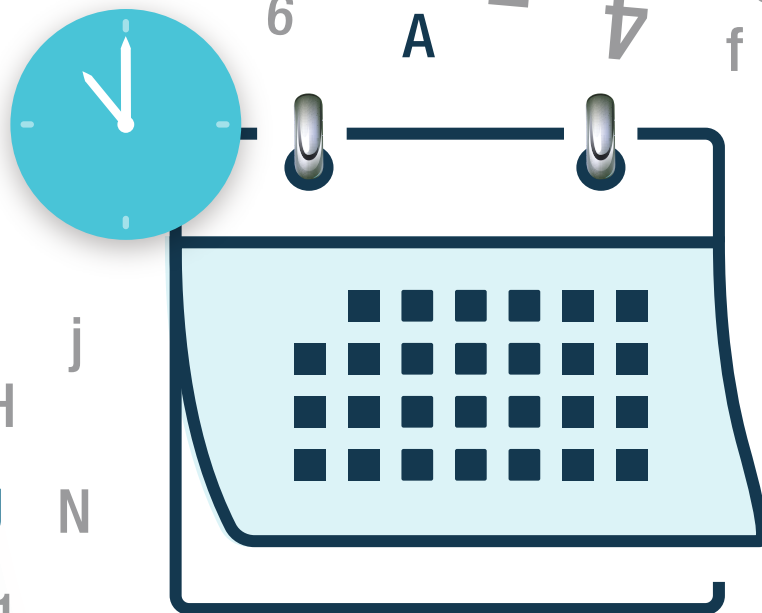


DISSEMINATION POLICY

December, 2022



STATISTICAL DATA DISSEMINATION POLICY OF THE CROATIAN BUREAU OF STATISTICS

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INTRODUCTION

The Croatian Bureau of Statistics (hereinafter referred to as: the Bureau) is the main producer, disseminator and coordinator of the official statistical system in the Republic of Croatia and the main representative of the national statistical system before the European and international bodies competent for statistics.

Statistical data dissemination includes all activities related to presenting the results of official statistics to the general public and the ways and forms in which statistical data and statistical analyses become available to users.

Statistical data dissemination is conducted by the Bureau in accordance with the following regulations:

- [Regulation \(EC\) No 223/2009 of the European Parliament and of the Council on European statistics](#) of 11 March 2009 and repealing Regulation (EC, Euratom) No 1101/2008 of the European Parliament and of the Council on the transmission of data subject to statistical confidentiality to the Statistical Office of the European Communities, Council Regulation (EC) No 322/97 on Community Statistics, and Council Decision 89/382/EEC, Euratom establishing a Committee on the Statistical Programmes of the European Communities (OJ L 87, 31.3.2009), as last amended by Regulation (EU) No 2015/759 of the European Parliament and of the Council of 29 April 2015 amending Regulation (EC) No 223/2009 on European Statistics (OJ L 123, 19.5.2015)
- [Official Statistics Act](#) (hereinafter referred to as: the Act)
- [United Nations Fundamental Principles of Official Statistics](#)
- [European Statistics Code of Practice](#).

One of the main tasks of the Bureau is the efficient and timely preparation and dissemination of quality statistical indicators that affect economic and social phenomena and processes, and provide users with reliable sources for decision-making and adjusting their attitudes based on facts.

Present and future users are the reason and purpose of the existence and development of the statistical system. Since the needs of users are the key to the development of official statistics, the Bureau's activities must be aimed at meeting their needs, which is achieved through joint dialogue between users and producers of official statistics.

Zagreb, 6 December 2022

RELEVANT LEGAL REGULATIONS

The Bureau disseminates statistical data collected in accordance with the Act, the Programme of Statistical Activities of the Republic of Croatia and the Annual Implementation Plan of Statistical Activities in aggregate form, i.e. in a form in which a statistical unit cannot be identified neither directly nor indirectly.

Confidential statistical data can be disseminated only in cases and in ways specified by the Act.

QUALITY OF STATISTICAL DATA

The Bureau ensures the quality of statistical data by applying the following principles of quality: relevance, accuracy, timeliness and punctuality, comparability and coherence, accessibility and clarity.

COMMUNICATION CHANNELS FOR STATISTICAL DATA DISSEMINATION

The Bureau's main communication channel for statistical data dissemination is their website.

The Bureau conducts statistical data dissemination through the following:

- statistical data publishing media
- specialised website
- e-mail
- social networks
- phone contacts
- Library of the Bureau.

STATISTICAL DATA PUBLISHING

Definitions

The result of official statistics is any statistical data that ensures the purpose of official statistics in its content and that is produced and disseminated in accordance with the provisions of the Act and valid regulations governing official statistics. Statistical data refer to quantitative and qualitative, aggregate and representative data and information that describe a mass phenomenon in the observed population in a certain period.

In a broader sense, statistical data can be numerical values, information (statistical analyses, methodological explanations), metadata, charts, infographics and interactive maps.

Numerical value is any value that can be statistically processed or is the result of statistical processing. It is used to describe the essential properties of a set, and it is applied for observing and measuring a certain statistical phenomenon.

Information implies statistical analysis, that is, the interpretation of statistical data from which a certain meaning is derived, as well as methodological explanations that define the sources and methods of data collection, coverage and definitions, as well as other elements related to statistical surveys.

Metadata are data about the population, subjects, variables, methodology and quality that describe the characteristics of the source, that is, structured data that describe, explain, locate or in some other way enable easier management of statistical resources, i.e. understanding of data.

Chart is an organised pictorial representation of data, that is, a graphic structure that represents connections and interrelationships between two or more phenomena or values and it can present time series, trends and structures of statistical phenomena.

Infographic is a visual representation of statistical data using graphic elements, which is used for a clearer presentation of information and phenomena.

Interactive map is a cartographic visualisation of statistical data connected and presented at a certain spatial level.

Basic rules for statistical data publishing

The Bureau independently, impartially and objectively makes decisions related to methodological bases, the coverage of statistical data, as well as the time and manner of their publishing.

The published statistical data are based exclusively on the results of the performed statistical activities, whereby appropriate methodologies, statistical concepts, methods, tools and procedures were applied.

When publishing statistical data through various communication channels for the dissemination of statistical data, it is clearly indicated that those are official statistics prepared, collected, produced and disseminated by the Bureau.

The Bureau has a distinctive visual identity, the mandatory use of which is clearly defined by the Book of Graphic Standards.

Every publishing of statistical data that are made available to users for the first time is in accordance with the Annual Implementation Plan of Statistical Activities of the Republic of Croatia and the plan specified in the Calendar of Statistical Data Issues. The data are available on the website of the Bureau at 11 a.m. sharp on a certain day.

Availability of statistical data

Statistical data must be available to all users in the same way and at the same time. Users do not have the right to access statistical data before they are officially published.

Access to statistical data collected for the needs of a particular statistical activity before they are officially published is exclusively granted to the Bureau's employees whose scope of work is to carry out the statistical activity (collection and processing) for the purpose of which the data were collected, the employees whose scope of work is to publish statistical data, and the Director General, in the scope and for the needs of the phase of work for which they are in charge.

In order to protect the confidentiality of statistical data, all employees of the Bureau and external associates who, based on a contract, perform tasks for the Bureau, must sign a Confidentiality Statement in which they undertake to treat the statistical data to which they have access in accordance with the provisions of the Act and other related regulations governing the confidentiality and protection of statistical data, and to use them exclusively for the purposes of official statistics, that is, for performing tasks for the Bureau.

Types of published statistical data

Published statistical data are divided as follows:

- provisional data
- final data
- revised data.

Provisional data are data sets of a certain statistical survey , for which, at the time of their publication, it is known that they will be changed later for a certain justified reason.

When publishing provisional data, it should be clearly indicated (in text or a footnote) that those are preliminary data, which means that the final data will be published subsequently.

Final data are more extensive data sets of a certain statistical survey that are published after the completion of the processing and analysis.

Final data are not specifically indicated in a text or otherwise.

Revised data are changed, more extensive data sets of a certain statistical survey that have been published as final for a certain period of time.

Changes in the final data and publishing of the revised data most often occur due to changes in classifications, definitions and methodologies, as well as to the availability of new data sources and methods of higher quality or to the availability of new statistical data.

When publishing the revised data, it must be clearly indicated (in text or a footnote) that it is a revision of the previously published final data. Any publishing of the revised data must contain the reasons and explanations for the data revision.

The revision of the published data is carried out in accordance with the [General Revision Policy of the Croatian Bureau of Statistics](#).

STATISTICAL DATA PUBLISHING ON THE WEBSITE

Statistical data published on the Bureau's website are available in the form of publications, databases, separate tables, cartographic representations, applications and visualisations.

In order to achieve a better understanding of official statistics and to avoid possible misunderstandings, biased presentations, misinterpretations and misuse, when publishing statistical data, notes on methodology are included, which contain information on sources and methods of data collection, coverage and definitions, and other elements related to statistical surveys.

All statistical data published on the Bureau's website since 2012 have been available in Croatian and English in order to treat all users equally, that is, to provide them with equal access to data.

Exceptionally, the Bureau may temporarily publish only in Croatian the statistical data that had not been previously planned in the Calendar of Statistical Data Issues for a particular year, but when possible, the Bureau will publish them in English as well.

All statistical data published on the Bureau's website are available free of charge.

Statistical data publishing media

Statistical data publishing media include printed and electronic publications, databases, separate tables, applications and interactive presentations.

Databases and separate tables (Statistics in Line) refer to an organised set of statistical data from several statistical domains for a certain period.

Applications refer to a visual presentation of various statistical data in an interesting and user-friendly way.

Interactive representations include a set of commands and computer programmes designed to display the development of statistical phenomena visually, in an interesting way to users.

Statistical publications are issued in certain dynamics, depending on the periodicity of the implementation of statistical surveys and according to predetermined publishing dates defined in the Calendar of Statistical Data Issues.

Since 2010, all publications of the Bureau announced by the Calendar of Statistical Data Issues have been available on the Bureau's website and in electronic media. In the Library of the Bureau, the publications are available in printed form and on electronic media.

The Bureau reserves the right to reduce the scope of publications in printed form without prior notice at any time.

The distribution of the Bureau's publications is defined by the Ordinance on the Distribution of Publications of the Croatian Bureau of Statistics, which is available on the Bureau's website.

The prices of publications and services are published in the Price List of Publications and Services of the Croatian Bureau of Statistics and in the Publishing Programme, which are available on the Bureau's website.

The Bureau publishes the following types (series) of publications:

- Statistical Information
- Croatia in Figures
- Women and men in Croatia
- First Releases
- Statistical Reports
- Methodological Guidelines
- Studies and analyses
- Special editions.

Certain types of publications (Statistical information, Croatia in Figures, Women and Men in Croatia) also contain statistical data of other producers of official statistics of the Republic of Croatia, as well as of institutions that are not part of the official statistics system.

When publishing statistical data of other producers of official statistics and institutions that are not part of the official statistics system, the name of the institution must be clearly indicated as the source of data.

Statistical Information contain a concise selection of the main annual statistical data presented, as a rule, in three-year series for the Republic of Croatia and an overview by counties. They are published once a year.

Croatia in Figures contains the most important data on economic and social trends for the Republic of Croatia presented in five-year series and is intended for the widest circle of users. It is published once a year.

Women and men in Croatia contain data on trends in society without additional statistical or sociological analyses. They are published once a year and are presented in such a way that the position of women and men can be directly monitored.

First Releases are short and quick statistical information that are published depending on the periodicity of the implementation of statistical surveys and the defined deadlines for data processing, that is, within certain period after the completion of the processing of the results of individual statistical surveys.

In First Releases, in most cases, the main results of a certain statistical survey are published for the first time. The first results of statistical surveys may be published in other publishing media in the following cases:

- if prerequisites for publishing data in databases and/or separate tables available on the Bureau's website are met
- if prerequisites for publishing data in applications available on the Bureau's website are met.

Statistical Reports present comprehensive results of individual statistical surveys or several of them from the same domain and are published after the processing of the results of statistical surveys for individual statistical domains, usually once a year.

For some statistical domains, data are published every two or more years, depending on the periodicity of the implementation of statistical surveys.

Methodological Guidelines contain information on the sources and methods of data collection, coverage and definitions, and other elements related to statistical surveys. They are intended for everyone conducting statistical surveys, as well as for users of statistical data for their better understanding.

Methodological Guidelines are published periodically, as a result of major changes in the methodology of individual statistical surveys or after the introduction of new surveys, nomenclatures, classifications, standards, revisions, forms, etc.

Studies and Analyses consist of papers that are the result of the application of statistical methods and analyses from certain statistical surveys. Authors of Studies and Analyses are employees of the Bureau and/or external associates. They are published periodically and are primarily intended for scientists, businessmen, statistical experts and decision makers.

Special editions deal with issues important for the development of methodology and statistical standards comparable to the statistical standards of the UN, the Statistical Office of the European Union – Eurostat and other international organisations. Special editions are published periodically and are intended mainly for a professional circle of users, and they can also be translations of foreign publications.

STATISTICAL DATA PUBLISHING DATES

Every publishing of the statistical data of the Bureau that are made available to users, regardless of the way in which the data are disseminated, is announced in advance.

Calendar of Statistical Data Issues

Statistical data publishing dates are announced in the Calendar of Statistical Data Issues (hereinafter referred to as: the Calendar).

The **Calendar** is an instrument for planning and managing the statistical data publishing, which enables the implementation of the principles of timeliness and punctuality in practice.

The Calendar for a specific year contains a precise overview of the planned publishing dates of all the statistical data that the Bureau plans to publish for the entire statistical year in advance. It is available on the Bureau's website (.pdf version and interactive application).

A **statistical year**, as a rule, includes 17 calendar months, usually from January of the current year to the end of May of the following year. Depending on the completion of the processing of a statistical survey, a statistical year can last more or less than 17 months.

The Calendar is published three months before the publishing date of the first statistical data in the following calendar year.

The Calendar contains the date, day, month, week of the year and the year of publishing of a particular First Release, the title and the code of the First Release, the period to which the statistical data refer, the level of data presentation and the language of publication.

For statistical data from the series of publications, the Calendar announces the day, month, week of the year and year of publication, the type and name of the publication, the level of data presentation and the language of publication.

For statistical data that are published in databases, separate tables and/or applications, the Calendar announces the day, month, week of the year, the type and name of the publishing media, the level of data presentation and the language of publication.

Interactive calendar is an application that allows users to browse the statistical data publishing dates by choosing a particular day, week or month.

It is accompanied by a legend with explanations of the visual symbols that follow the timeline of statistical data publishing.

The interactive calendar also allows users to see the publishing dates of previously published statistical data.

Each announcement of the statistical data publishing is accompanied by the following details about the statistical data: Publishing Programme in which they were announced, subject matter area and subject matter sub-area to which the data refer, type of publication or publishing media, periodicity of publishing, reference period and the level of data presentation.

Each deviation from the publishing plan specified in the Calendar is announced and explained in advance, and a new publishing date is defined.

Publishing Programme

The Publishing Programme (hereinafter referred to as: the Programme) is a catalogue of the statistical data publishing media of the Bureau, which is published for the entire statistical year in advance on the Bureau's website.

The Programme contains an overview of approximate publishing dates planned for the entire statistical year in advance, as well as basic information about publications, databases, separate tables and applications in which statistical data are published. The publishing media are presented according to statistical domains.

Along with the name of the statistical data that are planned to be published in a given statistical year, the publishing date and periodicity, the level of data presentation, the language and the medium on which the data are published are indicated.

The Programme also contains a list of all published editions of the Bureau by statistical domains, a notice on how to obtain information and statistical data, and the Price List of Publications and Services of the Bureau.

CHANGES IN PUBLISHING DATES

Changes in the statistical data publishing dates announced by the Calendar, which occur due to unforeseeable circumstances that affect the predetermined publishing dates or lead to the need for unplanned data publishing, are announced in advance.

Changes in the statistical data publishing dates are implemented by updating the Calendar.

Any change in the statistical data publishing dates is announced by the Bureau at least three working days prior to the publishing date on their website.

In cases where circumstances affect the publishing date set in advance by the Calendar, the statistical data publishing is updated to another date (before or after the date originally announced in the Calendar).

In cases where circumstances affect the need for unplanned data publishing, the unplanned data publishing is included in the Calendar for a specific date, along with all the details accompanying each announcement of the publishing in the Calendar. Unplanned data publishing is not announced in the Publishing Programme, but only by updating the Calendar.

By updating the Calendar, the Bureau provides users with accurate information on additions and changes in the planned publishing dates.

All changes and additions to the publishing dates must be clearly indicated in the Calendar, as well as in the overview of changes published along with the Calendar for a specific year.

The Calendar is updated by making a note next to the planned publishing date indicating that data publishing is updated to a new, precisely determined date. The planned publishing date is not deleted and remains visible to the users of statistical data. Along with the new publishing date, there is a note that the planned publishing should have been on another day (date).

The following information must be clearly indicated in the overview of changes: date of update, originally planned publishing date and new publishing date in case of changes in publishing dates, i.e. only the publishing data if it is an unplanned publication, name of the publication or the publishing medium that is being updated, and additional information.

With each change in publishing dates, the reason for the deviation from the originally planned dates must be stated, i.e. a note indicating that it is unplanned publishing in cases where it was not announced in the Publishing Programme and the original Calendar.

CORRECTING ERRORS IN PUBLISHED STATISTICAL DATA

Errors in the published statistical data can be the following:

- calculation errors
- technical errors
- linguistic errors
- other errors.

Calculation error is any error that is the result of an incorrect calculation during the processing the collected data of a particular statistical survey.

Technical error refers to omissions made during editing, formatting and preparation, as well as graphic processing and design of statistical data for publishing.

Linguistic error is an error that occurred in textual information that describe and/or interpret statistical data and affect the accuracy and meaning of the description and/or interpretation.

Other errors include simpler technical and linguistic errors that do not affect the accuracy and coherence of statistical data.

Calculation, technical and linguistic errors that affect the accuracy and/or coherence of statistical data require publishing of a correction.

In cases where it was determined that the published statistical data contain an error that affects the accuracy and coherence of statistical data, the Bureau, as soon as possible (exception to the rule of publishing at 11 a.m. sharp on a specific day), publishes a correction in order to enable users to use accurate statistical data.

The correction is done by marking the incorrect data with an asterisk or compiling a corrigendum (correction) when publishing statistical data in publications and by updating databases, separate tables and data in applications with the exact dates of the last changes.

The correction of data with an asterisk is applied in cases where an error was detected during the creation of a new publication that contains the same series of statistical data for certain periods that were already published earlier.

If it is detected that an error occurred in the presentation of a series of statistical data for a previous period, the statistical data is corrected, i.e. another, corrected statistical data is entered, next to which an asterisk is entered.

An asterisk is a mark that informs users that they should no longer use the statistical data published in the previously published version of the publication because it is incorrect, and that they should use the new, corrected data published in the current version.

When the next publication from the same series is published, the asterisk is deleted from the statistical data in question and the data is used further as the correct one.

The correction of data by compiling a corrigendum is used in publications that contain series of statistical data and/or data for one period, in which an error was detected after their publication, and before the creation of a new publication.

The corrigendum (correction) is compiled by republishing all or part of the publication in which the error occurred and which is being corrected, or by publishing a table with the precise locations of the errors in the case of more complex publications.

The corrigendum (correction) of simpler publications must contain an indication that it is a correction and information explaining to users that instead of the publication or part of the publication (the correct title and code of the publication is specified) that was published on a certain date (the exact date is specified), the corrected one is used.

The corrigendum (correction) of more complex publications must contain an indication that it is a correction and a table that directs users to the chapter, page, row and column of a certain table in which the incorrect statistical data is presented, as well as the corrected data.

When publishing corrigenda (corrections) of publications, users are informed in the introductory, textual part about the reasons for the correction.

In the case of printed editions, the corrigendum (correction) in printed form is attached to the publication and sent to users in accordance with the [Ordinance on the Distribution of Statistical Publications of the Croatian Bureau of Statistics](#).

On the website of the Bureau, the corrigendum (correction) is published in the statistical domain in which the original publication was published and must contain the publishing date. The indication (Ispravak/Correction) that emphasises that it is a correction is never removed.

The publication containing the error is not removed from the website of the Bureau so that users have access to its original and changes version at any time.

The correction (corrigendum) is published as soon as possible, regardless of the Calendar and it is not announces.

When it is detected that statistical data published in databases, separate tables and/or applications on the website of the Bureau contain an error, the correction is carried out by updating them with the exact date of the last change when selecting the desired statistical domain.

Regarding corrections of simpler technical and linguistic errors that do not affect the accuracy and coherence of statistical data, they are published without notification about the changes made.

AVAILABILITY OF INFORMATION AND STATISTICAL DATA ON USER REQUEST

Users who cannot find the requested information and statistical data on the Bureau's website can submit their requests in one of the following ways:

- by electronic mail
- by User Request Form available on the Bureau's website
- by phone
- by messages sent via social networks
- in the Library of the Bureau
- by post to the Bureau's address.

User requests can be related to published and unpublished statistical data.

The received requests are addressed in order of their arrival. Exceptionally, user requests from media representatives received via Eurostat's European Statistical Data Support are addressed as soon as possible.

User requests for published data

User requests related to published data are resolved by providing links to the Bureau's website or referring the user to the Library of the Bureau.

An answer is delivered to users within 24 hours. Only working days are counted in the deadline.

User requests for unpublished data

After publishing the results of a certain statistical survey on the Bureau's website, users can request unpublished data from the same survey.

Unpublished statistical data are available only on user request and the service of their preparation is charged. The amount of the fee for providing the service of statistical data processing on user request is established by a special act and [the Price List of Publications and Services of the Croatian Bureau of Statistics](#).

The data are prepared only after the user accepts the offered terms.

The statistical data prepared by special statistical data processing on user request are disseminated in accordance with the Instruction on the Rules and Methods of Protection in the Dissemination of Official Statistical Data of the Croatian Bureau of Statistics.

Requests for confidential data for scientific purposes

Requests for confidential data for scientific purposes are regulated by a special [Ordinance of the Bureau](#), which defines the conditions and manner of using confidential statistical data for scientific purposes.

Library of the Bureau

All statistical publications of the Bureau (in printed form or on electronic media) and computers for searching the library catalogue, searching relevant databases and using electronic materials are available to users in the Library of the Bureau.

Library activities are defined by the Ordinance on the Work of the Library of the Croatian Bureau of Statistics.

SOCIAL NETWORKS

The Bureau's user accounts on social networks are an open and two-way communication channel for the dissemination of statistical data, informing users about the Bureau's activities, popularising official statistics and promoting statistical literacy.

The content on social networks is public and available, depending on user account settings and the social network.

Statistical data publishing on different social networks is adapted to the characteristics of users of individual social networks.

USING STATISTICAL DATA

Users of statistical data of the Bureau and accompanying analyses are obliged to indicate the Bureau as the source of statistical data when using them.