



**THE STATE STATISTICAL COMMITTEE
OF THE REPUBLIC OF AZERBAIJAN**

**The rules for the classification of errors in statistical
reporting forms and their correction**

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Introduction

The rules for the classification of errors in statistical reporting forms and their correction (hereinafter referred to as the Rules) establish the procedures for correcting errors identified in the primary statistical data contained in Statistical Reporting Forms submitted by statistical units in paper or electronic format. The Rules also provide for the classification of such errors according to their impact on final statistical data, the correction of errors depending on the time of their detection and their nature, and define the duties and responsibilities of the employees of the statistical authorities in this regard.

The Rules also establish the procedures for notifying the heads of the relevant structural units of the local statistical authorities and the central office of the State Statistical Committee of the Republic of Azerbaijan of the identified errors, making decisions on their correction, and re-entering the corrected primary statistical data into the statistical databases.

General Information about the Rules

These Rules have been prepared by improving the Rules for the Classification of Errors in Statistical Reporting Forms and Their Correction, approved by Order No. 4/t of the State Statistical Committee dated 15 January 2013, in accordance with the Action Plan on Measures to be Implemented by the State Statistical Committee in Relation to the Recommendations Provided as a Result of the Global Assessment of the National Statistical System of Azerbaijan, approved by Resolution No. 4/3 of the Board of the State Statistical Committee dated 25 April 2018.

The main purpose of these Rules, intended for employees of statistical authorities, is to ensure the classification and registration of errors identified in official statistical reporting forms submitted by respondents, regardless of their periodicity, as well as their correction and the determination of relevant responsibilities.

Employees of statistical authorities issue verbal or written warnings to respondents who have committed errors and make decisions on taking disciplinary measures regarding whether or not to prepare an administrative offence report.

Errors identified in Statistical Reporting Forms are conditionally classified into two classes, and each class requires the implementation of relevant corrective measures for the respective errors. Timely identification and classification of errors detected in Statistical Reporting Forms, as well as the implementation of necessary corrective measures for their correction, serve to minimize (or completely eliminate) inconsistencies that have occurred or may occur in published and disseminated official statistical data.

In the event that an error is identified, the responsible employee shall inform the respondents verbally or in writing, make relevant entries regarding the identified error in the electronic journal "Online Registration of Inconsistencies and Corrective Measures" available in the section related to the Division of Quality Management and Metadata under the subsection "Submission of Official Statistical Reporting Forms" in the "E-Services" section of the official website of the State Statistical Committee, and take the necessary measures to eliminate distortions or errors.

The analysis of errors classified in accordance with the Rules and recorded in the electronic journal "Online Registration of Inconsistencies and Corrective Measures" may assist in the preparation of relevant analytical documents (reports on activities carried out by structural units, analytical documents prepared by management, etc.).

Main Definitions

For the purposes of these Rules, the main definitions used shall have the following meanings:

Official statistics data – data obtained as a result of the processing and summarization of administrative and primary statistical data on the quantitative aspects of social, economic, demographic, environmental and other public processes, carried out by the relevant executive authorities and other state bodies producing official statistics in accordance with the Law of the Republic of Azerbaijan "On Official Statistics" and other legislative acts of the Republic of Azerbaijan, based on the official statistical methodology;

Primary statistical data – data characterizing primary information on legal entities and individuals, based on reliable primary records and used exclusively for summary statistical works, compilation of statistical collections, and socio-economic analysis;

Error – a deviation of the primary statistical data submitted by respondents from its true (actual) value, regardless of whether it is expressed in monetary or physical terms;

Class I Error – errors identified in the data submitted by respondents before the deadline for submission of the Statistical Reporting Form has expired;

Class II Error – errors identified in the data submitted by respondents after the deadline for submission of the Statistical Reporting Form has expired;

Significant inconsistency – deficiencies that result in significant economic losses for the State Statistical Committee, are published or disseminated electronically, and thereby damage the reputation (business activities) of the State Statistical Committee;

Less significant inconsistency – deficiencies that are not classified as significant inconsistencies and can be promptly corrected (within 1 working day) by employees of the relevant structural unit of the State Statistical Committee;

Responsible person – the head of the structural unit or local statistical authority of the State Statistical Committee responsible for the receipt of primary statistical data and the production of official statistics data based on such data, or a person temporarily performing his/her duties;

Executor – an employee of the statistical authority responsible, in accordance with the approved distribution of duties, for the preparation (receipt and processing) of statistical data;

Respondent – state bodies, legal entities, their branches and representative offices, as well as individuals that provide information about themselves and/or their activities to producers of official statistics during the collection of data for statistical purposes.

Interpretation of the Rules

Rules for the Classification and Correction of Errors

Regardless of the method of submission of primary statistical data, errors identified in the data contained in Statistical Reporting Forms are classified into the following two classes:

- Class I Error;
- Class II Error.

In the event of a Class I Error, the employee of the local statistical authority who identified the error shall verbally inform the head of the authority on the day the error is detected, notify the respondent of the error, and take the necessary measures to ensure its correction by the respondent before the deadline for submission of the Statistical Reporting Form.

If the same type of error is repeated by the same respondent two or more times, the responsible person shall be informed of the identified deficiency, and the respondent (or respondents) who submitted incorrect data shall be notified in writing. In addition, in order to prevent the recurrence of the error in the future, the respondent who committed the error or their representative shall be duly informed and instructed by telephone (e-mail, etc.).

Relevant entries shall be made in the electronic journal “Online Registration of Inconsistencies and Corrective Measures” for each identified error.

The editing of a Class I Error in the statistical database shall be carried out by the respondent who committed the error.

In the event of a Class II Error, the employee of the statistical authority who identified the error shall, within 1 working day, inform the head of the local statistical authority or the head of the relevant structural unit of the central office verbally or in writing through the electronic document management system, notify the respondent of the error, and take the relevant measures for its correction.

Relevant entries shall be made in the electronic journal “Online Registration of Inconsistencies and Corrective Measures” for each identified error.

In order to prevent the recurrence of the error in the future, the respondent who committed the error or their representative shall be duly informed and instructed in writing or verbally (by letter, e-mail, telephone, etc.).

An administrative offence report shall be drawn up in relation to the respondent who submitted primary statistical data containing errors for violating the rules for the provision of data. Depending on the nature and number of errors, the head of the local

statistical authority shall determine the application of disciplinary measures against the executor, with the responsibilities for the identified deficiencies being established.

The editing of a Class II Error in the statistical database shall be carried out by the Information Technologies Division and the relevant structural unit of the central office based on written information (an official report or memorandum) submitted by the relevant structural unit of the central office to the management of the State Statistical Committee regarding the nature of the error and the necessity of its correction. The relevant local statistical authority shall be informed of the results of the editing.

If this class of error is identified by the respondent themselves, the responsible person shall take the necessary measures to ensure that the respondent submits an official request addressed to the management of the State Statistical Committee or the relevant local statistical authority regarding the correction of the existing error (inconsistency).

Note. In accordance with Article 389 of the Code of Administrative Offences of the Republic of Azerbaijan, persons who commit an administrative offence by violating the rules for the provision of statistical data, namely by failing to submit the information required for conducting statistical observations or by failing to submit such information on time, or by distorting reports, shall be subject to a fine in the amount of three hundred to five hundred manats.

Work with Respondents

Regarding errors made in Statistical Reporting Forms, local statistical authorities shall regularly conduct instructional meetings with the participation of representatives of statistical units that have committed errors. The organized events shall be documented by minutes, and relevant information shall be submitted to the Division for Coordination of Statistical Activities and Strategic Planning of the central office of the State Statistical Committee.

Reformation of Databases

Necessary changes related to Class II Errors in the submitted Statistical Reporting Forms for which the submission deadline has expired, as well as in archived databases, may be made with the consent of the management of the State Statistical Committee.

Correction of Errors in Published Final Data

The correction of errors identified in published and disseminated official statistics data shall be carried out in accordance with the Rules for the Correction of Inconsistencies in Published and Disseminated Official Statistics Data of the State Statistical Committee of the Republic of Azerbaijan.

Registration of Errors

In order to prevent the recurrence of errors in the future, ensure the timely implementation of corrective measures, and plan activities in this area, all errors shall be recorded in the electronic journal "Online Registration of Inconsistencies and Corrective Measures".

The online registration of inconsistencies and corrective measures shall be carried out by the relevant structural units of the central office or the respective local statistical authorities. The electronic journal shall contain information on the date of identification of the inconsistency, the surname, name and position of the person who identified the inconsistency, the content of the inconsistency, the reason for its occurrence, the measures taken to correct it, the date of correction of the inconsistency, the surname, name and position of the person who corrected the inconsistency, and the significance level of the inconsistency.

References

1. Law of the Republic of Azerbaijan "On Official Statistics"
<http://www.e-qanun.az/framework/8882>
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4. Code of Administrative Offences of the Republic of Azerbaijan
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6. Manual for the Work Session on Statistical Data Editing within the Conference of European Statisticians of the United Nations Economic Commission for Europe (UNECE), 2012: <https://www.unece.org/index.php?id=28648>