



COAL
(Solid Fossil Fuels and Manufactured Gases)

ANNUAL QUESTIONNAIRE

2016

User Documentation

July 2017

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Important note to users of Excel 2007 and above

Please note that the Questionnaire was developed and optimized for the Excel 2003 edition. Although Excel 2007, 2010 and 2013 editions will automatically open the questionnaire in “Compatibility mode”, please always save your data using the “Save as” option and the “Excel 97-2003 Workbook” format. Otherwise, the functionalities of the questionnaire may be lost.

Introduction

The two main objectives of the electronic questionnaire are first to **facilitate data entry** for administrations, and second to **minimise the risk of data entry inconsistencies**, which would require substantial time investment from the IEA and the national administrations to correct.

Facilitate data entry

The electronic questionnaire provides three options:

1) ASCII Data Transfers

- Using the new “ASCII Data Transfers” button on the “Data Entry Menu” page of the Excel questionnaires, the user can Import or Export ASCII data files (comma separated values – CSV).
- **Import:** using the questionnaire’s embedded “data dictionary” (naming convention of the different dimension – products, flows, time...), data files previously downloaded from your databases in CSV format can be uploaded directly into the Excel questionnaires.
- **Export:** similarly, the questionnaire can generate data files in CSV format for transfer to other databases or uploading to the Energy Data Centre: <https://www.energydatacenter.org>. The user can choose to generate these data files containing either IEA country codes or ISO country codes.
- To use this feature, please contact us for the “data dictionary” and assistance.

E-mail: coalaq@iea.org

2) Data Entry through Time Series (1990 onwards)

- Using the time series viewing format for data entry provides the benefit of having at hand the historical time series back to 1990. It therefore provides reference points for the new data entries, and the capacity to do multiple years’ revisions/updates to the historical time series all at once.
- In the time series format, the user selects the product table they wish to update/review. The data for the selected product are then presented in a table format by flows (e.g. production, imports and exports) and for all years from 1990 onwards.
- Data entry through time series should minimize the risk of breaks in time series and misreported data.

3) Data Entry through Forms

- Using the forms viewing format, the user enters the data for one year at a time and data are organised based on lists of products over various lists of flows.
- Data entry with forms requires the user to select in the appropriate menu both the year and the table they wish to update/review.
- As the user moves between individual forms, the data will be automatically transferred to and from the time series sheets where all the data is stored.

Minimise the risk of data entry inconsistencies

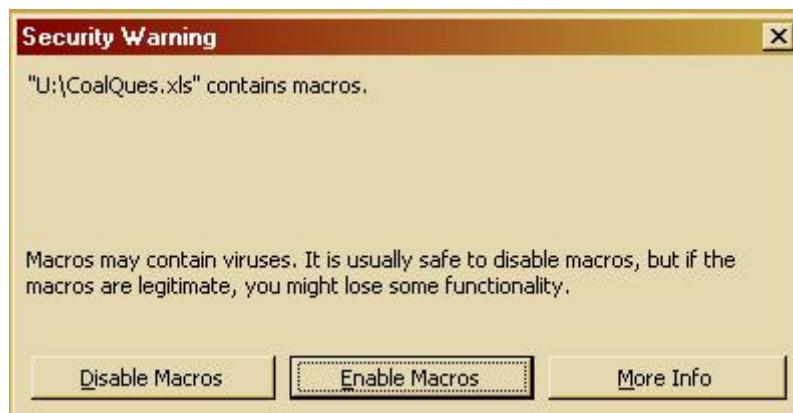
To minimize the risk of data entry inconsistencies or errors, the user is strongly advised to run the **Data Coherence Checks** option. This option alerts the user of inconsistencies in data entry through messages on the Error Sheets which are created.

1. Opening and Saving the Questionnaire

Opening the questionnaire

You have received a compressed ZIP file that contains the Excel version of the questionnaire, which was developed in Excel 2003. Users of later editions of Excel should refer to the note on page 1.

- First, decompress the file, and save the questionnaire on your system.
- Open the extracted Excel workbook “YOUR COUNTRY NAME_COAL.xls”.
- Excel may first prompt you with a message similar to the one below regarding the enabling of macros. If so, please select “Enable Macros” which will grant you access to the questionnaire itself and provide you the full benefit of the questionnaire’s functionalities.



- The questionnaire will then open the "Start" sheet automatically.
- Please note that the questionnaire will not work if the macros are not enabled. The macros in the questionnaire are safe and virus-free.

Before you start, please note:

a) Data entry

- The workbook is protected. Only cells available for data entry can be modified. Other cells are locked and cannot be updated: bold cells are automatically calculated and data cannot be entered in grey shaded cells, which always remain empty.
- Multiple-data entry is possible, but only if the selection does not contain locked cells.
- **The entry of decimal numbers is not allowed.**
- Data Imports via the “ASCII Data Transfers” feature will automatically respect the above constraints on the data entry and decimals will automatically be rounded.

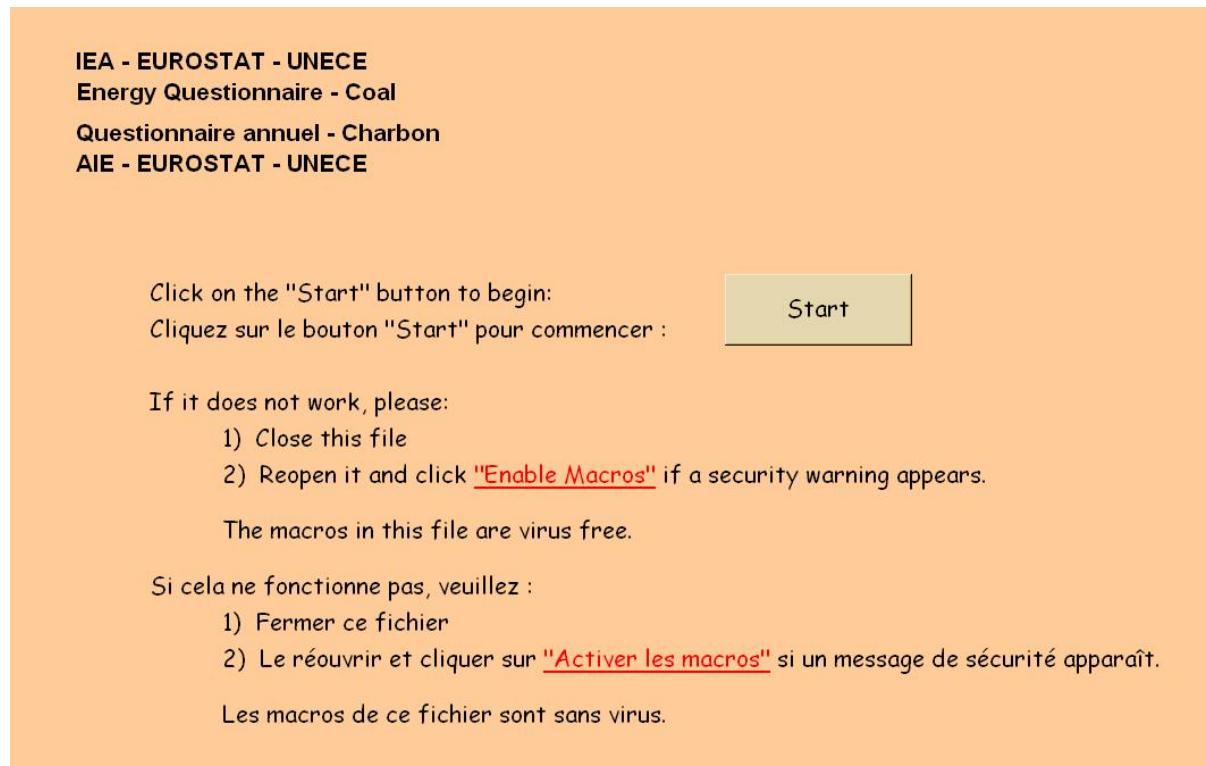
b) Saving your work

- Please save your work frequently.
 - a) Users of Excel 2003: simply click on the save button on the Excel toolbar, or choose FILE and then SAVE.

- b) Users of later versions of Excel: in order to maintain the functionalities of the questionnaire and its compatibility to Excel 2003, it is important to use the “Save as” option and select “Excel 97-2003 Workbook”.
- When you try to exit the application, a message will first appear asking you “Do you wish to run the checks to control the integrity and coherence of your entries?” If all data entries are completed, it is advisable to run the **Data Coherence Checks** option to minimize the risk of data entry inconsistencies or errors. If data entries are not completed, or if you already ran the **Data Coherence Checks** click NO.
 - Then, as you exit the application, a message will appear asking “Do you want to save?” Click on the YES button to save your work.

2. Menu, Sub-menus, and Structure of the Workbook

Once you have opened up the Excel workbook, and selected the language of work (which the questionnaire will keep in memory), you will need to click on the “Start” button of the following “START” sheet to gain access to the “Menu” and the other sheets of the questionnaire.



As indicated in section one, this requires that you have enabled the macros. Once you have clicked on the “Start” button, you will access the “Cover” sheet, where you can select the language in which you will work (English or French). The “Menu” button takes you to the “Data Entry Menu” sheet, where you can access either:

- the “Data Entry in Time Series” section
- the “Forms” section
- the “ASCII Data Transfers” options
- the “Check Data” button, once your data entries are completed. This will allow you to select a year for which a series of checks will be run to capture potential inconsistencies in the data.

The program would then create an “Error Sheet” for that year. Please note that you can run the checks for all the years by leaving the selection field blank.

At any time, you can also change the language of work from the “Cover” sheet or by pressing Ctrl + L. Please note that the questionnaire will “remember” the language selected on the first time: therefore, you do not have to select the language every time you open the questionnaire.

DATA ENTRY MENU					
Control the integrity and coherence of your entries: Run the "Check data" program.			<input type="button" value="Check data"/>		
DATA ENTRY IN TIME SERIES			FORMS		
<input type="button" value="Anthracite"/> <input type="button" value="Coking Coal"/> <input type="button" value="Bituminous Coal"/> <input type="button" value="Sub-bituminous Coal"/> <input type="button" value="Lignite"/> <input type="button" value="Patent Fuel"/>	<input type="button" value="Coke Oven Coke"/> <input type="button" value="Gas Coke"/> <input type="button" value="Coal Tar"/> <input type="button" value="BKB"/> <input type="button" value="Gas Works Gas"/> <input type="button" value="Coke Oven Gas"/>	<input type="button" value="Blast Furnace Gas"/> <input type="button" value="Other Recovered Gases"/> <input type="button" value="Peat"/> <input type="button" value="Peat Products"/> <input type="button" value="Oil shale and oil sands"/>	Please select the year and click on the form <div style="border: 1px solid black; padding: 2px; width: fit-content;">2012</div> <input type="button" value="Table 1"/> <input type="button" value="Table 2"/> <input type="button" value="Table 3"/> <input type="button" value="Table 4"/> <input type="button" value="Remarks"/>		
ASCII DATA TRANSFERS					
<input type="button" value="Import"/> <input type="button" value="Export"/>					
Tip : press Ctrl+M to come back to this page from anywhere					

“Data Entry in Time Series” section

- As mentioned in the Introduction, using the time series viewing format for data entry provides the benefit of having at hand the historical time series back to 1990. This option therefore provides reference points for the new data entries, and the capacity to do multiple years’ revisions/updates to the historical time series all at once.
- To use the time series format, select the product you wish to update/revise. The data for the selected product will then be presented in a table format by flows (e.g. production, imports, exports) and for all years from 1990 onwards.
- It is expected that data entry through time series would minimize the risk of breaks in time series and misreported data.

“Forms” section

- If you prefer to use the forms viewing format, the data can only be viewed and/or entered for one year at a time. In this format, you select the year for which you want all relevant products to be presented over various lists of flows.

- To use “Data Entry through Forms” you are required to select the year and then the table that you wish to update/review.
- As the user moves between individual forms, the data will be automatically transferred to and from the time series format where all the data is stored. Please note that clicking on the save button when a forms sheet is selected also triggers the transfer of data to the time series.

“ASCII Data Transfers” section

- This section allows the user to Import data files (in comma separated values – CSV) directly into the Excel questionnaire, or to Export the full data content of the questionnaire into a CSV file.

You can switch between Time Series and Forms at any time through the “Menu” sheet.

You can return to the “Menu” sheet from the Time Series or Form sheets by pressing Ctrl + M or clicking on the “Menu” button (in the top left corner of each sheet). If the “Menu” button is not visible, you may need to scroll up and/or to the left until it is visible.

Alternatively, you can navigate from sheet to sheet by clicking directly on the tab (near the bottom of the screen) indicating the name of the required sheet.

Comments on the data submission should be made in the “Remarks” sheet.

3. Data Entry

This section provides information and alerts you to specific requirements regarding some flows or products.

a) Data Entry through ASCII Data Transfers

Data submission and revisions can be loaded as data files directly in the time series of the annual questionnaire using the Import option. The Import feature provides for two options:

Full Import: Each year present in the data file will be treated as a complete dataset. Therefore, all datapoints present in the questionnaire for the specified years will first be erased before the values from the CSV data file are loaded into the questionnaire.

Partial Import: Only datapoints present in the data file will be loaded into the questionnaire. This is useful when multiple data files are required to generate a complete dataset for any given year. This option is also to be used when only a few datapoints need to be changed / updated.

Data files need to be in CSV format and to follow the embedded “data dictionary” (naming convention of the different dimensions - products, flows, time...) of the questionnaire. To receive the documentation regarding the “data dictionary”, please contact us by E-mail: coalaq@iea.org

b) Data Entry through Time Series

The time series contains historical data for your country. For each product, a spreadsheet features the data of Tables 1 to 4 from 1990 to the latest year.

c) Data Entry through Forms

You will find the following forms for each year:

- Table 1: Supply and Transformation Sector, Energy Sector and Final Consumption, Energy End Use Specification

- Table 2: Imports by Source
- Table 3: Exports by Destination
- Table 4: Calorific Values

There are a number of key data and totals which must be preserved across the various tables.

It is essential that the figures reported in each table are correctly totalled and that the totals in different tables are consistent wherever a logical relationship exists.

Namely, the following totals have to be consistent between the various tables:

- Total Imports and Total Exports (Balance) in Table 1 can be detailed further in Table 2 and Table 3 respectively. When Table 2 and Table 3 are completed, Total Imports (Trade) in Table 2 and Total Exports (Trade) in Table 3 must equal Total Imports and Total Exports (Balance) in Table 1. Rounding errors of up to 2 kt are accepted.

It is also essential that individual entries and totals that appear on other annual questionnaires are consistent wherever a logical relationship exists:

- Inputs reported in the Transformation Sector for Electricity and Heat Production must be consistent with inputs reported on Table 6 of the Electricity and Heat Questionnaire.
- Inputs reported in the Transformation Sector into Liquefaction Plants should correspond to the output data in the Annual Oil Questionnaire in Table 1, row 2, column F, which includes among many others Output of Liquefaction Plants.
- Inputs reported in the Transformation Sector as For Blended Natural Gas should correspond to the output data in the Annual Gas Questionnaire in Table 1, row 10.

Please enter production data for products Anthracite to Lignite/Brown Coal on lines “of which underground” or “of which surface”. For all other products, data entry on the production line is possible.

Please do not enter data on any of the following lines (which are all calculated by formulas):

- Inland consumption
- Transformation sector
- Energy sector
- Total final consumption
- Total non-energy use
- Final energy consumption
- Industry sector
- Transport sector
- Other sectors

Data pertaining to these lines must be entered on the lines detailing them.

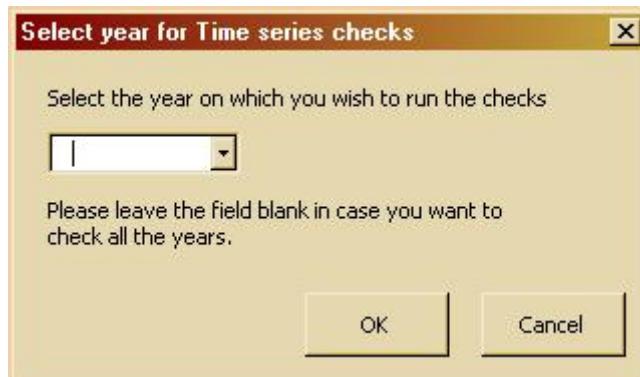
Please enter both gross and net calorific values corresponding to the flows that are filled on Table 1.

4. Checks and Controls

As indicated in the Introduction, to minimize the risk of data entry inconsistencies or errors, we strongly advise that you run the **Data Coherence Checks**. For this, you need to go back to the main “Menu” sheet and click on the following button:



A pop-up window will ask you which year you wish to run the check for:



The Check will then create an Error sheet (e.g. “**2016-Errors**”) with messages alerting you to potential inconsistencies in data entry for that year.

Please note that you can run the checks for all the years by leaving the field on the pop-up window blank.

PLEASE MAKE SURE YOU RUN THE DATA COHERENCE CHECK FOR EACH YEAR IN WHICH YOU HAVE CHANGED DATA (e.g. create an Error sheet for each year).

The list of checks that are produced is presented in the Annex.

5. Remarks

This sheet has an entry zone that allows you to note any remarks pertaining to incomplete data, exceptions, or explanations. For example, please enter any partner countries not shown on the trade tables together with their corresponding amounts here.

You can navigate to the “Remarks” sheet using the tabs (near the bottom of the screen). The “Remarks” sheet is the furthest one to the right of the workbook.

Annex

List of checks

If data appear inconsistent, an error sheet for the year selected will be created, with the list of errors and inconsistencies, and the corresponding cells in the time series will show the inconsistent numbers in red. To assist you in your work, the inconsistencies are also rated by their importance (high, medium, low).

When coherent figures are entered, the red colour disappears once control checks have been run again for the same year.

- Imports (Table 1 vs. Table 2): checks the imports reported in Table 1 against the total imports reported in Table 2. Rounding errors of up to 2 kt are accepted.
- Exports (Table 1 vs. Table 3): checks the exports reported in Table 1 against the total exports reported in Table 3. Rounding errors of up to 2 kt are accepted.
- Consumption (Table 1): checks Final Energy Consumption against the difference between Total Consumption and Non-energy Use.
- Calorific values I (Table 4): checks for each product if the reported calorific values are in a range of commonly accepted values for this product.
- Calorific values II (Table 4): checks the gross calorific value against the net calorific values only if both values are reported.