non-life insurance policy during the current accounting period.

12.240 Non-life insurance

Is an activity similar to life insurance except that it covers all other risks, accidents, sickness, fire, etc.

12.241 Non-life insurance technical reserves

Consist of prepayments of net premiums and reserves to meet outstanding non-life insurance claims.

12.242 Non-market output

Consists of goods and individual or collective services produced by non-profit institutions serving households (NPISHs) or government that are supplied free, or at

prices that are not economically significant, to other institutional units or the community as a whole.

12.243 Non-market producers

Consist of establishments owned by government units or NPISHs that supply goods or services free, or at prices that are not economically significant, to households or the community as a whole.

12.244 Non-monetary gold

Covers all gold other than monetary gold. Nonmonetary gold can be in the form of bullion (that is, gold bullion takes the form of coins, ingots, or bars with a purity of at least 995 parts per thousand, including such gold held in allocated gold accounts), gold powder, and gold in other unwrought or semi-manufactured forms. Jewellery, watches, etc. that contain gold are not included under nonmonetary gold but under their respective goods category.

12.245 Non-monetary transactions

Are transactions that are not initially stated in units of currency.

12.246 Non-money-market (MMF) investment funds

Are collective investment schemes that raise funds by issuing shares or units to the public. The proceeds are invested predominantly in financial assets other than short-term assets and in non-financial assets

12.247 Non-performing loan

Is non-performing when payments of interest or principal are past due by 90 days or more, or interest payments equal to 90 days or more have been capitalized, refinanced, or delayed by agreement, or payments are less than 90 days overdue, but there are other good reasons (such as a debtor filing for bankruptcy) to doubt that payments will be made in full.

12.248 Non-produced assets

Consist of three categories namely:

- natural resources,
- contracts, leases and licences, and
- purchased goodwill and marketing assets.

12.249 Non-profit institution (NPI)

Is a legal or social entity created for the purpose of producing goods and services, whose status does not permit it to be a source of income, profit or other financial gain for the units that establish, control or finance them.

12.250 Offshore and outer space installations and apparatus

These include any installation or apparatus, mobile or not, located outside the geographical territory of a country, owned by the country's resident(s) and remaining under the country's jurisdiction.

12.251 Operating lease

Is one where the legal owner is also the economic owner and accepts the operating risks and receives the economic benefits from the asset by using it in a productive activity.

12.252 Options

Are contracts that give the purchaser of the option the right, but not the obligation, to buy (a "call" option) or to sell (a "put" option), a particular financial instrument or commodity at a predetermined price (the "strike" price) within a given time span (American option) or on a given date (European option).

12.253 Overdraft

A short-term bank loan given to an account holder in a bank to withdraw more than the balance on one's account.

12.254 Output

Is defined as the goods and services produced by an establishment, excluding the value of any goods and services used in an activity for which the establishment does not assume the risk of using the products in production, and excluding the value of goods and services consumed by the same establishment except for goods and services used for capital formation (fixed capital or changes in inventories) or own final consumption

12.255 Parastatal

Is a legal entity established by a statutory act to undertake commercial activities on behalf of the government e.g. Grain Marketing Board.

12.256 Patent for an invention

Is the grant of a property right to the inventor to exclude others from making, using, offering for sale, selling or importing the invention

12.257 Pension entitlements

Show the extent of financial claims both existing and future pensioners hold against either their employer or a fund designated by the employer to pay pensions earned as part of a compensation agreement between the employer and employee.

12.258 Pension fund sub-sector

Consists of only those social insurance pension funds that are institutional units separate from the units that create them.

12.259 Portfolio investment

Is defined as cross-border transactions and positions involving debt or equity securities, other than those included in direct investment or reserve assets.

12.260 Poverty Datum Line (PDL)

See Poverty

12.261 Premium - actual

Is the amount payable to the direct insurer or reinsurer to secure insurance cover for a specific event over a stated time period.

12.262 Premium - earned

Is the part of the actual premium that relates to cover provided in the accounting period.

12.263 Premium – net

Are defined as actual premiums plus premium supplements less the insurance service charge payable by the policy holders.

12.264 Presumptive Tax

This is a form of tax levied on informal business activities in order to broaden the revenue base.

12.265 Price Relative

The ratio of the price of an item in one period to the price of that same item in some other period.

12.266 Price updating

A procedure whereby the quantities in an earlier period are re-valued at the prices of a latter period using components of the CPI.

12.267 Primary incomes

Are incomes that accrue to institutional units as a consequence of their involvement in processes of production or ownership of assets that may be needed for purposes of production.

12.268 Principal activity

Is the activity that contributes most to the value added of that unit, or the activity whose value added exceeds that of any other activity of the unit.

12.269 Private Limited Company

Is a private corporation established to undertake a business with the objective of making a profit. The shares are closely held by the shareholders of the corporation who have control over its operations. A private Limited Company is registered with limited liability.

12.270 Producer Price Index

Measures the changes in prices of manufactured goods at factory gate prices.

12.271 Producer's price

Is the amount receivable by the producer from the purchaser for a unit of a good or service produced as output minus any VAT, or similar deductible tax, invoiced to the purchaser. It excludes any transport charges invoiced separately by the producer.

12.272 Product

The description or name of a commodity produced by an establishment or a raw material used in the production of goods and/or services.

12.273 Product balance

For any product recognizes that the sum of output at basic prices plus imports plus trade and transport margins plus taxes on products less subsidies on products is equal to the sum of intermediate consumption, final consumption and capital formation, all expressed at purchasers' prices, plus exports.

12.274 Product Code

A product code is the six-digit that describes a product according to the International Standard Industrial Classification of all economic activities.

12.275 Production

Is an activity in which an enterprise uses inputs to produce outputs.

12.276 Production boundary

The production boundary of the SNA includes the following activities

- The production of all goods or services that are supplied to units other than their producers, or
- Intended to be so supplied, including the production of goods or services used up in the process of producing such goods or services
- The own-account production of all goods that are retained by their producers for their own final consumption or gross capital formation
- The own-account production of knowledge-capturing products that are retained by their producers for their own final consumption or gross capital formation but excluding (by convention) such products produced by households for their own use
- The own-account production of housing services by owner occupiers; and the production of domestic and personal services by employing paid domestic staff.

12.277 Production capacity

Is the maximum output of goods and/or goods establishment can produce under normal working conditions.

12.278 Production employees

These are persons who work in or for an establishment who have a contract of employment with the establishment and receive compensation in cash or in kind at regular intervals of time. The relationship of employer to employee exists when there is a written or oral agreement between the establishment and a person, which may be formal or informal.

12.279 Production Quantity

The total amount of a homogeneous commodity manufactured from an establishment in a given period of time, expressed in standard units of measurement.

12.280 Production Value

The worth or price of the quantities produced by an establishment in a given period of time.

12.281 Products

Are goods and services (including knowledge-capturing products) that result from a process of production

12.282 Property income

Is the sum of investment income and rent.

12.283 Public Limited Company

Is also a private corporation established with limited liability by a minimum of two persons to operate the business with the objective of making a profit. The shares in a Public Limited Company are openly held and, in the case of a company listed on the Stock Exchange, the shares are freely transferable.

12.284 Purchase

To buy a product or service.

12.285 Purchase of property and buildings

Refers to acquisition of domestic fixed assets used to generate income by the enterprise. This covers domestic property and buildings only

12.286 Purchaser's price

Is the amount paid by the purchaser, excluding any VAT or similar tax deductible by the purchaser, in order to take delivery of a unit of a good or service at the time and place required by the purchaser. The purchaser's price of a good includes any transport charges paid separately by the purchaser to take delivery at the required time and place.

12.287 Purchasing power

Is the amount of goods or services that can be purchased with a unit of currency.

12.288 Purchasing power parity (PPP)

Artificial exchange rates which eliminate the distorting effect of differing price levels and consumption patterns when making international economic comparisons.

12.289 Quasi-corporation

Is either an unincorporated enterprise owned by a resident institutional unit that has sufficient information to compile a complete set of accounts and is operated as if it were a separate corporation and whose de facto relationship to its owner is that of a corporation to its shareholders, or an unincorporated enterprise owned by a non-resident institutional unit that is deemed to be a resident institutional unit because it engages in a significant amount of production in the economic territory over a long or indefinite period of time

12.290 Real holding gains and losses

Is the amount by which the value of an asset increases (decreases) over the neutral holding gain for the period, in the absence of transactions and other changes in the volume of assets.

12.291 Realized holding gain

Is realized when an asset that has increased (decreased) in value due to holding gains (losses) since the beginning of the accounting period is sold, redeemed, used or otherwise disposed of, or a liability incorporating a holding gain or loss is repaid.

12.292 Rebasing

Changing the index reference period for a series of indices for instance from 2001=100 to December 2008=100.

12.293 Re-exports

Are exports of foreign goods which were previously recorded as imports.

12.294 Re-imports

Are imports of domestic goods which were previously recorded as exports.

12.295 Relief consignments

Means goods, including vehicles and other means of transport, foodstuffs, medicaments, clothing, blankets, tents, prefabricated houses, water purifying and water storage items, or other goods of prime necessity, forwarded as aid to those affected by disaster; and all equipment, vehicles and other means of transport, specially trained animals, provisions, supplies, personal effects and other goods for disaster relief personnel in order to perform their duties and to support them in living and working in the territory of the disaster throughout the duration of their mission.

12.296 Rent

Is the income receivable by the owner of a natural resource (the lessor or landlord) for putting the natural resource at the disposal of another institutional unit (a lessee or tenant) for use of the natural resource in production.

12.297 Rent and Domestic Worker's Wages

Rent is the amount which is paid by the tenant for one room or more per month. The domestic wage is the amount paid to a permanent domestic worker as a salary for each month.

12.298 Rental

Is the amount payable to the users of a produced asset to its owner, under an operating lease or similar contract, for the right to use that asset in production for a specified period of time.

12.299 Replacement value

Refers to the amount that an entity would have to pay to replace an asset at the present time according to its current worth.

12.300 Repo

Is a securities repurchase agreement where securities are provided for cash with a commitment to repurchase the same or similar securities for cash at a fixed price on a specified future date.

12.301 Reserve assets

Are those external assets that are readily available to and controlled by monetary authorities for meeting balance of payments financing needs, for intervention in exchange markets to affect the currency exchange rate and for other related purposes (such as maintaining confidence in the currency and the economy, and serving as a basis for foreign borrowing).

12.302 Residence

Of each institutional unit is the economic territory with which it has the strongest connection, in other words, its centre of predominant economic interest.

12.303 Residence of each institutional unit

Is the economic territory with which it has the strongest connection, in other words, its centre of predominant economic interest. An institutional unit has a centre of predominant economic interest in an economic territory when there exists, within the economic territory, some location, dwelling, place of production, or other premises on which or from which the unit engages and intends to continue engaging, either indefinitely or over a finite but long period of time, in economic activities and transactions on a significant scale. The location need not be fixed so long as it remains within the economic territory. Actual or intended location for one year or more is used as an operational definition; while the choice of one year as a specific period is somewhat arbitrary, it is adopted to avoid uncertainty and facilitate international consistency.

12.304 Resource lease

Is an agreement whereby the legal owner of a natural resource that the SNA treats as having an infinite life makes it available to a lessee in return for a regular payment recorded as property income and described as rent.

12.305 Rest of the world

Consists of all non-resident institutional units that enter into transactions with resident units, or have other economic links with resident units.

12.306 Retained earnings of a corporation or quasi-corporation

Are equal to the distributable income less the dividends payable or withdrawal of income from the quasi-corporation respectively.

12.307 Revenue

In business, revenue or turnover is income that a company receives from its normal business activities, usually from the sale of goods and services to customers. Some companies receive revenue from interest, royalties, or other fees. In general usage, revenue is income received by an organization in the form of cash or cash equivalents. Sales revenue or revenues is income received from selling goods or services over a period of time. Tax revenue is income that a government receives from taxpayers.

12.308 Rules of origin

Means the specific provisions, developed from principles established by national legislation or international agreements ("origin criteria"), applied by a country to determine the origin of goods.

12.309 Sale of enterprise property

Is the disposal of fixed assets like domestic property and buildings belonging to the enterprise.

12.310 Saving

Represents that part of disposable income (adjusted for the change in pension entitlements) that is not spent on final consumption goods and services.

12.311 Secondary activity

Is an activity carried out by a unit in addition to the principal activity and whose output, like that of the principal activity, must be suitable for delivery outside the unit. The value added of a secondary activity must be less than that of the principal activity.

12.312 Secondary production

There are three types of secondary production:

- **Subsidiary products:** those that are technologically unrelated to the primary product. Just a few examples include a large retailer with a fleet of trucks used primarily for its own purposes that may occasionally offer transport services to another unit, a farmer who use part of his land as a caravan site, or a mining company that builds access roads and accommodation for its workers.
- **By-products products:** that are produced simultaneously with another product but which can be regarded as secondary to that product, for example gas produced by blast furnaces.
- **Joint products:** products that are produced simultaneously with another product that cannot be said to be secondary (for example beef and hides)

12.313 Securities repurchase agreement

Is an arrangement involving the provision of securities in exchange for cash with a commitment to repurchase the same or similar securities at a fixed price either on a specified future date often one or a few days hence, but also further in future or with an open maturity

12.314 Semi-durable goods

Are goods which can be used repeatedly or continuously for less than one year, assuming a normal or average rate of physical use e.g. clothes, footwear, bags, baby carriages, glassware, books, etc.

12.315 Services

Are the result of a production activity that changes the conditions of the consuming units, or facilitates the exchange of products or financial assets. These types of service may be described as change effecting services and margin services respectively.

- **Change-effecting services:** are outputs produced to order and typically consist of changes in the conditions of the consuming units realized by the activities of producers at the demand of the consumers.
- **Margin services:** result when one institutional unit facilitates the change of ownership of goods, knowledge-capturing products, some services or financial assets between two other institutional units. Margin services are provided by wholesalers, retailers and many types of financial institutions.

12.316 Similar goods

Are goods which, although not alike in all respects, have like characteristics and like component materials which enable them to perform the same functions and to be commercially interchangeable. The quality of the goods, their reputation and the existence of a trademark are among the factors to be considered in determining whether goods are similar

12.317 Single-Establishment Enterprise

Is an enterprise with only one establishment under its control. In this case, the enterprise itself is also the establishment.

12.318 Social benefits

Are current transfers received by households intended to provide for the needs that arise from certain events or circumstances, for example, sickness, unemployment, retirement, housing, education or family circumstances.

12.319 Social entity

Is one whose existence is recognized by law or society independently of the persons, or other entities, that may own or control it.

12.320 Social insurance contribution

Is the amount payable to a social insurance scheme in order for a designated beneficiary to be entitled to receive the social benefits covered by the scheme

12.321 Social transfers in kind

Consist of goods and services provided to households by government and NPISHs either free or at prices that are not economically significant.

12.322 Sole Proprietorship

Refers to a business owned and operated by one person for his own profit. The owner has the exclusive right to control the operations of the establishment and may operate the business alone or employ others. The owner of the business has unlimited liability for the debts incurred by the business.

12.323 Special Drawing Rights (SDRs)

Are international reserve assets created by the International Monetary Fund (IMF) and allocated to its members to supplement existing reserve assets.

12.324 Special trade system

Is in use when the statistical territory comprises only a particular part of the economic territory, so that certain flows of goods which are in IMTS 2010 scope are not included in either import or export statistics of the compiling country.

12.325 Statistical territory

The statistical territory of a country is the territory with respect to which trade data are being compiled. The definition of the statistical territory may or may not coincide with the economic territory of a country or its customs territory depending on the availability of data sources and other considerations.

12.326 Stock market (equity market)

Is a public entity for the trading of company stock or shares and derivatives at an agreed price.

12.327 Stock Exchange

Is a form of exchange which provides services for stock brokers and traders to trade stocks, bonds, and other securities. Stock exchanges also provide facilities for issue and redemption of securities and other financial instruments, and capital including the payment of income and dividends. Securities traded on a stock exchange include shares issued by companies, unit trusts, derivatives, pooled investment products and bonds.

12.328 Stocks

Is a position in, or holdings of, assets and liabilities at a point in time.

12.329 Stores for consumption

Means goods intended for consumption by the passengers and the crew on board vessels, aircraft or trains, whether or not sold; and - goods necessary for the operation and maintenance of vessels, aircraft or trains including fuel and lubricants but excluding spare parts and equipment; which are either on board upon arrival or are taken on board during the stay in the Customs territory of vessels, aircraft or trains used, or intended to be used, in international traffic for the transport of persons for remuneration or for the industrial or commercial transport of goods, whether or not for remuneration.

12.330 Stores to be taken away

Means goods for sale to the passengers and the crew of vessels and aircraft with a view to being landed, which are either on board upon arrival or are taken on board during the stay in the Customs territory of vessels and aircraft used, or intended to be used, in international traffic for the transport of persons for remuneration or for the industrial or commercial transport of goods, whether or not for remuneration.

12.331 Subsidies

Are current unrequited payments that government units, including non-resident government units, make to enterprises on the basis of the levels of their production(subsidies on production) activities or the quantities or values of the goods

or services (subsidies on products or exports) that they produce, sell or import (import subsidies).

12.332 Substantial transformation criterion

Means the criterion according to which origin is determined by regarding as the country of origin the country in which the last substantial manufacturing or processing, deemed sufficient to give

12.333 Supply table

Consists of a rectangular matrix with the rows corresponding to the same groups of products as the matching use tables and columns corresponding to the supply from domestic production valued at basic prices plus columns for imports and the valuation adjustments necessary to have total supply of each.

12.334 Taxes

Are compulsory, unrequited payments, in cash or in kind, made by institutional units to government units. These include

- **Taxes and duties on imports** which consist of taxes on goods and services that become payable at the moment when those goods cross the national or customs frontiers of the economic territory or when those services are delivered by non-resident producers to resident institutional units.
- **Taxes on imports**, excluding VAT and duties consist of all taxes (except VAT and import duties) that become payable when goods enter the economic territory or services are delivered by non-residents to residents.
- **Taxes on income** which consist of taxes on incomes, profits and capital gains.
- **Taxes on products** which are taxes that are payable per unit of some goods or services.
- Other taxes on production consist of all taxes except taxes on products that enterprises incur as a result of engaging in production.
- **Taxes on exports** which consist of taxes on goods or services that become payable to government when the goods leave the economic territory or when the services are delivered to non-residents.

12.335 Terms of trade

Are defined as the ratio of the price of exports to the price of imports.

12.336 Territorial enclaves

Are clearly demarcated land areas (such as embassies, consulates, military bases, scientific stations, information or immigration offices, aid agencies, central bank representative offices with diplomatic immunity, etc.) physically located in other territories and used by governments that own or rent them for diplomatic, military, scientific, or other purposes with the formal agreement of governments of the territories where the land areas are physically located.

12.337 Time of recording under general trade system.

Under the general trade system the time of recording should be the time when goods enter or leave the economic territory of the compiling country.

12.338 Time of recording under special trade system

Should be the time when goods enter or leave the statistical territory of the compiling country. As in the case of the general trade system this time may be approximated by the dates associated with the lodgement of the customs declaration or other dates, if appropriate, depending on the circumstances.

12.339 Total consumption poverty line (TCPL) for one person

See poverty

12.340 Total consumption poverty line (TCPL) for five persons

See poverty

12.341 Total economy

Is defined as the entire set of resident institutional units.

12.342 Total exports

Are a summation of domestic exports and re-exports

12.343 Total imports

Are a summation of imports and re-imports

12.344 Trade margin

Is defined as the difference between the actual or imputed price realized on a good purchased for resale and the price that would have to be paid by the distributor to replace the good at the time it is sold or otherwise disposed of.

12.345 Trade system

Is the trade data compilation system adopted by a country. Depending on what parts of the economic territory are included in the statistical territory the trade data compilation system adopted by a country (its trade system) may be referred to as general or special.

12.346 Trading gain or loss

From changes in the terms of trade is the difference between real GDI and GDP in volume terms.

12.347 Transaction

Is an economic flow that is an interaction between institutional units by mutual agreement or an action within an institutional unit that it is analytically useful to treat like a transaction, often because the unit is operating in two different capacities.

12.348 Transferable deposits

Comprise all deposits that are exchangeable for bank notes and coins on demand at par and without penalty or restriction and directly usable for making payments by cheque, draft, giro order, direct debit/credit, or other direct payment facility.

12.349 Traveller

Means any person who temporarily enters the territory of a country in which he or she does not normally reside ("non-resident") or who leaves that territory; and any person who leaves the territory of a country in which he or she normally resides ("departing resident") or who returns to that territory ("returning resident")

12.350 Unearned premium

Is the amount of the actual premium received that relates to the period past the accounting point.

12.351 Unincorporated enterprises

Are units set up for producing goods or services that are not incorporated as legal entities separately from their owners. They may include public agencies that are part of general government or sole proprietorships and partnerships owned by households. Some unincorporated enterprises may behave in much the same way as corporations and such entities will be treated as quasi-corporations if they have complete sets of accounts, including balance sheets.

12.352 Unit

This is the unit of measure used to quantify the volume of a product produced. Examples of units of measure are tonne (t), kilogram (kg)etc.

12.353 Unit trust

Is a form of collective investment constituted under a trustdeed.

12.354 Unpaid family workers

Are defined as all persons living in the household of the proprietor(s) owning the enterprise and working for the establishment without regular pay (that is, without an agreed amount to be paid for work done) irrespective of the number of hours worked during the reference period. Family workers who receive pay for work performed should be classified as employees.

12.355 Unrealized holding gain

Is one accruing on an asset that is still owned or a liability that is still outstanding at the end of the accounting period.

12.356 Use table

Consists of a set of product balances covering all products available in an economy arranged in the form of a rectangular matrix with the products, valued at purchasers'

prices, appearing in the rows and the columns indicating the disposition of the products to various types of uses.

12.357 Valuables

Are produced goods of considerable value that are not used primarily for purposes of production or consumption but are held as stores of value over time.e.g Jewellery, paintings.

12.358 Value Added

Is the difference between gross output and intermediate consumption.

12.359 Value added tax (VAT)

Is a tax on goods or services collected in stages by enterprises but that is ultimately charged in full to the final purchasers.

12.360 Volume index

Is an average of the proportionate changes in the quantities of a specified set of goods or services between two periods of time.

12.361 Wages and salaries in cash

Are payments in cash made by the employer during the reference period in connection with work done by all persons included in the count of employees regardless of whether they are paid on the basis of working time, output or piecework or whether payments are made regularly or not.

12.362 Wages and salaries in kind

Are defined as goods and/or services provided to employees that are not necessary for work and can be used by employees in their own time, and at their own discretion, for the satisfaction of their own needs or wants or those of other members of their households. An example is provision of housing services or accommodation free of charge or at markedly reduced prices.

12.363 Warrants

Are tradable instruments giving the holder the right to buy, under specified terms for a specified period of time, from the issuer of the warrant (usually a corporation) a certain number of shares or bonds.

12.364 Weapons systems

Include vehicles and other equipment such as warships, submarines, military aircraft, tanks, missile carriers and launchers, etc.

12.365 Weight

The share of total household expenditure which is spent on a particular product during the weight reference period.

12.366 Weight reference period

The period for which the expenditure shares serve as the weights for CPI.

12.367 Working proprietors

Include all individual proprietors and partners actively engaged in the work of the enterprise/establishment, excluding silent or inactive partners whose principal activity is conducted outside of the establishment. This category is not applicable to any incorporated or similar enterprise the ownership of which is represented by the holding of equity shares.

12.368 Work-in-progress

Consists of output produced by an enterprise/establishment that is not yet sufficiently processed to be in a state in which it is normally used by the unit itself or supplied to other institutional units.

12.369 Year on Year inflation rate

The year-on-year inflation rate is given by the percentage change in the index of the relevant month of the current year compared with the index of the same month in the previous year.

12.370 Yearly inflation rate

Is the percentage change on the average current year's consumer price index over the average previous year's consumer price index.

13 Agricultural Statistics

13.1 Agricultural area

Includes areas under:

- temporary agricultural crops and land temporarily fallow (less than five years). The abandoned land resulting from shifting cultivation is not included in this category.
- permanent crops - land cultivated with long-term crops which do not have to be replanted for several years (such as cocoa and coffee); land under trees and shrubs producing flowers, such as roses and jasmine; and
- permanent meadows and pastures - land used permanently (five years or more) to grow herbaceous forage crops, either cultivated or growing wild.

13.2 Agricultural area certified organic

Land area exclusively dedicated to organic agriculture and managed by applying organic agriculture methods. It refers to the land area fully converted to organic agriculture.

13.3 Agricultural area irrigated

The total agricultural area that is irrigated in a given year.

13.4 Agricultural Census/ Census of Agriculture

This is a survey collecting information about all agricultural holdings in a given country in a given period.

13.5 Agricultural holding

Is an economic unit of agricultural production under single management comprising all livestock kept and all land used wholly or partly for agricultural production purposes, without regard to title, legal form, or size.

13.6 Agricultural international trade

Refers to imports and exports of food and agriculture products.

13.7 Agricultural population

Is defined as all persons depending on agriculture, forestry, fishing and hunting for their livelihood. It comprises all persons economically active in agriculture as well as their non-working dependents.

13.8 Agriculture loan/credit

Is money, goods or services lent to farmers solely for agricultural purposes such as paying wages/salaries or buying of inputs. As for goods it can come directly in the form of fertilisers, seed or chemicals.

13.9 Agriculture, value added

Is the net output of the agriculture sector after adding up all outputs and subtracting intermediate inputs.

13.10 Arable land

Is the land under temporary agricultural crops, temporary meadows for mowing or pasture, land under market and kitchen gardens and land temporarily fallow (less than five years).

13.11 Area harvested

Refers to the area from which a crop is gathered. Area harvested, therefore, excludes the area from which, although sown or planted, there was no harvest due to damage, failure, etc. It is usually net for temporary crops and sometimes gross for permanent crops.

13.12 Area measurement

Refers to the operation of measuring the size of fields on the ground using Pacing method, using measuring tapes and other instruments such as compass, clinometer, etc. or using remote sensing (aerial or satellite) images.

13.13 Area sown

Refers to the area on which sowing or planting has been carried out, for the crop under consideration, on the soil prepared for that purpose.

13.14 Capital stock in agriculture

The estimate of capital stock in agriculture refers to a value that is attached to the total physical capital capacity available for repeated use in the production of other goods, in existence at specific point in time in the economy of agriculture sector.

13.15 Compound Fertilizers

This refers to fertilizers which contain more than one of the major plant nutrients. Compounds are produced in both liquid and solid forms.

13.16 Continuous harvesting

Refers to crops which are harvested continuously throughout the season, such as carrots radishes, sweet potatoes, etc., or crops which are standing in the field more than a year, like sugar cane.

13.17 Cows in Milk

These are mature female cattle which are presently producing milk.

13.18 Crop area

Is a surface of land on which a crop is grown.

13.19 Crop production

Refers to the actual harvested production from the field or orchard and gardens, excluding harvesting and threshing losses and that part of crop not harvested for any reason.

13.20 Crop yield

Harvested production per unit of harvested area for crop products.

13.21 Draught Cattle

This includes all spanned cattle regardless of sex e.g. oxen, bulls, cows and heifers used to draw carts, plough etc.

13.22 Economically active population in agriculture

Is that part of the economically active population engaged in or seeking work in agriculture, hunting, fishing or forestry.

13.23 Fallow land

Fallow land (temporary) is the cultivated land that is not seeded for one or more growing seasons. The maximum idle period is usually less than five years.

13.24 Feed

Refers to the quantity of the commodity in question available for feeding to the livestock and poultry during the reference period, whether domestically produced or imported.

13.25 Food aid

Represent a transfer of food commodities from donor to recipient countries on a total-grant basis or on highly concessional terms.

13.26 Food aid received

Refers to food aid shipments which represent a transfer of food commodities from donor to recipient countries on a total-grant basis or on highly concessional terms.

13.27 Forest area

Is the land spanning more than 0.5 hectares with trees higher than 5 metres and a canopy cover of more than 10 percent, or trees able to reach these thresholds in situ. It does not include land that is predominantly under agricultural or urban land use.

13.28 Gross milk production

Is the quantity of milk produced during the year including the amounts fed to livestock and the milk sucked by young animals.

13.29 Holder

A civil or juridical person who makes major decisions regarding resource use and exercises management control over the agricultural operation.

13.30 Land administration

The set of systems and processes for making land tenure rules operational. It includes the administration of land rights, land use regulations, and land valuation and taxation.

13.31 Land dispute

A disagreement over land rights, boundaries or uses. A land dispute occurs where specific individual or collective interests relating to land are in conflict.

13.32 Land information system (LIS)

A system for acquiring, managing, processing, storing and distributing information about land. It is usually parcel-based.

13.33 Land reform

The redistribution of land with the objective of achieving equity and agricultural efficiency.

13.34 Land registration

The recording of rights to land in some form of public register. It includes information on the rights, their location, and their holders. Registration can be parcel-oriented (sometimes referred to as title registration) or based on the holders or transfer documents (sometimes referred to as deed registration).

13.35 Land rights

Rights held to land and other natural resources. More than one person may hold rights to a parcel of land which gives rise to the concept of a “bundle of rights”.

13.36 Land tenure

Land tenure systems determine who can use what resources for how long, and under what conditions.

13.37 Land tenure reform

Changes to the rules of tenure. It can include the legal recognition of customary tenure rights, strengthening the rights of tenants, etc.

13.38 Land use

Refers to land classification according to the agricultural holders' concepts of use, i.e.

- **arable land:** land cultivated for crops like wheat, maize, and rice that are replanted after each harvest;
- **permanent crops:** land cultivated for crops like citrus, coffee, and rubber that are not replanted after each harvest; includes land under flowering shrubs, fruit trees, nut trees, and vines, but excludes land under trees grown for wood or timber;
- **other:** any land not arable or under permanent crops; includes permanent meadows and pastures, forests and woodlands, built-on areas, roads, barren land, etc.

13.39 Laying animals

Refers to the number of animals which in any moment of the year have laid eggs.

13.40 Lease

The contractual agreement (which may be formal or informal) for the temporary use of land.

13.41 Livestock

Refers to all animals kept or reared mainly for agricultural purposes including cattle, goats, sheep, pigs, poultry, bees, rabbits and others.

13.42 Live weight of animals intended for slaughter

This is the weight taken immediately before slaughter.

13.43 Market production

These are activities done to produce goods and services for sale. These include barter.

13.44 Mixed crop

Different crops cultivated simultaneously on the same plot. The number, kind, and proportions in the mixture generally is according to prevailing practices or other factors such as soil, rainfall and other weather conditions

13.45 Negotiated land reform

Reforms that use the land market as a vehicle for redistributing land, but in which the state plays an important role in providing funds (e.g., through grants and/or loans) for poor farmers to purchase land.

13.46 Open access

Tenure where there is no control on access to resources specific rights are not assigned to anyone and no-one can be excluded. It may include rangelands, forests, etc., where there is free access to the resources for all.

13.47 Organic agriculture

Is a method of agriculture where no synthetic fertilizers and pesticides are used²?

13.48 Organic manure

Refers to natural products derived from material of livestock, poultry, compost and sewage wastes and including others also used by farmers for maintaining soil fertility essential for plant growth.

13.49 Ownership

Is the ability to use, control, transfer, or otherwise enjoy a land parcel as long as those activities are allowed by law.

13.50 Parcel

Any piece of land that is part of a holding which is entirely surrounded by water, forest, virgin land, fence, road or any of their combination. Within a parcel, there may be more than one plot and different crops may be grown. *See definition of a plot below*

13.51 Permanent crops

Crops planted once, and then occupy the land for some years and need not be replanted after each annual harvest, such as cocoa, coffee and rubber. This category includes flowering shrubs, fruit trees, nut trees and vines, but excludes trees grown for wood or timber.

13.52 Plot

Any piece of land which is part of the parcel that is under the same crop or homogeneous mixture of crops or lying fallow,

13.53 Plotholder

A person who owns a plot

13.54 Primary crops

Are those which come directly from the land and without having undergone any real processing, apart from cleaning. They maintain all the biological qualities they had when they were still on the plants. for example, cereals, roots and tubers, nuts, vegetables and fruits.

13.55 Primary livestock products from animals

Animal products include milk, eggs, honey, beeswax and fibres of animal origin. Primary livestock products come directly from slaughtered animals and include meat, edible offal, slaughtered fats, fresh hides and skins.

13.56 Seed

Is the amounts of the commodity in question set aside for sowing or planting (or generally for reproduction purposes, e.g. sugar cane planted, potatoes for seed, eggs for hatching and fish for bait, whether domestically produced or imported) during the reference period.

13.57 Slaughtered Head

The number of animals slaughtered within national boundaries, irrespective of their origin.

13.58 Straight fertilizers

Are fertilizers which contain only one of the major plant nutrients.

13.59 Temporary crops

Are crops which are both sown and harvested during the same agricultural year, sometimes more than once.

13.60 Total area equipped for irrigation

Area equipped to provide water (via irrigation) to the crops. It includes areas equipped for full and partial control irrigation, equipped lowland areas, pastures, and areas equipped for spate irrigation.

13.61 Tract

A portion or a sub-division of land which is under single management. It is either a whole holding, an agricultural or non-agricultural part of a holding. Tract is determined, therefore, by definition of a holding and by boundaries of a segment. A holding is composed of one or more tracts.

13.62 Total stocks (animal numbers)

Refer to the number of live animals of the same species present in the country at the time of enumeration.

14 Environmental Statistics

14.1 Actual evapotranspiration

Total actual volume of evaporation from the ground, wetlands and natural water bodies and transpiration of plants. According to the definition of this concept in Hydrology, the evapotranspiration generated by all human interventions is excluded, except unirrigated agriculture and forestry. The 'actual evapotranspiration' is calculated using different types of mathematical models, ranging from very simple algorithms (Budyko, Turn Pyke, etc.) to schemes that represent the hydrological cycle in detail.

14.2 Actual occupation (volume)

The average daily volume of wastewater that treatment plants actually treat.

14.3 Air Pollution

The presence of contaminants or pollutant substances in the air that do not disperse properly and that interfere with welfare of organisms, or produce other harmful environmental effects.

14.4 Alkalinization

Soil degradation caused by the accumulation of alkaline water-soluble salts. Alkalinity is the capacity of aqueous media to react with hydroxyl ions and is the factor representing the acid neutralizing capacity of the aqueous system.

14.5 Annual mean concentration

Arithmetic mean over all valid measurements for the respective year. If not available, please provide alternative measures such as the median value or estimates and indicate this in the footnotes.

14.6 Arid areas

Have a precipitation to potential evapotranspiration ratio equal to or greater than 0.05 and less than 0.20, and mean annual precipitation values up to approximately 200 millimetres/year. Interannual precipitation variability is between 50 per cent and 100 per cent.

14.7 Background site

A monitoring station remote from any industrial and densely populated area.

14.8 Biochemical Oxygen Demand (BOD5)

Amount of dissolved oxygen required by organisms for the aerobic decomposition of organic matter present in water. This is measured at 20 degrees Celsius for a period of five days. The parameter yields information on the degree of water pollution with organic matter.

- **Actual occupation (BOD)**

The average quantity of oxygen-demanding material that wastewater treatment plants treat daily (with a certain efficiency). For secondary treatment plants the BOD-capacity is mostly limited by the oxygenation capacity, i.e. the quantity of oxygen that can be brought into the water to keep the oxygen concentration on a suitable level.

14.9 Brackish water

Water that is saltier than freshwater and less salty than sea water. Technically, brackish water contains between 0.5 and 30 grams of salt per litre, but most brackish water have a concentration of total dissolved salts in the range of 1,000-10,000 milligrams per litre (mg/l).

14.10 Built-up and related land

Land under houses, roads, mines and quarries and any other facilities, including their auxiliary spaces, deliberately installed for the pursuit of human activities. Included are also certain types of open land (non-built-up land), which are closely related to these activities, such as waste tips, derelict land in built-up areas, junk yards, city parks and gardens, etc. Land occupied by scattered farm buildings, yards and their annexes is excluded. Land under closed villages or similar rural localities is included.

14.11 Composting

A biological process that submits biodegradable waste to anaerobic or aerobic decomposition, and that results in a product that is recovered and can be used to increase soil fertility.

14.12 Conservation

Management of human use of organisms or ecological systems (eco-systems) to ensure that such use is sustainable.

14.13 Controlled landfilling

Final placement of waste into or onto the land in a controlled landfill site.

14.14 Desertification

The process of land degradation in arid, semi-arid and dry sub-humid areas resulting from various factors including climatic variations (e.g. drought) as well as direct and indirect human activities (e.g. overgrazing, intensive agricultural cultivation deforestation, veld fires).

14.15 Desalinated water

Total volume of water obtained from desalination of (i.e., removal of salt from) seawater and brackish water.

14.16 Design capacity (BOD)

The quantity of oxygen-demanding material that wastewater treatment plants are designed to treat daily with a certain efficiency. For secondary treatment plants the BOD5-capacity is mostly limited by the oxygenation capacity, i.e., the quantity of oxygen that can be brought into the water to keep the oxygen concentration on a suitable level.

14.17 Design capacity (volume)

The average daily volume that a treatment plant or other facility is designed to treat e.g. Water and sewage.

14.18 Dry open land with special vegetation cover

Non-wooded land which is covered by low vegetation less than 2 metres in height.

14.19 Dry sub-humid areas

Dry sub-humid areas have a precipitation to potential evapotranspiration ratio of between 0.50 and less than 0.65, with highly seasonal rainfall regimes and less than 25 per cent interannual rainfall variability. Such areas are very susceptible to degradation, probably enhanced by the seasonality of rainfall, drought periods and the increasing intensity of human use.

14.20 Environment

The totality of all the external conditions (physical, biological and socio-economic) affecting the life, development and survival of an organism (any living plant, animal or human being).

14.21 Environmental Impact Assessment (EIA)

Analytical process that systematically examines the possible environmental consequences of the implementation of projects, policies and programmes in order to mitigate the adverse effects.

14.22 Environmental media

Are biotic (non-living) components of the natural environment namely water, air and land.

14.23 Environmental Protection.

Any activity to maintain or restore the quality of the environmental media through preventing the emission of pollutants or reducing the presence of polluting substances in environmental media.

14.24 Environmental statistics

These are statistics that describe the state and the trends of the environment covering the media of the natural environment the biota within the media and human settlements.

14.25 Erosion

Wearing away and transport of soil by wind or running water, glaciers or waves. Erosion occurs naturally but is often intensified by human land-clearing activities related to farming, residential or industrial development.

- **Erosion - extreme**

Terrain is unreclaimable and beyond restoration. Original biotic functions are fully destroyed.

- **Erosion - strong**

Terrain is not reclaimable at farm level. Major investments - engineering works - are required for terrain restoration. Original biotic functions are largely destroyed.

- **Erosion – light**

Terrain, with net annual soil loss that may or may not have somewhat reduced agricultural productivity, that is suitable for local farming systems. Restoration to full productivity is possible by modifications of the management systems. Original biotic functions are largely intact.

14.26 Exports of water

Total volume of bulk freshwater that is exported to other countries as a commodity through pipelines or on ships or trucks. Excludes bottled water.

14.27 Forest

Land under forestry or no land use, spanning more than 0.005 km² (0.5 hectares); with trees higher than 5 meters and a canopy cover of more than 10 percent, or trees able to reach these thresholds in situ. This includes mangroves and forests on wetlands according to the above height and canopy coverage.

14.28 Freshwater

Is water that contains only minimal quantities of dissolved salts, especially sodium chloride, thus distinguishing it from sea water or brackish water

14.29 Fresh groundwater

Freshwater which is being held in, and can usually be recovered from, or via, an underground formation. All permanent and temporary deposits of water, both artificially charged and naturally, in the subsoil, of sufficient quality for at least seasonal use. This category includes phreatic water-bearing strata, as well as deep strata under pressure or not, contained in porous or fracture soils.

14.30 Fresh surface water

Freshwater which flows over, or rests on, the surface of a land mass; natural watercourses such as rivers, streams, brooks, lakes, etc., as well as artificial watercourses such as irrigation, industrial and navigation canals, drainage systems and artificial reservoirs. For purposes of this questionnaire, water obtained through bank filtration is included under (fresh) surface water. Sea-water, and transitional waters, such as brackish swamps, lagoons and estuarine areas are not considered fresh surface water.

14.31 Gross freshwater abstracted

Water removed from any source, either permanently or temporarily. Includes abstraction by the water supply industry (ISIC 36) and direct abstraction by other activities, and water abstracted but returned without use, such as mine water and drainage water.

14.32 Hazardous waste

Hazardous waste refers to the categories of waste to be controlled according to the Basel Convention on the control of Trans-boundary Movements of Hazardous Waste and their Disposal (Article 1 and Annex I).

14.33 Imports of water

Total volume of bulk freshwater that is imported from other countries as a commodity through pipelines or on ships or trucks. Excludes bottled water.

14.34 Incineration

The controlled combustion of waste with or without energy recovery.

14.35 Incineration with energy recovery

Incineration in which evolving thermal energy is used for the production of steam, hot water or electric energy.

14.36 Independent wastewater treatment

Collection, preliminary treatment, treatment, infiltration or discharge of domestic wastewater from dwellings generally between 1 and 50 population equivalents, not connected to a wastewater collection system e.g. septic tanks. Excluded are systems with storage tanks from which the wastewater is transported periodically by trucks to a wastewater treatment plant.

14.37 Inflow of surface and ground waters

Total volume of actual external inflow of rivers and groundwater, coming from neighbouring countries. Boundary waters should be divided 50/50 between the two riparian countries, unless other water sharing agreements exist.

14.38 Internal flow

Total volume of river run-off and groundwater generated over the period of a year, in natural conditions, exclusively by precipitation into a territory. The internal flow is equal to precipitation less actual evapotranspiration and can be calculated or measured. If the river run-off and groundwater generation are measured separately, transfers between surface and groundwater should be netted out to avoid double counting.

14.39 Land Degradation

Reduction or loss of biological or economic productivity and complexity of rain fed cropland, irrigated cropland, rangeland, forest or woodland resulting from the natural processes, land use or other human activities and habitation patterns such as land contamination, soil erosion and the destruction of the vegetation cover

14.40 Landfilling

Final placement of waste into or onto the land in a controlled or uncontrolled way. The definition covers both landfilling in internal sites (i.e., where a generator of waste is carrying out its own waste disposal at the place of generation) and in external sites.

14.41 Losses during transport

The volume of freshwater lost during transport between a point of abstraction and a point of use, and between points of use and reuse. Includes leakages and evaporation.

14.42 Municipal waste

Municipal waste, collected by or on behalf of municipalities, by public or private enterprises, includes waste originating from households, commerce and trade, small businesses, office buildings and institutions (schools, hospitals, government buildings). It also includes bulky waste (e.g., white goods, old furniture, mattresses) and waste from selected municipal services, e.g., waste from park and garden maintenance, waste from street cleaning services (street sweepings, the content of litter containers, market cleansing waste), if managed as waste. The definition excludes waste from municipal sewage network and treatment, municipal construction and demolition waste.

14.43 Net freshwater abstracted

Gross freshwater minus water returned without use.

14.44 Non-methane volatile organic compounds (NM-VOCs)

A group of solvent-like organic compounds that easily evaporate at normal temperatures. They are produced mainly in fuel combustion and in processes that use solvents or solvent-based products such as painting, metal degreasing etc. Several of these chemicals are harmful to human health if inhaled, ingested, drunk or get in contact with skin. NM-VOCs are significant precursors to ground level ozone formation. NM-VOCs are the sum of all hydrocarbon air pollutants except methane.

14.45 Open land without, or with insignificant, vegetation cover

Non-built up land the surface of which either is not covered at all by vegetation or scarcely covered by some vegetation, which precludes its inclusion in other categories of the classification.

14.46 Other wooded land

Land under forestry or no land use, spanning more than 0.005 km² (0.5 hectares); with trees higher than 5 meters and a canopy cover of 5-10 percent, or trees able to reach these thresholds in situ; or with a combined cover of shrubs, bushes and trees above 10 percent. They also include mangroves and forests on wetlands according to the above height and canopy coverage.

14.47 Outflow of surface and ground waters

Actual outflow of rivers and groundwater into neighbouring countries and/or into the sea.

14.48 Precipitation

Rain or snow falling from the atmosphere and deposited on land or water surfaces.

14.49 Wastewater treatment (sewerage)

Covers the operation of sewer systems or sewer treatment facilities; collecting and transporting of human or industrial wastewater from one or several users, as well as rain water by means of sewerage networks, collectors, tanks and other means of transport (sewage vehicles etc.); emptying and cleaning of cesspools and septic tanks, sinks and pits from sewage; servicing of chemical toilets; treatment of wastewater (including human and industrial wastewater, water from swimming pools etc.) by means of physical, chemical and biological processes like dilution, screening, filtering, sedimentation etc.; and maintenance and cleaning of sewers and drains, including sewer rodding.

14.50 Primary wastewater treatment

Treatment of wastewater by a physical and/or chemical process involving settlement of suspended solids, or other process in which the Biological Oxygen Demand (BOD₅) of

the incoming wastewater is reduced by at least 20% before discharge and the total suspended solids of the incoming wastewater are reduced by at least 50%.

14.51 Secondary wastewater treatment

Post-primary treatment of wastewater by a process generally involving biological or other treatment with a secondary settlement or other process, resulting in a Biological Oxygen Demand (BOD5) removal of at least 70% and a Chemical Oxygen Demand (COD) removal of at least 75%.

14.52 Tertiary wastewater treatment

Treatment (additional to secondary treatment) of nitrogen and/or phosphorous and/or any other pollutant affecting the quality or a specific use of water microbiological pollution, colour etc. The different possible treatment efficiencies ('organic pollution removal' of at least 95% for BOD5, 85% for COD, 'nitrogen removal' of at least 70%, 'phosphorus removal' of at least 80% and 'microbiological removal') cannot be added and are exclusive. To avoid double counting, water subjected to more than one type of treatment should be reported under the highest level of treatment only.

14.53 Recycling

Processing and use of waste in production and consumption processes e.g. melting of scrap iron so that it can be converted into new iron products.

14.54 Renewable freshwater resources

Internal flow plus Inflow of surface and ground waters

14.55 Reused water

Used water directly received from another user with or without treatment. Excludes water discharged into a watercourse and used again downstream. Excludes recycling of water within industrial sites.

14.56 Salinization

The net increase in salt concentration in the top soil leading to declining productivity or biodiversity. Salinization can be a result of the clearing of native vegetation, the overuse of irrigation, or the evaporation of saline groundwater.

14.57 Semi-arid areas

Semi-arid areas have a precipitation to potential evapotranspiration ratio of equal to or greater than 0.20 and less than 0.50, with distinctly highly seasonal rainfall regimes and mean annual values up to 800 millimetres/year in summer rainfall areas and 500 millimetres/year in winter regimes. Inter-annual variability ranges between 25 per cent and 50 per cent, so despite the apparent suitability for grazing in semi-arid grasslands, this and sedentary agricultural activities are susceptible to seasonal and interannual moisture deficiency.

14.58 Sewage sludge production (dry matter)

The accumulated settled solids, either moist or mixed, with a liquid component as a result of natural or artificial processes that have been separated from various types of wastewater during treatment.

14.59 Suspended Particulate Matter (SPM10)

Finely divided solids or liquids, less than 10 μm (micrometres) that may be dispersed through the air from combustion processes, industrial activities or natural sources.

14.60 Sustainable Use

The present use that meets the present needs and which does not compromise the ability to use the same resource (e.g. land, forest, water etc.) by future generations. It assumes the conservation of natural assets for future growth and development

14.61 Total freshwater available for use

Net freshwater abstraction + Desalinated water + Reused water + Imports of water - Exports of water.

14.62 Total area of the country

Total area (of country) including area under inland water bodies, but excluding offshore territorial waters. (= Total land area + waters).

14.63 Total emissions

Emissions from human activities in the country. Emissions from international aviation and maritime transport are excluded.

14.64 Total land area

Total area of the country minus area under inland or tidal water bodies. (Assuming the inland water bodies are at their net capacity)

14.65 Water returned without use

Water discharged into freshwaters without use, or before use. Occurs primarily during mining and construction activities. Excludes discharges into the sea.

14.66 Waters

Relates to the part of the national territory, which is covered by surface waters. The national territory is defined as the surface enclosed by all inland borders and, if applicable, the normal base-line (low-water mark) on the seaward side.

14.67 Water supply industry

The water collection treatment and supply industry includes water collection, treatment and distribution activities for domestic and industrial needs. This includes abstraction of water for distribution from various sources (mainly surface water and groundwater), natural water treatment for distribution and the actual distribution of natural water by pipes, channels and other means. The operation of irrigation canals is also included; however the provision of irrigation services through sprinklers, and similar agricultural support services, is not included.

14.68 Waste

Materials that are not prime products (i.e., products produced for the market) for which the generator has no further use for own purpose of production, transformation or

consumption, and which is discarded, or intended or is required to discard. It excludes material directly recycled or reused at the place of generation (i.e., establishment) and waste materials that are directly discharged into ambient water or air as wastewater or air pollution.

14.69 Wastewater

Water which is of no further value to the purpose for which it was used because of its quality, quantity or time of occurrence. However, wastewater from one user can be a potential supply to a user elsewhere.

14.70 Wet open land

Non-wooded sites either partially, temporarily or permanently water-logged, the water of which may be fresh, brackish or saline, on blanket or raised peat lands. The water may be either stagnant or running, and is usually shallow, especially if it is saline.

15 Energy

Energy can be generated from water, mineral oil, coal, gas, sun, wind, atomic fuel or any other means.

15.1 Collection Rate

Collections divided by billings for main utility in the specified city.

15.2 Consumer

Any person supplied or entitled to be supplied with electrical energy for personal, industrial and commercial use but does not include a person supplied with electrical energy for delivery to another person.

15.3 Distribution

The ownership, operation, management or control of distribution facilities for the movement or delivery of electricity to consumers.

15.4 Distribution System (Electric utility)

The substations, transformers and lines that convey electricity from high-power transmission lines to ultimate consumers.

15.5 Electrical Energy Distribution

The delivery of electricity to the retail customer's home or business through low voltage distribution lines.

15.6 Electric power

Energy produced by hydro-electric, geothermal, nuclear and conventional thermal power stations, excluding energy produced by pumping stations, measured by the calorific value of electricity (3.6 TJ/GWh). In the electric power industry, energy is more narrowly defined as electricity supplied over time, express in kilowatt-hours.

15.7 Electricity Generation

The process of producing electric energy or the amount of electric energy produced by transforming other forms of energy, commonly expressed in kilowatt hours (kWh) or megawatt hours (MWh).

15.8 Electricity/Energy Loss

The amount of electricity generated but not accounted for.

15.9 Electricity Tariff

The price of a unit of electricity consumed.

15.10 Electricity Use per Capita

The average amount of electricity used per person per year.

15.11 Energy

This is broadly defined as the capability of doing work.

15.12 Energy to GDP Ratio

The total value of energy produced as a proportion of the national GDP.

15.13 Fossil Fuel

Fuel, such as oil, coal, natural gas and their by-products, formed in the earth from remains of living-cell organisms.

15.14 Fuel

A substance that can be burned to produce heat.

15.15 Generating Station

A station that consists of electric generators and auxiliary equipment for converting mechanical, chemical, or nuclear energy into electric energy.

15.16 Generating Unit

Combination of connected prime movers that produce electric power.

15.17 Generation

The process of producing electric energy by transforming other forms of energy; or, the amount of electric energy produced, expressed in kilowatt hours.

15.18 Grid

Matrix of an electrical distribution system.

15.19 Hydroelectric

An electric generating station in which a water wheel is driven by falling water, thus generating electricity.

15.20 Interconnected System

A system consisting of two or more individual power systems normally operating with connecting tie lines.

15.21 Interconnection (Electric Utility)

In a competitive power producer context, the point at which the transmission lines carrying the electricity output of a power facility connects with the utility grid, usually the local utilities nearest substation.

15.22 Installation

The whole of any plant or equipment under one ownership designed for the supply or use of electrical energy.

15.23 Kilovolt ampere (kVA)

The practical unit of apparent power, which is 1,000 volt-amperes. The volt-amperes of an electric circuit are the mathematical products of the volts and amperes of the client.

15.24 Kilowatt (kW)

The electrical unit of power equal to 1,000 watts

15.25 Kilowatt-Hour (kWh)

The basic unit of electric energy equal to one kilowatt of power supplied to or taken from an electric circuit for one hour.

15.26 Megawatt

One million watts.

15.27 Megawatt-hour

One thousand kilowatt-hours or one million-watt hours.

15.28 National Grid Electrification Rate

The rate (in percentages) at which Electricity customers are connected to the National Grid.

15.29 Public Lamp

An electric lamp used for the lighting of a street or a public place.

15.30 Plant

A facility containing prime movers, electric generators, and other equipment for producing electric energy.

15.31 Power

The rate at which energy is transferred

15.32 Power Grid

A network of power lines and associated equipment used to transmit and distribute electricity over a geographic area.

15.33 Power Plant

A generating station where electricity is produced.

15.34 Primary Energy

Energy in the form that it is first accounted for in a statistical energy balance, before any transformation to secondary or tertiary forms of energy.

15.35 Production

The act or process of generating electric energy.

15.36 Public Utility

A utility operated by a non-profit governmental or quasi-governmental entity. Public utilities include municipal utilities, cooperatives, and power marketing authorities.

15.37 Ratepayer

This is a retail consumer of the electricity distributed by an electric utility. This includes residential, commercial and industrial users of electricity.

15.38 Renewable Energy

Energy that is capable of being renewed by the natural ecological cycle.

15.39 Staff Ratio

Number of staff divided by thousands of connections for main utility in the specified city.

15.40 Transmission

The ownership, operation, management or control of electricity transmission facilities for whatever purpose.

15.41 Transmission and distribution losses

Technical and non-technical losses. Includes electricity losses due to operation of the system and the delivery of electricity as well as those caused by unmetered supply. This comprises all losses due to transport and distribution of electrical energy and heat.

15.42 Water Volume Billed per Connection

Total volume of water billed divided by the total number of connections for the main utility in the specified city.

15.43 Working Ratio

Operating cost divided by operating revenue for main utility in the specified city.

16 Transport

Road Transport

16.1 A-level roads

Are roads outside urban areas and other roads outside urban areas that are not motorways but belong to the top-level road network. A-level roads are characterized by a comparatively high quality standard, either non-divided roads with oncoming traffic or similar to motorways. In most countries, these roads are financed by the federal or national government.

16.2 All-season road

An all-season road is a road that is motorable by the prevailing means of rural transport (often a pick-up or a truck which does not have four-wheel-drive) all year round. Predictable interruptions of short duration during inclement weather (e.g. heavy rainfall) are permitted, particularly on low volume roads.

16.3 Capital investment

Refers to the total amount of investment in the road sector to maintain sufficient capacity as well as increase capacity per year.

16.4 Maintenance expenditure

Refers to the total expenditure for keeping roads in working order per year. This includes maintenance, patching, and running repairs (work relating to roughness of carriageway's wearing course, roadsides, etc.).

16.5 Motorways, highways, main, or national roads

Motorways include roads specifically designed and built for motor traffic, which does not serve properties bordering on it, and which

- is provided, except at special points or temporarily, with separate carriageways for the two directions of traffic, separated from each other, either by a dividing strip not intended for traffic, or exceptionally by other means;

- does not cross at level with any road, railway or tramway track, or footpath³
- is specially sign-posted as a motorway and is reserved for specific categories of road motor vehicles. Entry and exit lanes of motorways are included irrespectively of the location of the signposts.

16.6 Number of Fatalities from Road Accidents

Refers to the number of people who were involved in any injury accident with at least one motor road vehicle in motion on a public road or private road to which the public has right of access, resulting in at least one person killed as a result of the accident and within 30 days of its occurrence. Included are collisions between road vehicles; between road vehicles and pedestrians; between road vehicles and animals or fixed obstacles and with one road vehicle alone. Included are collisions between road and rail vehicles.

16.7 Other urban roads

Refers to roads within the boundaries of a built-up area, which is an area with entries and exists especially sign-posted as such.

16.8 Road maintenance requirement

Refers to the amount of financing required per year to keep roads in working order. This includes maintenance, patching, and running repairs (work relating to roughness of carriageway's wearing course, roadsides, shoulder, drains, structures, slopes, signs, etc.)

16.9 Secondary or regional roads

Refers to roads that are the main feeder routes into, and provide the main links between highways, main or national roads.

16.10 Total paved roads

Refers to total length of all roads that are surfaced with crushed stone (macadam) and hydrocarbon binder or bituminized agents, with concrete or with cobblestones.

16.11 Total road network

Refers to length of the road network. The road network includes all roads in a given area.

16.12 Total roads in “good” or “fair” condition

Refers to total length of roads that are in “good” or “regular” condition. 'Roads in good condition' Paved roads, largely free of defects, requiring only routine maintenance and perhaps surface treatment. Unpaved roads which need only routine grading and localized repairs. 'Roads in regular (or fair) condition' Paved roads with defects and weakened structural resistance. They require resurfacing of the pavement, but without the need to demolish the existing pavement. Unpaved roads, which require grading and additional new gravel, plus drainage repair in some places.

Rail Transport

16.13 Freight coverage

Refers to travel measured in units of one metric ton by one kilometre.

16.14 Freight tariff revenue

Refers to revenue raised in charging for freight.

16.15 Main lines

Refers to main inter-city and other main passenger and freight routes available for public services.

16.16 Passenger fare revenue

Refers to revenue raised from travelling passengers.

16.17 Passenger travel

Refers to total passenger travel measured in units of one passenger by one kilometre.

16.18 Secondary lines

Refers to the remaining passenger and freight routes available for public services.

16.19 Single lines

Route length of network consisting of single tracked lines

16.20 Total Network

Refers to total length of railway route open for public passenger and freight services (exl. dedicated private resource railways).

17 Science and Technology

Research and development (R&D)

17.1 Applied Research

Original investigation to acquire new knowledge with a specific application in view. Activities that determine the possible uses for the findings of basic research. The results of applied research are intended primarily to be valid for a single or limited number of products, operations, methods, or systems. Applied research develops ideas into operational form. Information or knowledge derived from applied research may be published in peer-reviewed journals or subjected to other forms of intellectual property protection

17.2 Basic research

Work undertaken primarily to acquire new knowledge of the underlying foundations of phenomena and observable facts, without a specific application in view.

17.3 Biotechnology

Is the application of science and technology to living organisms as well as parts, products and models thereof, to alter living or non-living materials for the production of knowledge, goods and services.

17.4 Development

Is the application of research findings or other scientific knowledge for the creation of new or significantly improved products, services or processes.

17.5 Experimental Development

Systematic work using existing knowledge for creating new or improved materials, products, processes or services, or improving substantially those already produced or installed.

17.6 Experimental research

Systematic work, drawing from knowledge gained from research and practical experience that is directed to producing new materials products, processes or services, or to improving substantially those already produced or installed.

17.7 Full Time Equivalent (FTE)

Refers to- the true measure of the number of people involved in R&D. FTE is based on the actual proportion of times a researcher , technician or support staff spends on R&D activities during a surveyed year.

17.8 Innovation

Is the implementation of a new or significantly improved product (good or service), or process, a new marketing method, or a new organisational method in business practices, workplace organisation or external relations.

17.9 Intellectual property rights IPR

Refers to the general term for the assignment of property rights through patents, copyrights and trademarks. These property rights allow the holder to exercise a monopoly on the use of the item for a specified period.

17.10 Marketing innovation

Is the Implementation of a new marketing method involving significant changes in product design or packaging, product placement, product promotion or pricing

17.11 Nanotechnology

Is the understanding and control of matter at dimensions of roughly 1 to 100 nanometres, where unique phenomena enable novel applications. It encompasses nanoscale science, engineering and technology. Nanotechnology involves imaging, measuring, modelling, and manipulating matter at this length scale.

17.12 Organisational innovation

Refers to the implementation of a new organisational method in the firm's business practices, workplace organisation or external relations.

17.13 Outsourced R&D

Outsourced or extramural expenditures are the amounts an organization paid or committed to pay to another organisation for the performance of R&D during a specific period. This includes acquisition of R&D performed by and/or grants given to other organisations for performing R&D.

17.14 Patent

Is a right granted by a government to an inventor in exchange for the publication of the invention; it entitles the inventor to prevent any third party from using the invention in any way, for an agreed period.

17.15 Process innovation

Is the use of new or significantly improved methods for the production or supply of goods or services. The innovation (new or improved) must be new to your enterprise, but it does not need to be new to your industry sector or market. It does not matter if the innovation was originally developed by your enterprise or by other enterprises.

17.16 Product innovation

Is the introduction to market of a new or significantly improved good or service with respect to its capabilities, such as improved user-friendliness, components, software or sub-systems. The innovation (new or improved) must be new to your enterprise, but it does not need to be new to your industry sector or market. It does not matter if the innovation was originally developed by your enterprise or by other enterprises.

17.17 Research

Is creative work and original investigation undertaken on a systematic basis to gain new knowledge, including knowledge of humanity, culture and society.

17.18 Research intensity

Refers to the ratio of a country's gross expenditure on R&D to the country's GDP. Thus the higher the research intensity the greater the national emphasis or expenditure on R&D in relation to its economy.

17.19 Researchers

Are professionals engaged in the conception or creation of new knowledge, products, processes, methods and systems and also in the planning and management of the projects concerned.

17.20 Technicians

Technicians and equivalent staff are persons whose main tasks require technical knowledge and experience in one or more fields of engineering, physical and life sciences, or social sciences and humanities. They participate in research and development (R&D) by performing scientific and technical tasks involving the application of concepts and operational methods, normally under the supervision of researchers.

17.21 Technology

Refers to the state of knowledge concerning ways of converting resources into outputs.

18 Information and Communication Technology (ICT)

Infrastructure and Access.

18.1 Active subscription

Refers to a subscription where the system was used at least once during the last three months.

18.2 Accessing other financial services

Includes electronic transactions via the Internet for other types of financial services such as purchasing shares (stocks), financial services and insurance.

18.3 Analog cellular monthly subscription charge

Cellular monthly subscription refers to the recurring charge for a cellular subscriber. The charge should cover the rental of the line but not the rental of the terminal (e.g., telephone set) where the terminal equipment market is liberalized. In some cases, the rental charge includes an allowance for free or reduced rate call units. If there are different charges for different exchange areas, the largest urban area is used.

18.4 Asymmetric digital subscriber line - ADSL

Refers to a modem technology that converts twisted-pair telephone lines into access paths for multimedia and high-speed data communications. The bit rates transmitted in both directions are different.

18.5 Back Door

Refers to an undocumented way of accessing a system, bypassing the normal authentication mechanisms. Some back doors are placed in the software by the original programmer and others are placed on systems through a system compromise, such as a virus or worm. Usually, attackers use back doors for easier and continued access to a system after it has been compromised.

18.6 Bandwidth

Refers to the amount or volume of digital data that can be transferred through a communications connection. A bit-rate measure of available or consumed data communication resources, expressed in bits/second or multiples thereof (kilobits/s, megabits/s, etc.).

18.7 Binary

Made up of or referring to two, as in binary variables (e.g., yes/no). Also, a form of computer encoding that is based on individual pieces of information called bits that can take on two values—i.e., 0 and 1.

18.8 Bit

Refers to the basic information unit in binary systems and can assume a value of 0 or 1.

18.9 Bits per second (BPS)

A measure of transfer speed in digital communication networks.

18.10 Broadband access

Refers to access to the public Internet (through a TCP/IP connection) at downstream speeds greater than, or equal to, 256 kbit/s.

18.11 Broadband over power line –BPL

Refers to a technology that allows Internet data to be transmitted over utility power lines. To use BPL, the subscriber needs to use a special broadband modem (phone, cable or satellite) that plugs into an electrical outlet.

18.1 Byte

A group of eight binary digits or bits that can be processed as a unit by computer programs. A kilobyte consists of approximately one thousand bytes a megabyte of one million bytes and a gigabyte of one billion bytes.

18.2 Cable modem

Refers to a cable modem is a modulator-demodulator device at subscriber locations intended for use in conveying data communications on a cable-television system.

18.3 Cable-television service – CATV

Refers to multichannel programming delivered over a coaxial cable for viewing on television sets.

18.4 Cellular Subscribers

Refer to persons using mobile telephones who subscribe to an automatic public mobile telephone service which provides access to the PSTN using cellular technology. This can include analogue and digital cellular systems but should not include non-cellular systems. Subscribers to fixed wireless (e.g., Wireless Local Loop), public mobile data services, or radio paging services are not included.

18.5 Code division multiple access – CDMA

Refers to a digital cellular technology that does not assign a specific frequency to each user; instead, every channel uses the full available spectrum.

18.6 CDMA2000

CDMA multicarrier; see 3G mobile-cellular network.

18.7 Coaxial cable

Refers to a type of wire that consists of a centre wire surrounded by insulation and then a grounded shield of braided wire. The shield minimizes electrical and radio-frequency interference. Coaxial cabling is the primary type of cabling used by the cable-television industry, and is also widely used for computer networks, such as ethernet.

18.8 Computer

A computer refers to a desktop or a laptop computer. It does not include equipment with some embedded computing abilities such as mobile cellular phones, personal digital assistants (PDA) or TV sets.

18.9 Computer Hardware

A comprehensive term for all of the physical parts of a computer.

18.10 Computer

A computer is a general purpose device which can be programmed , input data, store data, output the data and can carry out a finite set of arithmetic or logical operations.

18.11 Computer software

Is a set of programs, procedures, algorithms and its documentation concerned with the operation of a data processing system. Program software performs the function of the program it implements, either by directly providing instructions to the computer hardware or by serving as input to another piece of software Network.

18.12 Contracted capacity

Refers to bandwidth put into service but not all of which is used; some is held in reserve for restoration or redundancy.

18.13 Courier services

Courier services are express delivery services which include time definite delivery. Thus courier services are fast, door-to-door and have pick-up and delivery services of high-value goods or urgently needed documents.

18.14 Dark fibre Unlit

Refers to transmission capacity, not in use, in a fibre-optic system.

18.15 Data

The raw material of information. Refers mostly to the information entered into, and stored within a computer or file.

18.16 Database

A logical collection of information that is interrelated and which is managed and stored as a unit, for example in the same computer file. The terms database and data set are

often used interchangeably Consist of files of data organized in such a way as to permit resource-effective access and use of the data.

18.17 Data dictionary

A data catalogue that describes the contents of a database. Information is listed about each field in the attribute tables and about the format, definitions and structures of the attribute tables. A data dictionary is an essential component of metadata information.

18.18 Data entry

Data entry is the act of transcribing some form of data into another form, usually using a computer program.

18.19 Data format

Usually refers to a specific, possibly proprietary set of data structures within a software system.

18.20 Data model

A user's conceptual design of a data set that describes database entities and their relations to each other.

18.21 Data Processing

Any process that converts data into information.

18.22 Data sets

A logical collection of values or database objects relating to a single subject, usually presented in tabular form. Each column represents a particular variable. Each row corresponds to a given member of the data set in question

18.23 Data standardization

The process of reaching agreement on common data definitions, formats, representation and structures of all data layers and elements.

18.24 Data Storage

Information/data stored or backups electronically to be used at a given time. Example for data storage media are external hard drives, memory card, flash disks, CDs etc.

18.25 Data structure

Implementation of a data model consisting of file structures used to represent various features.

18.26 Data type

The field characteristic of the columns in an attribute table e.g. character, floating point and integer.

18.27 Delivering products online

Refers to products delivered over the internet in digitized form, e.g. reports, software, music, videos, computer games; and online services, such as computer-related services, travel bookings or financial services.

18.28 Dial-up Internet

Refers to type of narrowband Internet access that uses a modem to connect to the Internet through a fixed-telephone line; it requires the modem to dial a phone number when Internet access is needed.

18.29 Digital subscriber line – DSL

Refers to a technology for bringing high-bandwidth information to homes and small businesses over ordinary copper telephone lines.

18.30 Digital terrestrial television- DTT

Refers to the technological evolution from analogue to digital terrestrial television, providing capability for significantly more channels.

18.31 Direct exchange line - DEL

Is equivalent to an analogue fixed-telephone line.

18.32 Direct-to-home satellite services- DTH satellite

Refers to Satellite television broadcast services received via a satellite dish.

18.33 Email

Electronic mail, commonly known as email or e-mail, is a method of exchanging digital messages from an author to one or more recipients.

18.34 Enhanced data rates for GSM evolution - EDGE

Refers to a faster version of GSM wireless service enabling data to be delivered at faster rates.

18.35 EGTI

ITU Expert Group on Telecommunication/ICT indicators.

18.36 Ethernet (LAN)

Refers to a family of computer networking technologies for local area networks (LANs) commercially introduced in 1980. Standardized in IEEE 802.3, Ethernet has largely replaced competing wired LAN technologies.

18.37 EV-DO - Evolution data optimized

Refers to a telecommunication standard for the wireless transmission of data through radio signals, typically for broadband Internet access; it is part of the CDMA2000 family of standards.

18.38 Extranet

An extranet is a closed network that uses Internet protocols to share securely a business' information with suppliers, vendors, customers or other business partners. It can take the form of a secure extension of an intranet that allows external users to access some parts of it. It can also be a private part of the business' website, where business partners can navigate after authentication.

18.39 Fibre optic

Refers to a flexible, transparent fibre made of very pure glass not much wider than a human hair that acts as a "light pipe" to transmit light between the two ends of the fibre.

18.40 Fibre-to-the-home –FTTH

Refers to fibre goes directly to the subscriber's premises.

18.41 Fibre-to-the-building - FTTB

Refers to fibre connection that terminates no more than 2 metres from an external wall of the subscriber's building, but does not reach the premises.

18.42 Firewall

Refers to software or hardware that controls access into and out of a network or computer

18.43 Fixed broadband

Fixed broadband refers to technologies such as DSL, at speeds of at least 256kbit/s, cable modem, high-speed leased lines, fibre-to-the-home, power-line, satellite, fixed wireless, Wireless Local Area Network (WLAN) and WiMAX

18.44 Fixed broadband Internet access tariffs

Refers to the cheapest broadband entry plan converted to US\$ for a minimum 256 k/bits per second connection.

18.45 Fixed broadband Internet subscribers

Refers to entities (e.g., businesses, individuals) subscribing to paid high-speed access to the public Internet (a TCP/IP connection).

18.46 Fixed Internet subscribers

Refers to the total number of Internet subscribers with fixed access which includes dial-up and total fixed broadband subscribers cable modem, DSL Internet subscribers other fixed broadband and leased line Internet subscribers.

18.47 Fixed telephone line

Refers to a telephone line connecting a customer's terminal equipment (e.g. telephone set, facsimile machine) to the public switched telephone network (PSTN) and which has a dedicated port on the telephone exchange.

18.48 Full-time equivalent - FTE

Refers to the unit representing the conversion of part-time work to full-time. The preferred method is to convert part-time workers on the basis of hours worked, using an 8-hour workday as full-time.

18.49 General packet radio service mobile communications technology - GPRS

Refers to a packet-data technology that allows GSM operators to offer wireless data services at throughput rates of up to 115 kbit/s.

18.50 Gigabyte – GB

Is (one thousand million bytes).

18.51 Gigabits per second - Gbit/s

(1 000 Mbit/s).

18.52 Global system for mobile communications – GSM

Refers to a standard set to describe technologies for second generation (or "2G") digital cellular networks.

18.53 High speed packet access - HSPA

Refers to an amalgamation of two mobile-telephony protocols that extend and improve the performance of existing WCDMA protocols.

18.54 Hypertext transfer protocol - HTTP

Refers to the underlying protocol used by the World Wide Web.

18.55 Income per fixed line

Refers to total fixed line revenue divided by the number of main lines in operation. The revenue includes non-refundable connection charges, line rentals and local, national

long distance and international call usage charges. It typically also includes revenue from public payphones.

18.56 Information

The result of processing, manipulating and organizing data in a way that adds to the knowledge of the person receiving it.

18.57 Information Dissemination

The systematic distribution of information or knowledge through a variety of ways to potential beneficiaries/ users.

18.58 Information Technology

The methods and techniques used in information handling and retrieval by automatic means. These include computer hardware and peripherals, computer software and computer literacy.

18.59 Input/output

In computing, input/output, or I/O, refers to the communication between an information processing system (such as a computer), and the outside world, possibly a human, or another information processing system. Inputs are the signals or data received by the system, and outputs are the signals or data sent from it. The term can also be used as part of an action; to "perform I/O" is to perform an input or output operation. I/O devices are used by a person (or other system) to communicate with a computer. For instance, a keyboard or a mouse may be an input device for a computer, while monitors and printers are considered output devices for a computer.

18.60 Interacting with general government organizations

This includes downloading or requesting forms online, making online payments and purchasing from, or selling to, government organizations. It excludes getting information from government organizations

18.61 Integrated services digital network –ISDN

Refers to a network that provides digital connections between user network interfaces.

18.62 Intellectual property/asset

Refers to creations of the mind: inventions, literary and artistic works, and symbols, names, images and designs used in commerce.

18.63 International calls

Refers to calls originating in a country and terminating abroad. They also include calls from fixed geographic numbers to foreign fixed and mobile numbers.

18.64 Internal or external recruitment

Including providing information about vacancies on an intranet or website, and allowing online applications.

18.65 International Internet bandwidth

Refers to the capacity that backbone operators provide to carry Internet traffic, measured in megabytes per second (mbps).

18.66 Internet

Internet is a worldwide public computer network. It provides access to a number of communication services including the World Wide Web(www) and carries e-mail, news, entertainment and data files, irrespective of the device used (not assumed to be only via a computer – it may also be by mobile phone, games machine, digital TV, etc.).Access can be via a fixed or mobile network

18.67 Internet banking

Includes electronic transactions with a bank for payment, transfers, etc., or for looking up account information

18.68 Internet-protocol television - IPTV

Refers to multimedia services such as television/video/audio/text/graphics/data delivered over an IP-based network managed to support the required level of quality of service, quality of experience, security, interactivity and reliability; it does not include video accessed over the public Internet, for example, by streaming. IPTV services are also generally aimed at viewing over a television set rather than a personal computer.

18.69 Internet protocol - IP

Refers to the most commonly-used set of rules for dispatching data across a large computer network. IP telephony Service that enables the exchange of voice information, primarily in the form of packets, using IP protocols.

18.70 Intranet

An intranet refers to an internal communications network using Internet protocols and allowing communication within an organization (and with other authorized persons)It is typically set up behind a firewall to control access.

18.71 kbit/s

Kilobits per second (1 kilobit per second = one thousand bits per second).

18.72 Learners-to-computer ratio in schools with computer-assisted instruction

Refers to the average number of learners entitled to use school computers (as a pedagogical aid) per computer available for pedagogical use in schools that offer computer-assisted instruction (CAI), for ISCED levels 1 to 3. It indicates the potential for the use of computers in CAI schools to promote or expand computer-assisted instruction.

18.73 Leased line

A leased line connects two locations for private voice and/or data telecommunication service, either through a dedicated physical cable or a virtual connection.

18.74 Lit capacity

Refers to a turned on bandwidth in a fibre-optic system – capacity that is ready for use.

18.75 Local Area Network (LAN)

Refers to a network connecting computers within a localized area such as a single building, department or site it may be wireless.

18.76 Localities with public Internet access centres (PIACs)

Refers to the country's localities that provide Internet access to the public through PIACs.

18.77 Long-term evolution – LTE

Refers to a 4G wireless-broadband technology developed by the Third Generation Partnership Project (3GPP), an industry trade group.

18.78 Malware (malicious code)

Refers to malicious code (malcode) is short for malicious software. It is code or software that is specifically designed to damage, disrupt, steal, or in general inflict some other “bad” or illegitimate action on data, hosts, or networks.

18.79 Managed VoIP

Refers to a publicly available telephone service provided using voice over Internet protocol (VoIP) for call origination whereby the operator controls the quality of service provided.

18.80 Mobile (or cellular phone or cell phone)

A mobile or cellular phone or cell phone refers to a portable telephone subscribing to a public mobile telephone service using cellular technology, which provides access to the PSTN. This includes digital and analogue systems, as well as IMT-2000, (3G). Users of both post-paid and pre-paid accounts are included.

18.81 Mobile broadband

Mobile broadband access services include Wideband CDMA (W-CDMA), known universally Universal Mobile Telecommunications System (UMTS) in Europe; High-speed Downlink Packet Access (HSDPA), complemented by High-Speed Uplink

Packet Access (HSUPA); CDMA2000 1xEV-DO and CDMA 2000 1xEV-DV. Access can be via any device (mobile cellular phone, laptop, PDA, etc.)

18.82 Mobile broadband subscriptions

Refers to subscriptions to mobile cellular networks with access to data communications (e.g. the Internet) at broadband speeds (defined as greater than or equal to 256 kbit/s in one or both directions) such as WCDMA, HSDPA, CDMA2000 1Xev-DO AND CDMA 2000 1x EV-DV, irrespective of the device used to access the Internet (handheld computer, laptop or mobile phone, etc.). These services are typically referred to as 3G or 3.5G, etc.

18.83 Mobile cellular telephone prepaid tariffs

These are based on the methodology of the OECD low user basket (For international comparability this indicator is calculated by the ITU).

18.84 Mobile cellular telephone subscriptions

Refers to subscriptions of portable telephones to a public mobile telephone service using cellular technology, which provides access to the PSTN.

18.85 Mobile telecom revenue per subscriber

Refers to total mobile telecom revenue divided by the number of mobile subscribers. Mobile telecom revenue includes revenues from the provision of all types of mobile communication services such as cellular, private trunked radio and radio paging. The number of mobile subscribers refers to users of portable telephones subscribing to an automatic public mobile telephone service which provides access to the PSTN using cellular technology. This can include analogue and digital cellular systems but should not include non-cellular systems. Subscribers to fixed wireless (e.g., Wireless Local Loop), public mobile data services, or radio paging services are not included.

18.86 Mobile virtual network operator – MVNO

Refers to an organisation which provides mobile cellular services to its customers, but does not have allocation of spectrum.

18.87 Modem

Short for modulator-demodulator, a modem is a device that enables a computer to transmit data over, for example, telephone or cable lines.

18.88 Multichannel TV subscriptions

Refers to services that provide additional TV programming beyond free-to-air terrestrial channels. Multichannel TV services are cable TV, direct-to-home satellite services, Internet-protocol TV and digital terrestrial TV.

18.89 Multichannel TV services are categorized and defined as follows:

- Cable television (CATV) service – Multichannel programming delivered over a coaxial cable for viewing on television sets.
- Direct-to-home (DTH) satellite services – Received via a satellite dish capable of receiving satellite television broadcasts.
- Internet-protocol TV (IPTV) –

Refers to multimedia services such as television/video/audio/text/graphics/data delivered over an IP-based network managed to support the required level of quality of service, quality of experience, security, interactivity and reliability. This does not include video accessed over the public Internet, for example, by streaming. IPTV services are also generally aimed at viewing over a television set rather than a personal computer.

- Digital terrestrial television (DTT) – The technological evolution from analogue terrestrial television, providing capability for significantly more channels.
- Other terrestrial television – Such as microwave multipoint distribution systems (MMDS) and satellite master antenna television (SMATV).

18.90 Multimedia messaging service - MMS

An MMS may convey text, graphic and audio content.

18.91 Multi-router traffic grapher – MRTG

Refers to a software for monitoring and measuring the traffic load on network links. It allows the user to see traffic load on a network over time in graphical form.

18.92 Naked DSL

DSL service that does not require a telephone-line rental.

18.93 Narrowband

Narrowband includes analogue modem (dial-up via standard phone line, Integrated Services Digital Network (ISDN), Digital Subscriber Line (DSL) at speeds below 256kbit/s, and mobile phone and other forms of access with an advertised download speed of less than 256kbit/s. Narrowband mobile phone access services include CDMA 1x (Release 0) GPRS, WAP and imode.

18.94 Narrowband Internet access

Refers to access to the public Internet (through a TCP/IP connection) at downstream speeds below 256 kbit/s.

18.95 National calls

All national public voice-telephony calls, including local calls, dial-up calls to the Internet and long distance calls.

18.96 Next-Generation Network - NGN

Refers to a packet-based network able to provide telecommunication services and able to make use of multiple broadband, QoS-enabled transport technologies and in which service-related functions are independent from underlying transport-related technologies.

18.97 Orders placed

Orders placed include orders placed via the internet whether or not payment was made online. They include orders placed via websites, specialized internet marketplaces, extranets, EDI over the internet, Internet-enabled mobile phones and e-mail. They exclude orders that were cancelled or not completed.

18.98 Orders received

Orders received include orders received via the internet whether or not payment was made online. They include orders received via websites, specialized internet

marketplaces, extranets, EDI over the internet, Internet-enabled mobile phones and e-mail. They also include orders received on behalf of other organizations – and orders received by other organizations on behalf of the business. They exclude orders that were cancelled or not completed

18.99 Persons employed

Persons employed refer to all persons working for the business, not only those working in clerical jobs. They include short-term and casual employees, contributing family workers and self-employed persons, who may be paid or unpaid.

18.100 Postal services

Postal services are transmission of letters, packages, periodicals and related services. Postal services ensure that postal items are delivered. A postal item refers to anything dispatched by postal service such as letter post, parcel post, money orders, etc. Letter post items are defined as priority items and non-priority items weighing up to 2kgs, letters, post cards, printed papers, small packets weighing up to 2kgs and literature for the blind weighing up to 7kgs.

18.101 Price of analog cellular 3 minute call

Cellular cost of 3-minute local peak call.

18.102 Price of three minute local call

Local call refers to the cost of a peak rate 3-minute call within the same exchange area using the subscriber's own terminal (i.e. not from a public telephone).

18.103 Providing customer services

Includes providing online or e-mailed product catalogues or price lists, product specification or configuration online, after-sales support, and order tracking online.

18.104 Public Wireless Local Area Network access points

PWLAN access points refer to the number of public wireless local area network (PWLAN) access points (also called hotspots) in a country. PWLANs are based on the IEEE 802.11 standard, commonly referred to as Wi-Fi.

18.105 Radio, communication

With a radio of this type, communication is limited to persons within the business. The allocated frequency channel(s) is controlled especially from the business. Communication is done inside and outside the business premises using communication radios.

18.106 Radio, listener's

Is a device capable of receiving broadcast radio signals, using popular frequencies, such as FM, AM, LW and SW. It includes a radio set integrated in a car or alarm clock but excludes radios integrated with a mobile/cell phone, in a digital audio player (MP3 player) or in a computer.

18.107 Residential monthly telephone subscription

Refers to the recurring fixed charge for a residential subscriber to the Public Switched Telephone Network (PSTN). The charge should cover the rental of the line but not the rental of the terminal (e.g., telephone set) where the terminal equipment market is liberalized. In some cases, the rental charge includes an allowance for free or reduced rate call units. If there are different charges for different exchange areas, the largest urban area is used.

18.108 Residential telephone connection charge

Refers to the onetime charge involved in applying for basic telephone service for residential purposes. Where there are different charges for different exchange areas, the charge is generally for the largest urban area.

18.109 Schools with Internet access by type of access

Refers to schools with access to the Internet,

18.110 Schools with a telephone communication facility

Refers to schools, for ISCED levels 1 to 3, with a telephone communication facility.

18.111 Staff training

Includes e-learning applications available on an intranet or the World Wide Web.

18.112 Statistical packages

These are programmable computer software used to produce statistics. Examples are:

- **Census and Survey Processing System (CSPro):** Is a software package for entering, editing, tabulating, and disseminating data from censuses and surveys.
- **SAS:** Statistical analysis system- package for data analysis.
- **SPSS:** Statistical package for social sciences.

18.113 Telecom revenue per staff

Refers to total telecom revenue divided by the total number of full-time telecom staff. The revenue refers to earnings from the direct provision of facilities for providing telecommunication services to the public (i.e., not including revenues of resellers).

18.114 Television (TV)

A television (TV) is a stand-alone device capable of receiving broadcast television signals, using popular access means, such as over-the-air, cable and satellite. It excludes TV functionality integrated with another device such as a computer or a mobile phone.

18.115 Trojans

Refers to a program that performs like a real program a user may wish to run, but also performs unauthorised actions. Users are typically tricked into loading and executing it on their systems. After it is activated, it can achieve any number of attacks on the host, from irritating the user (popping up windows or changing desktops) to damaging the host (deleting files, stealing data, or activating and spreading other malware, such as viruses). Trojans must spread through user interaction such as opening an e-mail attachment or downloading and running a file from the Internet.

18.116 Viruses

Refers to a type of malware that propagates by inserting a copy of itself into and becoming part of another program. It spreads from one computer to another, leaving infections as it travels.

18.117 VoIP, Telephone over the Internet/, including video conferencing

VoIP refers to Voice Internet Protocol e.g. using Skype or iTalk. VoIP includes calls via webcam.

18.118 Waiting list for main lines

Unmet applications for connection to the PSTN which have had to be held over owing to a lack of technical facilities (equipment, lines, etc.). This indicator refers to registered applications and thus may not be indicative of the total unmet demand.

18.119 Web Presence

Is the number of internet locations where information about a specific brand, company, entity or individual can be located (This could also be applied to products and/or services).It includes a website, home page or presence on another entity's website (including a related business). It excludes inclusion in an on-line directory and any other web pages where business does not have control over the content of the page.

18.120 Wide Area Network (WAN)

Is a telecommunication network that covers a broad area (i.e., any network that links across metropolitan, regional, or national boundaries).

18.121 Worms

Refers to a malicious program that self-replicates across networks. Computer worms are similar to viruses in that they replicate functional copies of themselves and can cause the same type of damage. In contrast to viruses, which require the spreading of an infected host file, worms are standalone software and do not require a host program or human help to propagate. To spread, worms either exploit vulnerability on the target system or use some kind of social engineering to trick users into executing them.

18.122 2G mobile-cellular network

Refers to second generation of mobile communications technology. It differs from its predecessor technologies in that it is a digital cellular technology. It includes standards such as Global system for mobile communications (GSM) and CdmaOne.

18.123 2.5G mobile-cellular network

Refers to used to refer to General packet radio service (GPRS) mobile communications technology. GPRS is a packet-data technology that allows GSM operators to offer wireless data services at throughput rates of up to 115 kbit/s.

18.124 3G Mobile-cellular network

Refers to third generation of mobile communications technology, a group of mobile technologies that have been approved by ITU as IMT-2000. These technologies allow voice, data and video communications. Currently, five standards have been specified as IMT-2000, based on various combinations of mobile technologies: CDMA direct spread (WCDMA), CDMA multicarrier (CDMA2000), CDMA time division (TD-CDMA), TDMA single carrier and FDMA/TDMA and OFDMA TDD WMAN (IEEE 802.16).

19 Geographical and Mapping Concepts

19.1 Accuracy

The degree to which a measurement or representation agrees with the true, real world values. Determination of an acceptable accuracy requirement and development of an accuracy standard are some of the first steps in a GIS project. Accuracy is not to be confused with precision, which refers to the ability to distinguish between small quantities in measurement. For example, a point location might be measured precisely (e.g., with five significant decimal digits) but inaccurately (e.g., several metres off from its true real world position).

19.2 Address matching

The process of matching general attribute information to geographical locations on a street network using a street address. For example, a tabular address register can be matched to a comprehensive digital street map to produce a GIS point layer showing the location of each household. This is sometimes also called geocoding.

19.3 Administrative unit

A geographic area that serves administrative and governmental functions. It is usually defined and established by legal action.

19.4 Aerial photography

Techniques for taking photographs from an aerial platform, usually a low flying aircraft. Also sometimes called vertical photography or orthophotography. Air photos are used for photogrammetric mapping, allowing a high degree of accuracy.

19.5 Aerial survey

A cartographic survey by means of aerial photography or other remote sensing technology.

19.6 Annotation

Text that is used to label features on a map. Annotation can be stored in a GIS and drawn onto maps for display or printing. In contrast to text information in an attribute table, annotation is only used for cartographic display and not for analysis.

19.7 Arc second

One second of latitude or longitude, or 1/3600th of a degree.

19.8 Area

A bounded, two dimensional extent of the Earth's surface that is represented in a GIS as a polygon.

19.9 Areal interpolation

The transfer of an attribute from one set of reporting zones to another, incompatible, set of zones; for instance, the estimation of population totals for ecological regions based on a GIS data set of population by district.

19.10 Areal unit

A natural or artificial area that is often used to compile and report aggregate data. *Examples:* land cover zones or enumeration areas (EAs).

19.11 Attribute

A characteristic of a geographic feature. For example, a numeric or text field that is stored in a relational database table which can be linked to the geographic objects in a GIS. Attributes of an enumeration area, for example, could be its unique identifier, the area in km², total population and number of households. A distinction is sometimes made between geographic and general attributes. The former are stored in a data table that is tightly linked to the geographic coordinate files and contains fields, such as the internal identifiers, feature codes, area etc. General attributes are typically stored in separate data tables that can be linked to the geographic attribute table.

19.12 Band

A layer of a multispectral remote sensing image that shows the signals measured in a defined range of the electromagnetic spectrum. See also multispectral image.

19.13 Base map

A map that shows fundamental geographic features that can be used for locational reference. Sample features are roads, administrative boundaries and settlements. Base maps are used to compile new geographic data or for reference in the display of thematic map information.

19.14 Base station

GPS receiver, whose location has been precisely and accurately determined, that broadcasts and/or collects differential correction information for mobile GPS receivers. See also differential GPS (DGPS).

19.15 Boundary

A line which defines the extent of an aerial unit or the locations where two areas meet. A boundary is represented in a GIS as a line feature which may define a side of a polygon. The boundary may or may not be visible on the ground, i.e., it can follow real world features, such as roads and rivers or it can be defined solely by geographic coordinates.

19.16 Buffer

A zone or area of a specified distance around a geographical feature (points, lines or polygons). Buffer operations are one of the fundamental geospatial capabilities.

19.17 Cadastral information

Records that describe the past, present and future rights and interests in land ownership for legal and tax purposes. Cadastral maps show the geographic location and extent of land parcels. Cadastral surveys in many countries now use GIS to store this information. Also called land titling information.

19.18 Cartesian coordinate system

A system of lines that intersect at perpendicular angles in two dimensional spaces. This system provides the framework to precisely reference locations as x/y coordinates.

19.19 Cartogram

A map that is constructed by scaling the reporting units according to the value of a variable recorded for them. Also called value by area mapping.

19.20 Cartographic generalization

The process of abstracting real world features through a reduction of detail for representation on a map. This involves selection, classification, simplification and symbolization.

19.21 Cartography

The art and science of creating a two dimensional representation of some part of the Earth's surface. Features represented may be real objects (topographic map) or they may represent concepts and more abstract characteristics (thematic map).

19.22 Census geographic framework

The geographic collection and reporting units used by a census office in census enumeration and data tabulation. This includes the hierarchical structure of census and administrative units, their designations and codes and the relationships between different units.

19.23 Central meridian

The longitude that defines the origin of the x coordinate of a cartographic projection.

19.24 Centroid

The mathematical centre of a polygon. For irregularly shaped polygons, this can be thought of as a "centre of gravity".

19.25 Choropleth map

A statistical map in which values recorded for reporting units are first assigned to a number of discrete class ranges or categories. The reporting units are then shaded using symbols (colours or patterns) chosen for each category.

19.26 Classification

Assigning objects into groups that share the same or similar characteristics. In cartography, the process of assigning symbols to map features that are similar or that have similar values. Classification is used to simplify a map in order to improve communication of the cartographer's message.

19.27 Colour model

A procedure for representing colours numerically in a computer. For example, in the RGB colour model, colours are represented as numeric levels of red, green and blue. Pure red, for instance, is defined as 255,0,0. Other examples of colour models are the hue, lightness, saturation (HLS) and cyan, magenta, yellow (CMY) models.

19.28 Colour separation

The process of dividing a graphical document into separate pages or files for each of four colours (cyan, magenta, yellow and black). Colour separation is the basis of most professional printing processes.

19.29 Column

In GIS, a group of cells or pixels in a grid or raster GIS database that are aligned vertically. In database management systems, a field or item in an attribute table.

19.30 Computer Graphics Metafile (CGM)

A standard file format for exchanging image or vector data.

19.31 Conformal projection

A cartographic projection in which all angles are preserved correctly at each point.

19.32 Connectivity

In topological GIS, when two or more lines are joined at a single point or node.

19.33 Contiguity

Two or more geographical features that are neighbours or adjacent are said to be contiguous or to have "contiguity".

19.34 Continuous geographical phenomena

Geographic variables that vary without clearly distinguishable breaks or interruptions, for example temperature or atmospheric pressure as opposed to discrete geographical phenomena.

19.35 Contour

A line on a map that connects points of equal elevation.

19.36 Control point

A point on a map, an aerial photo or in a digital database for which the x,y coordinates and possibly elevation are known. Used to geographically register map features.

19.37 Control segment

A global network of GPS monitoring and control stations that ensure the accuracy of the satellite signals.

19.38 Coordinate

Two or three numbers that describe the position of a point in two or three dimensions (e.g., x/y or x/y/z, where z indicates height). A two dimensional coordinate is sometimes called a coordinate pair, a three dimensional coordinate a coordinate triplet. In GIS databases, coordinates represent corresponding locations on the Earth's surface relative to other locations.

19.39 Coordinate system

The reference system that is used to specify positions on a map or in a GIS database. A cartographic coordinate system is defined by a map projection, a reference ellipsoid, a central meridian, one or more standard parallels, and possible shifts of x and y coordinate values.

19.40 Coverage

In GIS, coverage sometimes refers to a vector GIS data set that contains geographic features belonging to a single theme, such as census units or roads.

19.41 Data conversion

The transfer of data from one format into another. Usually data conversion refers to the translation of paper map information into digital form. In a wider sense, geographic data conversion also includes the transfer of digital information from one GIS file format into another.

19.42 Data dictionary

A data catalogue that describes the contents of a database. Information is listed about each field in the attribute tables and about the format, definitions and structures of the attribute tables. A data dictionary is an essential component of metadata information.

19.43 Database Management System (DBMS)

A software package designed for managing and manipulating tabular data. A DBMS is used for the input, storage, manipulation, retrieval and query of data. Most GISs use a relational DBMS to manage attribute data.

19.44 Datum

In cartography, a set of parameters that define a coordinate system. More specifically, a datum is a reference or basis for measurements or calculations. e.g. a national cartographic datum establishes the reference framework for cartographic activities in a country.

19.45 Differential GPS (DGPS)

The set of techniques used to improve the accuracy of coordinates captured with a GPS by calculating the signal error (offset) for a second GPS receiver (the base station) at a location which has been precisely and accurately determined. The correction factor is applied to the coordinates captured by the mobile unit, either in real time or in post processing mode (i.e., using a database of time referenced correction information). In some parts of the world, differential correction information is broadcast continuously from a set of permanent base stations.

19.46 Digital Elevation Model (DEM)

A digital representation of elevation information for a part of the Earth's surface. A DEM is usually a raster data set in which elevation values are stored for cells in a fine grid, but vector formats can also be used to store elevation. A DEM is also called a digital terrain model (DTM).

19.47 Digital orthophoto

A digital image or aerial photograph, usually of very high resolution, which has been geometrically corrected. A digital orthophoto, also called orthoimage, combines the detail of an aerial photograph with the geometric accuracy of a topographic map.

19.48 Digitizing table

A computer peripheral used to capture coordinate data from paper maps or similar cartographic materials. Also called a digitizer.

19.49 Digitizing

The process of translating geographic feature information on paper maps into digital coordinates. Digitizing usually refers to the manual process of tracing lines on a paper map attached to a digitizing table with a mouse like cursor that captures coordinates and stores them in a GIS database.

19.50 Discrete geographical features

Individual entities that can be easily distinguished, such as houses or roads—as opposed to continuous geographical phenomena.

19.51 Dissolve

A GIS function that deletes boundaries between adjacent polygons that have the same value for a specific attribute. For example, enumeration area polygons can be dissolved based on the code of their supervisory units to create supervisory maps.

19.52 Dot map

A map in which quantities or densities are represented by dots. Usually, each dot represents a defined number of discrete objects, such as people or cattle. The dots can be placed randomly in the reporting units or they can be placed to reflect the underlying true distribution of the variable.

19.53 Edge match

A manual or automated editing technique in a GIS that matches shared features that were digitized from adjacent map sheets. Edge matching may be necessary, for instance, to connect roads or administrative unit boundaries after joining maps that were digitized separately.

19.54 Ellipsoid

In cartography, the three dimensional shape used to represent the Earth.

19.55 Entity

A real world phenomenon of a given type. In database management systems, the collection of objects (e.g., persons or places) that share the same attributes. Entities are defined during conceptual database design.

19.56 Entity relationship model

A data model that defines entities and the relationships between them, for example, the relationships between enumeration areas and supervisory regions.

19.57 Enumeration area (EA)

Usually the smallest geographic unit for which census information is aggregated, compiled and disseminated. An enumeration area is defined by boundaries described on a sketch map or in a GIS database. These boundaries may or may not be visible on the ground. Also called census block or census tract.

19.58 Equal area projection

A cartographic projection in which all regions are shown incorrect proportion to their real world areas.

19.59 Equator

In cartography, the reference parallel, i.e., latitude 0° north and south.

19.60 Equidistant projection

A cartographic projection which maintains the scale along one or more lines, or from one or two points to all other points on the map.

19.61 Feature

A geographic object displayed on a map or stored in a GIS database. Features can be natural or manmade real world objects (a river or a settlement) or they can be conceptual or defined features (e.g. administrative boundaries).

19.62 Field

A column in a database table.

19.63 File Transfer Protocol (FTP)

A standard set of conventions for exchanging computer data files in digital communication systems, such as the Internet.

19.64 Flow map

A map in which movements, for example of goods or people, along a linear path are shown.

19.65 Foreign key

In relational database management systems, a field or item in a table that contains a value identifying rows in another table. It is used in joining two tables by defining the relationship between two elements of a relational database. A foreign key is the primary key in the other table.

19.66 Framework data

In the context of national GIS activities, a set of general purpose geographic themes or base data, such as administrative boundaries, elevation or transportation infrastructure. Framework or national spatial data infrastructure initiatives aim at coordinating the development and standardization of GIS data sets of framework data in a country.

19.67 Geocoding

- the process of assigning geographic codes to features in a digital database;
- a GIS function that determines a point location based on a street address. See also address matching.

19.68 Geodetic control

A network of precisely and accurately measured control or reference markers that are used as the basis for obtaining new positional measurements. Also called benchmark points.

19.69 Geographic attributes file

A database table that is tightly linked to the spatial objects stored in a GIS coordinate file. The geographic attribute file or table contains specific information on each feature, such as its identifier, name and surface area. In some systems, this file is also called point, line or polygon attribute table. Data stored in external tables can be linked through a relational database operation.

19.70 Geographic code

A unique alphanumeric identifier that is assigned to a legal, administrative, statistical or reporting unit.

19.71 Geographic database

A logical collection of data pertaining to features that relate to locations on the Earth's surface.

19.72 Geographic hierarchy

In the context of census mapping, a system of usually nested area units that are designed for administrative or data collection purposes. For instance, a country is divided into provinces, which are divided into districts and so on to the lowest level, which may be the enumeration area. See also census geographic framework.

19.73 Geographic information system (GIS)

A collection of computer hardware, software, geographic data and personnel assembled to capture, store, retrieve, update, manipulate, analyse and display geographically referenced information.

Geographic object

A user defined geographic feature or phenomenon that can be represented in a geographic database. Examples include streets, land parcels, wells and lakes.

19.74 Geographic reference file

A digital, tabular master file that lists the names, geographic codes and possibly attributes of all geographic entities that are relevant to census and survey data collection.

19.75 Geographically coincident

Describes two or more geographic features that share the same location or boundary. For instance, some reporting or statistical units may also be administrative units.

19.76 Geo-referencing

The process of determining the relationship between page coordinates and real world coordinates. Geo-referencing is necessary after digitizing, for example, to convert the page coordinates measured in digitizing units (e.g. Centimetres or inches) into the real world coordinate system that was used to draw the source map. See also transformation.

19.77 Geospatial

A term that is sometimes used to describe information of a geographic or spatial nature.

19.78 Geostationary satellite

An Earth satellite that remains in a fixed position above a point on the Earth's surface. Also called a geosynchronous orbit.

19.79 Global Navigation Satellite System (GLONASS)

The counterpart of the United States GPS system operated by the Ministry of Defence of the Russian Federation. The system is very similar to the GPS system but is not subject to selective availability. Some receivers that combine GPS and GLONASS signals to improve coordinate accuracy are available.

19.80 Global Positioning System (GPS)

A system of 24 satellites orbiting the Earth that broadcast signals which can be used to determine the exact geographic position on the Earth's surface. GPS is used extensively in field mapping, surveying and navigation. GPS is maintained by the United States Department of Defence. See

also Differential GPS (DGPS), Beidou, Galileo and GLONASS.

19.81 Graphic Interchange File (GIF)

A graphics image file format developed initially for transmission of images through electronic bulletin boards. The GIF format, which allows efficient compression of file size, is used for most graphics on web pages.

19.82 Graticule

In cartography, the grid of longitudes and latitudes drawn on a map.

19.83 Great circle

The circle that is formed by intersecting a plane through the centre of a sphere. For example, all meridians and the equator are great circles. On the sphere, the shortest path between two points is along the great circle that passes through both points.

19.84 Greenwich meridian

The longitude of reference, i.e., 0° east or west. It passes through the English town of Greenwich, a suburb of London.

19.85 Grid

A geographic data model that represents information as an array of uniform square cells. Each grid cell has a numeric value that refers to the actual value of a geographic phenomenon at that location (e.g., population density or temperature) or it indicates a class or category (e.g., the enumeration area identifier or soil type).

19.86 Ground truth

Information collected in a field survey to verify or calibrate information extracted from remote sensing data.

19.87 Heads up digitizing

A digitizing technique that does not employ a digitizing table. Instead, features are traced with a mouse on screen either from a scanned image displayed in the background or following features drawn on a clear medium (e.g., mylar) that is attached to the computer screen.

19.88 Hydrography

Features pertaining to surface water, such as lakes, rivers, canals etc.

19.89 Hypsography

Features pertaining to relief or elevation of terrain.

19.90 Image

A representation of a part of the Earth's surface. However, an image is usually produced using an optical or electronic sensing device. For instance, scanned aerial photographs or remote sensing data are usually referred to as images. In terms of data storage and processing, an image is very similar to a raster or grid.

19.91 Infrastructure

The system of public works in a country, state or region, including roads, utility lines and public buildings.

19.92 Integration

In GIS, the process of compiling a consistent set of spatial data from heterogeneous sources. Vertical integration refers to the ability of GIS to combine different data layers that are referenced in the same coordinate system.

19.93 Interpolation

The process of estimating a variable value at a location based on measured values at neighbouring locations. Used to produce a complete grid data set from point sample information, for instance, a precipitation surface from rainfall stations.

19.94 Intersecting

A GIS function that is used to topologically integrate or combine two spatial data layers so that only those features that are located within the area common to both are preserved.

19.95 Isoline

Lines on a so called isarithmic map that connect points of constant value. The best known example is an isohypse, which shows lines of equal elevation (also called an elevation contour map).

19.96 Join

In relational database management systems, the process of attaching values from a database table to another table, based on linking a foreign key to its primary instance in the external table.

19.97 Joint Photographic Experts Group (JPEG)

A graphics file format used primarily for photographic images that allows significant file size compression.

19.98 Land Information System (LIS)

A term sometimes used for a GIS application that contains information about a specific region, including cadastral information, land use, land cover etc.

19.99 Latitude

The “y coordinate” in a polar coordinate system on a sphere. Measured as the angular distance in degrees north or south of the equator. Also called parallel.

19.100 Layer

An individual GIS data set that contains features belonging to the same theme, such as roads or houses. The term layer refers to a GIS's ability to overlay and combine different thematic layers that are referenced in the same coordinate system. Also called coverage.

19.101 Legend

In cartography, the information on a map that explains which symbols are used for the features and variables that are represented on the map. This includes the symbol key required to interpret the map, for example, the shade colours and corresponding value ranges of a population density map.

19.102 Line

A one dimensional object. A geographic data type consisting of a series of x,y coordinates, where the first and last coordinates are called nodes and the intermediate coordinates are termed vertices. Also referred to as an arc or a chain. The part of a line between two intersections with other lines is called a line or arc segment.

19.103 Line in polygon

A GIS operation in which line features are combined with polygon A features to determine which lines fall into which polygons. Using this operation, polygon attributes can be added to each corresponding record in the line attribute table (e.g., the district into which the road falls), or line attributes can be summarized for each corresponding polygon (e.g., total road length in a district).

19.104 Logical accuracy

A term used for the degree by which relationships among geographic features on a map or in a GIS database are represented correctly (e.g., adjacent to, connected to). A GIS database can be logically accurate even if its positional accuracy is limited.

19.105 Longitude

The "x coordinate" in a polar coordinate system on a sphere. Measured as the angular distance in degrees east or west of the Greenwich meridian.

19.106 Map

A representation of some part of the Earth's surface drawn on a flat surface (e.g., paper or a computer display).

19.107 Map composition

The arrangement of map elements to create a cartographic product that is visually appealing and correctly represents the phenomena that are represented.

19.108 Map elements

Components of a thematic or topographic map, such as title, legend, scale, north arrow, graticule, borders and neat lines.

19.109 Map extent

The coordinates in map units that define the rectangle that encloses all features contained in a specific map display or a GIS database; i.e., the minimum and maximum x and y coordinates in a digital database or the part of a database shown in a map display.

19.110 Map projection

A mathematical procedure for converting locations on the Earth's surface into a planar coordinate system. Depending on the mathematical formulae employed, map projections have different properties. Some preserve the shape of regions on the globe, others preserve relative area, angles or distances.

19.111 Map units

The units of measurement in which coordinates in a GIS database are stored; e.g., centimetres, metres or degrees, minutes and seconds.

19.112 Meridian

A reference line that is defined by the corresponding longitude. For example, the Greenwich meridian.

19.113 Metadata

Data about data. A collection of information that describes the content, quality, condition, format, lineage and any other relevant characteristic of a data set.

19.114 Minimum mapping unit

Generally the size of the smallest feature that will be included on a map. Also, at a given map scale, this is the size or the dimension at which a small, compact polygon feature is represented as a point or a long narrow polygon feature is shown as a line. For example, a town is shown as a polygon if its size is larger than 3 mm on a page, but as a point if it is smaller.

19.115 Multipath

The error introduced to GPS readings as a result of reflection and scattering of GPS signals on neighbouring structures, such as houses or trees. Multipath error is a problem mostly in high precision surveying.

19.116 Multispectral image

A remotely sensed data set that consists of a number of bands or layers. These are essentially separate images taken at the same time for the same area, each of which shows the signal of a different range of the electromagnetic spectrum.

19.117 Nadir

In aerial photography and remote sensing, the point on the Earth's surface that is located directly below a camera or sensor.

19.118 Network analysis

Procedures to analyse relationships between points or addresses on a set of lines in a GIS database that may represent, for example, a street network. Network analysis is used for location decisions and routing, such as emergency management.

19.119 Node

The start point or end point of a line feature, or the point at which two or more lines connect.

19.120 Normalization

The conceptual procedure in database design that removes redundancy in a complex database by establishing dependencies and relationships between database entities. Normalization reduces storage requirements and avoids database inconsistencies.

19.121 Overlay

The combination of two data layers that are in the same geographic reference system. Overlay can be done for cartographic display purposes, or the two layers can be physically combined to create a new GIS data set (e.g., polygon overlay, point in polygon, line in polygon).

19.122 Overshoot

In digitizing, a line that has been extended beyond the point where it should connect with another line. The resulting spurious line segment is sometimes called a dangle.

19.123 Panchromatic image

A remotely sensed image that records the signal in a broad range of the electromagnetic spectrum, similar to a black and white photograph. Parcel—a single cadastral unit or land property.

19.124 Photogrammetry

The art and science of extracting measurements and other information from photographs. In the context of mapping, the procedures for gathering information about real world features from aerial photographs or satellite images.

19.125 Pixel

From picture element. Similar to a cell in an image, grid or raster map.

19.126 Planar coordinate system

A system for determining location in which two groups of straight lines intersect at right angles and have as a point of origin a selected perpendicular intersection.

19.127 Planimetric map

A map that, in contrast to a topographic map, only shows the locations of features but not their elevation. A planimetric map may show the same features as a topographic map, with the exception of terrain or elevation contours, but will usually only show selected features chosen for a specific purpose.

19.128 Plotter

A computer peripheral that can draw a graphic file, similar to a printer, but usually for larger format output.

19.129 Point

A zero dimensional object. An x,y coordinate that is used in a digital geographic database to represent features that are too small to be shown as lines or polygons. For example, households, wells or buildings are often shown as points.

19.130 Point in polygon

A GIS operation in which point features are combined with polygons to determine which points fall into which polygon. Using this operation, polygon attributes can be added to each corresponding record in the point attribute table (e.g., health service area information for a survey sample point) or point attributes can be summarized for each corresponding polygon (e.g. number of hospitals in each district).

19.131 Polygon

Two dimensional object. An area feature that is represented in a vector GIS as a sequential series of x/y coordinates. These define the lines that enclose the area; i.e., the first and last coordinate of the polygon are identical.

19.132 Polygon overlay

A GIS operation in which two polygon data layers are combined to create a new data layer. The output layer consists of the areas of intersection of both sets of input polygons. The attribute table of the new data layer contains the attributes from both input data sets. Polygon overlay is one of the fundamental GIS operations that is often

used to integrate information from heterogeneous sources, such as demographic and environmental data.

19.133 Positional accuracy

A term used for the degree by which positions on a map or in a GIS database are recorded correctly with respect to their true location on the Earth's surface. Logical accuracy, in contrast, only pertains to correct representation of the relationships among geographic features.

19.134 Postscript

A flexible, high resolution page description language that is mostly used to send graphical information, such as GIS produced maps, to printers. Encapsulated Postscript Format (EPS) includes a small bit map representation of the graphic for previews.

19.135 Precision

The ability to distinguish between small differences in measurement. In GIS, coordinate precision is determined by the data type used to store the x and y coordinates (usually double precision, or 16 bytes for each number).

19.136 Primary key

One or more fields in an attribute table that uniquely identify a specific instance, row or record.

19.137 Protocol

Asset of conventions that determine the treatment, exchange and formatting of data in an electronic communications system. Similar to a data standard but applied to procedures.

19.138 Quadrangle

A rectangular area that is bounded by pairs of meridians and parallels.

19.139 Quality control

The steps and procedures in a database development project or cartographic production system that ensure that the resulting data or output comply with specified standards of accuracy and usability.

19.140 Quantile

A statistical or cartographic classification method that assigns an equal number of objects into a fixed number of classes. Four class systems are called quartiles, five class systems are called quintiles, ten class systems are called percentiles, e.g. the first of the four quartiles of a data distribution would contain the 25 per cent of observations with the lowest values.

19.141 Raster

A geographic data model that represents information as a regular array of rows and columns, similar to a grid or image. Raster cells are usually, but not always, square. Area or line features are represented as groups of adjacent raster cells with the same value.

19.142 Rectification

The process by which an image or grid is converted from image coordinates to real world coordinates. This usually involves rotation and scaling of grid cells, and thus requires resampling or interpolation of grid values. Similar to transformation of vector data.

19.143 Registration

The process of matching features in two maps or GIS data layers so that corresponding objects are coincident. Registration is based on a series of ground control points, and is related to transformation and rubber sheeting.

19.144 Reference map

In the context of census mapping, a cartographic product (hardcopy or digital) that displays some portion of the census geographic framework, e.g., an data collection or statistical dissemination unit.

19.145 Relational Database Management System (RDBMS)

A database management system that allows the temporary or permanent joining of data tables based on a common field (a primary and foreign key). Each row, record or instance in a database has a fixed set of attributes or fields. Each table has a primary key that uniquely identifies each record. The table may also contain a foreign key which is identical to a primary key in an external table. A relational join is achieved by matching the values of the foreign key to the corresponding values in the primary key of the external table.

19.146 Remote sensing

The process of acquiring information about an object from the distance; i.e., without physical contact. Remote sensing usually refers to image acquisition by means of satellite sensors or aerial photography.

19.147 Resolution

A measure of the smallest detail that can be distinguished on a map or in a digital database. Resolution determines the accuracy at which the location and shape of a map feature can be accurately represented at the given map scale. In raster GIS and image data, resolution is sometimes used to refer to the cell or pixel size.

19.148 Row

In GIS, a group of cells or pixels in a grid or raster GIS database that are aligned horizontally. In database management systems, a record or instance in an attribute table.

19.149 Rubber sheeting

A procedure in which the shape and location of objects in a GIS database are modified in a non-uniform manner. Rubber sheeting is often used to bring a GIS data set in an unknown coordinate system into a known system. The adjustments are defined by specifying a large number of links from locations in the input data set to their corresponding correct reference or control points in the output coordinate system.

19.150 Run length encoding

A compression technique for raster, grid or image data. Instead of storing each value of adjacent cells that have the same value, the system stores the value and the number of times the value is repeated. Compression will be significant when discrete objects are stored in a raster GIS.

19.151 Satellite image

A digital data set that has been recorded from an Earth orbiting satellite, either photographically or by a scanner on board the satellite. A satellite image in a GIS is similar to a raster or grid data set.

19.152 Scale

In cartography, the relationship between the distance on a map and the corresponding distance on the Earth's surface. Scale is reported as a ratio, for example, 1:100,000, which means that 1 centimetre on the map equals 100,000 centimetres on the Earth's surface. Since scale is a ratio, a "small scale" map shows a relatively large area, while a "large scale" map shows a small area. More generally, scale refers to the level of observation or enquiry, which may range from micro scale to macro scale phenomena.

19.153 Scanning

A data capture technique in which information on hard copy documents (e.g., paper or mylar) is captured and converted into a digital image by means of a light sensitive optical device. For map data, scanning is an alternative to data input by digitizing. After scanning a map, the image data are usually converted to vector format, using raster to vector conversion software or on screen tracing of line and point features.

19.154 Selective availability

The degradation of accuracy of GPS satellite signals that was retained by the United States Department of Defence until 2000 but could be reinstated at a time of war.

19.155 Server

A computer that has been set up to provide certain services to other computers (clients), for instance, a web server is a central repository of data, software or content for the worldwide web.

19.156 Sketch map

A map (often hand drawn) that shows main features of a given area but which may not have a high degree of positional accuracy and may thus not correctly represent distances and dimensions of objects. A sketch map may, however, have a high degree of logical accuracy, meaning that relationships between objects are correctly represented. Also called a schematic map or a cartoon map.

19.157 Source material

Data and information of any type that is used to compile a map or a GIS database. This may include field observations, aerial and terrestrial photographs, satellite images, sketches, thematic, topographic, hydrographic, hypsographic maps, sketch maps and drawings, tabular information and written reports that relate to natural and human made geographic features.

19.158 Space segment

The part of the GPS system that is located in space, i.e., the 24 GPS satellites.

19.159 Spatial analysis

The set of techniques for extracting useful information from geographically referenced data. Spatial analysis includes the integration of geographic data sets, qualitative and quantitative methods for evaluating the data, and modelling, interpretation and prediction. In GIS, spatial analysis often refers to the methods of GIS data integration, such as polygon overlay or neighbourhood analysis. In a wider sense, it includes, for instance, spatial process models (e.g. migration dynamics) and spatial statistics (e.g., regression models that account for the spatial arrangements and relationships among observations).

19.160 Spatial data

Information about the location, dimensions and shape of, and the relationships among, geographic features. In GIS, spatial data are technically classified as points, lines, areas and raster grids.

19.161 Spatial Data Transfer Standard (SDTS)

A data and metadata standard for the exchange of GIS data sets among data producers and users, and between software systems and file formats. Many national and international standards have been implemented or suggested.

19.162 Spatial index

A look up table or structure within a geographic database that is used by a GIS or database management system to speed up queries, analytical operations and display of spatial features.

19.163 Spatial interaction

Interdependence among geographic entities. It often refers to the flow of goods, services, information or people between geographic locations. Spatial interaction analysis is important in the study of human migration.

19.164 Sphere

A globular body similar to a ball. The Earth in its simplest approximation is a sphere, but in reality is more accurately represented as a spheroid (see ellipsoid).

19.165 Standard parallel

The latitude that defines the origin of the y coordinate of a cartographic projection.

19.166 Standards

In computing, a set of rules or specifications established by some authority that define, for example, accuracy requirements, data exchange formats, hardware or software systems.

19.167 Structured Query Language (SQL)

In relational database management systems, a standard syntax used to define, manipulate and extract data.

19.168 Surface

A term often used to describe GIS raster or image data that describe continuous, smoothly varying phenomena, such as elevation or temperature. Even population density is sometimes represented as a raster surface.

19.169 Symbols

In cartography, the design elements used to represent map features. Symbol types are points, lines and polygons of a certain shape. Symbolization involves the choice of graphic variables, such as shape, size, colour, pattern and texture.

19.170 Table

In database management systems, the set of data elements arranged in rows (records or instances) and columns (fields or items). The number of columns is usually fixed by the definition of the table structure, while the number of rows is flexible.

19.171 Tag Image File Format (TIFF)

A standard image or raster file format that can store black and white, gray scale or colour images in compressed or uncompressed form. Scanners and other devices that create image data often provide output in TIFF format. In GIS, the Geo TIFF format is defined as a standard TIFF image file that describes a remote sensing image, digital orthophoto or raster GIS data set. It includes an associated file with a .tfw extension that contains information about the image's geographic reference information, cell size in real world units and other relevant information.

19.172 Template

In cartography, a standardized design of peripheral map elements (borders, neat lines, north arrows) that can be used for a standardized map series. In database management systems, an empty table created for multiple purposes for which only the fields or items have been defined.

19.173 Thematic map

A map that presents a specific concept, subject or topic. A thematic map can show quantitative or qualitative information.

19.174 Theme

In GIS, a set of geographic objects that usually belong to the same subject group (e.g., roads or settlements) and that are stored in the same GIS database.

19.175 Topologically Integrated Geographic Encoding and Referencing (TIGER)

A data format developed by the United States Census Bureau to support census programs

and surveys. TIGER files are GIS data sets in an internal format that contain street address ranges along road network lines and census tracts, and census block boundaries. The TIGER system was one of the first efforts to create a complete digital census GIS database for a country.

19.176 Tile

In GIS, a term sometimes used to refer to adjacent digital map sheets that are stored in separate files. Tiles can be of regular shape (e.g., square or rectangular) or they can follow irregular boundaries, such as district or province borders. Storing all tiles in the same geographic reference system allows temporary or permanent joining of adjacent tiles.

19.177 Topographic map

A map of mostly real world features, including elevation contours, rivers, roads, settlements, and landmarks. The standard map sheets created by a national mapping agencies at various scales are typically topographic maps.

19.178 Topology

In GIS, a term that refers to the spatial relationships among geographic features (e.g., points, lines, nodes and polygons). A topologically structured database stores not only individual features but also how those features relate to other features of the same or

different feature class. For example, in addition to a set of lines representing a road network, the system will store the nodes that define road intersections, which allows the system to determine routes along several road segments. Or, instead of storing polygons as closed loops, where the boundaries between neighbouring polygons would be stored twice, a topologically structured GIS would store each line only once, together with information on which polygon is located to the left and the right of the line. This avoids redundancy and facilitates the implementation of many GIS and spatial analysis functions.

19.179 Transformation

The conversion of digital spatial data from one coordinate system to another through translation, rotation and scaling. Transformation is used to convert digitized digital map data from digitizer units (e.g., centimetres or inches) into the real world units corresponding to the source map's map projection and coordinate system (e.g., metres or feet). See also geo-referencing.

19.180 Undershoot

In digitizing, a line that has not been extended all the way to the point where it should connect with another line.

19.181 Universal Transverse Mercator (UTM)

A cylindrical map projection that is often used for large scale (i.e., local) mapping.

19.182 User segment

The portion of the GPS system that includes all types of receivers of GPS signals.

19.183 Vector data

A GIS data model in which the location and shape of objects is represented by points, lines and areas that are fundamentally made up of x,y coordinates.

19.184 Vector product format (VPF)

Vector GIS format developed by the United States National Map and Imagery Agency (formerly Defence Mapping Agency), intended to become a universally accepted vector data exchange format.

19.185 Vertex

One of a series of x,y coordinate that defines a line. The first and last vertices of a line are usually called nodes.

20 Quality Assurance

20.1 Accessibility

A measure of the ease with which users can obtain a statistical output.

20.2 Accuracy

Refers to the closeness of computations or estimates to the exact or true values.

20.3 Audits (Quality)

Quality Audits are a systematic, independent and documented process for obtaining evidence (records, statements of fact or other information which are relevant to the criteria and verifiable) and evaluating it objectively to determine the extent to which the criteria (set of policies, procedures or requirements) are fulfilled

20.4 Clarity

A measure of the ease with which users can understand a statistical output. Also refers to data's information environment whether data are accompanied with appropriate metadata, illustrations such as graphs and maps and whether information on their quality is also available, including limitation in use etc. and the extent to which additional assistance is provided by the National Statistical Agency.

20.5 Coherence

Is the degree to which the statistical outputs were generated used the same concepts – classifications, definitions and target populations and harmonized methods. Coherent statistical outputs have the potential to be validly combined and used jointly.

20.6 Completeness

Completeness is the extent to which all statistics needed are available. It is usually described as a measure of the amount of available data from a statistical system compared to the amount that was expected to be obtained.

20.7 Comparability

Is the extent to which differences between statistics from geographical areas, non-geographical domains, or over time, can be attributed to differences between the true values of the statistics.

20.8 Editing, edits

Is the application of checks that identify missing, invalid or inconsistent entries or that point to data records that are potentially in error.

20.9 Key process variables

They can vary with each repetition of the process and have the largest effect on critical product characteristics, i.e. those characteristics that best indicate the quality of the product.

20.10 Labelling

The labelling method means that a label is attached to some statistics. The label has a message about the quality of the statistics.

20.11 PDCA cycle (also PDSA cycle)

A tool for quality assessment. The cycle starts with planning of an activity that may or may not be a new development (P). The activity is carried out or the process is run (D), then the result is checked (C) by measuring and checking data quality or process variables. As a result, measures to change the process may be taken (A). The cycle starts over next time the process is run.

20.12 Punctuality

Refers to the time lag existing between the actual delivery date of data and the target date when it should have been delivered, for instance, with reference to dates announced in some official release calendar, laid down by regulations or previously agreed among partners.

20.13 Quality control survey

Replicated survey carried out on a small scale by very experienced staff in order to obtain some “zero-default” results with which the actual results of the survey can be compared

20.14 Quality index

A one-dimension synthetic information on quality, possibly calculated as a weighted mean of all available quality indicators.

20.15 Quality indicator

Is a specific and measurable element that can be used to characterize the quality of statistics.

20.16 Quality report

Is a report conveying information about the quality of a statistical product or survey

20.17 Timeliness of information

Reflects the length of time between its availability and the event or phenomenon it describes.

20.18 User Surveys

Aiming at assessing the satisfaction or the perception of the users, normally as a basis for improvement actions.

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