

# ESS Peer Reviews Light Self-Assessment Questionnaire on the implementation of the European Statistics Code of Practice

## Identification

0a. Please indicate to which Institution the replies to this questionnaire belong? -open reply-(compulsory)

Direction General Civil Aviation Administration

0b. Please indicate your country. -single choice reply-(compulsory) Bulgaria

## Institutional Environment

### Principle 1 - Professional Independence

**Professional independence of statistical authorities from other policy, regulatory or administrative departments and bodies, as well as from private sector operators, ensures the credibility of European Statistics.**

Indicator 1.1: The independence of the National Statistical Institutes and Eurostat from political and other external interference in developing, producing and disseminating statistics is specified in law and assured for other statistical authorities.

Indicator 1.2: The heads of the National Statistical Institutes and of Eurostat and, where appropriate, the heads of other statistical authorities have sufficiently high hierarchical standing to ensure senior level access to policy authorities and administrative public bodies. They are of the highest professional caliber.

Indicator 1.3: The heads of the National Statistical Institutes and, where appropriate, the heads of other statistical authorities have responsibility for ensuring that statistics are developed, produced and disseminated in an independent manner.

Indicator 1.4: The heads of the National Statistical Institutes and, where appropriate, the heads of other statistical authorities have the sole responsibility for deciding on statistical methods, standards and procedures, and on the content and timing of statistical releases.

Indicator 1.5: The statistical work programmes are published and periodic reports describe progress made.

Indicator 1.6: Statistical releases are clearly distinguished and issued separately from political/policy statements.

Indicator 1.7: The National Statistical Institute and, where appropriate, other statistical authorities, comment publicly on statistical issues, including criticisms and misuses of statistics as far as considered suitable.

Indicator 1.8: The appointment of the heads of the National Statistical Institutes and, where appropriate, of other statistical authorities, is based on professional competence only. The reasons on the basis of which the incumbency can be terminated are specified in the legal framework. These cannot include reasons compromising professional or scientific independence.

Taking into account the Indicators of this Principle, please give details of the activities and procedures put in place to comply with this principle. In particular of:

- the head of the statistical department:
  - The head of the statistical entity (i.e. department, unit, structure, office,...) has the sole responsibility for deciding on statistical methods, standards and procedures, and on the content and timing of statistical releases
  - Nomination and dismissal procedure, and duration of his/her mandate
  - Description of his/her responsibilities, indicating to which extend he/she can ensure that statistics are developed, produced and disseminated in an independent manner
  - Nature of reporting arrangements to, or the oversight by, the head of the NSI

- Administrative level
- the statistical releases
  - are they regularly used?
  - are they clearly distinguished and issued separately from political/policy statements?

-open reply-(compulsory)

The collection and processing of statistical information on civil aviation is performed by an employee in the "International Activities" Department with "Administrative, Legal, Financial and Business Services" Directorate of the Directorate General "Civil Aviation Administration". He has the full opportunity to prepare opinions when deciding on statistical methods, standards and procedures, and on the content and timing of the release of statistical data. This option is implemented within the general administrative rules in the Directorate General. His position is of the "Senior Expert" and he is a civil servant by means of an order under the Civil Servants Act and the procedures for appointment and dismissal are regulated under this act. The statistical surveys in civil aviation are part of the National Statistical Program. The annual statistical data in the field of civil aviation are published on a separate page on the website of DG CAA - <http://www.caa.bg/page.php?category=27>. They are used for the analysis of the national aviation market.

## Principle 2 - Mandate for Data Collection

**Statistical authorities have a clear legal mandate to collect information for European statistical purposes. Administrations, enterprises and households, and the public at large may be compelled by law to allow access to or deliver data for European statistical purposes at the request of statistical authorities.**

Indicator 2.1: The mandate of the statistical authorities to collect information for the development, production and dissemination of European Statistics is specified in law.

Indicator 2.2: The statistical authorities are allowed by law to use administrative data for statistical purposes.

Indicator 2.3: On the basis of a legal act, the statistical authorities may compel response to statistical surveys.

Taking into account the Indicators of this Principle, please give details of the activities and procedures put in place to comply with this principle. In particular:

- of the legal basis or agreement for collecting/compiling data and for producing European Statistics and
- whether it is publicly available

-open reply-(compulsory)

The provision of statistical information in the field of civil aviation is regulated in Art. 16, in conjunction with Art. 8 of the Civil Aviation Act. Specific respondents, statistical forms, frequency of providing information and the basic definitions are set out in Ordinance RD-08-20 from 1999 on the collection of statistical information on civil aviation in the Republic of Bulgaria, approved by the Minister of Transport. They all conform to Doc. 9060 of ICAO - Statistical Program of ICAO and Regulation EC 1358/2003 of the Commission and ensure the implementation of the State obligations under Art. 67 of the Chicago Convention on International Civil Aviation and under Regulation EU 437 of the Parliament and the Council. All mentioned regulations are available to the public on the website of the Directorate General.

## Principle 3 - Adequacy of Resources

**The resources available to statistical authorities are sufficient to meet European Statistics requirements.**

Indicator 3.1: Staff, financial, and computing resources, adequate both in magnitude and in quality, are available to meet current statistical needs.

Indicator 3.2: The scope, detail and cost of statistics are commensurate with needs.

Indicator 3.3: Procedures exist to assess and justify demands for new statistics against their cost.

Indicator 3.4: Procedures exist to assess the continuing need for all statistics, to see if any can be discontinued or curtailed to free up resources.

Taking into account the Indicators of this Principle, please give details of the activities and procedures put in place to comply with this principle. In particular of:

- whether the staff, financial and computing resources are adequate in magnitude and in quality to meet the statistical needs
- whether there are procedures to follow when there are statistical activities which can be discontinued or curtailed in order to free up resources

-open reply-(compulsory)

Human, financial and computer hardware resources in respondents ensure the implementation of their statutory obligations in terms of the statistical process. Regarding human resources in the Directorate General, it may be indicated that a reduction of the permanent staff was carried out, which affected the statistical activity in particular. We believe that there are no statistical activities in civil aviation statistics, which may be suspended or removed.

## Principle 4 - Commitment to Quality

**Statistical authorities are committed to quality. They systematically and regularly identify strengths and weaknesses to continuously improve process and product quality.**

Indicator 4.1: Quality policy is defined and made available to the public. An organizational structure and tools are in place to deal with quality management.

Indicator 4.2: Procedures are in place to plan and monitor the quality of the statistical production process.

Indicator 4.3: Product quality is regularly monitored, assessed with regard to possible trade-offs, and reported according to the quality criteria for European Statistics.

Indicator 4.4: There is a regular and thorough review of the key statistical outputs using also external experts where appropriate.

Taking into account the Indicators of this Principle, please give details of the activities and procedures put in place to comply with this principle. In particular of:

- your Quality Commitment
- the procedures to assure the quality of the statistical processes and outputs
- the methods of monitoring the quality with respect to the quality criteria for European Statistics

-open reply-(compulsory)

Valuing the importance of the quality of the statistical information collected from respondents and provided to ICAO and EUROSTAT, in 2007-2008 the Directorate General implemented the project "Improving the quality of statistics on civil aviation in the Republic of Bulgaria" funded by EUROSTAT under the PHARE Program. The implementation of the project received a positive assessment. As a result of the project a National Statistics Manual was developed, which was approved by an order of the Chief Director of DG CAA and which comprises of two sections: Legal Basis and Methodological Section with subsections for airports, for aviation operators, for the Air Traffic Services Authority, for general purpose aviation, for documents of general application and IT sectors. The Manual is available to the public on the website of DG CAA - <http://www.caa.bg/page.php?category=116> DG CAA has a Quality Management System certified under the ISO 9001:2008 standard, which includes procedures for the statistical process. There are also operating quality management systems in all main respondents – airports, aircraft operators for commercial air transportation and in the Air Traffic Services Authority, which include the procedures for preparing and processing the primary information documents and their software processing in the extraction of statistical information. The quality monitoring methods according to the quality criteria of European Statistics are those used by EUROSTAT. Annual quality reviews produced by EUROSTAT show a good level of statistics provided by Bulgaria.

## Principle 5 - Statistical Confidentiality

**The privacy of data providers (households, enterprises, administrations and other respondents), the confidentiality of the information they provide and its use only for statistical purposes are absolutely guaranteed.**

Indicator 5.1: Statistical confidentiality is guaranteed in law.

Indicator 5.2: Staff sign legal confidentiality commitments on appointment.

Indicator 5.3: Penalties are prescribed for any willful breaches of statistical confidentiality.

Indicator 5.4: Guidelines and instructions are provided to staff on the protection of statistical confidentiality in the production and dissemination processes. The confidentiality policy is made known to the public.

Indicator 5.5: Physical, technological and organisational provisions are in place to protect the security and integrity of statistical databases

Indicator 5.6: Strict protocols apply to external users accessing statistical microdata for research purposes.

Taking into account the Indicators of this Principle, please give details of the activities and procedures put in place to comply with this principle. In particular of:

- the legal basis that requires to fully respect Statistical confidentiality
- the protocols applied
- the guidelines and instructions provided to the staff and the confidentiality commitments signed by the staff
- the physical, technological and organizational provisions to protect security and integrity of databases

-open reply-(compulsory)

Activities on the protection of statistical confidentiality in the field of civil aviation statistics is consistent with the general requirements stipulated in the Statistics Act. The content of the signed privacy policies complies with these requirements. Physical, technological and organizational ordinances on protecting the security and integrity of the databases are consistent with the available technical capabilities and are within the overall information protection of data and communications. Respondents submit their reports either on paper or on an external medium. DG CAA provides NSI with the statistical forms using an external medium only.

## Principle 6 - Impartiality and Objectivity

**Statistical authorities develop, produce and disseminate European Statistics respecting scientific independence and in an objective, professional and transparent manner in which all users are treated equitably.**

Indicator 6.1: Statistics are compiled on an objective basis determined by statistical considerations

Indicator 6.2: Choices of sources and statistical methods as well as decisions about the dissemination of statistics are informed by statistical considerations.

Indicator 6.3: Errors discovered in published statistics are corrected at the earliest possible date and publicised.

Indicator 6.4: Information on the methods and procedures used is publicly available.

Indicator 6.5: Statistical release dates and times are pre-announced

Indicator 6.6: Advance notice is given on major revisions or changes in methodologies

Indicator 6.7: All users have equal access to statistical releases at the same time. Any privileged pre-release access to any outside user is limited, monitored and publicised. In the event that leaks occur, pre-release arrangements are revised so as to ensure impartiality.

Indicator 6.8: Statistical releases and statements made in press conferences are objective and non-partisan.

Taking into account the Indicators of this Principle, please give details of the activities and procedures put in place to comply with this principle. In particular of:

- the equal access to all users – both within the national statistical system and externally -- to statistical releases at the same time
- pre-announced statistical releases calendars
- any privilege access to users - both within the national statistical system and externally -- and whether it is limited, controlled and publicized.
- the error treatment policy and revision strategies

-open reply-(compulsory)

Statistical information on civil aviation, which contains only summary information about the respondents, is published on the website of

the Directorate General depending on the terms for the provision of data. Summary information on airports is published at the end of the month of January for the previous year, and for the Bulgarian aviation operators – at the end of the month of March. The manner of disclosure provides a uniform access to all users at the same time. Due to the limitations of statistical confidentiality and the structure of the aviation market, no excerpts are published from the statistical information collected under the requirements of Reg. 437/2003. No privileged access is available in terms of the type of statistical information or in terms of users.

### Strengths and weaknesses:

Please state below the main areas of strength with regard to the **institutional environment** of your organisation. -open reply-(**compulsory**)

In the field of civil aviation, respondents are obliged to report their air service only to the Directorate General and they have no obligations to report to the National Statistics Institute. This allows better opportunities for methodological guidance on behalf of DG CAA, while reducing the administrative burden on respondents.

Please state below the main areas of weakness with regard to the **institutional environment** of your organisation. -open reply-(**compulsory**)

The low administrative level of the activities regarding the collection and processing of statistical information derived from the removal of the "Records and Statistics" Department in 2012 from the structure of DG CAA and the low administrative position of the responsible official, which does not legally allow him to provide opinions on considered amendments at normative documents and of framework positions of the State on them being prepared.

### Good practices

Please state below the good practices with regard to the **institutional environment** that you can enumerate within your organization.

-open reply-(**compulsory**)

A good practice is the stable staff composition of responsible officials in key respondents and maintaining constant contact with them by DG CAA. Their involvement in the implementation of the aforementioned project gave very positive results in terms of their ability to work with primary information documents and of the preparation of statistical reporting forms.

### Follow up:

On the basis of the above mentioned weaknesses please list below actions you would like to take which are suited to improve the situation concerning the **institutional environment** of your organisation.

Actions and time frame -open reply-(**compulsory**)

Due to the fact that the mentioned administrative actions for staff cuts and the lowering of the administrative level of the activity in 2012 are justified by common staff and budget cuts throughout the state administration, it is hard for us to commit to specific actions to improve the situation.

## Statistical Processes

### Principle 7 - Sound methodology

**Sound methodology underpins quality statistics. This requires adequate tools, procedures and expertise.**

Indicator 7.1: The overall methodological framework of the statistical authority follows European and other international standards, guidelines, and good practices.

Indicator 7.2: Procedures are in place to ensure that standard concepts, definitions and classifications are consistently applied throughout the statistical authority.

Indicator 7.3: The business register and the frame for population surveys are regularly evaluated and adjusted if necessary in order to ensure high quality.

Indicator 7.4: Detailed concordance exists between national classifications systems and the corresponding European systems.

Indicator 7.5: Graduates in the relevant academic disciplines are recruited.

Indicator 7.6: Statistical authorities implement a policy of continuous vocational training for their staff

Indicator 7.7: Co-operation with the scientific community is organized to improve methodology, the effectiveness of the methods implemented and to promote better tools, when feasible.

Taking into account the Indicators of this Principle, please give details of the activities and procedures put in place to comply with this principle. In particular of:

- the application of standard concepts, definitions and classifications and whether they are in concordance with the corresponding European standards (also related to principle 14)the cooperation with the scientific community
- the recruitment policy in order to guarantee that experts of relevant academic disciplines are hired

-open reply-(**compulsory**)

The specifics of the content of civil aviation statistics and the organizational aspects of the activity within DG CAA require more experience in civil aviation and administrative routine than education in the field of statistics.

## Principle 8 - Appropriate statistical procedures

**Appropriate statistical procedures, implemented from data collection to data validation, must underpin quality statistics.**

Indicator 8.1: When European Statistics are based on administrative data, the definitions and concepts used for the administrative purpose are a good approximation to those required for statistical purposes.

Indicator 8.2: In case of statistical surveys, questionnaires are systematically tested prior to the data collection.

Indicator 8.3: Survey designs, sample selections, and estimation methods are well based and regularly reviewed and revised as required.

Indicator 8.4: Data collection, data entry, and coding are routinely monitored and revised as required

Indicator 8.5: Appropriate editing and imputation methods are used and regularly reviewed, revised or updated as required.

Indicator 8.6: Revisions follow standard, well-established and transparent procedures

Indicator 8.7: Statistical authorities are involved in the design of administrative data in order to make administrative data more suitable for statistical purposes.

Indicator 8.8: Agreements are made with owners of administrative data which set out their shared commitment to the use of these data for statistical purposes.

Indicator 8.9: Statistical authorities co-operate with owners of administrative data in assuring data quality.

Taking into account the Indicators of this Principle, please give details of the activities and procedures put in place to comply with this principle. In particular of:

In case of statistics based on **survey data**:

- what methods are used for the following issues, if applicable, and how they are revised and updated
  - Data collection
    - Survey design
    - Samples selection
    - Secondary data use
    - Data entry
    - Data coding
    - Questionnaire testing
  - Data processing
    - Editing
    - Imputation

- Estimation

In case of statistics based on **administrative data**:

- the involvement of the statistical department in the design of administrative data in order to make administrative data more suitable for statistical purposes; to which extent the definitions and concepts used for administrative purposes are a good approximation of those required for statistical purposes and how this is shared/organised with the NSI

-open reply-(**compulsory**)

Statistical forms, respectively: the type of statistical data, the frequency of submission of the information and the basic definitions are set out in Ordinance RD-08-20 from 1999 on the collection of statistical information on civil aviation in the Republic of Bulgaria, approved by the Minister of Transport. They all conform to Doc. 9060 of ICAO - Statistical Program of ICAO and Regulation EC 1358/2003 of the Commission. The specifics of the respondents' activities and the requirements of the regulations does not imply the use of certain specialized surveys and administrative data.

## Principle 9 - Non excessive burden on respondents

**The reporting burden is proportionate to the needs of the users and is not excessive for respondents. The statistical authorities monitor the response burden and sets targets for its reduction over time.**

Indicator 9.1: The range and detail of European Statistics demands is limited to what is absolutely necessary

Indicator 9.2: The reporting burden is spread as widely as possible over survey populations.

Indicator 9.3: The information sought from businesses is, as far as possible, readily available from their accounts and electronic means are used where possible to facilitate its return.

Indicator 9.4: Administrative sources are used whenever possible to avoid duplicating requests for information.

Indicator 9.5: Data sharing within statistical authorities is generalised in order to avoid multiplication of surveys.

Indicator 9.6: Statistical authorities promote measures that enable the linking of data sources in order to reduce reporting burden.

Taking into account the Indicators of this Principle, please give details of the activities, methods and tools put in place to comply with this principle.

In particular if you depend from outside respondents for providing you with raw data elaborate on:

- the use of data already available from other sources to avoid duplicating request for information
- (when information is sought from business) whether the information is readily available from their accounts and whether electronics means are used
- the data sharing with other authorities to avoid multiplication of surveys

-open reply-(**compulsory**)

As mentioned, in the field of civil aviation, respondents are obliged to report their air service only to DG CAA and they have no obligation to report to the National Statistical Institute. There are no other sources of such information. There is no duplication of observations either. The required statistical information is available in specific civil aviation information documents, the processing of which is performed by application software within integrated information systems. Statistical reporting forms are specialized extracts from these systems. Therefore, we believe that the load on respondents complies with the requirements of statistical activities and does not create any unnecessary loads.

## Principle 10 - Cost Effectiveness

**Resources are used effectively.**

Indicator 10.1: Internal and independent external measures monitor the statistical authority's use of resources.

Indicator 10.2: The productivity potential of information and communications technology is being optimised for data



collection, processing and dissemination.

Indicator 10.3: Proactive efforts are being made to improve the statistical potential of administrative data and to limit recourse to direct surveys

Indicator 10.4: Statistical authorities promote and implement standardized solutions that increase effectiveness and efficiency.

Taking into account the Indicators of this Principle, please give details of the activities and procedures put in place to comply with this principle. In particular of:

- the use of information and communications technologies
- the use of data already available to limit the recourse to direct surveys
- the monitoring and reporting of resources used for statistical operations

-open reply-(**compulsory**)

Processing of primary information documents specific to the air service is performed by application software within unified information systems. Statistical reporting forms are specialized extracts from these systems.

### Strengths and weaknesses:

Please state below the main areas of strength with regard to the **statistical processes** of your organisation.

-open reply-(**compulsory**)

Established practice, clear functions and relationships with respondents and with NSI.

Please state below the main areas of weakness with regard to the **statistical processes** of your organisation.

-open reply-(**compulsory**)

Insufficient use of the capabilities of modern information and communication technologies in the provision of statistical reporting forms by respondents to DG CAA and by DG CAA to the NSI.

### Good Practices

Please state below the good practices with regard to the **statistical processes** that you can enumerate within your organization. -open reply-(**compulsory**)

Permanent methodological supervision of the respondents by the statistics authority.

### Follow up:

On the basis of the above mentioned weaknesses please list below actions you would like to take which are suited to improve the situation concerning the **statistical processes** of your organisation.

Actions and time frame -open reply-(**compulsory**)

The effective use of modern information and communication technologies in the provision of statistical reporting forms by respondents to DG CAA and by the CAA to NSI requires the development of a specialized secure information portal. In preparing the budget of DG CAA for 2015, a proposition will be made to plan the resources for this purpose, but the decision depends on the principal, represented by the Ministry of Transport and Communications.

## Statistical Output

### Principle 11 - Relevance

**European Statistics meet the needs of users.**

Indicator 11.1: Processes are in place to consult users, monitor the relevance and utility of existing statistics in meeting their needs, and consider their emerging needs and priorities.



Indicator 11.2: Priority needs are being met and reflected in the work programme.

Indicator 11.3: User satisfaction is monitored on a regular basis and is systematically followed up.

Taking into account the Indicators of this Principle, please give details of the activities and procedures put in place to comply with this principle. In particular of:

- how users are consulted and their degree of satisfaction is monitored
- how priorities and emerging needs are set

-open reply-(**compulsory**)

DG CAA as a statistics authority has no consistent practice to advise its users. Consultations are carried out in case of any interest of a specific user mainly verbally or by email. DG CAA does not participate in the formation of priorities or in the analysis of the needs of potential users.

## **Principle 12 - Accuracy and Reliability**

**European Statistics accurately and reliably portray reality.**

Indicator 12.1: Source data, intermediate results and statistical outputs are assessed and validated

Indicator 12.2: Sampling errors and non-sampling errors are measured and systematically documented according to the European standards.

Indicator 12.3: Revisions are regularly analysed in order to improve statistical processes.

Taking into account the Indicators of this Principle, please give details of the activities and procedures put in place to comply with this principle. In particular of:

- how source data, intermediate results and statistical outputs are validated
- (if applicable) the calculation of sampling and non-sampling errors
- (if applicable) the provision of quantitative information about the accuracy of estimates compiled from administrative sources
- (if applicable) information about the completeness of administrative registers, and any duplication
- the revision policy and its procedures

-open reply-(**compulsory**)

In the field of civil aviation, respondents report their activities by submitting ready statistical forms regulated in Ordinance RD-08-20 from 1999. Data is not processed any further; there are no intermediate results. No administrative sources are used when generating the data. The check for any errors is performed by the software when preparing to send the report forms to EUROSTAT. The product ADAMIS checks the forms for any errors in the codes used, as well as when comparing of comparable data (e.g. passengers transported and passenger seats available). The errors detected are remediated in operating order, with the position of the statistics authority – DG CAA being decisive.

## **Principle 13 - Timeliness and Punctuality**

**European Statistics are released in a timely and punctual manner.**

Indicator 13.1: Timeliness meets European and other international release standards.

Indicator 13.2: A standard daily time for the release of European Statistics is made public.

Indicator 13.3: The periodicity of statistics takes into account user requirements as much as possible.

Indicator 13.4: Divergence from the dissemination time schedule is publicized in advance, explained and a new release date set.

Indicator 13.5: Preliminary results of acceptable aggregate accuracy can be released when considered useful.

Taking into account the Indicators of this Principle, please give details of the activities and procedures put in place to comply with this principle. In particular of:

- The dissemination policy addressing the following issuesInteraction with users on statistical products and its frequency
  - Release dates (pre-announced calendar, deviations and justifications)
  - Revision policy
  - Dissemination of preliminary results

-open reply-(**compulsory**)

The data's relevance in terms of time is provided by the statutory deadlines. Airports provide the required monthly information by the fifteenth day of each subsequent month. This ensures updated information on time, in order to allow compliance with deadlines for submitting data to EUROSTAT. As mentioned, summary information on airports is published at the end of the month of January for the previous year, and for the Bulgarian aviation operators – at the end of the month of March. Due to the limitations of statistical confidentiality and the structure of the aviation market, no excerpts are published from the statistical information collected under the requirements of Reg. 437/2003. These terms are announced officially in the National Statistical Program. There is no practice for DG CAA to prepare preliminary results and revisions. Interaction with users of statistical information is carried out in operating order on their own initiative.

## Principle 14 - Coherence and Comparability

**European Statistics are consistent internally, over time and comparable between regions and countries; it is possible to combine and make joint use of related data from different sources.**

Indicator 14.1: Statistics are internally coherent and consistent (i.e. arithmetic and accounting identities observed).

Indicator 14.2: Statistics are comparable over a reasonable period of time.

Indicator 14.3: Statistics are compiled on the basis of common standards with respect to scope, definitions, units and classifications in the different surveys and sources.

Indicator 14.4: Statistics from different sources and of different periodicity are compared and reconciled.

Indicator 14.5: Cross-national comparability of the data is ensured within the European Statistical System through periodical exchanges between the European Statistical System and other statistical systems. Methodological studies are carried out in close co-operation between the Member States and Eurostat.

Taking into account the Indicators of this Principle, please give details of the activities and procedures put in place to comply with this principle. In particular:

- dissemination of comparable series over a reasonable period of time
- (if applicable) on whether statistics from different sources and of different periodicity are compared and reconciled

-open reply-(**compulsory**)

Statistical reporting forms in civil aviation that are submitted by the respondents fully comply with Regulation 1358/2003. The definitions are in accordance with the approved methodology of EUROSTAT. No other sources or forms with different periodicity are used and therefore their comparing and aligning is not needed.

## Principle 15 - Accessibility and Clarity

**European Statistics are presented in a clear and understandable form, released in a suitable and convenient manner, available and accessible on an impartial basis with supporting metadata and guidance.**

Indicator 15.1: Statistics and the corresponding metadata are presented, and archived, in a form that facilitates proper interpretation and meaningful comparisons.

Indicator 15.2: Dissemination services use modern information and communication technology and, if appropriate,

traditional hard copy.

Indicator 15.3: Custom-designed analyses are provided when feasible and the public is informed.

Indicator 15.4: Access to microdata is allowed for research purposes and is subject to specific rules or protocols.

Indicator 15.5: Metadata are documented according to standardized metadata systems.

Indicator 15.6: Users are kept informed about the methodology of statistical processes including the use of administrative data.

Indicator 15.7: Users are kept informed about the quality of statistical outputs with respect to the quality criteria for European Statistics.

Taking into account the Indicators of this Principle, please give details of the activities and procedures put in place to comply with this principle. In particular of:

- how data and metadata are disseminated
- how users are kept informed about the methodology of the statistical processes and the quality of their outputs
- the type of dissemination service available to users
- custom designed analysis and products for satisfying user request
- accessibility of micro data

-open reply-(**compulsory**)

As mentioned, summary information on airports is published at the end of the month of January for the previous year, and for the Bulgarian aviation operators – at the end of the month of March. The manner of disclosure provides a uniform access to all users at the same time. Due to the limitations of statistical confidentiality and the structure of the aviation market, no excerpts are published from the statistical information collected under the requirements of Reg. 437/2003. This data is available at all times for the needs of government and for the regulation of the aviation market. The methodology used is available in the aforementioned National Statistics Manual on Air Transport published on the website of DG CAA. It should be emphasized that the terminology in the statistics does not differ from the one used in civil aviation for other purposes and it well known in the industry.

### Strengths and weaknesses:

Please state below the main areas of strength with regard to the **statistical output** of your organisation.

-open reply-(**compulsory**)

A strength of the statistical process is the fact that the respondents themselves prepare the final statistical reporting forms. They are prepared as excerpts from existing information systems used by respondents for management purposes. This is one factor that contributes to the accuracy of the data.

Please state below the main areas of weakness with regard to the **statistical output** of your organisation.

-open reply-(**compulsory**)

The lack of any practice to prepare current and up to date reports on the state of the market and its dynamics.

### Good Practices

Please state below the good practices with regard to the **statistical output** that you can enumerate within your organization.

-open reply-(**compulsory**)

The preparation and submission of statistical reporting forms is regulated and is carried out within the statutory rules and procedures.

### Follow up:

On the basis of the above mentioned weaknesses please list below actions you would like to take which are suited to improve the situation concerning the **statistical output** of your organisation.

Actions and time frame -open reply-(**compulsory**)

Due to staffing limitations, we cannot make a commitment to prepare current reports on the state of the market and its dynamics, or to

make an educated guess when that might happen in the future.