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ETHIOPIAN TRADE STATISTICS COMPILATION PROCEDURE MANUAL

Statistics Division
Customs Head Office
Addis Ababa

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F O R W A R D

This manual is issued primarily for the use of the compiling staff of the Customs Head Office. It may also be found useful by the users of the Ethiopian Trade Statistics as it indicates the systems adopted and the limitations under which data can be utilised for ascertaining the trend of Ethiopian foreign trade from time to time.

The manual is compiled on the basis of experience gained during 1962 and 1963 and is subject to review in 1965 by which time Ethiopia hopes to have its own mechanical unit for data processing and it will then be possible to have a larger number of cross tabulations. At present punching and tabulation are done through the courtesy of the mechanical unit of the U.N. Economic Commission for Africa. This manual does not therefore include detailed instructions for the mechanical data processing staff of that unit.

We would like to record here that the U.N. expert Mr. B. Sitaraman, who supervised the Ethiopian Trade Statistics procedure personally over the past two years, assisted us actively during the preparation of this manual.

The compiling and coding staff are instructed to study the manual carefully and follow the prescribed procedure in detail. All cases of doubt must be brought to the attention of the chief of the Division for examination, who will consult the undersigned for final decision. All new decisions accumulated during the next year will have to be recorded carefully and made available at the time of reviewing this manual.

The data of our Trade Statistics published in accordance with the ECTC have had praise from the users, and I earnestly urge all the coders and verifiers to do their utmost in their future task, which is a contributory factor to the economic analysis of our country's trade.

AKLILU BETE MARIAM
DIRECTOR GENERAL

INTRODUCTION

External Trade Statistics of Ethiopia are compiled at the Customs Head Office, Ministry of Finance of the Imperial Ethiopian Government. The primary document is the Customs Declaration form supported by the Exchange Permit of the State Bank of Ethiopia and the invoices and other documents produced by the trader for the purpose of Customs clearance.

The Statistics Division of the Customs Head Office comprises a Director General in charge of statistics and other matters, a chief of the Division at the level of Vice Director of Customs, supervisors, verifiers, coding and compiling staff. The powers and duties of the Head of the Statistics Division were reviewed and set out in detail by the Customs Reorganisation Committee and are indicated in Appendix.. V to this manual. These duties include in particular compilation of detailed foreign trade statistics for the Empire of Ethiopia as well as revenue and other statistics required by the Customs Administration. The responsibility for foreign trade statistics comprises the collection of the declarations from all the customs offices every month, compilation of the Daily Trade Return, coding, tabulation and publication of data quarterly and annually. Processing of data mechanically will however be handled outside the Customs by the unit established at the E.C.A. for the present, and later at the unit to be established by the Central Statistical Office.

In order to facilitate customs clearance procedure, different forms are prescribed suiting the nature of transactions involved. There are broadly six categories of declaration forms and these are indicated in Appendix..I . For purposes of foreign trade statistics, the main types of transactions included are commercial and Government transactions involving foreign exchange information, and other types of transactions such as diplomatic goods and passenger personal effects may be compiled for departmental use, though not included in the total value of imports, exports or re-exports.

S Y S T E M

Territory:-

The external trade statistics refer to goods cleared through all Customs ports, stations, airports and post offices of the Ethiopian Empire.

General Trade:-

The external trade statistics of Ethiopia are compiled on the basis of the general trade system, i.e. goods which are intended for domestic consumption or for re-export are included under import; exports include domestic merchandise, and articles of import which are exported after being transformed, improved or repaired; re-exports consist of foreign merchandise which leaves the Empire in substantially the same state as when it entered.

Classification:-

An official import /export list has been compiled by the Customs Head Office for the use of all traders and Customs Officers. In this publication goods are classified according to what is known as Ethiopian Commodity Trade Classification (E.C.T.C.). This is based on the Standard International Trade Classification (Revised) prescribed by the United Nations Statistical Commission. Import commodities in the E.C.T.C. consist of 6 digits and exports 5 digits. Re-exports follow the import classification but information of re-exports is tabulated generally at three digit level.

The various stages of the breakdown are Section, Division, Group, Sub-group, Item and Sub-item. The first digit represents sections of broad economic categories. The groups are of three digits and represent descriptions for which data are most usually sought in international comparisons of trade statistics. The items representing 5 digits is the final breakdown in the international classification. For Ethiopia, however, items are broken down to sub-items in order to provide for the peculiarities of national imports and special need to match with tariff descriptions.

Food items are covered in Section 0; and Beverages and Tobacco in Section 1. Non-edible crude materials are covered in the next Section 2, Petroleum and mineral and vegetable oils are included in sections 3 and 4, and Sections 5 to 8 cover all manufactured items. Chemicals are included in a separate section 5. Section 6 contains all manufactured items identifiable by material such as wood, paper, metal etc. but Items involving a high degree of manufacture are shown in Sections 7 and 8. For example, leather goods and cotton cloth are shown in Section 6 while footwear and ready made clothes are included in Section 8. Section 9 shows all items not covered by earlier descriptions, and includes postal transactions, wild animals, special transactions etc. Transactions in gold are excluded from trade statistics but tabulated separately. As for re-exports, only items which repeat regularly are to be shown at 5 or 6 digit level e.g. gas cylinders, salt bags etc; in other cases classification may be done at three digit (group) level only.

Coverage:-

A. Inclusions

- (1) All Government and non Government transactions.
- (2) Goods financed by grants and loans.
- (3) Postal trade.
- (4) Bunkers and ship's stores.

B. Exclusions

- (1) Temporary imports.
- (2) Gold.
- (3) Personal Effects of Passengers.
- (4) Goods imported by Diplomatic and Consular missions.

Valuation:-

Exports are valued F.O.B. and imports C.I.F. at the customs frontier stations with the following exceptions:-

(1) Exports

Goods are valued F.O.B. at the Ethiopian Customs station of clearance on the Franco - Ethiopian Railway, and hence exclude freight, insurance and other charges from the loading station up to the border of Ethiopia.

(2) Imports

C.I.F. Djibuti values will be accepted if so shown in the declaration. Value figures in such cases do not include transit charges, insurance and freight charges for railway carriage between Djibuti Port in French Somaliland and the frontier of Ethiopia.

Country Classification:-

Imports are classified according to the country of origin and exports according to the country of final destination to the extent identifiable from records, although in the case of the trade through the entryport of Djibuti and Aden, these cannot always be determined.

The code numbers and the nomenclature follow mainly the classification recommended by the United Nations Statistical Commission.

Quantity:-

Quantity figures are shown in net weight expressed in kilogrammes. Quantity data for import commodities are shown only to the extent reported from the Customs station of import.

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RECEIPT OF DECLARATION FORMS BY THE HEAD OFFICE

Declarations will be received in the Statistics Division directly from local stations and the archives. The covering letter is given in Model No. 58 and indicates all customs cleared declaration. These will be distributed to the coders according to the stations allocated to them. After use by coders and verifiers, the declarations for imports will be passed to the control section against the signature of our authorised person from that section. Export declarations will be sent to the store against receipt of the store-keeper.

The lists of declarations transmitted from each major station will be checked by the distributing clerk and missing numbers brought to the notice of the Chief of Division for the issuing of reminders by post or by phone. A list of stations will be maintained by the Division, showing the coders and verifiers allocated to deal with each station's documents. These persons are also responsible for bringing to the notice of the Chief the missing returns of the month.

Sorting:- Declarations will be sorted into the following groups:-

Group I.

- a) Commercial Declarations Model 88/81
- b) Government Declaration }
- c) Private concessionaries } - Model 37A
- d) Green Declarations (Model 37) mostly used by the Post Office, Airport Customs and some by other customs stations.

Group II.

- a) All other Green declarations giving dutiable personal effects or articles of small value without invoices.
- b) Diplomatic Declarations (Model 109)
- c) Airport receipt (Model 261) for passenger's dutiable goods. Group II declarations are not to be included in the publications, but are to be maintained in summary form for departmental use.

The Commercial declarations will be sorted according to dates. The Re-Export declaration will be treated by the coder from the nature of commodities declared.

DAILY TRADE RETURN.

To facilitate processing of data, information from the Customs Declarations and supporting invoices will be summarised and entered in the Daily Trade Return. For specimen copy see Appendix..I.

Filling in of these returns is one of the main tasks of the Customs Statistics Unit. The work is of a skilled nature and standard instructions are to be followed by all the staff and all entries are to be verified; otherwise further processing will not lead to meaningful totals for foreign trade for any month, station, commodity or country.

The D.T.R. will be handled by three persons, namely the coder, the verifier and the supervisor before it is sent for machine processing.

The coding assistant is responsible for all entries in the Daily Trade Return. No declaration will be omitted except under the order of the supervisor. In cases where quantity is given without value in the declaration, the value will be assessed. Where, however, the quantity is small and not likely to have a value higher than, say, \$100:- the declaration concerned may be omitted.

Another case where the declaration is to be omitted is the salt declarations from Assab referring to salt tax collected; these are not foreign trade and hence are to be excluded. For personal effects and passengers' baggage, even if they are dutiable, the value figures will not be included with commercial exports or imports, but will be maintained separately. In the case of declarations from minor stations received very late, these will be included in the months in which received instead of the date on which customs clearance has been made.

Declarations will be distinguished separately into imports, exports and re-exports for preparing D.T.Rs. Separate D.T.R. folders are to be maintained for personal effects, Diplomatic goods, passengers baggage etc.

Filling the Daily Trade Returns:- (Exports)

Date:-

The date on which duty is paid will be entered for trade purposes in the D.T.R. As for the month, the code number for the corresponding European month (Gregorian Calendar) is to be used. The first two digits give the Gregorian year and the next two digits the month. E.G. 6310 stands for October 1963 and covers all returns from the 1st to 30th of Tikmt 1956. Appendix IV shows the relationship between the Ethiopian and Gregorian Calendar months. The declarations will first be arranged according to the date and then according to declaration number. Only the number (excluding the year) will be entered in column 1 of the D.T.R., since the purpose of the number is merely to locate a declaration in cases of doubt on the entries.

Importer/Exporter :-

A full list of the traders is published by the Customs with Code numbers. These numbers will be inserted after necessary verification.

Tariff Number:-

For exports this column is not usually entered. The number of items in the tariff for exports is barely a dozen and these are easily identifiable from commodity Trade Classification. These items are listed in the addendum.

Commodity Classification:-

For exports, this consists of five digits only. The items are more homogeneous than imports and further sub-division into six digits is not attempted as the declarations do not give such details. The classification numbers are indicated in the publication on the subject. The export items of a regular nature are all covered by the first 4 sections of E.C.T.C. other than carpets in group 657 and wild animals in group 941. It is therefore recommended that items falling in sections 5 to 9 be classified up to 3 digits only, since the trade in them is small and irregular. The classification scheme is explained elsewhere in the manual in detail for both imports and exports.

Where there are several commodities, separate entries will be made for each commodity. If, however, the trade in a commodity is very small and less than \$100, compared with the main items, the minor items will be included in the miscellaneous category for classification. The procedure will also apply to items not shown in the classification or which cannot be identified with any of the listed items.

Country Code No:-

The list of countries adopted by the conference of African Statisticians and the code number prescribed will be followed. These are shown as Appendix ..III.

For exports, the country of final destination will be given as far as is possible to identify it. In the case of consignments especially to Djibouti and Aden free Port, special efforts must be made to trace the ultimate destination, especially those involving large values.

Quantity:-

The net weight in kilos is to be entered. If this is not available, gross weight is to be given as the next constitute, with an entry in the remarks column. When neither is given, the weight will be estimated from the number or other second quantity given. Fractions will be rounded to the nearest kilogramme.

In addition to weight, the second unit of quantity for exports will be given to the following items:-

Animals alive	-	Number
Hides and Skins	-	"
Capets	-	"
Bottles & Jars	-	"
Foot wear	-	Pairs
Liquor or beverages	-	Bottles

In case of civet both kilos and ounces are to be indicated.

Jewellery of gold and silver is to be shown in grams.

For items like naturalist collections, the quantity has no relation to value and hence only value is required .

Value:-

F.O.B. value is required as shown on the invoice, carried to the nearest Ethiopian Dcllar. Cents are required to be rounded off to the nearest Ethiopian Dollar. If c.i.f. value is given then the average price estimated by the Customs on the front page of the declaration may be used. Usually the State Bank permit and Invoice value agree. Figures in foreign currency given on the State Bank Export permit form will be converted into Ethiopian dollars at parity in accordance with the Exchange rate provided by the State Bank and must be used for comparing with the Declaration value. The exchange rate list will be obtained periodically from the Bank for the Division's use.

For goods on consignment basis also the f.o.b. value is usually given in the Bank permit.

Duty Column:-

The total duty collected is to be entered, but where the duty is given together for several commodities, the duty figure is shown against the major transaction i.e. the highest value transaction, wherever it cannot be broken into component entries for each item. Duty figures are required to be shown in Ethiopian Dollar and cents.

5. Filling the Daily Trade Return (Import)

Tariff Code:

A sepecial code is used, indicating tariff items in three digit serial order. This number is to be used in all cases as a general rule. When the tariff number is not given by the Customs on the declaration, the appropriate number will be allotted by the Statistics Division.

For the items with tariff No. 201, duty free agricultural and industrial machinery, the Investment Decree No. 51/63 is often given; this will be marked as 261 for duty code number.

Government Imports:-

Government imports are of two kinds - duty paying and duty free. All duty free yellow declarations for Government are given duty code No. 600 and do not contain the tariff number. The duty payable category is also marked 600 whenever identified as a Government Transaction in the white form Model 88.

Station Code: The coder must complete this and other code numbers and will not leave it to the verifier as has been the practice.

Value:- c.i.f. value as given in the declaration and checked with the invoice will be taken. The one per cent added by Customs is to be excluded.

Item:- Where more than one commodity is given, the main item is to be classified, if the second item is minor in transaction size.

Value:- When f.o.b. value is given on the invoice, for imports, the c.i.f. value will be calculated and entered on the declaration and the D. T. R.

VERIFICATION

On completion of the daily trade returns, the verifier will take over and check every entry on the D.T.R. against the original entry on the declaration form, the supporting invoices from the supplier, and the foreign exchange permit.

In cases where quantity is not given an attempt should be made to estimate from value data and unit value obtained from similar transactions. When value data are nominal or not given, corrections should be made to give reasonably accurate figures by using standard unit values and the recorded quantity.

The duty entry will exclude warehouse and other charges which are not part of the Customs tariff.

One of the main responsibilities of the verifier is to ensure that data are recorded uniformly by all coders, especially the number of Digits prescribed. This is an essential prerequisite for card punching and machine totalling and sorting. Such details are indicated below for each description:-

Station:	2	digits
Import/Exp/Re-Export:	1	Digit
Year and month:	4	Digits e.g. 6302
Declaration Number:	5	" e.g. 12,653; 00,612
Importer/Exporter	4	"
Tariff:	3	"
Commodity E.C.T.C. Number	6	"
Country	3	"
Quantity	Whole number of kilos net: fractions should be corrected to the nearest whole number.	
Second Unit Code:	One digit	
Second Unit :	Whole numbers only	

Value : Whole number of Eth.\$; cents are not
to be shown but rounded off to
the nearest whole number.

Duty : Cents are required to be entered.
Where the total duty is shown in
dollars only, two zeros should
be added after the decimal point.

In regard to quantity, net weight in kilos is required for each transaction. In addition, the verifier will ensure that the second quantity is given in the prescribed unit only for certain commodity descriptions. Data on second units which are not prescribed such as packets, cartons etc. should be deleted.

Double checking is required for commodity and country code number to ensure that fictitious numberings have not crept in, creating difficulties at the time of decoding in summary tables at later stages of data processing.

Besides verification of entries, dates will be checked for complete inclusion of all transactions in a month at the station concerned. Thereafter monthly totals should be worked out for total value and duty columns and filled in a Monthly statement; figures are required separately for:

- i) Commercial transactions,
- ii) Government trade
- iii) Diplomatic goods and
- iv) Personal effects.

These figures provide the provisional advance figures for total value of Exports/Imports/Re-Exports for the month. In addition, they provide the only check on the completeness of the subsequent operations of punching and listing by the machine.

The verifiers will then hand over the station folders containing the D.T.Rs. to the Chief of the Statistics Division together with the monthly statement of station value totals. As for the declarations, the import bundles will be transferred to the Control Division of the Customs for inspection operations. The export declarations on the other hand, will be sent direct to the Store-Keeper for safe custody.

TEST CHECKING AND DISPATCH OF RETURNS TO THE MECHANICAL UNIT.

The Chief of Statistics Section will check the monthly statement for consistency of station totals for each station with averages for earlier periods and also check on the over-all for the month of value and duty. Monthly totals for duty are also available from the Accounting Department records obtained directly from the stations once a month. This comparison will provide a rough indication whether all the duty paid transactions for the stations concerned are included or not in the trade statistics for the month.

The Chief of the Division will also further check some of the entries in the D.T.Rs., and ensure that data are properly presented for purposes of punching in the form of ten folders for imports, ten for exports and one for re-exports; with a covering letter from the Director General; the returns will be handed over to the Mechanical Data Processing Unit (of E.C.A. Sectt).

D.T.Rs. of major stations will be given in separate folders and minor stations kept together on one folder. A standard number of ten folders for imports, ten for exports and one for re-exports is to be maintained, to facilitate the easy distribution of work among the punching staff and to facilitate the tracing of missing folders in their movements between the punchers and verifiers and between the Mechanical Unit and the Customs. In the earlier years (1962,1963) a large number of folders were used at the rate of one for each station (major or minor), and this has often resulted in the mixing up of the returns between exports and imports, and in repetitive punching.

CHECKING OF THE LISTING OF THE MECHANICAL UNIT

The Chief of Statistics Division will receive every month from the Mechanical Unit a complete listing of all transactions, after punching and sorting. On receipt, the list will be page numbered to ensure the sequence of card entries to be checked, and distributed to statistical staff for line by line checking. Punching and reproduction mistakes must be located with great care. Transposition of figures in the commodity and country code numbers is one of the common types of mistake. Sometimes extra zeros are punched, completely vitiating the figures from thousands to millions. A cross check on the punching and listing operation is provided by the total figure given at the end of entries for each station; this set of figures obtained by the Statistics Division on the Monthly Statement, with the help of the desk calculators. This tallying ensures that all the transactions are punched and included in the listing.

The corrections will then be forwarded to the Mechanical Unit, who, after incorporation, will provide a second total for tallying with the Monthly Statement total. The first listing provides in numerical sequence and in a legible form a typed copy of all the foreign trade transactions for the month concerned. This record should be preserved at least for one year for reference purposes.

It will also be useful to provide a second listing according to E.C.T.C. code numbers to facilitate the locating of ~~fictional~~ commodity code numbers and abnormal entries of quantity, value and duty on any particular card.

TABULATION

The Mechanical Data Processing Unit provides the following tables on trade statistics:-

Monthly:

Station total	-	Value
SITC 6 digits	-	I Quantity, II Quantity, Value and Duty.

Quarterly:

SITC 3 digits by country	-	Kilos and value
SITC 5 digits by country	-	" " "
Tariff 3 digits(Imports only)	-	Value and Duty.

Annual:

a) SITC 3 digits by country	-	Kilos and value
Country by SITC 3 digits		" " "
b) SITC 3 digits by station	-	Kilos and value
Station by SITC 3 digits		" " "
c) SITC 5 digits by country	-	Kilos and value
d) SITC 6 digits	-	Kilo, 2nd Quantity and value.
e) Tariff 3 digits	-	Value and Duty.

While the above will be the general procedure to arrive at the tables on a uniform basis, re-export data will be required at 3 digit level. Export classification is of 5 digits only. Imports at 5 digits will provide trade figures for all significant items while the sixth digit will provide the breakdown required for tariff purposes and in terms of the second unit of quantity.

In addition, supplementary tabulations will be needed to show figures for two quarters side by side for publication purposes.

PUBLICATION

Data will be published annually and quarterly. The quarterly publication gives information up to 3 digits for imports and re-exports and 5 digits for exports. The annual will be more detailed giving import statistics at 6 digit level and will also show details according to major stations.

The publication consists of four parts:-

- a) Explanatory notes on the system of trade statistics.
- b) Summary Tables.
- c) Commodity by country table.
- d) Alphabetical Index.

The summary table includes:-

- a) A total value of trade for the last few quarters & years
- b) Direction of trade.
- c) Commodity Section and group total according to S.I.T.C and the end use classification, and
- d) Trade in selected commodities for the last few years.

The tables, after editing by the chief of Statistical Division will be stencilled and duplicated and page numbered at the Division and thereafter the alphabetical index compiled. Sets will then be prepared and bound at a printing press and reported to the Accounting Section for credit entry.

Sales will be arranged through the major customs stations and book stores in Addis Ababa; free copies will be distributed to Government Offices and United Nations agencies directly by the Customs Head Office. Unsold copies will be retained by the Stores Department at the Customs Head Office.

COMMODITY FEATURES:

Aircraft Parts:-

This item is mainly imported by the Ethiopian Air Lines. Instructions are under issue to declare separately items re-exported abroad for repairs and re-imported after repair. For trade statistics purposes only the cost of such repairs will be shown as import value and the value for re-exports will be nil. Spare parts sent abroad for the exclusive use of Ethiopian aircraft are excluded from trade Statistics. Spare parts purchased from Ethiopia by foreign airlines are also sent out; the value of such parts will be included under re-exports. Careful watch is to be kept on the declarations for aircraft and parts as large value transactions often exceed a million dollars and hence must be brought to the attention of the chief for investigation.

Cinema Films Developed:-

These consist mainly of cultural films for local exhibition and commercial films imported by private enterprises. The first category will be excluded from imports and re-exports; very often they are not re-exported. As for commercial films, these are rented from abroad; hence only the rental value is to be recorded on the declaration. Instructions are under issue on such lines to the Customs Offices. When these commercial films are re-exported, no value is recorded.

Salt(Export):-

Salt figures in the past included also the cost of bags. Beginning 1963, the cost of bags is excluded. This would explain the heavy drop in the total value of export of salt. The salt bags used by the producers in Massawa and Assab are imported under an arrangement for exclusive purposes of packing exports.

Gum (Exports):-

Gum arabica is to be shown in the code for gum 292.220. Other gums such as gum olibanum exported from Ethiopia fall under Incense classification 292.210.

Seeds Others (Exports):-

This may be checked and if the item is spicy in nature it should be classified under 075.280. If it is used for oil extraction, the code No. is 221.890. Other miscellaneous seeds should be classified under 292.500.

Diplomatic Goods:-

These declarations are not included in the daily trade returns processed for trade statistics. The returns are kept separately and analysed according to embassies and missions enjoying duty free privileges for their staff and the working of the office. The value figures given may not be accurate but may be expected to give indication of the order of magnitude required for customs administrative purposes. Data must be coded according to commodity and quantity and value to the extent declared, both for import and re-export and data processed periodically as required.

Personal Effects:-

The imports in this category form an important portion excluded in trade statistics. The purchases are made without any bank permit by the passengers out of their own cash or other resources abroad and are obviously meant for their own consumption and not for sale. Certain types of items like watches, radios etc. predominately follow this method of import traffic into less developed countries and add to the wealth of the concerned country criteria for inclusion in foreign trade statistics. However, such statistics are not included in foreign trade statistics in order to conform to international practices. Monthly figures of total values with country break down may be maintained to the extent they are declared by passengers.

Appendix 1

I. Listing of Declaration Forms:

1. Import Declaration (Form No. 88)

- a) Commercial transactions of goods imported.
- b) Import in transit - Massawa and Assab.
- c) Excise duty for salt.

2. Baggage Declaration of Dutiable Articles (model 37)

- a) For ordinary imports less than \$100:-
- b) Dutiable passengers goods.

3. Baggage Declaration of Non-Dutiable Articles (Model 37 a)

- a) Exemptions for goods imported under an agreement or charter.
- b) Ship's Passengers Articles used in Assab and Massawa.
- c) Passengers baggages passing through the frontier customs stations.

4. Diplomatic Declaration(Model 100)

Goods imported for diplomatic Staff and the Office.

5. Export Declaration (Model 87)

- a) For export goods dutiable or non-dutiable.
- b) For re-export goods dutiable or non-dutiable.

6. Passengers Duty Receipt (Model 261)

- a) Dutiable Articles from Air Passengers.

Appendix II

ETHIOPIAN CUSTOMS STATIONS:- CODE NUMBERS

<u>Stations</u>	<u>Code No.</u>	<u>Stations</u>	<u>Code No.</u>
Addis Ababa Railway Station	01	Assab	33
Addis Ababa Air Port	02	Tessene	34
Addis Ababa Parcel Office	03	Tio	35
Dire Dawa Railway Station	04	Gondar Parcel Office	36
Dire Dawa Parcel Office	05	Dubaba	37
Dire Dawa Air Port	06	Asaita	38
Aisha	07	Gikawe	39
Gigiga	08	Matebia	40
Warder	09	Godobe	41
Gladine	10	Mellil	42
Shilabo	11	Nazerath	51
Deghabour	12	Dire Dawa Chat	52
Ferfer	13	Legemiti	53
Kebri Dhar	14	Aware	54
Kellafo	15	Tefrihar	55
Mustaheil	16	Shebelli	56
Dwelle	17	Gogite	57
Gambella	18	Gerbehale	58
Assosa	19	Omedlla	59
Mengi	20	Addis Ababa Adwa Square	60
Gizen	21	Parcel Office	
Dull	22	Gursum Chat	63
Metema	23	Gigiga Chat	64
Megelli	24	Harar Chat	65
Moyale	25	Kurube	66
Dollo	26	Dubube	67
Humera	28	Dessepa	68
Asmara Railway Station	29	Dolobay	70
Asmara Air Port	30	Leffeisa	71
Asmara Parcel Office	31	Leonage	72
Massawa	32		

COUNTRY STATISTICAL CODE

Aden	401	Korea(South)	487
Aden Protec.	402	Lebanon	420
Afghanistan	483	Libya	105
Arabia	405	Liberia	126
Australia	501	Malaya	450
Austria	215	Malta	242
Algeria	102	Mexico	346
Argentina	340	Morocco	101
Bulgaria	236	Madagascar	160
Baharein	411	Mauritius	172
Belgium	202	Mozambique	167
Burma	478	Nigeria	131
Congo(Leo.)	145	New Zealand	505
Cuba	347	Norway	211
Cyprus	243	Panama	348
China (M)	465	Pakistan	435
Canda	305	Poland	232
Ceylon	477	Portugal	216
Czechoslovakia	233	Roumania	235
Egypt	106	Rhodesia	165
Denmark	213	Senegal	112
Ethiopia	195	Singapore	445
France	204	Somalia	187
Formosa	486	French Somaliland	190
Finland	240	South Africa	155
Ghana	128	Syria	415
Gibraltar	242	Spain	222
Germany (E)	231	Switzerland	214
Germany (W)	203	Sweden	212
Greece	223	Sudan	107
Hong Kong	460	Turkey	224
Holland	201	Tanganyika	180
Hungary	234	Thailand	484
Indonesia	455	Tunisia	104
India	440	Uganda	182
Iran	430	USA	310
Israel	425	United Kingdom	210
Iraq	482	USSR	230
Italy	205	Viet Nam	485
Japan	470	Yemen	381
Jordan	476	Yugoslavia	241
Kuwait	412	Zanzibar	175
Kenya	185	Unspecified	900

Appendix iv

CALENDAR USED FOR TRADE STATISTICS

Ethiopian Calendars

(Julian Calendar)

1956

Maskerem

Tekemt

Hedar

Tahsas

Ter

Yekatit

Megabit

Mizia

Ginbot

Sene

Hamle

Nehasie

Pagume

Maskaram 1957

European Calendars

(Gregorian Calendar)

1963 - 1964

12 September 1963

12 October "

11 November "

11 December "

10 January 1964

9 February "

10 March "

9 April "

9 May "

8 June "

8 July "

7 August "

6 September "

11 September "

Note:

Fiscal year 1957 starts on 8 July 1964 (1st Hamle 1956). Gregoria

Year 1964 A.D. starts on 22nd Tahsas 1956 E.C.

All the Ethiopian months except Pagume have 30 days each. Pagume is the 13th month containing 5 days; in leap years it has 6 days.

1955 was the last leap year.

The Powers and Duties of the Head of the Statistics Division

The Head of the Statistics Division is directly and personally responsible to the Head of the Customs for:

- a. advising the Head of the Customs on all matters of policy on statistics of interest to the Customs operations,
- b. compiling the external trade statistics of the Empire required for trade analysis and balance of payment calculations,
- c. assisting the Head of the Administrative Services Division in compiling detailed and up-to-date revenue statistics,
- d. advising the Head of the Administrative Services Division on maintenance of operational statistics relating to the working of the Customs operations in the Customs Head Office and in the various Customs Stations,
- e. scrutinizing as need may arise, and, in cooperation with the other Divisions of the Head Office, standardizing the forms and schedules used,
- f. classifying accurately commodities in conformity with international standards for tariff assessment, trade analysis and planning purposes and bringing to the notice of the Control and Legal Division cases of wrong classifications every month,
- g. maintaining the data required for compiling annual revenue estimates on export and import commodities,
- h. maintaining and distributing up-to-date price data required for Customs assessment purposes, - in close collaboration with the Control and Legal Division,
- i. publishing data compiled on trade Statistics,
- j. supplying published data to international agencies and ensuring international comparability of data compiled in the Customs,
- k. ensuring for proper training facilities for staff employed in statistical work at the Customs Head Office and Branches, - in cooperation with the Training Branch,

- 1
1. issuing from time to time, - in close collaboration with the Control and Legal Division- directives to the Branches on correct recording of quantity, value, revenue and classification in accordance with the manuals that may be prepared from time to time,
 2. supplying Divisions and Branches of the Department with such information within the field of his powers and duties as may be of interest to them, and arranging for communication to the public any information which (in addition to the information mentioned in items i. and j. above) should be made available to it,
 3. arranging for the preparation of the annual estimates of income and expenditure for his Division, within the rules and regulations laid down by the Ministry of Finance. These estimates are submitted to the Chief of the Finance Branch through the Head of the Administrative Services Division for consolidation with the estimates prepared by other units of the Department,
 4. proposing and encouraging the improvement of the work in his Division and the activities connected therewith in close cooperation with the authorities concerned. This may be done either directly with those responsible or through the recognized channels depending on the nature of the project or any other relevant legal or economic considerations,
 5. ensuring that the work under his supervision is so coordinated that there is no overlapping or conflict either between the employees in his Division or with other units in the Department,
 6. ensuring that all employees in his Division are given proper training on their duties and working methods,
 7. keeping a separate record on the employees in his Division,
 8. ensuring that the maintenance and the internal control and recording of all material and equipment in his Division are properly undertaken,
 9. preparing every three months a statistical and factual report on the work planned and accomplished in his Division to be submitted to the Head of the Customs.

- u. ensuring that every month an attendance report is sent to the personnel Registration Section covering all the employees in his Division. The payroll is based on this report, which shall contain all particulars which may affect salary,
- v. ensuring that a periodic service report is sent to the Personnel Registration Section through the Head Of the Administrative Services Division convering all the employees in his Division,
- w. carrying out such other duties within his field as the Head of the Customs decides from time to time.

The Head of the Statistics Division is assisted in his work by a Trade Statistician with considerable Customs classification experience. In the budget estimates work, mentioned in item g. above he will be assisted by a statistician with accounting experience and trained statistical assistants.

The Head of the Statistics Division is responsible for coordinating the work of these officers, ensuring that the work is properly carried out, helping them to solve their problems and maintaining the discipline, vitality and interest of the employees in his Division.

TRADE STATISTICS RETURN

Date:-

Station:-

Import/Export/Re-Export

Code No: - _____

[illegible]

Date Due

[illegible]