JFSQ for 2022 Data
User Manual

Completing the JFSQ

You are encouraged to carefully read this manual before completing the JFSQ. While the questionnaire has been carefully structured and have been refined over more than 20 years, attention to detail is required to avoid reporting errors.

Years covered by the JFSQ

JFSQ requests data for two reporting years. The JFSQ for 2022 data, which should be completed by 19 May 2023, requests data for the reporting years 2021 and 2022:

JFSQ for 2022 Data		
Year in which JFSQ is sent to national correspondents (Current calendar year)	Years for which data is reported	
	Year 2	Year 1
2023	2022	2021

Don't Edit the Questionnaire!!

Please do not edit the questionnaires (for example, adding rows or columns) as this can lead to problems uploading the data to the database and processing the reply.

Symbol usage, flags, and notes

The questionnaires include request for data for specific items (rows) and units/years (columns). For each data point (cell), there is a corresponding cell to provide a flag (status code) and to include a brief note, if needed. These are in columns to the right of the data table. In the image below:

- Data is requested in columns D and E (beginning in row 13)
- Flags may be included in columns F and G (beginning in row 13)
- Notes may be included in columns H and I (beginning in row 13)

For example, a flag in cell F15 and a note in cell H15 would correspond to the data point in cell D15. A flag in cell G15 and a note in cell I15 would correspond to the data point in cell E15.

Cells requesting Data

When completing the questionnaire, **no cells in the questionnaire requesting data for a given item/unit/year should be left blank**. Blank spaces leave us unsure whether the data are not available or whether they are zero. To avoid blank spaces, please use the following symbols to differentiate between zero data, data that is not available, and confidential data:

Symbol	Meaning	Note
…	Data not available	If no data is available, you may consider making an estimate rather than reporting data not available ("…"). Well-founded and timely estimates (e.g. based on industry publications) are preferable to reporting that data is not available. You will have the possibility to correct your data later when final official figures are available.
0	nil (zero)	For values that are less than half the unit indicated, you are requested to increase the decimal places so that it is clear the value is not 0
+++	Confidential	This should be used if confidential data is not reported. The alternative is to report confidential data with status code (flag) 6. Where items are reported to be confidential with +++, the secretariat may repeat the previous year's data or estimate the values using other techniques.
Note: Please do not leave blank cells for a given item/unit/year, as this makes it unclear whether the data are not available or whether they are zero		

Cells for including flags and notes

Unlike cells requesting data, cells for status codes and notes should be left blank unless it is necessary to include a status code or note.

Where the status code cell is left blank:

- All national data for year minus 1 is considered provisional na
- tional data.
- All national data for year minus 2 is considered official data

Status Code	Status	Definition (ECE published)	Notes
5	Repeated	Data repeated from previous year.	Data that is repeated in the national submission will be flagged as a national estimate. In the UNECE database, the "repeated" flag is used only for data repeated by the secretariat.
6	Do Not Publish	Should not appear (confidential data)	Confidential data will not be published, but may be used to calculate aggregates when possible to do so without revealing the underlying confidential data. For publication of the database, the secretariat may also choose to repeat historical data or include an estimate (e.g. based on the overall trend) that does not use or reveal the confidential data.
9	National estimate	Unofficial data provided by country.	Will be flagged as a national estimate in ECE database

Notes provided in the JFSQ will not be published but can be useful to provide context when processing your submission for publication.

Built in Data Validation and Checks

The JFSQ Excel file is comprised of multiple tabs requesting data (JQ1, JQ2, JQ3, ECE-EU, ITTO1, ITTO2, ITTO3). Each tab includes one or more built-in checks, which may help to identify inconsistencies or errors in your reply. You are highly encouraged to review these checks before submitting the questionnaire.

Conversion Factors

Data available at the national level may be provided in units that are different from the requested reporting units for the JFSQ. To aide with unit conversions, a page of conversion factors is included in the JFSQ and in the Definitions file that accompanies the JFSQ. This includes a column showing information from the 2009 and 2020 UNECE/FAO work on conversion factors[1]. **Please note that these factors are general and should only be used if you find it impossible to locate country- and product-specific factors.** For example, the conversion from tonnes of roundwood to m^3 varies by 15% between coniferous and non-coniferous and even greater variations can be found between species.

A frequent area of difficulty is converting the square meters often available in wood-based panels to the cubic meters requested by the JFSQ. Please determine the standard conventional thickness for the products in your country. Usually, the best source for this is the national panel association, mills within your country or international panel associations.

UNECE Data Checking Processes and Notes

The following general practices are applied by UNECE when applicable.
- Where information was not provided, or was reported as confidential, data from previous years is repeated when available, unless otherwise specified.
  - Blank cells for subitems are recorded as zero when it fits based on aggregate totals.
  - National correspondents are requested to clearly differentiate values that are zero from blank cells when completing the JFSQ.
- Where only aggregate totals are reported, values are disaggregated based on historical ratios when available, unless otherwise specified.
- Where values were reported in units other than those requested, standard conversion factors are used (e.g. to convert metric tonnes [MT] to cubic meters [m3]).
- Values reported by countries as "repeated" or "provisional" are flagged as "national estimate" in the UNECE database; in the UNECE database, the "repeated" flag is used only for data repeated by the secretariat.
- Decimal errors are corrected when evidently apparent.

Please also note:
- Changes to values and quantities of sub-aggregate items during data checking may result in changes to the aggregate reported totals. This is because Aggregate values are not uploaded to the UNECE Forest Products; rather, the database automatically calculates aggregate items based on the subitems.

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[1] UNECE/FAO Timber and Forest Discussion Paper No. 49 available at
http://www.unece.org/fileadmin/DAM/timber/publications/DP-49.pdf. The updated 2020 version of this is available at http://www.fao.org/documents/card/en/c/ca7952en .

Changes from JQ2021 to the JFSQ for 2022 Data

Below is a list of changes to the JFSQ for 2022 Data. Items in bold are significant changes. You are encouraged to carefully review the JFSQ before completing the questionnaire, as the list below does not itemize all changes (for example, updated HS codes are not itemized here).

1) Definitions
    a) Added Laminated Veneer Lumber (Item 8.1.1), Glulam (Item 15.1), Cross-laminated Timber (Item 15.2) and I-Beams (Item 16). These definitions are adapted from the UNECE Engineered Wood Products Survey, considering also the definitions used in HS2022.
    b) Added Sawdust (Item 3.2.1)
    c) **Revised definition of *builders' joinery and carpentry of wood* (item 13.4) to exclude Laminated Veneer Lumber, Glulam, Cross-Laminated Timber and I-Beams.**

2) Questionnaires
    a) Included "of which sawdust" as item 3.2.1 on JQ1 and JQ2. This is meant to reduce the volume of possible double counting in replies for item 3.2 and item 4.
    b) Included "of which laminated veneer lumber" as item 8.1.1 on JQ1 and JQ2, further disaggregated into coniferous (8.1.1.C), non-coniferous (8.1.1.NC) and tropical (8.1.1.NC.T).
    c) **Included "Glulam" (Item 15.1) and "Cross-Laminated Timber" (Item 15.2), and the new aggregate total "Glulam and Cross-Laminated Timber (CLT or X-LAM)" (Item 15) on JQ1 and JQ2.** Glulam, CLT and I Beams are classified as secondary wood products but for ease of reporting are included here.
    d) **Included "I-Beams" (Item 16) on JQ1 and JQ2.**
    e) Updated ECE-EU, ITTO2, and the Annex 2 and Annex 3 correspondence tables to include HS2022 codes.
    f) **Re-ordered the rows of species** on the ECE-EU questionnaire, to correspond to the numbered order of the species in the HS2022 classification
        i) Products 1.2.C and 6.C: reordered Pine and Fir/Spruce.
        ii) Product 6.NC: reordered Poplar/Aspen and Birch
    g) Included ex codes in column B of ECE-EU. Please note **that the creation of codes for SPF (Spruce/Pine/Fir) (4407.13) and Hemlock/Fir (4407.14) in HS 2022 may create a new area of reporting confusion**. These were included in the HS to be used by customs officials when it is not possible to assign products to a specific species, but do not replace the HS codes that are specific to Spruce, Pine and Fir. Correspondents should make all reasonable efforts to report spruce, pine and fir separately rather than reporting SPF or Hemlock/Fir jointly.
    h) Inserted a footnote in JQ2, ITTO1 and Annex 2 for items 1.2.NC.T and 6.NC.T noting that these items should "include the non-coniferous non-tropical species exported by tropical countries or imported from tropical countries". This replaces the use of the symbol "+" next to HS codes (as was used in JFSQ2021) which corresponded to the note "Correspondents are requested, when completing JQ2, to cross-check the data classified by HS code in national trade statistics as "tropical" with the data classified by actual country of origin".

Questionnaire Response Table

This table is to help understand which countries should complete Joint Forest Sector Questionnaires (JFSQ). The letter X indicates that the questionnaire should be submitted.

Region	Country	JQ1 JQ2 JQ3	ECE/EU	EU1 EU2	ITTO1[2] ITTO2 ITTO3
EU/EFTA (return to Eurostat, Luxembourg and ECE, Geneva)	Austria	X	X	X	X
	Belgium	X	X	X	X
	Bulgaria	X	X	X	X
	Croatia	X	X	X	X
	Cyprus	X	X	X	X
	Czechia	X	X	X	X
	Denmark	X	X	X	X
	Estonia	X	X	X	X
	Finland	X	X	X	X
	France	X	X	X	X
	Germany	X	X	X	X
	Greece	X	X	X	X
	Hungary	X	X	X	X
	Iceland	X	X	X	
	Ireland	X	X	X	X
	Italy	X	X	X	X
	Latvia	X	X	X	X
	Liechtenstein	X	X	X	
	Lithuania	X	X	X	X
	Luxembourg	X	X	X	X
	Malta	X	X	X	X
	Netherlands	X	X	X	X
	Norway	X	X	X	X
	Poland	X	X	X	X
	Portugal	X	X	X	X
	Romania	X	X	X	X
	Slovakia	X	X	X	X
	Slovenia	X	X	X	X
	Spain	X	X	X	X
	Sweden	X	X	X	X
	Switzerland	X	X	X	X

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[2] It is not necessary to reply to ITTO1 if the country will reply to the Committee on Forests and the Forest Industry forecast questionnaire by September 2023. Members of ITTO should fill out ITTO 2 and 3.

Region	Country	JQ1 JQ2 JQ3	ECE/EU	EU1 EU2	ITTO1[3] ITTO2 ITTO3
Other ECE (return to ECE, Geneva)	Albania	X	X		X
	Andorra	X	X		
	Armenia	X	X		
	Azerbaijan	X	X		
	Belarus	X	X		
	Bosnia and Hercegovina	X	X		
	Canada	X	X		
	Georgia	X	X		
	Israel	X	X		
	Kazakhstan	X	X		
	Kyrgyzstan	X	X		
	Moldova	X	X		
	Monaco	X	X		
	Montenegro	X	X		
	North Macedonia	X	X		
	Russian Federation	X	X		
	San Marino	X	X		
	Serbia	X	X		
	Tajikistan	X	X		
	Türkiye	X	X		
	Turkmenistan	X	X		
	Ukraine	X	X		
	United Kingdom	X	X		X
	United States of America	X	X		X
	Uzbekistan	X	X		
ITTO producer members not part of EU/EFTA or ECE (return to ITTO, Yokohama)		X	X		X
Rest of World (return to FAO, Rome)		X			

[3] It is not necessary to reply to ITTO1 if the country will reply to the Committee on Forests and the Forest Industry forecast questionnaire by September 2023. Members of ITTO should fill out ITTO 2 and 3.

Below are algebraic expressions of the relationships of items in the JFSQ. These are to help in understanding and filling out the JFSQ in a way to minimize inconsistencies. For a given expression, the bolded item is the higher-level item in the hierarchy. Items that were added for the first time in the JFSQ for 2022 data are indicated in **red font**.

1   = 1.1 + 1.2
        1.1   = 1.1.C + 1.1.NC
        1.2   = 1.2.1 + 1.2.2 + 1.2.3
                = 1.2.C + 1.2.NC
                = 1.2.1.C + 1.2.1.NC + 1.2.2.C + 1.2.2.NC + 1.2.3.C + 1.2.3.NC
        1.2.C = 1.2.1.C + 1.2.2.C + 1.2.3.C
        1.2.NC = 1.2.1.NC + 1.2.2.NC + 1.2.3.NC
        1.2.NC $\geq$ 1.2.NC.T
        1.2.1 = 1.2.1.C + 1.2.1.NC
        1.2.2 = 1.2.2.C + 1.2.2.NC
        1.2.3 = 1.2.3.C + 1.2.3.NC

3   = 3.1 + 3.2
        3.2 $\geq$ 3.2.1

5   = 5.1 + 5.2

6   = 6.C + 6.NC
        6.NC $\geq$ 6.NC.T

7   = 7.C + 7.NC
        7.NC $\geq$ 7.NC.T

8   = 8.1 + 8.2 + 8.3
        8.1   = 8.1.C + 8.1.NC
        8.1.NC $\geq$ 8.1.NC.T
        8.1 $\geq$ 8.1.1
        8.1.1   = 8.1.1.C + 8.1.1.NC
        8.1.1.NC $\geq$ 8.1.1.NC.T

        8.2 $\geq$ 8.2.1
        8.3   = 8.3.1 + 8.3.2 + 8.3.3

9   = 9.1 + 9.2 + 9.3
        9.2   = 9.2.1 + 9.2.2
        9.2.1 $\geq$ 9.2.1.1

10   = 10.1 + 10.2

12   = 12.1 + 12.2 + 12.3 + 12.4
        12.1   = 12.1.1 + 12.1.2 + 12.1.3 + 12.1.4
        12.3   = 12.3.1 + 12.3.2 + 12.3.3 + 12.3.4
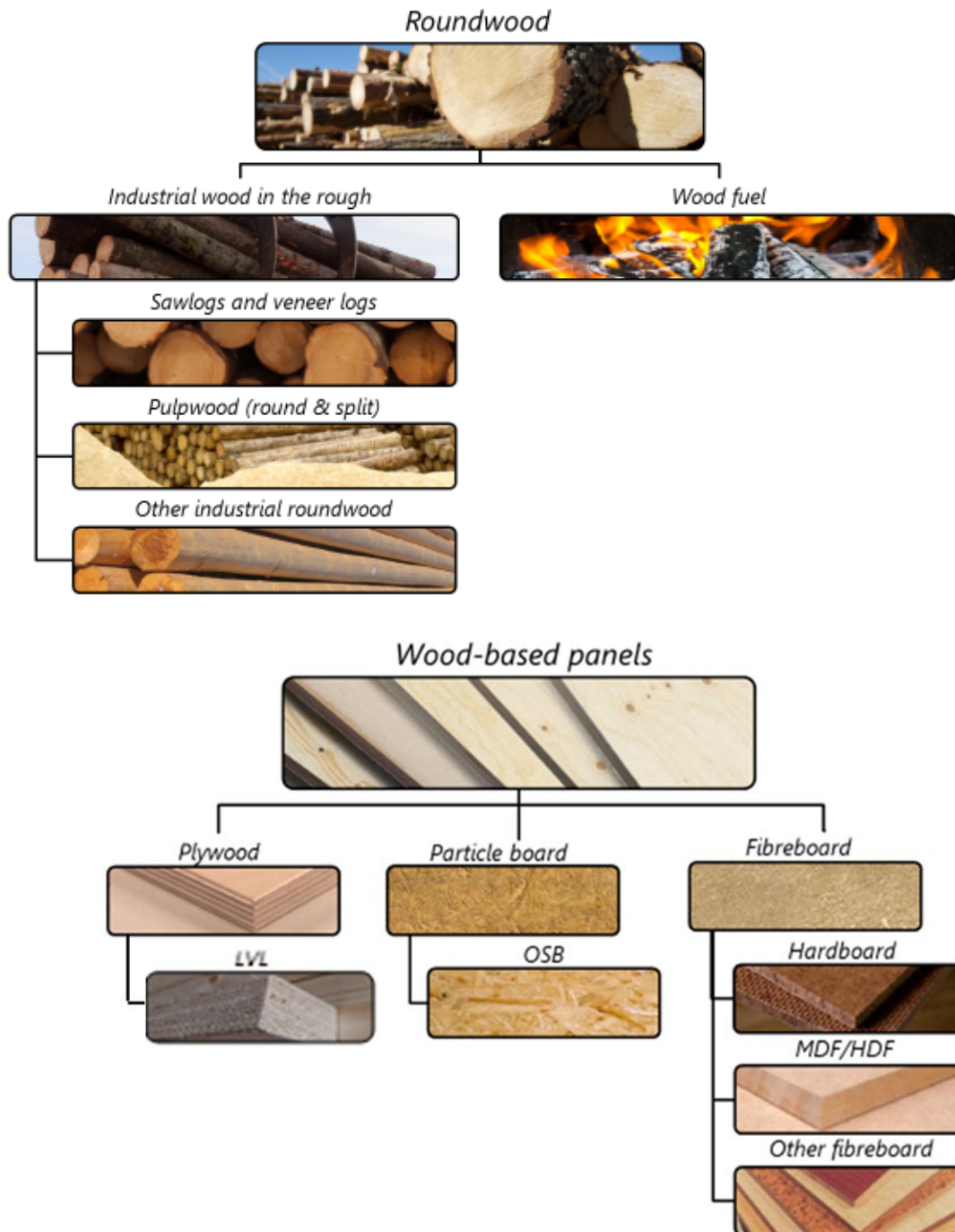
13.1   = 13.1.C + 13.1.NC
13.1.NC ≥ 13.1.NC.T

14.5   >= 14.5.1 + 14.5.2 + 14.5.3

15   = 15.1 + 15.2
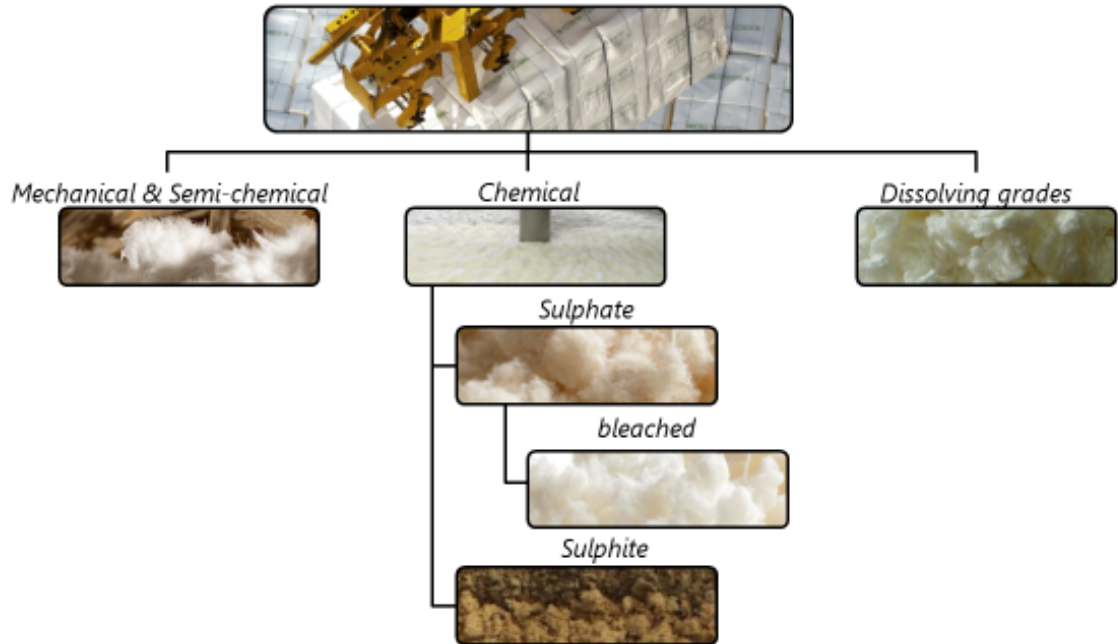
<u>Product Components</u>

Note that only aggregates with more than two subproducts are shown here.

Woodpulp

Mechanical & Semi-chemical

Chemical

Sulphate

bleached

Sulphite

Dissolving grades

Paper and paperboard

Graphic papers

Newsprint

Uncoated mechanical

Uncoated woodfree

Coated paper

Household and sanitary paper

Packaging materials

Case materials

Folding boxboard

Wrapping papers

Other papers mainly for packaging

Other paper and paperboard