

# Survey of Enterprises Engaged in Postal and Courier Activities

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2. Metadata update	
2.1. Metadata last certified	July 22, 2022
2.2. Metadata last posted	July 22, 2022
2.3. Metadata last update	July 22, 2022

3. Statistical presentation	
<b>3.1. Data description</b>	
<p>The following indicators are published within the survey of enterprises engaged in postal and courier activities:</p> <ol style="list-style-type: none"> <li>1. Income from postal and courier activities;</li> <li>2. Average number of employees;</li> <li>3. Number of transfers;               <ul style="list-style-type: none"> <li>between them:                   <ul style="list-style-type: none"> <li>• Written Correspondence;</li> <li>• Parcels.</li> </ul> </li> </ul> </li> </ol> <p>The data are published at the country level.</p>	
<b>3.2. Classification system</b>	
<p>The survey covers the enterprises whose economic activities are related to the Section H (Post and Courier Activities) of the National Classification of Economic Activities (NACE Rev.2).</p>	
<b>3.3. Sector coverage</b>	
<p>Survey covers only enterprises engaged in postal and courier activities only.</p>	
<b>3.4. Statistical concepts and definitions</b>	
<p><b>Active Enterprise</b> – all non-financial corporations that were active (Income from the sale of goods and services is accrued during the year and / or remuneration is accrued to employees) during the reporting period.</p> <p><b>Local unit</b> – all separate part of the enterprise (branch) which was active during the reporting period.</p> <p><b>Income</b> – Accrued incomes, from the sale of services by enterprises engaged in postal and courier activities, without VAT and excise.</p> <p><b>Average annual number of persons employed</b> – average number of persons employed (employees, employed shareholders and employed family members in case of family owned enterprise) in enterprise during the year.</p> <p><b>Number of postal and courier items</b> – number of postal and courier items (written correspondence, parcel, EMS and AVIA message received and / or delivered by the enterprise) delivered.</p> <p><b>Written correspondence</b> – number of written correspondences (type of items to which the postcard; letter (including hybrid letter); small package and M bag)) (local and international) delivered.</p> <p><b>Parcels</b> – number of parcels (type of item that may contain any item (goods) provided that sending/receiving it does not conflict with the legislation of legislation, the acts of Universal Post Union and the rules established by the recipient country or by Georgian Post, the weight is up to 30 kg.) delivered (local and international).</p> <p><b>Enterprise</b> – the economic unit that produces goods or services, independently makes economic decisions about</p>	

distribution of their resources (holds a definite degree of freedom in making decision). The enterprise carries out one or more of the economic activities according to one or more locations. The enterprise may be individual (physical) or legal entity.

### 3.5. Statistical unit

Enterprise.

### 3.6. Statistical population

All active enterprises engaged in postal and courier activities are represented in business registry. Within the survey, approximately 300 enterprises will be surveyed.

### 3.7. Reference area

The entire territory of Georgia, except for the occupied regions.

### 3.8. Time coverage

From 2015.

### 3.9. Base period

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## 4. Unit of measure

Quantity, GEL.

## 5. Reference period

Year.

## 6. Institutional mandate

### 6.1. Legal acts and other agreements

The Law of Georgia on Official Statistics;

[https://www.geostat.ge/media/20817/latest-Law-of-Georgia\\_2018.pdf](https://www.geostat.ge/media/20817/latest-Law-of-Georgia_2018.pdf)

Statistical Work Programme (annual);

<https://www.geostat.ge/en/modules/categories/307/statistical-work-programme>

Charter of the National Statistics Office of Georgia.

<https://www.geostat.ge/media/20845/10%2Csaqstatis-konsolidirebuli-debuleba.pdf>

### 6.2. Data sharing

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## 7. Confidentiality

### 7.1. Confidentiality – policy

1. The Law of Georgia on Official Statistics:

- According to the article 4 of the law individual data collected by statistical agencies for statistical compilation, whether they refer to natural or legal persons, are to be strictly confidential and used exclusively for statistical purposes.
- According to the article 28 (Observing Confidentiality of Statistical Data) of the law 1. The data collected for the purpose of producing official statistics shall be confidential if it allows for identification of observation unit or it is possible to identify such data through it. 2. The confidential statistical data shall not be issued or disseminated or used for a non-statistical purpose but for the exceptions envisaged by the Georgian legislation. 3. When producing the official statistics, it is obligatory to destroy or store separately the identity data including the questionnaires containing such data and used for statistical surveys according to the rules defined in the Georgian legislation.
- According to the article 29 (The Obligations and Responsibilities of the Employees of the Geostat) of the law the confidential statistical data collected and processed for the purpose of statistical survey shall not be used or disseminated by the employees of the units of the Geostat.

[https://www.geostat.ge/media/20817/latest-Law-of-Georgia\\_2018.pdf](https://www.geostat.ge/media/20817/latest-Law-of-Georgia_2018.pdf)

2. Data Confidentiality Policy at Geostat

[https://www.geostat.ge/media/20860/Data-Confidentiality-Policy-at-Geostat\\_En.pdf](https://www.geostat.ge/media/20860/Data-Confidentiality-Policy-at-Geostat_En.pdf)

3. Public Use Microdata Dissemination Policy at Geostat

[https://www.geostat.ge/media/20862/Microdata-Dissemination-Policy\\_Eng.pdf](https://www.geostat.ge/media/20862/Microdata-Dissemination-Policy_Eng.pdf)

4. The Law of Georgia on Personal Data Protection <a href="https://matsne.gov.ge/en/document/view/1561437?publication=9">https://matsne.gov.ge/en/document/view/1561437?publication=9</a>
<b>7.2. Confidentiality – data treatment</b>
<ul style="list-style-type: none"> <li>Confidentiality guidelines.</li> <li>Written undertakings by an employee of Geostat on ensuring confidentiality of gained/collected data as a result of official duties.</li> </ul>
<b>8. Release policy</b>
<b>8.1. Release calendar</b>
Data dissemination dates are defined according to the Advance release calendar, which is available on the website of Geostat and publicly accessible.
<b>8.2. Release calendar access</b>
<a href="https://www.geostat.ge/en/calendar">https://www.geostat.ge/en/calendar</a>
<b>8.3. User access</b>
All users have the equal access to the statistical data simultaneously.
<b>9. Frequency of dissemination</b>
Year.
<b>10. Accessibility and clarity</b>
<b>10.1. News release</b>
A press release is attached to the results of the survey: <a href="https://www.geostat.ge/en/news?year=&amp;month=&amp;category=6">https://www.geostat.ge/en/news?year=&amp;month=&amp;category=6</a>
<b>10.2. Publications</b>
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<b>10.3. On-line database</b>
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<b>10.4. Micro-data access</b>
Micro-data on postal and courier enterprises are not subject to dissemination.
<b>10.5. Other</b>
Statistics on enterprises engaged in postal and courier activities are also disseminated through the social network (Facebook).
<b>10.6. Documentation on methodology</b>
Documentation on methodology is available on the Geostat website: <a href="https://www.geostat.ge/en/modules/categories/121/methodologia-business-statistics">https://www.geostat.ge/en/modules/categories/121/methodologia-business-statistics</a>
<b>10.7. Quality documentation</b>
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<b>11. Quality management</b>
<b>11.1. Quality assurance</b>
To ensure the quality of the statistical processes and products Geostat follows Article 4 – Basic principles of official statistics – of the Law of Georgia on Official Statistics, as well as the European Statistics Code of Practice, the UN Fundamental Principles of Official Statistics and Quality Assurance Framework of the European Statistical System (QAF).
<b>11.2. Quality assessment</b>
Methodology and Quality Management Division of Geostat, along with the sectoral departments, is responsible for the quality of the produced statistical products and processes. The Division carries out quality audit of statistical processes and assesses the risks associated with production of statistical data. Geostat has developed policy documents, guidelines and standard routine descriptions. These documents ensure the standardization of statistical processes and products and the establishment of a unified quality assurance system.
<b>12. Relevance</b>
<b>12.1. User needs</b>

The main users are: business sector, researchers and students, international organizations, state institutions, media outlets, etc. They need these data to carry out different types of statistical analysis, to plan a marketing strategy or to evaluate and study the economic situation.
<b>12.2. User satisfaction</b>
In 2021 user satisfaction survey was conducted, the target of the survey was to analyze the assessment of quality of statistical data by users and explore ways to improve user services. The survey report is available on the website of Geostat (in Georgian): <a href="https://www.geostat.ge/ka/page/customer-service">https://www.geostat.ge/ka/page/customer-service</a>
<b>12.3. Completeness</b>
The data comply to international standards.
<b>13. Accuracy and reliability</b>
<b>13.1. Overall accuracy</b>
Comparison of the processed data with relevant data of the previous period. In some cases, in the data processing, information is being verified in administrative sources and with representatives of the enterprises.
<b>13.2. Sampling error</b>
The survey is held with entire coverage.
<b>13.3. Non-sampling error</b>
For minimizing non-sampling errors, data are compared with administrative one.
<b>14. Timeliness and punctuality</b>
<b>14.1. Timeliness</b>
The data are published by the end of October of the following year of the reporting period.
<b>14.2. Punctuality</b>
The data are published according to the date specified in the statistical work programme. There has not been any violation of publication dates.
<b>15. Coherence and comparability</b>
<b>15.1. Comparability – geographical</b>
Same methodology and approaches, consistent with international ones have been used for country.
<b>15.2. Comparability – over time</b>
The data in time series is comparable to each other.
<b>15.3. Coherence – cross domain</b>
The data are coherent.
<b>15.4. Coherence – internal</b>
The data are coherent.
<b>16. Cost and burden</b>
The data are received and processed within the framework of the Geostat budget and does not require additional costs.
<b>17. Data revision</b>
<b>17.1. Data revision – policy</b>
Statistical data revision policy is available on the website of Geostat: <a href="https://www.geostat.ge/media/44385/Revision-policy-and-error-correction_Geo.pdf">https://www.geostat.ge/media/44385/Revision-policy-and-error-correction_Geo.pdf</a>
<b>17.2. Data revision – practice</b>
Planned revision of data are not carried out. An unplanned revision (to clarify data) was not carried out in practice.
<b>18. Statistical processing</b>
<b>18.1. Source data</b>
Enterprises of postal and courier activities submit a completed questionnaire (online questionnaire).
<b>18.2. Frequency of data collection</b>

Annual.
<b>18.3. Data collection</b>
Through online questionnaires.
<b>18.4. Data validation</b>
Primary data inspection is carried out based on arithmetic and logical controls in the database. Secondary control is carried out by the field staff (interviewers) and staffs of the service statistics division.
<b>18.5. Data compilation</b>
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<b>18.6. Adjustment</b>
Not applied.
<b>19. Comment</b>
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