

QUESTIONNAIRE NUMBER **id**
 PREFERENCE NUMBER **preference**

THE WORLD BANK
Indonesia Enterprise Survey
Manufacturing Module (2015)

GPS Coordinates	
Degrees North (Latitude)	lat
Degrees East (Longitude)	lon

A. CONTROL INFORMATION [TO BE COMPLETED BEFORE INTERVIEW]

A.0 Questionnaire a0	Module
Manufacturing	1

A.1 Country

a1

A.1a Language

a1a

A.2 [customize]

	Sampling Region a2
Jawa Barat	1
Jawa Timur	2
Jawa Tengah	3
DKI Jakarta	4
Banten	5
Sulawesi Selatan	6
Sumatera Utara	7
Bali	8
Lampung	9

A.3a [customize]

	Screener Region (coded ex post) a3a
Jawa Barat	1
Jawa Timur	2
Jawa Tengah	3
DKI Jakarta	4
Banten	5
Sulawesi Selatan	6
Sumatera Utara	7
Bali	8
Lampung	9

A.3x Name of city/town/village

a3x

A.3b Is this city the official capital city?

a3b

Yes	1
No	2

A.3c Is this city the main business city?

a3c

Yes	1
No	2

A.3 Size of locality a3

City with population over 1 million	2
Over 250.000 to 1 million	3
50.000 to 250.000	4
Less than 50.000	5

A.4 Industry

	Samplin g sector a4a	Screener sector a4b
Manufacturing :Section D	Food	15
	Tobacco	16
	Textiles	17
	Garments	18
	Leather	19
	Wood	20
	Paper	21
	Publishing, printing, and Recorded media	22
	Refined petroleum product	23
	Chemicals	24

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	Plastics & rubber	25	25
	Non metallic mineral products	26	26
	Basic metals	27	27
	Fabricated metal products	28	28
	Machinery and equipment (29 & 30)	29	29
	Electronics (31&32)	31	31
	Precision instruments	33	33
	Transport machines (34&35)	34	34
	Furniture	36	36
	Recycling	37	37
Retail	Retail	52	52
Other Services	Wholesale	51	51
	IT	72	72
	Hotel and restaurants: section H	55	55
	Services of motor vehicles	50	50
	Construction Section F:	45	45
	Transport Section I: (60-64)	60	60

A.5 Sector match between screener information and sample frame

a5

Yes, screener and sample frame info match	1
No, screener and sample frame do not match but establishment still does activities that match sample frame	2
No, does not match	3

A.6 Size

	Sampling size a6a	Screening Size a6b
Small >=5 and <=19	1	1
Medium >=20 and <=99	2	2
Large >=100	3	3

A.7 Establishment is part of a larger firm

a7

Yes	1
No, a firm on its own	2

A.7a

Number of establishments that form the firm	a7a
DON'T KNOW	-9

A.8a Type of establishment

a8a

HQ with production and/or sales in this location	1
Establishment other than HQ	2
DOES NOT APPLY	-7

A.9 Are establishment's financial statements prepared separately from HQ's statements?

a9

Yes	1
No	2
DOES NOT APPLY	-7

A.10 Are establishment's financial statements prepared separately from other establishments of the same firm?

a10

Yes	1
No	2
DOES NOT APPLY	-7

A.11 If HQ, are financial statements independent from the rest of establishments?

a11

Yes	1
No	2
DOES NOT APPLY	-7

A.11a How many establishments are included in the financial statements, including headquarters?

Number of establishments in the financial statements	a11a
DON'T KNOW	-9

A.12 Interviewer code

a12

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A.13 Supervisor code

a13

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A.14 Time face-to-face interview begins:

Day (dd)	Month (mm)	Year (yyyy)	Hour (00 to 23)	Minutes (00 to 59)
a14d	a14m	a14y	a14h	a14min

READ THE FOLLOWING TO THE RESPONDENT BEFORE PROCEEDING.

The goal of this survey is to gather information and opinions about the business environment in Indonesia. The information gathered here will help to develop new policies and programs that enhance employment and economic growth.

The information obtained here will be held in the strictest confidentiality. Neither your name nor the name of your business will be used in any document based on this survey.

B. GENERAL INFORMATION

READ OUT THE FOLLOWING INTRODUCTORY SENTENCE ONLY IF A7 = 1 (yes):

The first few questions apply to the firm which your establishment is part of.

B.1 What is this firm's current legal status? **SHOW CARD 1**

Shareholding company with shares trade in the stock market	1
Shareholding company with non-traded shares or shares traded privately	2
Sole proprietorship	3
Partnership	4
Limited partnership	5
OTHER (SPONTANEOUS-SPECIFY) ___ b1x ___	6
DON'T KNOW (SPONTANEOUS)	-9

GO TO QUESTION B.2

b1

INTERVIEWER: PLEASE NOTE WHEN b1 IS 3 (SOLE PROPRIETORSHIP), WRITE 100% FOR QUESTION b3.

B.3 What percentage of this firm does the largest owner or owners own?

	Percent
Percentage held by largest owner or owners	b3 %
DON'T KNOW (SPONTANEOUS)	-9

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B.2 What percentage of this firm is owned by each of the following: **SHOW CARD 2**

	Percent	DON'T KNOW (SPONTANEOUS)
Private domestic individuals, companies or organizations	b2a %	-9
Private foreign individuals, companies or organizations	b2b %	-9
Government or State	b2c %	-9
Other	b2d %	-9
	100%	

IF 100% END INTERVIEW

INTERVIEWER: CHECK THAT TOTAL SUMS TO 100% (UNLESS RESPONDENT DOES NOT KNOW)

B.4 Amongst the owners of the firm, are there any females?

Yes	1
No	2
DON'T KNOW (SPONTANEOUS)	-9

*GO TO QUESTION B.5
GO TO QUESTION B.5*

b4

B.4a What percentage of the firm is owned by females?

	Percent
Percentage of female ownership	b4a%
DON'T KNOW (SPONTANEOUS)	-9

READ ONLY IF A7=1 (yes)

I want to proceed by asking you about this establishment only.

B.5 In what year did this establishment begin operations?

	Year
Year establishment began operations	b5
DON'T KNOW (SPONTANEOUS)	-9

INTERVIEWER: PROVIDE FOUR DIGITS FOR YEAR

B.6 How many full-time employees did this establishment employ when it started operations? Please include all employees and managers (**INTERVIEWER: INCLUDE RESPONDENT WHEN APPLICABLE**)

	Number
Full-time employees at start-up	b6
DON'T KNOW (SPONTANEOUS)	-9

B.6a Was this establishment formally registered when it began operations?

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Yes	1
No	2
DON'T KNOW (SPONTANEOUS)	-9

b6a

B.6b In what year was this establishment formally registered?

	Year
Year establishment formally registered	b6b
DON'T KNOW (SPONTANEOUS)	-9
NEVER REGISTERED (SPONTANEOUS)	-7

INTERVIEWER: PROVIDE FOUR DIGITS FOR YEAR.

B.7 How many years of experience working in this sector does the Top Manager have?

	Years
Manager's experience in sector	b7
LESS THAN ONE YEAR	1
DON'T KNOW (SPONTANEOUS)	-9

B.7a Is the Top Manager female?

Yes	1
No	2
DON'T KNOW (SPONTANEOUS)	-9

b7a

B.8 Does this establishment have an internationally-recognized quality certification?
(INTERVIEWER: SOME EXAMPLES ARE ISO 9000 or 14000, or HACCP)

Yes	1
No	2
STILL IN PROCESS	-6
DON'T KNOW (SPONTANEOUS)	-9

GO TO QUESTION C.3

GO TO QUESTION C.3

b8

B.8x Please specify the internationally-recognized quality certifications

Specify Certifications	b8x
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C. INFRASTRUCTURE AND SERVICES

READ THE FOLLOWING TO THE RESPONDENT BEFORE PROCEEDING.
 Now, we turn to the establishment's operations

C.3 Over the last two years, did this establishment submit an application to obtain an electrical connection?

Yes	1	<i>GO TO QUESTION C.6</i> <i>GO TO QUESTION C.6</i>
No	2	
DON'T KNOW (SPONTANEOUS)	-9	

c3

C.4 In reference to that application for an electrical connection, approximately how many days did it take to obtain it from the day of the application to the day the service was received?

	Days
Wait for electrical connection	c4
LESS THAN ONE DAY	1
STILL IN PROCESS	-6
APPLICATION DENIED	-5
DON'T KNOW (SPONTANEOUS)	-9

C.5 In reference to that application for an electrical connection, was an informal gift or payment expected or requested?

Yes	1	c5
No	2	
DON'T KNOW (SPONTANEOUS)	-9	
REFUSAL (SPONTANEOUS)	-8	

C.6 Over fiscal year **[insert last complete fiscal year]**, did this establishment experience power outages?

Yes	1	<i>GO TO QUESTION C.10</i> <i>GO TO QUESTION C.10</i>
No	2	
DON'T KNOW (SPONTANEOUS)	-9	

c6

C.7 In a typical month, over fiscal year **[insert last complete fiscal year]**, how many power outages did this establishment experience?

	Number
Number of power outages in a typical month	c7
DON'T KNOW (SPONTANEOUS)	-9

IF 0, GO TO QUESTION C.9
GO TO QUESTION C.9

C.8 How long did these power outages last on average?

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	Hours	Minutes
Average duration of power outages	c8a	c8b
LESS THAN ONE MINUTE		1
DON'T KNOW (SPONTANEOUS)	-9	-9

C.9 Please estimate the losses that resulted from power outages either as a percentage of total annual sales or as total annual losses.

	Percent
Loss as percentage of total annual sales due to power outages	c9a %
NONE	0
DON'T KNOW (SPONTANEOUS)	-9

PROVIDE EITHER ONE OR THE OTHER, NOT BOTH

	LCUs
Annual losses due to power outages	c9b
NONE	0
DON'T KNOW (SPONTANEOUS)	-9

C.10 Over the course of fiscal year **[insert last complete fiscal year]**, did this establishment own or share a generator?

Yes	1	GO TO QUESTION C.12 GO TO QUESTION C.12
No	2	
DON'T KNOW (SPONTANEOUS)	-9	

c10

C.11 In fiscal year **[insert last complete fiscal year]**, what percentage of this establishment's electricity came from a generator or generators that the establishment owned or shared?

	Percent
Percentage electricity from generators	c11 %
DON'T KNOW (SPONTANEOUS)	-9

C.12 Over the last two years, did this establishment submit an application to obtain a water connection?

Yes	1	GO TO QUESTION C.15 GO TO QUESTION C.15
No	2	
DON'T KNOW (SPONTANEOUS)	-9	

c12

C.13 In reference to that application for a water connection, approximately how many days did it take to obtain it from the day of the application to the day the service was received?

QUESTIONNAIRE NUMBER

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	Days
Wait for water connection	c13
LESS THAN ONE DAY	1
STILL IN PROCESS	-6
APPLICATION DENIED	-5
DON'T KNOW (SPONTANEOUS)	-9

C.14	In reference to that application for a water connection, was an informal gift or payment expected or requested?
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Yes	1
No	2
DON'T KNOW (SPONTANEOUS)	-9
REFUSAL (SPONTANENOUS)	-8

c14

C.15	Over fiscal year [insert last complete fiscal year] , did this establishment experience insufficient water supply for production?
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Yes	1
No	2
The establishment does not use water for production	-7
DON'T KNOW (SPONTANEOUS)	-9

GO TO QUESTION C.22a
GO TO QUESTION C.22a
GO TO QUESTION C.22a

c15

C.16	In a typical month, over fiscal year [insert last complete fiscal year] , how many incidents of insufficient water supply did this establishment experience?
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	Number
Number of incidents of water insufficiency in a typical month	c16
DON'T KNOW (SPONTANEOUS)	-9

IF 0, GO TO QUESTION C.22a
GO TO QUESTION C.22a

C.17	How long did these incidents of insufficient water supply last on average?
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	Hours
Average duration of insufficient water supply	c17
LESS THAN ONE HOUR	1
DON'T KNOW (SPONTANEOUS)	-9

C.22a	At the present time, does this establishment use e-mail to communicate with clients or suppliers?
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Yes	1
No	2
DON'T KNOW (SPONTANEOUS)	-9

c22a

C.22b At the present time, does this establishment have its own website?

Yes	1
No	2
DON'T KNOW (SPONTANEOUS)	-9

c22b

C.30	<p>Using the response options on the card; To what degree is Electricity an obstacle to the current operations of this establishment? SHOW CARD 3</p> <p>Using the response options on the card; To what degree is Telecommunications an obstacle to the current operations of this establishment? SHOW CARD 3</p>
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		(SPONTANEOUS)						
		No obstacle	Minor obstacle	Moderate obstacle	Major obstacle	Very Severe Obstacle	DON'T KNOW	DOES NOT APPLY
Electricity	c30a	0	1	2	3	4	-9	-7
Telecommunications	c30b	0	1	2	3	4	-9	-7

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D. SALES AND SUPPLIES

READ THE FOLLOWING TO THE RESPONDENT BEFORE PROCEEDING:
 The next topic to be covered is how and where this establishment makes its sales.

D.1a1 In fiscal year [insert last complete fiscal year], what was this establishment’s main activity and product, that is, the activity and product that represented the largest proportion of annual sales?
ENUMERATOR: PLEASE SPECIFY THE ACTIVITY AND PRODUCT IN DETAIL, FOR EX., “LEATHER SHOE MANUFACTURING” NOT JUST SHOES’ MANUFACTURING

Description	d1a1x

INTERVIEWER: THE FOLLOWING QUESTION IS NOT PART OF THE INTERVIEW. IT WILL BE FILLED OUT IN THE OFFICE

D.1a2 PLEASE CHOOSE THE 4-DIGIT ISIC REV. 3.1 CODE THAT BEST APPLIES TO THE ESTABLISHMENT’S MAIN ACTIVITY AND PRODUCT.

CODE OF THE MAIN PRODUCT AND ACTIVITY	Code
	d1a2

D.1a3 What percentage of total sales does the main activity or product represent?

	Percent
Percentage of sales represented by main product or activity	d1a3
DON'T KNOW (SPONTANEOUS)	-9

INTERVIEWER: PLEASE NOTE THAT THE NEXT QUESTION REFERS TO THE TOTAL SALES OF ALL PRODUCTS AND SERVICES

D.2 In fiscal year [insert last complete fiscal year], what were this establishment’s total annual sales for **ALL** products and services?

	LCUs
Last complete fiscal year’s total sales	d2
DON'T KNOW (SPONTANEOUS)	-9
PLEASE ALSO WRITE OUT THE NUMBER (i.e. 50,000 as Fifty Thousand)	
	d2x

QUESTIONNAIRE NUMBER

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N.3 Looking back at the end of fiscal year [insert last complete fiscal year minus two], what were total annual sales for this establishment?

	LCUs
Total annual sales three years ago	n3
IF ESTABLISHMENT WAS NOT IN BUSINESS THREE YEARS AGO	-7
DON'T KNOW (SPONTANEOUS)	-9
PLEASE ALSO WRITE OUT THE NUMBER (i.e. 50,000 as Fifty Thousand)	
	n3x

D.3 Coming back to fiscal year [insert last complete fiscal year], what percentage of this establishment's sales were:
(INTERVIEWER: SKIP PATTERNS MUST BE FOLLOWED IN THE ORDER THEY APPEAR IN THE TABLE)
SHOW CARD 4

	Percent	DON'T KNOW (SPONTANEOUS)	
National sales	d3a %	-9	<i>IF 100, GO TO QUESTION D.10</i>
Indirect exports (sold domestically to third party that exports products)	d3b %	-9	<i>IF 100, GO TO QUESTION D.8</i>
Direct exports	d3c %	-9	<i>IF 0, GO TO QUESTION D.8</i>
	100%		

INTERVIEWER: CHECK THAT TOTAL SUMS TO 100% (UNLESS RESPONDENT DOES NOT KNOW)

D.4 In fiscal year [insert last complete fiscal year], when this establishment exported goods directly, how many days did it take on average from the time this establishment's goods arrived at their main point of exit (e.g., port, airport) until the time these goods cleared customs?

	Days
Average number of days to clear customs	d4
LESS THAN ONE DAY	1
DON'T KNOW (SPONTANEOUS)	-9
DOES NOT APPLY	-7

EAD.4a In fiscal year [insert last complete fiscal year], when this establishment exported goods directly, was a gift or informal payment expected or requested in order to clear customs?

Yes	1
No	2
DON'T KNOW (SPONTANEOUS)	-9
REFUSAL (SPONTANEOUS)	-8

d4a

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D.6 In fiscal year **[insert last complete fiscal year]**, what percentage of the value of the products exported directly was lost while in transit because of theft?

	Percent
Losses due to theft as percentage of the value of the products	d6 %
NO LOSSES	0
DON'T KNOW (SPONTANEOUS)	-9
DOES NOT APPLY	-7

D.7 In fiscal year **[insert last complete fiscal year]**, what percentage of the value of the products exported directly was lost while in transit because of breakage or spoilage?

	Percent
Losses due to breakage or spoilage as percentage of the value of the products	d7 %
NO LOSSES	0
DON'T KNOW (SPONTANEOUS)	-9
DOES NOT APPLY	-7

D.8 In which year did this establishment first export directly or indirectly?

	Year
Began exporting directly or indirectly	d8
DON'T KNOW (SPONTANEOUS)	-9

INTERVIEWER: WRITE YEAR USING 4 DIGITS

D.10 In fiscal year **[insert last complete fiscal year]**, what percentage of the value of products this establishment shipped to supply domestic markets was lost while in transit because of theft?

	Percent
Losses due to theft as percentage of the value of the products	d10 %
NO LOSSES	0
DON'T KNOW (SPONTANEOUS)	-9
NO INTERNAL SHIPMENTS MADE (DOES NOT APPLY)	-7

**GO TO QUESTION
D.12**

D.11 In fiscal year **[insert last complete fiscal year]**, what percentage of value of products this establishment shipped to supply domestic markets was lost while in transit because of breakage or spoilage?

	Percent
Losses due to breakage or spoilage as percentage of the value of the products	d11 %
NO LOSSES	0
DON'T KNOW (SPONTANEOUS)	-9
NO INTERNAL SHIPMENTS MADE (DOES NOT APPLY)	-7

D.12 In fiscal year **[insert last complete fiscal year]**, as a proportion of all material inputs or supplies purchased that year, what percentage of this establishment's material inputs or supplies were: **SHOW CARD 4a**

QUESTIONNAIRE NUMBER

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	Percent	DON'T KNOW (SPONTANEOUS)
Material inputs or supplies of domestic origin	d12a %	-9
Material inputs or supplies of foreign origin	d12b %	-9
	100%	

IF 0, GO TO QUESTION D.16

**INTERVIEWER: CHECK THAT TOTAL SUMS TO 100%
(UNLESS RESPONDENT DOES NOT KNOW)**

D.13 Were any of the material inputs or supplies purchased in fiscal year [insert last complete fiscal year], imported directly?

Yes	1
No	2
DON'T KNOW (SPONTANEOUS)	-9

GO TO QUESTION D.16
GO TO QUESTION D.16

d13

D.14 In fiscal year [insert last complete fiscal year], when this establishment imported material inputs or supplies, how many days did it take on average from the time these goods arrived to their point of entry (e.g. port, airport) until the time these goods could be claimed from customs?

	Days
Average number of days to clear customs	d14
LESS THAN ONE DAY	1
DON'T KNOW (SPONTANEOUS)	-9

D.16 At the present time, when this establishment receives delivery of its most important input, on average, how many days of inventory, measured in days of production, does this establishment keep?
(INTERVIEWER: IF RESPONDENT REQUIRES CLARIFICATION, DEFINE AS STOCK ON HAND)

	Days
Days of inventory of most important input	d16
DON'T KNOW (SPONTANEOUS)	-9

D.30 Using the response options on the card; To what degree is **Transport** an obstacle to the current operations of this establishment? **SHOW CARD 5**

Using the response options on the card; To what degree is **Customs and Trade Regulation** an obstacle to the current operations of this establishment? **SHOW CARD 5**

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	No obstacle	Minor obstacle	Moderate obstacle	Major obstacle	Very Severe Obstacle	(SPONTANEOUS)	
						DON'T KNOW	DOES NOT APPLY
Transport d30a	0	1	2	3	4	-9	-7
Customs and trade regulations d30b	0	1	2	3	4	-9	-7

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E. DEGREE OF COMPETITION

E.1 In fiscal year **[insert last complete fiscal year]**, which of the following was the main market in which this establishment sold its main product?
SHOW CARD 5a

Local – main product sold mostly in same municipality where establishment is located	1
National – main product sold mostly across the country where establishment is located	2
International	3
DON'T KNOW (SPONTANEOUS)	-9

GO TO QUESTION E.6
GO TO QUESTION E.6

e1

E.2 In fiscal year **[insert last complete fiscal year]**, for the main market in which this establishment sold its main product, how many competitors did this establishment’s main product face?

Number of competitors	e2b
TOO MANY TO COUNT	-4
DON'T KNOW (SPONTANEOUS)	-9

E.6 Does this establishment at present use technology licensed from a foreign-owned company, excluding office software?

Yes	1
No	2
DON'T KNOW (SPONTANEOUS)	-9

e6

E.11 Does this establishment compete against unregistered or informal firms?

Yes	1
No	2
DON'T KNOW (SPONTANEOUS)	-9

e11

E.30 Using the response options on the card; To what degree are **Practices of Competitors in the Informal Sector** an obstacle to the current operations of this establishment? **SHOW CARD 6**

	No obstacle	Minor obstacle	Moderate obstacle	Major obstacle	Very Severe Obstacle	(SPONTANEOUS)	
						DON'T KNOW	DOES NOT APPLY
Practices of competitors in the informal sector e30	0	1	2	3	4	-9	-7

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H. INNOVATION

READ THE FOLLOWING TO THE RESPONDENT BEFORE PROCEEDING

And now we switch to a different topic. In this section “new” means new to the establishment but not necessarily new to the market.

INTERVIEWER: SHOW CARDS IN THIS SECTION CONTAIN EXAMPLES OF INNOVATIONS. THEY ARE MEANT AS EXAMPLES ONLY - THEY DO NOT CONTAIN ALL POSSIBLE INNOVATIONS.

PRODUCT INNOVATION

H.1 During the last three years, has this establishment introduced new or significantly improved products or services?
SHOW CARD 7 FOR EXAMPLES

Yes	1	<i>GO TO QUESTION EAH.11</i>
No	2	
DON'T KNOW (SPONTANEOUS)	-9	

h1

H.2 Were any of the new or significantly improved products or services also new for the establishment's main market?

Yes	1	<i>GO TO QUESTION EAH.11</i>
No	2	
DON'T KNOW (SPONTANEOUS)	-9	

h2

INTERVIEWER READ THE FOLLOWING
The next questions are about this establishment's main new or significantly improved product or service. The main new or significantly improved product or service is the one that represented the largest proportion of this establishment's sales in value during fiscal year [insert last complete fiscal year].

EAH.2x Please describe in detail the main new or significantly improved product or service that this establishment introduced during the last three years.

Description

DESCRIPTION SHOULD BE AS DETAILED AS POSSIBLE
eah2x

EAH.2a In fiscal year [insert last complete fiscal year], what percentage of this establishment's total sales was represented by sales from the main new or significantly improved product or service?

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	Percent
Percentage of sales from the <u>main</u> new or significantly improved product or service	eah2a %
DON'T KNOW (SPONTANEOUS)	-9

EAH.4 I will now ask you a few questions about the main new or significantly improved product or service compared with all other products and services already produced in this establishment.
READ EACH OPTION ALOUD

	Yes	No	DON'T KNOW (SPONTANEOUS)	DOESN'T APPLY (SPONTANEOUS)
Does it have completely new functions? eah4a	1	2	-9	
Is it cheaper to produce or offer? eah4b	1	2	-9	-7
Is it a better quality product or service? eah4c	1	2	-9	-7

EAH.10 By who was the main new or significantly improved product or service developed?
SHOW CARD 8

Entirely by this establishment	1
By this establishment in cooperation with another firm or institution (e.g. parent firm, other firm, research or government institution)	2
Entirely by another firm or institution (e.g. headquarters, sister company or any other firm within your company or independent from your company)	3
DON'T KNOW (SPONTANEOUS)	-9

eah10

EAH.11 During the last three years, did this establishment **attempt to develop** a new or significantly improved product or service that was
READ EACH OPTION ALOUD

	Yes	No	DON'T KNOW (SPONTANEOUS)
Abandoned or suspended before completion eah11a	1	2	-9
Still ongoing at the end of fiscal year [insert last complete fiscal year] eah11b	1	2	-9

PROCESS INNOVATION

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H.3 During the last three years, has this establishment introduced any new or significantly improved methods of manufacturing products or offering services? **SHOW CARD 9 FOR EXAMPLES**

Yes	1
No	2
DON'T KNOW (SPONTANEOUS)	-9

h3

H.4a During the last three years, has this establishment introduced any new or significantly improved logistics, delivery, or distribution methods for inputs, products, or services? **SHOW CARD 10 FOR EXAMPLES**

Yes	1
No	2
DON'T KNOW (SPONTANEOUS)	-9

h4a

H.4b During the last three years, has this establishment introduced any new or significantly improved supporting activities for your processes, such as maintenance systems or operations for purchasing, accounting, or computing? **SHOW CARD 11 FOR EXAMPLES**

Yes	1
No	2
DON'T KNOW (SPONTANEOUS)	-9

h4b

INTERVIEWER, PLEASE MARK THE FOLLOWING BASED ON THE ABOVE 3 QUESTIONS

ANY of above 3 questions are "yes"	1
NONE of 3 above questions are "yes"	2

CONTINUE WITH EAH.12

GO TO QUESTION H.5

eah4s

INTERVIEWER READ OUT THE FOLLOWING

The next questions refer to this establishment's **main** new or significantly improved process, that is, the new or significantly improved process that had the largest impact on the operations of the establishment.

EAH.12 Does the **main** new or significantly improved process:
READ EACH OPTION ALOUD

	Yes	No	DON'T KNOW (SPONTANEOUS)	DOESN'T APPLY (SPONTANEOUS)
Automate manual processes, partially or fully? eah12a	1	2	-9	-7

QUESTIONNAIRE NUMBER

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Introduce a new technology or method?	eah12b	1	2	-9	-7
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EAH.13 By who was the main new or significantly improved process developed?
SHOW CARD 12

Entirely by this establishment	1
By this establishment in cooperation with another firm or institution (e.g. parent firm, other firm, research or government institution)	2
Entirely by another firm or institution (e.g. headquarters, sister company or any other firm within your company or independent from your company)	3
DON'T KNOW (SPONTANEOUS)	-9

eah13

ORGANIZATIONAL INNOVATION

H.5 During the last three years, has this establishment introduced any new or significantly improved organizational structures or management practices? **SHOW CARD 13 FOR EXAMPLES**

Yes	1
No	2
DON'T KNOW (SPONTANEOUS)	-9

GO TO QUESTION H.6

h5

EAH.14 During the last three years, did the establishment make any changes in its organizational structure in any of the following ways:
READ EACH OPTION ALOUD

	Yes	No	DON'T KNOW (SPONTANEOUS)	DOESN'T APPLY (SPONTANEOUS)
Create a new unit or department eah14a	1	2	-9	-7
Dissolve any units or department eah14b	1	2	-9	-7
Merge any units or department eah14c	1	2	-9	-7

MARKETING INNOVATION

H.6 During the last three years, has this establishment introduced new or significantly improved marketing methods? **SHOW CARD 14 FOR EXAMPLES**

Yes	1
No	2
DON'T KNOW (SPONTANEOUS)	-9

h6

INNOVATION ACTIVITIES

QUESTIONNAIRE NUMBER

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H.7 During the last three years, did this establishment spend on formal research and development activities, either in-house or contracted with other companies, excluding market research surveys?
SHOW CARD 15 FOR EXAMPLES

Yes	1
No	2
DON'T KNOW (SPONTANEOUS)	-9

h7

H.8 In fiscal year **[insert last complete fiscal year]**, how much did this establishment spend on formal research and development activities, either in-house or contracted with other companies?

	LCU
Cost of formal research and development activities	h8
NONE (SPONTANEOUS)	0
DON'T KNOW (SPONTANEOUS)	-9

EAH.15 During the last three years did this establishment provide **formal training** to any of its employees specifically for the development and/or introduction of new or significantly improved products or services and processes?

Yes	1
No	2
DON'T KNOW (SPONTANEOUS)	-9

eah15

EAH.16 During the last three years did this establishment **purchase or license any patented or non-patented inventions, or other types of knowledge** for the development of new or significantly improved products or services and processes?

Yes	1
No	2
DON'T KNOW (SPONTANEOUS)	-9

eah16

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F. CAPACITY

F.1 In fiscal year **[insert last complete fiscal year]**, what was this establishment's output produced as a proportion of the maximum output possible if using all the resources available (capacity utilization)?

	Percent
Capacity utilization	f1 %
DON'T KNOW (SPONTANEOUS)	-9

F.2 In fiscal year **[insert last complete fiscal year]**, how many hours per week did this establishment normally operate? **(INTERVIEWER: RESPONSE CANNOT BE GREATER THAN 168 HOURS)**

	Hours
Typical hours of operation in a week	f2
DON'T KNOW (SPONTANEOUS)	-9

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G. LAND AND PERMITS

G.6 Of the buildings occupied by this establishment, what percentage is owned and what percentage is rented or leased? **SHOW CARD 16**

	Percent	DON'T KNOW (SPONTANEOUS)
Owned by this establishment	g6a %	-9
Rented or leased by this establishment	g6b %	-9
Other	g6c %	-9
	100%	

INTERVIEWER: CHECK THAT TOTAL SUMS TO 100% UNLESS RESPONDENT DOES NOT KNOW)

G.1 Of the **land** occupied by this establishment, what percent is: **SHOW CARD 17**

	Percent	DON'T KNOW (SPONTANEOUS)	DOES NOT APPLY IS A FLOOR IN A BUILDING (SPONTANEOUS)
Owned by this establishment	g1a %	-9	-7
Rented or leased by this establishment	g1b %	-9	-7
Other	g1c %	-9	-7
	100%		

INTERVIEWER: CHECK THAT TOTAL SUMS TO 100% UNLESS RESPONDENT DOES NOT KNOW OR IF ESTABLISHMENT OCCUPIES A FLOOR IN A BUILDING

G.2 Over the last two years, did this establishment submit an application to obtain a construction-related permit?

Yes	1	
No	2	GO TO QUESTION G.30
DON'T KNOW (SPONTANEOUS)	-9	GO TO QUESTION G.30
		g2

G.3 In reference to that application for a construction-related permit, approximately how many days did it take to obtain it from the day of the application to the day the permit was granted?

	Days
Wait for a construction-related permit	g3
LESS THAN ONE DAY	1
STILL IN PROCESS	-6
APPLICATION DENIED	-5
DON'T KNOW (SPONTANEOUS)	-9

QUESTIONNAIRE NUMBER

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G.4 In reference to that application for a construction-related permit, was an informal gift or payment expected or requested?

Yes	1
No	2
DON'T KNOW (SPONTANEOUS)	-9
REFUSAL (SPONTANEOUS)	-8

g4

G.30 Using the response options on the card; To what degree is **Access to Land** an obstacle to the current operations of this establishment? **SHOW CARD 18**

		(SPONTANEOUS)						
		No obstacle	Minor obstacle	Moderate obstacle	Major obstacle	Very Severe Obstacle	DON'T KNOW	DOES NOT APPLY
Access to land	g30a	0	1	2	3	4	-9	-7

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I. CRIME

READ THE FOLLOWING TO THE RESPONDENT BEFORE PROCEEDING:
We now turn to another topic.

I.1 In fiscal year **[insert last complete fiscal year]**, did this establishment pay for security, for example equipment, personnel, or professional security services?

Yes	1	GO TO QUESTION I.3 GO TO QUESTION I.3
No	2	
DON'T KNOW (SPONTANEOUS)	-9	

i1

I.2 In fiscal year **[insert last complete fiscal year]**, what percentage of this establishment's total annual sales was paid for security, or what was the total annual cost of security?

	Percent
Percentage of total annual sales for security	i2a %
DON'T KNOW (SPONTANEOUS)	-9

PROVIDE EITHER ONE OR THE OTHER, NOT BOTH

	LCUs
Total annual cost of security	i2b
DON'T KNOW (SPONTANEOUS)	-9

I.3 In fiscal year **[insert last complete fiscal year]**, did this establishment experience losses as a result of theft, robbery, vandalism or arson on this establishment's premises?

Yes	1	GO TO QUESTION I.30 GO TO QUESTION I.30
No	2	
DON'T KNOW (SPONTANEOUS)	-9	

i3

I.4 In fiscal year **[insert last complete fiscal year]**, what were the estimated losses as a result of theft, robbery, vandalism or arson that occurred on this establishment's premises either as a percentage of total annual sales or as total annual losses?

	Percent
Losses as percentage of total annual sales	i4a %
DON'T KNOW (SPONTANEOUS)	-9

PROVIDE EITHER ONE OR THE OTHER, NOT BOTH

	LCUs
Total annual value of losses	i4b
DON'T KNOW (SPONTANEOUS)	-9

QUESTIONNAIRE NUMBER

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I.30	Using the response options on the card; To what degree is Crime, Theft and Disorder an obstacle to the current operations of this establishment? SHOW CARD 19
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						(SPONTANEOUS)		
		No obstacle	Minor obstacle	Moderate obstacle	Major obstacle	Very Severe Obstacle	DON'T KNOW	DOES NOT APPLY
Crime, theft and disorder	i30	0	1	2	3	4	-9	-7

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K. FINANCE

READ THE FOLLOWING TO THE RESPONDENT BEFORE PROCEEDING:
I would like to ask you a few questions about how you finance the operations of this establishment.

K.1 In fiscal year **[insert last complete fiscal year]**, what percentage, as a proportion of the value of total annual purchases of material inputs or services was purchased on credit?

	Percent	DON'T KNOW (SPONTANEOUS)
Purchased on credit	k1c %	-9

K.2 In fiscal year **[insert last complete fiscal year]**, what percentage of this establishment's total annual sales of its goods or services was sold on credit?

	Percent	DON'T KNOW (SPONTANEOUS)
Sold on credit	k2c %	-9

K.3 Over fiscal year **[insert last complete fiscal year]**, please estimate the proportion of this establishment's working capital, that is the funds available for day-to-day operations, that was financed from each of the following sources? **SHOW CARD 20**

	Percent	DON'T KNOW (SPONTANEOUS)
Internal funds or retained earnings	k3a %	-9
Borrowed from banks: private and state-owned	k3bc %	-9
Borrowed from non-bank financial institutions which include microfinance institutions, credit cooperatives, credit unions, or finance companies	k3e %	-9
Purchases on credit from suppliers and advances from customers	k3f %	-9
Other, moneylenders, friends, relatives, etc.	k3hd %	-9
	100%	

**INTERVIEWER: CHECK THAT TOTAL SUMS TO 100%
 (UNLESS RESPONDENT DOES NOT KNOW)**

K.4 In fiscal year **[insert last complete fiscal year]**, did this establishment purchase any new or used fixed assets, such as machinery, vehicles, equipment, land or buildings?

Yes	1	GO TO QUESTION K.6 GO TO QUESTION K.6
No	2	
DON'T KNOW (SPONTANEOUS)	-9	

k4

QUESTIONNAIRE NUMBER

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N.5 In fiscal year **[insert last complete fiscal year]**, how much did this establishment spend on purchases of:
INTERVIEWER: READ OUT

	LCUs	DON'T KNOW (SPONTANEOUS)
New or used machinery, vehicles, and equipment	n5a	-9
Land and buildings	n5b	-9

K.5 Over fiscal year **[insert last complete fiscal year]**, please estimate the proportion of this establishment's total purchase of fixed assets that was financed from each of the following sources:
SHOW CARD 21

	Percent	OR	Amount LCU	DON'T KNOW (SPONTANEOUS)
Internal funds or retained earnings	k5a%		k5a1	-9
Owners' contribution or issued new equity shares	k5i %		k5i1	-9
Borrowed from banks: private and state-owned	k5bc%		k5bc1	-9
Borrowed from non-bank financial institutions	k5e %		k5e1	-9
Purchases on credit from suppliers and advances from customers	k5f %		k5f1	-9
Other, moneylenders, friends, relatives, bonds, etc	k5hdj%		k5hdj1	-9
	100%			

INTERVIEWER: CHECK THAT TOTAL SUMS TO 100% (UNLESS RESPONDENT DOES NOT KNOW)

K.6 Now let's talk about the establishment's present situation. At this time, does this establishment have a checking (current) or savings account?

Yes	1
No	2
DON'T KNOW (SPONTANEOUS)	-9

k6

K.7 At this time, does this establishment have an overdraft facility?

Yes	1
No	2
DON'T KNOW (SPONTANEOUS)	-9

k7

K.8 At this time, does this establishment have a line of credit or a loan from a financial institution?

Yes	1
No	2
DON'T KNOW (SPONTANEOUS)	-9

GO TO QUESTION K.15d
GO TO QUESTION K.15d

k8

QUESTIONNAIRE NUMBER

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K.9 Referring to the most recent line of credit or loan, what type of financial institution granted this loan?
SHOW CARD 22

Private commercial banks	1
State-owned banks or government agency	2
Non-bank financial institutions	3
Other	4
DON'T KNOW (SPONTANEOUS)	-9

k9

K.10 Referring only to this most recent line of credit or loan, in what year was the most recent line of credit or loan approved?

	Year
Year most recent line of credit or loan approved	k10
DON'T KNOW (SPONTANEOUS)	-9

INTERVIEWER: PROVIDE FOUR DIGITS FOR YEAR

K.11 Referring only to this most recent line of credit or loan, what was its value at the time of approval?

	LCUs
Size of most recent line of credit or loan approved	k11
REFUSAL (SPONTANEOUS)	-8
DON'T KNOW (SPONTANEOUS)	-9

K.13 Referring only to this most recent line of credit or loan, did the financing require collateral?

Yes	1
No	2
DON'T KNOW (SPONTANEOUS)	-9

GO TO QUESTION K.15b
GO TO QUESTION K.15b

k13

K.14 Referring only to this most recent line of credit or loan, what type of collateral was required?
INTERVIEWER: READ OUT

Collateral	Yes	No	DON'T KNOW (SPONTANEOUS)	
Land, buildings under ownership of the establishment	k14a	1	2	-9
Machinery and equipment including movables	k14b	1	2	-9
Accounts receivable and inventories	k14c	1	2	-9
Personal assets of owner (house, etc.)	k14d	1	2	-9
Other forms of collateral not included in the categories above	k14e	1	2	-9

QUESTIONNAIRE NUMBER

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K.15a Referring only to this most recent line of credit or loan, what was the approximate value of the collateral required?

	LCUs
Value of collateral	k15a
DON'T KNOW (SPONTANEOUS)	-9

K.15b What is the total number of open lines of credit or outstanding loans held by this establishment?

	Number	
Total number of open lines of credit or outstanding loans	k15b	<i>IF 1, GO TO QUESTION K.15d</i>
DON'T KNOW (SPONTANEOUS)	-9	<i>GO TO QUESTION K.15d</i>

K.15c What is the total value of open lines of credit or outstanding loans held by this establishment?

	LCUs
Total value of open lines of credit or outstanding loans	k15c
REFUSAL (SPONTANEOUS)	-8
DON'T KNOW (SPONTANEOUS)	-9

K.15d At this time, does the owner or owners of this establishment have any outstanding personal loans that are used to finance this establishment's business activities?

Yes	1	
No	2	
DON'T KNOW (SPONTANEOUS)	-9	

k15d

K.16 Referring again to the last fiscal year [**insert last complete fiscal year**], did this establishment apply for any lines of credit or loans?

Yes	1	<i>GO TO QUESTION K.20a1</i>
No	2	
DON'T KNOW (SPONTANEOUS)	-9	<i>GO TO QUESTION K.21</i>

k16

K.17 What was the **main** reason why this establishment did not apply for any line of credit or loan?
SHOW CARD 23

No need for a loan - establishment had sufficient capital	1	<i>GO TO QUESTION K.21</i>
Application procedures were complex	2	<i>GO TO QUESTION K.21</i>
Interest rates were not favorable	3	<i>GO TO QUESTION K.21</i>
Collateral requirements were too high	4	<i>GO TO QUESTION K.21</i>
Size of loan and maturity were insufficient	5	<i>GO TO QUESTION K.21</i>
Did not think it would be approved	6	<i>GO TO QUESTION K.21</i>

QUESTIONNAIRE NUMBER

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Other	7	GO TO QUESTION K.21
DON'T KNOW (SPONTANEOUS)	-9	
		k17

K.20a1 Referring only to this most recent application for a line of credit or loan, what was the outcome of that application? **SHOW CARD 24**

Application was approved in full	1	k20a1
Application was approved in part	2	
Application was rejected	3	
Application was withdrawn	4	
APPLICATION STILL IN PROCESS	-6	
DON'T KNOW (SPONTANEOUS)	-9	

K.21 In fiscal year **[insert last complete fiscal year]**, did this establishment have its annual financial statements checked and certified by an external auditor?

Yes	1	k21
No	2	
DON'T KNOW (SPONTANEOUS)	-9	

K.30 Using the response options on the card; To what degree is **Access to Finance** an obstacle to the current operations of this establishment? **SHOW CARD 25**

		(SPONTANEOUS)						
		No obstacle	Minor obstacle	Moderate obstacle	Major obstacle	Very Severe Obstacle	DON'T KNOW	DOES NOT APPLY
Access to finance	k30	0	1	2	3	4	-9	-7

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J. BUSINESS-GOVERNMENT RELATIONS

READ THE FOLLOWING TO THE RESPONDENT BEFORE PROCEEDING:

The following questions assess how establishments, such as this one, deal with government officials and their agencies.

J.1	I am going to read one statement describing the courts system and how it could affect business. Please tell me if you Strongly disagree, Tend to disagree, Tend to agree, or Strongly agree. SHOW CARD 26
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	Strongly disagree	Tend to disagree	Tend to agree	Strongly agree	(SPONTANEOUS)	
					DON'T KNOW	DOES NOT APPLY
“The court system is fair, impartial and uncorrupted.” h7a	1	2	3	4	-9	-7

J.2	In a typical week over the last year, what percentage of total senior management's time was spent on dealing with requirements imposed by government regulations? (By senior management I mean managers, directors, and officers above direct supervisors of production or sales workers. Some examples of government regulations are taxes, customs, labor regulations, licensing and registration, including dealing with officials and completing forms)
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	Percent
Senior management's time spent on dealing with regulations	j2 %
NO TIME WAS SPENT	0
DON'T KNOW (SPONTANEOUS)	-9

J.3	Over the last year, was this establishment visited or inspected by tax officials?
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Yes	1	GO TO QUESTION J.6a GO TO QUESTION J.6a
No	2	
DON'T KNOW (SPONTANEOUS)	-9	

j3

J.4	Over the last year, how many times was this establishment either inspected by tax officials or required to meet with them?
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	Number
Times inspected or met with tax officials	j4
DON'T KNOW (SPONTANEOUS)	-9

J.5	In any of these inspections or meetings was a gift or informal payment expected or requested?
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QUESTIONNAIRE NUMBER

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Yes	1
No	2
DON'T KNOW (SPONTANEOUS)	-9
REFUSAL (SPONTANEOUS)	-8

j5

J.6a Over the last year, has this establishment secured or attempted to secure a government contract?

Yes	1
No	2
DON'T KNOW (SPONTANEOUS)	-9

GO TO QUESTION J.7
GO TO QUESTION J.7

j6a

J.6 When establishments like this one do business with the government, what percent of the contract value would be typically paid in informal payments or gifts to secure the contract?

	Percent
Percent of the contract value paid as informal payments or gifts	j6 %
DON'T KNOW (SPONTANEOUS)	-9
REFUSAL (SPONTANEOUS)	-8
NO PAYMENTS	0

J.7 It is said that establishments are sometimes required to make gifts or informal payments to public officials to “get things done” with regard to customs, taxes, licenses, regulations, services etc. On average, what percentage of total annual sales, or estimated total annual value, do establishments like this one pay in informal payments or gifts to public officials for this purpose?

	Percent
Percentage of total annual sales paid as informal payment	j7a %
NO PAYMENTS OR GIFTS ARE PAID	0
DON'T KNOW (SPONTANEOUS)	-9
REFUSAL (SPONTANEOUS)	-8

PROVIDE EITHER ONE OR THE OTHER, NOT BOTH

	LCUs
Total annual informal payment	j7b
NO PAYMENTS OR GIFTS ARE PAID	0
DON'T KNOW (SPONTANEOUS)	-9
REFUSAL (SPONTANEOUS)	-8

QUESTIONNAIRE NUMBER

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J.10 Over the last two years, did this establishment submit an application to obtain an import license?

Yes	1
No	2
DON'T KNOW (SPONTANEOUS)	-9

GO TO QUESTION J.13
GO TO QUESTION J.13

j10

J.11 Approximately how many days did it take to obtain this import license from the day of the application to the day it was granted?

	Days
Wait for import license	j11
LESS THAN ONE DAY	1
STILL IN PROCESS	-6
APPLICATION DENIED	-5
DON'T KNOW (SPONTANEOUS)	-9

J.12 In reference to that application for an import license, was an informal gift or payment expected or requested?

Yes	1
No	2
DON'T KNOW (SPONTANEOUS)	-9
REFUSAL (SPONTANEOUS)	-8

j12

J.13 Over the last two years, did this establishment submit an application to obtain an operating license?

Yes	1
No	2
DON'T KNOW (SPONTANEOUS)	-9

GO TO QUESTION J.30
GO TO QUESTION J.30

j13

J.14 Approximately how many days did it take to obtain this operating license from the day of the application to the day it was granted?

	Days
Wait for operating license	j14
LESS THAN ONE DAY	1
STILL IN PROCESS	-6
APPLICATION DENIED	-5
DON'T KNOW (SPONTANEOUS)	-9

QUESTIONNAIRE NUMBER

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J.15 In reference to that application for an operating license, was an informal gift or payment expected or requested?

Yes	1
No	2
DON'T KNOW (SPONTANEOUS)	-9
REFUSAL (SPONTANEOUS)	-8

j15

J.30 Using the response options on the card; To what degree is/are **[INSERT OPTION]** an obstacle to the current operations of this establishment?
SHOW CARD 27

ROTATE OPTIONS	No obstacle	Minor obstacle	Moderate obstacle	Major obstacle	Very Severe Obstacle	(SPONTANEOUS)	
						DON'T KNOW	DOES NOT APPLY
Tax rates j30a	0	1	2	3	4	-9	-7
Tax administration j30b	0	1	2	3	4	-9	-7
Business licensing and permits j30c	0	1	2	3	4	-9	-7
Political instability j30e	0	1	2	3	4	-9	-7
Corruption j30f	0	1	2	3	4	-9	-7
Courts h30	0	1	2	3	4	-9	-7

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L. LABOR

READ THE FOLLOWING TO THE RESPONDENT BEFORE PROCEEDING:
Now I would like to ask you a few questions about this establishment's labor force.

L.1 At the end of fiscal year **[insert last complete fiscal year]**, how many permanent, full-time individuals worked in this establishment? Please include all employees and managers (Permanent, full-time employees are defined as all paid employees that are contracted for a term of one or more fiscal years and/or have a guaranteed renewal of their employment contract and that work a full shift)
(INTERVIEWER: INCLUDE INTERVIEWEE IF APPLICABLE).

	Number
Permanent, full-time workers end of last fiscal year	11
DON'T KNOW (SPONTANEOUS)	-9

L.2 Looking back, at the end of fiscal year **[insert last complete fiscal year minus two]**, how many permanent, full-time individuals worked in this establishment? Please include all employees and managers **(INTERVIEWER: INCLUDE INTERVIEWEE IF APPLICABLE).**

	Number
Permanent, full-time workers in [insert last complete fiscal year minus two]	12
IF ESTABLISHMENT WAS NOT IN BUSINESS IN [insert last complete fiscal year minus two]	-7
DON'T KNOW (SPONTANEOUS)	-9

L.3 Coming back to fiscal year **[insert last complete fiscal year]**, how many permanent, full-time individuals in this establishment were: **(INTERVIEWER: READ EACH CATEGORY)**

	Number	DON'T KNOW (SPONTANEOUS)
Production workers	13a	-9
Non-production workers [e.g., managers, administration, sales]	13b	-9

EAL.4 At the end of fiscal year **[insert last complete fiscal year]**, how many permanent, full-time individuals working in this establishment were: **INTERVIEWER: READ EACH CATEGORY**

		Number	DON'T KNOW (SPONTANEOUS)
Production	Skilled workers	14a	-9
	Unskilled workers	14b	-9
Non-production	Skilled workers [e.g., managers, administration, sales]	eal4c	-9
	Unskilled workers	eal4d	-9

QUESTIONNAIRE NUMBER

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EAL.5 At the end of fiscal year **[insert last complete fiscal year]**, how many female permanent full-time individuals working in this establishment were in the following categories?

		Number	DON'T KNOW (SPONTANEOUS)
Production	Female skilled production workers	eal5a	-9
	Female unskilled production workers	eal5b	-9
Non-production	Female skilled non-production workers	eal5c	-9
	Female unskilled non-production workers	eal5d	-9

INTERVIEWER, PLEASE MARK THE FOLLOWING BASED ON QUESTION EAL.5

AT LEAST ONE of the above 4 numbers is "Don't know"	1	<i>CONTINUE WITH L.5</i>
ALL of the above 4 numbers have been provided	2	<i>GO TO QUESTION L.6</i>
		eal5s

L.5 At the end of fiscal year **[insert last complete fiscal year]**, how many permanent full-time individuals working in this establishment in the following categories were female?

	Number	DON'T KNOW (SPONTANEOUS)
Female permanent full-time production workers	l5a	-9
Female permanent full-time non-production workers	l5b	-9

L.6 How many full-time seasonal or temporary employees did this establishment employ during **[insert last complete fiscal year]**?
(Full-time, seasonal or temporary workers are all paid short-term (i.e. for less than a year) employees with no guarantee of renewal of contract employment and work full-time)

	Number	
Full-time seasonal or temporary workers employed last fiscal year	l6	
NO FULL-TIME SEASONAL OR TEMPORARY WORKERS	0	<i>GO TO QUESTION L.9a</i>
DON'T KNOW (SPONTANEOUS)	-9	<i>GO TO QUESTION L.9a</i>

L.6a How many full-time seasonal or temporary employees employed during **[insert last complete fiscal year]** were female?

	Number
Full-time female seasonal or temporary workers employed last fiscal year	l6a
DON'T KNOW (SPONTANEOUS)	-9

QUESTIONNAIRE NUMBER

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L.8 What was the average length of employment of all full-time temporary employees in fiscal year **[insert last complete fiscal year]**?

	Months
Average length full-time seasonal or temporary employment last fiscal year, in months	18
LESS THAN ONE MONTH	1
DON'T KNOW (SPONTANEOUS)	-9

L.9a What is the average number of years of education of a typical permanent full-time production worker employed in this establishment?

	Number
Average number of years of education of typical production worker	19a
DON'T KNOW (SPONTANEOUS)	-9

L.9a2 What is the average number of years of education of a typical female permanent full-time production worker employed in this establishment?

	Number
Average number of years of education of typical female production worker	19a2
DON'T KNOW (SPONTANEOUS)	-9
NO FEMALE PRODUCTION WORKERS	-7

L.9b What is the percentage of full-time permanent workers who completed secondary school?

	Percent
Percentage of full time permanent workers who completed secondary school	19b
DON'T KNOW (SPONTANEOUS)	-9

L.10 Over fiscal year **[insert last complete fiscal year]**, did this establishment have formal training programs for its permanent, full-time employees?

Yes	1
No	2
DON'T KNOW (SPONTANEOUS)	-9

GO TO QUESTION EAL.10b

110

EAL.10a Please indicate the main reason why this establishment did not have formal training programs?
SHOW CARD 28

QUESTIONNAIRE NUMBER

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Lack of external agencies that can provide training	1	<i>GO TO QUESTION EAL.12</i>
Lack of relevant training programs related to this establishment's work	2	<i>GO TO QUESTION EAL.12</i>
The quality of available training programs is low	3	<i>GO TO QUESTION EAL.12</i>
High cost of training programs	4	<i>GO TO QUESTION EAL.12</i>
No need for formal training programs	5	<i>GO TO QUESTION EAL.12</i>
Unaware of training programs	6	<i>GO TO QUESTION EAL.12</i>
DON'T KNOW (SPONTANEOUS)	-9	<i>GO TO QUESTION EAL.12</i>
		eal10a

EAL.10b What was the primary focus of the formal training programs?
SHOW CARD 29

Managerial and leadership skills	1
Interpersonal and communication skills	2
Writing skills	3
Work ethic and commitment	4
Foreign language skills	5
Computer or general IT skills	6
Technical skills (other than IT), vocational, or job-specific skills	7
Other	8
DON'T KNOW (SPONTANEOUS)	-9

eal10b

EAL.11 Referring to the training programs run over fiscal year **[insert last complete fiscal year]**, what percentage of permanent, full-time employees of the following categories received formal training?

		Percent	IF NO EMPLOYEES IN A CATEGORY WERE TRAINED	DON'T KNOW (SPONTANEOUS)	DOES NOT APPLY
Production	Skilled production workers trained	eal11a%	0	-9	-7
	Unskilled production workers trained	eal11b%	0	-9	-7
Non-production	Skilled non-production workers trained	eal11c%	0	-9	-7
	Unskilled non-production workers trained	eal11d%	0	-9	-7

EAL.12 Over the last two years, were any of the permanent full-time workers of this establishment terminated or left due to lack of the required skills?

Yes	1
No	2
DON'T KNOW (SPONTANEOUS)	-9

eal12

QUESTIONNAIRE NUMBER

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EAL.13 Over the last two years, were any of the permanent full-time workers of this establishment terminated or left due to poor performance?

Yes	1
No	2
DON'T KNOW (SPONTANEOUS)	-9

eal13

FRICTIONS IN LABOR MARKETS

EAL.14 Over the last two years, did this establishment have any vacancies?

Yes	1
No	2
DON'T KNOW (SPONTANEOUS)	-9

GO TO QUESTION MYAL.52
GO TO QUESTION MYAL.52

eal14

EAL.15a Over the last two years, how many vacancies were for skilled non-production workers?

	Number
Number of vacancies for skilled non-production workers	eal15a
DON'T KNOW (SPONTANEOUS)	-9

IF 0, GO TO EAL.15b

EAL.16a How many of these vacancies for skilled non-production workers were filled?

	Number
Number of vacancies for skilled non-production workers that were filled	eal16a
DON'T KNOW (SPONTANEOUS)	-9

IF 0, GO TO MYAL.17

EAL.17a What was the average number of weeks required to fill these vacancies for skilled non-production workers?

	Number
Average number of weeks to fill vacancies for skilled non-production workers	eal17a
DON'T KNOW (SPONTANEOUS)	-9

MYAL.17 Over the last two years, did this establishment try to hire any managers or senior-level professionals?

Yes	1
No	2
DON'T KNOW (SPONTANEOUS)	-9

GO TO QUESTION MYAL.24
GO TO QUESTION MYAL.24

myal17

MYAL.18 Did the establishment encounter any of the following problems when trying to hire a manager or senior-level professional?

QUESTIONNAIRE NUMBER

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READ EACH OPTION ALOUD

Problem		Yes	No	DON'T KNOW (SPONTANEOUS)
There were no or few applicants	myal18a	1	2	-9
Applicants lacked required skills	myal18b	1	2	-9
Applicants expected higher wages than the establishment e can offer	myal18c	1	2	-9
Applicants did not like the working conditions	myal18d	1	2	-9

MYAL.18e	Did the establishment encounter any other problems when trying to hire a manager or senior-level professional?
-----------------	--

Yes	1
No	2
DON'T KNOW (SPONTANEOUS)	-9

GO TO QUESTION MYAL.24
GO TO QUESTION MYAL.24

myal18e

MYAL.18x	Please specify other problems encountered by the establishment when trying to hire a manager or senior-level professional.
-----------------	--

Specify Problem	myal18x
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MYAL.24	Over the last two years, did this establishment try to hire any non-production technicians, associate professionals, and sales workers?
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Yes	1
No	2
DON'T KNOW (SPONTANEOUS)	-9

GO TO QUESTION EAL.15b
GO TO QUESTION EAL.15b

myal24

MYAL.25	Did the establishment encounter any of the following problems when trying to hire non-production technicians, associate professionals, and sales workers? READ EACH OPTION ALOUD
----------------	--

Problem		Yes	No	DON'T KNOW (SPONTANEOUS)
There were no or few applicants	myal25a	1	2	-9
Applicants lacked required skills	myal25b	1	2	-9
Applicants expected higher wages than the establishment e can offer	myal25c	1	2	-9
Applicants did not like the working conditions	myal25d	1	2	-9

QUESTIONNAIRE NUMBER

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MYAL.25e Did the establishment encounter any other problems when trying to hire non-production technicians, associate professionals, and sales workers?

Yes	1
No	2
DON'T KNOW (SPONTANEOUS)	-9

GO TO QUESTION EAL.15b

GO TO QUESTION EAL.15b

myal25e

MYAL.25x Please specify other problems encountered by the establishment when trying to hire non-production technicians, associate professionals, and sales workers.

Specify Problem	myal25x
-----------------	----------------

EAL.15b Over the last two years, how many vacancies were for unskilled non-production workers?

	Number
Number of vacancies for unskilled non-production workers	eal15b
DON'T KNOW (SPONTANEOUS)	-9

IF 0, GO TO EAL.15c

EAL.16b How many of these vacancies for unskilled non-production workers were filled?

	Number
Number of vacancies for unskilled non-production workers that were filled	eal16b
DON'T KNOW (SPONTANEOUS)	-9

IF 0, GO TO MYAL.32

EAL.17b What was the average number of weeks required to fill these vacancies for unskilled non-production workers?

	Number
Average number of weeks to fill vacancies for unskilled non-production workers	eal17b
DON'T KNOW (SPONTANEOUS)	-9

MYAL.32 Did the establishment encounter any of the following problems when trying to hire unskilled non-production workers?
READ EACH OPTION ALOUD

Problem		Yes	No	DON'T KNOW (SPONTANEOUS)
There were no or few applicants	myal32a	1	2	-9
Applicants lacked required skills	myal32b	1	2	-9
Applicants expected higher wages than the establishment e can offer	myal32c	1	2	-9
Applicants did not like the working conditions	myal32d	1	2	-9

QUESTIONNAIRE NUMBER

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MYAL.32e Did the establishment encounter any other problems when trying to hire unskilled non-production workers?

Yes	1
No	2
DON'T KNOW (SPONTANEOUS)	-9

GO TO QUESTION EAL.15c

GO TO QUESTION EAL.15c

myal32e

MYAL.32x Please specify other problems encountered by the establishment when trying to hire unskilled non-production workers.

Specify Problem	myal32x
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EAL.15c Over the last two years, how many vacancies were for skilled production workers?

	Number
Number of vacancies for skilled production workers	eal15c
DON'T KNOW (SPONTANEOUS)	-9

IF 0, GO TO EAL.15d

EAL.16c How many of these vacancies for skilled production workers were filled?

	Number
Number of vacancies for skilled production workers that were filled	eal16c
DON'T KNOW (SPONTANEOUS)	-9

IF 0, GO TO MYAL.39

EAL.17c What was the average number of weeks required to fill these vacancies for skilled production workers?

	Number
Average number of weeks to fill vacancies for skilled production workers	eal17c
DON'T KNOW (SPONTANEOUS)	-9

MYAL.39 Did the establishment encounter any of the following problems when trying to hire skilled production workers?
READ EACH OPTION ALOUD

Problem		Yes	No	DON'T KNOW (SPONTANEOUS)
There were no or few applicants	myal39a	1	2	-9
Applicants lacked required skills	myal39b	1	2	-9
Applicants expected higher wages than the establishment e can offer	myal39c	1	2	-9
Applicants did not like the working conditions	myal39d	1	2	-9

QUESTIONNAIRE NUMBER

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MYAL.39e Did the establishment encounter any other problems when trying to hire skilled production workers?

Yes	1
No	2
DON'T KNOW (SPONTANEOUS)	-9

GO TO QUESTION EAL.15d
GO TO QUESTION EAL.15d

myal39e

MYAL.39x Please specify other problems encountered by the establishment when trying to hire skilled production workers.

Specify Problem	myal39x
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EAL.15d Over the last two years, how many vacancies were for unskilled production workers?

	Number
Number of vacancies for unskilled production workers	ea15d
DON'T KNOW (SPONTANEOUS)	-9

IF 0, GO TO EAL.18

EAL.16d How many of these vacancies for unskilled production workers were filled?

	Number
Number of vacancies for unskilled production workers that were filled	ea16d
DON'T KNOW (SPONTANEOUS)	-9

IF 0, GO TO MYAL.46

EAL.17d What was the average number of weeks required to fill these vacancies for unskilled production workers?

	Number
Average number of weeks to fill vacancies for unskilled production workers	ea17d
DON'T KNOW (SPONTANEOUS)	-9

MYAL.46 Did the establishment encounter any of the following problems when trying to hire unskilled production workers?
READ EACH OPTION ALOUD

Problem		Yes	No	DON'T KNOW (SPONTANEOUS)
There were no or few applicants	myal46a	1	2	-9
Applicants lacked required skills	myal46b	1	2	-9
Applicants expected higher wages than the establishment e can offer	myal46c	1	2	-9
Applicants did not like the working conditions	myal46d	1	2	-9

MYAL.46e Did the establishment encounter any other problems when trying to hire unskilled production workers?

QUESTIONNAIRE NUMBER

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Yes	1
No	2
DON'T KNOW (SPONTANEOUS)	-9

GO TO QUESTION EAL.18
GO TO QUESTION EAL.18

myal46e

MYAL.46x Please specify other problems encountered by the establishment when trying to hire unskilled production workers.

Specify Problem	myal46x
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EAL.18 Over the last two years, using this card, please indicate the degree of difficulty in finding employees that have the following skills: **SHOW CARD 30**
READ EACH OPTION ALOUD

Skill		Very easy	Easy	Difficult	Very difficult	DON'T KNOW (SPONTANEOUS)	DOESN'T APPLY (SPONTANEOUS)
Managerial and leadership skills	eal18a	1	2	3	4	-9	-7
Interpersonal and communication skills	eal18b	1	2	3	4	-9	-7
Writing skills	eal18c	1	2	3	4	-9	-7
Work ethic and commitment	eal18d	1	2	3	4	-9	-7
Foreign language skills	eal18e	1	2	3	4	-9	-7
Computer or general IT skills	eal18f	1	2	3	4	-9	-7
Technical skills (other than IT), vocational, or job-specific skills	eal18g	1	2	3	4	-9	-7

EAL.19 How many unfilled vacancies does this establishment currently have?

	Number
Establishment current unfilled vacancies	eal19
DON'T KNOW (SPONTANEOUS)	-9

IF 0, GO TO MYAL.52
GO TO MYAL.52

EAL.20 Have any of these unfilled vacancies being vacant for more than four months?

Yes	1
No	2
DON'T KNOW (SPONTANEOUS)	-9

eal20

MYAL.52 In one year from now, how many permanent, full-time individuals do you expect this establishment to have in **[insert category]**?
READ EACH OPTION ALOUD

QUESTIONNAIRE NUMBER

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	Number	DON'T KNOW (SPONTANEOUS)
Skilled non-production workers: Managers and senior-level professionals	myal52a1	-9
Skilled non-production workers: Technicians, associate professionals, and sales	myal52a2	-9
Unskilled non-production workers	myal52b	-9
Skilled production workers	myal52c	-9
Unskilled production workers	mya52d	-9

L.30	<p>Using the response options on the card; To what degree are Labor Regulations an obstacle to the current operations of this establishment? SHOW CARD 31</p> <p>Using the response options on the card; To what degree is an Inadequately Educated Workforce an obstacle to the current operations of this establishment? SHOW CARD 31</p>
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	(SPONTANEOUS)						
	No obstacle	Minor obstacle	Moderate obstacle	Major obstacle	Very Severe Obstacle	DON'T KNOW	DOES NOT APPLY
Labor regulations I30a	0	1	2	3	4	-9	-7
Inadequately educated workforce I30b	0	1	2	3	4	-9	-7

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M. BUSINESS ENVIRONMENT

READ THE FOLLOWING TO THE RESPONDENT BEFORE PROCEEDING:

M.1	By looking at card [insert card number] can you tell me which of the elements of the business environment included in the list, if any, currently represents the biggest obstacle faced by this establishment INTERVIEWER: DO NOT READ OUT
------------	---

- | |
|---|
| 1-Access to finance |
| 2-Access to land |
| 3-Business licensing and permits |
| 4-Corruption |
| 5-Courts |
| 6-Crime, theft and disorder |
| 7-Customs and trade regulations |
| 8-Electricity |
| 9-Inadequately educated workforce |
| 10-Labor regulations |
| 11-Political instability |
| 12-Practices of competitors in the informal sector |
| 13-Tax administration |
| 14-Tax rates |
| 15-Transport |

Biggest obstacle	m1a
DON'T KNOW (SPONTANEOUS)	-9
DOES NOT APPLY (SPONTANEOUS)	-7

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N. PERFORMANCE

READ THE FOLLOWING TO THE RESPONDENT BEFORE PROCEEDING:

Now, we would like to ask you a few questions about the financial results of this establishment. It is important that this information be as accurate as possible. The individual data are treated as confidential – the identity of your establishment will not be revealed at any point. Please provide the following information from the financial statements of this establishment.

N.2 From this establishment’s Income Statement for fiscal year **[insert last complete fiscal year]**, please provide the following information: **SHOW CARD 32**

	LCUs	DON'T KNOW (SPONTANEOUS)
Total annual cost of labor including wages, salaries, bonuses, social security payments	n2a	-9
Total annual cost of raw materials and intermediate goods used in production	n2e	-9
Total annual cost of fuel	n2f	-9
Total annual cost of electricity	n2b	-9
Total cost of sales (cost of production)	n2p	-9

N.6 From this establishment’s Balance Sheet for fiscal year **[insert last complete fiscal year]**, what was the net book value, that is the value of assets after depreciation, of the following:

	LCUs	DON'T KNOW (SPONTANEOUS)
Machinery, vehicles, and equipment	n6a	-9
Land and buildings	n6b	-9

N.7 Hypothetically, if this establishment were to purchase the assets it **uses now**, in their current condition and regardless of whether the establishment owns them or not, how much would they cost, independently of whether they are owned, rented or leased?

	LCUs	DON'T KNOW (SPONTANEOUS)
Machinery, vehicles, and equipment	n7a	-9
Land and buildings	n7b	-9

QUESTIONNAIRE NUMBER

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A.15a Please complete the following information about the interviewee(s)

	Position in the firm	Years with the firm	Gender
Main respondent	a15a1ax	a15a2a	a15a3
Second respondent	a15a1bx	a15a2b	a15b3
Third respondent	a15a1cx	a15a2c	a15c3

ENTER 1 WHEN YEARS WITH THE FIRM IS LESS THAN ONE. FOR GENDER 1: MALE, 2: FEMALE

THE SURVEY ENDS HERE
THANK YOU VERY MUCH FOR YOUR COOPERATION.

A.15 Time face-to-face interview ends:

Day (dd)	Month (mm)	Year (yyyy)	Hour (00 to 23)	Minutes (00 to 59)
a15d	a15m	a15y	a15h	a15min

INTERVIEWERS PLEASE ANSWER AT END OF THE INTERVIEW:

A.16 It is my perception that the responses to the questions regarding opinions and perceptions:

Truthful	1
Somewhat truthful	2
Not truthful	3

a16

A.17 The responses to the questions regarding figures (productivity and employment numbers):

Are taken directly from establishment records	1
Are estimates computed with some precision	2
Are arbitrary and unreliable numbers	3
Are in some case taken from books in some case estimates	4

a17

INTERVIEWER COMMENTS:

<p style="text-align: right;">a17x</p>
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QUESTIONNAIRE NUMBER

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(Problems occurred/extraordinary circumstances which could influence results)

SUPERVISORS PLEASE ANSWER:

A.18	This questionnaire was completed in:
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One visit in face-to-face interview with one person	1
One visit in face-to-face interview with different managers/staff	2
Several visits	3

STOP HERE

a18

A.19	If option 2 or 3 in A.18 , estimate duration of the whole interview
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Hour	Minutes

a19h

a19m