

**THIRTY-SEVENTH MEETING OF
THE STANDING COMMITTEE OF
CARIBBEAN STATISTICIANS (SCCS)****RESTRICTED****SCCS/2012/37/5****St. George's, Grenada****29-31 October 2012****18 October 2012**

PROGRESS REPORT ON STATISTICS ON INTERNATIONAL TRADE IN SERVICES**1. INTRODUCTION**

Member States will recall that at the Thirty-Sixth Meeting of the Standing Committee of Caribbean Statisticians (SCCS) which was held in Belize City, Belize in November 2011, the Secretariat presented a report on the current status of work on trade in services. At this Meeting, countries were urged to consider the work done under the Ninth European Development Fund (9th EDF) with respect to the development of services statistics in the Region and to continue with the developmental work put in place during the Project. Additionally, the meeting noted that countries were able to significantly improve the services data compilation according to the level of the EBOPS based on the technical assistance received under the 9th EDF funded consultancy. Post the Thirty-Sixth Meeting of the SCCS, this paper presents a synopsis of the work undertaken by the Regional Statistics Programme with respect to the development of statistics on International Trade in Services as follows:

- (1) Efforts to improve the coverage of services statistics in the Region - Development of a core trade in services questionnaire;
- (2) Overview of the Regional Workshop on statistics of International Trade in Services and the Creative Industries;

- (3) Status of the Regional Trade in Services/Investment Statistics Database at the CARICOM Secretariat; and
- (4) Proposed work.

2. EFFORTS TO IMPROVE THE COVERAGE OF SERVICES STATISTICS IN THE REGION - DEVELOPMENT OF A CORE TRADE IN SERVICES QUESTIONNAIRE

Member States would recall that one of the major outputs of the Ninth EDF funded consultant on International Trade in Services was the development of a core trade in services questionnaire (which was adapted from Statistics Canada) that sought to compile services statistics by trading partners. In the main, the questionnaire was considered to be a first draft, however minor adjustments were required taking into consideration the recently updated Manual on Statistics of International Trade in Services (MSITS 2010). Adjustments to the services classification components as outlined in the questionnaire were therefore undertaken in accordance with the recommendations and the guidelines as defined in the MSITS 2010 which conforms to the International Monetary Fund's (IMF), Sixth edition of Balance of Payments and International Investment Position Manual (BPM6), the present international statistical framework for the compilation of Balance of Payments, including international trade in services.

In this regard, a discussion forum was established on the Statistics Help Desk and a communiqué was dispatched to countries to commence discussions on the possible adaptation of the questionnaire by countries and to outline the way forward for the implementation of same. Comments were received from the Member States of Jamaica and Trinidad and Tobago as well as the Eastern Caribbean Central Bank (ECCB). The Secretariat would like to thank these Member States and the ECCB for their contributions towards the refinement of the services questionnaire for the Region. Based on the inputs received from countries and the recommendations as defined in the MSITS 2010, the trade in services questionnaire was refined by the CARICOM Secretariat. Included in the questionnaire are concepts and definitions, country codes for insertions in the columns as appropriate and a Reporting Guide for respondents.

The final version of the questionnaire was dispatched to countries by email and is currently available on the CARICOM Statistics Help Desk for further review and comments/queries. Countries were also invited to volunteer in collaboration with their Central Banks and Ministries of Trade to pilot the questionnaire.

Saint Lucia had volunteered to be a pilot country in the implementation of the questionnaire. Other countries willing to participate in this pilot (up to five countries) can volunteer at this meeting. It is expected that funds would be available in 2013 to undertake this pilot. The refined questionnaire is presented as **Attachment I** to this paper.

It is hoped that the implementation of this questionnaire in the Region would seek to increase the number of countries producing trade in services data at the level of the EBOPS and to also capture the imports and exports of trade in services by partner country/region, as required.

3. OVERVIEW OF THE REGIONAL WORKSHOP ON STATISTICS OF INTERNATIONAL TRADE IN SERVICES AND THE CREATIVE INDUSTRIES

A Regional Workshop on Statistics of International Trade in Services and the Creative Industries was held from 13-16 March 2012 in Barbados and was attended by representatives of most Member States and Associate Members, as well as several Regional and International organisations. The Workshop was funded by the World Trade Organisation (WTO) Secretariat, through the External Economic and Trade Relations department of the CARICOM Secretariat. Organisations that participated in the workshop included the United Nations Statistics Division (UNSD), the United Nations Educational, Scientific and Cultural Organisation (UNESCO), the World Intellectual Property Organisation (WIPO) and the Caribbean Tourism Organisation (CTO).

The main objective of the Workshop was to assist the Region in developing trade in services statistics, particularly in relation to the development of creative and cultural industries in the Region and to provide an opportunity for countries, Regional Institutions and other partner organisations to share their experiences and thoughts in the development of such statistics.

Among the major outputs of the workshop included the following:

- Improved knowledge of participants on statistics of international trade in services as it relates to the Creative Industries;
- A core of trained persons in the Region with enhanced awareness and knowledge of services statistics collection and compilation in this area; and
- In-country coordination of agencies/personnel strengthened and enhanced collaboration among the relevant agencies.

4. STATUS OF THE REGIONAL TRADE IN SERVICES/INVESTMENT STATISTICS DATABASE AT THE CARICOM SECRETARIAT

4.1 Trade in Services

The Regional Trade in Services Database at the CARICOM Secretariat has been updated with data for thirteen (13) Member States. Thirteen (13) countries have submitted services data for the year 2010 and eleven (11) countries for the year 2011. Eleven (11) countries comprising the ECCB member countries and The Bahamas, Belize and Jamaica have submitted data according to the Extended Balance of Payments Services (EBOPS) format. Additionally, the EBOPS data was extracted from the BOP of the Member State of Barbados. The Regional trade in services database has therefore been updated with EBOPS data for a total of eleven (11) countries. The CARICOM Secretariat would like to commend those Member States as well as the ECCB for the production of the EBOPS format and would like to encourage other Member States to expand their compilation of services statistics according to the EBOPS format as recommended in the Manual on Statistics of International Trade in Services (MSITS 2010), in collaboration with their respective Central Banks, where necessary. The Secretariat would also like to further commend the Member States of Belize, Dominica, Grenada and Trinidad and Tobago for compiling and submitting EBOPS data to the CARICOM Secretariat according to the new recommended format, BPM6, EBOPS categories, as defined in the MSITS2010. While there are still major gaps in the data it is hoped that the work to be put in place under the Tenth European Development Fund (10th EDF) will fill these gaps.

Available data for 2010 and 2011 have also been disseminated on the Secretariat's web site. These data include imports, exports and balance of trade in services by broad areas and detailed services categories, where available such as Sea and Air Transportation, Business and Personal Travel, Computer and Information Services, etc.

4.2 INVESTMENT STATISTICS

The Foreign Direct Investment (FDI) database at the CARICOM Secretariat attempts to present a comprehensive set of FDI statistics for reporting Member States. These data include inflows and outflows of FDI by source and destination, classification by component (which includes equity capital, reinvested earnings, divestment and other capital) and by industry/sector.

As at September 2012, the FDI database was updated with data for seven Member States for the year 2011. Of those seven (7) countries, all submitted FDI data by type, six (6) provided data by industry/sector and five (5) provided data on sources/destinations. In effect, five (5)

Member States were able to provide a complete profile on investment statistics, that is, by type, source/destination and sector. These Member States are Dominica, Saint Lucia, St Kitts and Nevis and St. Vincent and the Grenadines and Trinidad and Tobago.

5. PROPOSED WORK

Some of the proposed work to be completed includes the following:

- (i) Finalisation of the Common Guidelines for the production of Statistics on Trade In Services;
- (ii) Production of a Third Report on International Trade in Services Statistics for the period 2006-2011;
- (iii) To continue to monitor the production and dissemination of services data at the Regional Level post the work of the Trade in Services consultancy; and
- (iv) To continue to build capacity at the national and regional levels through the Help Desk Facility and attachment programmes.

ACTION REQUIRED

The **Meeting** is **invited** to:

- (i) **urge** Member States to continue with the developmental work put in place during the Ninth EDF funded Project;
- (ii) **consider** the status of the work done at the Secretariat relative to the Trade in Services/Investment Statistics and to obtain feedback on the work put in place; and
- (iii) **request** at least four (4) Member States to volunteer for the pilot (in addition to Saint Lucia) to be undertaken with the refined trade in services questionnaire in 2013.



Trade in Services Division



[Sample

International Transactions in Commercial Services, 2012

Confidential when completed

Please make a copy for your own records

[Sample address]

Central Statistical Office,
Trade in Services Division,
Trinidad and Tobago
Tel: 1-868-235-000
Fax: 1-868-236-0000
Email: cso@statisticsgov.tt

Please write in any changes of name or address in the box above.

HAVE YOU EXPORTED OR IMPORTED SERVICES?

You have exported services if you have charged a foreign client for services that you have provided. You have imported services if you have purchased services from a foreign provider. Please see the "Reporting Guide" included in this questionnaire.

AUTHORITY:

This information is collected under the authority of the Statistics Act, [state your statistics act here]. **COMPLETION OF THIS QUESTIONNAIRE IS A LEGAL REQUIREMENT UNDER THIS ACT.**

CONFIDENTIALITY:
Act].

Your answers are confidential in accordance with [quote relevant clause of Statistics

The Central Statistical Office is prohibited by law from releasing any information it collects which could identify any person, business or organization, unless consent has been given by the respondent or as permitted by the *Statistics Act*. [The confidentiality provisions of the *Statistics Act* are not affected by either Access to Information Act or any other legislation.]

Information from this survey will be used for statistical purposes only and will be published in aggregate form only.

PURPOSE OF SURVEY:

The data are required for the compilation of statistics on International Trade in Services. Other uses of the data include the development and monitoring of international trade agreements and for business planning and marketing and institutional research.

FILLING OUT THIS QUESTIONNAIRE:
Trinidad

A completed copy of this form should be returned **within four weeks** of receipt to the [Sample contact details: Central Statistical Office, 80 Independence Square, Port-of-Spain,

and Tobago. If you need any clarification on reporting please call **1-868-361-7433**, Fax **1-868-361-7343** or E-mail: **its@statisticsgov.tt**.]

DISCLOSURE:

If you choose to transmit this questionnaire to the Central Statistical Office by facsimile or other electronic transmission, please be advised that there could be a risk of disclosure during communication. However upon receipt of your information the Central Statistical Office will provide the guaranteed level of protection afforded all information collected under the *Statistics Act*.

INSTRUCTIONS ON FILLING OUT THIS SURVEY:

Please see the "**Reporting Guide**" included in this questionnaire.

PERIOD COVERED:

Please report for the Calendar year 2011, or if not practicable your nearest fiscal year ending

Day	Month	Year
-----	-------	------

ESTIMATES:

If a particular category of services or geographic distribution is not readily available, please estimate.

COVERAGE:

Please report all external service transactions including those financed by government in [*Sample country*: Trinidad and Tobago (for example by CARICOM) or by other Trinidadian or International Organisations (such as World Bank).] **You have to include services transacted over the internet.**

RELATED PARTIES:

You are asked to report transboundary trade with foreign related parties and with other foreign parties (not related). Foreign related parties are either foreign entities that have the ability to exercise significant influence on the [*Sample country*: Trinidadian Unit] or either foreign affiliates in which the [*Sample country*: Trinidadian] authority have the ability to exercise significant influence. In general, there is significant influence when an entity owns 10% or more of the ordinary shares or voting power of another entity (for an incorporated enterprise) or the equivalent (for an unincorporated enterprise). Foreign related entities include parent companies, subsidiaries and branches

DEFINITIONS AND COUNTRY CODES

Attached to this questionnaire are the definitions for each service transaction and a list of country codes as defined by the International Standard Organisation (ISO). The country codes are to be inserted in each column. **PLEASE USE ADDITIONAL PAGES FOR MORE THAN FOUR COUNTRIES.**

Name and Title of Responsible Officer	Telephone
Fax	Email

Please make a copy for your records.
assistance.

Thank you for your

Schedule A – Exports of commercial services, 20__

For your operations in say [*Country X*], please report the value of services sold to customers abroad (revenue earned) during 20__ (or your nearest fiscal year)

Please report net of Withholding Tax, and in Thousand of [*Country X*] currency

Services (Column 1) (see definitions on page 6)	ref no.	Country		Country		Country		Country		Total revenues on exports	
		Please enter country code, e.g.: TT for Trinidad and Tobago									
		to foreign related parties	to other related parties	to foreign related parties	to other related parties	to foreign related parties	to other related parties	to foreign related parties	to other related parties	to foreign related parties	to other related parties
includes transactions conducted over the internet		\$'000 -									
Telecommunications, computer and information services :	1										
- Telecommunications services	11										
- Computer services	12										
- Information services	13										
Construction services	2										
Insurance claims received from non-resident insurers	3										
Financial services other than insurance	4										
Charges for the use of intellectual property, n.i.e :	5										
- Franchises and trademarks licensing fees	51										
- Licenses for the use of outcomes for research and development	52										
- Licenses to reproduce and/or distribute computer software	53										

Services (Column 1) (see definitions on page 6) <div style="border: 1px solid black; padding: 2px; width: fit-content;">includes transactions conducted over the internet</div>	ref no.	Country		Country		Country		Country		Total revenues on exports	
		Please enter country code, e.g.: TT for Trinidad and Tobago									
		to foreign related parties	to other related parties	to foreign related parties	to other foreign parties	to foreign related parties	to other foreign parties	to foreign related parties	to other foreign parties	to foreign related parties	to other foreign parties
		\$'000 -									
- Licenses to reproduce and/or distribute audiovisual and related products	54										
Research and development services	6										
Legal, accounting, management consulting and public relations :	7										
- Legal Services	71										
- Accounting, auditing, bookkeeping and tax consulting services	72										
- Business and management consulting and public relations services	73										
Advertising, market research and public opinion polling	8										
Architectural, engineering and scientific and other technical services :	9										
- Architectural services	91										
- Engineering services	92										
- Scientific and other related technical services	93										
Waste treatment and de-pollution, agricultural and mining services :	10										
- Waste water and de-pollution	101										
- Services incidental to agriculture, forestry and fishing	102										
- Services incidental to mining and oil and gas extraction	103										
Operating leasing services	11										
Trade related services	12										
Other business services, n.i.e :	13										
Personal, cultural and recreational services :	14										
- Audiovisual services	141										
- Performing artistes	142										
- Other Artistic related services	143										
- Health services	144										
- Education services	145										
- Heritage and recreational services	146										
- Other personal services	147										
Government goods and services, n.i.e:	15										
- Embassies and consulates	151										
- Military units and agencies	152										
- Other government goods and services	153										

Services (Column 1) (see definitions on page 6)	Country		Country		Country		Country		Total revenues on exports		
	Please enter country code, e.g.: TT for Trinidad and Tobago										
	to foreign related parties	to other related parties	to foreign related parties	to other foreign parties	to foreign related parties	to other foreign parties	to foreign related parties	to other foreign parties	to foreign related parties	to other foreign parties	
	ref no.	\$'000 -									
Other, Please specify in the comments section below	16										
Total revenues	17										

Comments or qualifications about the data reported above

*** PLEASE USE SEPARATE PAGE(S) TO REPORT MORE THAN FOUR COUNTRIES**

Schedule B – Imports of commercial services, 20__

For your operations in [Country X] please report the value of services sold to customers abroad (revenue earned) during 20__ (or your nearest fiscal year)

Please report net of Withholding Tax, and in Thousands of [Country X] currency

Services (Column 1) (see definitions on page 6) includes transactions conducted over the internet	ref no.	Country		Country		Country		Country		Total expenses on imports	
		Please enter country code, e.g.: TT for Trinidad and Tobago									
		from foreign related parties	from other related parties	from foreign related parties	from other foreign parties	from foreign related parties	from other foreign parties	from foreign related parties	from other foreign parties	from foreign related parties	from other foreign parties
		\$'000 -									
Telecommunications, computer and information services :	1										
- Telecommunications services	11										
- Computer services	12										
- Information services	13										
Construction services	2										
Insurance claims paid to non-resident insurers	3										
Financial services other than insurance	4										
Charges for the use of intellectual property, n.i.e. :	5										
- Franchises and trademarks licensing fees	51										
- Licenses for the use of outcomes for research and development	52										
- Licenses to reproduce and/or distribute computer software	53										
- Licenses to reproduce and/or distribute audiovisual and related products	54										
Research and development services	6										
Legal, accounting, management consulting and public relations :	7										
- Legal Services	71										
- Accounting, auditing, bookkeeping and tax consulting services	72										
- Business and management consulting and public relations services	73										
Advertising, market research and public opinion polling	8										
Architectural, engineering and scientific and other technical services :	9										
- Architectural services	91										
- Engineering services	92										
- Scientific and other related technical services	93										
Waste treatment and de-pollution, agricultural and mining services :	10										
- Waste water and de-pollution	101										
- Services incidental to agriculture, forestry and fishing	102										
- Services incidental to mining and oil and gas	103										

Definitions of Services Categories, Reference Numbers and Explanatory Notes

This form covers transactions between residents in [country] and non-residents in another country in trade in services.

Resident – An individual, enterprise or other organization is a resident of [country], when there exists within the economic territory of [country], some location, dwelling, place of production, or other premises on which or from the unit or individual engages and intends to continue engaging, either indefinitely or over a finite period (usually one year) but for a longer period of time, in economic activities and transactions on a significant scale. Expatriates resident in [country] for longer than one year are considered residents of [country] for balance of payments purposes.

Non-resident – A non-resident is an individual, enterprise or other organization ordinarily resident in a country other than [country]. A non-resident for balance of payments purposes also includes exempted and permit companies in the international business sector.

Services covers a heterogeneous range of intangible products and activities that are difficult to encapsulate within a simple definition. Services are also often difficult to separate from the goods with which they may be associated in varying degrees. Services are the result of a production activity that changes the conditions of the consuming units, or facilitates the exchange of products or financial assets. The changes may be temporary or permanent. For example, medical or education services may result in permanent changes in the condition of the consumers from which benefits may be derived over many years. On the other hand, attending a football match is a short-lived experience. In general, the changes may be presumed to be improvements, as services are produced at the demand of the consumers. The improvements usually become embodied in the persons of the consumers or the goods they own and are not separate entities that belong to the producer. Such improvements cannot be held in inventories by the producer or traded separately from their production.

Foreign Affiliates are enterprises that are locally established in [country] but foreign-controlled by another entity in another country. Transactions between the controlling head office and the foreign affiliate in [country] is termed ~~transactions between foreign related parties. If no relation exists between transacting parties and companies, the amount paid for the service should be recorded in receipts or payments to other foreign parties.~~

1. **Telecommunications, computer and information services include:**

11. **Telecommunications services** covers the broadcast or transmission of sound, images, data, or other information by telephone, telex, telegram, radio and television cable transmission, radio and television satellite, electronic mail, facsimile, etc., and includes business network services, teleconferencing and support services. It does not include the value of the information transported. Also included are mobile telecommunications services, Internet backbone services and online access services, including the provision of access to the Internet. Excluded are installation services for telephone network equipment (included in *construction*), and database services (included in *information services*).

12. **Computer services** consists of hardware- and software-related services and dataprocessing services. EBOPS 2010 proposes a complementary grouping, *computer software transactions*, covering all transactions relating to computer software, be it services or goods transactions; and recommends the breakdown of computer services into *computer software* and *other computer services*.

- *Computer software* includes:

- Sales of customized software (however delivered) and related licences to use
- Development, production, supply and documentation of customized software, including operating systems, made to order for specific users
- Non-customized (mass-produced) software downloaded or otherwise electronically delivered, whether with a periodic licence fee or a single payment
- Licences to use non-customized (mass-produced) software provided on a storage device such as a disk or CD-ROM with a periodic licence fee

- Sales and purchases of originals and ownership rights for software systems and applications

Note:

- (i) Non-customized software on storage devices with licences that convey perpetual use are excluded from services and included in general merchandise.
- (ii) Software includes general business productivity software, computer game software, and other applications.
- (iii) For national accounts purposes, it would be useful to separately identify computer software originals.
- (iv) The time of recording for software follows the same principles as for other intellectual property.
 - *Other computer services* include:
 - Hardware and software consultancy and implementation services, including the management of subcontracted computer services
 - Hardware and software installation, including installation of mainframes and central computing units
 - Maintenance and repairs of computers and peripheral equipment
 - Data recovery services, and provision of advice and assistance on matters related to the management of computer resources
 - Analysis, design and programming of systems ready to use (including web page development and design) and technical consultancy related to software
 - Systems maintenance and other support services, such as training provided as part of consultancy
 - Data-processing and hosting services, such as data entry, tabulation and processing on a timesharing basis
 - Web page hosting services (that is, provision of server space on the Internet for hosting of clients' web pages)
 - Provision of applications, hosting clients' applications, and computer facilities management

Note: Excluded from *computer services* are computer-training courses not designed for a specific user (included in *other personal, cultural, and recreational services* under *education services*) and leasing of computers without an operator (included in *operating leasing services*). Also excluded are charges for licences to reproduce and/or distribute software, which are included in *charges for the use of intellectual property n.i.e.*

13. **Information services** is divided into news agency services and other information services:

- *News agency services* includes the provision of news, photographs and feature articles to the media
- *Other information services* includes database services, such as database conception, data storage, and the dissemination of data and databases (including directories and mailing lists), both online and through magnetic, optical or printed media and web search portals (encompassing search engine services that find Internet addresses for clients who input keyword queries). Also included are: direct non-bulk subscriptions to newspapers and periodicals, whether by mail, electronic transmission or other means; other online content

provision services; and library and archive services. (bulk newspapers and periodicals are included under general merchandise).

Note: Downloaded content that is not software or an audio-visual or related product is included in *information services*.

2. **Construction services** covers the creation, management, renovation, repair or extension of fixed assets in the form of buildings, land improvements of an engineering nature and other constructions such as roads, bridges and dams. It also includes related installation and assembly work, site preparation and general construction as well as specialized services such as painting, plumbing and demolition. Construction is also valued on a gross basis in the sense that it can be disaggregated into *construction abroad* and *construction in the compiling economy*.
 - *Construction abroad* comprises construction work for non-residents by enterprises resident in the compiling economy (export) and the goods and services acquired from residents in the host economy by those enterprises (import).
 - *Construction in the reporting economy* comprises construction work for residents of the compiling economy by non-resident construction enterprises (import) and the goods and services acquired in the compiling economy from resident entities by those non-resident enterprises (export). Both sub-components of construction cover the work performed on construction projects and installations by employees of an enterprise in locations outside the economic territory of the enterprise.
3. **Insurance and pension services** covers the provision to non-residents of various types of insurance by resident insurance enterprises, and vice versa. Insurance and pension services be disaggregated into four separate sub-components: direct insurance; reinsurance; auxiliary insurance; and pension and standardized guarantee services. Direct insurance is further broken down into life insurance, freight insurance and other direct insurance. Pension and standardized guarantee services is further broken down into pension services and standardized guarantee services.
4. **Financial services** covers financial intermediation and auxiliary services, except those of insurance enterprises and pension schemes. These services include those usually provided by banks and other financial intermediaries and auxiliaries. Included are services provided in connection with transactions in financial instruments, as well as other services related to financial activity, encompassing, inter alia, deposit taking and lending, letters of credit, credit card services, commissions and charges related to financial leasing, factoring, underwriting and clearing of payments. Also included are financial advisory services, custody of financial assets or bullion, financial asset management, monitoring services, convenience services, liquidity provision services, risk assumption services other than insurance, merger and acquisition services, credit rating services, stock exchange services and trust services.
5. **Charges for intellectual property n.i.e. include:**
 - Charges for the use of proprietary rights, such as patents, trademarks, copyrights, industrial processes and designs, trade secrets, and franchises, where rights arise from research and development, as well as from marketing
 - Charges for licences to reproduce and/or distribute intellectual property embodied in produced originals or prototypes, such as copyrights on books and manuscripts, computer software, cinematographic works and sound recordings, and related rights, such as for the recording of live performances and for television, cable or satellite broadcast

EBOPS 2010 recommends an extended breakdown of **charges for the use of intellectual property n.i.e.** This breakdown is as follows:

51. **Franchise and trademark licensing fees**, which covers all payments and charges for the use of trademarks and franchises.
52. **Licences for the use of outcomes of research and development**, which covers fees and charges for the use of proprietary rights arising from research and development.

53. **Licences to reproduce and/or distribute computer software**, which covers the charges for the authorized reproduction and/or distribution (through licensing agreements) of produced software originals. Distribution, in this sense, is not defined as wholesale and retail sale. The sale of a copy of a computer software package that is purchased by an individual or enterprise for individual use is not covered by a licence to distribute. The sale of the software for individual or personal use is recorded in *computer services*. Software sold on physical media with the right to perpetual use is included under *goods*.
54. **Licences to reproduce and/or distribute audio-visual and related products**, which is further broken down into two sub-components:
- *Licences to reproduce and/or distribute audio-visual products*, which covers fees and charges for the authorized reproduction and/or distribution, through licensing agreements, of produced audio-visual originals or prototypes (for example, cinematographic works and sound recordings). Also included are rights relating to the reproduction and/or distribution of recordings of live performances and radio, television, cable and satellite broadcast. Retransmission rights for sports events are also covered. Further information on audio-visual products is provided in the complementary grouping *audio-visual transactions*.
 - *Licences to reproduce and/or distribute other products* covers fees and charges for the authorized reproduction and/or distribution through licensing agreements of original works of authors (for example, translation rights), painters, sculptors, etc., excluding those relating to products of an audio-visual nature.
6. **Research and development services** covers those services that are associated with basic research, applied research and experimental development of new products and processes and covers activities in the physical sciences, the social sciences and the humanities.
7. **Legal, accounting, management consulting and public relations includes :**
71. **Legal services** includes legal advisory and representation services in any legal, judicial and statutory procedures; drafting services for legal documentation and instruments; certification consultancy; and escrow and settlement services.
72. **Accounting, auditing, bookkeeping, and tax consulting services** includes the recording of commercial transactions for businesses and others; examination services for accounting records and financial statements; business tax planning and consulting; and preparation of tax documents.
73. **Business and management consulting and public relations services** includes advisory, guidance and operational assistance services provided to businesses for business policy and strategy, and the overall planning, structuring and control of an organization. Included are management auditing; market management, human resources, production management and project management consulting; and such services as are related to improving the image of the clients and their relations with the public and other institutions.
8. **Advertising, market research, and public opinion polling services** transacted between residents and non-residents, includes the design, creation and marketing of advertisements by advertising agencies; media placement, including the purchase and sale of advertising space; exhibition services provided by trade fairs; the promotion of products abroad; market research; telemarketing; and public opinion polling on various issues.
9. **Architectural, engineering and scientific and other technical services includes :**
91. **Architectural services**, which includes transactions related to the design of buildings.
92. **Engineering services**, which includes the design, development and utilization of machines, materials, instruments, structures, processes and systems. Services of this type involve the provision of designs, plans and studies related to engineering projects. Mining engineering is excluded and included instead in services incidental to mining, and oil and gas extraction.

93. **Scientific and other technical services**, which include surveying; cartography; product testing and certification; and technical inspection services.

10. **Waste treatment and de-pollution, agricultural and mining services include:**

101. **Waste treatment and de-pollution services** includes: the treatment of radioactive and other waste; stripping of contaminated soil; cleaning up of pollution, including oil spills; restoration of mining sites; and decontamination and sanitation services. Also included are all other services that relate to the cleaning or restoring of the environment. If a Government issues a non-tradable emission permit and, alongside this permit, provides extensive services for the non-resident purchaser, the payment will be recorded in services according to the service provided (in most circumstances, as government goods and services n.i.e.). Other types of emission permit payments are excluded from services.

102. **Services incidental to agriculture, forestry and fishing** includes services that are incidental to agriculture, such as the provision of agricultural machinery with crew, harvesting, treatment of crops, pest control, animal boarding, animal care and breeding services. Services in hunting, trapping, forestry and logging and fishing are also included here, as are veterinary services.

103. **Services incidental to mining, and oil and gas extraction** includes mining services provided at oil fields and gas fields, including drilling, derrick building, repair and dismantling services and oil and gas well casing cementing. Services incidental to mineral prospecting and exploration, as well as mining engineering and geologic surveying, are also included here.

11. **Operating leasing services** encompasses the activity of renting out a produced asset under an arrangement that provides use of the asset to the lessee, but does not involve the bulk transfer of risks and benefits of ownership to the lessee. The services include resident/nonresident leasing (rental) and charters without crew, of ships, aircraft and transport equipment, such as railway cars, containers and rigs. Operating lease payments relating to other types of equipment are also included and may be distinguished by the following characteristics:

- *The lessor normally maintains a stock of assets that users can hire or rent on demand, or at short notice*
- *The assets may be rented out for varying periods and the lessee may renew the rental when the period expires*
- *The lessor is frequently responsible for maintenance and repair of the asset as part of the service that is provided to the lessee*

12. **Trade-related services** covers commissions on goods and service transactions payable to merchants, commodity brokers, dealers, auctioneers and commission agents. These services include, for example, the auctioneer's fee or agent's commission on sales of ships, aircraft and other goods. If the trader owns the goods being sold, the trader's margin is generally included indistinguishably in the value of the goods. Any margins not included in the f.o.b. price of the goods are included in trade related services. Excluded from trade-related services are franchising fees (included in charges for the use of intellectual property n.i.e.); brokerage on financial instruments (included in financial services); and transport-related charges, such as agency commissions (included in transport).

13. **Other business services n.i.e.** includes distribution services for water, steam, gas and petroleum products as well as distribution services for electricity, where these are identifiable separately from transmission services (transmission of these products is recorded under transport); air conditioning supply; placement of personnel (the services provided by these personnel are recorded under the relevant services item); security and investigative services; translation and interpretation; photographic services; building cleaning; real estate services to businesses.

14. **Personal, cultural, and recreational services comprises:**

141. **Audio-visual services** covers services associated with audio-visual activities (movies, music, radio and television) as well as services relating to the performing arts. Related to this services is the production of

motion pictures (on film, videotape, or disk or transmitted electronically), radio and television programmes (live or on tape) and musical recordings. Performing arts and other live entertainment event presentation and promotion services (namely, live performances such as concerts and plays) are excluded from this item and included in artistic related services. However, the recording of live performances is included in audio-visual services and for these recordings, the same treatment as for other audio-visual products applies. Included in audio-visual services are amounts receivable or payable for rentals of audio-visual and related products and charges for access to encrypted television channels (such as those offering cable and satellite services). Mass-produced audio-visual products (movies and music, including recordings of live performances) that are purchased or sold outright or for perpetual use, are included under audio-visual services if downloaded (in other words, delivered electronically). However, those on CD-ROM, disk, etc., are outside the scope of the EBOPS 2010 standard categories (and included under general merchandise). Similar products obtained through a licence to use (other than when conveying perpetual use) are included in audio-visual services, as is other online content related to audio and visual media. Charges or licences to reproduce and/or distribute audio-visual products are excluded from audio-visual services and included in charges for the use of intellectual property n.i.e. Also included are purchases and sales of ownership rights for entertainment such as radio and television broadcast originals, sound recordings, motion pictures, videotapes, television and radio programme originals, etc., over which legal or de facto ownership can be established by copyright.

142. **Performing artistes**

143. **Other Artistic related services** includes the services provided by performing artists (actors, musicians, dancers, etc.), authors, composers and sculptors. It also includes services provided by independent models as well as set, costume and lighting designers. Transactions are included if the service providers are not employees of the entity making payments (otherwise, they represent compensation of employees). Also included are presentation and promotion services for performing arts and other live entertainment events. However, the recording of such events is included in audio-visual services.

144. **Health services** comprises general and specialized human health services supplied by hospitals, doctors, nurses and paramedical and similar personnel, as well as laboratory and similar services, whether rendered remotely (through telemedicine or tele-diagnosis) or on-site. Included are diagnostic-imaging services and pharmaceutical, radiology and rehabilitation services. Excluded are health services provided to non-residents who are present in the territory of the service provider (included in travel) and veterinary services (included in services incidental to agriculture, forestry and fishing).

145. **Education services** comprises services relating to all levels of education whether delivered through correspondence courses, via television, satellite, or the Internet, or by teachers, among others, who supply services directly in host economies. Excluded are education services provided to non-residents who are present in the territory of the service supplier (included in travel).

146. **Heritage and recreational services** includes services associated with museums and other cultural, sporting, gambling and recreational activities, except those involving persons outside their economy of residence (included in travel). The amounts paid for gambling, including for lottery tickets and the placing of bets, consist of two elements:

- *A service charge receivable by the unit organizing the lottery or gambling (this charge may also have to cover taxes on gambling)*
- *A transfer to cover the amounts payable to the winners and, in some cases, amounts payable to charities*

Note: The value of the lottery and other gambling and betting services supplied by or to non-residents is estimated as the amount wagered by non-residents, multiplied by the overall ratio of services to the total amount wagered for that gambling operator or type of gambling.

147. **Other personal services** include social services, membership dues of business associations, domestic services, etc.

15. **Government goods and services n.i.e. covers:**

- *Goods and services supplied by and to enclaves, such as embassies and military bases*
- *Goods and services acquired from the host economy by diplomats, consular staff and military personnel located abroad and their dependants*
- *Services supplied by and to Governments and not included in other categories of services*

EBOPS 2010 recommends that government goods and services n.i.e. be further classified according to the following breakdown:

151. **Embassies and consulates**

152. **Military units and agencies**

153. **Other government goods and services n.i.e.**

List of Country codes as defined by the International Standard Organization (ISO) which can also be found at the following link:

http://www.iso.org/iso/country_codes/iso_3166_code_lists/country_names_and_code_elements.htm

Country Names	ISO 3166-1-alpha-2 code
AFGHANISTAN	AF
ÅLAND ISLANDS	AX
ALBANIA	AL
ALGERIA	DZ
AMERICAN SAMOA	AS
ANDORRA	AD
ANGOLA	AO
ANGUILLA	AI
ANTARCTICA	AQ
ANTIGUA AND BARBUDA	AG
ARGENTINA	AR
ARMENIA	AM
ARUBA	AW

Country Names	ISO 3166-1-alpha-2 code
AUSTRALIA	AU
AUSTRIA	AT
AZERBAIJAN	AZ
BAHAMAS	BS
BAHRAIN	BH
BANGLADESH	BD
BARBADOS	BB
BELARUS	BY
BELGIUM	BE
BELIZE	BZ
BENIN	BJ
BERMUDA	BM
BHUTAN	BT
BOLIVIA, PLURINATIONAL STATE OF	BO
BONAIRE, SINT EUSTATIUS AND SABA	BQ
BOSNIA AND HERZEGOVINA	BA
BOTSWANA	BW
BOUVET ISLAND	BV
BRAZIL	BR
BRITISH INDIAN OCEAN TERRITORY	IO
BRUNEI DARUSSALAM	BN
BULGARIA	BG
BURKINA FASO	BF

Country Names	ISO 3166-1-alpha-2 code
BURUNDI	BI
CAMBODIA	KH
CAMEROON	CM
CANADA	CA
CAPE VERDE	CV
CAYMAN ISLANDS	KY
CENTRAL AFRICAN REPUBLIC	CF
CHAD	TD
CHILE	CL
CHINA	CN
CHRISTMAS ISLAND	CX
COCOS (KEELING) ISLANDS	CC
COLOMBIA	CO
COMOROS	KM
CONGO	CG
CONGO, THE DEMOCRATIC REPUBLIC OF THE	CD
COOK ISLANDS	CK
COSTA RICA	CR
CÔTE D'IVOIRE	CI
CROATIA	HR
CUBA	CU
CURAÇAO	CW
CYPRUS	CY

Country Names	ISO 3166-1-alpha-2 code
CZECH REPUBLIC	CZ
DENMARK	DK
DJIBOUTI	DJ
DOMINICA	DM
DOMINICAN REPUBLIC	DO
ECUADOR	EC
EGYPT	EG
EL SALVADOR	SV
EQUATORIAL GUINEA	GQ
ERITREA	ER
ESTONIA	EE
ETHIOPIA	ET
FALKLAND ISLANDS (MALVINAS)	FK
FAROE ISLANDS	FO
FIJI	FJ
FINLAND	FI
FRANCE	FR
FRENCH GUIANA	GF
FRENCH POLYNESIA	PF
FRENCH SOUTHERN TERRITORIES	TF
GABON	GA
GAMBIA	GM
GEORGIA	GE

Country Names	ISO 3166-1-alpha-2 code
GERMANY	DE
GHANA	GH
GIBRALTAR	GI
GREECE	GR
GREENLAND	GL
GRENADA	GD
GUADELOUPE	GP
GUAM	GU
GUATEMALA	GT
GUERNSEY	GG
GUINEA	GN
GUINEA-BISSAU	GW
GUYANA	GY
HAITI	HT
HEARD ISLAND AND MCDONALD ISLANDS	HM
HOLY SEE (VATICAN CITY STATE)	VA
HONDURAS	HN
HONG KONG	HK
HUNGARY	HU
ICELAND	IS
INDIA	IN
INDONESIA	ID
IRAN, ISLAMIC REPUBLIC OF	IR

Country Names	ISO 3166-1-alpha-2 code
IRAQ	IQ
IRELAND	IE
ISLE OF MAN	IM
ISRAEL	IL
ITALY	IT
JAMAICA	JM
JAPAN	JP
JERSEY	JE
JORDAN	JO
KAZAKHSTAN	KZ
KENYA	KE
KIRIBATI	KI
KOREA, DEMOCRATIC PEOPLE'S REPUBLIC OF	KP
KOREA, REPUBLIC OF	KR
KUWAIT	KW
KYRGYZSTAN	KG
LAO PEOPLE'S DEMOCRATIC REPUBLIC	LA
LATVIA	LV
LEBANON	LB
LESOTHO	LS
LIBERIA	LR
LIBYA	LY
LIECHTENSTEIN	LI

Country Names	ISO 3166-1-alpha-2 code
LITHUANIA	LT
LUXEMBOURG	LU
MACAO	MO
MACEDONIA, THE FORMER YUGOSLAV REPUBLIC OF	MK
MADAGASCAR	MG
MALAWI	MW
MALAYSIA	MY
MALDIVES	MV
MALI	ML
MALTA	MT
MARSHALL ISLANDS	MH
MARTINIQUE	MQ
MAURITANIA	MR
MAURITIUS	MU
MAYOTTE	YT
MEXICO	MX
MICRONESIA, FEDERATED STATES OF	FM
MOLDOVA, REPUBLIC OF	MD
MONACO	MC
MONGOLIA	MN
MONTENEGRO	ME
MONTSERRAT	MS
MOROCCO	MA

Country Names	ISO 3166-1-alpha-2 code
MOZAMBIQUE	MZ
MYANMAR	MM
NAMIBIA	NA
NAURU	NR
NEPAL	NP
NETHERLANDS	NL
NEW CALEDONIA	NC
NEW ZEALAND	NZ
NICARAGUA	NI
NIGER	NE
NIGERIA	NG
NIUE	NU
NORFOLK ISLAND	NF
NORTHERN MARIANA ISLANDS	MP
NORWAY	NO
OMAN	OM
PAKISTAN	PK
PALAU	PW
PALESTINIAN TERRITORY, OCCUPIED	PS
PANAMA	PA
PAPUA NEW GUINEA	PG
PARAGUAY	PY
PERU	PE

Country Names	ISO 3166-1-alpha-2 code
PHILIPPINES	PH
PITCAIRN	PN
POLAND	PL
PORTUGAL	PT
PUERTO RICO	PR
QATAR	QA
RÉUNION	RE
ROMANIA	RO
RUSSIAN FEDERATION	RU
RWANDA	RW
SAINT BARTHÉLEMY	BL
SAINT HELENA, ASCENSION AND TRISTAN DA CUNHA	SH
SAINT KITTS AND NEVIS	KN
SAINT LUCIA	LC
SAINT MARTIN (FRENCH PART)	MF
SAINT PIERRE AND MIQUELON	PM
SAINT VINCENT AND THE GRENADINES	VC
SAMOA	WS
SAN MARINO	SM
SAO TOME AND PRINCIPE	ST
SAUDI ARABIA	SA
SENEGAL	SN
SERBIA	RS

Country Names	ISO 3166-1-alpha-2 code
SEYCHELLES	SC
SIERRA LEONE	SL
SINGAPORE	SG
SINT MAARTEN (DUTCH PART)	SX
SLOVAKIA	SK
SLOVENIA	SI
SOLOMON ISLANDS	SB
SOMALIA	SO
SOUTH AFRICA	ZA
SOUTH GEORGIA AND THE SOUTH SANDWICH ISLANDS	GS
SOUTH SUDAN	SS
SPAIN	ES
SRI LANKA	LK
SUDAN	SD
SURINAME	SR
SVALBARD AND JAN MAYEN	SJ
SWAZILAND	SZ
SWEDEN	SE
SWITZERLAND	CH
SYRIAN ARAB REPUBLIC	SY
TAIWAN, PROVINCE OF CHINA	TW
TAJIKISTAN	TJ
TANZANIA, UNITED REPUBLIC OF	TZ

Country Names	ISO 3166-1-alpha-2 code
THAILAND	TH
TIMOR-LESTE	TL
TOGO	TG
TOKELAU	TK
TONGA	TO
TRINIDAD AND TOBAGO	TT
TUNISIA	TN
TURKEY	TR
TURKMENISTAN	TM
TURKS AND CAICOS ISLANDS	TC
TUVALU	TV
UGANDA	UG
UKRAINE	UA
UNITED ARAB EMIRATES	AE
UNITED KINGDOM	GB
UNITED STATES	US
UNITED STATES MINOR OUTLYING ISLANDS	UM
URUGUAY	UY
UZBEKISTAN	UZ
VANUATU	VU
VENEZUELA, BOLIVARIAN REPUBLIC OF	VE
VIET NAM	VN
VIRGIN ISLANDS, BRITISH	VG

Country Names	ISO 3166-1-alpha-2 code
VIRGIN ISLANDS, U.S.	VI
WALLIS AND FUTUNA	WF
WESTERN SAHARA	EH
YEMEN	YE
ZAMBIA	ZM
ZIMBABWE	ZW

Reporting Guide (International Transactions in Commercial Services)

Definition of commercial services

Commercial services cover several services such as management, telecommunications, financial services, insurance, commissions on trade, computer services, research and development, professional services, training, health services, audiovisual and cultural services. Payments and receipts for the authorised use of propriety rights such as patents, copyrights and industrial process and designs are also covered by the definition of commercial services.

Costs or revenues for transportation services (such as freight), travel expenses and fares, goods imported or exported, interest, or profits and losses **should not be** reported on this survey. Salaries paid to non-Trinidadian employees (Statement of remuneration paid) **should not be** reported on this survey.

For more details, please consult the “**Definitions and reference numbers**” section, on page 6 of the questionnaire on International Transactions in Commercial Services.

The [Country X] reporting entity

The [Country X] reporting entity, as a statistical unit, is defined as the organisational unit of a business that directs and controls the allocation of resources relating to its domestic operations, and for which consolidated financial and balance sheet accounts are maintained from which international transactions, an international investment position and a consolidated financial position for the unit can be derived.

The Trinidadian reporting entity should provide a fully consolidated report including itself and all of its **[Country X]** subsidiaries and associates.

Definitions of “Foreign related parties” and “Other foreign parties”

In this survey you are asked to report your transborder trade with foreign related parties and your transborder trade with other foreign (arm's length) parties.

Foreign related parties (or related entities) are entities in which investors have the ability to exercise significant influence by virtue of their investment. Foreign related parties include foreign parent companies, branches, subsidiaries and other related parties in which the parent owns at least 10% of the voting rights or is substantially controlled by the same shareholders.

A related entity is either the foreign parent, a foreign affiliate in which your enterprise owns or controlled at least 10% of the voting rights, or a foreign affiliate owned or controlled by your foreign parent but in which the [Country X] reporting entity holds no interest or less than 10%.

Other foreign parties are all other foreign entities that cannot be defined as related parties.

Service transactions to include or to exclude depending of the entities involved

Please include commercial service transactions conducted between the **[Country X] reporting entity** (surveyed by this questionnaire) and all **foreign** parties, related or not.

Do not include transactions conducted between one of your foreign related parties and another foreign entity. For example, if your foreign affiliated entity purchases a service from an unrelated entity from another country, that transaction should not be included. Do not include transactions conducted between one of your foreign related parties and a Trinidadian unrelated party.

Transactions between your [Country X] entity and another [Country X] entity owned by foreign interests are to be excluded as well. However, you should report transactions when your entity purchases (or sells) commercial services from (to) your foreign parent or from (to) a foreign affiliated or associated entity.

Why your enterprise has been selected to receive this survey

Your enterprise has been selected to receive this survey because of its significance to the area of International trade in services.

Your enterprise could also have been selected randomly to represent other enterprises from the same economic sector as yours.

This survey is not intended solely for enterprises from the service sector. Enterprises producing mainly goods could also have international transactions in commercial services. For example, they could pay royalties for the use of a technology.

How to report transactions

Report all the commercial service transactions by category of services (see the "Definitions and reference numbers" section on page 5 of the questionnaire for more details), by partner country, and by affiliation between the parties involved.

Amounts reported should be rounded in thousands of [Country X] dollars. For example, an amount of \$ 5,234,568.00 should be reported as "5,235" on the questionnaire. Amounts below \$ 500.00 are rounded to "0" and should, therefore, be omitted.

Allocate transactions to countries by using the country codes from the "yellow sheet" included with the questionnaire. If a country is not included on the list, write the name of the country instead.

When actual amounts are not available, please estimate your service expenses and revenues. Specify, in the "Comments" section of the appropriate schedule (A and/or B), that amounts are estimated.

If you are not sure if a transaction has to be reported or not in this survey, you could report the amount at line 34 and provide a description in the "Comments" section of the appropriate schedule (A and/or B).

If, after reading the definitions, your enterprise has no transaction of commercial services then report "0" at line 34 on both schedules A and B, sign the form and return it to the [Sample address: Central Statistical Office, Trinidad and Tobago.]

Example:

An enterprise is providing commercial services to three foreign clients:

1. It charges \$50,000.00 to a first subsidiary unit located in the United States for computer system development services
2. It charges \$100,000.00 to a second subsidiary unit located in the United States for computer system development services
3. It charges \$60,000.00 to an unaffiliated company located in the United Kingdom for financial advisory services

The enterprise must report these transactions on page 2 (Schedule A), since it is exporting commercial services. The country code "USA" is entered at the top of the first column, and the country code "GBR" is entered at the top of the second column.

The revenues from the clients located in United States will be reported on line 2 "Computer services". The two clients located in United States are affiliated, so both transactions are summed and "150" is reported in the left cell of the first column on line 2, under "to related entities".

The revenues from the client located in United Kingdom will be reported on line 6, "Financial services other than insurance". The client located in United Kingdom is not affiliated, so "60" is reported in the right cell of the second column on line 6, under "to other entities".

Commodity line totals for related and other transactions are reported in the last column to the right, transactions with related entities are summed up in the left cell and transactions with other entities are summed in the right cell. Country total for related and other transactions are reported on line 35. Finally, total revenues on exports for related and other transactions are reported in the two cells at the bottom right of the table (last column to the right, line 35).

Schedule A – Exports of commercial services, 2011

For your operations in say Trinidad and Tobago, please report the value of services sold to customers abroad (revenue earned) during 2011 (or your nearest fiscal year)

Please report net of Withholding Tax, and in Thousand of Trinidadian Dollars

Services (Column 1) (see definitions on page 5) includes transactions concluded over the internet	ref no.	Country		Country		Country		Country		Total revenues on exports	
		Please enter country code, e.g.: USA for the United States									
		USA		GBR							
		to foreign related parties	to other related parties	to foreign related parties	to other related parties	to foreign related parties	to other related parties	to foreign related parties	to other related parties	to foreign related parties	to other related parties
		TT \$'000 -									
<i>Telecommunications, computer and information services :</i>	1										
- Telecommunications services	11										
- Computer services	12	150								150	
- Information services	13										
Construction services	14										
Insurance claims received from non-resident insurers	2										
Financial services other than insurance	3				60						60
Total revenues	17	150			60					150	60