

30th Voorburg Group Meeting

**Sydney, Australia
September 21st to September 25th, 2015**

Mini-presentation on Turnover/Output for Office Administrative and Support Activities (ISIC 8210) in Poland



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1. Introduction

The main purpose of paper is to present practices and experiences of Polish statisticians when information on the production of *Office Administrative and Support Activities (ISIC 8210)* are compiled. Moreover, the paper provides technical information on the methods for compilation of index of services production (ISP) and some conclusions concerning the influence of method on calculated data series.

In Poland official statistics compiles information on the economic activity of *Office Administrative and Support Activities (ISIC 8210)* within annual as well as short-term business statistics. Nevertheless, short-term information on business activity are disseminated at the level of division 82 *Office administrative, office support and other business support activities*.

Nowadays, within the European Statistical System (ESS) member states of European Union (EU) are obliged to provide Eurostat with annual datasets on the economic activity of enterprises (SBS) at the class level of NACE (= ISIC). There is also obligation to produce the short-term data on turnover at the division level *Office administrative, office support and other business support activities (ISIC 82)*. However, the draft of new regulation concerning the business statistics (FRIBS – Frame Regulation for Integration of Business Statistics) foresees more detailed level of data. For *Office Administrative and Support Activities (ISIC 8210)* monthly data on turnover as well as the index of services production are to be required.

One feature of business statistics in Poland is that it comprises all entities of national economy which operate on the market. It allows to compare the results of surveys between various business activities. Moreover, the enterprises with the number of persons employed 10 and more are usually surveyed annually in a way of census. As a result information for those enterprises can be presented at the lowest level of detail. In case of smaller enterprises the stratified sample of entities is surveyed and the detail level of presented data depends on the way in which a sample is selected and the results are grossed up.

2. Definition of office administrative and support activities. Standard classification structure and product details.

In Poland office administrative and support activities are defined according to The Polish Classification of Activities (PKD2007) which is completely coherent and comparable with the Statistical Classification of Economic Activities in the European Community, Rev. 2. (NACE Rev. 2) and The International Standard Industrial Classification of All Economic Activities, Rev. 4 (ISIC, Rev.4).

The business activities related with office administrative and support activities are classified into the group 82.1 by NACE Rev.2 which corresponds to the group 8210 of the International Standard Industrial Classification of All Economic Activities, Revision 4 (ISIC Rev.4).

Table 1: Office Administrative and Support Activities in PKD2007, NACE Rev.2 and ISIC Rev.4

PKD2007=NACE Rev.2		ISIC Rev.4	
Code	Description	Code	Description
N	ADMINISTRATIVE AND SUPPORT SERVICE ACTIVITIES	N	ADMINISTRATIVE AND SUPPORT SERVICE ACTIVITIES
82	Office administrative, office support and other business support activities	82	Office administrative, office support and other business support activities
82.1	Office administrative and support activities	821	Office administrative and support activities
82.11	Combined office administrative service activities	8211	Combined office administrative service activities
82.19	Photocopying, document preparation and other specialized office support activities	8219	Photocopying, document preparation and other specialized office support activities

Office Administrative and Support Activities (ISIC 8210) includes the provision of a range of day-to-day office administrative services on a contract or fee basis. This group also includes support activities for others on a contract or fee basis, that are ongoing routine business support functions that businesses and organisations traditionally do for themselves. Entities classified in this group do not provide operating staff to carry out the complete operations of a business.

The group consists of two classes: *Combined office administrative service activities* (ISIC 8211) and *Photocopying, document preparation and other specialized office support activities* (ISIC 8219).

The *Combined office administrative service activities* (ISIC 8211) includes the provision of a combination of day-to-day office administrative services, such as reception, financial planning, billing and record keeping, personnel and mail services etc. for others on a contract or fee basis. This item excludes: provision of only one particular aspect of these activities and provision of the operating staff without supervision (classified into 78)

The *Photocopying, document preparation and other specialised office support activities* (ISIC 8219) includes a variety of copying, document preparation and specialised office support activities. The document copying/printing activities included here cover only short-run type printing activities. This class includes: document preparation, document editing or proofreading, typing and word processing, secretarial support services, transcription of documents, and other secretarial services, letter or resume writing, provision of mailbox rental and other postal and mailing services, such as pre-sorting, addressing, etc., photocopying, duplicating, blueprinting and other document copying services (without also providing printing services, such as offset printing, quick printing, digital printing, pre-press services). This class excludes: printing of documents (offset printing, quick printing etc.) (classified into 18.12), pre-press services (classified into 18.13), developing and organising mail advertising campaigns (classified into 73.11), specialised stenotype services such as court reporting, (classified into 82.99) and public stenography services (classified into 82.99).

The products of *Office Administrative and Support Activities* (ISIC 8210) are classified into *Office administrative and support services* (PKWiU 821) by the Polish Classification of Goods and Services (PKWiU). PKWiU is coherent with the Statistical Classification of Products by Activity in the European Economic Community (CPA2008).

The office administrative and support services are classified in the division 82 *Office administrative, office support and other business support services* under the code 82.1 *Office administrative and support services* by the CPA2008. It corresponds to the code 859 *Other support services* by the Central Product Classification (CPC Ver.2). Despite the used various number codes the further breakdowns applied in both reference product classifications are the same.

Table 2: Office administrative, office support and other business support services in PKWiU2008, CPA2008, CPC Ver.2

PKWiU2008 = CPA2008		CPC Ver.2	
Code	Description	Code	Description
N	ADMINISTRATIVE AND SUPPORT SERVICES	8	Business and production services
82	Office administrative, office support and other business support services	85	Support services
82.1	Office administrative and support services	859	Other support services
82.11	Combined office administrative services	8594	Combined office administrative services
82.11.1	Combined office administrative services	85940	Combined office administrative services
82.11.10	Combined office administrative services		
82.19	Photocopying, document preparation and other specialised office support services	8595	Specialized office support services
82.19.1	Photocopying, document preparation and other specialised office support services		
82.19.11	Duplicating services		
82.19.12	Mailing list compilation and mailing services	85952	Mailing list compilation services
		85953	Mailing services
82.19.13	Document preparation and other specialised office support services	85954	Document preparation and other specialized office support services

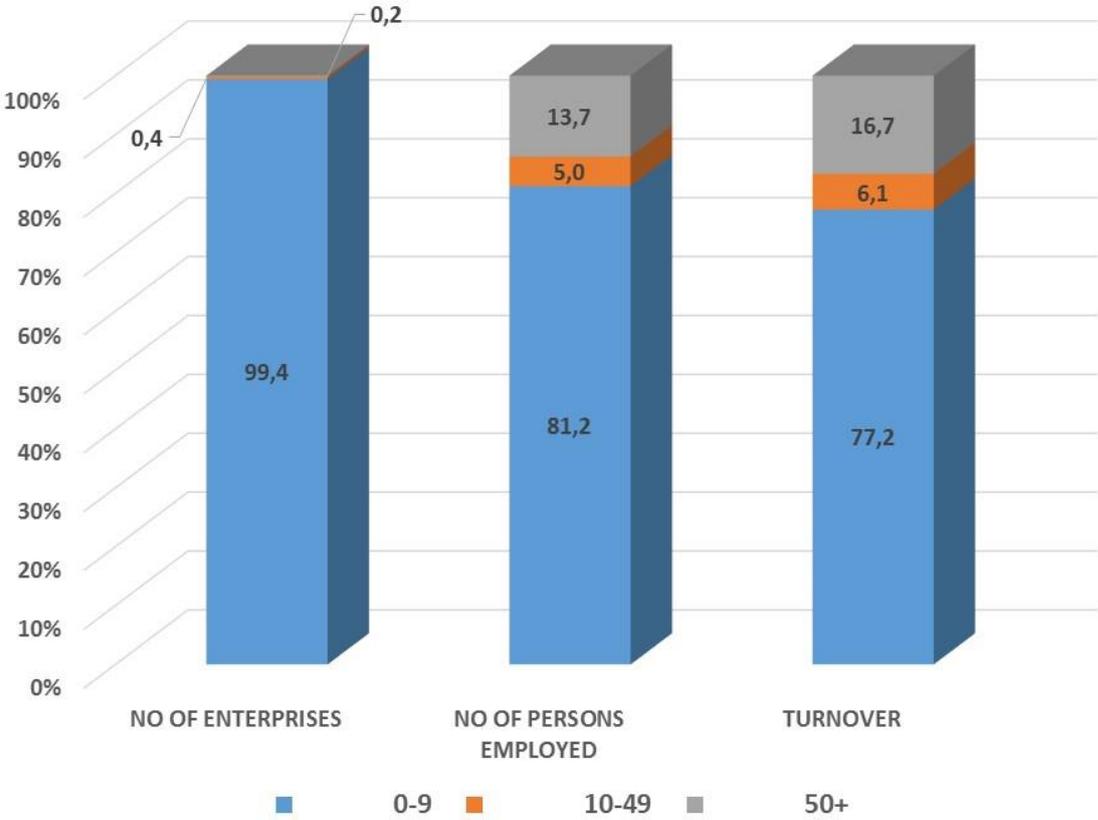
3. Market conditions and constraints

In 2013 in Poland there were about 8,7 thous. enterprises with the core activity classified into *Office administrative and support activities (ISIC 8210)* which constituted 15,2% of total number of enterprises in Section N *Administrative and support services* by NACE Rev.2/ISIC Rev.4. The enterprises with the core activity within *Office administrative and support activities (ISIC 8210)* employed almost 14,5 thous. employees (3,2% of total number of persons employed in Section N) and generated 412 mln EUR of turnover (3,0% of total turnover in Section N).

The dominant role in *Office administrative and support activities (ISIC 8210)* the enterprises with the number of persons employed 9 and less have. In 2013 they constituted above 99% of

population. They gave above 80% of total number of work places and generated about 77% of total turnover.

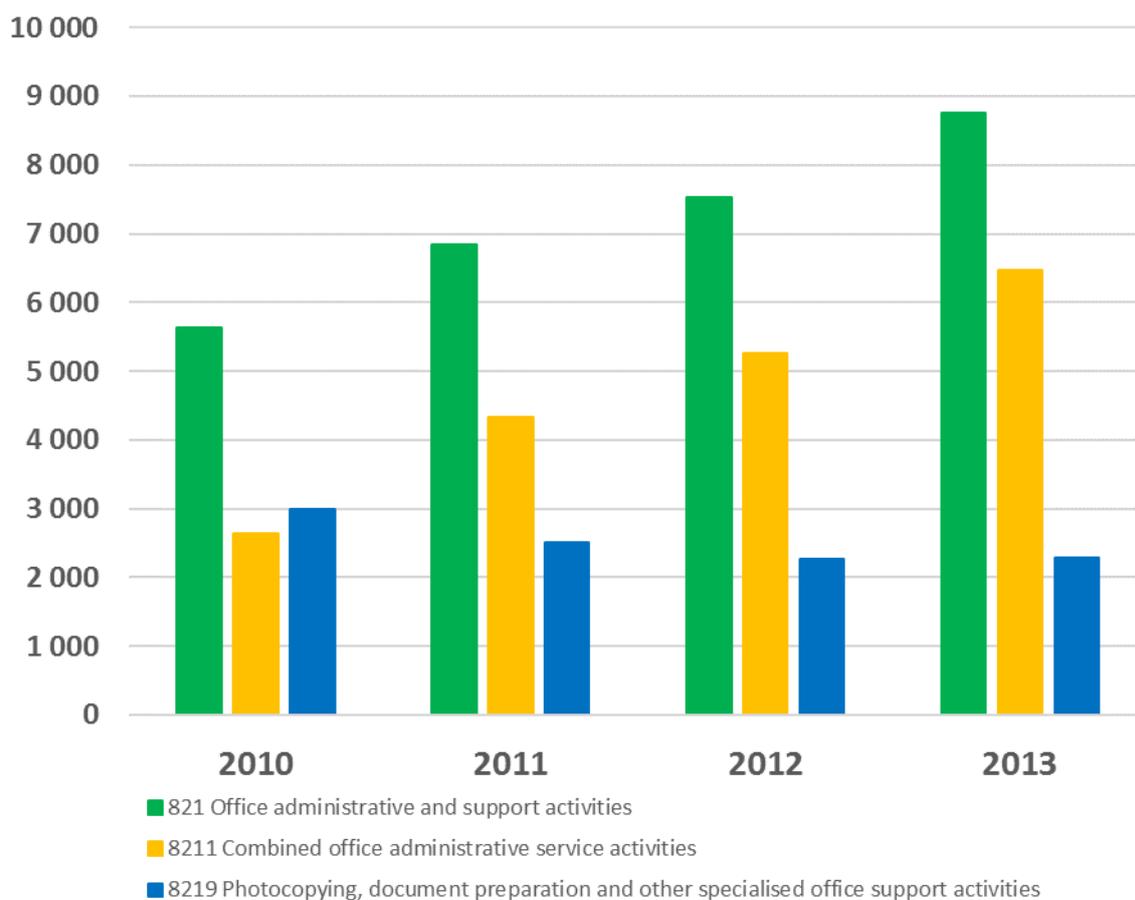
Chart 1: The structure of number of enterprises, number of persons employed and turnover in Office administrative and support activities (ISIC 8210) by size classes in 2013



Source: Structural Business Statistics

Office administrative and support activities (ISIC 8210) covers two groups of activity Combined office administrative services (ISIC 8211) and Photocopying, document preparation and other specialized office support activities (ISIC 8219). Regarding the number of enterprises, number of persons employed and turnover Combined office administrative activities (ISIC 8211) have the prevailing position as they constituted about ¾ of market and develop dynamically.

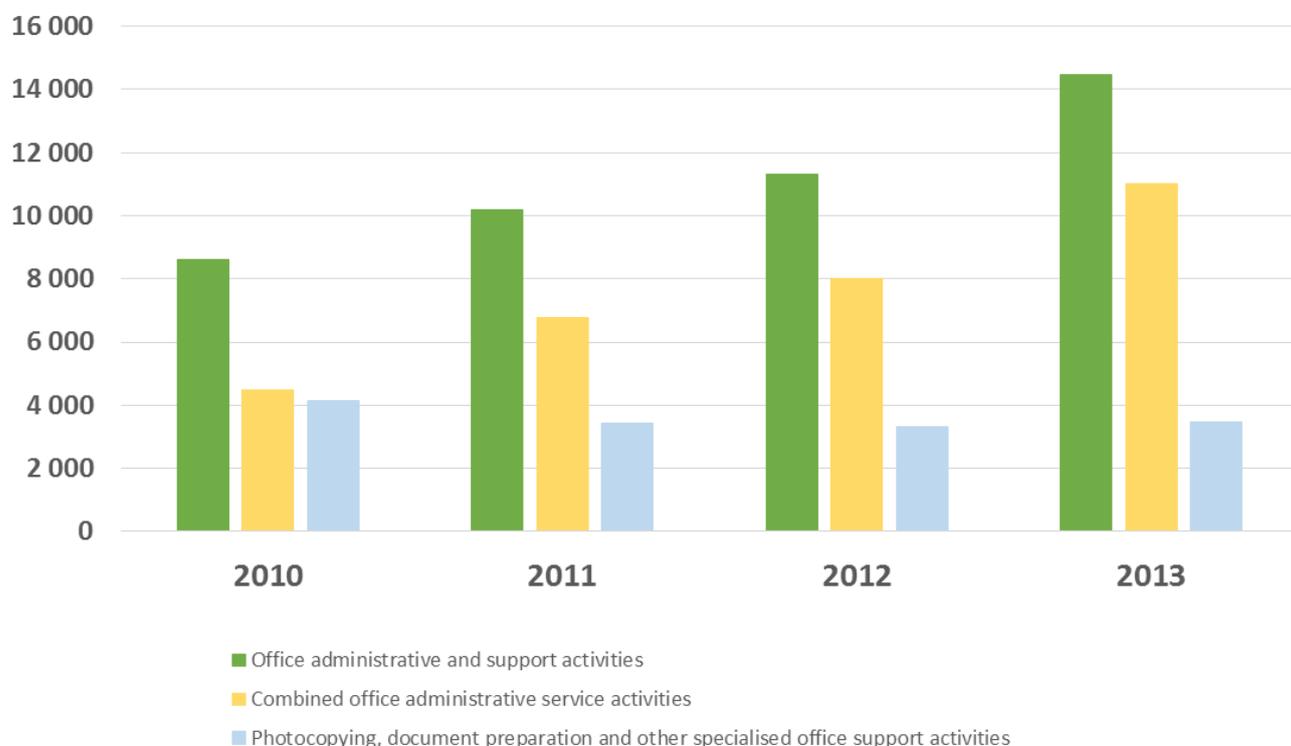
Chart 2: Office administrative and support activities (ISIC 8210) – number of enterprises in years 2010-2013



Source: Structural Business Statistics

In 2013 the number of enterprises classified into *Office administrative and support activities (ISIC 8210)* increased above 1,5 times in reference to 2010. The growth of population was driven by the increase in the number of enterprises which deal with *Combined office administrative services (ISIC 8211)*. In analyzed period it rose almost 2,5 times while the population of enterprises with the core activity within *Photocopying, document preparation and other specialized office support activities (ISIC 8219)* shrank by ¼. This decrease effected the population of enterprises with the number of persons employed 9 and less.

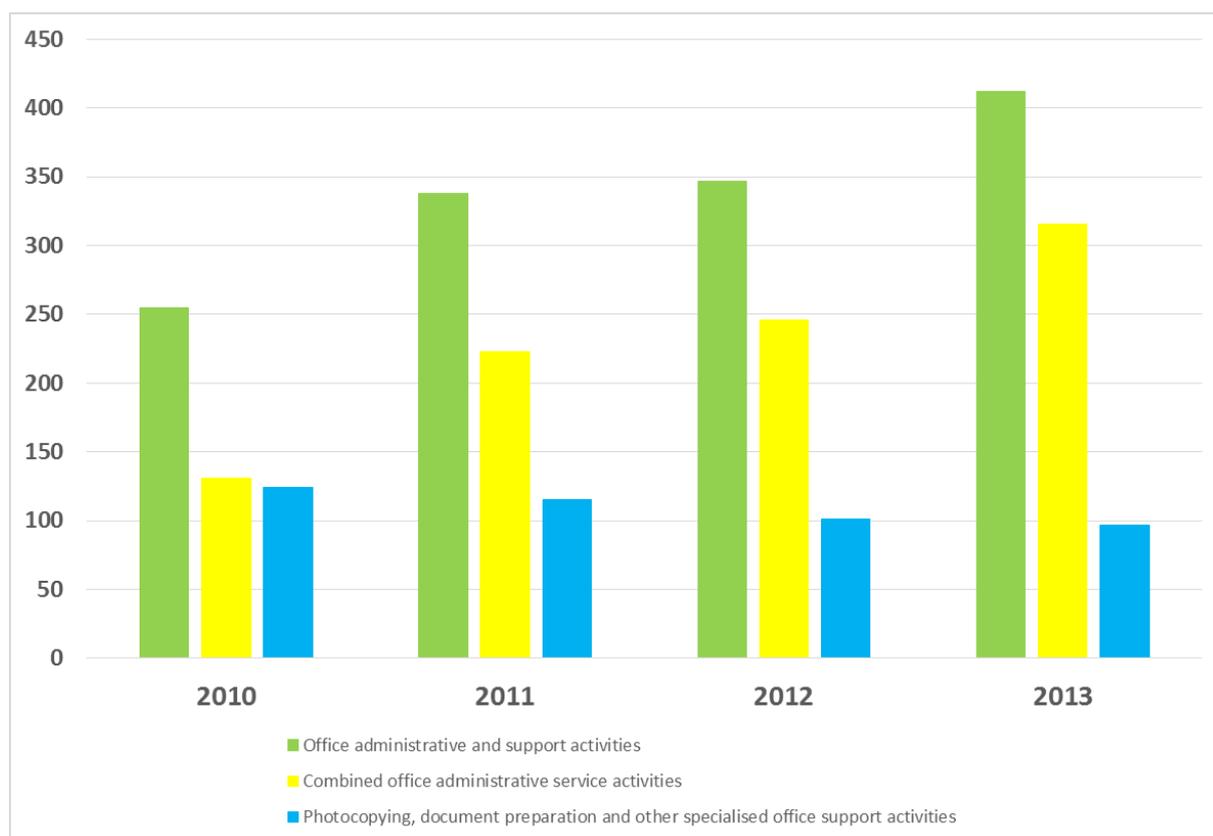
Chart 3: Office administrative and support activities (ISIC 8210) – number of persons employed in the years 2010-2013



Source: Structural Business Statistics

In the period 2010-2013 the number of persons employed in *Office administrative and support activities (ISIC 8210)* rose by almost 70% - from 8,6 mln to 14,5 mln. In *Combined office administrative activities (ISIC 8211)* it was 2,5 times higher than in 2010 while *Photocopying, document preparation and other specialized office support activities (ISIC 8219)* employed by about 17% less persons.

Chart 4: Office administrative and support activities (ISIC 8210) – turnover in MLN EUR in years 2010-2013



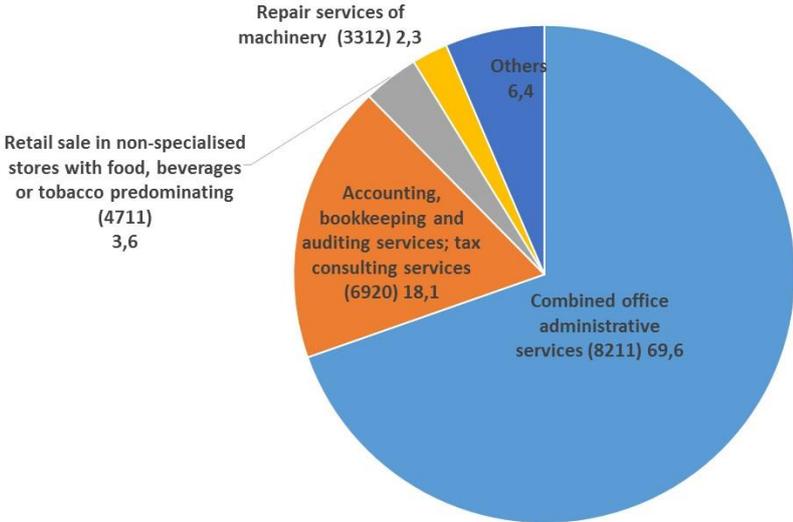
Source: Structural Business Statistics

The changes in the number of enterprises and the number of persons employed influenced the value of turnover generated by enterprises with the core activity classified into *Office administrative and support activities*. The value of turnover rose from about 255 mln euro in 2010 to above 412 mln euro in 2013 (by about 70%). In *Combined office administrative activities (ISIC 8211)* it was 2,5 times higher than in 2010 while in *Photocopying, document preparation and other specialized office support activities (ISIC 8219)* it decreased by about 18%.

* * *

Regarding the activity of enterprises with the number of persons employed 10 and more in 2013 almost 70% of turnover generated by enterprises with the core activity within combined office administrative service activities came from the sale of core activities' services. The accounting, bookkeeping and auditing services; tax consultancy (ISIC 6920) constituted about 18%.

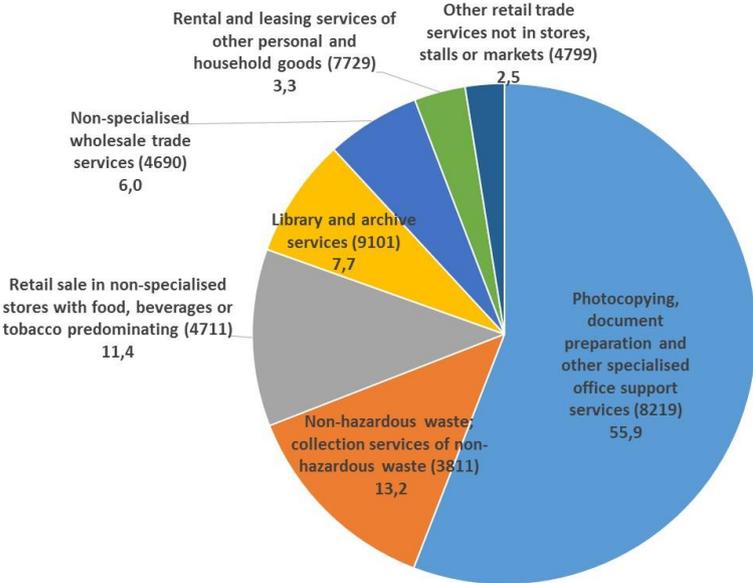
Chart 5: Structure of turnover in Combined office administrative activities (ISIC 8211) by product in 2013 in %



Source: Own calculation

For photocopying, document preparation and other specialized office support activities (ISIC 8219) almost 56% of turnover came from sale of services produced within the core activity. Above 13% of turnover was performed by sale of waste collection, treatment and disposal services (ISIC 3811) and above 11% by sale of retail trade services in non-specialized stores with food, beverages or tobacco predominating (ISIC 4711).

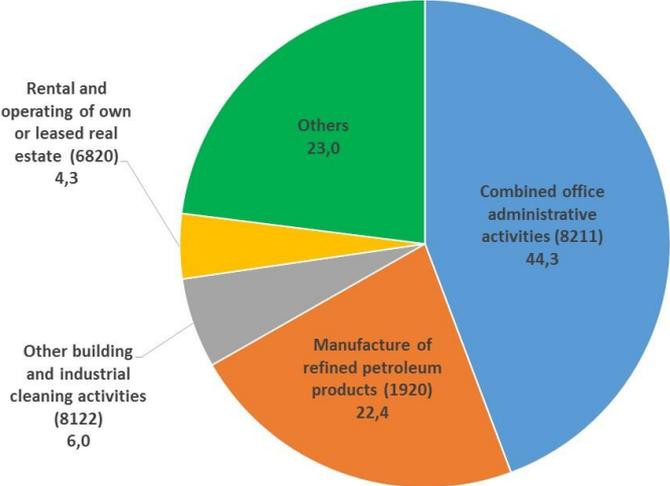
Chart 6: Structure of turnover in Photocopying, document preparation and other specialized office support activities (ISIC 8219) by product in 2013 in %



Source: Own calculation

In 2013 the office administrative services produced by enterprises with the core activity ISIC 8211 (with the number of persons employed 10 and more) constituted about 44% of total production of office administrative services. About 22% of services was provided by enterprises with the core activity within *Manufacture of refined petroleum products (ISIC 1920)*.

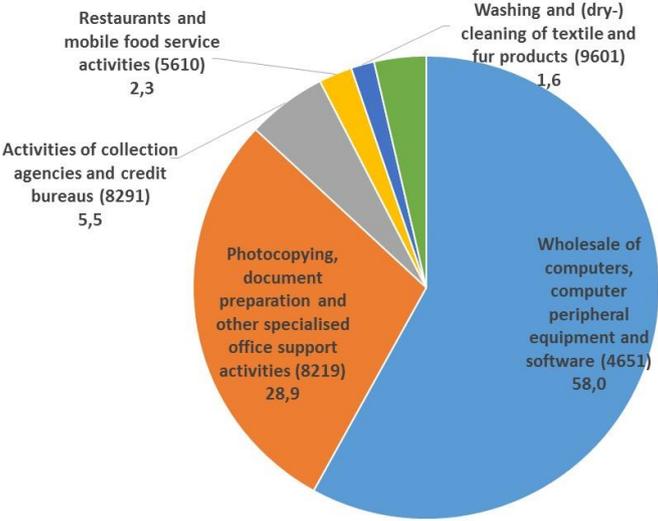
Chart 7: Structure of turnover from sale of combined office administrative by industry in 2013 in %



Source: Own calculation

In case of photocopying, document preparation and other specialised office support services in 2013 the majority of turnover (58%) is generated by the production performed by *Wholesale of computers, computer peripheral equipment and software (ISIC 4651)* as its secondary activity. The enterprises with the core activity within *Photocopying, document preparation and other specialized office support activities (ISIC 8219)* produce about 30% of total production of these services.

Chart 8: Structure of turnover from sale of photocopying, document preparation and other specialized office support services by industry in 2013 in %



Source: Own calculation

4. Output measurement in *Office administrative and support activities*

In Poland the output of *Office administrative and support activities* (ISIC 8210) can be measured by various variables compiled by the public statistics such as turnover, revenues from various types of business activity (e.g. operational or financial revenues, etc.), number of enterprises or number of person employed, etc.. They are compiled within the different domains of statistics: structural business statistics, short-term statistics, labour statistics or international trade in services.

The variable used to present the output of *Office administrative and support activities* is turnover at the industry level.

It means that the recorded value comprises not only the turnover from office administrative and support services but also turnover from other kinds of activities. As it was presented in section 2. *Market conditions and constraints* in case of enterprises with the number of persons employed 10 and more the combined office administrative services constitute about 70% of total turnover of *Combined office administrative activities (ISIC 8211)* while the photocopying, document preparation and other specialized office support services only 56% of total turnover of *Photocopying, document preparation and other specialized office support services (ISIC 8219)*.

On the other hand the value of turnover at the industry level does not comprise the turnover from all office administrative and support services provided to market. At presents there is no plans to produce data on turnover at the product level. However, there are some studies which aim at developing the calculation method which allows to compile the production index at the product level. The results of studies will be described in section 7.

Nowadays, in Poland information on turnover for *Office administrative and support activities (ISIC 8210)* are produced on the annual and monthly basis.

Annual information on turnover

In Poland annual information on turnover of enterprises running the above mentioned activity are elaborated within the structural business statistics. In compliance with the Regulation (EC, EURATOM) No 58/97 of the Council of 20 December 1996 as well as the Regulation (EC) No 295/2008 of the European Parliament and of the Council of 11 march 2008 concerning structural business statistics member states are obliged to produce and provide Eurostat with annual data on turnover for the business activities specified in regulation within the 18 months from the end of reference year.

Information on annual turnover for *Office administrative and support activities (ISIC 8210)* are compiled on the basis of data collected within the following surveys:

- *Annual survey on enterprises (SP)*
- *Survey of small enterprises (SP-3)*
- *Report on revenues, costs, financial results and outlay on fixed assets (F-01/I-01)*
- *Monthly report on business activity (DG-1)*

The surveys specified above comprise in principle all business activities operating in national economy but they differ in the periodicity and the detail of collected data.

The *Annual survey on enterprises (SP)* collects information from enterprises (with some exceptions) with the number of persons employed 10 and more. The subjective scope of survey concerns information included in the financial statements: balance sheet and the profits and losses account. However, there are also collected additional information, for example number of persons employed, type of book-keeping system, the share of foreign capital, changes in ownership, etc. In the questionnaire there is also the part concerning the kinds of business activities run by a responding unit. They report the NACE Rev.2 symbol of activity (at the class level) and the value of turnover.

The *Survey of small enterprises (SP-3)* covers enterprises (with some exceptions) with the number of persons employed 9 and less. Information are collected annually from the sample of enterprises (about 5%) which are selected randomly within the settled strata (groupings required by SBS Regulation with the breakdown into voivodships). Information on the kind of book-keeping, number of persons employed, salaries, the value of fixed assets, outlays on their modernization and purchase, taxes, revenues, costs, etc. are collected. Data on turnover are estimated on the basis of data from the Section 4 Revenues and costs of questionnaire *SP 3*.

For *Office administrative and support activities (ISIC 8210)* data on turnover are compiled at the level of classes: *Combined office administrative activities (ISIC 8211)* and *Photocopying, document preparation and other specialized office support services (ISIC 8219)*. In order to compile data the *Annual survey on enterprises (SP)* and the *Survey of small enterprises (SP-3)* are used as a main data source.

In case of enterprises which did not respond and it is proved that they operate the additional data sources are used. At the first step data collected within the *Report on revenues, costs and*

financial result as well as outlay on fixed assets (F-01/I-01)¹ are used for imputation. If there are still the lack of information on a given responding unit data on turnover are estimated with the usage of data collected within the *Monthly report on business activity* (DG-1)² or VAT data.

Short-term information on turnover

In Poland the short-term information on turnover of enterprises classified into *Office administrative and support activities* (ISIC 8210) have been compiled and analyzed since January, 2005. The survey is conducted in compliance with the requirements of Regulation (EC) No 1158/2005 of the European Parliament and of the Council of 6 July 2005 amending Council Regulation (EC) No 1165/98 concerning short-term statistics. Data are produced on the base of data collected within the *Monthly report on business activity* (DG-1) questionnaire.

The *Monthly report on business activity* (DG-1) comprises all enterprises with the number of persons employed 50 and more and the 10% sample of enterprises with the number of persons employed between 10 and 49. It collects information on net revenues from the sale of products, net revenues from the sale of goods and materials, number of persons employed, value of retail trade, value of wholesale, subsidies, salaries, excise, etc. for the responding month and for period from the beginning of year. It allows to compile information on turnover and estimate the annual value.

The enterprises with the core activity classified to *Office administrative and support activities* (ISIC 8210) are also observed within the survey **International trade in services**. It collects information on import and export of services by country of client - non-residents.

¹ The *Report on revenues, costs and financial result as well as outlay on fixed assets* (F-01/I-01) collects the information included in the profits and losses account and some data recorded in the main position of balance sheet. Data are gained on the quarter basis in case of enterprises with the number persons employed 50 and more and on half-year basis for enterprises with the number of persons employed from 10 to 49.

² Questionnaire is described in the part *Short-term information on turnover*

5. Deflators for *Office administrative and support activities*

In Poland the services production price index (SPPI) has not been compiled for any industries covered by division 82 *Office administrative, office support and other business support activities* so far. However, the methodological works which aim at developing the survey on the output prices for services are in progress. The main purpose of works is to develop the existing questionnaires of survey in order to better record the changes in the level of prices as well as to elaborate questionnaires for new industries which are going to be covered by survey, among others *Office administrative, office support and other business support activities (ISIC 82)*.

Within the methodological works the pilot study was conducted. It was to test if it is feasible for enterprises to provide official statistics with necessary data and to settle the factors which influence the pricing mechanism. The questionnaire was sent to 103 enterprises with the core activity within *Office administrative, office support and other business support activities (ISIC 82)*, among this to 10 enterprises with the core activity *Combined office administrative activities (ISIC 8211)* and 4 enterprises with the core activity *Photocopying, document preparation and other specialized office support activities (ISIC 8219)*. Due to the voluntary basis of study only 2 enterprises responded to our questionnaire. As a result the additional consultations are needed. The results from pilot study as well as conclusions will be presented in the final report from methodological works.

6. National Accounts concepts and measurement issues for the area related to GDP measurement

In Poland information on the production account (gross output, intermediate consumption, gross value added) is presented by national accounts at the level of Sections by NACE Rev.2/ISIC Rev.4 with the breakdown into the institutional sectors.

The compilation of the production accounts consists of few stages. First of them the calculation of production accounts for several business activities is. The output of *Office administrative and support activities (ISIC 8210)* is recorded within the activity of division 82 *Office administrative, office support and other business support activities* for the sector of non-financial enterprises. In order to compile the production accounts at current prices the results of surveys described in the section *Output measurement in Office administrative and support activities* are used.

The items of production accounts at constant prices for *Office administrative, office support and other business support activities (ISIC 82)* are calculated as follows:

- Gross output is deflated by overall consumer price index (CPI). In Poland the services production price index (SPPI) is not compiled for *Office administrative, office support and other business support activities*.
- Intermediate consumption is deflated with the index calculated each year as weighted average of price indices for energy, materials and outside services. The weights are compiled every five years on the base of results of cycle survey on the value of consumed materials, energy and outside services as well as stocks of materials.
- Gross value added is the difference between the gross output and the intermediate consumption.

7. Methods for compiling the ISP for *Office administrative and support activities (ISIC 8210)*

The aim of this section is to present various methods for compilation of ISP as well as calculated data series. Firstly, I present the data series for ISP calculated in the most straight way which applies the minimum requirements presented in the Compilation manual for an index of service production (OECD 2007) and the Methodological Guide For Developing Producer Price Indices (OECD 2005). Further, data series for ISP calculated in the more developed way are presented.

As a result there are 4 data series of ISP for *Office administrative and support activities (ISIC 8210)*:

- A. ISP calculated on the base of monthly turnover at the industry level for large and medium enterprises (with the number of persons employed 10 and more).
- B. ISP calculated on the base of monthly turnover at the industry level for all population.
- C. ISP calculated on the base of monthly turnover at the product level for large and medium enterprises (with the number of persons employed 10 and more).
- D. ISP calculated on the base of monthly turnover at the product level for all population.

A. ISP calculated on the base of monthly turnover at the industry level for large and medium enterprises (with the number of persons employed 10 and more).

Information on monthly turnover at current prices are gained from *Monthly report on business activity (DG-1)*. The value of turnover reflects the activity of enterprises with the number of persons employed 10 and more.

In order to calculate volume data turnover at current prices are deflated by the consumer price index (CPI).

The index of production is calculated as a change of turnover at constant prices in relation to the monthly average value of turnover at the constant prices in 2010.

B. ISP calculated on the base of monthly turnover at the industry level for all population.

Information on monthly turnover at current prices for all population come from:

- *Monthly report on business activity (DG-1)* - for enterprises with the number of persons employed 10 and more and
- *Survey of small enterprises (SP-3)* - annual survey which covers enterprises with the number of persons employed 9 and less.

Information on turnover for all population is compiled as a sum of monthly turnover from *DG-1* (for enterprises with the number of persons employed 10 and more) and the estimated monthly value of turnover for enterprises with the number of persons employed 9 and less.

In order to compile monthly turnover for enterprises with the number of persons employed 9 and less the percentage shares of turnover in a given month into the annual turnover on the basis of *DG-1* are calculated. Then the structure is applied to estimate the monthly value of turnover for enterprises with the number of persons employed 9 and less.

Within the next stage the data on turnover at current prices are deflated by the consumer price index (CPI).

The index of production is calculated as a change of turnover at constant prices in relation to the monthly average value of turnover at the constant prices in 2010.

C. ISP calculated on the base of monthly turnover at the product level for large and medium enterprises (with the number of persons employed 10 and more).

Information on monthly turnover at current prices for large and medium enterprises come from:

- *Monthly report on business activity (DG-1)* - for enterprises with the number of persons employed 10 and more and
- *Annual survey on enterprises (SP)* - for enterprises (with some exceptions) with the number of persons employed 10 and more, within the survey data on turnover by class level activity are collected;

The assumption that turnover by the class level activity corresponds to the value of turnover at the product level was made.

On the base annual data on turnover by product for each reporting year the following structures/shares of turnover were calculated at the group level

- a. structure of turnover from the sale of *office administrative and support services* by industry;
- b. share of turnover from the sale of *office administrative and support services* in total turnover of industry;

For each industry with the share of 1% or more (a.) in total turnover from sale of *office administrative and support services* the monthly value of turnover from the sale of these services was compiled (the share of product multiplied by monthly value of turnover).

The sum of monthly turnover from the sale of *office administrative and support services* for industries engaged into their production was taken as turnover at current prices at the product level for large and medium enterprises (with the number of persons employed 10 and more).

Within the next stage the data on turnover at current prices are deflated by the consumer price index (CPI).

The index of production is calculated as a change of turnover at constant prices in relation to the monthly average value of turnover at the constant prices in 2010.

D. ISP calculated on the base of monthly turnover at the product level for all population.

Information on monthly turnover at current prices for all population come from:

- *Monthly report on business activity (DG-1)* - for enterprises with the number of persons employed 10 and more and
- *Annual survey on enterprises (SP)* - for enterprises (with some exceptions) with the number of persons employed 10 and more, within the survey data on turnover by class level activity are collected;
- *Survey of small enterprises (SP-3)* - annual survey which covers enterprises with the number of persons employed 9 and less.

The assumptions made within that calculations:

- turnover by the class level activity corresponds to turnover at the product level was made;
- small enterprises with the number of persons employed 9 and less run only their core activity – their turnover is generated by sale of *office administrative and support services* only;

Information on monthly turnover at current prices:

- at the product level for large and medium enterprises with the number of persons employed 10 and more are compiled by using the same algorithm as described in point C. above.
- for small enterprises with the number of persons employed 9 and less are compiled using the method described in point B above.

In case of *Office administrative and support activities (ISIC 8210)* the monthly turnover at current prices at the product level for all population is the sum of monthly turnover for large and medium enterprises from the sale of *office administrative and support services* for industries engaged into their production and from monthly turnover for small enterprises with the core activity within *Office administrative and support activities (ISIC 8210)*.

Within the next stage data on turnover at current prices are deflated by the consumer price index (CPI).

The index of production is calculated as a change of turnover at constant prices in relation to the monthly average value of turnover at the constant prices in 2010.

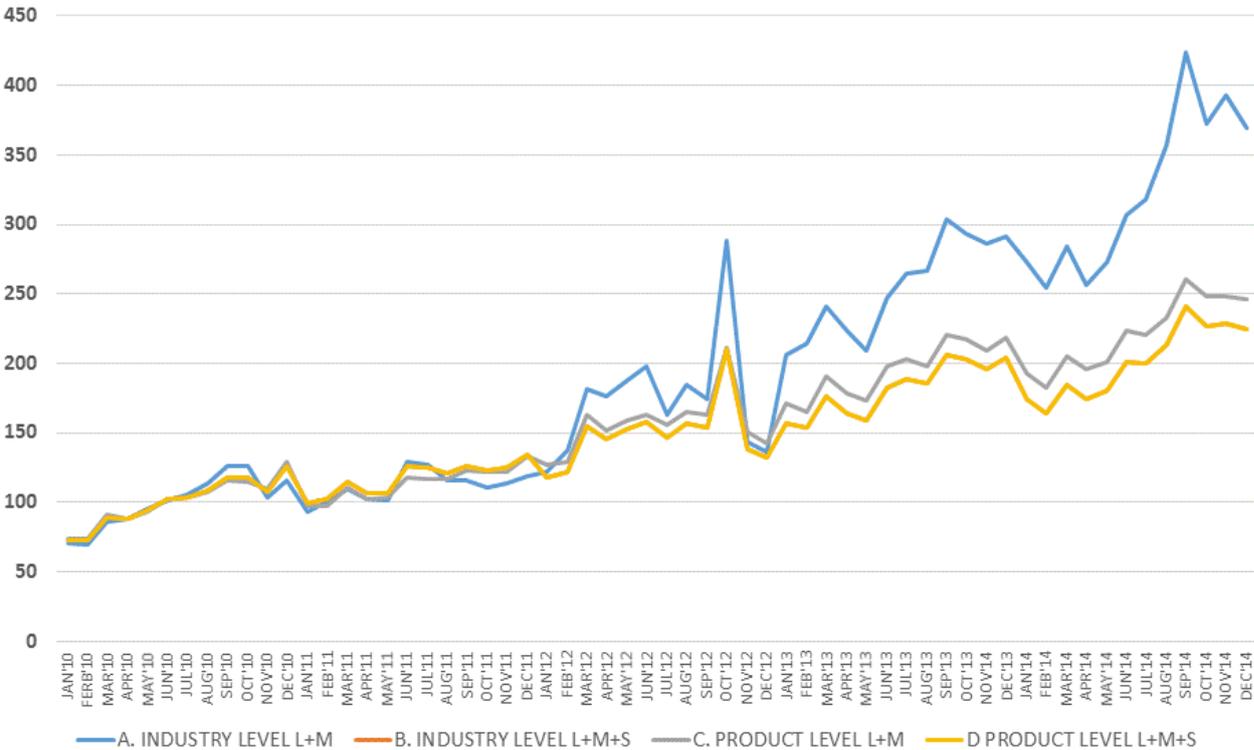
Comparison of methods for compilation of ISP

The data series of ISP produced with the usage of different methods show that algorithm of compilation effects the values of index, especially its level.

For reference periods from January 2010 to March 2012 data series on ISP compiled with different methods are very similar. Since April 2012 discrepancies between graphs are recorded, especially since the beginning of 2013. The ISP calculated in the most straight way (A) shows the most dynamic growth in the production of *Office administrative and support activities (ISIC 8210)*. When the product level is applied the changes have the same direction but different levels of phenomena. It can also be noticed that inclusion the activity of small enterprises with the number of persons employed 9 and less results in lower levels of ISP.

Moreover, the graphs for B and D methods are the same. It is the results of method used for estimation of monthly turnover of small enterprises. Data on annual turnover (survey SP-3) is distributed between months by using trends for large and medium enterprises. Other than statistical survey data sources were considered, especially data on value added tax (VAT). However, it is impossible to apply them in short term statistics. In Poland data on turnover from VAT system are provided to statistics as the value increasing from beginning of year which covers all correction.

Chart 9: Index of Services Production by method of calculation in years 2010-2013 (2010=100)



Source: Own calculation

Table 2: Advantages and disadvantages of different methods for calculation of ISP

ISP calculated on the base of monthly turnover for:		Advantages	Disadvantages
A	large and medium enterprises at the industry level	accessibility of data, straight algorithm if calculation, short timeliness	ISP doesn't reflect: activity of all population as well as the development in the market of <i>office administrative and support services</i> (only the industry level)
B	all population at the industry level	ISP reflects the activity of all population;	timeliness of input data – preliminary data – 12 months from the end of year, final data - 18 months from the end of year, ISP doesn't reflect the development in the market of office administrative and support services (only the industry level)
C	large and medium enterprises at the product level	ISP reflects the development in the market of office administrative and support services	ISP doesn't reflect the activity of all population, timeliness of input data – preliminary data – 12 months from the end of year, final data - 18 months from the end of year – however, the structures from previous year can be applied; more complex algorithm of calculation, more time-consuming, longer timeliness
D	all population at the product level	ISP reflects the activity of all population as well as the development in the market of office administrative and support services	timeliness of input data – preliminary data – 12 months from the end of year, final data - 18 months from the end of year – however, the structures from previous year can be applied; more complex algorithm of calculation, more time-consuming, longer timeliness

The presented methods do not take into account all phenomena which takes place in the market such as export of services or provision of services to different types of final consumers. It is necessary to assess their impact on the ISP. However, the final method should be selected regarding all circumstances existing in the given economy and statistics. For example, in Poland it is useless to break down the value of turnover by domestic production and production to export due to the lack of price indices for export of services.

8. Summary

- 1) In Poland the market of *Office administrative and support activities (ISIC 8210)* records development which is driven by growth in *Combined office administrative activities (ISIC 8211)*. The market of *Photocopying, document preparation and other specialized office support activities (ISIC 8219)* shrink.
- 2) The membership in the EU has the considerable influence on the scope and level of detail of compiled statistics. For *Office administrative and support activities (ISIC 8210)* Poland is obliged to produce and transmit to Eurostat information on annual turnover within the structural business statistics since 2008. There is no duty to compile short term datasets now. At present in Poland data on annual turnover and monthly turnover are compiled.
- 3) Due to the coherence between the reference industry and product classifications:
 - the Classification of Economic Activities in the European Community, Rev. 2. (NACE Rev. 2) = the International Standard Industrial Classification of All Economic Activities, Revision 4 (ISIC Rev.4),
 - the Classification of Products by Activity in the European Economic Community (CPA2008) = the Central Product Classification, version 2 (CPC Ver.2);data on output are comparable internationally.
- 4) The output of *Office administrative and support activities (ISIC 8210)* is measured by turnover at the industry level. Therefore, when data are analyzed it should be taken into account that the value:
 - includes both turnover from the core (approx. 70% in case of ISIC 8211 and 56% in case of ISIC 8219) and secondary activities.
 - excludes turnover from sale of *office administrative and support services* generated by enterprises from other industries.Currently there is no plan to compile the turnover by product level. However, some studies are carried out to assess the possible effects.
- 5) The results of studies show that there are discrepancies between ISPs calculated with the usage of various method. Generally, ISP by industry records more dynamic growth than ISP by product.
- 6) The use of the same data sources (the surveys of official statistics) by national accounts and services statistics insure the coherence between the results presented within each of domain.

- 7) In Poland the services production price index (SPPI) for *Office administrative and support activities (ISIC 8210)* is not compiled. However, the methodological works are in progress to develop the SPPI for division 82 *Office administrative, office support and other business support activities (ISIC 82)*.