

Principles for publishing statistics, press releases and other current information at Statistics Finland

Statistics Finland's statistical releases, statistical database updates and press releases are published at 9 am on weekdays on the Internet. The data are public after they have been updated on the Internet pages.

Exceptions are, for example, the statistics and press releases published in press conferences, whose publication schedule is decided separately. The Communications unit decides on exceptional publication times after negotiations with the Department in question.

The release times of other current information like news items and news about revisions in statistics are decided case-specifically.

Publishing of statistical data

New statistical data are published in Statistics Finland's Internet service as basic statistical publications, i.e. statistics-specific publications, and database updates.

The **basic statistical publication i.e. the statistics-specific publication** is a data entity connected to a certain reference point or period, which consists of at least one statistical release, one appendix table and the quality description related to the reference period in question. The publication can also include reviews, figures, maps and metadata. If the publication includes a review, the publication does not have to include a separate appendix table.

The statistical unit is responsible for the content of the basic statistical publication.

The **statistical release** is part of the basic statistical publication. The statistical release contains a heading that describes the content, an introduction that contains the key data and text paragraphs that analyse the content, as well as tables and figures as applicable.

The statistical release is produced with the FastWeb-XML publication system simultaneously in HTML and PDF format, and as a printing original for separately agreed statistics. The structure and implementation of the statistical publication are described in more detail in separate instructions which are updated as necessary in co-operation between the statistical departments and the Communication and Information Services Department.

The statistical releases and other parts of the basic statistical publications must be saved in separately agreed work directories for technical inspections; a) for monthly publications by noon of the workday preceding the publication date at the latest, and b) for other publications by noon at least three working days before the publication date at the latest. If this is not possible, the statistical unit must contact the Communication and Information Services Department primarily to agree on further actions. If the publication is not saved in the directory by the prescribed time, the Communication and Information Services Department contacts the person responsible for the sta-

tistics and they agree together whether the publication will be postponed or if there is need to take other measures. After the decision is made, the Communication and Information Services Department informs data users of the revised schedule if necessary in accordance with agreed practices.

Statistical data are updated in **databases** simultaneously with the statistical release. If this is not possible, database updates are made as soon as possible, and data users are informed in connection with the statistical release when the data will be available in the databases (free and chargeable services). One must always agree in advance with the Communication and Information Services Department of such an exceptional arrangement and related communication. Database updates that are not connected to any basic statistical publication should not be made because such release of data cannot be communicated to users in advance or in connection with the release as prescribed in the Code of Practice.

The publication dates of statistics are confirmed every autumn in connection with the planning of activities. The release calendar for the coming year is made available to users in December.

The release calendar and the latest releases can be found on the front page of the stat.fi service and elsewhere in the service as separately agreed.

Language versions are decided on in connection with the annual planning following the principles of Statistics Finland's language policies. All language versions are primarily published in their entirety at the same time (guidelines on applying the Language Act at Statistics Finland, TK-00-1425-04, decision on using the English language in Statistics Finland's products and services, TK-00-1100-06). If this is not possible for the entire publication, the language versions of the statistical release are published at the same time as the Finnish publication and the language versions of the other parts are published later. One must agree on exceptional arrangements in advance with the Communication and Information Services Department. The statistical unit is responsible for delivering the texts for translation or proofreading to the translation services. The provided instructions concerning the timetables for translations must be followed.

Corrections to publications and databases are carried out in line with separate guidelines and principles regarding revisions and corrections (TK 00-575-12). Erroneous data are corrected in the original place of publication and data users are informed of the corrections; the corrected data is not supplied as a special delivery to the data users.

Data users can subscribe to emails concerning releases on desired topics (so-called news notification service).

News

News are compiled on new statistics and research results, events, products and services, topical themes and other important topics in current debates or news events. The activities aim to be systematic and anticipatory (e.g. collecting of news topics for the coming year and timing of news releases through Statistics Finland's operational guidance and planning system,

STOJ). The decision to compile news and the publication date is made in co-operation between the Communications unit and experts. More detailed instructions are found in the annual instructions on activity planning and on Statistics Finland's intranet.

The data content of news texts is the responsibility of the experts of the data content in question. The texts are always edited in co-operation with the Communications unit. The Communications unit takes care of the translation of the texts, their publication in the Internet service and possible other customer distribution.

News and press releases can be found on the front page of the stat.fi service and elsewhere in the service as separately agreed.

Data users can subscribe to emails on news and other topical issues (so-called news notification service).

Release calendar of statistics

The release calendar of statistics contains information on the timing of future releases. The calendar is published by calendar year. The list is generated directly from STOJ saves once a day in Finnish, Swedish and English. The calendar contains direct links to already published statistical releases and publications.

Changes to timetables, specifications and additions are made directly in STOJ. The Communications unit, Internet editors and translation services automatically receive a notifications of the changes from STOJ. Possible customer communication related to the changes is agreed separately between the Communications unit and the statistical department.

So-called irregularities in releases are recorded for all schedule changes made in the release calendar of each year after its confirmation. Because customers cannot be informed in time of changes made later than seven days before the planned release time, a so-called critical irregularity is recorded for them.