



**REPUBLIC OF MACEDONIA
STATE STATISTICAL OFFICE**

HBS

HOUSEHOLD BUDGET SURVEY

Skopje, 2009

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GENERAL CHARACTERISTICS OF THE HOUSEHOLD BUDGET SURVEY

HBS is being implemented according to the Program for Statistical Researches of Interest for the Entire Country.

Goal of the Survey

The goal of this Survey is to gather data about the revenues, expenditures and consumption of the households. Except that, the Survey gathers data about certain important data of the living standards (housing conditions, heating of the apartment-house, supply with permanent consumption goods), as well as basic data about the demographic, economic and sociological characteristics of the households.

Purpose of the Survey

The gathered data, using the relevant methods, give the opportunity to realize the level and structure of the personal consumption in the households in general and especially by certain socio-economic categories.

The distribution of the households in socio-economic categories enables to realize the existing differences in the level and structure of the personal consumption of the households as a significant material component of the living standards of the population.

Additionally, the data of the survey shall be used for drawing up the weights for calculation of the cost of living index, calculation of the personal consumption balance etc.

The data of the survey shall also enable to calculate the poverty lines by household types which are bases for the cash benefits and social assistance.

Object of the Survey

According to the goals and purpose, the Survey collects the following data:

- general data about the household members;
- amount of available funds by sources (monetary and value of in kind consumption);
- amount of the funds used by purpose of consumption (procurement in cash or with loan and value of the in kind consumption);
- quantity of personal consumption products consumed (procured quantities and quantities of own production);
- data about the home and housing conditions;
- possession of permanent consumption goods;
- subjective opinions of the households about the living standards;

Sample

A two stage stratified sample has been designed for the Household Budget Survey, which will be implemented continuously in 15-day intervals during 2009. The sample is representative for the entire territory of the Republic of Macedonia and for the eight regions (Skopje, Pelagonija, Vardar, Northeast, Southwest, Polog and East regions).

The selection framework (census circles from the 2002 census) has been divided in 16 stratum. The stratification is territorial according to the eight NUTSZ regions and according to types (urban and other). The census circles and households were randomly selected within these stratum. Using this methodology, 5040 households have been randomly selected and they are distributed throughout the entire territory of the Republic of Macedonia.

The sample is without substitute.

Observation Unit

The survey unit is each single person or multimember household selected according to the sample plan.

Reporting Period and Survey Time

The reporting period is the one in which the data are gathered i.e. the Survey collects data for three months, except the diary and diary substitute which collect data for 15 days.

Survey Method

The Survey applies two methods: keeping diary by the surveyed household and interview based on questionnaires.

Territorial Coverage

The Household Budget Survey is implemented on the entire territory of the Republic of Macedonia.

SURVEY IMPLEMENTATION INSTRUCTIONS

Identification of the households

After the successful training, the surveyors will be given a list of addresses of the selected households that should be surveyed. The following data are included in the list of selected households:

- mark of the region
- name of municipality
- name and code of the settlement
- number of the census circle
- contingent mark
- interval mark
- number of the selected household
- name and surname of the person on whose name the household is registered
- address of the apartment-house where the selected household lives.

When he/she receives the list of addresses of the selected households, the surveyor has to visit all the households in the list.

Approaching the household

Whether the household will accept the cooperation and will take part in the survey depends on the surveyor's approach.

The surveyor should:

- introduce him/herself with name and surname and should show the authorization issued by the State Statistical Office for participation in the survey and his/her identity card;
- explain the content and the goal of the survey;
- emphasize the importance of the participation of any selected household in the survey, since failure to participate may question the successful of this important and expensive statistical operation;
- inform the person that the data about the persons are secret and they are classified as official secret, protected by law;
- emphasize the randomness of the selection of the households in the survey;
- if the household has not received a letter announcing the survey, the surveyor should show a copy thereof.

If the family members refuse to accept the surveyor and to participate in the survey, after leaving the household, the surveyor will mark the reasons for refusal in the form HBS-4.

Instruments for implementation of the survey

The survey will be implemented using 4 basic forms:

1. Form HBS-1 (15-day diary);

2. Form HBS-2 (questionnaire-diary substitute);
3. Form HBS-3 (household questionnaire);
4. Form HBS-4 (questionnaire for refusal).

During the first visit, the surveyor has to leave the diary t.e. the form HBS-1 in the household. In the same time he/she should explain the method of maintaining the diary.

During the following 15 days, if possible, the surveyor should contact the household by telephone in order to ask if there are certain problems with the diary and in the same time to remind them to fulfill their obligation.

During the second visit, after 15 days, the surveyor shall come to the household to take the filled diary. If the diary has not been filled in due to any reasons i.e. there are no day to day data for the products bought, the surveyor shall fill in the form HBS-2 (questionnaire-diary substitute). It records all the costs for products and services in the previous 15 days. Then the form HBS-3 (household questionnaire) shall be filled in. It gathers data about the family members, the type of apartment, possession of durable goods, revenues etc.

In case the surveyor cannot reach the selected household or if it refuses to be surveyed, then the form HBS-4 (questionnaire for refusal) should be filled in.

INSTRUCTIONS FOR MAINTAINING THE DIARY (Form HBS-1)

The diary shall be kept by the family member who is most familiar with the household's expenditures.

Table 1 Purchased goods and services

This table should include all the procurements in the 15-days period, regardless on the fact if they are paid from the family budget, borrowed money or any other source and regardless on the fact if the payment has been done in cash, check, credit, postal payment or any other payment method.

The expenditures are recorded every day, for any individual product or service no matter how big or small they are. All the expenditures, described in detail, shall be recorded in separate line. The procurements made by any other family member shall also be recorded.

The first column shows the sequential number of the product or service bought.

The second column is the code of the product/service and it shall be filled in the State Statistical Office.

The products and services bought should be described in detail in the third column, stating not only the name of the product, but also the type.

The next two columns are about the quantity and the unit which usually may be seen on the product packaging.

The value paid for the product/service bought shall be put in the column "paid in MKD".

If some of the products or services are bought abroad, the mark "X" shall be placed in the relevant column "bought abroad".

The cost of business, farm or the costs of family celebrations in restaurants should not be recorded in this table.

If during the 15-days reporting period, the household has bought something with credit or delayed payment, the whole amount of the procurement is recorded, regardless on the fact that the installments will be paid in the following periods. If an installment for previous purchase is paid in the 15-day reporting period, it should not be recorded.

If during the 15-days reporting period, the household is on a vacation, it should take the diary and record all the expenditures on daily basis.

A new page in the diary should be started for any individual day.

Table 2 Consumed quantities that the household has produced

This table should record the data about the consumed quantities of products from own production (garden or farm) as well as the consumed quantities of crops received as gifts.

The households that prepare certain products by themselves (bread, yoghurt, pasta, winter supplies, jam, juices, brandy and wine) should record only the consumed raw materials used for their own production or gifts.

Table 3 Expenses for food and beverages outside of the household

This table shall be filled in with data about the costs of food and beverages outside the household (restaurants, cafes, fast foods, workers' or students' canteens etc.).

If all the rows in the table are filled in, the additional tables at the end of the diary shall be used, stating the date of the expenditures.

**INSTRUCTIONS FOR FILLING IN THE QUESTIONNAIRE – DIARY
SUBSTITUTE (Form HBS-2)**

If during the second visit to the household, the surveyor finds out that the diary has not been filled in proper manner i.e. there are no data about the products purchased every day, the surveyor shall fill in the form HBS-2 (questionnaire – diary substitute). It shall record all the costs of purchased products and services in the past 15 days. When the surveyor sends the material to the Regional Department, he/she should submit the inadequately filled diary and the diary substitute.

I. IDENTIFICATION DATA OF THE HOUSEHOLD

The data in this table shall be taken from the household form – HBS-3.

II. ITEMS USED IN THE HOUSEHOLD

In the basic questionnaire (Form HBS-2) the items used in the household shall be distributed according to their purpose and group.

The questionnaire, in the part about food and beverages, has three columns, the column 3 is for the purchased quantities, column 4 is for the value paid and column 5 is for the quantities from own production and gifts (in kind consumption).

The quantities of vegetables and fruits bought fresh, but intended for processing – preserving in the households shall be expressed as fresh in the relevant fields for the fruits and vegetables.

The quantities are expressed in measuring units with one decimal.

Unlike the food, the beverages, fuels and illumination, for all the other products included in the questionnaire there is only one column stating the value paid in MKD.

Cereal products (001-005)

This part of the questionnaires collects data about the cereals and cereal products bought and consumed. The households that make their own bread, pasta and other pastry state the quantities of flour used instead of the bread and pasta consumption.

Meat (006-011)

Data about the fresh meat and meat products bought and spent shall be filled in this part of the questionnaire. The live measure of the cattle bought for slaughtering should be expressed in kilograms of net meat.

Fish (012-013)

Data about the fresh and frozen river and sea fish as well as the fish products shall be filled in this part of the questionnaire.

Milk, dairy products and eggs (014-018)

Data about the milk, dairy products and eggs bought and spent shall be filled in.

Oil and fats (019-021)

Data about the oil and fats bought and spent shall be filled in.

Fruit (022-025)

Data about the fresh and dried fruit bought and spent shall be filled in.

Vegetables (026-030)

Data about the fresh and processed vegetables bought and spent shall be filled in.

Sugar, marmalade, chocolate and sweets (031-036)

Data about the bought quantities shall be filled in this part.

Other food products (037-039)

Data about the bought quantities of other food products shall be filled in this part.

Coffee, tea, cocoa and nonalcoholic beverages (040-041)

Data about the bought quantities shall be filled in.

Alcoholic beverages and tobacco (042-046)

Data about the bought quantities of alcoholic beverages and tobacco in the household shall be filled in.

Cloths, confection, other clothing and clothing services (047-056)

This part of the questionnaire shall collect data about the expenditures for buying of all types of cloths, confection, other clothing as well as expenditures for tailoring and clothing services.

Footwear, repair and maintenance of footwear (057-060)

Data about the expenditures of the household for buying footwear, accessories and maintenance of footwear shall be collected.

Rent (061)

This part of the questionnaire shall collect data about the expenditures of the household for housing (rent, lease).

Home maintenance materials (062-063)

This part of the questionnaire shall collect data about the expenditures of the household for material bought and services paid for home maintenance.

Communal and housing services (064)

This part of the questionnaire shall collect data about the expenditures of the household for water supply and waste removal.

Heating fuel and illumination (065-070)

This part of the questionnaire shall collect data about the quantities and expenditures of the household for heating fuel and electricity paid as well as data about heating services.

Furniture, floor coverings and household textile (071-074)

This part of the questionnaire shall collect data about the expenditures of the household for furniture, carpets, linens etc.

Electric home appliances (075-082)

This part of the questionnaire shall collect data about the expenditures of the household for the relevant products.

Dishes and cutlery (083-087)

This part of the questionnaire shall collect data about the expenditures of the household for the relevant products.

House, garden tools and other non-durable goods (088-093)

This part of the questionnaire shall collect data about the expenditures of the household for house and garden tools, cleaning and maintenance products for the home and garden as well as other services in the household.

Medicinal products, medical devices, healthcare and hospital services (094-100)

This part of the questionnaire shall collect data about the expenditures of the household for healthcare.

Vehicles, parts and fuel and traffic services (101-111)

This part of the questionnaire shall collect data about the expenditures of the household for bought vehicles, parts and fuel thereof and services in the railway, road and air traffic.

PTT services (112-114)

This part of the questionnaire shall collect data about the expenditures of the household for PTT services.

Recreation items (115-126)

This part of the questionnaire shall collect data about the expenditures of the household for recreation items as well as their repair.

Culture and amusement services (127-136)

This part of the questionnaire shall collect data about the expenditures of the household for bought tickets for sport and cultural events, expenditures for newspapers and magazines etc.

Education services (137-140)

This part of the questionnaire shall collect data about the expenditures of the household for paid scholarships, additional courses etc.

Restaurant services (141-143)

This part of the questionnaire shall collect data about the expenditures of the household for food and beverages in the restaurant facilities as well as in workers', students' and school canteens.

Accommodation services (144-145)

This part of the questionnaire shall collect data about the expenditures of the household for accommodation in hotels, apartments, camps, and school and student dorms.

Personal hygiene and personal items (146-150)

This part of the questionnaire shall collect data about the expenditures of the household for services and items for personal hygiene as well as other personal items.

Social protection (151)

This part of the questionnaire shall collect data about the expenditures of the household for kindergartens, retirement and senior homes.

Insurance (152-156)

This part of the questionnaire shall collect data about the expenditures of the household for life and other types of insurance.

Financial and other types of services (157-160)

This part of the questionnaire shall collect data about the expenditures of the household for the relevant types of services.

**INSTRUCTIONS FOR FILLING IN THE HOUSEHOLD QUESTIONNAIRE
(Form HBS-3)****IDENTIFICATION DATA**

Before the commencement with the survey, the surveyor shall fill in the identification data on the first page of the questionnaire. For that purpose, he/she copies the basic identification data from the list of selected households: region code, municipality and settlement, settlement code, number of the census circle within the municipality, contingent, number of the selected household in the circle and interval when the survey is implemented.

The surveyor shall fill in the socioeconomic category of the household after collecting the data about the household members.

The identification data on the first page of the household questionnaire shall be copied to the diary (Form HBS-1) i.e. in the Form HBS-2 in the relevant fields.

SOCIOECONOMIC CATEGORY OF THE HOUSEHOLD

The code of one of the three possible answers shall be put for the question about the socioeconomic category of the household:

- agricultural 1
- mixed 2
- non-agricultural 3

The distribution of the household in one of the socioeconomic categories shall be performed based on the following criteria:

Agricultural household is a household which has its own farm and all of its members work there as farmers. None of the members of the household is employed outside the farm, neither possesses a private handicraft shop and there are no retired members, but one or several members may work outside the property in order to generate additional income.

The following households shall also be deemed as agricultural households:

- households of farm workers without land whose members work on farms owned by other farmers,
- senior agricultural households that have farms but that are incapable to work and their land is cultivated by others and they either pay for the cultivation, lease the land and their revenues come only from the property and they do not have any other sources of revenues,
- households who receive farmers' pensions according to the Law on Pension and Disability Insurance,
- agricultural households who have one of their members working abroad.

Mixed household is a household that has its own farm but, except the workers on the farm, has one or several of its members who are employed in companies and organizations or have their own enterprises where they employ other persons, self-employed persons or persons with personal income based on previous income (pensions).

If, according to the given criteria, the household has a farm and all of its members are employed or self-employed, retired etc. and in their free time (in the afternoons, on Sundays and holidays) they work on the farm or pay for cultivation with their own supervision, those households are also deemed as mixed since they generate revenues from agriculture.

Non-agricultural household is a household that has not its own farm and one or several of its members are employed in enterprises and organizations or have their own enterprises or they are persons with personal income based on past revenues (pension).

Definition of an individual farm household

An individual farm household is any land property of at least **10 ares of arable** land.

The land property smaller than 10 ares shall be deemed as farm:

- a) if vegetables, flowers, aromatic and curable herbs, tobacco or poppy is produced for marketing;
- b) if the household possesses for marketing at least:
 - one cow and calf or bullock
 - one cow and two grownup small cattle
 - five grownup sheep
 - three grownup pigs
 - four grownup sheep and pigs
 - 50 pieces of grownup poultry, or
 - 20 bee families.

I. HOUSEHOLD AND HOUSEHOLD MEMBERS

1. Household

A household is any family or other community of persons who live together and spend their income to meet their basic life needs (housing, nutrition etc.) regardless on the fact whether all the members are permanently in the place where the household lives or some of them stay in another place for a while for work, education or other reasons.

A household is also any person who lives alone and who does not have his/her household in another place (solitary household).

The household also be comprised of one or several families. A member of the household can be a person who is not related to the other members of the household, as well as persons who are not related.

2. Data about the family members

Based on the statements of the present members of the household, the surveyor shall determine which persons are members of that household in the time of the survey.

When the surveyor will identify the persons who comprise the household, he/she shall determine which of them is the person on whom the household is registered.

The registration of the data about the household members shall be performed separately for any of the family members in a way prescribed in this instructions.

2.1 Number of the member (column 1)

The number of the family member is written in consecutive order starting from 001 (this is the number of the person on whom the household is registered), and the following numbers are given to the members of the same household by order which depends on the closeness of the family relation with the person on whose name the household is registered. The order of the closeness of the family relation to the person on whose name the household is registered is given in the part of the instructions entitled: Relation to the person on whose name the household is registered. This order should be obeyed when giving the numbers to the household members. If the household is composed of persons who are not related, the surveyor shall determine the order.

If persons who are not members of that household live in the same home (sub tenants) they shall not be recorded in the list of household members.

The persons who work and live in the household home (maids, farm workers etc.) shall be deemed as members of the household if they live and eat together with the other household members, they do not have their own households and are not members of another household.

The persons who have been absent from the household for more than 45 days in the last three months shall not be deemed as members of the household.

The pupils and students supported by the family, who attend schools in other places, regardless on the time out of the household, shall be deemed as household members. The persons in army duty in ARM shall also be deemed as household members.

The temporary absent persons shall not be deemed as household members.

Note

If the household has more than 16 members, the surveyor shall use another free form and continue with registration of the data starting from number 17, 18, etc. for any following member of the household. In that case, the surveyor shall write "continued" on the top of the page 2 of the form above the title: Data about the household members and he/she will copy the identification data on page 1.

Here is an *example* of the order of registration of the household members:

In a household of 9, there are parents with three sons and a daughter. Two sons are single, and one is married and has a child, and the daughter is also married. The father is the person on whose name the household is registered. The order would be the following.

The parents will be registered first, followed by their single sons, because they are a closer family. Then the married son is registered, his wife and child, because they are the second closer family. At the end the daughter and her husband shall be recorded.

The order would be different if the household is registered on the married son. In that case the list would be started with the son, his wife and child, followed by his parents and single brothers and the sister and her husband at the end.

2.2 Relation to the person on whose name the household is registered (column 2)

The relation to the person on whose name the household is registered shall be entered in column 2 (for example: husband, wife, son, daughter, father, mother, brother, sister etc.).

Depending on the descriptive answer, the surveyor shall enter the code of the relation to the person on whose name the household is registered:

person on whose name the household is registered.	0
spouse	1
son-daughter	2
parent.	3
sibling	4
grandparent	5
grandchild	6
son-daughter in law	7
other relatives	8
non-relatives	9

If more several household members have the same relation to the person on whose name the household is registered, they shall be registered according to their age.

2.3 Gender (column 3)

The code of the gender for any of the household members shall be entered in the column 3:

male	1
female	2

2.4 Age (column 4)

The age of any of the family members in years in the moment of survey shall be entered in column 4.

For that purpose, the surveyor is necessary to determine the correct date (day, month and year) when the member has been born.

For persons who have 99, 100 or more years, the code 99 shall be entered.

For children under one year, the code 00 shall be entered.

2.5. Education level (column 5)

The column 5 about the education level shall be filled in for all family members.

A 0 shall be entered for children of preschool age and primary school pupils. For the other, one of the following codes for the highest attained education shall be entered:

no education	1
unfinished primary education	2
primary school	3
high school	4
some university	5
university degree	6
specialization, masters, Ph.D	7

2.6 Occupation (column 6)

The answer on the question about the occupation of any of the family members shall be entered in column 6:

1. *For persons performing occupation*, the surveyor shall enter the type of occupation they perform. Occupation means type of works which are performed by the persons in order to generate funds for living.

The occupation may be performed as an employee or working with other person or in his/her own or family farm, in a handicraft, hospitality or other shop or in his/her own house (making items, tailoring, knitting etc.).

The occupation shall be determined exclusively according to the works performed by the individual, not according to the education or professional training. Persons who have graduated from same schools may have different occupations, for example, a person with a university degree in law may be a judge, lawyer, legal advisor etc.

If the person does not have a permanent job, but he/she performs various season works (for example: farm activities, lumberjack activities etc.) the occupation shall be determined depending on which activity he/she has spent most of the time.

If the person performs two or several occupation, the occupation shall be determined depending on which activity he/she has spent most of the time..

If the family member who performs occupation is on temporary work abroad, and he/she has been present in the household for at least 45 days in the last three months, the occupation before leaving abroad shall be written in.

If a person does not know the name of his/her occupation, in the answer he/she should describe the works he/she performs, for example: distributing milk to doorstep, packaging finished goods, transporting bricks etc.

The surveyor should not enter incomplete and general answers to the question about the occupation (for example: worker, officer, advisor etc.), but answers which will enable determining the work performed by the person.

Persons who do not perform occupations

2. For the persons who do not perform occupations because they are *unemployed*, the surveyor shall enter the occupation before becoming unemployed, in case they have worked before i.e. the occupation they are trained for if they are seeking for their first employment. A person who is older than 15 years of age and seeks for work through the Employment Service Agency or in other way (through advertisements etc.) shall be deemed as unemployed.

3. For **the persons who are prevented to perform occupation**, since they are serving in the army, serving sentence, or due to other reasons they are prevented to perform occupation for a longer period of time, and they have performed an occupation immediately before, the surveyor shall write in the occupation they have performed immediately before they have been prevented.

Persons with personal income

4. For the persons who do not perform occupation because they are **old age, disability or family pensioners**, the surveyor shall enter pensioner.

5. For the persons who do not perform occupations, but they have **permanent personal income from property** that is used for living, the surveyor shall enter the type of income (for example: renting a room, house, land etc.)

6. For the persons who do not perform occupation, but they have permanent personal revenues (**military disabled persons, scholarships, users of social assistance, persons with personal income which is not closely specified etc.**) the surveyor shall enter the base of the income (such as scholarship, social assistance etc.).

Supported persons

7. For females over 15 years of age who are **housewives** in their own household i.e. most of the day they are engaged in performing home activities (home cleaning, cooking, raising children etc.) and they **do not seek work**, the surveyor shall enter housewife.

It is possible to have several female members over 15 years of age who perform occupation as housewives.

In the household, none of the female members has to be a housewife. It is the case when the female members of the household over the age of 15 perform occupations. Additionally, the women over the age of 15 who have personal, old age or disability pensions, income from property shall not be deemed as housewives although they perform activities in their own household. In that case, the surveyor shall enter: pensioner, person with personal income etc.

8. For the supported persons who do not have occupation and their own permanent revenues but they are supported by other persons, the surveyors shall enter the reason because they are supported (for example: **child, pupil, student, senior, incapable to work** etc.).

Coding of the answer about the occupation given in column 6

In line with the descriptive answer, the code of the occupation shall be entered. The Codebook of occupations (three digit numbers) is in line with the National Classification of Occupations harmonized with ISCO, and herein attached.

2.7 Social and economic position (column 7)

The social and economic position of any of the household members shall be determined based on the answers on the question about the occupation, but using additional information which have to be gathered by the surveyor for any of the household members. Based on the answer about the occupation, the surveyor should determine if the person **performs an occupation** or **does not perform an occupation**. The social and economic positions The possible social and economic positions are given for any of those two groups with explanation to the surveyor that enables him/her to determine the social and economic position of the person in question in a proper manner.

2.7.1 Persons who perform occupation

Employed persons

Any family member who performs his/her occupation in an enterprise, organization or has his/her own enterprise that employs other persons shall be deemed as employed person.

The social and economic position of these persons shall be coded with code.....10

Employed persons who cultivate land

The household members who are employed and in their free time (in the afternoons, on Sundays or holidays) work on a farm which is owned by their household or pay for cultivation of the land with their supervision and have income from farming or income from production of tobacco, flowers, aromatic herbs etc. shall be put in this group.

The social and economic position of these persons shall be coded with code.....30

Persons who work part time

This group includes the persons who are not employed but perform season works or occupation based on contracts or perform part time activities for salary or other revenues in king.

The social and economic position of these persons shall be coded with code.....71

Active farmers

Any household member who performs various farming activities in his/her farm shall be deemed as active farmers.

The social and economic position of these persons shall be coded with code.....11

Unpaid family workers on farms

This group includes the household members who do not receive salary neither are insured for pension insurance and work on a farm owned by one of the household members.

The social and economic position of these persons shall be coded with code.....51

Self-employed persons

The self-employed persons are the persons who have their own enterprise or perform individual activity but they do not employ other persons.

The social and economic position of these persons shall be coded with code.....12

Self-employed persons who cultivate land

This group includes the household members who are self-employed and in their free time (in the afternoons, on Sundays or holidays) work on a farm which is owned by their household or pay for cultivation of the land with their supervision and have income from farming or income from production of tobacco, flowers, aromatic herbs etc.

The social and economic position of these persons shall be coded with code.....40

2.7.2. Persons who do not perform occupation

Unemployed persons who receive unemployed benefit

This group includes the unemployed persons who have been employed but they lost their jobs and receive unemployment benefit from the Employment Service Agency.

The social and economic position of these persons shall be coded with code.....13

Unemployed persons who do not receive unemployed benefit

This group includes the unemployed persons who have been employed but they lost their jobs and do not receive unemployment benefit from the Employment Service Agency and the persons who are seeking jobs for the first time.

The social and economic position of these persons shall be coded with code.....14

2.7.3. Persons with personal income

Persons who receive pensions

This group includes the persons who receive old age, disability or family pension.

The social and economic position of these persons shall be coded with code.....15

Persons who receive pensions and cultivate land

This group includes the household members who receive pension and in their free time (in the afternoons, on Sundays or holidays) work on a farm which is owned by their household or pay for cultivation of the land with their supervision and have income from farming or income from production of tobacco, flowers, aromatic herbs etc.

The social and economic position of these persons shall be coded with code.....50

Persons with other personal income

This group includes the persons with personal income from property, scholarships, military disability benefits, social assistance and persons with not specified personal income.

The social and economic position of these persons shall be coded with code.....16

Persons with other personal income who cultivate land

This group includes the household members which have personal income and in their free time (in the afternoons, on Sundays or holidays) work on a farm which is owned by their household or pay for cultivation of the land with their supervision and have income from farming or income from production of tobacco, flowers, aromatic herbs etc.

The social and economic position of these persons shall be coded with code.....60

Senior farmers

This group includes seniors who are incapable to work but they own a far and it is cultivated by others or it is leased and generate income in that way. Their income comes only from the farm and they do not have any other income.

The social and economic position of these persons shall be coded with code.....21

Persons-farmers who have given their land to the social sector and have obtained a right to a pension.

The social and economic position of these persons shall be coded with code.....19

Persons-farmers who have obtained a right to a pension based on paid pension insurance contribution.

The social and economic position of these persons shall be coded with code.....20

2.7.4. Supported persons

Housewives, children up to seven years of age, pupils, students, persons incapable to work and other supported persons.

The social and economic position of these persons shall be coded with code.....17

2.8 Consumption units (column 8)

Based on the data about the gender, age and occupation, the surveyor will write the number of consumption units in the column “Number of consumption units”, based on the table attached to this instructions for any of the members of the household.

2.9 Nationality (column 9)

Based on the statement of any of the household members, the surveyor is obligated to write in a descriptive answer about the ethnicity. The coding shall be done in the State Statistical Office.

One of the parents or the guardian shall give the answer on this question for children up to 15 years of age.

Education

2.10 Acquired preschool education (column 10)

For any household member up to 30 years of age, the surveyor shall enter the number of years spent in preschool education institutions (kindergartens and pre-schools).

2.11 Highest education attained (column 11)

The surveyor shall enter the code for the relevant highest education level attained for any household member, for which he/she has a diploma i.e. for the last finished year. For the children who do not attend school yet and for all adults without any education, the surveyor shall enter 1.

2.12 Do you attend any education, currently (column 12)

If the person is attending any education, the surveyor shall enter 1 and go to question 14. If the person is not attending any education, the surveyor shall enter 2 and go to question 13.

2.13 Why don't you attend education (column 13)

Depending on the reasons why the person is not attending any education, a relevant code is entered.

Healthcare

2.14 Have you ever had a chronic disease (column 14)

The code 1 or 2 shall be entered on this question, depending whether the person has had any chronic disease within the last 12 months (high blood pressure, asthma, diabetes, heart diseases, cancer, severe depressions etc.).

2.15 Have you had an acute disease (column 15)

The code 1 or 2 shall be entered on this question, depending whether the person has had any acute disease within the last 30 days (cold, flu, viral infections or physical injuries).

2.16 Medical assistance requested (column 16)

If the person has asked for a medical assistance within the last 30 days the surveyor shall enter 1 and go to the next question no. 17. Otherwise, he/she shall enter the code 2 and go to question no. 18.

2.17 Who have you asked for medical assistance (column 17)

Depending on the answer who the respondent had asked for a medical assistance, one of the codes shall be entered.

2.18 Do you have health insurance (column 18)

The code 1 shall be entered if the person has a health insurance, otherwise, the code 2 shall be entered.

II. DATA DERIVED BASED ON THE DATA ABOUT THE HOUSEHOLD MEMBERS

When the surveyor finishes completing the table "Data about the household members" and when he/she checks if all the members are covered, the surveyor will transfer

the data from this table to the relevant fields of the overview “Data derived based on the date about the family members”.

Total number of members

The total number of household members includes the persons who have been present in the household for 45 or more days within the last three months. This number shall be obtained through counting of the members recorded in the table 1.

The number of employed members, the number of active farmers, the number of self-employed persons, the number of persons with personal income and the number of supported persons shall be determined by the surveyor based on the data about the socioeconomic position in the occupation.

Number of employed members

The persons who have codes 10 or 30 in the column 7 shall be deemed as employed members.

Number of active farmers

The persons who have codes 11, 21 or 51 in the column 7 shall be deemed as active farmers.

Number of self-employed persons

The persons who have codes 12 or 40 in the column 7 shall be deemed as self-employed persons.

Number of persons with personal income

The persons who have codes 13, 15, 16, 19, 20, 50, 60 or 71 in the column 7 shall be deemed as persons with personal income.

Number of supported persons

The persons who have codes 14 or 17 in the column 7 shall be deemed as supported persons.

Number of consumption units

The total number of consumption units is the sum of the consumption units of all persons in the household.

SURVEYOR’S REMARKS

In the field marked as Surveyor’s remarks, the surveyor should write all the remarks regarding the course of the survey and the difficulties encountered which had a significant influence on the received and recorded answers.

In this part, the surveyor should also give his/her opinion about the degree of cooperation with the household.

The remarks about the incomplete definition of the instructions and the difficulties that are caused shall also be given in the remarks part.

III. DATA ABOUT THE HOME AND LAND

This part of the questionnaire collects data about the living conditions and the area of arable land owned by the household.

A home is any construction whole intended for living, consisting of one or several rooms with relevant auxiliary rooms (kitchen, storage, hall, bathroom etc.) or without auxiliary rooms and has one or several entrances. For the purposes of this survey, the rooms which are not a construction whole with the auxiliary rooms shall be deemed as homes.

If the household lives in the non-housing room (cellar, business premises etc.), all the asked questions shall be answered and in the question "type of home" the number 7 shall be marked (non-housing room).

If the household has two homes or two houses within the same yard, the size of the home will be determined according to the number of rooms in both homes (houses), like they are one construction whole (this especially applies to village stratum).

1. Home type

A separate room is a room without kitchen and bathroom, possibly with hall, water closet or storage, if the area all auxiliary rooms is up to 6m².

Garçonnère is a one room apartment with bathroom and hall and a small tea kitchen (less than 4m²) or without it.

One room apartment may have one room and kitchen and other auxiliary rooms or one room without kitchen but with other auxiliary rooms with more m².

Two room, three room, four room and several room apartment has 2, 3, 4 or more rooms with auxiliary rooms or without them. This apartment has or does not have a kitchen.

Non-housing room is a room which is not intended for living such as cellar, attic, business premise, storage area, stable or other improvised structure (a wagon, caravan, tent) which are used for living in absence of home.

Depending on the type of apartment where the household live, one of the possible answers from 1 to 7 should be marked.

2. Basis on which the household uses the home and usable area

The answer on this question shall be given by marking only one number.

Owner

Number 1 shall be marked in case when one of the household members is owner of co-owner of the home (i.e. owner of a part of the home), regardless on the fact if the household of the other co-owner (i.e. the households of the other co-owners, in case there are several) live in that home or not.

User (lessee) of a state owned home

The number 2 shall be marked when the household is using a home for indefinite period, based on use (rent) of the entire or a part of the home by one of its members.

The number 2 shall also be marked for households which are users (lessees) of an official home based on the performance of the occupation superintendant, manager etc.

Lessee of a privately owned home (the whole home)

The number 3 shall be marked in case when the household uses the entire home based on a contract with the homeowner.

Lessee of a privately owned home (a part of the home)

The number 4 shall be marked in case when the household uses a part of the home based on a contract with the homeowner.

Relation (lives with parents, children or other relatives)

The number 5 shall be marked when the same apartment is used by the parent's household and their married son's or married daughter's household. The same answer shall be given in the opposite situation when the parents who are a separate household live together with the son's or daughter's households.

The number 5 shall also be marked when the married grandson's or granddaughter's households live in the grandparent's household as well as in other cases when a household lives in a home with the owner's household, based on a family relation.

The number 5 shall also be marked in case when one or several household live in a home based on family relation, regardless on the fact if the relative who owns the home lives there or not.

Other

The number 6 shall be marked for all households who live in a business premises or in premises inhabited out of necessity i.e. in premises that in a construction sense are not homes.

Area of the home used by the household

Data about the total area of the home which is really used by the household is entered for this question.

The area of the home includes the area of all rooms, the kitchen, bathroom, water closet, halls and all the other auxiliary rooms in the home, as well as the areas of the closed terraces and verandas. The area of the open terraces, balconies and loggias is not included in the area of the home. The auxiliary rooms such as water closets, storages, bathrooms which are separated from the main rooms of the home (situated in the yard or in same structure, but have a separate entrance) are not included in the total area of the home. The area of the home does not include the rooms with direct entrance from the street and are used as shops, cafes, workshops etc. although they are part of the rooms in the home.

The data shall be entered in whole square meters.

3. Installations in the home

On this question the answer should be given for the home i.e. for the part of the home which is used by the household.

1. It shall be deemed that it has water supply if the home has installed water supply installation regardless on the number of taps in the home and regardless on the fact if the water supply is from the city network or with own water pump.

2. The number 2 shall be marked if the home has a sewerage installation connected to public sewerage, septic tank, open channel etc.

3. If the home has certain electricity installation, either installed in the walls or outside the walls (regardless on the fact if they are connected to the outer electric grid or not) it shall be deemed that the home has electricity.

4. There is central or floor heating when the home or part thereof is heated by steam, hot water from boiler room, special boilers or floor installations.

5. The number 5 shall be marked if the home has telephone connection.

Depending on the installations in combination or individually in the home, the numbers 1 through 5 shall be marked.

4. If the home has

The codes 1 through 5 shall be marked depending if the home has some of the mentioned rooms.

5. Heating of the home

Only one answer shall be given to this question depending on the type of heating of the rooms in the apartment. If the household heats the home in several ways, the only one that is paid most funds for shall be marked. The numbers 1, 2, 3, 4 and 5 shall apply to heating of the rooms in the home with hot water heating installation.

a) District hot water heating

The number 1 shall be marked if the heat is distributed from city or district heating plant.

b) Hot water heating with own installation

The number 2 shall be marked if the heat comes from private boiler on electricity which may heat one or several apartments.

The number 3 shall be marked if the private boiler works on solid fuel.

The number 4 shall be marked if the private boiler works on liquid fuel.

The number 5 shall be marked if the private boiler works on several types of fuels.

c) Heating with stove

One of the offered answers shall be marked depending on which of the heating materials is mostly used.

Electricity

The number 6 shall be marked if the household uses electricity for heating.

Solid fuels

The number 7 shall be marked if the household uses one or several heating materials for heating, for example: wood, coal and briquettes, as well as other solid fuels not mentioned.

Liquid fuels

The number 8 shall be marked if the household uses heavy fuel oil, light fuel oil or liquid gas or other liquid fuels for heating.

Other fuels

The number 9 shall be marked if the household uses other non mentioned fuels for heating.

The households that use wood from their own production for heating, in field 46 should give an answer about the quantity spend in the last three months.

6. Does any of the household members owns a home on a different address

The number 1 shall be marked if any of the household members owns a home at different address.

The number 2 shall be marked if none of the household members owns a home at different address.

7. Arable land area

The total area of arable land (fields, gardens, vineyards, orchards, meadows) owned by the household members shall be entered. The data shall be entered in hectares and ares.

1 ha = 100 ares = 10000 m²

1 are = 100 m²

IV. POSSESSION OF DURABLE CONSUMABLE GOODS

The data about the durable consumable goods (water heater, refrigerator, electric stove etc.) owned by the household and the durable consumable goods used by the household in the vacation home shall be entered here.

Data about the durable consumable goods used by several households together shall not be entered here.

For any of the durable goods, the surveyor enters the number of pieces owned by the household (without the right to be used by others).

If the household has bought any of the mentioned durable goods within the last 3 months, the surveyor should enter its value.

V. OTHER DATA

In this part of the questionnaire we would like to hear the household's opinion how they live.

1. One of the codes 1 to 4, depending on how the income meets the needs shall be marked.

2. Register the amount in MKD on the question about the funds needed by the household for normal living.

3. On question number 3, please mark one of the codes depending on the financial situation of the households compared to the situation of one year ago.

4. On the questions number 4 and 5 about the possibility to meet some of the mentioned needs, mark 1 for yes or 2 for no. Answer **has** to be given to all questions.

VI. OTHER HOUSEHOLD EXPENDITURES

This table shall include data about the expenditures of the household which are not for personal consumption, made in the last three months. These expenditures are distributed in the following groups:

Membership fees, customs duties, contributions etc. (001-003)

The membership fees of certain family members in social organization, parties, trade unions etc. as well as the expenditures for taxes and pension insurance contributions shall be recorded.

Losses and gifts in money (004-006)

Fines, remunerations, expenditures for wedding and other celebrations in restaurant facilities as well as money gifts to person outside the household shall be recorded.

Repayment of credits and repaid loans (007-008)

The amounts of the credits (consumer or other) repaid within the last three months, regardless on the fact when they have been taken (before and during the survey period) shall be recorded. The amount of the repaid loans to persons outside the household, mutual help treasury etc. shall be recorded.

Expenditures for apartment-house (009-013)

Data about the amounts paid in cash as well as the amounts of investment loans spend in the last three months for purchasing an apartment-house, garage and vacation home and land-plot shall be recorded here. Data about the amounts paid in cash as well as the amounts of investment loans (taken in the last three months) for buying construction material if the household has built an apartment-house, garage, vacation home and expenditures for services for building of such structures shall be recorded. These questions also cover the

expenditures for larger investment maintenance of the apartment-house, garage and vacation home. The expenditures for smaller (regular) maintenance of the apartment-house (painting etc.) shall be recorded in the diary (form HBS-1) or in the form HBS-2 since these expenditures are in the area of personal consumption.

Saving, loans etc. (014-016)

The data about the amount of income not spent shall be recorded here.

The monetary savings (in MKD or in foreign currency), saved by the household members within the last three months or deposited in banks shall be recorded. The monetary expenditures for purchasing securities, bonds etc. shall be also recorded here.

VII. EXPENDITURES OF THE AGRICULTURAL AND MIXED HOUSEHOLDS

This table shall include data about the expenditures of the farm and agricultural and mixed households within the last three months. These expenditures are distributed in expenditure groups with relevant purpose: structures, machines, land, cattle, seeds, fertilizers etc. (001-004).

VIII. RECAPITULATION OF THE INCOME AND EXPENDITURES OF THE AGRICULTURAL AND MIXED HOUSEHOLDS

This table shall provide recapitulation of the income and expenditures of the agricultural and mixed households in the last three months.

Income of the farm - total (001)

The amounts of the total income from agriculture, fruit, vineyard, cattle breeding, fishery and other income from farming realized in the last three months shall be recorded.

Expenditures of the farm - total (002)

The amounts of the total expenditures of the farm made in the last three months shall be recorded. This data shall be taken from table VII, item 004.

Net income of the farm (003)

The positive difference between the total income (001) and total expenditures (002) i.e. the surplus of income over the expenditures shall be recorded here.

Negative difference (004)

The negative difference between the total income (001) and total expenditures (002) shall be recorded here.

IX. AVAILABLE FUNDS OF THE HOUSEHOLD

This table shall collect data about the total available funds of the household in the last three months. The monetary income of all household members according to sources shall be recorded. This table shall also include data about the taken and realized credits and investment loans and housing construction credits.

The question 031 shall record data about the income of the members of the household in kind and in salary, as well as the value of the social packages.

Social protection

The questions about the social protection are about the entire household and the answers shall be provided by the household member who provides the data in the form HBS-3.

1. Social benefits received

If the household has received any kind of social benefit within the last 30 days, the surveyor should mark the cod of the institution that has granted the benefit (possible multiple answers).

2. Application for social benefits submitted

If the household has submitted application for any type of social benefit within the last 12 months, the code 1 should be marked and go to question no. 4. Otherwise, the code 2 shall be marked and go to question no. 3.

3. Reasons for not submitting applications for social benefits

The household shall give one of the possible answers to this question and the surveyor shall mark the relevant code for the reason. The households that have answered this question finish the part about the social protection.

4. Answer regarding the applications for social benefit

If the household has been approved an application for any kind of social benefit within the last 12 months, the code 1 should be marked and the questions about the social protection finish with that. Otherwise, if the application has been rejected, the code 2 should be marked and go to question no. 5.

5. Reasons for rejecting of the application for social benefit

The household gives one of the possible answers to this question and the surveyor marks the relevant code.

INSTRUCTIONS FOR FILLING IN THE NO RESPONSE QUESTIONNAIRE (Form HBS-4)

The no response questionnaire shall be completed by the surveyor if the household refuses to take part in the survey for any reasons. It shall be also completed if nobody lives on the address, the home is not for living or if the household cannot be found after two visits.