

**APPENDIX I: WORKSHOP REPORTS**

**A: CARICOM REGIONAL WORKSHOP ON SERVICES STATISTICS  
APRIL 11-13, 2005, BRIDGETOWN, BARBADOS  
CONSULTANTS' REPORT**

Prepared for:

**The Caribbean Community Secretariat and C-TRADECOM**

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## **1. INTRODUCTION**

### **Background**

The Regional Workshop on Services Statistics was executed under the CARICOM Trade in Services Statistics (TISS) Project.

The CARICOM TISS Project is a continuation of CARICOM's ongoing programme for the development in the region of statistics on international trade in services. Specifically it seeks to implement some of the recommendations coming out of the findings of the 2001 Situational Assessment Report (SAR) on Strengthening Capacity of National Authorities and Regional Organisations in Respect of Services Statistics. Those recommendations addressed under the project are:

1. Preparation of Common Guidelines;
2. Review and Compilation of Existing Data;
3. Review of Survey Instruments and Questionnaire;
4. Orchestration of National and Regional Workshop.

### **Objective**

According to the project Terms of Reference, the objective of the workshop was to train practitioners to sustain the data compilation, on estimation/imputation for non-response, register building and maintenance process, and international statistical classification issues. Some sensitization of users and producers of statistics and was also sought, and importantly, feedback on the draft Common Guidelines was sought at the workshop.

In the context of this objective and the resulting agenda, participants came from the Statistics Departments and Central Banks of all CARICOM member countries and also from associate member countries of CARICOM. Other regional institutions and users of statistics also participated in the 3-day workshop.

Attached as Annex 2, Annex 3 and Annex 4 are Workshop Agenda, Workshop Programme and List of Participants, respectively.

## **2. PARTICIPATION BY CONSULTANTS**

As the project implementation progressed, it became evident that it would be best to have all consultants participate as facilitators at the regional workshop. However, the Senior Consultant, Julian Arkell, and BOP/National Accounts Noel Boissiere were unable to participate. Their contribution to the preparation of technical material for the workshop was however acknowledged by the CARICOM Programme Coordinator Statistics, and the Regional Consultant during their respective presentations.

Also, a much recommended face-to-face meeting of all consultants prior to the workshop to agree on technical material to be presented could not take place due to budgetary constraints, however brief consultations over breakfast and dinner on the first day of the workshop provided some opportunity for this exchange to a limited extent.

The following is a list of Consultants who participated as facilitators:

Jose Nunez Garcia	Survey and Sampling Expert
Hugh Henderson	Classification Expert
Wendell Thomas	IT Expert
Berkeley Greenidge	Financial Sector Expert
Lucilla Lewis	Regional Consultant

### **3. OPENING CEREMONY**

Ayanna Young Marshall International Trade Specialist with C-TRADECOM chaired the opening ceremony, and the following made short addresses:

- Angela Hunte, Director, Barbados Statistical Service
- Ivor Carryl, Programme Manager, CARICOM Single Market and Economy Unit
- Mansfield Blackwood, Chief Technical Officer for C-TRADECOM, US Agency for International Development
- Roderick Sanatan, Director (ag), Centre for International Services
- Honourable Dale Marshal, Minister of Industry and International Business

The speakers all emphasized the importance of this initiative by CARICOM and C-TRADECOM in providing training and technical assistance to develop capacity with respect to compiling statistics to measure international trade flows in services, investments and ultimately strengthening CARICOM's negotiation strength within the several emerging trade arrangements including the CSME.

The timeliness of this initiative was linked by most speakers to the trend towards the increasing share of services production in world GDP and in international trade, and also in the CARICOM region.

Attached as Annex 5 is a copy of the programme for the opening ceremony

### **4. SUMMARY OF WORKSHOP PRESENTATIONS AND ISSUES/ RECOMMENDATIONS. (a CD with all presentations was produced by C-TRADECOM)**

#### **Introduction to the CARICOM/C-TRADECOM Project on Services Statistics**

**Dr Philomen Harrison** in her presentation outlined the background of the project by listing the work completed under the precursor project "Strengthening Statistical Capabilities in Services Statistics in Member States" a component of the CIDA-funded CARICOM Protocol II Trade Policy and Facilitation Project – Regional Trade Responsiveness Project, as follows:

- Situational assessment containing:
  1. A three-year work programme
  2. Resource estimates required – broad-based

3. Recommendations on the common methodological approach
  - A regional workshop and two national pilot workshops
  - Recommendations for:
    1. Enhancement of Services Statistics programme beyond the existing basic data to meet the needs of users
    2. Infusion of additional resources including dedicated research staff and improvement of survey data, coverage, non-response, estimation techniques

The presenter also outlined CARICOM's role of awareness raising, propagation of knowledge of international recommendations/manuals, development of the TSA, creating database/compendium and listed the following completed activities in that regard:

- Design of Project for "Support for the Development of a database in Services in CARICOM Member States"
- Establishment of the "CARICOM Advisory Group on Services Statistics"
- Production of the "CARICOM Trade in Services Report of 1990-2000 which can be found at [www.caricomstats.org](http://www.caricomstats.org)
- Sourcing of funding (ongoing)

In this framework the current project objectives and activities were presented as continued work to build up on the CIDA-funded precursor project in keeping with CARICOM's role of awareness raising and propagation of knowledge.

**Ivor Carryl Programme Manager of the CSME** presented an overview of the establishment of the CSME, the policy context and implications for Statistics. The presentation outlined the structure of the CSME by looking at the current stage and the next stage of the transition process, and also looking at the Governance framework, and the Common Protective Policy. The steps for the liberalization regime/process and for internal market harmonization were outlined.

Implications for statistical work according to the presentation, included:

- Capacity to produce timely and reliable data on goods, services, government procurement etc.
- Development of statistics architecture
- Dis-aggregation of data
  - in relation to CSME liberalized services e.g. CPC version 1.0 using 5 digit classes
  - to determine what is the trade impact and domestic economic impact
  - to increase specificity

Implications for work in services statistics were listed as:

- Harmonisation within the CSME
  - Choice of classification system
  - Need for legal classifications GNS/W/120
  - Statistical classifications for Trade BPM5, EBOPS, HS, CPC
  - Statistical Classifications Production ISIC, ICFA, CPC
- Data on movement of natural persons

An overview of the international context relative to services negotiations was presented by **Ramesh Chaitoo of the Caribbean Regional Negotiating Machinery (RNM)**. The presenter

placed the need for statistics on services production and trade within the context of the following:

- The increasing share of services in world trade and world GDP, and parallel trends in the region
- Data needs at the bilateral and sectoral level for the following:
  - For analysis to inform policy re services sector development
  - To get benchmarks or baselines for negotiations
  - To look for new service areas of growth that can be pursued in market access negotiations
- Need for regional coherence on collection of and access to services trade data

The presenter sensitized compilers to the need to focus on trade in services statistics and to capture data on sectors which though small now have potential for significant growth, and in that regard urged all CARICOM states to follow the example of Belize and move to compiling EBOPS immediately.

The need for negotiators to have consistent statistics on services trade according to GNS/W/120 based on CPC before a trade agreement can be signed, and in order to make for effective negotiations by the CARICOM negotiators was emphasized.

**Presentation on Preparation of Common Guidelines to Guide the Collection, compilation and Dissemination of Statistics on Trade in Services in the CARICOM Region, by Lucilla Lewis, Regional Consultant.**

The presenter started this session with an overview of the trade in services statistics framework and in doing so gave a brief history of the evolution of work in that regard, starting with the Uruguay Round, the WTO, and GATS GNS/W/120 list of services, to BPM5, the work of EUROSTAT, and then the development of the Manual on Statistics of International Trade in Services (MSITS).

In discussing the methodological framework, the concept of residence, valuation, unit of account, and time of recording were reviewed and consistencies with SNA1993 and BPM5 were highlighted.

The main recommendations of MSITS with respect to the following were then discussed:

1. Identification of modes of supply of services:
    - Mode 1: Cross border supply
    - Mode 2: Consumption abroad
    - Mode 3: Commercial presence
    - Mode 4: Presence of Natural Persons
  2. Extension of the Balance of Payments Services Classification (EBOPS)
  3. Compilation of statistics on foreign investment enterprises-  
Foreign Direct Investments (FDI) Enterprises – income flows and investment stock
- Foreign Affiliates Trade in Services (FATS) variables:  
-sales (turnover) and/or output

- employment
- value added
- exports and imports of goods
- exports and imports of services
- number of enterprises
- assets
- compensation of employees
  - net worth
  - net operating surplus
  - gross fixed capital formation
  - taxes on income
  - research and development
- 4. Possible data sources.
- 5. Need for data by trading partners

The discussion on modes of supply focused on linkages with EBOPS components as a very rough starting point for compilation of the statistics, and the presenter went through the EPOBS table and made the correlations to each mode of supply.

With regard to EPOBS the presentation highlighted the details required over the details currently being covered by BPM5 and indicated the possible need for amending existing forms to capture the additional details and to update the BOP survey establishment list.

The discussion relating to compilation of statistics on FDI enterprises and FATS centred on the need to for comprehensive and well maintained register of establishments. In that regard, Trinidad and Tobago was recommended as best practice. Trinidad and Tobago's business register captures the necessary details to generate a list of FDI enterprises. For all of the other countries further development of the business register would be required before a comprehensive list of FDI enterprises, out of which the FATS subset can be generated, is required.

In discussing data sources special attention was paid to possible data sources with respect to mode of supply 4 –Presence of Natural Persons, as there is not yet a recommended framework for compiling statistics on this mode of supply. The usefulness of data from population censuses, household surveys, migration statistics, the BOP, and administrative sources in that regard was discussed.

The presentation emphasized the recommendation of MSITS that the production, trade and investment statistics on services be disaggregated by trading partners, and alerted participants that a new survey form may be required to capture this very important level of dis-aggregation, which is now generally not available from existing worksheets.

Issues relating to the following sectors were highlighted as follows:

*Insurance Sector:* The methods for estimation of the insurance service charge on the various categories of insurance services were discussed, and importantly compilers were alerted to the

ongoing work in that area and to the possibility that new recommendations in that regard are likely in the IMF's publication of BPM6 due in 2008.

#### *Financial Sector*

The new requirement of EBOPS to disaggregate Financial Intermediation Services Indirectly Measured (FSIM) out of financial services and list it as a memorandum item was highlighted.

#### *Construction Sector*

The new presentation of construction services in EBOPS showing construction abroad separately from construction in compiling economy was highlighted.

The approach to measurement of construction services in the compiling economy was outlined to emphasize the inclusion of all goods along with services that form an integral part of the construction project including site preparation work, installation and assembly of machinery, renting of construction and demolition equipment with operator. The corresponding credit entry is the goods and services purchased in the compiling economy

The fact that major construction work in compiling economy could sometimes be undertaken by Foreign Affiliates and in such cases should not be captured in EBOPS was also pointed out.

#### *Tourism Sector*

The short piece on the tourism sector indicated that work on the Tourism Satellite Accounts was necessary in order to capture all of the details now needed under the item Travel in EBOPS, and should be given priority attention.

With respect to the **Common Guidelines** its objectives were stated, the list of core sectors outlined, and a synopsis of work done to date presented.

Issues raised during the discussion of the draft Common Guidelines related to the following:

- **Transportation:** Treatment of cargo and handling services and yachting services as core sectors within the transportation sector, because of their significance in some and increasing significance in other member countries  
With respect to estimation methods for freight transportation, the use in all Member Countries except Trinidad and Tobago, which uses direct survey data, of 10% of the c.i.f. value of imports as a measure of the cost of freight, was recommended as an area, which required revisions of the sample surveys on which the estimate is based.
- **Travel:** The need for countries to continue work started on TSA in order to get the necessary details for EBOPS was discussed. This it was agreed would be treated under another project and that the guidelines would speak to current best practices. In that regard the formula currently used by member countries for estimating receipts from tourism was outlined (arrival categories x average length of stay for each category x average daily expenditure for each category). Deficiencies with respect to sample frames and frequency of surveys for arriving at average daily expenditure and average length of stay were highlighted, and in both regards Trinidad and Tobago was recommended as best practice
- **Construction Services:** The issues highlighted here had to do with the determination as to whether the construction activity is FATS or a BOP flow, and possible data sources were discussed. In particular, direct interviews with project managers as apposed to direct survey were discussed

- With respect to the miscellaneous business professional and technical services possible data sources discussed were a) industry surveys b) foreign exchange records c) other administrative data including contact with service/industry associations.  
With respect to surveys a well-structured Business Register showing distribution of firms by size was recommended as a primary resource. The Trinidad and Tobago success with one survey form for large companies and a less detailed form for smaller companies was also thrown out for consideration.  
The pros and cons of using tax administration records, data from Government licensing agencies and household surveys were briefly outlined
- The issue of treating flows from the offshore sector as legal, accounting, and other consultancy services rather than financial services was discussed and remains unresolved. Barbados currently treats those as financial services.
- The need for further research towards determination of the treatment of insurance offices in member countries came up – are they FATS, agencies or a hybrid of both?
- Statistics on FDI flows and stocks and FATS variables: It was emphasized and recognized that most of the effort in that regard had to do with maintaining a comprehensive business register, for which the Trinidad model could be considered. Mr. Clifford Lewis, participant from the Central Statistical Office of Trinidad, then highlighted the strengths of the Trinidad model in a brief presentation.  
Data sources in the national accounts worksheets and the BOP were pointed out.  
The likely approach for compiling statistics on outwards FATS by reviewing data on inwards FATS for all member countries was discussed.

The possibility of compilers generating the following template for the register of establishments for FDI enterprises was thrown out.

Enterprise Name	% of Foreign Ownership	Country of Ultimate Beneficial Owner	Industry activity Codes (ICFA)	Goods and Services product Codes (CPC)
ABC Company				
Exotics Ltd.				
General Services				

- A general question, which came up at the end of this session, had to do with the possible irrelevance of compilation of intra-regional BOP and EBOPS within the CSME.

## **Preliminary Insights into the Development of a Harmonised Classification System to Govern the Collection and Dissemination of Trade in Services Statistics in the CARICOM Region by Hugh Henderson, Classification Expert.**

The Draft classification schedules for CARICOM flow from a half dozen major classifications in use internationally. These and their evolution were briefly described in the presentation.

The classifications proposed for CARICOM use have their focus in three of the international standards most central to trade in services. Each of the three were presented on two levels – a summary level recommended for standard reporting, and a more detailed version for compilation as well as reporting purposes. All schedules underscore the Core categories which were specified earlier by the Project.

Summary schedules:

1. CEBOPS (CARICOM format for EBOPS<sup>1\*</sup>)
2. CGATS (CARICOM format for GATS\*)
3. CICFA (CARICOM format for ICFA/ISIC\*)

Fuller versions:

4. CEBOPS
5. CGATS
6. CICFA

The fuller versions have enough detail to link serviceably to one another despite differences in original purpose and concept of the underlying classifications. The UN Central Product Classification was used from time to time to extend some EBOPS categories in order to be able to rearrange the blocks into a GATS or ICFA format, and also to describe more specifically the Core sectors noted earlier. The CICFA format was recommended to classify related statistics on Foreign Direct Investment as well.

The larger part of the Classifications agenda was devoted to the detailed CEBOPS, setting out the specific breakdowns in each of the core and non-core sectors, along with the rationale behind the choices presented. A very helpful discussion resulted in a number of clarifications for presenter and audience alike, suggested additions, and issues requiring a further look. While some questions of presentation and format will need to be reviewed by CARICOM managers, the proposed schedules seemed overall to be well received, realizing that not all material could be covered fully, nor widely implemented in a short period. Relatively smaller economies in one

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<sup>1</sup> \* Delegates heard that “EBOPS” refers to the Extended Balance of Payments Services classification for exported and imported products. It is an extension the IMF’s categories in its BOP reference Manual ed.5, and appears in the Manual on Statistics of International Trade in Services (UN Statistics Division, 2002).

“GATS” refers to the Sectoral classification list of products, used to schedule member commitments under the General Agreement on Trade in Services of the World Trade Organization. It covers trade in services as well, but coverage differs from EBOPS (as no goods in Travel, no Royalties except franchises, no Government services of public administration).

“ICFA” means ISIC Categories for Foreign Affiliates, where ISIC is the UN standard for describing industries (rather than products) and where foreign affiliates are majority-owned subsidiaries in a host country. Activities of these affiliates (FATS statistics) form a key channel for the provision of services under GATS agreements.

sense had an advantage in dealing with a limited numbers of companies requiring classification and compilation compared to large mainland economies.

Following is the substance of sector-by-sector discussions.

#### Transportation services

Primary breakouts would coincide with the same three as in the current Balance of payments presentation: Sea, Air and Other. Sub-categories of Passenger, Freight and Other (supporting services) would also be shown for sea and air modes, but the only breakout relevant for Other is for Cargo handling. Its specific coding for compilation is a supplementary BOP item on supporting services to all transportation (along with some repairs to transport equipment), but in main presentations this would roll into 'other other' and be duly footnoted as to content. Note that Cargo handling is taken in its broader context inclusive of storage and warehousing to match with GATS and ICFA formats. Yacht repair was flagged as a compilation item; inland waterway freight services appear so far to be domestically provided.

#### Travel and Tourism

The standard BOP presentation (for Business, and for Personal reasons showing Health and Education) is retained, but a CARICOM memo item is suggested to show an alternative format for Travel. The alternative format would supply future Tourism Satellite Accounts, facilitate GATS presentations and have its own analytical value. It would break out total Travel by goods spending; accommodation; food service; travel agencies, operators and guides; and recreational and cultural outlays which if further broken out, would, have the potential to complement the supply of entertainment, sporting or indeed gambling services found under Personal, cultural and recreational services further on in the CEBOPS schedule. A large residual for All other expenditures would complete the breakdown for the alternative format.

#### Insurance

The international definition with netted premiums and claims appears to be in flux. Only a supplemental breakout is suggested here in the form of a CARICOM memorandum item to cover on a gross basis all life insurance, freight insurance, other property and casualty insurance, reinsurance, and auxiliary services including outsourced administrative functions.

#### Financial services

Most countries had or were developing an estimate their National accounts of unspecified service charges wrapped into interest rates. Upcoming revisions to BOP services will likely recommend adding these Financial Intermediation Services Indirectly Measured (FISIM) into Financial services, where they are defined but not yet quantified. This step would mean greater consistency between the level of services as now measured in the BOP and by the National Accounts where FISIM is progressively being included.

## Distribution services

Upcoming revisions to BOP services may also drop Merchanting, largely a dimension of goods trade with the potential to introduce negative numbers into services when traders sell for less than they buy. What chiefly remains are commissions on trade, i.e., those not already valued in goods or defined elsewhere with transportation, insurance or non-insurance financial services. Wholesaling and retailing services, because they largely take place after the border, are important for the measurement of commercial presence abroad (FATS) but seem less relevant for cross-border flows.

## Research and Development

Discussion essentially confirmed R & D services as a Core category due to its relevance for imports, the basis for scheduling commitments under the GATS.

## Services related to goods production

These were presented as a re-specification of original Core categories, largely the EBOPS group on agriculture, mining and on-site processing. Services, which are actually incidental to primary production, are retained as one sub-group. A second sub-group covers services which have variously been called services incidental to manufacturing or on-site processing, but represent certain production outsourced on a fee or contract basis (extended here to fee/contract energy or publication activities residing in miscellaneous business services). Lastly, a further dimension of processing is that of processing of waste and related remediation. These activities form the core of environmental services, a third sub-category, filled out by some environmental consulting now under Engineering services.

## Other Business services

Real estate appeared important as a component, and should be identified at the compilation level as currently drafted. Transactions in immovable assets would be part only of commercial presence compilations for GATS. Security services surfaced as a potential area of interest: the Region's supply of such services may not be large, but local staffing could represent an inward FATS flow. Separate coding is available for inclusion in CEBOP and CGATS, and a counterpart is also available to show separately within CICFA. It is suggested that real estate and security be identified as compilation items.

The general inclusion of a miscellaneous business services category as part of Core services offers not simply completeness but a home for new and expanding services. The category is the cleaner for assigning a range of general/ unallocated Services Between Related Enterprises to a non-Core group, Business and management consulting.

## Personal, cultural and recreational services

This is a wide-ranging group of services which provides services to persons more than to business. Core categories comprise Education, Health and Entertainment services. From the

discussion, separate compilation items are suggested for higher education. Suggested breakouts under Health of professional and of institutional services fit well with the CGATS format, but compilation items will not exist for CICFA which does not split its Other human health activities in ISIC into professional vs. institutional components.

Entertainment services include cultural activities (performers, writers) and the related staging and promotional services that go with them. Coding is too general however, even at the CPC, to reveal the slice of these services which is music, nor live bands within that. That slice of activity needs to be specified at the level of questionnaires or other information sources.

Interest was expressed in isolating sporting events. Again there is a level of generality with the coding which, if one wishes to match with GATS or ICFA, one needs also to include recreational services, notably casinos and gambling (topics not reached in the discussion). As with entertainment, coding is much too general to identify the particular type of sporting activity such as golf or diving.

Audio-visual productions are already identified for compilation, even though the degree of local participation in foreign film shooting for example appears minimal. The Manual on services trade incidentally, includes a Memorandum item on A-V services which includes related royalties and some other closely related elements that may reside outside the A-V definition. The sale of rights and of goods such as tapes and CD's, appear to go beyond the orbit of services.

Government services would continue to comprise its existing components - embassies and consulates, military units and agencies, and other government services.

**Issues Relative to the Surveying of the Services sectors including Sampling, Questionnaire Design, Estimation and Imputation for and Methods of Improving Non-response by Jose Nunez Garcia, Survey and sampling Expert.**

In this presentation the following sources of National Accounts and BOP data were listed and then each discussed by presenting the issues, which came out of compilation missions, and offering recommendations for addressing those issues:

1. Surveys of enterprises and establishments;
2. Household Surveys, such as the Labour Force Survey and the Income and Expenditure Survey;
3. Surveys of people, such as Survey of Foreign Students and Exit Surveys of Foreign Visitors;
4. Census (Population, economical, agricultural);
5. International transactions reporting systems;
6. Administrative and Official data and;
7. Information obtained from partner countries and international organizations.

**Surveys of Establishments**

Surveys of establishments are having important gaps that have to be improved regarding the following issues: 1) response rates are extremely high; 2) too many questionnaires are being used and different data collected; 3) sampling frames are deficient; 4) sample size is not calculated

based on statistical requirements; 5) samples do not always follow the basic statistical rules; 6) precision of estimates are not calculated.

Mail questionnaire is the quickest and least expensive of the methods of collecting information and appears to be a convenient vehicle for collecting information on establishments. However, the method gives rise to high non-response rates.

*Non-response* is related to refusal, they cannot provide the information, or the document was lost; non-interview has to do with establishment out of operation, it is a branch, not located, it is duplicated in the list, and is not an establishment. However, still non-response is greater than 30% in almost all the countries, and when they reported less is because they are replacing non-response with other establishments.

The main goal will be to stabilize response rates in all type of surveys. We can use several approaches, for instance, combining mail survey with interviews, telephone calls, one-to-one communication, reminders, a gift, field visits have demonstrated significant decreases in non-response; it is better to have a good annual survey with less than 30% non-response, than four quarterly surveys with this amount of non-response. In addition, it was presented a control format prepared in EXCEL for non-response and also recommendations on how to treat the non-response, such as duplicating information from previous survey, changing weights for extrapolation, using sub sampling.

*Sampling frames* are built based on several lists of establishments to construct the one they are using. They use several registrations systems including administrative records from the Social Security, The VAT system, Chamber of Commerce, Professional Services, Marketing Associations, telephone book, and others. Those lists has to be concentrated in one up-dated databases with establishments organized by sector, size in terms on number of employees, and also for doing classifications of groups of establishments according to FATS statistics; by country and geographical region; industry and type. Updating has to be done at least once a year. Some countries have those EXCEL formats but they must have the one that integrates all lists of establishments.

At this moment, countries are using different questionnaires for data collection and also different content. Barbados uses 8 questionnaires to collect data from all the activities; St Lucia uses three questionnaires; Trinidad & Tobago Statistical Office uses practically 3 sets of questionnaires with a form1 for less than 10 employees and form2 for 10 and more. The Central Bank collects the information for the BOP using 16 questionnaires; St Kitts & Nevis Statistical Department uses 20 BOP forms to collect data from all the activities and 10 forms for the National Accounts; Belize has 18 BOP forms; St Vincent uses 22 BOP forms.

Before designing prototype questionnaire(s) it is vital to understand the information that is needed, the format of the outputs required and the disaggregating level, the environment in which the survey will be implemented. This will help us defining what the inputs should be. For this work, the Trinidad & Tobago questionnaires used for National Accounts can be used as best practice; they can be compared with the current information collected in other countries.

For sampling purpose, decisions have to be made in the following areas:

Probability or non-probability sample. The first idea in mind is to consider the possibility of installing a formal probability sample in which each establishment will have a known chance of selection.

Selecting large establishments or the method of cut off is obviously biased, inasmuch as the sample does not reflect the change of the smaller establishments. The argument favouring the use of this method is the extremely skewed distributions and the possibility that a small establishment remains constant over time. Unfortunately for the method, a prompt and accurate measurement of sharp changes is often the major objective of such surveys, and during periods of violent changes, misleading results will be obtained.

Sample for activities with small number of establishments. The number of establishments is an important fact for small economies where population size per activity is very modest and there is no point in making a rigorous sampling selection within specific activities. Exercises were presented for some countries.

Sample size has been defined using simple judgment. It has to be defined in technical terms as well as minimal useful sample size. A researcher must decide in advance how much information will be extrapolated from the data to determine either the size of the sample needed or the level of accuracy of the information obtained. A practical guide was provided for calculating sample size.

Sample structure and stratification. When establishments are stratified by size, the distribution obtained is highly skew; that is, the relative contribution of small establishments to value added is very low. Grouping similar establishments by forming strata by number of employees is a basic principle stating that will increase the efficiency of the sample by reducing the standard deviation of the estimates. Stratification also will improve response rate and give an option for treatment of non-response, but at the same time requires the use of the appropriate weighting estimation procedure. We can use a proxy indicator (number of employees engaged) that we assume to be correlated with the indicators we are using for the National Account and Balance of Payments.

Selection procedure. Examples were presented using equal probability and probability proportional to size.

Combination of sampling approaches. Same general rules can be applied to the sampling process, but different types of approaches can be performed per activity and per strata.

Estimation. If sample selection is based on the theory of probability, then the probability of selection has to be used to estimate the results. Direct estimates are referred to the sample estimates and the right extrapolation procedures that have to be used, and Estimates have to be comparable among different surveys over time; some type of transactions may be estimated from more than one source of data. We can use the information to: a) cross-check individual establishment data and global results for some activities; b) improve non-response; c) do imputations of missing data; The quality of data may be improved by reducing the number of cases requiring imputations, but anyhow, a control of imputations have to be putted in place. Imputations can be done by: a) Using data for that establishment from previous survey; b) Using

data from other sources for the establishment; c) Calculating averages of group of similar establishments

When a sample is used, sample precision for the particular estimate has to be calculated. A computer format was presented with the formulas to calculate sample precision, relative standard deviation and 95% confidence level interval. An EXCEL format was prepared for this purpose.

### **Survey of foreign visitors**

Another important survey is the exit surveys for calculating expenditures of tourist based on international arrivals and expenditures. Beside that questionnaire is pretty good designed, use of results is limited because they are using a purposive sampling with limited quality control in relation to sampling conditions.

The Trinidad and Tobago Exit Survey conducts 5-6 surveys per year with approximately 500 interviews. They apply a questionnaire to passengers leaving the airport at Trinidad (nothing in Tobago) and to some Cruises (less frequent); last exit survey in St Kitts & Nevis was conducted in year 2,000. From that time to now, some official's believe that occupancy double and the expenses pattern changed; The Central Bank and Belize Tourism Board conduct exit surveys every 3 years, last one was in 2,003. The survey of stay-over visitors was conducted in seven months, each being of one-week duration, covered the International Airport and the land borders. An additional survey of cruise ship visitors was conducted

### **Household Surveys**

Countries have regular multipurpose household surveys designed with a primary objective to provide up-to-date data on the labour force and also in other subjects of interest on a continual basis. The surveys have been subjected to a series of revisions and international technical assistant is provided with some regularity. In 4 out of 5 countries, last revision was based on data derived from the 1990 census.

Sample surveys are based on a stratified cluster design in which clusters are households and enumeration districts and usually they use a self-weighted estimator and they have sub samples to be used for the rotation panel. Population estimates are used as ratio estimators.

In Barbados, they have a quarterly survey and the Ministry of Labour conducts surveys and studies and has in place a National Productivity Council; St Lucia uses the quarterly labour force survey and they have a separate survey of employers. Other countries have also quarterly surveys.

For expenditures surveys, St Lucia is planning for 2005 an expenditures survey called Standard of Living Survey; Trinidad & Tobago survey comprises 2,717 households spread across all administrative areas. Two survey instruments were used: a) a questionnaire covering such areas as demographic and socio-economic characteristics, expenditures on accommodation, additions & repairs, furniture, furnishings, household equipment, household operation, home grown produce, clothing & footwear, personal & selected services, transportation, vehicle maintenance & repair, other expenses, other disbursements, income & other receipts; and b) a diary to be able to recorded daily expenditures over 14 days period.

## Recommendations for Establishment Surveys:

Response rates have to be stabilized by:

- Reviewing the periodicity of surveys, maybe annual instead of quarterly or monthly
- Supporting as much as you can field work (mass media campaign, telephone contact, effective support from Authorities)
- Reviewing questionnaire & use a skilful, brief, simple one for small businesses
- Developing a "must" list of the largest establishments (strata 1) & an intensive follow-up procedures for this type of establishments (telephone calls, one-to-one communication, reminders, field visits)
- Designing a rotation panel for some groups of establishments
- Controlling response rate over groups of establishments, for example: do not accept more than 30% of non-response rate by strata
- Developing guidelines for controlling non-response (telephone calls, one-to-one communication, reminders) with some variations in terms of intensive process by strata and by sector
- Designing a control format for tracking the responses
- Once the response rate is stabilized, several treatments for non-response have to be developed according to particular situations, by:
  - Duplicating information from previous survey and/or change weights
  - Inputting data using external information, use proxy indicators
  - In some specific situations, by selecting a sub-sample of non-response establishments and do intensive work
- Reporting a category of non-response in the results

The following are key steps:

- To have a database with a unified and up-dated list of establishments
- To use stratification (size of establishments) in sample design and for controlling responses
- To calculate sample sizes according to information needed and to the number of establishments by sector and by strata
- To define sample procedures according to the number of establishments by sector and by strata
- To calculate sample estimates according to sample design and calculate precision of estimates
- To design prototype questionnaire(s)
- Do a comparative analysis of data for selected countries vs. the classification approved, for both BOP and National Account forms with the participation of National Experts
- Use one or two countries as basis for the comparison. Trinidad & Tobago National Account forms can be used as an example
- Develop four questionnaires: a) National Accounts for large establishments; b) National Accounts for small establishments; c) BOP for large establishments; d) BOP for small establishments

### Recommendations for Exit Surveys of foreign visitors:

- Design two questionnaires: a) for passengers at airports; b) for passengers at cruise tours
- Build a sampling frame of flights and cruise tours by type
- Review coverage of places – population size
- Design a sampling survey, use a two stage and stratified for flights; and for cruise tours
- Select primary sampling unit (flights and cruise tours)
- Decide the process for selecting tourist and passengers
- Define a control on selection of tourists and passengers
- Develop efficient plans for fieldwork
- Define the methodology for estimating results
- Define the methodology for controlling non-response

### Recommendations for household sample surveys:

- Up-date sampling frames and use this opportunity to reweigh primary sampling units
- Review non-response, the questionnaires and the sampling and estimation methodology for the labour force survey
- Review questionnaire and sample design for planned income and expenditure surveys
- Review some specific sampling technical issues in other survey, such as, response rates, formulas for estimating results and the precision of estimates

### **Insights into The Approach to the Application of IT in the Compilation of Regional and National Databases on Services Statistics, by Wendell Thomas, IT Expert.**

The presentation was prepared with the following objectives:

- to update participants on the objectives and intended deliverables of the IT component of the consultancy;
- to provide details on the activities that were undertaken to date with respect to the IT component;
- to sensitise participants to the need for some degree of harmonisation, particularly with respect to the questionnaire;
- to highlight the success of the OECS member states with respect to the implementation of a customised computer software (CEBOPS) for compiling BPO statistics; and
- to identify a possible approach to developing a new IT application for compiling EPOPS statistics.

Emerging from the presentation were several issues relating to:

- the implications for securing confidential data provided by individual companies from the various islands in an integrated database;
- the potential of restricting access to some data to paid subscribers only;
- the possibility of developing a web-based system which will promote the notion of self service particularly among external users of information;
- considerations for identifying several standard reports that can be generated by the system to facilitate different types of users of the BOP data.

Participants were urged to submit feedback on concerns or key functional requirements that can inform the design of the proposed system.

Following the conclusion of the workshop, a meeting was held with other team members to discuss key comments and feedback received from participants as well as to develop some strategies to take these views on board in the preparation of the Final Report on the Consultancy.

### **Presentation of the Review of Data Compilation in Selected Member States to Enable the Production of Services and Investment Statistics, by Lucilla Lewis**

Of the six countries in which compilation missions took place, the presenter gave a brief summary of activities and results of the Barbados, Jamaica and Trinidad missions and went into more details on the St Vincent mission. During the presentation on Jamaica, Yvonne Newland of STATIN Jamaica gave an update of further work done since the mission with respect to working with service/industry associations towards generating a comprehensive register of FDI enterprises.

The presentation highlighted the benefit to compilers of having a fully computerized BOP compilation system in St Vincent. St Vincent shares the use of the Computer Enhanced Balance of Payments Compilation System (CEPOBS) with the other ECCB member countries. This computer programme developed for the ECCB under a CIDA/WUSC technical assistance project generates worksheets from survey and non-survey data, and from the worksheets generates the BOP table. The worksheets were used as the source data for compiling the St Vincent EBOPS for 2002 and 2003. This approach was highlighted by the presenter particularly for the benefit of the other ECCB member countries, which have not yet benefited from a compilation mission. The possibility of output from the project IT expert to allow all ECCB member countries to generate EBOPS statistics together with the BOP statistics as early as during compilation in 2005 was also discussed.

The Presenter walked through the EBOPS statistics which were generated for St Vincent for 2002 and indicated the survey/non-survey source of the information captured in each line item, and indicating the EBOPS items which will require additional survey data and possibly small amendments to existing survey forms.

Reclassification of the miscellaneous shipping, airline and insurance related services out of Other Business Services item 284 in the BOP, to Other Sea Transport 208, Other Air Transport 213, Auxiliary Insurance Services 258 respectively, and also the omission of all wages and salaries from the services component of the BOP and EBOPS were highlighted.

The need for continued work on development of the register of FDI enterprises was emphasized and so was the possibility of the design of a new form to allow for the capture of information by country of trading partner, and at a broader level to provide a common survey platform from which a customized computerized EBOPS compilation system could be developed for Member Countries.

## **Potential Sources of Data for the Compilation of Trade in Services with reference to the compilation of the BOP Statistics – The Case of Belize, by Azucena Quan Novelo, Central Bank of Belize.**

This presentation outlined the basic information system and sources of data for compiling the BOP.

The following data sources were discussed:

1. XCH1 database: application for Foreign Exchange
2. Overseas Expenditure of the Public Service (OEPS)
3. External Public Service Debt Contracts
4. BOP Annual Survey
5. XCH5 and XCH5 Supplemental; Authorised Dealers' Monthly Purchases of Foreign Exchange
6. Miscellaneous surveys
7. Contacts with various government agencies and service organizations

For the direct survey 18 BOP survey forms are sent out annually to over 100 organisations with an average response rate of approximately 25% to 31%. The survey is conducted by mail with telephone follow up, and compilation by the Central Bank is based on input of data in an IM database at the bank.

The presenter briefly reported that work on development of the register of FDI enterprises was progressing with reporting arrangements to facilitate the process already worked out with agencies like BELTRAIDE, and the Belize Hotel and Tourism Association (BHTA).

### **Highlights on Key Issues and Sectors Related to the Compilation of Statistics on Trade in Services:**

**Berkeley Greenidge Consultant/Financial Sector Expert** in his presentation on Profiling the Financial Sector in the Region gave an overview of the sector, in which he defined the sector to include banking, capital markets, insurance, and investment management including real estate and other property management.

Key influences on future developments in the sector were listed as:

- Demographic issues
- Economic cycles
- Outsourcing of financial services
- Politics e.g. can lead to the possibility of privatization of national insurance schemes
- Regulation and Reporting Requirements
- Technology
- The Tax Rate and Basis of Tax
- In this evolving framework, the following were listed as some of the challenges faced by statisticians:
- The need to understand who the key players are

- The need to recognize the impact of outsourcing
- The need for more dis-aggregated data
- Classification issues. E.g. Courts which collects more profit from hire purchase than from sale of furniture.
- Confidentiality issues
- Use of electronics in facilitating surveys
- Building relationships with respondents

Challenges from OECD and FATF, faced by the offshore sector whose growth in the region on the supply side was stimulated by difficulties of preferential access to world commodity markets (globalization effects) were discussed.

Product differentiation in the product offer of the regions' offshore sector to a large extent through ease of establishment, which led to blacklisting and resulting introduction of reforms which in the presenters view made banks in the region 'cleaner' than several banks in First World countries.

The presentation also discussed the need for the Credit Unions to be brought within the scope of the regulatory framework of the financial sector in the region.

**Ava Jordan of the Bankers Association of Trinidad and Tobago** in her presentation on profiling of the region's financial sector emphasized that without financial stability there can be no macro-economic stability, hence the need for regionalisation of the financial services sector within the CSME.

**Enid Bissember Senior Project Officer, Economic Intelligence and Policy Unit, CARICOM Secretariat** in her presentation on the Tradability of Financial Services in the CSME outlined the challenges of measuring Trade in Financial Services in an era of liberalization and globalization, the implications, national and regional, of financial sector liberalization and the establishment of the CSME, and issues of profiling the financial sector in the region.

The presentation made reference to Chapter 3 of the Treaty establishing the Community in which the principles for the creation of a single market for financial services are outlined, and spoke to the issues of what is a financial institution, what is a financial transaction, and types of financial services providers

Factors influencing tradability were listed as follows:

- Economic factors
  - Transaction costs
  - Firm strategies
  - Level of development of the economy
- Technical factors
  - How will the service be delivered
  - Infrastructural requirements including telecommunications facilities
- Liberalisation which increases competition through deregulation of the market

The important issue of different exchange rate regimes i) fixed -currency union and irrevocably fixed and ii) floating – managed and free floating with respect to conducting financial transaction within the region was raised.

Importantly the presentation ended with a discussion of DDI enterprises within the financial sector in the region and provided the following list of financial institutions in the region with FDI enterprises:

- Republic Bank
- RBTT Financial Holding
- NCB Jamaica
- JMMB
- Guardian Life
- Sagicor

**Winfield Griffith of the Caribbean Tourism Organisation (CTO)** in his presentation on the Tourism Sector revealed that the region is the most tourism dependent region in the world with total visitor arrivals in the region in 2004 estimated at 20,000,000, estimated to have generated US\$20 billion in foreign exchange and provided employment for over 1,000,000 persons in the region. The presenter went on to state that the rate of growth in tourism arrivals in the region exceeded world growth rate and therefore pointed to the need for policy makers in the region to give tourism as an economic activity the sharper focus it requires.

In that regard the presenter pointed to the need for closer cooperation between intergovernmental agencies, public and private sector agencies, intra Caribbean agencies and went further to recommend the need for attachment of experts to help countries which are behind with the practical aspects of the work, and also for compilers in countries which are behind to benefit from attachments to countries which are more advanced with the work. It was suggested that an agency needs to take responsibility for organizing these attachments.

The presentation on Gender Dimension of Trade in Services by **Shantal Munroe Knight, Senior Programme Officer of the Caribbean Policy Development Centre (CPDC)** emphasized the need for social and economic differences between men and women to be taken into consideration and that exploration of what is going to happen over time to societies from a gender perspective should be germane to trade negotiations now taking place. The gender impact indicators highlighted in that regard were:

- Labour market issues
- Social reproduction
- Gender social norms (women's access to assets)
- Women's autonomy and power. (gender empowerment measures)
- Time poverty. (women now have less time for leisure activities because of developments in labour markets and other areas).

The presenter highlighted the fact that while women appeared to be gaining an increasing share of new jobs in Jamaica, for example, the statistics showed that 93% of the higher paying new jobs went to men.

The presentation ended with an indication by the presenter that her organization would be happy to work with the statisticians on work in the area of examining gender impacts of all ongoing negotiations within CSME, CTO etc.

## **5. CONCLUSION**

### **Recommendations**

In the summing up presentations it was agreed that:

1. The recommendations with respect to a common classification system for CARICOM would take into consideration all of the issues coming out of the workshop discussions on this presentation
2. That the consultation process would have to continue before the list of core sectors and Common Guidelines can be finalized. Issues relating to highlighting of security services and yachting services as core, which were raised will receive special attention in the finalization process.
3. With respect to Surveying of Services Sectors and Estimation and Imputation Procedures, member countries would increase efforts in implementation recommendations for improvement; continued training in that regard would be required, and additional resources are required by the Statistical Offices. The need for further consultation with national Statistical Offices towards the design of common survey forms was also agreed to.
4. While some questions of presentation and format will have to be reviewed by CARICOM, the proposed classification schedules seemed overall to be well received, realizing that not all material could be covered fully, nor widely implemented in a short period
5. With respect to IT Implications it was agreed that further work was necessary towards design of a common survey form to serve as the platform for development of computerized system to be used by all member countries. In that regard it was agreed that the ECCB model was very instructive and could be used as a starting point to be developed on.
6. The need for continued inter-agency coordination and collaboration as recommended in the precursor project was recognized, and in that regard the participant from the ECCB indicated that some level of priority would be given to working along with the project to facilitate computer generated EBOPS statistics out of CEBOPS from as early as during the BOP compilation exercise in 2005.

### **General Comments**

1. Generally, the Regional Workshop was a success. This assessment is based on the keenness shown by most participants, particularly the national statistical compilers, to continue the work in the area of compiling services statistics and assessment of participant evaluation forms. To maintain this interest the support from CARICOM to the Statistical offices, in particular, must continue.
2. It may be a good idea to have a rapporteur's report in addition to the consultant's report for a workshop of this kind in future.

**ANNEX 1**

**CARIBBEAN COMMUNITY SECRETARIAT  
AND**

**USAID FUNDED CARIBBEAN TRADE AND COMPETITIVENESS DEVELOPMENT  
PROGRAMME (C-TRADECOM)**

**CARICOM WORKSHOP ON  
SERVICES STATISTICS**

**RESTRICTED**

**SER/ST/WS/2005/2/1**

**Christ Church, Barbados  
11-13 April 2005**

**17 March 2005**

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**DRAFT AGENDA**

- 1. OPENING**
- 2. ELECTION OF CHAIRMAN**
- 3. ADOPTION OF AGENDA**
- 4. PROCEDURAL MATTERS**
- 5. INTRODUCTION TO THE CARICOM/C-TRADECOM PROJECT ON SERVICES STATISTICS**
  - 5.1 Background to Project-Continuity with Situational Assessment 2001/2, Objectives and Expected Outputs
  - 5.2 Overview of the Establishment of the CARICOM Single Market and Economy – Policy Context and the Implications for Statistics
  - 5.3 Overview of the International Context Relative to Services Negotiations
- 6. PREPARATION OF COMMON GUIDELINES TO GUIDE THE COLLECTION, COMPILATION AND DISSEMINATION OF STATISTICS ON TRADE IN SERVICES IN THE CARICOM REGION**
  - 6.1 Presentation of draft outline of document and Status of Work.

## 6.2 Conceptual Issues relative to the Methodological Framework

6.2.1 Treatment of specific industries re 1993 SNA, BPM5 and TSA e.g. Insurance, Construction, Financial Sector, Tourism Sector

6.2.2 Statistical Allocation by Modes of Supply

6.2.3 Foreign Affiliate Trade in Services (FATS)

6.2.4 Foreign Direct Investment Statistics

6.2. Preliminary Insights into the Development of a Harmonised Classification System to govern the collection and dissemination of Trade in Services Statistics in the CARICOM Region

6.2.1 Core Services as developed by the Advisory Group 2002

6.2.2 Major Statistical Classifications relevant for Services Statistics and discussions of Consultant's draft recommendations to be applied within CARICOM:

6.2.2.1 International Standard Industrial Classification (ISIC Rev. 3)

6.2.2.2 Central Product Classification

6.2.2.3 Balance of Payments Standard Components (BPM5)

6.2.2.4 Extended Balance of Payments Services Classification (EBOPS)

6.2.2.5 Legal Classification: GATS Sectoral Classification (GNS/ W/120)

6.2.2.6 Recommendations on a Common Classification System to compile Statistics on International Trade in Services in the CARICOM Region

6.3. Issues relative to the Surveying of the Services Sectors including Sampling, Questionnaire Design, Estimation and Imputation for and Methods of Improving Non-response

6.4. Insights into the approach to the application of IT in the Compilation of Regional and National Databases on Services Statistics

## **7. PRESENTATION OF THE REVIEW OF DATA COMPILATION IN SELECTED MEMBER STATES TO ENABLE THE PRODUCTION OF SERVICES AND INVESTMENT STATISTICS**

7.1 Compilation of Services and Investment Statistics using Country Case Studies Selected from - Belize, Barbados, St. Vincent and the Grenadines, Saint Lucia, Jamaica and Trinidad and Tobago

7.1.1 Insights into procedures for data compilation- Surveys and Administrative Sources Country Case Studies – (Belize, Trinidad and Tobago, Barbados)

7.1.2 Potential Sources of Data for the Compilation of Trade in Services with reference to the compilation of Balance of Payments Statistics (the Case of Belize)

7.1.3 Worked Examples using data collected from a Selected Member State

7.1.4 Presentation of major gaps in the data for each country and discussion of how these gaps can be filled.

7.1.5 Individual feedback from remaining countries relative to available data on services from pre-workshop (assignment) questionnaire

## **8. HIGHLIGHTS ON KEY ISSUES AND SECTORS REALTED TO THE COMPILATION OF STATISTICS ON TRADE IN SERVICES**

8.1 The Financial Sector – Challenges of Measuring Trade in Financial Services in an era of Liberalisation/Globalisation

8.1.1 Profiling the Financial Sector in the Region

8.1.2 Financial Sector Liberalisation and the Establishment of the CSME – Implications, Regional and National Perspectives

8.2 Other Sectors and Issues of Interest

8.2.1 Business and professional services

8.2.2 Tourism Sector

8.2.3 Gender Dimension of Trade in Services

## **9. SUMMING UP OF PROCEDURES: DISCUSSION OF WORKSHOP OUTCOMES WITH PARTICIPANTS. – RECOMMENDATIONS ARISING OUT OF WORKSHOP FOR ENABLING THE PRODUCTION OF SERVICES STATISTICS**

9.1 Potential for the Implementation of the Common Classification System

9.2 Recommendations with respect to Surveying of Services Sectors and Estimation and Imputation Procedures

9.2.1 Improvement in sources of data – Surveys and administrative records

9.2.2 Questionnaire redesign

9.3 IT implications

9.4 Inter-agency coordination required to compile Trade in Services and to circumvent resource constraints

## **10. ANY OTHER BUSINESS**

ANNEX 2

CARIBBEAN COMMUNITY SECRETARIAT  
AND

USAID FUNDED CARIBBEAN TRADE AND COMPETITIVENESS DEVELOPMENT  
PROGRAMME (C-TRADECOM)

CARICOM WORKSHOP ON  
SERVICES STATISTICS

RESTRICTED

SER/ST/WS/2005/2/2

Christ Church, Barbados  
11-13 April 2005

17 March 2005

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PROGRAMME

Monday April 11, 2005

8:15 – 9:00	Registration
9:00 – 9:45	1. Opening
9:45 – 10:15	Coffee Break
10:15 – 10:25	2. Election of Chairman
10:25 – 10:35	3. Adoption of Agenda
10:35 – 10:40	4. Procedural Matters
	5. INTRODUCTION TO THE CARICOM/C-TRADECOM PROJECT ON SERVICES STATISTICS
10:40 – 11:10	5.1 Background to Project-Continuity with Situational Assessment 2001/2, Objectives and Expected Outputs, <i>Dr Philomen Harrison, CARICOM Secretariat</i>
11:10 – 11:50	5.2 Overview of the Establishment of the CARICOM Single Market and Economy – Policy Context and the Implications for Statistics, <i>Ivor Carryl, CSME Unit</i>

<b>11:50 – 12:30</b>	5.3 Overview of the International Context Relative to Services Negotiations, Ramesh Chaitoo, <i>Caribbean Regional Negotiating Machinery</i>
<b>12:30 – 1:45</b>	Lunch
	<b>6. PREPARATION OF COMMON GUIDELINES TO GUIDE THE COLLECTION, COMPILATION AND DISSEMINATION OF STATISTICS ON TRADE IN SERVICES IN THE CARICOM REGION</b>
<b>1:45 – 2:15</b>	6.1 Presentation of draft outline of document and Status of Work, <i>Lucilla Lewis, Consultant/Regional Project Coordinator</i>
<b>2:15 – 3:45</b>	6.2 Conceptual Issues relative to the Methodological Framework, <i>Lucilla Lewis</i>
<b>3:45 – 4:00</b>	6.2.1 Treatment of specific industries re 1993 SNA, BPM5 and TSA e.g. Insurance, Construction, Financial Sector, Tourism Sector
<b>4:00 – 4:10</b>	Break
<b>4:10 – 4:40</b>	6.2.2 Statistical Allocation by Modes of Supply
<b>4:40 – 5:10</b>	6.2.3 Foreign Affiliate Trade in Services (FATS)
<b>5:10 – 5:40</b>	6.2.4 Foreign Direct Investment Statistics

**Tuesday April 12, 2005**

<b>9:00 – 9:30</b>	6.3 Preliminary Insights into the Development of a Harmonised Classification System to govern the collection and dissemination of Trade in Services Statistics in the CARICOM Region, <i>Hugh Henderson Consultant, Classifications Expert</i>
<b>9:30 – 10:00</b>	6.3.1 Core Services as developed by the Advisory Group 2002
<b>10:00 – 10:30</b>	6.3.2 Major Statistical Classifications relevant for Services Statistics and discussions of Consultant's draft recommendations to be applied within CARICOM:
<b>10:30 – 10:45</b>	Break
<b>10:45 – 11:15</b>	6.3.2.1 International Standard Industrial Classification (ISIC Rev. 3)
<b>11:15 – 11:45</b>	6.3.2.2 Central Product Classification

<b>11:45 – 12:15</b>	6.3.2.3 Balance of Payments Standard Components (BPM5)
<b>12:15 – 12:45</b>	6.3.2.4 Extended Balance of Payments Services Classification (EBOPS)
<b>12:45 – 1:00</b>	6.3.2.5 Legal Classification: GATS Sectoral Classification (GNS/ W/120)
<b>1:00 – 1:30</b>	6.3.2.6 Recommendations on a Common Classification System to compile Statistics on International Trade in Services in the CARICOM Region
<b>1:30 – 2:45</b>	Lunch
<b>2:45 – 4:00</b>	6.4 Issues relative to the Surveying of the Services Sectors including Sampling, Questionnaire Design, Estimation and Imputation for and Methods of Improving Non-response, <i>Jose Garcia Nunez, Consultant/Sampling, Surveys and Estimation Expert</i>
<b>4:00 – 6:00</b>	6.5 Insights into the approach to the application of IT in the Compilation of Regional and National Databases on Services Statistics, <i>Wendell Thomas, Consultant/Information Technology Expert</i>

**Wednesday April 13, 2005**

<b>9:00 – 10:00</b>	7. PRESENTATION OF THE REVIEW OF DATA COMPILATION IN SELECTED MEMBER STATES TO ENABLE THE PRODUCTION OF SERVICES AND INVESTMENT STATISTICS
<b>10:00 – 11:30</b>	7.1 Compilation of Services and Investment Statistics using Country Case Studies Selected from - Belize, Barbados, St. Vincent and the Grenadines, Saint Lucia, Jamaica and Trinidad and Tobago, <i>Lucilla Lewis</i>
	7.1.1 Insights into procedures for data compilation- Surveys and Administrative Sources Country Case Studies – (Belize, Trinidad and Tobago, Barbados)
	7.1.2 Potential Sources of Data for the Compilation of Trade in Services with reference to the compilation of Balance of Payments Statistics (the Case of Belize), <i>Azucena Novelo</i>
	7.1.3 Worked Examples using data collected from a Selected Member State
	7.1.4 Presentation of major gaps in the data for each country and discussion of how these gaps can be filled.
	7.1.5 Individual feedback from remaining countries relative to available data on services from pre-workshop (assignment) questionnaire, <i>Member States</i>
<b>11:30 – 11:45</b>	Break

## 8. HIGHLIGHTS ON KEY ISSUES AND SECTORS RELATED TO THE COMPILATION OF STATISTICS ON TRADE IN SERVICES

- 11:45 – 12:30** 8.1 The Financial Sector – Challenges of Measuring Trade in Financial Services in an era of Liberalisation/Globalisation, *Berkeley Greenidge Consultant/Financial Sector Expert*
- 12:30 – 12:50** 8.1.1 Profiling the Financial Sector in the Region, *Ava Jordan, Bankers Association Of Trinidad and Tobago*
- 12:50 – 1:20** 8.1.2 Financial Sector Liberalisation and the Establishment of the CSME Implications, Regional and National Perspectives, *Enid Bissember, CARICOM Secretariat*
- 1:20 – 2:20** Lunch
- 2:20 – 2:30** 8.2 Other Sectors and Issues of Interest
- 2:30 – 2:45** 8.2.1 Business and professional services, Timothy Odle, *CARICOM Secretariat*
- 2:45 – 3:00** 8.2.2 Tourism Sector, *Winfield Griffith, Caribbean Tourism Organisation*
- 3:00 – 3:20** 8.2.3 Gender Dimension of Trade in Services, Roderick Sanatan, Centre for International Services
- 3:20 – 3:30** Break
9. SUMMING UP OF PROCEDURES: DISCUSSION OF WORKSHOP OUTCOMES WITH PARTICIPANTS. – RECOMMENDATIONS ARISING OUT OF WORKSHOP FOR ENABLING THE PRODUCTION OF SERVICES STATISTICS
- 3:30 – 3:45** 9.1 Potential for the Implementation of the Common Classification System, *Hugh Henderson*
- 3:45 – 4:00** 9.2 Recommendations with respect to Surveying of Services Sectors and Estimation and Imputation Procedures, *Jose Garcia Nunez*
- 4:00 – 4:15** 9.2.1 Improvement in sources of data – Surveys and administrative records, *Jose Garcia Nunez*
- 4:15 – 4:30** 9.2.2 Questionnaire redesign, *Jose Garcia Nunez*
- 4:30 – 4:45** 9.3 IT implications, Wendell Thomas
- 4:45 – 5:00** 9.4 Inter-agency coordination required to compile Trade in Services and to circumvent resource constraints

## 10. ANY OTHER BUSINESS

**ANNEX 3**

**CARICOM WORKSHOP ON SERVICES STATISTICS, APRIL 11 – 13, 2005, BRIDGETOWN, BARBADOS**

**LIST OF PARTICIPANTS**

<b>Member State</b>	<b>Name &amp; Title</b>	<b>Address</b>	<b>Email Address</b>	<b>Telephone</b>	<b>Fax</b>
CARICOM Member States					
Antigua	Corrinne Charles, Statistician, National Accounts and Balance of Payments	Statistics Division, Ministry of Finance & the Economy, First Floor, ACT Building, Market and Church Street, St. John's	<a href="mailto:stats@ab.gov.ag">stats@ab.gov.ag</a>	268-462- 4775	268 - 462 - 9338
The Bahamas	Clarice Turnquest, Senior Statistician, Supervisor, National Accounts Section	Department of Statistics, Ministry of Finance P.O. Box N-3904 Nassau	<a href="mailto:ct@batelnet.bs">ct@batelnet.bs</a>	242-302-2423, 325606	242-325-5149
The Bahamas	Latera Carey, Statistical Officer	Central Bank of the Bahamas, PO Box N-4868, Nassau, Bahamas	<a href="mailto:locarey@centralbankbahamas.com">locarey@centralbankbahamas.com</a>	242-302-2702	242-356-4324
Barbados	Angela Hunte, Director	Barbados Statistical Service, 3 <sup>rd</sup> Floor, NIS Building, Fairchild Street, St Michael	<a href="mailto:barstats@caribsurf.com">barstats@caribsurf.com</a>	246-427-7396	246-435-2198
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Member State	Name & Title	Address	Email Address	Telephone	Fax
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**ANNEX 4**

**OPENING CEREMONY  
of the**

**CARICOM Workshop on Services Statistics  
Grand Barbados Beach Resort, April 11 – 13, 2005, 9:00 AM**

**Convened by  
CARICOM Secretariat and USAID-funded Caribbean Trade and Competitiveness  
Development Program (C-TRADECOM)  
in collaboration with the Barbados Statistical Service and  
the Centre for International Services at the University of West Indies,  
Cave Hill Campus**

*Master of Ceremonies:* Ayanna Young Marshall, International Trade Specialist,  
C- TRADECOM

*Welcome:* Angela Hunte, Director, Barbados Statistical Service

*Remarks:* Ivor Carryl, Programme Manager, CARICOM Single Market  
and Economy Unit

*Remarks:* Mansfield Blackwood, Chief Technical Officer for  
C-TRADECOM, US Agency for International Development

*Remarks:* Roderick Sanatan, Director (ag), Centre for International Services

*Address:* Honourable Dale Marshall, Minister of Industry  
and International Business

*Vote of Thanks:* Participant

## ANNEX 5

### **LIST OF DOCUMENTS DISTRIBUTED TO PARTICIPANTS IN CARICOM WORKSHOP ON SERVICES STATISTICS, APRIL 11-13, 2005, BARBADOS**

#### **Agenda Item 5.1 – Background to Project-Continuity with Situational Assessment 2001/2, Objectives and Expected Outputs, *Dr Philomen Harrison***

- Power Point presentation – CARICOM Secretariat Statistical Unit – Implementation of trade in Services Statistics project – Background and Overview
- Strengthening the Capacity of National Authorities and regional organizations in respect of Services Statistics – Situational Assessment Final Report, CARICOM/CIDA

#### **Agenda Item 5.2 Overview of the Establishment of the CARICOM Single Market and Economy – Policy Context and the Implications for Statistics, *Ivor Carryl***

Power Point presentation – Overview of the Establishment of the CSME: Policy Context and Implications for Services Statistics

#### **Agenda Item 5.3 Overview of the International Context Relative to Services Negotiations, *Ramesh Chaitoo***

Power Point presentation – Services Trade Statistics and Trade negotiations

#### **Agenda Items 6.1, 6.2, and 7.1 –**

- a. Presentation of draft outline of document and Status of Work;**
- 6.2 Conceptual Issues relative to the Methodological Framework;**
- 7.1 Compilation of Services and Investment Statistics using Country Case Studies Selected from - Belize, Barbados, St. Vincent and the Grenadines, Saint Lucia, Jamaica and Trinidad and Tobago, *Lucilla Lewis***

- Power Point presentation – Compilation of Services and Investment Statistics using Country Case studies
- Barbados EBOPS
- Jamaica FDI FATS
- Trinidad and Tobago EBOPS
- Belize FDI FATS
- Power Point presentation – Basic Concepts of the TSA
- Belize EBOPS
- Jamaica EBOPS
- St Vincent and the Grenadines – Explanatory notes to EBOPS Statistics for 2002
- Power Point presentation – measuring distribution and Construction Services in Balance of payments
- Power point Presentation on Compilation Mission to St Vincent and the Grenadines
- Power Point presentation – Measuring Insurance and financial services in EBOPS
- Power Point presentation – Workshop on the Manual on Statistics in International Trade

### **Agenda item 6.3**

**Preliminary Insights into the Development of a Harmonised Classification System to govern the collection and dissemination of Trade in Services Statistics in the CARICOM Region, *Hugh Henderson***

- Abridged ISIC
- CARICOM Core Sectors
- CARICOM Classifications Proposal
- CEBOPS
- CGATS
- CICFA
- Power Point presentation – CARICOM Classifications Presentation
- Statistical Notes and Sectoral Recommendations
- Summary CEBOPS
- Summary CGATS
- Summary CICFA

### **Agenda Item 6.4**

**Issues relative to the Surveying of the Services Sectors including Sampling, Questionnaire Design, Estimation and Imputation for and Methods of Improving Non-response, *Jose Garcia Nunez***

- Power Point presentation – Sampling Surveys
- Response Control
- Sampling Guide

### **Agenda item 6.5**

**Insights into the approach to the application of IT in the Compilation of Regional and National Databases on Services Statistics, *Wendell Thomas***

Power Point presentation – Insights into the Approach to the Application of Information technology in the Compilation of regional and National databases of services statistics

### **Agenda Item 7.1.2 –**

**Potential Sources of Data for the Compilation of Trade in Services with reference to the compilation of Balance of Payments Statistics (the Case of Belize), *Azucena Novelo***

- Power Point presentation – Sources of data for compilation of services statistics – Belize
- BOP Survey Form
- Central Bank of Belize Application for foreign exchange
- Central Bank of Belize Monthly statement for showing foreign currencies purchased
- XCH5 Supplemental

### **Agenda item 8.1**

#### **The Financial Sector – Challenges of Measuring Trade in Financial Services in an era of Liberalisation/Globalisation, *Berkeley Greenidge***

Power Point presentation – Profile of the Financial Services Sector

### **Agenda Item 8.1.2**

#### **Financial Sector Liberalisation and the Establishment of the CSME Implications, Regional and National Perspectives, *Enid Bissember***

Power Point presentation – Financial Sector liberalization and the Establishment of the CSME – Implications, Regional and national perspectives

### **Other documents**

- Agenda
- Organisation of Work
- List of participants
- Meeting the WTO Agenda on Statistics on Trade in Services – IFSL
- Services Statistics Coordination and Strategy – OECD report
- Suggested Elements of a Regional Work Programme on Statistics

**B: CARICOM ST VINCENT AND THE GRENADINES NATIONAL WORKSHOP ON  
SERVICES STATISTICS  
April 18 to 19, 2005**

**CONSULTANTS' REPORT**

Prepared for:

**The Caribbean Community Secretariat and C-TRADECOM  
Under the  
CARICOM TRADE IN SERVICES STATISTICS (TISS) PROJECT**

By:  
**Lucilla Lewis  
Regional Consultant**

May 2005

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  - 2: Workshop Agenda
  - 3: Workshop Programme
  - 4: List of Participants

## INTRODUCTION

### Background

The CARICOM TISS Project is a continuation of CARICOM's ongoing programme for the development in the region of statistics on international trade in services. Specifically it seeks to implement some of the recommendations coming out of the findings of the 2001 Situational Assessment Report (SAR) on Strengthening Capacity of National Authorities and Regional Organisations in Respect of Services Statistics. Those recommendations addressed under the project are:

1. Preparation of Common Guidelines;
2. Review and Compilation of Existing Data;
3. Review of Survey Instruments and Questionnaire;
4. Orchestration of National and Regional Workshop.

### Objective

According to the project Terms of Reference, the objective of the workshop was to train practitioners to sustain the data compilation, on estimation/imputation for non-response, register building and maintenance process, and international statistical classification issues. Some sensitization of users and producers of statistics and was also sought, and importantly, feedback on the draft Common Guidelines was sought at the workshop.

In the context of this objective and the resulting agenda, participants came from the Statistics Departments and Central Banks of all CARICOM member countries and also from associate member countries of CARICOM. Other regional institutions and users of statistics also participated in the 3-day workshop.

Attached as Annex 2, Annex 3 and Annex 4 are Workshop Agenda, Workshop Programme and List of Participants, respectively.

### PARTICIPATION BY CONSULTANTS

The following is a list of Consultants who participated as facilitators:

Jose Nunez Garcia	Survey and Sampling Expert
Hugh Henderson	Classification Expert
Wendell Thomas	IT Expert
Berkeley Greenidge	Financial Sector Expert
Lucilla Lewis	Regional Consultant

### OPENING CEREMONY

In his brief welcome remarks **Mr. Selwyn Allen** Chief Statistician stressed the need for both users and producers of statistics to benefit from such workshops and expressed the strong hope

that further efforts to bring together users and producers of statistics will be given priority in the future. He invited all participants to take full advantage of the benefit of the opportunities for exchange of ideas, which would be provided, during the workshop.

**Ayanna Young Marshall** International Trade Specialist at C-TRADECOM gave a background to USAID/C-TRADECOM's interest in the project and in continuing work in the area of capacity development in compilation of services statistics. She also urged participants to share the knowledge they would acquire at the workshop with their work colleagues when they returned home

**Mr. Timothy Odle** Deputy Programme Manager Services at CARICOM, in his welcome remarks extended greetings from the Secretary General, thanked the Government of St Vincent for its response to the project, in particular highlighting the interest of Mr. Allen, Miss Louise Tash Ag. Senior Statistician, and the private sector participants.

Mr. Odle outlined the legal framework and the nine principles of the CSME agreement. He then made reference to the growing importance of services within the CARICOM region and the critical need for improved statistics on trade in services.

He underscored the following two statistical needs within the CSME framework:

- For planning and economic analysis
- For negotiations, which require detailed information on the various sub-sectors of the services industry

He urged the private sector to participate fully in the deliberations of the workshop and thanked Dr Harrison for her continued efforts in ensuring implementation of the CARICOM Trade in Services Statistics Project and related work and the opportunity provided to bring together users, compilers and producers of statistics and for the private sector in particular to understand some of the challenges faced by the national compilers of statistics

## **SUMMARY OF WORKSHOP PRESENTATIONS AND ISSUES/ RECOMMENDATIONS. (A CD with all presentations was produced by C-TRADECOM)**

**Introduction to the CARICOM/C-TRADECOM Project on Services Statistics by Dr Philomen Harrison Programme Manager Statistics, CARICOM.** In her presentation outlined the background of the project by listing the work completed under the precursor project "Strengthening Statistical Capabilities in Services Statistics in Member States" a component of the CIDA-funded CARICOM Protocol II Trade Policy and Facilitation Project – Regional Trade Responsiveness Project.

With respect to the current project, Dr Harrison thanked C-TRADECOM for having made the financial resources available for financing the project idea and went on to emphasise the importance of the project within CSME and the Protocol II negotiating framework.

The objective of the workshop to sensitise users, producers and suppliers of statistics was also underscored.

Regarding the future outlook with respect to project work, the presenter listed resources constraints as an issue, and also the need for partnering and collaboration among the OECS, ECCB, UWI, CDB, CIS, CTO, CCMS with respect to further development work to avoid duplication of efforts.

Responding to a question relating to the determination weights of different sectors within the respective economies of the region, Dr Harrison explained that the core services sectors were drawn up by the CARICOM Advisory Group on Services, that the list is still open for discussion, and invited comments on the list, which she said would be finalized by CARICOM.

### **Timothy Odle Deputy Programme Manager Services, CARICOM**

This presentation pointed to the geographical dispersion of CARICOM's 15 Member States as a natural challenge to the setting up of the CSME but went on to stress the importance of the CSME for growth of domestic exports in member states, reporting that intra-regional markets account for an estimated 50% of domestic exports of Member States, in contrast to an estimated 80% of imports coming from extra-regional markets.

The presenter stressed that this propensity for the region to buy from those who do not buy regional goods and services must be addressed through diversification, examination of distribution sector, culture change with respect to intellectual property.

The presenter highlighted the importance of compilation of statistics on the GATS 4 Modes of Supply and the adoption of adapted international classification regimes.

### **Presentation on Preparation of Common Guidelines to Guide the Collection, compilation and Dissemination of Statistics on Trade in Services in the CARICOM Region, by Lucilla Lewis, Regional Consultant.**

The presenter started this session with an overview of the trade in services statistics framework and in doing so gave a brief history of the evolution of work in that regard, starting with the Uruguay Round, the WTO, and GATS GNS/W/120 list of services, to BPM5, the work of EUROSTAT, and then the development of the Manual on Statistics of International Trade in Services (MSITS).

In discussing the methodological framework, the concept of residence, valuation, unit of account, and time of recording were reviewed and consistencies with SNA1993 and BPM5 were highlighted.

The main recommendations of MSITS with respect to the following were then discussed:

1. Identification of modes of supply of services:
  - Mode 1: Cross border supply
  - Mode 2: Consumption abroad
  - Mode 3: Commercial presence

- Mode 4: Presence of Natural Persons
- 2. Extension of the Balance of Payments Services Classification (EBOPS)
- 3. Compilation of statistics on foreign investment enterprises-  
Foreign Direct Investments (FDI) Enterprises – income flows and investment stock
  - Foreign Affiliates Trade in Services (FATS) variables:
    - sales (turnover) and/or output
    - employment
    - value added
    - exports and imports of goods
    - exports and imports of services
    - number of enterprises
    - assets
    - compensation of employees
    - net worth
    - net operating surplus
    - gross fixed capital formation
    - taxes on income
    - research and development
- 4. Possible data sources.
- 5. Need for data by trading partners

The discussion on modes of supply focused on correlations with EBOPS components as a very rough starting point for compilation of the statistics, and the presenter went through the EPOBS table and made the correlations to each mode of supply.

With regard to EPOBS the presentation highlighted the details required over the details currently being covered by BPM5 and indicated the possible need for amending existing forms to capture the additional details and to update the BOP survey establishment list.

The discussion relating to compilation of statistics on FDI enterprises and FATS centred on the need to for comprehensive and well maintained register of establishments. In that regard, Trinidad and Tobago was recommended as best practice. Trinidad and Tobago's business register captures the necessary details to generate a list of FDI enterprises. For all of the other countries further development of the business register would be required before a comprehensive list of FDI enterprises, out of which the FATS subset can be generated, is required.

In discussing data sources special attention was paid to possible data sources with respect to mode of supply 4 –Presence of Natural Persons, as there is not yet a recommended framework for compiling statistics on this mode of supply. The usefulness of data from population censuses, household surveys, migration statistics, the BOP, and administrative sources in that regard was discussed.

The presentation emphasized the recommendation of MSITS that the production, trade and investment statistics on services be disaggregated by trading partners, and alerted participants

that a new survey form may be required to capture this very important level of dis-aggregation, which is now generally not available from existing worksheets.

Issues relating to the following sectors were highlighted as follows:

*Insurance Sector:* The methods for estimation of the insurance service charge on the various categories of insurance services were discussed, and importantly compilers were alerted to the ongoing work in that area and to the possibility that new recommendations in that regard are likely in the IMF's publication of BPM6 due in 2008.

*Financial Sector*

The new requirement of EBOPS to disaggregate Financial Intermediation Services Indirectly Measured (FSIM) out of financial services and list it as a memorandum item was highlighted.

*Construction Sector*

The new presentation of construction services in EBOPS showing construction abroad separately from construction in compiling economy was highlighted.

The approach to measurement of construction services in the compiling economy was outlined to emphasize the inclusion of all goods along with services that form an integral part of the construction project including site preparation work, installation and assembly of machinery, renting of construction and demolition equipment with operator. The corresponding credit entry being the goods and services purchased in the compiling economy

The fact that major construction work in compiling economy could sometimes be undertaken by Foreign Affiliates and in such cases should not be captured in EBOPS was also pointed.

*Tourism Sector*

The short piece on the tourism sector indicated that work on the Tourism Satellite Accounts was necessary in order to capture all of the details now needed under the item Travel in EBOPS, and should be given priority attention.

With respect to the **Common Guidelines** its objectives were stated, the list of core sectors outlined, and a synopsis of work done to date presented.

Issues raised during the discussion of the draft Common Guidelines related to the following:

➤ **Transportation:** Treatment of cargo and handling services and yachting services as core sectors within the transportation sector, because of their significance in some and increasing significance in other member countries

With respect to estimation methods for freight transportation, the use in all Member Countries except Trinidad and Tobago, which uses direct survey data, of 10% of the c.i.f. value of imports as a measure of the cost of freight, was recommended as an area, which required revisions of the sample surveys on which the estimate is based.

➤ **Travel:** The need for countries to continue work started on TSA in order to get the necessary details for EBOPS was discussed. This it was agreed would be treated under another project and that the guidelines would speak to current best practices. In that regard the formula currently used by member countries for estimating receipts from tourism was outlined (arrival categories x average length of stay for each category x average daily expenditure for each category). Deficiencies with respect to sample frames and frequency of surveys for arriving at

average daily expenditure and average length of stay were highlighted, and in both regards Trinidad and Tobago was recommended as best practice

➤ Construction Services: The issues highlighted here had to do with the determination as to whether the construction activity is FATS or a BOP flow, and possible data sources were discussed. In particular, direct interviews with project managers as apposed to direct survey were discussed

With respect to the miscellaneous business professional and technical services possible data sources discussed were a) industry surveys b) foreign exchange records c) other administrative data including contact with service/industry associations.

With respect to surveys a well-structured Business Register showing distribution of firms by size was recommended as a primary resource. The Trinidad and Tobago success with one survey form for large companies and a less detailed form for smaller companies was also thrown out for consideration.

The pros and cons of using tax administration records, data from Government licencing agencies and household surveys were briefly outlined

➤ The issue of treating flows from the offshore sector as legal, accounting, and other consultancy services rather than financial services was discussed and remains unresolved. Barbados currently treats those as financial services.

➤ The need for further research towards determination of the treatment of insurance offices in member countries was discussed – are they FATS, agencies or a hybrid of both?

➤ Statistics on FDI flows and stocks and FATS variables: It was emphasized and recognized that most of the effort in that regard had to do with maintaining a comprehensive business register, for which the Trinidad model could be considered. Data sources in the national accounts worksheets and the BOP were pointed out.

The likely approach for compiling statistics on outwards FATS by reviewing data on inwards FATS for all member countries was discussed.

### **Preliminary Insights into the Development of a Harmonised Classification System to Govern the Collection and Dissemination of Trade in Services Statistics in the CARICOM Region by Hugh Henderson, Classification Expert.**

The Draft classification schedules for CARICOM flow from a half dozen major classifications in use internationally. These and their evolution were briefly described in the presentation.

The classifications proposed for CARICOM use have their focus in three of the international standards most central to trade in services. Each of the three were presented on two levels – a summary level recommended for standard reporting, and a more detailed version for compilation

as well as reporting purposes. All schedules underscore the Core categories, which were specified earlier by the Project.

Summary schedules:

- 1 CEBOPS (CARICOM format for EBOPS<sup>2\*</sup>)
- 2 CGATS (CARICOM format for GATS\*)
- 3 CICFA (CARICOM format for ICFA/ISIC\*)

Fuller versions:

- 4 CEBOPS
- 5 CGATS
- 6 CICFA

The fuller versions have enough detail to link serviceably to one another despite differences in original purpose and concept of the underlying classifications. The UN Central Product Classification was used from time to time to extend some EBOPS categories in order to be able to rearrange the blocks into a GATS or ICFA format, and also to describe more specifically the Core sectors noted earlier. The CICFA format was recommended to classify related statistics on Foreign Direct Investment as well.

The larger part of the Classifications agenda was devoted to the detailed CEBOPS, setting out the specific breakdowns in each of the core and non-core sectors, along with the rationale behind the choices presented.

Transportation services

Following is the substance of sector-by-sector discussions.

Primary breakouts would coincide with the same three as in the current Balance of payments presentation: Sea, Air and Other. Sub-categories of Passenger, Freight and Other (supporting services) would also be shown for sea and air modes, but the only breakout relevant for Other is for Cargo handling. Its specific coding for compilation is a supplementary BOP item on supporting services to all transportation (along with some repairs to transport equipment), but in main presentations this would roll into 'other other' and be duly footnoted as to content. Note that Cargo handling is taken in its broader context inclusive of storage and warehousing to match with GATS and ICFA formats. Yacht repair was flagged as a compilation item; inland waterway freight services appear so far to be domestically provided.

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<sup>2</sup> \* Delegates heard that "EBOPS" refers to the Extended Balance of Payments Services classification for exported and imported products. It is an extension the IMF's categories in its BOP reference Manual ed.5, and appears in the Manual on Statistics of International Trade in Services (UN Statistics Division, 2002).

"GATS" refers to the Sectoral classification list of products, used to schedule member commitments under the General Agreement on Trade in Services of the World Trade Organization. It covers trade in services as well, but coverage differs from EBOPS (as no goods in Travel, no Royalties except franchises, no Government services of public administration).

"ICFA" means ISICategories for Foreign Affiliates, where ISIC is the UN standard for describing industries (rather than products) and where foreign affiliates are majority-owned subsidiaries in a host country. Activities of these affiliates (FATS statistics) form a key channel for the provision of services under GATS agreements.

## Travel and Tourism

The standard BOP presentation (for Business, and for Personal reasons showing Health and Education) is retained, but a CARICOM memo item is suggested to show an alternative format for Travel. The alternative format would supply future Tourism Satellite Accounts, facilitate GATS presentations and have its own analytical value. It would break out total Travel by goods spending; accommodation; food service; travel agencies, operators and guides; and recreational and cultural outlays which if further broken out, would, have the potential to complement the supply of entertainment, sporting or indeed gambling services found under Personal, cultural and recreational services further on in the CEBOPS schedule. A large residual for All other expenditures would complete the breakdown for the alternative format.

## Insurance

The international definition with netted premiums and claims appears to be in flux. Only a supplemental breakout is suggested here in the form of a CARICOM memorandum item to cover on a gross basis all life insurance, freight insurance, other property and casualty insurance, reinsurance, and auxiliary services including outsourced administrative functions.

## Financial services

Most countries had or were developing an estimate their National accounts of unspecified service charges wrapped into interest rates. Upcoming revisions to BOP services will likely recommend adding these Financial Intermediation Services Indirectly Measured (FISIM) into Financial services, where they are defined but not yet quantified. This step would mean greater consistency between the level of services as now measured in the BOP and by the National Accounts where FISIM is progressively being included.

## Distribution services

Upcoming revisions to BOP services may also drop Merchanting, largely a dimension of goods trade with the potential to introduce negative numbers into services when traders sell for less than they buy. What chiefly remains are commissions on trade, i.e., those not already valued in goods or defined elsewhere with transportation, insurance or non-insurance financial services. Wholesaling and retailing services, because they largely take place after the border, are important for the measurement of commercial presence abroad (FATS) but seem less relevant for cross-border flows.

## Research and Development

Discussion essentially confirmed R & D services as a Core category due to its relevance for imports, the basis for scheduling commitments under the GATS.

## Services related to goods production

These were presented as a re-specification of original Core categories, largely the EBOPS group on agriculture, mining and on-site processing. Services, which are actually incidental to primary production, are retained as one sub-group. A second sub-group covers services which have variously been called services incidental to manufacturing or on-site processing, but represent certain production outsourced on a fee or contract basis (extended here to fee/contract energy or publication activities residing in miscellaneous business services). Lastly, a further dimension of processing is that of processing of waste and related remediation. These activities form the core of environmental services, a third sub-category, filled out by some environmental consulting now under Engineering services.

#### Other Business services

Real estate appeared important as a component, and should be identified at the compilation level as currently drafted. Transactions in immovable assets would be part only of commercial presence compilations for GATS. Security services surfaced as a potential area of interest: the Region's supply of such services may not be large, but local staffing could represent an inward FATS flow. Separate coding is available for inclusion in CEBOP and CGATS, and a counterpart is also available to show separately within CICFA. It is suggested that real estate and security be identified as compilation items.

The general inclusion of a miscellaneous business services category as part of Core services offers not simply completeness but a home for new and expanding services. The category is the cleaner for assigning a range of general/ unallocated Services between Related Enterprises to a non-Core group, Business and management consulting.

#### Personal, cultural and recreational services

This is a wide-ranging group of services which provides services to persons more than to business. Core categories comprise Education, Health and Entertainment services. From the discussion, separate compilation items are suggested for higher education. Suggested breakouts under Health of professional and of institutional services fit well with the CGATS format, but compilation items will not exist for CICFA which does not split its Other human health activities in ISIC into professional vs. institutional components.

Entertainment services include cultural activities (performers, writers) and the related staging and promotional services that go with them. Coding is too general however, even at the CPC, to reveal the slice of these services which is music, nor live bands within that. That slice of activity needs to be specified at the level of questionnaires or other information sources.

Interest was expressed in isolating sporting events. Again there is a level of generality with the coding which, if one wishes to match with GATS or ICFA, one needs also to include recreational services, notably casinos and gambling (topics not reached in the discussion). As with entertainment, coding is much too general to identify the particular type of sporting activity such as golf or diving.

Audio-visual productions are already identified for compilation, even though the degree of local participation in foreign film shooting for example appears minimal. The Manual on services trade incidentally, includes a Memorandum item on A-V services which includes related royalties and some other closely related elements that may reside outside the A-V definition. The sale of rights and of goods such as tapes and CD's, appear to go beyond the orbit of services.

Government services would continue to comprise its existing components - embassies and consulates, military units and agencies, and other government services.

**Issues Relative to the Surveying of the Services sectors including Sampling, Questionnaire Design, Estimation and Imputation for and Methods of Improving Non-response by Jose Nunez Garcia, Survey and sampling Expert.**

In this presentation the following sources of National Accounts and BOP data were listed and then each discussed by presenting the issues, which came out of compilation missions, and offering recommendations for addressing those issues:

1. Surveys of enterprises and establishments;
2. Household Surveys, such as the Labour Force Survey and the Income and Expenditure Survey;
3. Surveys of people, such as Survey of Foreign Students and Exit Surveys of Foreign Visitors;
4. Census (Population, economical, agricultural);
5. International transactions reporting systems;
6. Administrative and Official data and;
7. Information obtained from partner countries and international organizations.

**Surveys of Establishments**

Surveys of establishments exhibit the following gaps that have to be addressed:

1) response rates are extremely high; 2) too many questionnaires are being used and different data collected; 3) sampling frames are deficient; 4) sample size is not calculated based on statistical requirements; 5) samples do not always follows the basic statistical rules; 6) precision of estimates are not calculated.

Mail questionnaire is the quickest and least expensive of the methods of collecting information and appears to be a convenient vehicle for collecting information on establishments. However, the method gives rise to high non-response rates.

*Non-response* is related to refusal, information cannot be provided, or loss of document ; non-interview sometimes results from establishment being out of operation, it is a branch and not an establishment, not located, or it is duplicated on the list. Non-response is greater than 30% in almost all the countries, and in cases where a smaller non-response rate is reported it is because non-responding establishments are replaced with new ones.

The main goal will be to stabilize response rates in all type of surveys. We can use several approaches, for instance, combining mail survey with interviews, telephone calls, one-to-one

communication, reminders, a gift, field visits have demonstrated significant decreases in non-response; it is better to have a good annual survey with less than 30% non-response, than four quarterly surveys with this amount of non-response. In addition, it was presented a control format prepared in EXCEL for non-response and also recommendations on how to treat the non-response, such as duplicating information from previous survey, changing weights for extrapolation, using sub sampling.

*Sampling frames* are built based on several lists of establishments. Several registration systems including administrative records from the Social Security, The VAT system, Chamber of Commerce, Professional Services, Marketing Associations, telephone book, and others are used. Those lists have to be concentrated in one up-dated database with establishments organized by sector, size in terms on number of employees, and also for doing classifications of groups of establishments according to FATS statistics; by country and geographical region; industry and type. Updating has to be done at least once a year. Some countries have those EXCEL formats but they must have the one that integrates all lists of establishments.

At this moment, countries are using different questionnaires for data collection and also different content. Barbados uses 8 questionnaires to collect data from all the activities; St Lucia uses 22 BOP questionnaires; Trinidad & Tobago Statistical Office uses practically 3 sets of questionnaires with a form1 for less than 10 employees and form2 for 10 and more.

The Central Bank collects the information for the BOP using 16 questionnaires; St Kitts & Nevis Statistical Department uses 22 BOP forms to collect data from all the activities and 10 forms for the National Accounts; Belize has 18 BOP forms; St Vincent uses 22 BOP forms.

Before designing prototype questionnaire(s) it is vital to understand the information that is needed, the format of the outputs required and the disaggregating level, the environment in which the survey will be implemented. This will help defining what the inputs should be. For this work, the Trinidad & Tobago questionnaires used for National Accounts can be used as best practice; they can be compared with the current information collected in other countries.

For sampling purposes, decisions have to be made in the following areas:

Probability or non-probability sample. The first idea in mind is to consider the possibility of installing a formal probability sample in which each establishment will have a known chance of selection.

Selecting large establishments or the method of cut off is obviously biased, inasmuch as the sample does not reflect the change of the smaller establishments. The argument favouring the use of this method is the extremely skewed distributions and the possibility that a small establishment remains constant over time. Unfortunately for the method, a prompt and accurate measurement of sharp changes is often the major objective of such surveys, and during periods of violent changes, misleading results will be obtained.

Sample for activities with small number of establishments. The number of establishments is an important factor for small economies where population size per activity is very modest and there

is no point in making a rigorous sampling selection within specific activities. Exercises were presented for some countries.

Sample size has been defined using simple judgment. It has to be defined in technical terms as well as minimal useful sample size. A researcher must decide in advance how much information will be extrapolated from the data to determine either the size of the sample needed or the level of accuracy of the information obtained. A practical guide was provided for calculating sample size.

Sample structure and stratification. When establishments are stratified by size, the distribution obtained is highly skewed; that is, the relative contribution of small establishments to value added is very low. Grouping similar establishments by forming strata by number of employees is a basic principle that will increase the efficiency of the sample by reducing the standard deviation of the estimates. Stratification also will improve response rate and give an option for treatment of non-response, but at the same time requires the use of the appropriate weighting estimation procedure. A proxy indicator (number of employees engaged) can be used that can be assumed to be correlated with the indicators used for the National Account and Balance of Payments.

Selection procedure. Examples were presented using equal probability and probability proportional to size.

Combination of sampling approaches. Same general rules can be applied to the sampling process, but different types of approaches can be performed per activity and per strata.

If sample selection is based on the theory of probability, then the probability of selection has to be used to estimate the results. Direct estimates are referred to the sample estimates and the right extrapolation procedures that have to be used, and estimates have to be comparable among different surveys over time; some type of transactions may be estimated from more than one source of data. Such information can be used to: a) cross-check individual establishment data and global results for some activities; b) improve non-response; c) do imputations of missing data; The quality of data may be improved by reducing the number of cases requiring imputations, but a control of imputations have to be put in place. Imputations can be done by: a) Using data for that establishment from previous survey; b) Using data from other sources for the establishment; c) Calculating averages of group of similar establishments

When a sample is used, sample precision for the particular estimate has to be calculated. A computer format was presented with the formulas to calculate sample precision, relative standard deviation and 95% confidence level interval. An EXCEL format was prepared for this purpose.

### **Survey of foreign visitors**

Another important survey is the exit surveys for calculating expenditure of tourist based on international arrivals and expenditures. Although that questionnaire is fairly well designed, use of results is limited because a purposive sampling with limited quality control in relation to sampling conditions is being used.

The Trinidad and Tobago Exit Survey conducts 5-6 surveys per year with approximately 500 interviews. A questionnaire is administered to passengers leaving the airport at Trinidad (nothing in Tobago) and to some cruises (less frequent); last exit survey in St Kitts & Nevis was conducted in year 2000, tourism officials there however believe that since then, occupancy levels

have doubled and the expenditure patterns have changed; The Central Bank of Belize and Belize Tourism Board conduct exit surveys every 3 years, the last one was in 2003. The survey of stay-over visitors was conducted over a seven-month period, each being of one-week duration, covering the International Airport and the land borders. An additional survey of cruise ship visitors was conducted

### **Household Surveys**

Countries have regular multipurpose household surveys designed with a primary objective to provide up-to-date data on the labour force and also in other areas of statistical interest on a continuous basis. The surveys have been subject to a series of revisions and international technical assistance in that regard is provided with some regularity. In 4 out of 5 countries, last revision was based on data taken from the 1990 census.

Sample surveys are based on a stratified cluster design in which clusters are households and enumeration districts and usually a self-weighted estimator and sub samples to be used for the rotation panel are used. Population estimates are used as ratio estimators.

In Barbados, a quarterly survey is conducted and the Ministry of Labour conducts surveys and studies; St Lucia conducts the quarterly labour force survey and a separate survey of employers is conducted. Other countries have also quarterly surveys.

For expenditures surveys, St Lucia is planning for 2005 an expenditures survey called Standard of Living Survey; Trinidad & Tobago survey comprises 2,717 households spread across all administrative areas. Two survey instruments were used: a) a questionnaire covering such areas as demographic and socio-economic characteristics, expenditures on accommodation, additions & repairs, furniture, furnishings, household equipment, household operation, home grown produce, clothing & footwear, personal & selected services, transportation, vehicle maintenance & repair, other expenses, other disbursements, income & other receipts; and b) a diary to record daily expenditures over 14 days period.

### Recommendations for Establishment Surveys:

Response rates have to be stabilized by:

- Reviewing the periodicity of surveys, maybe annual instead of quarterly or monthly
- Supporting as much as you can field work (mass media campaign, telephone contact, effective support from Authorities)
- Reviewing questionnaire & use a skilful, brief, simple one for small businesses
- Developing a "must" list of the largest establishments (strata 1) & an intensive follow-up procedures for this type of establishments (telephone calls, one-to-one communication, reminders, field visits)
- Designing a rotation panel for some groups of establishments
- Controlling response rate over groups of establishments, for example: do not accept more than 30% of non-response rate by strata
- Developing guidelines for controlling non-response (telephone calls, one-to-one communication, reminders) with some variations in terms of intensive process by strata and by sector

- Designing a control format for tracking the responses
- Once the response rate is stabilized, several treatments for non-response have to be developed according to particular situations, by:
  - Duplicating information from previous survey and/or change weights
  - Inputting data using external information, use proxy indicators
  - In some specific situations, by selecting a sub-sample of non-response establishments and do intensive work
- Reporting a category of non-response in the results

The following are key steps:

- To have a database with a unified and up-dated list of establishments
- To use stratification (size of establishments) in sample design and for controlling responses
  - To calculate sample sizes according to information needed and to the number of establishments by sector and by strata
  - To define sample procedures according to the number of establishments by sector and by strata
  - To calculate sample estimates according to sample design and calculate precision of estimates
  - To design prototype questionnaire(s)
  - Do a comparative analysis of data for selected countries vs. the classification approved, for both BOP and National Account forms with the participation of National Experts
  - Use one or two countries as basis for the comparison. Trinidad & Tobago National Account forms can be used as an example

Develop four questionnaires: a) National Accounts for large establishments; b) National Accounts for small establishments; c) BOP for large establishments; d) BOP for small establishments

#### Recommendations for Exit Surveys of foreign visitors:

- Design two questionnaires: a) for passengers at airports; b) for passengers at cruise tours
- Build a sampling frame of flights and cruise tours by type
- Review coverage of places – population size
- Design a sampling survey, use a two stage and stratified for flights; and for cruise tours
- Select primary sampling unit (flights and cruise tours)
- Decide the process for selecting tourist and passengers
- Define a control on selection of tourists and passengers
- Develop efficient plans for fieldwork
- Define the methodology for estimating results
- Define the methodology for controlling non-response

#### Recommendations for household sample surveys:

- Up-date sampling frames and use this opportunity to reweigh primary sampling units

- Review non-response, the questionnaires and the sampling and estimation methodology for the labour force survey
- Review questionnaire and sample design for planned income and expenditure surveys
- Review some specific sampling technical issues in other survey, such as, response rates, formulas for estimating results and the precision of estimates

**Insights into The Approach to the Application of IT in the Compilation of Regional and National Databases on Services Statistics, by Wendell Thomas, IT Expert.**

The presentation was prepared with the following objectives:

- to update participants on the objectives and intended deliverables of the IT component of the consultancy;
- to provide details on the activities that were undertaken to date with respect to the IT component;
- to sensitise participants to the need for some degree of harmonisation, particularly with respect to the questionnaire;
- to highlight the success of the OECS member states with respect to the implementation of a customised computer software (CEBOPS) for compiling BPO statistics; and
- to identify a possible approach to developing a new IT application for compiling EPOPS statistics.

Emerging from the presentation were several issues relating to:

- the implications for securing confidential data provided by individual companies from the various islands in an integrated database;
- the potential of restricting access to some data to paid subscribers only;
- the possibility of developing a web-based system which will promote the notion of self service particularly among external users of information;
- considerations for identifying several standard reports that can be generated by the system to facilitate different types of users of the BOP data.

Participants were urged to submit feedback on concerns or key functional requirements that can inform the design of the proposed system.

**Presentation of the Review of Data Compilation in Selected Member States to Enable the Production of Services and Investment Statistics, by Lucilla Lewis**

The presentation highlighted the benefit to compilers of having a fully computerized BOP compilation system in St Vincent. St Vincent shares the use of the Computer Enhanced Balance of Payments Compilation System (CEPOBS) with the other ECCB member countries. This computer programme developed for the ECCB under a CIDA/WUSC technical assistance project generates worksheets from survey and non-survey data, and from the worksheets generates the BOP table. The worksheets were used as the source data for compiling the St Vincent EBOPS for 2002 and 2003.

The Presenter walked through the EBOPS statistics which were generated for St Vincent for 2002 and indicated the survey/non-survey source of the information captured in each line item,

and indicating the EBOPS items which will require additional survey data and possibly small amendments to existing survey forms.

Reclassification of the miscellaneous shipping, airline and insurance related services out of Other Business Services item 284 in the BOP, to Other Sea Transport 208, Other Air Transport 213, Auxiliary Insurance Services 258 respectively, and also the omission of all wages and salaries from the services component of the BOP and EBOPS were highlighted.

The need for continued work on development of the register of FDI enterprises was emphasized and so was the possibility of the design of a new form to allow for the capture of information by country of trading partner, and at a broader level to provide a common survey platform from which a customized computerized EBOPS compilation system could be developed for Member Countries.

**Miss Louise Tash Ag. Senior Statistician** in the Central Statistical Office made a presentation on the steps, survey sources and processes involved in compilation of the national accounts. This presentation served as a sensitization and PR opportunity with respect to improving survey response rates for the National Accounts.

**Berkeley Greenidge Consultant/Financial Sector Expert** in his presentation on Profiling the Financial Sector in the Region gave an overview of the sector, in which he defined the sector to include banking, capital markets, insurance, and investment management including real estate and other property management.

Key influences on future developments in the sector were listed as:

- Demographic issues
- Economic cycles
- Outsourcing of financial services
- Politics e.g. can lead to the possibility of privatization of national insurance schemes
- Regulation and Reporting Requirements
- Technology
- The Tax Rate and Basis of Tax

In this evolving framework, the following were listed as some of the challenges faced by statisticians:

- The need to understand who the key players are
- The need to recognize the impact of outsourcing
- The need for more dis-aggregated data
- Classification issues. E.g. Courts which collects more profit from hire purchase than from sale of furniture.
- Confidentiality issues
- Use of electronics in facilitating surveys
- Building relationships with respondents

Challenges from OECD and FATF, faced by the offshore sector whose growth in the region on the supply side was stimulated by difficulties of preferential access to world commodity markets (globalization effects) were discussed.

Product differentiation in the product offer of the regions' offshore sector to a large extent through ease of establishment, which led to blacklisting and resulting introduction of reforms which in the presenters view made banks in the region 'cleaner' than several banks in First World countries.

The presentation also discussed the need for the Credit Unions to be brought within the scope of the regulatory framework of the financial sector in the region.

## **DISCUSSIONS**

1. While the list of core services sectors presented was accepted, suggestions relating to further review of care sectors were made. E.g. it was suggested that yachting could be core for St Vincent.
2. There was an interesting exchange regarding the treatment of 'foreign' accounting firms like Price Waterhouse and KPMG operating in member countries. The information coming out of the discussions suggest that they would be best treated as domestic companies. It was however cautioned that the ownership structure of the particular company, and how it relates to 'partners' would have to be researched before a determination is made.
3. The need for further research to inform the treatment of insurance companies – FATS vs. agencies was raised.
4. With respect to the recommendation of MSITS that term-life insurance be reported as other direct insurance rather than life insurance, and the difficulty which it was felt would be posed in disaggregating this component from life insurance data, the CLICO representative advised that this dis-aggregation is already available in their records and could be provided. It was agreed that discussions would be held with other life insurance companies in that regard.

## **RECOMMENDATIONS**

1. That the consultation process would have to continue before the list of core sectors and Common Guidelines can be finalized.
2. With respect to Surveying of Services Sectors and Estimation and Imputation Procedures, member countries would increase efforts in implementation recommendations for improvement, continued training in that regard would be required, and additional resources are required by the Statistical Offices. The need for further consultation with national Statistical Offices towards the design of common survey forms was also agreed to.
3. With respect to IT Implications it was agreed that further work was necessary towards design of a common survey form to serve as the platform for development of computerized system to be used by all member countries. In that regard it was agreed that the ECCB model was very instructive and could be used as a starting point to be developed on.
4. The need for continued inter-agency coordination and collaboration in sourcing of funds and provision of technical assistance as recommended in the precursor project.

**ANNEX 1**

**C A R I B B E A N                    C O M M U N I T Y S E C R E T A R I A T**  
**AND**

**USAID CARIBBEAN TRADE AND COMPETITIVENESS DEVELOPMENT  
PROGRAMME  
(C-TRADECOM)**

**CARICOM WORKSHOP ON  
SERVICES STATISTICS**

**RESTRICTED**

**SER/ST/WS/2005/3/1**

**Kingstown, St. Vincent and the Grenadines**

**18-19 April 2005**

**15 April 2005**

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**DRAFT AGENDA**

- 1.     OPENING**
- 2.     ELECTION OF CHAIRMAN**
- 3.     ADOPTION OF AGENDA**
- 4.     PROCEDURAL MATTERS**
- 5.     INTRODUCTION ON THE CARICOM/CTRADECOM PROJECT ON  
SERVICES STATISTICS:**

5.1       Background to Project-Continuity with Situational Assessment 2001/2-  
Objectives and Expected Outputs

5.2       The CARICOM Single Market and Economy (CSME) the FTAA and  
GATS/WTO processes – the implications for the establishment of a System of Services  
Statistics in Member States- Policy Context and the Implications for Statistics

## **6. PRESENTATION OF DATA COMPILED ON SERVICES AND INVESTMENT IN THE TECHNICAL ASSISTANCE VISIT IN SELECTED MEMBER STATES:**

### 6.1 Compilation of Services and Investment Statistics in St. Vincent and the Grenadines

6.1.1 Insights into procedures for data compilation on Services in St. Vincent and the Grenadines

6.1.2 Potential Sources of Data for the Compilation of Trade in Services with reference to Balance of Payments Statistics

6.1.3 Worked Examples displaying actual data collected in St. Vincent and the Grenadines

6.1.3.1 Services Statistics

6.1.3.2 FATS and detailed Foreign Direct Investment Statistics

6.1.4 Presentation of major gaps in the data as it relates to Movement towards the Extended Balance of Payments in Services and Foreign Affiliate Trade in Services

6.1.5 Highlights of Best Practices in Other Member States.

## **7. PREPARATION OF COMMON GUIDELINES TO GUIDE THE COLLECTION, COMPILATION AND DISSEMINATION OF STATISTICS ON TRADE IN SERVICES IN THE CARICOM REGION:**

7.1 Presentation of draft outline of document and Status of Work.

7.2 Conceptual Issues relative to the Methodological Framework

7.2.1 Treatment of specific industries re 1993 SNA, BPM5 and TSA e.g. Insurance, Construction, Financial Sector, Tourism Sector

7.2.2 Statistical Allocation by Modes of Supply

7.2.3 Foreign Affiliate Trade in Services (FATS)

7.2.4 Foreign Direct Investment Statistics

7.2.5 Implications for data producers and suppliers

- 7.3 Preliminary Insights into the Development of a Harmonised Classification System to govern the collection and dissemination of Trade in Services Statistics in the CARICOM Region
  - 7.3.1 Core Services as developed by the Advisory Group 2002
  - 7.3.2 Major Statistical Classifications relevant for Services Statistics and discussions of Consultant's draft recommendations to be applied within CARICOM
    - 7.3.2.1 Background, Milestones, Overview-key trade classifications
      - 7.3.2.1.1 Extended Balance of Payments Services Classification (EBOPS)
      - 7.3.2.1.2 GATS Sectoral Classification
      - 7.3.2.1.3 ISIC Categories for Foreign Affiliates
      - 7.3.2.1.4 Central Product Classification (CPC) and Balance of Payments Standard Components (BPM5)
    - 7.3.2.2 Approach
    - 7.3.2.3 Proposed Schedules
      - 7.3.2.3.1 Core sectors integrated into (6) basic schedules
      - 7.3.2.3.2 Sectoral recommendations
- 7.4 Issues relative to the Surveying of the Services Sectors
  - 7.4.1 Proposals with Respect to Sampling Design
  - 7.4.2 Suggested Questionnaire Design
  - 7.4.3 Estimation Techniques
  - 7.4.4 Treatment of Non-response Imputation and Methods for Improving Non-response
- 7.5 Insights into the approach to the application of IT in the Compilation of Regional and National Databases on Services Statistics
  - 7.5.1 Implications for Data Producers and Suppliers within St. Vincent and the Grenadines

7.5.2 The Flow of Information from National to Regional for the Compilation of a regional database on Services and Investment

## **8. HIGHLIGHTS ON KEY ISSUES AND SECTORS RELATED TO THE COMPILATION OF STATISTICS ON TRADE IN SERVICES**

## **9. SUMMING UP OF PROCEDURES: DISCUSSION OF WORKSHOP OUTCOMES WITH PARTICIPANTS. – RECOMMENDATIONS ARISING OUT OF WORKSHOP FOR ENABLING THE PRODUCTION OF SERVICES STATISTICS:**

- 9.1 Potential for the Implementation of the Common Classification System
- 9.2 Recommendations with respect to Surveying of Services sectors and Estimation and Imputation Procedures
  - 9.2.1 Improvement in sources of data – Surveys and administrative records
  - 9.2.2 Questionnaire redesign
  - 9.2.3 Sampling frame-business register improvement
- 9.3 IT implications
- 9.4 Resource Requirements and Inter-agency Coordination to circumvent resource constraints

## **10. ANY OTHER BUSINESS**

## **C: CARICOM WORKSHOP ON SERVICES STATISTICS**

### **KINGSTOWN, ST. VINCENT AND THE GRENADINES**

**18-19 April 2005**

#### **P R O G R A M M E**

##### **Monday, 18 April**

<b>8:15 - 9:00</b>	Registration
<b>9:00 - 9:15</b>	1. Opening Remarks
<b>9:15 - 9:25</b>	2. Election of Chairman
<b>9:25 - 9:35</b>	3. Adoption of Agenda
<b>9:35 – 9:40</b>	4. Procedural Matters
	5. Introduction on the CARICOM/CTRADECOM Project on Services Statistics
<b>9:40 - 10:00</b>	5.1 Background to Project-Continuity with Situational Assessment 2001/2-Objectives and Expected Outputs
<b>10:10 – 10:40</b>	5.2 The CARICOM Single Market and Economy (CSME) the FTAA and GATS/WTO processes – the implications for the establishment of a System of Services Statistics in Member States- Policy Context and the Implications for Statistics
<b>10:40 – 11:00</b>	<b>Break</b>
	6. Presentation of Data Compiled on Services and Investment in the Technical Assistance Visit in Selected Member States
	6.1 Compilation of Services and Investment Statistics in St. Vincent and the Grenadines
<b>11:00 – 12:30</b>	Insights into procedures for data compilation on Services in St. Vincent and the Grenadines
	6.1.2 Potential Sources of Data for the Compilation of Trade in Services with reference to Balance of Payments Statistics
	6.1.3 Worked Examples displaying actual data collected in St. Vincent and the Grenadines
	6.1.3.1 Services Statistics
	6.1.3.2 FATS and detailed Foreign Direct Investment Statistics
<b>12:30 –1:00</b>	6.1.4 Presentation of major gaps in the data as it relates to Movement towards the Extended Balance of Payments in Services and Foreign Affiliate Trade in Services
<b>1.00-1.30</b>	6.1.5 Highlights of Best Practices in Other Member States
<b>1:30- 2:30</b>	Lunch
<b>2:30 – 2:45</b>	<b>7. Preparation of Common Guidelines to Guide the Collection, Compilation and Dissemination of Statistics on Trade in Services in the CARICOM Region</b>
	7.1 Presentation of draft outline of document and Status of Work.
	7.2 Conceptual Issues relative to the Methodological Framework

<b>2:45 – 3:00</b>	7.2.1 Treatment of specific industries re 1993 SNA, BPM5 and TSA e.g. Insurance, Construction, Financial Sector, Tourism Sector
<b>3:00 – 3:15</b>	7.2.2 Statistical Allocation by Modes of Supply
<b>3:15 – 3:30</b>	7.2.3 Foreign Affiliate Trade in Services (FATS)
<b>3:30 – 3:45</b>	<b>Break</b>
<b>3:45 – 4:30</b>	7.2.4 Foreign Direct Investment Statistics 7.2.5 Implications for data producers and suppliers

Tuesday, 19 April

<b>9:00 – 9:10</b>	7.3 Preliminary Insights into the Development of a Harmonised Classification System to govern the collection and dissemination of Trade in Services Statistics in the CARICOM Region 7.3.1 Core Services as developed by the Advisory Group 2002 7.3.2 Major Statistical Classifications relevant for Services Statistics and discussions of Consultant's draft recommendations to be applied within CARICOM
<b>9:10 – 10:00</b>	7.3.2.1 Background, Milestones, Overview-key trade classifications 7.3.2.1.1 Extended Balance of Payments Services Classification (EBOPS) 7.3.2.1.2 GATS Sectoral Classification 7.3.2.1.3 ISIC Categories for Foreign Affiliates 7.3.2.1.4 Central Product Classification (CPC) and Balance of Payments Standard Components (BPM5)
<b>10:00 – 10:15</b>	<b>Break</b>
<b>10:15 – 10:25</b>	7.3.2.2 Approach
<b>10:25 – 10:35</b>	7.3.2.3 Proposed Schedules
<b>10:35 – 10:45</b>	7.3.2.3.1 Core sectors integrated into (6) basic schedules
<b>10:45 – 10:55</b>	7.3.2.3.2 Sectoral recommendations
<b>11:00 -12:30</b>	7.4 Issues relative to the Surveying of the Services Sectors 7.4.2 Proposals with Respect to Sampling Design; 7.4.3 Suggested Questionnaire Design 7.4.4 Estimation Techniques 7.4.5 Treatment of Non-response Imputation and Methods for Improving Non-response
<b>12:30 –1:30</b>	<b>Lunch</b>
<b>1:30 –2:10</b>	7.5 Insights into the approach to the application of IT in the Compilation of Regional and National Databases on Services Statistics 7.5.2 Implications for Data Producers and Suppliers within St. Vincent and the Grenadines 7.5.3 The Flow of Information from National to Regional for the Compilation of a regional database on Services and Investment
<b>2:10 –2:40</b>	8. Highlights on Key Issues and Sectors Related to the Compilation of Statistics on Trade in Services

**2:40 – 4:00**

**9. Summing up of Procedures: Discussion of Workshop Outcomes with Participants. – Recommendations Arising out of Workshop for Enabling the Production of Services Statistics**

9.1 Potential for the Implementation of the Common Classification System

9.2 Recommendations with respect to Surveying of Services sectors and Estimation and Imputation Procedures

9.2.1 Improvement in sources of data – Surveys and administrative records

9.2.2 Questionnaire redesign

9.2.3 Sampling frame-business register improvement

9.3 IT implications

9.4 Resource Requirements and Inter-agency Coordination to circumvent resource constraints

**10. Any Other Business**

**CARICOM WORKSHOP ON SERVICES STATISTICS**  
**CONFERENCE ROOM, MINISTRY OF FOREIGN AFFAIRS**  
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**KINGSTOWN, ST VINCENT AND THE GRENADINES**  
**18-19 APRIL 2005**

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**CARICOM NATIONAL WORKSHOP IN BELIZE ON SERVICES STATISTICS  
May 12 to 13, 2005**

**CONSULTANTS' REPORT**

Prepared for:

**The Caribbean Community Secretariat and C-TRADECOM  
Under the  
CARICOM TRADE IN SERVICES STATISTICS (TISS) PROJECT**

By:  
**Lucilla Lewis  
Regional Consultant**

May 2005

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  - Annex 1: Terms of Reference
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## 1. INTRODUCTION

### Background

The CARICOM TISS Project is a continuation of CARICOM's ongoing programme for the development in the region of statistics on international trade in services. Specifically it seeks to implement some of the recommendations coming out of the findings of the 2001 Situational Assessment Report (SAR) on Strengthening Capacity of National Authorities and Regional Organisations in Respect of Services Statistics. Those recommendations addressed under the project are:

1. Preparation of Common Guidelines;
2. Review and Compilation of Existing Data;
3. Review of Survey Instruments and Questionnaire;
4. Orchestration of National and Regional Workshop.

### Objective

According to the project Terms of Reference, the objective of the workshop was to train practitioners to sustain the data compilation, on estimation/imputation for non-response, register building and maintenance process, and international statistical classification issues. Some sensitization of users and producers of statistics and was also sought, and importantly, feedback on the draft Common Guidelines was sought at the workshop.

In the context of this objective and the resulting agenda, participants came from the Statistics Departments and Central Banks of all CARICOM member countries and also from associate member countries of CARICOM. Other regional institutions and users of statistics also participated in the 3-day workshop.

Attached as Annex 2, Annex 3 and Annex 4 are Workshop Agenda, Workshop Programme and List of Participants, respectively.

## 2. PARTICIPATION BY CONSULTANTS

The following is a list of Consultants who participated as facilitators:

### Belize

Jose Nunez Garcia	Survey and Sampling Expert
Wendell Thomas	IT Expert
Berkeley Greenidge	Financial Sector Expert
Lucilla Lewis	Regional Consultant

### **3. OPENING CEREMONY**

Mr. Glen Avilez, Chief Statistician of the Belize Central Statistical Office in his welcome remarks as Chairman of the opening ceremony emphasized the importance of compilation of statistics on trade in services by Member Countries as an integral part of the CSME process, in which enough work had not yet been done, and urged all participants to value the opportunity presented by the workshop to address the issues and constraints affecting work on compilation of statistics on trade in services.

He emphasized the need for interagency collaboration within Belize and at the regional level so that efforts and initiatives can be better harmonized to improve the quality, depth and scope of services statistics, so that the region can better negotiate under different trade regimes.

Mr. Timothy Odle Deputy Programme Manager CARICOM pointed to globalization and trade liberalization as twin challenges faced by the region. Challenges, which are resulting in the demise of the region's traditional sectors – banana, sugar, rice etc., and which, have resulted in the decision to deepen the regional integration process through the CSME.

He then highlighted the increasing contribution of the services sector to economic activity in Belize (54.9%) and in other Member Countries (average of 75%) and the need therefore for more efforts and resources to be allocated to the compilation of services statistics. This recognition by CARICOM and C-TRADECOM he cited as the basis for the CARICOM TISS project which has brought together users and producers of statistics and provided training to facilitate the compilation of services statistics which will meet the needs of negotiators and guide them as to the way forward.

Mr. Odle ended by emphasizing the importance of networking within Belize and other compilers of services statistics within the region.

### **4. SUMMARY OF WORKSHOP PRESENTATIONS AND. (A CD with all presentations was produced by C-TRADECOM)**

The presentations were the same as for the workshop in St Vincent and the Grenadines with the following exceptions:

- Preliminary Insights into the Development of a Harmonised Classification System to Govern the Collection and dissemination of Trade in Services Statistics in the CARICOM Region. For this agenda item, in the absence of the Classification Expert, the Regional Consultant gave a summarized presentation based on St Vincent presentation.
- Insights into the Approach to the Application of IT in the Compilation of Regional and National Databases on Services Statistics. This presentation was adapted to place more focus on the way forward and main prerequisites to implementation of a common computerized system for all CARICOM Member States. This presentation is attached as Annex 5
- The practical sessions on compilation experience dealt with both St Vincent & the Grenadines and Belize Summaries of those presentations follow:

## **Presentation of the Review of Data Compilation in Selected Member States To Enable the Production of Services and Investment Statistics, by Lucilla Lewis**

It was agreed that this presentation would be on the case of St Vincent and the Grenadines, to provide exposure to the experiences of compilers in another member state.

The presentation highlighted the benefit to compilers of having a fully computerized BOP compilation system in St Vincent. St Vincent shares the use of the Computer Enhanced Balance of Payments Compilation System (CEPOBS) with the other ECCB member countries. This computer programme developed for the ECCB under a CIDA/WUSC technical assistance project generates worksheets from survey and non-survey data, and from the worksheets generates the BOP table. The worksheets were used as the source data for compiling the St Vincent EBOPS for 2002 and 2003.

The Presenter walked through the EBOPS statistics which were generated for St Vincent for 2002 and indicated the survey/non-survey source of the information captured in each line item, and indicating the EBOPS items which will require additional survey data and possibly small amendments to existing survey forms.

Reclassification of the miscellaneous shipping, airline and insurance related services out of Other Business Services item 284 in the BOP, to Other Sea Transport 208, Other Air Transport 213, Auxiliary Insurance Services 258, and also the omission of all wages and salaries from the services component of the BOP and EBOPS were highlighted.

The need for continued work on development of the register of FDI enterprises was emphasized and so was the possibility of the design of a new form to allow for the capture of information by country of trading partner, and at a broader level to provide a common survey platform from which a customized computerized EBOPS compilation system could be developed for Member Countries.

## **Potential Sources of Data for the Compilation of Trade in Services with reference to the Compilation of Balance Payments Statistics, presented by Rasiel Vellos, Economist, Belize Central Bank.**

This presentation outlined the basic information system and sources of data for compiling the BOP.

The following data sources were discussed:

1. XCH1 database: application for Foreign Exchange
2. Overseas Expenditure of the Public Service (OEPS)
3. External Public Service Debt Contracts
4. BOP Annual Survey
5. XCH5 and XCH5 Supplemental; Authorised Dealers' Monthly Purchases of Foreign Exchange
6. Miscellaneous surveys
7. Contacts with various government agencies and service organizations

For the direct survey 18 BOP survey forms are sent out annually to over 100 organisations with an average response rate of approximately 25% to 31%. The survey is conducted by mail with telephone follow up, and compilation by the Central Bank is based on input of data in an IM database at the bank.

The presenter briefly reported that work on development of the register of FDI enterprises was progressing with reporting arrangements to facilitate the process already worked out with agencies like BELTRAIDE, and the Belize Hotel and Tourism Association (BHTA).

**Mr. Glen Avilez Chief Statistician** made a presentation on the steps, survey sources and processes involved in compilation of the national accounts. This presentation served as a sensitization and PR opportunity with respect to improving survey response rates.

## 5. DISCUSSIONS

The representative from the Chamber of Industry and Commerce expressed the following views:

- The report coming out of this project should be sent to the Chamber as well
- Low survey response rate had partly to do with design of survey, perception by private sector that there was nothing in it for them, and also a perception that data provided can end up with the tax department.
- The private sector views the work of the Statistics Department as very important but need incentives, in the form of reports etc. in order to more willingly respond to surveys, particularly when data requested is not easily available

In reply, the chief Statistician agreed that more data packaging for business users was needed and undertook to address this deficiency, as he was supported by his colleagues at the workshop that low survey response rate was the major problem faced by the Statistics Department.

Regarding work on the TSA the Chief Statistician indicated that this was being dealt with as an offshoot of the National accounts compilation and that despite limited available funds workshops were held to sensitize stakeholders and one training workshop was held for the staff of the Statistics Department.

The Programme Manager Statistics, CARICOM then pointed out that progress with the search for funding was slow, and interest by member states was slow, however the CTO is assisting in that regard

With respect to visitor exit survey, Belize shared its modest success story with inviting cruise passengers to post the completed questionnaires on their return home

Discussions relating to emerging trends in privatization of health care pension schemes mentioned in the presentation on Profiling of the Financial Sector concluded with the agreement that such a trend requires training of the private sector so that schemes can be independently and professionally managed. Other issues raised on this topic had to do with the dwindling size of such funds and the possible need to import foreign labour or for increase in natural population growth.

## **6. SUMMARY OF CLOSING REMARKS**

In addition to the words of thanks by Ayanna Young Marshall, C-TRADECOM, Timothy Odle CARICOM. Belize expressed thanks for the pressure placed on it by the project to do the work but admitted that some more understanding of the work is needed as some of the areas were new. The Programme Manager Statistics, CARICOM then gave an undertaking that sustained efforts to enable the work to continue was a priority of CARICOM and that interagency collaboration in Belize was also important in that regard. She also pointed out that on its own Belize had already extended it BOP to EBOPS and because of its leadership Belize would be invited to accept persons on training attachments from other Member States.

Azucena Novelo, Economist Central Bank of Belize ended by warning that compilation work would continue through enhancing productivity of existing resources rather than through additional allocation of already limited resources.

## **7. RECOMMENDATIONS**

1. The Common Guidelines were generally accepted.
2. With respect to Surveying of Services Sectors and Estimation and Imputation Procedures, that member countries would increase efforts in implementation recommendations for improvement, that continued training in that regard would be required, and that additional resources are required by the Statistical Offices. The need for further consultation with national Statistical Offices towards the design of common survey forms was also agreed to.
3. With respect to IT Implications it was agreed that further work was necessary towards design of a common survey form to serve as the platform for development of computerized system to be used by all member countries. In that regard it was agreed that the ECCB model was very instructive and could be used as a starting point to be developed on.
4. The need for continued and strengthened interagency collaboration within Belize to continue the compilation work started under this project was underscored by representatives of the Central Bank of Belize and the Chief Statistician respectively.
5. The need for continued inter-agency coordination and collaboration in sourcing of funds for further work and provision of technical assistance.

**ANNEX 1**

**CARIBBEAN COMMUNITY SECRETARIAT  
AND  
USAID CARIBBEAN TRADE AND COMPETITIVENESS DEVELOPMENT  
PROGRAMME  
(C-TRADECOM)**

**CARICOM WORKSHOP ON  
SERVICES STATISTICS**

**RESTRICTED  
SER/ST/WS/2005/4/1**

**Belize**

**12-13 May 2005**

**4 May 2005**

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**DRAFT AGENDA**

- 1. OPENING**
- 2. ELECTION OF CHAIRMAN**
- 3. ADOPTION OF AGENDA**
- 4. PROCEDURAL MATTERS**
- 5. INTRODUCTION ON THE CARICOM/CTRADECOM PROJECT ON SERVICES STATISTICS:**
  - 5.1 Background to Project-Continuity with Situational Assessment 2001/2-Objectives and Expected Outputs
  - 5.2 The CARICOM Single Market and Economy (CSME) the FTAA and GATS/WTO processes – the implications for the establishment of a System of Services Statistics in Member States- Policy Context and the Implications for Statistics

**6. PRESENTATION OF DATA COMPILED ON SERVICES AND INVESTMENT IN THE TECHNICAL ASSISTANCE VISIT IN SELECTED MEMBER STATES:**

- 6.1 Compilation of Services and Investment Statistics in St. Vincent and the Grenadines
  - 6.1.1 Insights into procedures for data compilation on Services in St. Vincent and the Grenadines
  - 6.1.2 Potential Sources of Data for the Compilation of Trade in Services with reference to Balance of Payments Statistics
  - 6.1.3 Worked Examples displaying actual data collected in St. Vincent and the Grenadines
    - 6.1.3.1 Services Statistics
    - 6.1.3.2 FATS and detailed Foreign Direct Investment Statistics
  - 6.1.4 Presentation of major gaps in the data as it relates to Movement towards the Extended Balance of Payments in Services and Foreign Affiliate Trade in Services
  - 6.1.5 Highlights of Best Practices in Other Member States.

**7. PREPARATION OF COMMON GUIDELINES TO GUIDE THE COLLECTION, COMPILATION AND DISSEMINATION OF STATISTICS ON TRADE IN SERVICES IN THE CARICOM REGION:**

- 7.1 Presentation of draft outline of document and Status of Work.
- 7.2 Conceptual Issues relative to the Methodological Framework
  - 7.2.1 Treatment of specific industries re 1993 SNA, BPM5 and TSA e.g. Insurance, Construction, Financial Sector, Tourism Sector
  - 7.2.2 Statistical Allocation by Modes of Supply
  - 7.2.3 Foreign Affiliate Trade in Services (FATS)
  - 7.2.4 Foreign Direct Investment Statistics
  - 7.2.5 Implications for data producers and suppliers

- 7.3 Preliminary Insights into the Development of a Harmonised Classification System to govern the collection and dissemination of Trade in Services Statistics in the CARICOM Region
  - 7.3.1 Core Services as developed by the Advisory Group 2002
  - 7.3.2 Major Statistical Classifications relevant for Services Statistics and discussions of Consultant's draft recommendations to be applied within CARICOM
    - 7.3.2.1 Background, Milestones, Overview-key trade classifications
      - 7.3.2.1.1 Extended Balance of Payments Services Classification (EBOPS)
      - 7.3.2.1.2 GATS Sectoral Classification
      - 7.3.2.1.3 ISIC Categories for Foreign Affiliates
      - 7.3.2.1.4 Central Product Classification (CPC) and Balance of Payments Standard Components (BPM5)
    - 7.3.2.2 Approach
    - 7.3.2.3 Proposed Schedules
      - 7.3.2.3.1 Core sectors integrated into (6) basic schedules
      - 7.3.2.3.2 Sectoral recommendations
- 7.6 Issues relative to the Surveying of the Services Sectors
  - 7.6.1 Proposals with Respect to Sampling Design
  - 7.6.2 Suggested Questionnaire Design
  - 7.6.3 Estimation Techniques
  - 7.6.4 Treatment of Non-response Imputation and Methods for Improving Non-response
- 7.7 Insights into the approach to the application of IT in the Compilation of Regional and National Databases on Services Statistics
  - 7.7.1 Implications for Data Producers and Suppliers within St. Vincent and the Grenadines

7.7.2 The Flow of Information from National to Regional for the Compilation of a regional database on Services and Investment

**8. HIGHLIGHTS ON KEY ISSUES AND SECTORS RELATED TO THE COMPILATION OF STATISTICS ON TRADE IN SERVICES**

**9. SUMMING UP OF PROCEDURES: DISCUSSION OF WORKSHOP OUTCOMES WITH PARTICIPANTS. – RECOMMENDATIONS ARISING OUT OF WORKSHOP FOR ENABLING THE PRODUCTION OF SERVICES STATISTICS:**

9.1 Potential for the Implementation of the Common Classification System

9.2 Recommendations with respect to Surveying of Services sectors and Estimation and Imputation Procedures

9.2.1 Improvement in sources of data – Surveys and administrative records

9.2.2 Questionnaire redesign

9.2.3 Sampling frame-business register improvement

9.3 IT implications

9.4 Resource Requirements and Inter-agency Coordination to circumvent resource constraints

**11. ANY OTHER BUSINESS**

**CARICOM WORKSHOP ON SERVICES STATISTICS**  
**RADISSON FORT GEORGE HOTEL AND MARINA**  
**BELIZE CITY, BELIZE**  
**12-13 MAY 2005**

**P R O G R A M M E**

**Thursday, 12**

**May**

<b>8:15 - 9:00</b>	Registration
<b>9:00 - 9:15</b>	1. Opening Remarks
<b>9:15 - 9:25</b>	2. Election of Chairman
<b>9:25 - 9:35</b>	3. Adoption of Agenda
<b>9:35 - 9:40</b>	4. Procedural Matters
	5. Introduction on the CARICOM/CTRADECOM Project on Services Statistics
<b>9:40 - 10:00</b>	5.1 Background to Project-Continuity with Situational Assessment 2001/2-Objectives and Expected Outputs
<b>10:10 - 10:40</b>	5.2 The CARICOM Single Market and Economy (CSME) the FTAA and GATS/WTO processes – the implications for the establishment of a System of Services Statistics in Member States- Policy Context and the Implications for Statistics
<b>10:40 - 11:00</b>	<b>Break</b>
<b>11:00 - 12:30</b>	6. Presentation of Data Compiled on Services and Investment in the Technical Assistance Visit in Selected Member States: 6.1 Compilation of Services and Investment Statistics in St. Vincent and the Grenadines Insights into procedures for data compilation on Services in St. Vincent and the Grenadines 6.1.2 Potential Sources of Data for the Compilation of Trade in Services with reference to Balance of Payments Statistics 6.1.3 Worked Examples displaying actual data collected in St. Vincent and the Grenadines 6.1.3.1 Services Statistics 6.1.3.2 FATS and detailed Foreign Direct Investment Statistics 6.1.4 Presentation of major gaps in the data as it relates to Movement towards the Extended Balance of Payments in Services and Foreign Affiliate Trade in Services 6.1.5 Highlights of Best Practices in Other Member States
<b>12:30 - 1:00</b>	Lunch
<b>1:00-1:30</b>	
<b>1:30- 2:30</b>	
<b>2:30 - 2:45</b>	<b>7. Preparation of Common Guidelines to Guide the Collection, Compilation and Dissemination of Statistics on Trade in Services in the CARICOM Region:</b> 7.1 Presentation of draft outline of document and Status of Work. 7.2 Conceptual Issues relative to the Methodological Framework 7.2.1 Treatment of specific industries re 1993 SNA, BPM5 and TSA e.g.
<b>2:45 - 3:00</b>	

	Insurance, Construction, Financial Sector, Tourism Sector
<b>3:00 – 3:15</b>	7.2.2 Statistical Allocation by Modes of Supply
<b>3:15 – 3:30</b>	7.2.3 Foreign Affiliate Trade in Services (FATS)
<b>3:30 – 3:45</b>	<b>Break</b>
<b>3:45 – 4:30</b>	7.2.4 Foreign Direct Investment Statistics 7.2.5 Implications for data producers and suppliers
<b>Friday, 13 May</b>	
<b>9:00 – 9:10</b>	7.3 Preliminary Insights into the Development of a Harmonised Classification System to govern the collection and dissemination of Trade in Services Statistics in the CARICOM Region 7.3.1 Core Services as developed by the Advisory Group 2002 7.3.2 Major Statistical Classifications relevant for Services Statistics and discussions of Consultant’s draft recommendations to be applied within CARICOM 7.3.3 Proposed Classification System
<b>9:10 – 10:00</b>	<b>Break</b>
<b>10:00 – 10:15</b>	7.4 Issues relative to the Surveying of the Services Sectors
<b>10:25 – 10:35</b>	7.4.2 Proposals with Respect to Sampling Design;
<b>10:35 – 10:45</b>	7.4.3 Suggested Questionnaire Design;
<b>10:45 – 12:30</b>	7.4.4 Estimation Techniques 7.4.5 Treatment of Non-response Imputation and Methods for Improving Non-response
<b>12:30 – 1:30</b>	<b>Lunch</b>
<b>1:30 – 2:10</b>	7.5 Insights into the approach to the application of IT in the Compilation of Regional and National Databases on Services Statistics 7.5.2 Implications for Data Producers and Suppliers within St. Vincent and the Grenadines 7.5.3 The Flow of Information from National to Regional for the Compilation of a regional database on Services and Investment
2:10 – 2:40	<b>8. Highlights on Key Issues and Sectors Related to the Compilation of Statistics on Trade in Services</b>
<b>2:40 – 4:00</b>	<b>9. Summing up of Procedures: Discussion of Workshop Outcomes with Participants. – Recommendations Arising out of Workshop for Enabling the Production of Services Statistics:</b> 9.1 Potential for the Implementation of the Common Classification System 9.2 Recommendations with respect to Surveying of Services sectors and Estimation and Imputation Procedures 9.2.1 Improvement in sources of data – Surveys and administrative records 9.2.2 Questionnaire redesign 9.2.3 Sampling frame-business register improvement 9.3 IT implications 9.4 Resource Requirements and Inter-agency Coordination to circumvent resource constraints

10. Any Other Business

**CARICOM WORKSHOP ON SERVICES STATISTICS**  
**RADISSON FORT GEORGE HOTEL AND MARINA**  
**BELIZE CITY, BELIZE**  
**12-13 MAY 2005**

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