

FIFTH INTERNATIONAL WORKSHOP ON BUSINESS DATA COLLECTION METHODOLOGY

19–21 SEPTEMBER 2018 – STATISTICS PORTUGAL, LISBON

NOTIFYING AND TRAINING PROCEDURE FOR RESPONDENTS (ENTERPRISES, HOUSEHOLDS) IN STATISTICS ESTONIA

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Abstract

The main task of Statistics Estonia is to provide reliable and objective information on Estonia. In order to do that, data are collected from enterprises, databases and individuals. Since the production of statistics requires also information which is not included in the registers, data need to be collected directly from enterprises and institutions as well.

For data submission, we recommend using the electronic data collection environment [eSTAT](#), where the questionnaires have been partially pre-filled.

As stipulated by the Official Statistics Act, submitting data is compulsory because statistics that reflect the processes of the society are vital in the running of the country as well as for drawing up an enterprise's development plan and making management decisions.

Upon failure to submit data or submission of distorted data, the producer of official statistics has the right to issue a precept for the elimination of the violation to the respondent. Upon failure to comply with a precept, the producer of official statistics may impose a penalty payment pursuant to the procedure provided for in the Substitutive Enforcement and Penalty Payment Act.

As much as we have rights to impose a penalty payment, we have a responsibility to inform enterprises about what data and how to submit. And for that a notifications and training procedure has been developed in Statistics Estonia.

In this document is described how we inform enterprises about the obligation to submit data:

- **what kind** of notification we have
- **how** we send notifications
- **to whom** we send notifications
- **when** we send notifications
- **what** is the purpose of these notifications

Statistics Estonia wishes to introduce to the managers, accountants, etc. of enterprises/economic entities the objectives of specific statistical activities for which the enterprises must submit data, and instruct and consult them about using eSTAT and completing questionnaires.

In this document we describe trainings purpose and procedure:

- **What** kind of trainings we do
- **how** we send notifications about trainings
- **to whom** we send notifications
- **when** we send notifications
- **what** is the purpose of these trainings
- **how** we collect feedback on training