## Survey documentation for the Foreign Trade Statistics

***Bangladesh Bureau of Statistics***

***January 2022***

***D R A F T***

The documentation consists of three parts: 1. Reference metadata 2. Releases 3. Process documentation (details about goals, methodology, roles, processes and evaluation)

The main audience for the survey documentation is the staff working on the survey on a daily basis. In addition, the documentation can be used a) when introducing new staff, and b) when preparing overall plans, conducting quality audits and functional reviews. Finally, the survey documentation can be used when preparing changes, e.g., new IT solutions.

**1. Reference metadata (for internal and external users)**

**1.1 Contact information**

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| Contact organization | Bangladesh Bureau of Statistics (BBS) |
| Contact organization unit | National Accounting Wing (GDP&FT) Foreign Trade |
| Contact name | Mr Ziauddin Ahmed |
| Contact mail address | Parishankhyan Bhaban, E-27/A, Agargaon, Dhaka-1207, Bangladesh |
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**1.2 Statistical presentation**

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| Data description | Exports and imports by 2-digit, 4-digit and 6-digit commodity chapter of the Harmonized System (HS)Exports and imports by commodity section of the Standard International Trade Classification (SITC) and by the Classification of Broad Economic Categories (BEC)Exports and imports by countryExports and imports by county |
| Classification system | Harmonized System (HS 6 digits)Standard International Trade Classification (SITC Rev. 4)Country Nomenclature for the External Trade Statistics of the UN (ISO 3166)Classification of Economic Activities (EMTAK 2008) based on NACE Rev.2 |
| Sector coverage | Enterprises which have trade transactions with the World |
| Statistical concepts and definitions | Balance – the difference between the value of exports and imports.Capital goods – machinery and equipment that is used for producing other goods and industrial transport equipment.Commodity flow value – the statistical value of commodities: imports are valued in the purchase price (CIF value) and exports are valued in the sale price (FOB value). The value is in current prices. CIF value is the value of commodity which includes the cost of commodity and the costs connected with the transportation and insurance of commodity up to the border of the importing country.FOB value is the value of commodity which includes the cost of commodity and the costs connected with the transportation and insurance of commodity up to the border of the exporting country.Commodity value change compared with previous period – commodity value change in percentages compared with previous month or year.Commodity value change compared with the same period of previous year – commodity value change in percentages compared with the same period of the previous year.Consumption goods – final products, consumer goods.Country of origin – a country where a commodity has been produced. If two or more countries are connected with the production of an article, it is assumed that this article originates from the country where it was significantly processed last (it should be economically justified), resulting in the manufacture of a new product or completing an important manufacturing stage.Economic unit – enterprise (company, sole proprietor) or non-profit unit (non-profit association, foundation, government institution, local government institution) entered in the Commercial Register. Also includes units with a foreign registry code.Enterprise – an enterprise consists of one or more companies (public limited company, private limited company, limited partnership, general partnership, commercial association) or branches of foreign companies or sole proprietors.Exports – exportation of goods produced in Bangladesh, exportation of goods imported from a foreign country (re-exports), temporary exportation of goods for the purpose of processing abroad, re-exportation of goods after processing in Bangladesh and supplies of foreign water and aircraft stores. Exports exclude transit and services.Exports of goods of Bangladesh origin – the export of goods produced or processed in Bangladesh to other countries.Export unit value index – index, which characterizes the price of exported goods.Export volume index – ratio of the relative change of export value to the Fisher unit value index.Data collection from customs declarations.The collected data are transmitted to BBS for compiling official foreign trade statistics.Imports – imports of goods into Bangladesh for domestic consumption and for resale to a foreign country, imports for processing in Bangladesh with obligation of re-export and re-imports after processing outside of Bangladesh. Imports exclude transit and services. Import unit value index – index, which characterizes the price of imported goods.Import volume index – ratio of the relative change of import value to the Fisher unit value index.Intermediate goods – semi-processed, semi-manufactured goods, industrial supplies.Partner country – in exports, the partner country is the country of destination. In imports there can be two partner countries: country of consignment – the country wherefrom a commodity has directly arrived, and country of origin – the country where the goods have been produced.General trade system – the system of compiling foreign trade statistics which takes into account goods crossing the boundary of the free circulation area. |
| Statistical unit | Economic unit |
| Statistical population | Enterprises that have export-import transactions |
| Reference area | Bangladesh as a whole |
| Time coverage | 1993–… Foreign trade unit value index and volume index are calculated since January 2012. |
| Base period | The base period of foreign trade unit value index and volume index is January 2015. |

**1.3 Statistical processing**

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| Source data | ADMINISTRATIVE DATAThe following monthly customs statistics are received from the Tax and Customs Board:DATA FROM OTHER STATISTICAL ACTIVITIESData about enterprises from statistical activity |
| Frequency of data collection | Monthly |
| Data collection | Data are collected through the Customs System. |
| Data validation | Arithmetic and qualitative controls are used in the validation process, including comparison with other data. |

**1.4 Quality dimensions**

**Relevance**

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| --- | --- |
| User Needs | Ministry of Economic Affairs and CommunicationsMinistry of the EnvironmentMinistry of Rural AffairsCentral bank of Bangladesh |
| User Satisfaction | BBS has conducted reputation and user satisfaction surveys. All results are available on the website of BBS. |
| Data completeness rate | In compliance with the rules (regulations). |

**Accessible and clarity**

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| Release calendar access | The dissemination of data collected for the purpose of producing official statistics of the Official Statistics Act. |
| News release | The news release “Foreign trade” once a month. The news release can be viewed on the website. |
| Publications | Not published |
| On-line database | Not yet available |
| Micro-data access | The dissemination of data collected for the purpose of producing official statistics is guided by the requirements provided for in the Access to microdata and anonymization of microdata are regulated by BBS’s procedure for dissemination of confidential data for scientific purposes |
| Other | Data serve as input for statistical activities 20205 “Energy consumption and production (monthly)”, 20206 “Energy consumption and production (annual)”, 20403 “Export price index”, 20404 “Import price index”, 20407 “Consumer price index”, 20408 “Producer price index of industrial output”, 20701 “Fish catch”, 20901 “Business register for statistical purposes”, 21203 “Livestock farming and meat production”, 21207 “Economic accounts for agriculture”, 21213 “Supply balance sheets of agricultural products”, 21405 “National accounts (quarterly)”, 21408 “Supply and use tables”, 22201 “Production indices” and 50101 “Regional development”. |
| Documentation on methodology | International trade statistics – background International Merchandise Trade Statistics: Concepts and Definitions (IMTS 2010) |
| Quality documentation | Not yet available |

**Timeliness and punctuality**

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| Timeliness and time lag - final results | The data are published 40 days after the end of reference period (T + 40). Data are published monthly. Data of the current year are revised monthly, data of the two previous years are revised twice a year (release in March and October). |
| Punctuality | The data have been published at the time announced in the release calendar. |

**Coherence and comparability**

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| Comparability - geographical | In case of data comparison with other countries, or so-called mirror statistics (Bangladesh exports to Finland vs Finnish imports from Bangladesh), there can be asymmetries due to methodological differences, incorrect classification of goods or partner countries, etc. |
| Comparability over time | Foreign trade statistics were based on customs declarations and covered trade almost completely. |
| Coherence - cross domain | Foreign trade data collection is not related to other statistics in this field. |
| Coherence - internal | The outputs of the statistical activity are coherent. |

**Accuracy and reliability**

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| Overall accuracy | The type of survey and the data collection methods ensure sufficient coverage and timeliness. |
| Sampling error | N/A |
| Non-sampling error | N/A |

**2. Releases**

| **ReleaseTitle** | **PlannedReleaseDate** | **ActualReleaseDate** |
| --- | --- | --- |
| Monthly Release of Foreign Trade Statistics (FTS) October 2021 | 15.11.2021 | 15.11.2021 |
| Monthly Release of Foreign Trade Statistics (FTS) November 2021 | 15.12.2021 | 15.12.2021 |
| Monthly Release of Foreign Trade Statistics (FTS) December 2021 | 15.01.2022 | NA |
| Monthly Release of Foreign Trade Statistics (FTS) January 2022 | 15.02.2021 | NA |
| Monthly Release of Foreign Trade Statistics (FTS) February 2022 | 15.03.2021 | NA |

**3. Process documentation (for internal users)**

**3.1 General information**

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| --- | --- |
| Goals/objectives in workplan/strategy | The specific objective of FTS is to ensure timely availability of foreign trade data for policymakers, planners, researchers and other users |
| Other goals | NA |
| Statistical program type | Administrative data program |
| Methodology (general) | **1. DESIGN OUTPUTS**See reference metadata**2. DESIGN VARIBABLE DESCRIPTIONS**NA**3. DESIGN COLLECTION**At present, BBS collects foreign trade data only from secondary sources. All data are originated from the various customs stations such as sea, land and airports have been collected from the National Board of Revenue (NBR). NBR collects data from all customs stations that are the primary sources of foreign trade data. BBS collects online data from NBR which contain data in tabular form covering different fields of FT. BBS uses some data as per its requirements from these diversified fields.Except military hardware, bullion, currency notes, coins and goods in transit, FTS includes all other commodities which pass through the boundary of customs territory. In case of imports, all goods and commodities entering into the country and for exports, all goods and commodities leaving the country are incorporated in FTS. FTS also covers data of the commodities imported to and exported from the country recorded at Export Processing Zones (EPZ). The entire data on exports and imports recorded at various routes such as sea, air, land and postal parcels are taken into account for further processing.**5. DESIGN PROCESSING AND ANALYSIS**NA**6. DESIGN PRODUCTION SYSTEM AND WORKFLOW**See roles and processes below. Each process describes who is doing what, input, output, tools and specific methodology aspects. See also description of IT solution (general) |
| IT solution (general) | NA |

**3.2 Roles and human resources**

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| **Name** | **Description** | **Number of staff allocated in one instance of the survey (man-months)** |
| Top management - HQ | Director General | NA |
| Subject matter specialist HQ | Subject matter staff allocated to survey | NA |
| Dissemination staff | Staff allocated to dissemination and data storing | NA |
| Other roles HQ (IT etc.) | NA | NA |
| District office staff | NA | NA |

**3.2 Collection, Processing, Analysis and Dissemination**

**Data collection**

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| --- | --- |
| Who is doing what | 1. Subject matter specialist prepares administrative data collection, plans etc.
2. Data provider forward data to BBS
3. BBS stores data
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| Input | Data from data providers |
| Output | Data stored in input database |
| Methodology | See general information |
| Tools | Customized Software, SPSS, STATA |

**Data processing**

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| --- | --- |
| Who is doing what | Subject matter specialists do data editing, create weights |
| Input | Input database: input data |
| Output | Clean data in database |
| Methodology | See general information |
| Tools | Customized Software, SPSS, STATA |

**Data analysis**

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| --- | --- |
| Who is doing what | Subject matter specialists prepare tables, do analysisTechnical committee reviewsTop management approves |
| Input | Output from processing phase, draft tabulation plan from design phase |
| Output | Output database: file, report etc. |
| Methodology | See general information |
| Tools | Stata and word |

**Data dissemination**

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| --- | --- |
| Who is doing what | Subject matter specialist prepares press release with highlights and invite press for presentation of resultsMeeting with pressDissemination staff release report and update release calendarPress publishes press release |
| Input | Output from analysis phase |
| Output | Approved report, pdf file at the website, press release etc. |
| Methodology | See general information |
| Tools | General purpose office tools and web tools |

**3.3 Evaluation**

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| Evaluation: results compared to goals | NA |
| Evaluation: results compared to indicators for processes | NA |
| Issues based on evaluation | NA |
| Recommendations | NA |