



STANDARD STRUCTURE OF THE PPP INVENTORIES

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1. ORGANISATION OF THE NATIONAL PPP EXERCISE AND BACKGROUND INFORMATION

1.1. Organisation and resources

Describe how the national PPP exercise is organised and which resources are on average consumed by it on an annual basis. Please describe, as a minimum, the following aspects, if necessary stratified by survey:

- What are the bodies involved in the PPP exercise at national level (including subcontractors) and their individual responsibilities;
- What is the place of the PPP work inside the national statistical organisation (provide an organisation chart);
- What are specifically the organisational relations with the CPI and national accounts;
- How is the drafting of PPP Inventory organised;
- Is there a full-time national PPP co-ordinator;
- Specify if the persons are involved in the PPP exercise full-time or part-time;
- What is the experience and qualifications of the staff working in the PPP area;
- What are the resources consumed by the national PPP exercise on average per year, or for a concrete recent year³. The following table should be used:

Survey	Resources (men months per year)		Resources (1000 euro per year)		Remarks
	total	of which outsourced	total	of which outsourced	
Consumer goods					
Rents					
Salaries					
Hospitals					
Equipment goods					
Construction					
Expenditure weights					
CPIs					
Spatial adjustment coeff.					
Other (education, energy data, tips, VAT,etc.)					
Total resources					

³ The information refers to the regular work as participating country only. Exclude resources used for extra work for e.g. correction coefficients, Estate Agencies Rent survey, task forces, etc.

1.2. Data access and confidentiality

Describe any restrictions to the dissemination of the basic data provided to Eurostat and stratify, if necessary, by survey and further e.g. by individual price observation and average prices. Distinguish between legal restrictions due to national law and sensitive data without legal restrictions.

Please also describe the procedures in place to protect the confidentiality of the basic data from other countries, in particular in case some of the work is subcontracted.

1.3. National dissemination policy

Indicate which results of the PPP exercise at price survey and overall GDP level are disseminated nationally, in which form (e.g. paper, website, database, publications) and at what timetable.

2. CONSUMER GOODS AND SERVICES

2.1. Consumer goods and services other than housing services

2.1.1. Consumer goods price surveys

2.1.1.1. Organisation of the survey

Describe how the work is organised for each of the different stages (preview, pre-survey, price collection and validation) and how it is distributed between internal and external (if any) resources.

2.1.1.2. Preview

Describe the procedures, sources and methods followed in the preview stage.

2.1.1.3. Pre-survey

Describe the sources, methods, procedures and tools used in the pre-survey. Please describe, as a minimum, the following aspects:

- What are the sources of information used to determine availability and importance of products on the pre-survey list including those products proposed by other countries;
- How is the selection of shops visited for the pre-survey determined;
- What sources of information are used to determine new products;
- What are the data sources (at BH or Class level) used for the allocation of availability and importance indicators of the products on the pre-survey list, including those products proposed by other countries? The following table should be used:

Survey name	BH/Class level	Data sources	
		Pre-survey	
		availability	importance
Food, drinks and tobacco			
Personal appearance			
House and garden			
Transport, restaurants and hotels			
Services			
Furniture and health			

2.1.1.4. Survey

Describe the sources, methods, procedures and tools used during price collection. Please describe, as a minimum, the following aspects:

- How is the price collection organised;
- How is the selection of outlet types and outlets for price collection determined;
- How are the items and the brands to be priced selected;
- How is the number of price observations per product determined;
- Is the item list translated and if so how;
- What other steps are taken to prepare the survey material;
- What are the procedures for briefing and instruction of price collectors;
- What tools and/or software are used for the price collection (e.g. paper forms, handheld PCs, web scraping etc.) and how is the encoding of the prices in the Data Entry Tool (DET) organised;

- What are the data sources (at BH or Class level) used for collecting price data and for the allocation of representativity indicators? The following table should be used:

Survey name	BH/Class level	Data sources	
		Survey	
		prices	representativity
Food, drinks and tobacco			
Personal appearance			
House and garden			
Transport, restaurants and hotels			
Services			
Furniture and health			

- What are the criteria used for the allocation of representativity indicators.

2.1.1.5. Validation

Describe the sources, methods, procedures and tools used during intra-country and inter-country validation, including the checks performed before sending the price report. Please describe, as a minimum, the following aspects:

- Which steps are performed before sending the data to Eurostat;
- How are outliers detected and verified;
- How are the collected prices and the representativity assignment checked;
- How it is ensured that a representative average price is obtained for each product;
- How validation questions are treated – what steps are taken to investigate the questions;
- Are any specific steps taken before data approval.

2.1.2. Auxiliary information

2.1.2.1. Temporal adjustment factors (TAFs)

Please provide a table that describes for each basic heading which HICP/CPI (sub-) index or other index is chosen as the source. Use the latest CPI questionnaire as an illustration.

Describe the sources and methods used to provide the CPI index and weights for seasonal items for the specific Seasonal items questionnaire.

2.1.2.2. Spatial adjustment factors (SAFs)

Describe the sources and methods for deriving spatial adjustment factors for each basic heading.

As a minimum, please indicate when you last calculated SAFs for each of the six surveys on consumer goods and services, and the approach used. Use the table below and choose one or more of the approaches listed underneath the table. Feel free to provide more details below, or in an annex to the inventory.

Survey	Last update	Approach*
Food, beverages and tobacco		
Personal appearance		
House and garden		
Transport, restaurants and hotels		
Services		
Furniture and health		

*Please select one or more of the following approaches:

A: Special price survey based on the PPP item list (or a subset)

B: Estimation based on HICP/CPI price data for items on the PPP item list

C: Estimation based on HICP/CPI price data without any specific link to the PPP item list

D: Regular PPP price collection carried out throughout the national territory (e.g. using transaction data), SAF=1

E: Same prices throughout the territory due to government regulation (SAF=1)

F: SAF=1 supported by soft evidence (e.g. information from major shop chains about their pricing policies)

If you assume SAF=1 without any supporting evidence, please indicate briefly how this could potentially be dealt with in the future.

Do you calculate SAFs as an unweighted relative between national prices (i.e. prices from the whole country including the capital city) and prices from the capital city, or do you apply regional weights? Indicate the precise formula, if applicable.

Provide information on data sources and methods for the specific SAFs exercise on accommodation services. Specifically, indicate if you collect hotel prices in line with Eurostat's "hotel questionnaire", or use alternative data sources.

2.1.2.3. Tips

Describe how the data for tips are established, using the latest tips survey as an illustration. Indicate if the data are sourced from national accounts. It is not necessary to explain how the national accounts estimate the tips data.

2.1.2.4. Energy data

The prices for domestic consumers for items in the BHs Electricity and Natural gas and town gas are uploaded by Eurostat in the Validation Tool by using the data extracted from Energy Statistics database. These data are annual national results.

The representativity of prices in each BH is assigned by Eurostat according to the previous survey and countries are asked to validate it.

Please describe the data sources used to verify the representativity of the energy items.

2.2. Housing services

Please describe the sources, methods, procedures and tools used for the survey on rents, using the latest rents questionnaire as an illustration. Describe the data flows and all assumptions and estimates in a way that allows following the calculations.

Countries that use the price approach should explain their practices under point 2.2.3, while the quantity approach countries should use point 2.2.4. The "linking countries" should provide information on both the price and quantity approach.

2.2.1. Organisation of the survey

Describe how the work of providing the data for this survey is organised ("who does what" at the NSI, or at other government offices or institutions involved).

2.2.2. Description of the housing market

Describe your housing market briefly using the following table:

Year 20xx	Ownership	Flats		Houses	
		Number	m ²	Number	m ²
Rented	Private (households, enterprises)				
	Government				
	NPI				
Owner-occupied	Private (households)				
Total					

If available, provide information on the geographical distribution of the renting activity (how much takes place outside cities).

2.2.3. Price approach

2.2.3.1. Actual rents

Please describe, which method is used to estimate actual rents and describe as a minimum, the following aspects:

- What are the data sources for rents ("monthly rent per square metre" or "monthly rent per dwelling" in the rents questionnaire);
- What is the frequency of the data sources;
- How is compliance ensured with the stratification and definitions used in the PPP rents questionnaire (type of dwelling; number of rooms; central heating) - describe any deviations from this stratification and how they were dealt with, as well as missing variables and any gaps in the data;
- How is compliance ensured with the definitions of “usable floor space” and “room” as defined in the rents questionnaire/guidelines - describe any deviations from these definition, and how they were dealt with;
- How is ensured that actual rents refer to furnished and unfurnished dwellings – if not, how the adjustments of the rents are done;
- How is ensured that the rents reported do not include materials and services for the maintenance and repair of the dwelling, water supply, refuse collection, sewerage collection, other services relating to the dwelling, electricity, gas, fuels, heat energy, etc.;

- Are any adjustments made to the rents in the case of social benefits in kind and income in kind related to the dwelling; how is it ensured that the rents are full market rents;
- What is the relationship with the sources used for national accounts estimates (for example, are the PPP rents calculated on the basis of NA data, are they calculated separately based on the same raw data, or are they based on survey material that does not enter NA?);
- How is consistency ensured with national accounts expenditures in the table of GDP expenditure weights. Please explain any deviation from total rents expenditure as reported in the above mentioned table;
- Are any global adjustment procedures applied to rents in order to make them consistent with national accounts, for example, scaling to total rents expenditure;
- How is the national and annual average rent obtained;
- What extrapolation factors are used if data sources are not annual;
- Please indicate how your basic data sources define "central heating";
- Are secondary residences included in the dwelling stock and what is their share;
- Are any specific steps taken before data approval.

2.2.3.2. Imputed rents

Please describe procedures used to estimate imputed rents and describe as a minimum, the following aspects:

- How are imputed rents estimated;
- Are the procedures similar to those used by national accounts? Please include a short description of the stratification method used in the national accounts, in particular which strata are used to break down the dwelling stock;
- Do the imputed rentals refer to unfurnished dwellings or to both furnished and unfurnished dwellings? Describe adjustment procedure used if rentals include both furnished and unfurnished dwellings.
- Are any specific steps taken before data approval.

2.2.3.3. Weights

Please describe, as a minimum, the following aspects:

- What are the data sources for the weights ("surface, m²" and "number of dwellings" in the rents questionnaire);
- What is the frequency of these data sources;
- What type of weights is available (m², number of dwellings, etc.);

- How is compliance ensured with the definitions of “usable floor space” and “room” as defined in the rents questionnaire/guidelines - describe any deviations from these definition, and how they were dealt with;
- Whether and how the weights are grossed up to the total dwelling stock of the country, i.e. are they representing properly the total dwelling stock of the whole country;
- Are any specific steps taken before data approval.

2.2.4. *Quantity approach*

Please describe the method used to compile the data on housing stock and describe, as a minimum, the following aspects:

- What is the source for the quantity indicators;
- What is the source for the quality indicators;
- What is the frequency of the data sources;
- How the latest census is used;
- Which data source (or extrapolation factor) is used for updating data on an annual basis;
- Are the definition of "room" and "surface area" in accordance with the PPP guidelines? Please identify any deviations and explain how you deal with these;
- How is consistency ensured with the data underlying the national accounts expenditures reported in the table of GDP expenditure weights. Specify whether the dwelling stock excludes empty dwellings;
- Specify whether secondary residences are included in the dwelling stock and what is their share;
- Please indicate how your basic data sources define "central heating";
- Are any specific steps taken before data approval.

2.2.5. *Validation*

Describe the sources, methods, procedures and tools used during validation (intra-country and inter-country), including the checks performed before sending the data. Please, describe, as a minimum, the following aspects:

- How are the data checked before submission;
- How are validation questions treated (what steps are taken to investigate those questions);
- Are any specific steps taken before data approval.

3. GOVERNMENT SERVICES

3.1. Compensation of government employees

3.1.1. Organisation of the survey

Describe how the work of providing the data for this survey is organised ("who does what" at the NSI, or at other government offices or institutions involved).

3.1.2. Description of the salary system for general government

Please provide a short overview of the salary system for employees of the general government sector (as defined in the national accounts), paying particular attention to the following aspects:

- What different levels of government (central, regional, local) exist;
- What are the salary system(s) in place for government employees of the different levels of government and/or different branches of government (health and collective services only);
- What are the numbers of staff in the different levels of government, different branches and different grades.

3.1.3. Survey

Describe sources, methods, procedures and tools used for the survey of compensation of employees in general government. Indicate whether they are administrative sources or statistical surveys. Use the latest questionnaire on compensation of employees as an illustration to explain how the numbers reported were derived from the basic sources. Describe the data flow and all assumptions and estimates in a way that allows following the calculations.

Describe separately the sources and methods used for collective services and public health. Each of these descriptions can be broken down by national accounts sub-sector (central, state, local, etc.) if appropriate. At least indicate which of these sub-sectors are covered by your data.

Please describe, as a minimum, the following aspects:

- What are the data sources used for determining the average annual gross salaries: e.g. payroll information, statistical surveys, salary scales, etc.;
- What are the methods used for identifying a national average wage for a particular occupation;
- How is the skill level of a particular occupation determined;
- What are the detailed elements included in the underlying definition of compensation of employees;
- Are there any deviations from the definition of compensation of employees of ESA 2010;

- How is it ensured that overtime payments are excluded from the annual gross salaries reported on the questionnaire; How are the reported contractual working week, holiday entitlement and number of national holidays determined for each occupation;
- How are the appropriate national accounts ratios for actual and imputed social contributions determined for each occupation;
- How are the weights for "Public order and safety" and "Collective services n.e.c." determined;
- Are these weights expenditure shares or shares in employee numbers;
- What are the validation procedures applied before forwarding the questionnaire to Eurostat; Are any specific steps taken before data approval.

3.1.4. Validation

Describe the sources, methods, procedures and tools used during validation (intra-country and inter-country), including the checks performed before sending the data. Please, describe, as a minimum, the following aspects:

- How are the data checked before submission;
- How are validation questions treated (what steps are taken to investigate those questions);
- Are any specific steps taken before data approval.

3.2. Hospital services

3.2.1. Organisation of the survey

Describe how the work of providing the data for this survey is organised ("who does what" at the NSI, what other government offices or institutions are involved).

3.2.2. Description of the hospital system

Provide a short description of the hospital financing system including as minimum the following information:

- characteristics of the classification system (DRG system):
 - Name of the DRG system (version);
 - Scope (e.g. inpatient + outpatient) ;
 - Number of Major Diagnostic Categories (MDCs);
 - Does the system include pre-MDCs? (major procedures where the principal diagnosis may be associated with different MDCs);
 - Number of groups;
 - What/How many classifications of severity are used?
 - Timeliness for modification (e.g. annual);
 - Organisation responsible for modification;
 - Is the classification system in the public domain?

- characteristics of the DRG-based payment:
 - Are hospitals paid on the basis of their activity as measured by the DRGs classification system? If yes, please specify if it is a DRG-based budget allocation or a DRG-based case payment;
 - Do hospitals receive additional payment for certain activities or cost categories (e.g. capital costs, innovative high-cost technology)? If yes, please indicate those activities or cost categories and specify how the additional payment is estimated and its value;
 - Are there adjustment factors to the DRG-based payment system (e.g. type of hospital; presence of emergency services)? If yes, please indicate those factors and specify how the adjustment factor is estimated and its value.
- characteristics of the diagnosis code system:
 - Name of the diagnosis code system (e.g. ICD-9-CM);
 - Classification on which it is based (e.g. WHO ICD-10);
 - Type of code and maximum length (e.g. alphanumeric, 5 characters);
 - Timeliness for modification;
 - Organisation responsible for modifications;
 - Are codes in the public domain?
 - Are coding standards available?
- characteristics of the procedure code system:
 - Name of the procedure code system;
 - Type of code and maximum length (e.g. numeric, 5 characters);
 - Primary axis (e.g. body system);
 - Secondary axis (e.g. diagnostic versus therapeutic);
 - Number of codes;
 - Timeliness for modification;
 - Organisation responsible for modifications;
 - Is the code system in the public domain?

Provide a web-link/source for further description of the DRG system.

- Characteristic of the cost-finding approach and tools used in your country:
 - Does your country require hospitals to have mandatory cost-finding systems;
 - Are there available national costing guidelines;
 - Are cost-finding results used for setting DRG prices;
 - Are prices/tariffs by DRG publicly available;
 - Indicate whether there is an audit of the results of the cost finding process; if so, indicate which is the responsible organisation, what are the criteria used (e.g. comparison of costs versus activity, comparison of results over time) and which process is followed (e.g. self-assessment, peer review, external audit).

3.2.3. *Survey*

Describe sources, methods, procedures and tools used for the survey on hospitals in general government. Use the latest questionnaire as an illustration to explain how

the numbers reported were derived from the basic sources. Describe the data flow and all assumptions and estimates in a way that allows following the calculations.

- Which data sources are used to estimate hospital quasi-price by product (case type), numbers of cases and average length-of-stay;
- Which organisation is responsible for the data collection;
- How frequent is the data collection;
- Are the quasi-prices negotiated prices or administered prices;
- How is the sample of hospitals determined;
- How is the sample of case types determined;
- How is the link between the case types and the national classifications made;
- How is it ensured that atypical and long-stay cases are excluded;
- Are the quasi-prices available at hospitalization (case) level or at category/DRG-like level;
- How is the average quasi-price per case type determined, in particular in case they are available at category/DRG-like level; is the 80% threshold used;

The costing items that should be included in the quasi-prices are listed in the below tables. Indicate whether those items are included in the quasi-price and indicate which cost drivers are used to apportion overhead costs and allocate indirect costs to products (case types) or to direct cost centres (e.g. specialties, medical services, operating theatre). Example of apportionment/allocation statistics include bed days, number of admissions, floor area/building volume. Report also the allocation statistics used if direct costs are not directly allocated to products (case types).

Medical Infrastructure

Resource Micro Category	pay (staff salaries); non-pay (non-salary costs)	Cost classification: D=Direct, I=Indirect, O=Overhead	Allocation/apportionment statistic to direct cost centres/products
Laundry	Pay		
	Non-pay		
Sterilization	Pay		
	Non-pay		
Patient Transports (within the hospital)	Pay		
	Non-pay		
Food Service (to patients)	Pay		
	Non-pay		
Other (includes patient transports outside the hospital, staff transports, and transportation of samples/blood)	Pay		
	Non-pay		

Non-medical Infrastructure

Resource Category	Micro	pay (staff salaries); non-pay (non-salary costs)	Cost classification: D=Direct, I=Indirect, O=Overhead	Allocation/apportionment statistic to direct cost centres/products
Cleaning		Pay		
		Non-pay		
Security		Pay		
		Non-pay		
Gardening		Pay		
		Non-pay		
Desk Officers		Pay		
		Non-pay		
Printing and Stationery		Pay		
		Non-pay		
Legal office		Pay		
		Non-pay		
Professional services		Pay		
		Non-pay		
IT/IS Services		Pay		
		Non-pay		
Building Maintenance		Pay		
		Non-pay		
Equipment Maintenance		Pay		
		Non-pay		
Telephone				
Rent				
Taxes				
Energy				
Water				
Waste Disposal				

Direct cost centres

Resource Category	Micro	pay (staff salaries); non-pay (non-salary costs)	Cost classification: D=Direct, I=Indirect, O=Overhead	Allocation/apportionment statistic to direct cost centres/products
Administrative staff				
Paramedical staff				
Nursing staff				
Medical staff				
Medical and Surgical Equipments and Supplies				
Laboratory Equipments and Supplies				
X-ray Equipments and Supplies				
Drugs				
Medical Cases				
Blood products				
Dressings				
Prosthesis				

- Indicate whether research and development costs are excluded from the quasi-prices; describe the methods used to exclude these resource categories. If they are included and an adjustment is made, please indicate the source;

- Indicate whether training and education costs are excluded from the quasi-prices; describe the methods used to exclude these resource categories. If they are included and an adjustment is made, please indicate the source;
- Indicate whether superannuation, income from treatment of private patients in public hospitals and income from non-patient care activities (including commercial activities) are excluded from the quasi-prices; describe the methods used to exclude these resource categories;
- Indicate whether the consumption of fixed capital is included in the quasi-prices; describe in detail which approach is used to estimate this cost item and indicate the data sources. If excluded and you provide your own adjustment coefficient please indicate the source and methodology for the adjustment factor.

3.2.4. Validation

Describe the sources, methods, procedures and tools used during validation (intra-country and inter-country), including the checks performed before sending the data. Please, describe, as a minimum, the following aspects:

- Are external experts who collected data (if any) also involved in validation tasks;
- How are outliers checked, e.g., are original sources checked when needed;
- How are the collected prices, number of cases and average length of stay checked;
- How are validation questions treated (what steps are taken to investigate those questions);
- Are any specific steps taken before data approval.

3.3. Education

Eurostat uses in the PPP calculations data extracted from UNESCO-OECD-EUROSTAT data collection. These data include student numbers and education expenditure per ISCED level. In addition, data from the PISA survey are used for quality adjustment as well as data on research expenditure in tertiary education for R&D statistics.

PPPs for education are calculated twice per year, for the “nowcast” in June and at the beginning of October, for the annual aggregations.

Please, describe the procedures followed during the validation of education data and what specific steps are taken before the data are approved.

4. CAPITAL GOODS AND SERVICES

4.1. Equipment goods

4.1.1. Organisation of the survey

Describe how the work is organised for each one of the different stages (pre-survey, data collection and validation) and how it is distributed between internal and external (if any) resources.

4.1.2. Pre-survey

Describe the sources, methods, procedures and tools used in the pre-survey. Please describe, as a minimum, the following aspects:

- What are the sources of information used to determine availability and importance of products on the pre-survey list including those products proposed by other countries;
- What sources of information are used to determine new products;
- What are the data sources (at BH level) used for the allocation of availability and importance indicators during the pre-survey? The following table should be used:

BHs	Data sources	
	Pre-survey	
	availability	importance
Fabricated metal products, except machinery and equipment (CPA 25, except 25.4)		
Information and communication equipment (CPA 26.1, 26.2 and 26.3)		
Other electronic and optical products (CPA 26.4 to 26.8)		
Electrical equipment (CPA 27)		
General purpose machinery (CPA 28.1 and 28.2)		
Special purpose machinery (CPA 28.3 to 28.9)		
Motor vehicles, trailers and semi-trailers (CPA 29)		
Furniture and other manufactured goods (CPA 31 and 32)		
Computer software (CPA 58.2 and 62.01)		

4.1.3. Survey

Describe the sources, methods, procedures and tools used in the survey. Use the latest equipment goods questionnaire as an illustration in order to explain how the numbers reported were derived from the basic sources. Describe the data flow and all assumptions and estimates in a way that allows following the calculations. Please describe, as a minimum, the following aspects:

- What are the data sources used in the price collection for each basic heading;
- Are any adjustments applied to convert prices found in the basic sources to purchaser's prices;
- What are the data sources (at BH level) used for collecting price data and for allocation of representativity indicators? The following table should be used:

BHs	Data sources	
	Survey	
	prices	representativity
Fabricated metal products, except machinery and equipment (CPA 25, except 25.4)		
Information and communication equipment (CPA 26.1, 26.2 and 26.3)		
Other electronic and optical products (CPA 26.4 to 26.8)		
Electrical equipment (CPA 27)		
General purpose machinery (CPA 28.1 and 28.2)		
Special purpose machinery (CPA 28.3 to 28.9)		
Motor vehicles, trailers and semi-trailers (CPA 29)		
Furniture and other manufactured goods (CPA 31 and 32)		
Computer software (CPA 58.2 and 62.01)		

- What are the methods applied to determine the comparability indicator (identical/equivalent) for the items;
- Are any non-deductible taxes (excluding VAT) included in the prices, and if so, which ones;

- What sources and methods are used to determine the following components: non-deductible taxes rates, transport and delivery costs for each basic heading, installation, assembly, commissioning and training costs and discounts;
- How is it ensured that all products that are priced are actually available on the domestic market;
- How is it ensured that the price reported is an annual national average prices;
- How is ensured that VAT is not included in the price.

4.1.4. Validation

Describe the sources, methods, procedures and tools used during validation (intra-country and inter-country), including the checks performed before sending the price report. Please, describe, as a minimum, the following aspects:

- Are external experts who collected prices (if any) also involved in validation tasks;
- How are outliers checked, e.g., are original sources checked when needed;
- How are the collected prices and representativity indicators checked;
- How it is ensured that a representative average price is obtained for each product;
- How are validation questions treated (what steps are taken to investigate those questions);
- Are any specific steps taken before data approval.

4.2. Construction

4.2.1. Organisation of the survey

Describe how the work is organised for each one of the different stages (data collection and validation) and how it is distributed between internal and external (if any) resources.

4.2.2. Survey

Describe the sources, methods, procedures and tools used in the survey. Use the latest construction questionnaire as an illustration in order to explain how the numbers reported were derived from the basic sources. Describe the data flow and all assumptions and estimates in a way that allows following the calculations. Please describe, as a minimum, the following aspects,

- What are the sources used for the unit prices for each of the bills of quantities;
- List all direct costs (materials, labour etc.) that are included in the unit prices;
- How have profits (or losses) been estimated and specify the profit rate for each bill of quantity, if necessary;

- Which general and preliminary expenses are taken into account in the unit prices - explain any deviation from the general and preliminary expenses specified in Annex 11.1 of the PPP manual;
- How are architects' and engineers' fees estimated? Please, explain any deviation from the coverage specified in Annex 11.2 of the PPP manual;
- How is ensured that VAT is not included in the price;
- How is it ensured that the prices reported are annual national average prices;
- How are the collected prices and representativity assignment checked;
- Are any other adjustments made to obtain purchasers' prices.

4.2.3. Validation

Describe the sources, methods, procedures and tools used during intra-country and inter-country validation, including the checks performed before sending the price report. Please describe, as a minimum, the following aspects:

- Are external experts who collected prices (if any) also involved in validation tasks;
- How are outliers checked, e.g., are original sources checked when needed;
- How are validation questions treated (what steps are taken to investigate those questions);
- Are any specific steps taken before data approval.

4.3. VAT on capital goods

Use the latest VAT questionnaire as an illustration in order to explain how the numbers reported were derived from the basic sources. Indicate if the data are sourced from national accounts. It is not necessary to explain how the national accounts estimate the VAT data.

5. FINAL EXPENDITURE ON GDP

Use the latest GDP expenditure weights questionnaire as an illustration in order to explain how the numbers reported were derived from the basic sources. Describe the data flows and all assumptions and estimates in a way that allows following the calculations. It is not necessary to explain how the national accounts are estimated – references to existing documentation, such as the GNI Inventory, are sufficient. Please describe, as a minimum, the following aspects:

- How do you map the national accounts expenditure classification to the PPP basic heading classification? Provide a table that gives the relation to national accounts for each basic heading;
- How are the basic heading breakdowns calculated for the preliminary (t-1), the semi-final (t-2) and the final (t-3) estimates;
- What validation steps are performed before submitting the data to Eurostat;
- Are any specific steps taken before data approval.