

## ANNEX I

The definitions to be applied to the information collection characteristics

## 1. ACCOMODATION STATISTICS

1.1. **DEFINITIONS OF TOURIST ACCOMMODATION ESTABLISHMENTS AND DWELLINGS***Tourist accommodation*

Definition:

Any facility that regularly or occasionally provides overnight accommodation for tourists.

The tourist accommodation types are as follows:

## (i) Collective tourist accommodation establishments

Hotels and similar establishments

- Hotels
- Similar establishments

Other collective accommodation establishments

- Holiday dwellings
- Tourist camp-sites
- Marinas
- Other collective establishments n.e.c.

Specialised establishments

- Health establishments
- Work and holiday camps
- Public means of transport
- Conference centres

## (ii) Private tourist accommodation

Rented accommodation

- Rented rooms in family houses
- Dwellings rented from private individuals or professional agencies

Other types of private accommodation

- Secondary residence
- Accommodation provided without charge by relatives or friends
- Other private accommodation n.e.c.

In the definitions of the accommodation establishments as described in this Annex references to NACE Rev. 1 and CPA groups are included. CPA is consistent with NACE but more detailed. The correspondence between the tourism definitions and the NACE classification is nearly complete, except for a minor discrepancy concerning 'Hotels and similar establishments'. Indeed, according to the NACE and CPA explanatory notes certain similar establishments, notably 'guesthouses, farmhouses, lodging and related services provided by rooming houses, boarding houses' are covered in 'Other provision of lodgings n.e.c.' (NACE 55.23). Nevertheless, most hotels and similar establishments are covered by NACE 55.11 and 55.12, since the explanatory notes clearly state that these unit groups include 'hotels, motels and inns and similar lodging places'.

### 1.1.1. Collective tourist accommodation establishments

#### Definition:

An accommodation establishment that provides overnight lodging for the traveller in a room or some other unit, but the number of places it provides must be greater than a specified minimum for groups of persons exceeding a single family unit and all the places in the establishment must come under a common commercial-type management, even if it is non-profit-making.

#### *Hotels and similar establishments*

#### Definition:

Hotels and similar establishments are typified as being arranged in rooms, in number exceeding a specified minimum; as coming under a common management; as providing certain services including room service, daily bed-making and cleaning of sanitary facilities; as grouped in classes and categories according to the facilities and services provided; and as not falling in the category of specialised establishments.

#### **Hotels**

#### Definition:

Comprise hotels, apartment hotels, motels, roadside inns, beach hotels, residential clubs and similar establishments providing hotel services including more than daily bed-making and cleaning of the room and sanitary facilities.

(Equal to NACE group 55.1 hotels (under which hotels, motels, inns and hotels with conference facilities are named). NACE is further divided into 55.11 hotels and motels with restaurant and 55.12 hotels and motels without restaurant. CPA groups 55.11.10 and 55.12.10 are equivalent to them).

#### **Similar establishments**

#### Definition:

Comprise rooming and boarding houses, tourist residence and similar accommodation arranged in rooms and providing limited hotel services including daily bed-making and cleaning of the room and sanitary facilities. This group also includes guest houses, Bed & Breakfast and farmhouse accommodation.

(Included in NACE group 55.23 other provision of lodgings n.e.c. (which includes all other establishments except hotels, camping sites and youth hostels). 55.2 names guest houses and farmhouses separately. Included in CPA group 55.23.13 letting services of short-stay furnished accommodation, which includes also private short-stay rental accommodation).

#### *Other collective establishments and specialised establishments*

#### Definition:

Any establishment, intended for tourists, which may be non-profit making, coming under a common management, providing minimum common services (not including daily bed-making) and not necessarily being arranged in rooms but perhaps in dwelling-type units, campsites or collective dormitories and often engaging in some activity besides the provision of accommodation, such as health care, social welfare or transport.

#### **Holiday dwellings**

#### Definition:

Include collective facilities under common management, such as clusters of houses or bungalows arranged as dwelling-type accommodation and providing limited hotel services (not including daily bed-making and cleaning).

(Included in NACE group 55.23, other provision of lodgings n.e.c., which includes all other establishments except hotels, camping sites and youth hostels. Include main part of CPA group 55.23.12, holiday centre and holiday home services).

Holiday villages providing hotel services should, according to the definitions, be included in hotels even if they are usually not arranged in rooms. Only establishments which do not provide hotel services should be included in this group.

#### ***Tourist camp-sites***

Definition:

Consist of collective facilities in enclosed areas for tents, caravans, trailers and mobile homes. All come under common management and provide some tourist services (shop, information, recreational activities).

(Equal to NACE group 55.22, camping sites, including caravan sites. Equal to CPA group 55.22.10).

Camping sites let pitches for tents, caravans, mobile homes and similar shelter to overnight visitors who want to stay on a 'touring' pitch for one night, a few days or week(s), as well as to people who want to hire a 'fixed' pitch for a season or a year. Hired fixed pitches for long-term rent (more than a year) may be considered as private accommodation.

#### ***Marinas***

Definition:

Consist of boating harbours where boat owners can hire a berth in the water or a place on the land for the season or year and of ports for passing vessels where sailors pay mooring per night. These two types may be combined. At least some sanitary facilities are provided. Marinas may be run by clubs for water sports, businesses or public administration.

(Included in NACE group 63.22 other supporting water transport activities or possibly in 55.23, other provision of lodgings n.e.c. or in 92.62 other sporting activities. Included in CPA group 63.22.11 port and waterway operation services (excluding cargo handling) or possibly in 55.23.15 other short-stay accommodation services n.e.c. or 55.23.14, sleeping car services and sleeping services in other transport media or in 92.62.13 other services related to sports events n.e.c.).

#### ***Other collective establishments n.e.c.***

Definition:

Comprise youth hostels, tourist dormitories, group accommodation, holiday homes for the elderly, holiday accommodation for employees and workers' hotels, hall of residence for students and school dormitories, and other similar facilities that come under common management, have a social interest and are often subsidised.

(Include NACE group 55.21, youth hostels and mountain refuges and part of 55.23, other provision of lodgings n.e.c., which includes all other establishments except hotels, camping sites and youth hostels. Include CPA group 55.21.10, youth hostels and mountain refuge services, and part of 55.23.15, other short-stay accommodation services n.e.c.).

#### ***Health establishments***

Definition:

Comprise health treatment and health care establishments providing accommodation, such as spas, thermal resorts, sanatoriums, mountain sanatoriums, convalescent homes, health farms and other similar establishments.

(Include in NACE group 55.23 other provision of lodgings n.e.c. (which includes all other establishments except hotels, camping sites and youth hostels) or possibly in 85.14 other human health activities. Included in CPA group 55.23.15 other short-stay accommodation services n.e.c. or possibly in 85.14.15 residential health facilities services other than hospital services).

Health establishments providing hotel services should, according to the definitions, be included in hotels. Only establishments which do not provide hotel services should be included in this group.

#### ***Work and holiday camps***

Definition:

Comprise camps providing accommodation for holiday activities, such as agricultural, archaeological and ecological work camps, holiday camps, scout camps, mountain shelters, cabins and other similar establishments.

(Include in NACE group 55.23, other provision of lodgings n.e.c., which includes all other establishments except hotels, camping sites and youth hostels. Include CPA group 55.23.11, children's holiday camp services, and part of 55.23.12, holiday centre and holiday home services).

The group should also include children's camps, accommodation of sailing and riding schools and other sport centres (not providing hotel services).

#### ***Public means of transport***

Definition:

Consist of the accommodation, with sleeping facilities, associated with collective public transport and inseparable from it as to expenditure; it mainly concerns trains, ships and boats.

(Included in NACE group 55.23, other provision of lodgings n.e.c., which includes all other establishments except hotels, camping sites and youth hostels. Nearly equal to CPA group 55.23.14, sleeping car services and sleeping services in other transport media).

Public means of transport is a quite unique group among the accommodation establishments because it is not directly linked to a locality (hotel in a ship that remains in one place without sailing is classified as hotel). Persons spending night(s) on cruise ships are day visitors in the receiving country but outbound tourists from the origin country.

#### ***Conference centres***

Definition:

Include establishments offering accommodation and specialised in facilities for congresses, conferences, courses, vocational training, meditation and religion or young people's college. The sleeping accommodation is generally only available to the participants of the specialised activities organised in or by the establishment.

(Included in NACE group 55.23, other provision of lodgings n.e.c., which includes all other establishments except hotels, camping sites and youth hostels. Included in CPA group 55.23.15, other short-stay accommodation services n.e.c.).

Conference centres providing hotel services should, according to the definitions (and NACE), be included in hotels. Only establishments which do not provide hotel services should be included

in this group. Students in full-time education should not be included as guests in conference centres.

#### *Treatment of combinations of accommodation types in one establishment*

In reality we often find more than one accommodation type in an establishment. Possible solutions to the problem are to:

- (i) split up the establishment into two (or more) establishments. This is the best solution if the establishment is able (and willing) to do so;
- (ii) disregard the second accommodation type if its capacity is less than the specified minimum threshold of the country;
- (iii) classify according to the main type. The main type may be determined by capacity (most often) or by use of capacity (or other criterion).

#### 1.1.2. **Private tourist accommodation**

Definition:

The remaining types of tourist accommodation that do not conform to the definition of 'establishment'. Private tourism accommodation provides, for or without charge, a limited number of places. Each accommodation unit (room, dwelling) is independent and is occupied by tourists, usually by week or weekend, fortnight or month, or by its owners as a second or holiday home.

##### *Rented accommodation*

##### ***Rented rooms in family houses***

Definition:

The accommodation covered by this group differs from the boarding house in that the tourist stays with the family that usually lives in the home and pays a rent.

(Included in NACE 55.23, other provision of lodgings n.e.c., which includes also all establishments except hotels, camping sites and youth hostels. Included in CPA group 55.23.13 letting services of short-stay furnished accommodation, which includes also guest houses, boarding houses and bed and breakfast establishments).

Permanently (more than one year) rented rooms do not belong to this group.

##### ***Dwellings rented from private individuals or professional agencies***

Definition:

Comprise apartments, villas, houses, chalets and other dwellings rented or leased as complete units between households, on a temporary basis, as tourist accommodation.

(Included in NACE group 55.23, other provision of lodgings n.e.c., which includes also all establishments except hotels, camping sites and youth hostels. Included in CPA group 55.23.13 letting services of short-stay furnished accommodation, which includes also guest houses, boarding houses and bed and breakfast establishments).

##### *Other types of private accommodation*

##### ***Secondary residence***

Definition:

Comprise second homes/apartments, villas, houses, chalets, etc. used during the tourist trip by visitors who are members of the owner household. This group also includes dwellings incorporated in a time-sharing contract.

(Include part of NACE group 70.20, letting of own property. Include part of CPA group 70.20.11, renting or leasing services involving own residential property).

Permanent rental of second homes, houses, villas, cottages, pitches on camp-sites and moorings in boating harbours can be assimilated with owned dwellings and classified under this heading.  
***Accommodation provided without charge by relatives or Mends***

Definition:

The accommodation of this group concerns tourists allowed by relatives or friends to use all or part of their home free of charge.

(No NACE or CPA counterpart).

***Other private accommodation n.e.c.***

Definition:

This group, which does not fit entirely into the major group of private tourist accommodation, includes other types of accommodation such as tents at non-organised sites and vessels at unofficial moorings.

(Includes small part of NACE group 71.21, renting services of other land transport equipment. Includes part of CPA group 71.21.14, leasing or rental services of motorcycles, caravans and campers and small parts of other leasing or rental of vehicles or transport equipment).

This group includes any private accommodation that does not fit in previous groups. The only requirement is that a person actually sleeps or tries to sleep during the night in some place. Even sleeping in a car some time during the night, or in a sleeping bag outdoors or at the railway station is included.

## 1.2. DEFINITIONS OF VARIABLES

### 1.2.1. Capacity of collective tourist accommodation: local units on national territory

#### ***Number of establishments***

Definition:

The local unit is an enterprise or part thereof situated in a geographically identified place. At or from this place economic activity is carried out for which — save for certain exceptions — one or more persons work (even if only part-time) for one and the same enterprise.

The accommodation establishment conforms to the definition of local unit as the production unit. This is irrespective of whether the accommodation of tourists is the main or secondary activity. This means that all establishments are classified in the accommodation sector if their capacity exceeds the national minimum even if the major part of turnover may come from restaurant or other services.

#### ***Number of bedrooms***

Definition:

A bedroom is the unit formed by one room or groups of rooms constituting an indivisible rental whole in an accommodation establishment or dwelling.

Rooms may be single, double or multiple, depending on whether they are equipped permanently to accommodate one, two or several people (it is useful to classify the rooms respectively). The number of existing rooms is the number the establishment habitually has available to accommodate guests (overnight visitors), excluding rooms used by the employees working for the establishment. If a room is used as a permanent residence (for more than a year) it should

not be included. Bathrooms and toilets do not count as a room. An apartment is a special type of room. It consists of one or more rooms and has a kitchen unit and its own bathroom and toilet. Apartments may be with hotel services (in apartment hotels) or without hotel services.

Cabins, cottages, huts, chalets, bungalows and villas can be treated like bedrooms and apartments, i.e. to be let as a unit.

### ***Number of bed places***

Definition:

The number of bed places in an establishment or dwelling is determined by the number of persons who can stay overnight in the beds set up in the establishment (dwelling), ignoring any extra beds that may be set up by customer request.

The term bed place applies to a single bed, double bed being counted as two bed places. The unit serves to measure the capacity of any type of accommodation.

A bed place is also a place on a pitch or in a boat on a mooring to accommodate one person. One camping pitch should equal four bed places if the actual number of bed places is not known.

### **1.2.2. Occupancy in collective accommodation establishments: domestic and inbound tourism**

#### ***Arrivals of residents and non-residents***

Definition:

An arrival (departure) is defined as a person who arrives at (leaves) a collective accommodation establishment or at private tourism accommodation and checks in (out).

Statistically there is not much difference if, instead of arrivals, departures are counted. No age limit is applied: children are counted as well as adults, even in the case when the overnight stays of children might be free of charge. Arrivals are registered by country of residence of the guest and by month. The arrivals of non-tourists (e.g. refugees) should be excluded, if possible. The arrivals of same-day visitors spending only a few hours during the day (no overnight stay, the date of arrival and departure are the same) at the establishment are excluded from accommodation statistics.

#### ***Nights spent by residents and non-residents***

Definition:

A night spent (or overnight stay) is each night a guest actually spends (sleeps or stays) or is registered (his/her physical presence there being unnecessary) in a collective accommodation establishment or in private tourism accommodation.

Overnight stays are calculated by country of residence of the guest and by month. Normally the date of arrival is different from the date of departure but persons arriving after midnight and leaving on the same day are included in overnight stays. A person should not be registered in two accommodation establishments at the same time. The overnight stays of non-tourists (e.g. refugees) should be excluded, if possible.

#### ***Country of residence***

Definition:

A person is considered to be a resident in a country (place) if the person:

- (a) has lived for most of the past year or 12 months in that country (place); or

- (b) has lived in that country (place) for a shorter period and intends to return within 12 months to live in that country (place).

International tourists should be classified according to their country of residence, not according to their citizenship. From a tourism standpoint any person who moves to another country (place) and intends to stay there for more than one year is immediately assimilated with other residents of that country (place). Citizens residing abroad who return to their country of citizenship on a temporary visit are included with non-resident visitors. Citizenship is indicated in the person's passport (or other identification document), while country of residence has to be determined by means of question or inferred for example from the person's address.

***Net use of bed places***

Definition:

The net occupancy rate of bed places in one month is obtained by dividing total overnight stays by the product of the bed places on offer and the number of days when the bed places are actually available for use (net of seasonal closures and other temporary closures for decoration, by police order, etc.) for the same group of establishments, multiplying the quotient by 100 to express the result as a percentage.

Formula:  $NORB = (P/Gd) \times 100$

where P is the number of registered overnight stays during the month (year) and Gd is the number of bed-days actually available for use during the month (year). The rates are generally calculated with an accuracy of one decimal.

***Gross use of bed places***

Definition:

The gross occupancy rate of bed places in one month is obtained by dividing total overnight stays by the product of the bed places and the number of days in the corresponding month (sometimes termed bed-nights) for the same group of establishments, multiplying the quotient by 100 to express the result as a percentage.

Formula:  $GORB = (P/Gp) \times 100$

where GP is the number of potential bed-days.