**Technical instruction for the Excel version of**

**the pan-European Questionnaire on Quantitative Indicators for SFM**

**INTRODUCTION**

The Excel version of the pan-European Questionnaire contains all material contained in the Word version, which is the main source of reference. However, due to Excel functionalities, the structure of the presented information may slightly differ from that in the Word version. Furthermore, the Excel version includes some parts (checks and pre-filling) that are not available in the Word format.

The Questionnaire consists of the three major parts:

* Part I - Introductory tables,
* Part II - Reporting tables,
* Part III - Internal checks.

Part I part includes the title table, the table of contents, the definitions and the text of general introduction to the questionnaire. That part also contains one reporting table, where you are asked to provide information about the national currencies valid in your countries during the reporting period.

Part II includes the reporting forms, based on those provided in the Word version. Please note that the due to technical reasons the sequence of questions within the reporting forms is altered – the question on data sources was moved to the end of each reporting form. Reporting forms 3.2, 6.2, 6.3, 6.5 and 6.9 are pre-filled with the information provided by the International Data Providers (IDPs). Please note that information received from IDPs was not available for all countries, and it may happen that those tables will remain “blank” in the case of some countries. Part II also provides basic information about the indicators 2.1, 2.2, 2.3, 4.6, 4.7, 6.7 and 6.8 that are not covered by this Questionnaire; these indicators will be included into a separate reporting/verification process. Material about these tables is for your information only – no any action is required at this phase of reporting.

Part III includes the set of checks:

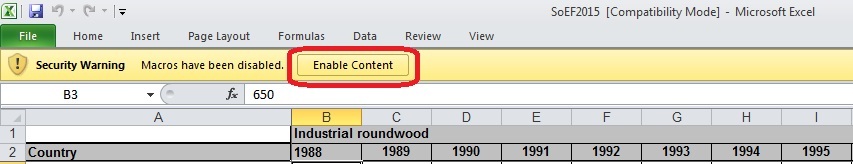
* Sheet C1 is intended to check inter-tabular consistency of values of “Forest”, “Forest available for wood supply” and “Other wooded land” areas reported in the various reporting forms.
* Sheet C2 provides the set of checks of intra-tabular consistency in the selected reporting forms.
* Sheet C3 includes set of parameters (logic checks) calculated on the basis of the data reported in the reporting forms; these parameters are to help you to check if the reported values are within the order of magnitude that is reasonable for your country.
* Sheet C4 presents further parameters about a rate of change for the selected variables; this is to help you to check if the reported changes over time are consistent with a national situation.
* Sheet C5 compares corresponding values of the selected variables reported in 2011 and 2015 questionnaires.

Please note that the primary role of the checks included in the Questionnaire is to help you in overviewing the reported data and spotting errors and inconsistencies. It would be perfectly fine if there is still an indication of a possible issue in the checks but the reason of this issue is known and explained in “Country comments” or a supplementary material.

**TECHNICAL INSTRUCTIONS**

Please note that the file was constructed in way you have access only to those fields where input from countries is expected, i.e. ‘Tables’ and ‘Country comments’. Possibility of editing of the other parts was limited or restricted in order to facilitate automatic data download and further processing.

**Technical instruction 1**

When you open the Pan-European-2015.xls file enable the macros the file contains. The macros controls the data entered into the cells so that the only numeric values or “n/a” can be entered into the data cells of the ‘Tables’ or alphanumeric values in the ‘Country comments’ (all other cells are protected from editing). The feature ensures proper data entry and excludes unintentionally wrong values.   
To enable the macros you will be prompted to explicitly let it function to the security warning that warns you about macros the file contains. It is a standard security procedure that prevents macros from unknown sources to harm your computer. For example, the security warning in MS Excel 2010 looks as given below. The security warnings in other MS Excel editions look different but operate the same way.   


**Technical instruction 2**

Initially, the country must be selected on the “**General”** sheet from the drop-down list of the reported countries. Once a country is selected, the relevant cells important for the pre-filling and internal checking will be populated.

**Technical instruction 3**

When editing the data entry cells in the tables do not **CUT and PASTE** the cells, if you want to move their contents from one cell to another. Instead, **COPY and PASTE** cells’ content and, if needed, **DELETE** unwanted values. Cutting unlike copying changes the formulas on the checking sheets (C1 to C5) and on the pre-filled ones (3.2, 6.2, 6.3, 6.5, 6.9). Those sheets contain the data that display for each country.

**Technical instruction 4**

The formulas, which fill the cells on the pre-filled sheets (3.2, 6.2, 6.3, 6.5, 6.9), are not protected so you can substitute these cells with your own data, if needed.

**Technical instruction 5**

All the cells with drop-down lists of values can be filled only with those values that a user is supposed to select from. Any other values are automatically rejected.

**Technical instruction 6**

If a comment cell does not accommodate text extend the row height as much as your entered text requires. Other re-formatting is blocked.