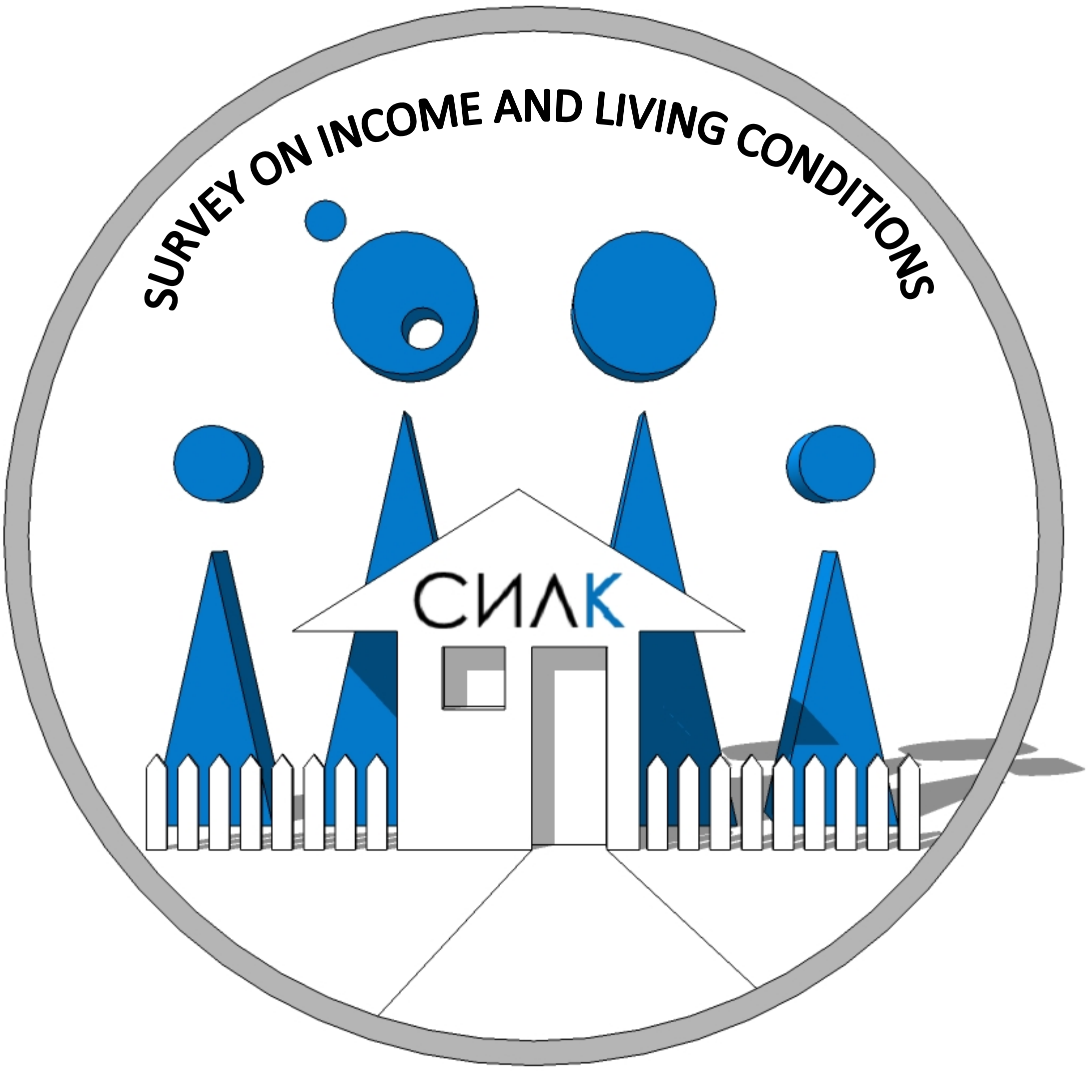
REPUBLIC OF SERBIA
STATISTICAL OFFICE

METHODOLOGICAL AND ORGANIZATIONAL MANUAL

FOR INTERVIEWERS, TEAM LEADERS AND CONTROLLERS



REPUBLIC OF SERBIA
STATISTICAL OFFICE

SURVEY ON INCOME AND LIVING CONDITIONS

METHODOLOGICAL AND ORGANIZATIONAL MANUAL

FOR INTERVIEWERS, TEAM LEADERS AND CONTROLLERS

in Belgrade, 2013

Contents

INTRODUCTION

- ## General remarks

On the basis of the Law on Official Statistics ("The Official Gazette of the RS," no. 104/09), Regulation on Setting the Official Statistics Plan for 2013, and Decision on the Official Statistics Program for the period 2011-2015, the Statistical Office of the Republic of Serbia (the Statistical Office) will conduct the **"Survey on Income and Living Conditions" (SILC)** on the territory of the Republic of Serbia during May and June 2013. The survey will be fully harmonized with the survey implemented in all the countries of the European Union.

The persons directly conducting the survey are interviewers, team leaders and controllers. All these participants in the survey are under obligation to get acquainted in detail with the survey methodology and to carry out their obligations in a timely manner and in compliance with the instructions prescribed by the Statistical Office.

- ## Aim of the survey

The aim of this survey is to collect comparable data on income, poverty, social exclusion and living conditions. The survey will be conducted on a sample of 8,000 households. The data will be used for obtaining social indicators at the level of the Republic of Serbia and they will be internationally comparable.

In order to achieve the said aim, in compliance with the survey methodology, there will be two types of annual data provided:

- Longitudinal.

- **cross-sectional data** – pertaining to a given time or a certain time period and providing information on income, poverty, social exclusion and other living conditions, and
- **longitudinal data** – data pertaining to individual-level changes over a four year period.

- ## Confidentiality of data

The data collected by this survey will be used solely for statistical purposes and will not be presented or published as individual data. All participants in the survey are under obligation to safeguard the collected data as business secret. The persons who are not officially in charge of the survey conduction in the field should not have access to the filled-out questionnaires.

The filled-out questionnaires must not be left in a visible place or be accessible to other persons (left in a car, in public place, etc.). The material is filed and kept solely on business premises.

The information obtained on a household and its members are of confidential nature and it should be particularly stressed to the respondents that the secrecy of data is guaranteed. The results obtained by the surveying will be published in an aggregate, that is, in a collective form which prevents presentation of data at an individual level.

1 SURVEY CONDUCTION

1.1. Territorial coverage

The Survey on Income and Living Conditions is conducted on the territory of the Republic of Serbia and the analyses are used to process the data for the Republic of Serbia (total) and for the regions: City of Belgrade, Vojvodina, Central and West Serbia, and South and East Serbia.

1.2. Observation and surveying unit

The units of observation are selected households, according to the sample plan, whether these are one-person households and households with several members, as well as all household members aged 15 and over.

A household:

- comprises any family or other community of individuals who live together and together spend assets for meeting their basic life needs (food, housing, etc.), regardless of whether all the members are permanently in the place where the occupied household is or some of them temporarily stay at some other place in the country or abroad on account of work, education or for some other reason;
- may consist of one or several families, the family being the most narrow family core including both parents or only one and their children. In addition, it may also contain members who do not belong to any family in the household;
- also, there are households in which there is no family, but all members are related (siblings, other relatives, etc.) or households the members of which are not related at all, but together spend their assets for meeting their basic needs (sharing housing costs, food cost, etc..);
- is also an individual who lives alone, the so-called one-person household, but who does not belong to any other household. One-person household may occupy a separate or sharable dwelling. Regardless of whether this person lives in the same room with another single person or shares the dwelling with the household of the lessor, if he/she does not spend his/her income together with them, this individual is considered a one-person household.

In addition, there are **collective (institutionalized) households** such as, e.g., monasteries, homes for the placement of children without parental care, etc. The collective households are not the subject of this survey. The survey will also not be carried out in collective dwellings, such as students' homes, military facilities, boarding schools, prisons and detention centers, etc.

The interviewers are going to have assigned to them concrete households that they need to interview.

1.3. Reference period, survey period and the method

The questionnaires used in the SILC survey state different periods to which certain questions refer.

The reference period for the questions related to income is the year 2012, that is, the period from January 1, 2012 through December 31, 2012. The reference week is the week lasting from Monday through Sunday prior to the interviewing, that is, the previous week.

Here is an example of organizing interviews and the relevant reference week:

Table 1:

Interview date	Reference week
May 7–12	April 29 – May 5
May 13–19	Mat 6–12
May 20–26	May 13–19
May 27 – June 2	May 20–26
June 3–9	May 27 – June 2
June 10–16	June 3–9

The collection of data for the **Household Questionnaire** will be done using the interview method with a member of the household who is the most familiar with the situation in the household.

The **Individual Questionnaire** needs to be completed for all members of the household aged 15 and over. The data will be obtained using the interview method with each household member. In some cases, for those household members who are not present at the household at the time of the interview, the questionnaire may be filled out during a call-back by the interviewer, or by phone, if technically feasible, or, as the least appropriate solution, the interviewer could leave the questionnaire for its self-administration by the respondent.

The situations where another household member provides the data for an absent individual should be avoided, on account of information on income, state of health and work. In those situations when another household members provides the data since the individual is not in a position to provide the data himself (owing to illness, disability, etc.) or the questionnaire has been left to be self-administered by the individual, it is necessary that the interviewer contacts the individual by phone in order to verify the obtained information. If another household member has provided the data on the individual, it is necessary to state in the Individual Questionnaire the ordinal number of the person who has provided the data from the List of Household Members (column HL1).

2 DEFINITIONS

A **household** is considered to be:

- **community of persons** whose members live together, feed together and spend the earned income together (multi-member household);
- **single person** who lives, feeds and spends the earned income autonomously (single-member or one-person household).

Person's age: a person's age refers to the age as of December 31, 2012, except for the questions related to child care (Module BD – Child care) and with question L3.1, where the child's age is observed as of the moment of the interviewing.

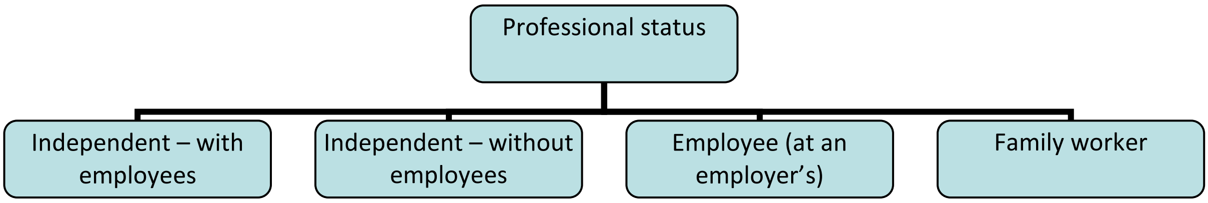
Income: all income of persons and households refers to the year 2012, that is, to the period from January 1 to December 31, 2012.

Employed persons are persons who for at least one hour during the observation week performed some paid job (paid in monies or in kind), as well as persons who had employment, but were absent from work during that week. In addition to the persons who have employment and work in an enterprise, institution or some other kind of organization or work as private entrepreneurs, the employed persons also include individual farmers, family workers, as well as persons who perform some work they have independently found or contracted (verbally or in writing) without getting the employment status and for whom that work is the only source of funds.

According to the **Professional Status Classification** for employed persons (Scheme 1), the **employed persons** are classified into:

- self-employed,
- employees, and
- family workers.

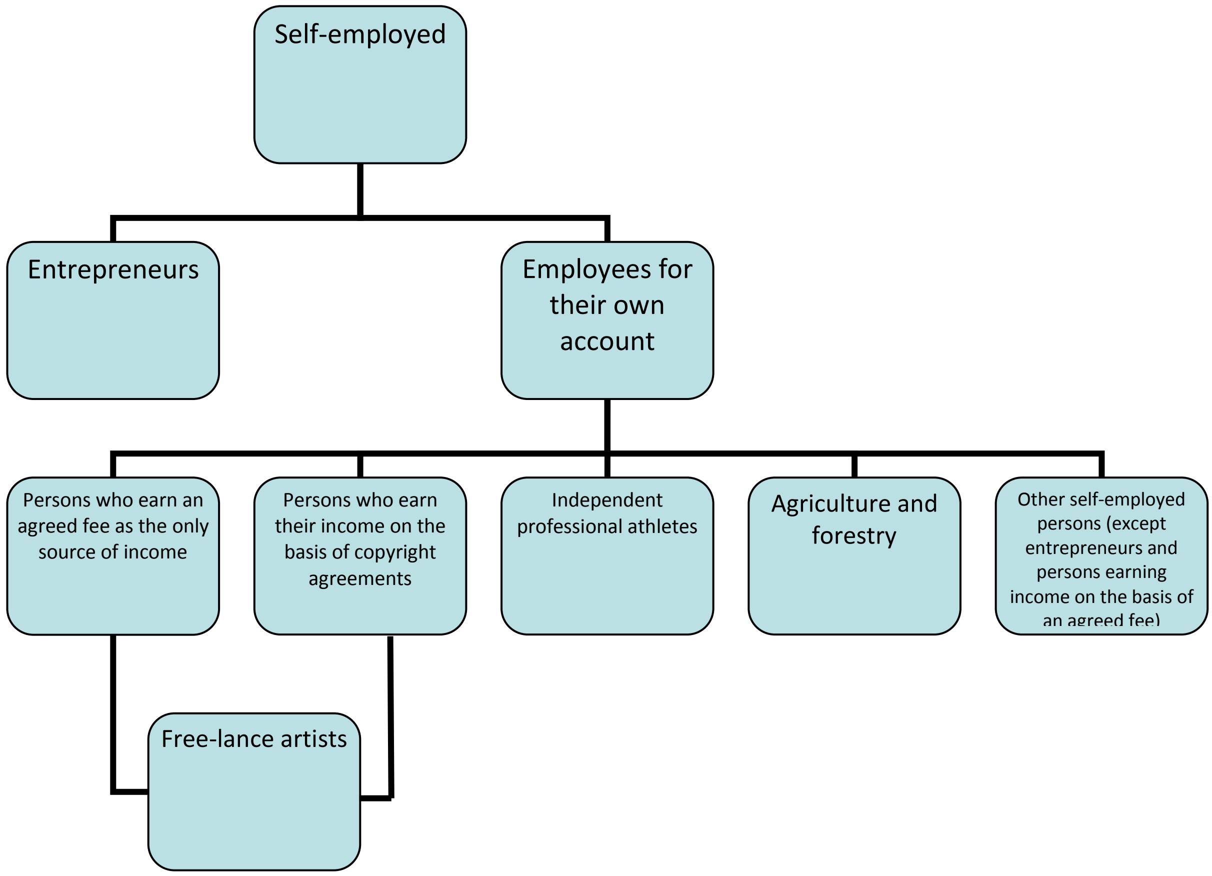
Scheme 1:



The self-employed are persons who work independently in their own enterprise, institution, private shop or on an agricultural holding, as well as persons who carry out independent professional activity or perform some other job for their own account.

Under the domestic legislation, the self-employed persons may be entrepreneurs or employees who carry out some activity for their own account. The Scheme 2 shows a detailed classification of the self-employed persons.

Scheme 2:



The employees are persons working for an employer in any property sector, regardless of whether they have a formal employment contract or work on the basis of a verbal agreement. Household members who help with a family business and who are paid for their work are considered employees, as are priests and apprentices or trainees (interns) who receive fee for their work.

Unpaid family workers are persons who help another member of the household in running family business or agricultural holding, while not being paid for that work. The person who works, without a fee, for the family business or at the family holding ought to be living in the household together with the owner or in the house which is situated on the same plot of land as the house in which the owner lives. This person shares the same interest with the owner in the business or the holding. Most frequently, these persons have some benefits for their work or they are paid in kind.

Example: *Son or daughter working for the family business or at the family holding, but without a fee, husband/wife who helps in the spouse's business without a fee.*

Unemployed persons are persons who did not perform any work during the observation week or had any job from which they were absent and to which they could go back after the absence was over, provided they met the following criteria:

- that in the last four weeks they took active steps aimed at finding a job and that, if any job was offered, they were in a position to start working within two weeks;
- that they didn't actively look for a job in the last four weeks, because they had already found a job where they were to start working right after the observation week or within three months at the most.

Whole population of any country is divided into population:

- that works (employed), and
- that does not work (inactive and unemployed).

From the aspect of **economic activity**, the population of a country is divided into:

- active population, and
- inactive population.

Active population (labor force) consists of all employed and unemployed persons.

Inactive population comprises all persons aged 15 and over who are not classified into active population. The inactive persons include:

- persons over 75 and who during the observation week didn't perform any work that lasted for at least one hour or have any job from which they were absent during the entire observation week;
- persons who looked for a job in some of the inactive ways (waited for results for a job application which they had sent earlier, waited for a call from the NES, waited for results of a competition at some public institution);
- persons who looked for a job in some of the active ways, but were not in a position to start working within two weeks;
- persons who did not look for a job because they had already found it, but where they had to start working after a period of more than three months.

Example: *A pensioner, person who carries out housework at their own household, person with durable disability who does not work, but who all meet the above stated requirements.*

3 INSTRUCTIONS FOR THE WORK OF CONTROLLERS, TEAM LEADERS AND INTERVIEWERS

The controllers, team leaders and interviewers who work on the implementation of the Survey on Income and Living Conditions (SILC) play a very important role. They represent a primary link between the managers of the survey and the respondents, and they are responsible both for the conduction of the field work and for the quality of work. All participants have clearly defined tasks and responsibilities that are determined in time terms and for this reason, each one of them in their own domain ought to do their best. This chapter provides information that are needed by the controllers, team leaders and interviewers in order to fulfill their duties and therefore all participants of the survey need to carefully study these instructions.

3.1. Tasks and responsibilities of controllers

The controller is the managing member of the team and each regional office of the Statistical Office has a controller. The controller is responsible for the wellbeing and safety of the team members, as well as for the execution of the assigned task and for maintaining the quality of data. The controller receives the tasks from the survey leaders and needs to submit reports regularly. Concrete obligations of the controller entail the necessary preparation for the field work, organization and guiding of the work of the team leaders and interviewers in the field, as well as the final verification of the data collected during the field work.

Preparation for the field work means that the controller should:

1. provide printed lists of the SILC households for each enumeration area from the sample in which his team is going to work, as well as other survey instruments for the field;
2. get to know the area in which the team is going to work, organize the field work in the best possible manner (transportation, remoteness of the enumeration area, he should take care of the time required for going to the field and working there...) and to organize unhindered conduction of the field work;
3. takes care of the field work costs.

Organization of the field work means that the controller:

1. helps the team leader locate each enumeration area, regularly communicates with the team leader and helps him resolve any possible problems during the field work;
2. if there are any difficulties and problems of methodological nature, he contacts the survey leaders who should inform other teams if this is of general concern;

3. upon taking over the correct material from the team leaders, he performs the final verification of the Household Questionnaire and the Individual Questionnaire, verifies the SILC Address Book, as well as if the Individual Questionnaire has been completed for each member aged 15 and over (on the basis of the List of Household Members);
4. carries out the control of the material and inserts any possible corrections with a black pen;
5. in the Individual Questionnaire codifies the occupation in question L2.1 and activity in question L2.2;
6. after the final control and the codification, successively submits the correct material to the headquarters of the Statistical Office for entry and further processing;
7. makes sure that the data from the questionnaires are kept secret, and that the interviewers and team leaders do not discuss the results of the surveys either with one another or with other persons;
8. does his best to foster positive spirit and pleasant working atmosphere, helps the team leader in planning field activities and, generally speaking, contributes to the quality of the survey;
9. carries out the final verification of the Household Questionnaire and the Individual Questionnaire before sending them to the headquarters;
10. submits reports on the implementation of the survey by e-mail to the address: silk@stat.gov.rs once a week, and once a fortnight submits controlled completed questionnaires to the HQ.

3.2. Tasks and responsibilities of team leaders

The implementation of the Survey on Income and Living Conditions is organized through the field work of teams. The team leader is the first among the equal and he is heading the team consisting of two or three members.

Like the controller, the team leader is also responsible for the safety of the team members during the field work, as well as for the execution of the assigned work and for maintaining the quality of data. The team leader gets his tasks from the controller and is in regular touch with him.

The most important task of the team leader is to ensure good-quality and timely collection of data. Regular monitoring of the work of the interviewers and successive control of the completed questionnaires are exceptionally important in order to ensure accurate and complete collection of data.

One team should interview 14 households in one enumeration area. It is planned that on an average one interviewer should conduct interviewing in three households. This is at the same time the most important task of the team leader – to take care of the spatial and time distribution of the field work and the amount of work for each individual interviewer.

Preparation for the field work means that the team leader:

1. comes to the training sessions ready, that is, that he has already studied the Methodological and Organizational manual, Household Questionnaire and Individual Questionnaire, sent to his mail before the training;
2. fills at the beginning of the trainings the test regarding the knowledge of the basic survey instruments;
3. takes an active part during the trainings in all planned activities, either during the group work or at the plenary session;
4. knows very well the methodology and all instruments of the survey;
5. should get ready for the field work by preparing in agreement with the controller the territorial and time plan for the team’s field work;
6. prepares, on the basis of the SILC address book received for each enumeration area from the sample in which his team is going to work, the work plan for each interviewer individually;
7. gets to know the area in which the team is going to work, organize the field work in the best possible manner (transportation, remoteness of the enumeration area, he should take care of the time required for going to the field and working there...) and to organize unhindered conduction of the field work;
8. makes sure that there are enough household and individual questionnaires, as well as other instruments required for the work;
9. takes care of the field work costs.

Organization of the field work means that the team leader:

1. assigns tasks to the interviewers and makes sure that the quantity of work is equally distributed;
2. is present at the interviews conducted by each interviewer at the beginning of the field work and visits all team members during the field work;
3. controls all the questionnaires filled out in the field – the control must be done before the enumeration area in which the data are collected is left;

4. regularly organizes brief meetings with the interviewers and informs them of any possible errors found in their questionnaires;
5. carries out the control of the material while the team is still in the field and inserts any possible corrections with a red pen;
6. if he finds out that there are some shortcomings, instructs the interviewer to go back to a certain household to supplement or complete the questionnaires;
7. regularly communicates with his controller and informs him of the field work (how many households and individuals have been interviewed, any possible problems, etc.);
8. if necessary, conducts an interview with a household or an individual with the aim to carry out the interviewing in compliance with the planned dynamics;
9. in his copy of the SILC address book the team leader should join together all the necessary information and supplement his copy with any additions;
10. prepares the filled-out questionnaires from an enumeration area to be sent to the controller for final control in such a way that he stacks all the household questionnaires with pertaining individual questionnaires by the ordinal number of the household within the enumeration area, with the lowest number being on top; his copy of the SILC address book should be on top of the material for the given enumeration area;
11. all household questionnaires from one enumeration area ought to be packed in a hard binder with ribbons;
12. makes sure that the data from the questionnaires are kept secret, and that the interviewers do not discuss the results of the surveys either with one another or with other persons;
13. does his best to foster positive spirit and pleasant working atmosphere, and contributes to the quality of the survey.

3.3. Tasks and responsibilities of interviewers

The interviewers play the most important role in the collection of data and the final outcome of this survey depends on how the interviewers will carry out their duties. The success, therefore, depends on the quality of the interviewers' field work.

Preparation for the field work means that the interviewer:

1. comes to the training sessions ready, that is, that he has already studied the Methodological and Organizational manual, Household Questionnaire and Individual Questionnaire, sent to his mail before the training;
2. fills at the beginning of the trainings the test regarding the knowledge of the basic survey instruments;
3. takes an active part during the trainings in all planned activities, either during the group work or at the plenary session;
4. knows very well the methodology and all instruments of the survey;
5. be ready to work in a team and to agree everything with the team leader and other interviewers;
6. safeguard all obtained data on the surveyed households as a business secret.

Field work means that the interviewer:

1. finds, on the basis of the SILC address book, the assigned households' addresses;
2. identifies and interviews all household members who meet the age requirement;
3. fills out the questionnaires legibly using a blue pen and, in case of an error, cross and write down or circle the correct answer (under no circumstances should eraser or white-out be used!);
4. takes care of the identification which he should correct copy from the SILC address book into the household and individual questionnaires, as well as takes care of the ordinal number of the household member;
5. before leaving the household, checks the filled-out questionnaires in order to be sure that all the questions have been asked and that the answers have been written down according to the instructions;
6. if necessary, calls back on the household in order to interview the respondents who could not be interviewed during the first visit;
7. taking into account that the questionnaires provide the guidelines as regards the questions that should not be asked to certain respondents, it is very important to take care of the leaps;
8. takes the first filled-out questionnaires to be seen by the team leader in order to avoid any systematic errors;
9. is present at brief meetings with the leader and other interviewers, and informs of any possible problems and unclear matters;
10. places all the individual questionnaires from one household with the questionnaire for that household, in an ascending order;

11. regularly cooperates with the team leader and other team members, as well as asks for assistance if any problems should arise;
12. completes the interviewing of households within the stipulated deadline, completes the material and hands it over to the leader of his team.

4 SURVEYING AND HOW TO CARRY IT OUT

One of the main tasks of the interviewer is to establish a good rapport with the respondent and the first impression he makes will influence his/her readiness to take part in the survey. Do try to make an effort to look tidy and to be pleasant when presenting yourself.

Try not to come to the home of the respondent at an inopportune time, such as, for instance, early in the morning or late at night, at meal times, etc. Try to come on time when the respondent is not too busy to answer your questions.

Never appear awkward and don't say sentences such as "Are you too busy?" If you ask such questions, you can most often expect to get rejected even before you have started. Instead, say to the respondent: "I'd like to ask you a few questions?"

When meeting the respondent, the first thing you need to do is to present yourself, that is, to say your name and surname, state the name of the institution you work for, the aims of the survey, as well as what is expected from the respondent. The interviewer should not enter discussions on issues that are not related to the survey and that could take up a lot of time.

After you have established a rapport with the respondent, ask the questions slowly and clearly in order for the respondent to be able to comprehend them. Having asked a question, make a pause and give the respondent some time to think about it. If the respondent thinks that you are hurrying him up or that you do not allow him to form his opinion, it may happen that he should respond with "I don't know" or that he gives an untrue answer.

Always stress that the data you obtain from the respondents will be kept as a secret. Explain to the respondent that the information you collect will remain confidential and that individual names will not be used anywhere, and also that all the data will be aggregated and depersonalized when the report is prepared. Never mention other respondents and don't read a questionnaire with other interviewers or with the controller in front of other people. That will automatically decrease the trust of the respondent.

The respondent may ask you a few questions on the survey, on how he was selected for the survey or on how the survey is going to help him, before accepting to be a part of the survey. Be direct and pleasant when answering such questions. Tell the respondent that the survey will help the government make plans for poverty reduction, identification of vulnerable categories of the population and their inclusion in general.

The respondent may also be worried about the duration of the survey. Please be frank and tell them how much time approximately you need in order to fill out the questionnaire.

How to act if the respondent is in two minds? – Perhaps there will come a situation when the respondent will simply say "I don't know," when he will provide you with inappropriate answer, when he will act in a way that will make it clear to you that he is bored, or when the answer is in contradiction with previous answers. In all of these cases, do your best to get the respondent interested in the question. Talk to him for a little while about something that has nothing to do with the survey (e.g., his town or village, weather, his daily activities, etc.).

Ask the respondent to clarify his answer if necessary. It may happen that you have misunderstood the answer. Check the consistency by comparing the responses provided by the respondent. Treat the questionnaires as tools used for a conversation with the respondent. Try to understand and remember the answers and, in case of an inconsistency, ask the question again.

4.1. Guidelines for correct interviewing

- Try to understand yourself the true purpose of the survey, as well as each question. This will help you know whether the answers you are receiving are adequate.
- Keep in mind the time foreseen for the implementation of the survey. Don't' stay and talk for too long, but also don't hurry the respondent.
- Ask the questions <u>exactly</u> as they are written. Even a small change to the formulation may alter the meaning of the question.

- Ask the questions <u>in the same order</u> laid down in the questionnaires. Do not alter the sequence of the questions.
- Help the respondents feel relaxed, but don't suggest any answers to the questions.
- Fill in the answer as soon as the respondent has said it. Never rely on writing the answers into a notebook and later copying them into the questionnaire.
- Make a break and wait if the respondent is trying to remember the answer.
- Check all the questionnaires before leaving the household in order to make sure that they are correctly filled out.
- You should read the question the way it is stated in the questionnaire. If the interviewer has any doubts that an answer is not in line with other answers, then he should ask for a clarification by asking indirect questions or some additional questions in order to receive a complete answer to the original question. Questions like that should be articulated in such a manner that they are neutral and that they do not lead the respondent in any particular direction. Try to keep the meaning of the original question unchanged.
- Don't leave any questions without answers, unless this is in line with the instructions in the questionnaire. Later it is difficult to process the questions left without answers. It may seem to the Controller as if you had forgotten to ask the question. For some questions there is also a code "Doesn't know" and after you have made sure that the respondent cannot provide you with any kind of answer, you may circle that response. In case of the questions where the questionnaire does not provide for "Doesn't know," you must put in the effort to make sure that the respondent has given you any kind of answer. In exceptional cases where this is not possible, this should be noted in the space for remarks at the end of the questionnaire.
- Thank the respondent for cooperation and the time. Leave a possibility open for some future survey. Avoid staying at a household for too long, even if the members of the household are kind and hospitable.

4.2. Technique for completing questionnaires

When filling out the Household Questionnaire and the Individual Questionnaire, there are certain rules, or rather standards:

- the questions must not remain blank, i.e., each question must be answered unless the instructions provide for a case to the contrary (example for the other owner of the dwelling);
- the front zeros are not written down, except in a situation when this concerns identification, i.e., the ordinal number of a household or the ordinal number of an individual, as well as in case of age (the age of an individual);
- in the places where it is necessary to write down a number without its front zeros (number of rooms, amount in dinars, amount in some other currency, date, number of hours a child has spent at some institution, etc.), you will write it down from left to right in the appropriate number of boxes;
- in case that the amount contains more figures than provided for in the questionnaire, the interviewer may also write outside the boxes;
- in case of questions where it is necessary to write down an amount in dinars, but the person giving the answer knows only the value in some foreign currency, it is necessary for the interviewer to calculate that value into the dinar amount. The average exchange rate of 110 dinars for 1 euro should be used;
- in case of questions where it is necessary to write down an amount in dinars, but the person giving the answer knows only the value in some foreign currency, it is necessary to calculate that amount using an appropriate exchange rate;
- when you come across a text that is printed in italics, keep in mind that this text should not be read to the respondent, but rather it is for your information as the interviewer;
- there are leaps and information for the interviewers which facilitate the filling out of the questionnaires and they provide for a possibility not to ask questions which are not applicable for some persons on the basis of their previous answers;
- if some question is not applicable, but is still asked to the person, it is necessary to circle the "not applicable" option or "no"/"doesn't know" if there is no such option;
- the notions/terms used in this survey are mostly in masculine grammatical gender, but they refer to persons of both genders;
- each questionnaire must contain the time of beginning and ending the interviewing;
- the first part of the information panel which contains the identification of the household (ordinal number of the household in the sample, municipality identification number and the ordinal number of the enumeration area in the municipality) must be identical in each questionnaire;
- each person keeps his unique identification number and it does not change during the interviewing, i.e., it must be the same in all the questionnaires and with all the questions where it is required to write down the identification;

- each Household Questionnaire must have a filled-out Interviewer's report, which contains important information on the structure of the household and a part of the information panel of the Individual Questionnaire of all household members aged 15 and over;
- each additional clarification that may enable the team leader/controller/methodologists of the SILC to better understand the answers, or their omission, needs to be written in the space provided for the purpose at the end of the questionnaire;
- regardless of whether any comment has been written down or not, it is an obligation of each interviewer, team leader and controller to put their signatures in the space provided for the purpose.

Example: *When we talk about the questions where it is necessary to write down a number (ordinal number, number of rooms, age of the person, amount in dinars, etc.), there are examples provided as to their correct filling out, as well as an example for a wrongly written piece of data and its correction:*

PD4.	Date of interviewing: |__|_8_| |__|_5_| |_2_|_0_|_1_|_3_| *(day)* *(month)* *(year)*

L2.7	What were your net earnings in the previous month?	Dinars.......................................|__|__|_3_|_5_|_0_|_0_|_0_|	
		The individual was employed during last month, but has not received the salary	00

L2.10	How many hours during a <u>week</u> do you usually work at your main job? *Write down 00 if the person cannot establish the usual number of working hours*	Hours.. 45 |~~_4_|_2_~~|

5 MATERIAL REQUIRED FOR THE FIELD WORK

Before going to the field, the interviewers and team leaders ought to check if they have the adequate material for the field work. This material includes the following:

- List of the households selected in the sample (of SILC)
- Household Questionnaire
- Individual Questionnaire
- Methodological and organizational manual
- Identification cards
- Letter for the household
- Authorization for the team leader / interviewer
- Information about the call back of the interviewer
- Folder for the filled-out questionnaires
- Ball-point pens (blue for the interviewer and red for the team leader)

Please take care that a sufficient number of the household and individual questionnaires is taken for the field work. For one enumeration area in the SILC list there are 14 households and taking into account that there is no substitution of households, it is necessary that you have at least that number of household questionnaires. As for the individual questionnaires for persons aged 15 and over, at least three questionnaires per household on an average should be taken to the field, keeping in mind that more individual questionnaires may be needed for suburban or rural areas.

5.1. List of households selected for the sample (of the SILC)

The **SILK form** contains:

- identification data: name of the regional office, regional office code, name of the municipality, municipality identification number, name of the settlement and ordinal number of the enumeration area in the municipality;
- line provided for writing down the name and code of the team leader and a line for writing down the name and code of the controller;

- identification data of the households selected in the sample: ordinal number of the household in the sample, household address (street name, house number and dwelling number), and name and surname of the person to whom the household is registered;
- columns provided for writing down the following: number of calls to the household, address status code, code for the outcome of interviewing the household, if 11 was written as the address status code (Address found) note for the outcome of interviewing the household and the date of ending interviewing;
- possible address status codes, and
- possible codes for the outcome of interviewing the household if the address status is 11.

Address status code**:**

- **Address found, code 11** – It is written when the household has been found at the address stated in the List;
- **Address not found, code 21** – It is written when on the basis of available information it is not possible to locate the address stated in the List;
- **Access to the address not possible, code 22 –** It is written in the situation when access to the address is not possible owing to weather conditions (for example: floods, etc.) or geographic conditions (for example: no road, etc.) or owing to conditions that are not of temporary character;
- **Destroyed dwelling/house or the address is not a dwelling (business premises, weekend house, etc.) or empty dwelling/house (nobody lives in the dwelling/house), code 23 –** It is written in some of the stated situations.

In the case when the address has been found (code 11), the code for the household interviewing outcome is written down:

- **Household Questionnaire is filled out, code 11 –** It is written when most of the questions in the Household Questionnaire has been filled out;
- **Household refused interviewing, code 21 –** It is written when the household has refused to take part in the interviewing after several calls by the interviewer;
- **Household is temporarily absent during interviewing (vacation, etc. – to be stated in the remarks), code 22 –** It is written when no household member is present and will not be back during the period of interviewing. Before the code is assigned to the household, the interviewer needs to call on the household several times, at different times of day, on different days, inquire with the neighbors, etc. The reason for the absence should be written in the column Remarks, e.g., vacation, business trip, etc.;
- **Household is not in a position to take part in interviewing (illness, etc. – to be stated in the remarks), code 23 –** If no household member is capable of providing answers to the questions owing to disability, illness, etc., the interviewer needs to address someone outside the household (if feasible) in order to get information about the incapable person. In case that the illness is of a temporary character, the interviewer ought to call on the household again. The reason for the household not being able to take part should be written in the column Remarks, e.g., illness, disability, etc.;
- **Other (language barrier, etc. – to be stated in the remarks), code 24** – It is written in a situation that cannot be ascribed to the previously stated reasons, such as language barrier, persons are illiterate, etc., and nobody outside the household can provide the necessary information. The reason should be written in the column Remarks.

It is necessary to visit and interview all households found in the SILC form. For each household in the SILC form the columns 6–10 must be filled out, in the following manner:

- The column Number of calls to the household (column 6) ought to contain the total number of visits to the household;
- Columns 7–9 should be filled out in the previously described manner;
- The column End date (column 10) should contain the last date when the interviewer visited the household, that is, when he called on the household for the last time or when he finished with the filling out of the last Individual Questionnaire. The End date may be the same as the date of the first visit, if the Household Questionnaire and the Individual Questionnaires, for all persons aged 15 and over, were filled out.

The interviewer should call on the household at least twice before leaving *Notification on the call-back of the interviewer*, in the following situations:

- In the case when no household member is at home and the interviewer finds out from the neighbors or in some other manner that the members of the household are in their weekend house, visiting, at the market, etc., he will call on the household later that day (or the next day);
- In the case when he finds out from the neighbors or in some other way that the members of the household will be absent for a longer period of time and that they will not be back during the period foreseen for field

work, it is not necessary to call twice on the household, and the final decision on that will be made by the team leader of the controller;

- In the case when **no household member of age is at home,** the interviewer should call again on the household. He should not take any data from the children or a temporary custodian of the children, such as a babysitter, or from persons not living in the household.

Example: *The name of the person to whom the household is registered differs from the name of the person listed in the SILC, when the following cases are possible:*

1. The household has moved and a new household lives in the dwelling/house from the List. The interviewer must be sure that he is at the right address of the dwelling/house and in that case he should interview the new household. The new name of the person to whom the household is registered will be written in the column 5 of the SILC form, while the old one is to be crossed;
2. The person to whom the household is registered used to be a member of the household, but has moved, passed away or there is some other reason. The interviewer will interview the household. The new name of the person to whom the household is registered will be written in the column 5 of the SILC form, while the old one is to be crossed.

Example: *Two households with the same name and surname of the person to whom the household is registered have been found: in rural areas, when there are no names of streets and house numbers, while the column 5 of the SILC form contains only the name of the settlement, the interviewer will interview the household whose person to whom the household is registered is the first to have a birthday.*

5.2. Household Questionnaire

The purpose of the **Household Questionnaire** is to collect data on general characteristics of households and their members. This questionnaire collects important data for a large number of indicators and it helps identify the persons who meet the requirement to be interviewed using the Individual Questionnaire.

Please start by saying the following to the respondent:

I am from the Statistical Office of the Republic of Serbia. We are implementing a survey dealing with the standard of living of our citizens. I'd like if I could talk with you about it. The interview will take around 20 minutes. The information I get will be treated as strictly confidential and their source will never be revealed. May we start?

If you do not get consent for interviewing, thank them, leave the household and continue with your work in the next household. Later you discuss the refusal with the team leader or the controller: you or some other person from the team may try to interview the household once again. This depends on your description of the refusal. However, keep in mind that participation of the households in the survey need to be voluntary and that potential respondents should not be forced into participation.

Once your request is accepted, start filling out the **Household Questionnaire** through a conversation with a well informed household member. This person should be 18 and over (except in a situation when the oldest member of the household is less than 18) and able to answer the questions. All modules of this questionnaire should be filled out during the conversation with that one person whom we will refer to as the Respondent for the household. For filling out this questionnaire it is not necessary to interview the person to whom the household is registered.

Only one respondent should answer the questions from the Household Questionnaire, while other members of the household should not answer any of the questions from the questionnaire. It would be ideal if the respondent for the household did not consult any other member in connection with the data he is not sure about. However, if that may have a significant impact on the course and accuracy of filling out the questionnaire, the respondent may be allowed to ask other members (e.g., data on age that may influence whether the members meet the requirement related to individual questionnaires or modules where age limit is of importance).

Once you have filled out the Household Questionnaire, you will have an insight into how many persons aged 15 and over live in the household, because it is required to fill out individual questionnaires together with them. You should interview separately all persons aged 15 and over who live in the household in order to be able to fill the Individual Questionnaire for all of them.

5.2.1. Information panel for household

The Information panel for household consists of two parts:

- **The first part** refers to the identification of the household from the SILC (questions from PD1 to PD3). Within this section there is identification of the interviewer, team leader and controller, as well as the date, and the times when the interviewing began and ended.
- **The second part** contains questions from PD9 to PD12 which are answered only after the completion of the Household Questionnaire.

Question PD1 – **Ordinal number of the household in the sample:**
Copy the ordinal number of the household from the List of households selected for the sample (of the SILC).

Question PD2 – **Municipality identification number:**
Copy the municipality identification number from the SILC.

Question PD3 – **Ordinal number of the enumeration area in the municipality:**
Copy the ordinal number of the enumeration area in the municipality from the SILC questionnaire.

Question PD4 – **Date of interviewing**:
Fill in the date of interviewing: day, month and year. If you do not complete the interview during the first visit and call on the household again, change that date, i.e., put in the last date of interviewing.

Question PD5 – **Name and code of the interviewer:**
With this question, it is necessary to write down your name and your code.

Question PD6 – **Name and code of the team leader:**
It is necessary to write down the name and code of the leader of your team.

Question PD7 – **Name and code of the controller:**
It is necessary to write down the name and code of your controller.

Question PD8 – **Write down the time when the interviewing began**:
Write down the exact time when the interviewing of the household began and use the 24-hour system. If the hours or minutes are less than 10, put a zero before the hour or minute. Do not round up minutes, but write down the minutes you see on the watch.
When you write down all these information, move on to the filling out of the Household Questionnaire, i.e., to the Module HL – List of household members. After you have completed the questionnaire and written down the time when the interviewing ended, go back to the front page of the questionnaire and answer the questions from PD9 to PD12.

Question PD9 – **Name and surname of the person answering the questions from the Household Questionnaire:**
It is necessary to write down the name and surname of the person answering the questions from the Household Questionnaire and his ordinal number from the Module HL (columns HL1 and HL2). This should be the person who is most familiar with the situation in the household.

Question PD10 – **Name and surname of the person to whom the household is registered**:
Write down the full name and surname of the person to whom the household is registered and his ordinal number from the Module HL (columns HL1 and HL2). In the case when the name and surname of the person to whom the household is registered is not the same as the name and surname of the person to whom the household is registered which is stated in the List of households for the sample (of the SILC), change it in the List and here write down the name of the person to whom the household is registered now. Write down the street name and house number from the List of households for the sample (of the SILC), as well as the number of landline or mobile telephone (the area/network number must be included!).

Question PD11 – **Name and surname of the dwelling's owner, lessee or user:**
This is the person who is the owner of the dwelling or the house which the members of the household occupy, lessee or the person who has received free housing for use (user of the dwelling). It is necessary to write down the name and surname of that person and his ordinal number from the Module HL.

Question PD12 – **Name and surname of the other dwelling's owner, lessee or user:**

If two persons are owners (co-owners of the dwelling), lessees or users of the dwelling, the person who is older should be noted in PD11, while the younger one should be noted in PD12.
If several persons are involved, the two eldest persons should be registered. If the owner or the lessee is a child or a person who does not belong to the household, then the person from the household who bears the costs should be registered. If there is only one owner/lessee of the dwelling or only one person who has received free housing for use, leave this question blank and write it down in your comments.

5.2.2. Module HL – List of household members

Household may comprise one person living alone or a group of persons:

- who may, but needed be related,
- who live together in the same housing area and who feed together,
- who spend together the funds they have available,
- who live under the same conditions,
- who consider themselves a unit,
- who consider one member the person to whom the household is registered (**Household head),** and
- in which at least one person must be 15 and over.

Household members – present and temporarily absent persons:

- **Members of households** who have been absent for less than six months (persons who are undergoing hospital treatment, who are traveling, working, placed in some collective household/dwelling, etc.) are considered household members and have the treatment as temporarily absent persons.
- **Pupils and students who go to school/university in another place in the country or abroad** are considered members of the household regardless of the length of their stay outside their household (at schools or during studies), i.e., they are temporarily absent persons.
- **Partner/spouse of a person present in the household who works in another place in the country or abroad,** has close economic ties with the household or stays in the household for more than a month during a year, and has no household of his own or another private address, is also considered a member of the household and has the treatment as a temporarily absent person regardless of the length of their stay outside their household.
- **Persons you encounter in the household** (relatives, friends, tenants/joint tenants, help, etc.) who do not have their household or another private address, who currently live with the other members of the household, feed together and spend together the funds they have available and intent to stay in that household for more than six month, are considered members of this household regardless of the number of months which they spent in it during 2012.

Persons who are not household members:

- **Persons who reside in another place in the country or abroad** for more than six months (including pupils and students, as well as spouses who work, i.e., go to school/university in another place in the country or abroad) are treated as absent persons and are excluded from the survey.
- **Tenants and joint tenants, as well as persons who are related to the members of the household,** who live with them in the same dwelling or house, but do not feed together and do not spend together the funds they have available, do not count as members of the household, but rather they represent a separate household with residence at that same address.
- **Persons who have moved from the household,** now have their own household and another private address and do not intend to return to the household for more than six moths have the treatment as absent persons and are not included in this survey.
- The survey also doesn't include the so-called **collective households/dwellings** (hospitals, prisons, monasteries/convents, boarding schools, etc.). However, if the person from the household resides at a collective household/dwelling for less than six months, then he is included in the survey.
- **Temporarily present persons** (guests, friends, relatives, etc.), who are members of other households and do not intend to stay at the household for more than six months, are not included in the survey.

Example: *You have encountered at the given address, which is in your SILC address book, in a two-room dwelling, two sisters and their roommate. Through talk with them you find out that these are students who live together, but one of them, who is not related to the others, in addition to studying also works. Her parents send her* *some money from time to time, but she covers almost all of the costs with her salary. Each one pays her respective share of the rent and the costs related to the housing and they do not share food costs. These three girls do not comprise one household, since two sisters still belong to the household of their parents, but the third girl comprises a single member, one-person household, since she earns independently and independently spends the funds she has available. In this situation, only this girl will be interviewed.*

LIST OF HOUSEHOLD MEMBERS is filled out in two phases:

- First the name and surname (HL2) and the sex (HL3) of all members of the household are written down, until all the household members have been entered into the list. When you ask the respondent for the household to state the names of the persons living in the household, it is necessary to also mark the sex of that person in the column HL3. For this reason, during the first phase, the list is filled out vertically for HL2 and HL3.
- Then, for each person separately, the questions from HL4 to HL14 are asked, until the last member of the household (the filling out of the questions in this phase is done horizontally).

You should start the filling out of the LIST OF HOUSEHOLD MEMBERS by saying the following:

Please tell me first the names and surnames of all members of the household who usually live here, starting from the person to whom the household is registered.

In the Module HL, that is, in the LIST OF HOUSEHOLD MEMBERS, there is the column HL1 with already written ordinal numbers. The ordinal number in the column HL1 is very importance since, when the household members have these ordinal numbers assigned to them after filling out the List of Household Members, each household member is identified with his/her ordinal number and this goes for all the questionnaires filled out in that household. This means that the ordinal number under which the person is entered into the List of Household Members becomes the unique identification number of that household member.

Question HL2 **– Name and surname of the household member**:

Write down the name of each household member, starting from the person to whom the household is registered (the person who is considered the household head). The respondent needs say who is the person to whom the household is registered and that person should always be in the first line on the list.

Name and surname of the person to whom the household is registered (household head) should be written down in the line marked with the ordinal number 01, and then continue with the names and surnames of all household members (HL2) and their sex (HL3).

The person to whom the household is registered is a member who lives in the household and whom other household members consider the household head. That person may be considered the person to whom the household is registered on the basis of age (older person), ownership of the dwelling, economic status (main breadwinner of the family), etc., but should, by some rule, be the person with the highest income. The household members should independently decide who the person to whom the household is registered is. You are not required to estimate yourself who that person is, nor if the stated person has the relevant characteristics in order to be the person to whom the household is registered.

Question HL3 – **Sex:**

Circle **code 1 – Male sex**, or **code 2 – Female sex**, depending on the answers of the respondent.

Then ask:

Does any other of the members live in this household, even if he is not at home now? If the answer is "yes," add this to the list by filling the fields HL2 and HL3.

Also, we would like to draw your attention to the fact that, if the household has more than 10 members, you will need an additional questionnaire in order to register all household members. If such a situation should occur, you must change the ordinal numbers for the household members in the additional questionnaire, i.e., you should cross the printed numbers and write down "11," "12," "13," etc. On the first page of the additional questionnaire it is necessary for you to write "CONTINUATION." On the first or the primary questionnaire, on top of the front page, you should write "SEE CONTINUATION."

All identification data related to the questions PD1 to PD7 on the first page should be written down in the additional questionnaire. Please keep in mind that the additional questionnaire should also be filled out with answers to all the questions that refer to all household members (Module HL – List of household members, Module OP – General data, and Module BD – Child care)! After you have filled the data for the remaining household members in the additional questionnaire, you should continue the interview using the first questionnaire. When you fill out the Household Questionnaire, put the additional questionnaire with the primary one in order for them to be together.

Therefore, when you fill out the list of names and sex of all household members, ask the questions by going horizontally over the page and mark the answers to the questions for each individual person, starting from the question HL4. Start with the person to whom the household is registered in the row number 01. Once you have finished with all the questions from HL4 to HL14 for the person in the row number 01, move on to the person in the row number 02, etc.

Questions from HL4 to HL6 **– Person's date of birth:**

With this question it is necessary to write down the day, month and year of the person's birth. If the respondent for the household doesn't know the answer even after the consultations with other members, it is necessary to write down 98 in the appropriate column.

Question HL7 **– Full years of life (as of December 31, 2012):**

Write down the age of each person in full years of life, i.e., what the age of person was as of December 31, 2012. The full years of life are also defined as the "number of full years since birth." If a member of the household is 95 or over, write the code "95."

This column should never be left empty! If there is a problem with establishing the age of some of the household members, write the code "98" – "Doesn't know." Try to state at least approximate age of the given person in order for you and your team leader or the controller to have an idea of whether this person meets the requirement for the filling out of the individual questionnaire.

Example: *In the household you are interviewing you encounter two families, two brothers with their spouses and children, who live and feed together, and together spend the funds they have available. In October 2012, one of the brothers got a son, while the other got a daughter in February 2013. In the line for the three-month old baby (as of December 31, 2012), taking into account that it has still not completed a full year, as well as for the baby that was born during 2013, you should write down "00."*

FOR THE INTERVIEWER:

Question HL8 **– Is the person aged 15 and more?**

On the basis of this question it is determined whether the person meets the age requirement for the Individual Questionnaire and it is the interviewer who answers this question. **Code 1** is circled when the person is 15 or more and for these persons it is necessary to fill out the Individual Questionnaire.

Please pay particular attention to the questions from HL9 to HL11. If the question is not applicable, write down the code "99."

Question HL9 **– Who is the father/guardian of this person?**

First ask the question whether the father/guardian lives in the same household. If the answer is affirmative, write down the ordinal number of the father or the guardian in this column. If not, write down code 99.

Question HL10 **– Who is the mother/ guardian of this person?**

First ask the question whether the mother/guardian lives in the same household. If the answer is affirmative, write down the ordinal number of the mother or the guardian in this column. If not, write down code 99.

Question HL11 **– Who is the spouse or partner of this person?**

First ask the question whether this person has a spouse/partner (it also refers to spouses/partners in consensual union) who lives in the same household. If the answer is affirmative, write down the ordinal number of the spouse/partner in this column. If not, write down code 99.

Question HL12 **– Is the person at the time of the interviewing**:

At the beginning of this part (5.2.2) it was clarified who the present and temporarily absent persons were. In line with that, it is necessary to circle the appropriate code:

- **Present, code 1** – It is circled in the cases when the person is present in the household during the interviewing. The time of interviewing refers to the period from the date of the first contact with the household to the date when the last member of the household has been interviewed. In case that some of the household members is at work, shopping, etc, during the first contact, but is expected to be present during the next visit, this code should be circled.
- **Temporarily absent, code 2** – It is circled in the cases when the person is temporarily absent during the interviewing, that is, when the member of the household is in hospital, away studying in another town, doing the prison sentence, etc., and is not expected to be back before the completion of the interviewing.

Question HL13 **– How many months did the person live in this household during 2012?**

Write down the number of months which each person spent in the household during 2012. This is important in order to establish the presence of the persons in the household during the reference period, because of the questions that relate to the income of the household members, that is, for how many months, in material sense of meaning, this person has contributed to the total budget of the household.

If this person has been living in the household only since 2013, then 00 should be written down.

Example: *During 2013, a member of the household got married and got a child. For these two persons – the wife and the child, the new household members, 00 should be written with this question, since they didn't spend a single month during 2012 as members of the household.*

Question HL14 **– Does the person have a valid health insurance card?**

- **Yes, code 1** – It is circled in the cases when the person has a certified health insurance card or health insurance is paid for him.
- **No, code 2** – It is circled in the cases when the person hasn't got a certified health insurance card nor is health insurance is paid for him.

5.2.3. Module OP – General data

The goal of the Module OP is to collect data on the current education of all household members and other demographic data on the persons aged 15 and over (as of December 31, 2012).

Start this module by copying the names of all household members from the List of Household Members – column HL2, taking care of the ordinal number, as well as the age of those persons from the List of Household Members – column HL7. Then in the first part of the module, for each person, fill in horizontally the general data that are required (following the leads/leaps).

The first part of the module (questions from OP1 to OP3) refers to the identification of the persons, while questions OP4 and OP5 concern the current participation in education. The answers to these questions ought to be written for all persons, taking care of the leaps.

Question OP1 **– Ordinal number**:
Ordinal number of the person.

Question OP2 **– Name**:
Copy the name of each individual member of the household from the List of Household Members (column HL2) into the rows in which there are their appropriate ordinal numbers.

Question OP3 **– Age**:
Copy the age, that is, full years of life as of December 31, 2012 for each member of the household from the List of Household Members (column HL7) into the rows in which there are their appropriate ordinal numbers.

Question OP4 **– Does the person currently attend any education institution?**

The term "education institution" encompasses all institutions/schools within the official school system prescribed by the Ministry of Education, Science and Technological Development. In the Republic of Serbia, the education institutions are organized in the form of kindergartens (preschool institutions), primary and secondary schools, higher schools, faculties/universities, academies, etc.

Not covered are those institutions that have non-standard curricula (the so-called informal education) and are not within the official school system (workers' and people universities, education centers, courses, foreign language schools, etc.), and neither are trainings and courses organized by employers for their employees.

In case that the answer to this question is "No" and the person is less than 15 (as of December 31, 2012), you move on to the next member of the household. If the person is 15 and over, you move on to the question OP6.

Example: *If there is a member in the household who is waiting to be enrolled in primary or secondary school, but the person has not entered it officially yet, the person should be registered as already enrolled, that is, as already attending the school. On the other hand, if the person is waiting for the results of an entry exam for a faculty or higher school, the person will be treated as currently not attending school.*

Question OP5 – **Which school does the person currently attend?**

If the person attends an education institution, it is necessary with this question to write down the appropriate code into the row of that person.

- **Kindergarten** (preschool institution, nursery school) is an institution which provides upbringing and education for children aged 3 until they start with the mandatory education.
- **Preparatory preschool program** (PPP) is mandatory in the year before entering primary school and it may be organized at kindergarten, primary school, etc.
- **Primary schools** include regular primary schools, art primary schools, special primary schools and primary schools for adult education.
- **Secondary school** includes high school, three- or four-year vocational school, special secondary schools, art schools and mixed secondary schools.
- **Specialization after secondary school** is mostly organized at regular secondary schools after the completion of the regular three- or four-year secondary school and it provides students with a higher level of specialized knowledge required for work and employment.
- **High education** is provided at higher schools, faculties/universities and academies, and it is organized as basic academic or vocational studies, master and specialized studies, etc.

Only the persons who were 15 and over as of December 31, 2012 should answer the second part of the module (questions from OP6 to OP12).

Question OP6 – **Acquired education level:**

The acquired education level means the highest completed level of education within the formal education system and it entails getting a certificate or diploma regarding the finished school. For the persons who have started with some level of education, but have not finished it (they have interrupted their schooling), the highest finished school will be the one they completed before the school they have begun (the not finished one).

No school (code 1) should be written for the persons who have never attending school or have not completed first to third (1–3) grades of primary school. As a matter of exception, code 1 should also be written for a person who is 15 and over and still goes primary school.

On the other hand, if the persons <u>has interrupted schooling</u> and has not finished primary school, i.e., has not received the certificate on finished primary school, either code 1 (if he has not finished any grade of PS or has completed 1–3 grades) will be circled for this person, or code 2 (only in the case when he has finished all four grades of PS) or code 3 (from 5th to 7th grade of PS), depending on the answer of that person.

Secondary school with the duration of three years (code 5) should be marked for all persons who have finished secondary (usually vocational) schools that last for three years or less and have acquired a diploma (certificate) on finished school.

For the persons who have, after the primary school, finished some form of informal education at workers' or people universities, which enabled them to work as qualified workers or their qualification has been recognized on the basis of their work experience, you should write that they have finished primary school. Also, the finished "general secondary education system" ("*usmereno obrazovanje*" present in ex-Yugoslavia for some ten years, with the duration of two years) is not considered as the finished two-year secondary school, but rather the code for primary school as the highest level finished school should be written down for these persons.

Note: *In the post-war system of education (when the primary school lasted for four years and high school for eight years), there used to be the so-called "small" and "big" school-leaving examinations. In the current system of education, the equivalent for these levels of education are: former primary school is currently four grades of PS, small school-leaving examination is finished eight grades of PS, while the big school-leaving examination is finished high school.*

- **Code 7** should also be written (next to the specialization after secondary school) for all persons who have finished schools for "highly qualified" workers.
- **Code 8** ought to be marked for all those who have finished college-level education (two years) and the first degree of faculty (this refers to the finished two years of faculty at those faculties that were divided in grades).
- **Code 9** ought to be marked only for the persons who have, in line with the old curricula, finished basic or master studies at faculties/universities, academies, etc., and for all persons who have finished (in line with

the Bologna system) basic academic or vocational studies (with the duration of three or four years), specializations or master studies.

- **Code 10** ought to be marked for all those who have acquired the title of PhD – in compliance with both the old and the new study curricula.

Example: *For the person who is attending any secondary school, it is necessary to write down for the highest acquired level of education code 4 – Primary school. For the person who has, at a three-year or four-year secondary school, dropped out after the second grade, code 4 also needs to be written down.*

Question OP7 **– In which year did the person acquire the highest level of education?**

In the boxes provided, it is necessary to write down the year when the person finished the school stated in the previous question. If the person does not know the exact year, please ask him to give an estimate in relation to some important event.

Question OP8 **– What is the legal marital status of the person?**

- **Never married, code 1** – This is written for the person who has never been married.
- **Married, code 2** – This is written for the person who is married in compliance with the valid legal regulations and who is listed in the register of marriages. If the person has gotten married only in a church, he/she will not be considered as married.
- **Widower/widow, code 3** – This is written for the person whose marriage has ended owing to the death of the spouse.
- **Divorced, code 4** – This is written for the person whose marriage has ended owing to a divorce. The divorced are only those persons whose marriage has been divorced through a legally valid judgment by the competent court.

Question OP9 **– Does the person live in consensual union?**

The answer to question is given by all persons aged 15 and over, regardless of their legal marital status.

If the person lives with another person in the same household, the persons are not married and have a relation with each other like a marriage, it is considered that they live in consensual union.

Question OP10 **– In which country was the person born?**

When answering this question you should pay attention that the information about the country of birth need to be in compliance with the national borders at the time of the interviewing.

In case that the person does not know exactly in which country he was born, then the country of birth should be the country in which his mother used to have residence at the time when the person was born.

Table 2 provides a list of the European Union (EU) member states.

Table 2:

List of the European Union member states		
Austria	Lithuania	Slovakia
Belgium	Luxembourg	Slovenia
Bulgaria	Hungary	United Kingdom
Greece	Malta	Finland
Denmark	Germany	France
Estonia	Poland	the Netherlands
Italy	Portugal	Czech republic
Cyprus	Republic of Ireland	Sweden
Latvia	Romania	Spain

Example: *If the person was born in Slovenia, taking into account that Slovenia has become the EU member state, code 2 should be written. If the person was born in one of the remaining former republics of the SFRY, then code 3 should be written – In a non-EU member state.*

Question OP11 **– Whose citizenship does the person have?**

- **Republic of Serbia, code 1** – This is written for the person who is a citizen of the Republic of Serbia, person who concurrently has the citizenship of the Republic of Serbia and citizenship of another country if this person resides on the territory of the Republic of Serbia, and person who has submitted an application for obtaining the citizenship of the Republic of Serbia**.**
- **EU member state, code 2** – Person who has the citizenship of an EU member state.
- **Non-EU member state, code 3** – Person who has the citizenship of a non-EU member state.
- **Without citizenship, code 4** – This is written for the person who has no citizenship.

Example: *If a person has dual citizenship, the priority should be given to the citizenship of the Republic of Serbia. If none of the two is the citizenship of the RS, the priority should be given to the citizenship of an EU member state.*

Question OP12 **– Current status of the person:**

When answering this question, the person should give his own opinion regarding his main current status.

- **Employed, code 1** – This is written for the person who considers himself employed, self-employed or unpaid family worker**.**
- **Unemployed, code 2** – This is written for the person who considers himself unemployed.
- **Pensioner, code 3** – This is written for the person who considers himself pensioner.
- **Inactive, code 4** – This is written for the person who is a pupil, student, person who carries out housework in his own household, person with durable disability, etc.

5.2.4. Module BD – Child care

This module is filled out for all children who are aged 0 to 11 as of the date of interviewing. The questions refer to the time which the child usually spends at the stated institutions during the week, that is, how many hours a week is it taken care of by persons who receive compensation for that or by relatives, friends, etc., who do it for free.

When talking about the week, please keep in mind that this isn't the week before (in respect to the date of interviewing) that is referred to, but rather a typical week, the one that is usual. If you happen to be in the household during the summer vacations, the typical week will be a week which refers to the period from January to the month in which the child started its vacation.

Example: *Ten days ago, the parents/guardians took the child on vacation, or this was a holiday organized by the school, or the parents/guardians sent the child to the countryside to be with the grandparents. When you ask the BD4–BD10 question, please keep in mind that this is not the time which the child spent last week, but rather in which way the child usually spends its time (either at some institution or with grandparent(s), babysitter, etc.) during a typical week.*

You should copy the ordinal number and the name of the child aged 0 to 11 from the columns HL1 and HL2 into the columns BD1 and BD2 (framed by a black line), paying attention to the age of the child from the column HL7. Then the data ought to be written down horizontally for each individual child.

Question BD1 **– Ordinal number**
It is necessary to copy the ordinal number of the child from the column HL1, if the age 00 to 11 is written in the column HL7.

Question BD2 **– Name**
It is necessary to copy the name of each child aged 00 to 11 into this column from the column HL2, paying attention to its ordinal number.

Question BD3 **– Age of the child as of the date of interviewing**

For the questions that ensue, it is important to write down the age of the child as of the date of interviewing. The filled in age may differ in respect to the data from the column HL7, because the age written there is as of December 31, 2012, and what is required here is the age of the child as of the date of interviewing.

Example: *If the child was born on March 25, 2012, age 00 is written in HL7 and here you should write 01.*

Example: *If the child was born on February 1, 2001, it was 11 as of December 31, 2012 and you have copied its ordinal number and name into the Module BD. However, when you ask the question which is currently the child's age, you will see that the child is 12 now. In this situation you will not ask questions for this child, but rather you will write 00 everywhere for the questions BD4–BD10.*

The questions from BD4 to BD10 relate to the total number of hours which the child aged 0 to 11, as of the date of interviewing (age from the column BD3), usually spends at the stated institutions or with the person who takes care of it.
If the total number of hours is less than one hour, then "01" or "1" should be written; if the number of hours is less than 10 – then "01," "06," "09," etc. is to be written. If the total number of hours is more than 99, then "99" should be written. If the child did not spend its time in one of the stated ways, then "00" should be written.

Question BD4 **– In nursery or kindergarten:**
For the child aged 0 to 3, you should write down the number of hours which the child spends in nursery (public or private), while for the child aged more than three until starting with the PPP, how much time it spends in kindergarten, playschool, nursery school (public or private). Please pay attention that if the child attends the PPP at the kindergarten, the number of hours should be filled in with the question BD5.

Question BD5 **– In preparatory preschool program (PPP):**
You should write down the number of hours which the child spends in the PPP per week (regardless of where the PPP is organized).

Question BD6 **– In classes at primary school:**
It is necessary to write down how many hours a week the child usually spends at primary school. If the child also goes to extended care before or after the classes, the number of hours spent in the extended care ought to be written with the question BD7.

Note: *If the child goes to kindergarten, PPP or school by transportation organized by the kindergarten/PPP/school, then the number of hours spent in the transportation need to be added to the hours the child spends in kindergarten/PPP/school (questions BD4/BD5/BD6).*

Question BD7 **– In extended care before or after the classes:**
You should write here the number of hours a week which the child spends in extended care. The written number of hours in extended care may exist only with children who attend primary school.

Question BD8 **– At an institution for day care for children with disabilities:**
Here you should write the number of hours for all children aged 0 to 11 who go to day care centers for children with disabilities or to some other centers for day care of the children, which are not organized in kindergartens and schools.

Question BD9 **– With a person paid to take care of the child:**
You should write the number of hours a week which the child aged 0 to 11 spends with the person who takes care of it against an appropriate fee (babysitter, paid woman, etc.), regardless of whether that person takes care of the child in the dwelling of the child's parents or at her own dwelling.

Question BD10 **– With a grandparent or cousin, friend, neighbor (other than parent/guardian):**
You should write the number of hours a week which the child aged 0 to 11 spends with a person who takes care of it without any fee (a grandparent, relative, etc.).

Note: *The time spend on the way to kindergarten or school if the child is taken by the person who is paid for that (BD9), or by a grandparent, cousin... (BD10) should be included into the time written under BD9 or BD10.*

5.2.5. Housing

5.2.5.1. Place of living and living conditions

Questions that relate to the dwelling which the household uses only for housing.

- **Dwelling** is a unit linked together in construction terms and intended for housing, which consists of one or more rooms with appropriate auxiliary rooms (kitchen, larder, hallway, bathroom, toilet, etc.) or without auxiliary rooms, and has one or several separate entrances.

In the case when the household in addition to the dwelling, as a construction unit, also uses another room or kitchen throughout the year which is separated in construction terms from the main rooms of the dwelling (is located in another building on the same plot or in the same building, but has a separate entrance), we deviate from the definition of dwelling and such room is enumerated as a part of the dwelling and not as a separate dwelling.

When the rooms are, due to a specific manner of construction, entered directly from a porch, veranda or from a yard, all rooms that are used by a household are registered as one dwelling, including kitchen and other auxiliary rooms.

The auxiliary premises (summer kitchen, larder, toilet, etc.) that are separated in construction terms are not shown as a part of the dwelling.

- **Buildings** are durable constructions with a roof and outside walls, built as independent usable units that provide protection against weather and other external influences, and that are intended for housing, performing some activity or for placing and keeping animals, goods, equipment for various manufacturing and service activities, etc. Dwellings are classified according to the type of building in which they are located.
- **Detached building** is a building that has no joint wall with any other building.

Question D1.1 **– Type of building in which the household lives**:
There may be only one answer to this question:

[1] Detached building with one dwelling, code 1 – It is to be circled if there is only one dwelling in the detached building (family house).

[2] Detached or semi-detached building (with two dwellings), code 2 – It is to be circled if the building (detached building) contains two dwellings one above the other or if they are next to each other (semi-detached building).

[3] Building in a row (with at least three joined dwellings, each having its own entrance), code 3 – It is to be circled if the dwelling is in a building in a row or in a row of detached buildings on a slope (with terraces) that have at least three joined dwellings and each dwelling has its own entrance directly from the outside.

[4] Residential building with 3–9 dwellings, code 4 – It is to be circled if the dwelling is in a residential building that has 3–9 dwellings, but is not in a building in a row.

[5] Residential building with 10 and more dwellings, code 5 – It is to be circled if the dwelling is in a residential building that has 10 or more dwellings.

[6] Other type of housing, code 6 – It is to be circled when the dwelling used by the household for the housing cannot be classified into the afore-stated types of buildings. These are the dwellings that are located in buildings not intended for housing (schools, etc.), premises occupied from necessity (shed, shanty, container, sod-house and other improvised constructions), as well as other occupied mobile and immobile facilities (wagon, barge, trailer, etc.).

Question D1.2 **– State the number of rooms used by your household (not including kitchen, toilet, bathroom and rooms used as office space):**
The answer to this question is given by writing into the boxes the number of rooms in the dwelling that have the floor space of at least 4 m^2.

- **Room** is a space intended for housing which is separated from the other rooms of the dwelling by permanent walls that go from the floor to the ceiling or roof covering, with the height of at least two meters above the floor, with sufficient size to contain a bed for adults (at least four square meters) and has direct daylight.

The number of rooms does not include bathroom, toilet or rooms used solely for business purposes. The kitchen is not included in the number of rooms if used solely for the preparation of food. If the kitchen also includes a dining room, it should be included in the number of rooms.

The number of rooms also does not include the room used by the household solely for business purposes, but will include the room which the household uses both for the housing and for performing some business activity.

If the dwelling is used by more than one household, the number of jointly used rooms is divided in proportion to the number of households. In this case, the number of rooms may be expressed using a decimal. If several households share one room for the housing, the number of rooms will be 1 for each household. If the household has 10 and more rooms, then 10 should be written down.

Example: *Two households live in a three-room dwelling. The household which is interviewed uses independently one room, while the living room, bathroom and kitchen are used together with the other household. The interviewer should write the number of rooms used by the household. The number of rooms used by this household is 1.5.*

Example: *The household which is interviewed lives in a room shared with another household. The interviewer should write down the number of rooms used by the household. The number of rooms used by this household is 1.*

Question D1.3 **– Can your household afford to keep the dwelling warm?**
The goal of this question is to establish the financial capability of the household to provide adequate heating of the dwelling during winter. The answer "No" is circled only if the household cannot afford to keep the household sufficiently warm during winter.

Question D1.4 **– Can your household afford replacement of worn-our furniture?**
This question is used in order to check whether the household has financial capability to replace a worn-out piece of furniture with a new one. If yes, then code 1 should be circled. If the household cannot afford the replacement of worn-out furniture, then code 2 is circled. However, if the household can replace worn-out furniture, but is not doing it for some other reasons (doesn't want to, personally doesn't believe it is necessary, etc.), code 3 is circled.

Question D1.5 **– Does the dwelling have:**

[1] Bathroom? – It is considered that the dwelling has a bathroom if there is a separate room where there is a bathtub or a shower (or both) with waterworks and sewerage installations, regardless of whether these installations are connected to the public or home network or not.

[2] Toilet with flusher? – It is considered that the dwelling has a toilet with flusher if the toilet is flushed with water brought from the waterworks network through a rinser (flusher or patent rinser) regardless of whether the toilet is in a separate room of the dwelling or in the bathroom.

Question D1.6 **– Does your household have:**

This question refers to the equipment of the dwelling with durable goods. Possessing some of the stated items does not mean mandatory ownership. The household may lease, rent or share with another household some of the stated goods. If some good is used by several households, the answer is "Yes" if there is appropriate availability of the good for the household (i.e., the household may use the durable good whenever it wants to) and the answer is "No" if the good is not available to the household without any limitations. For each question, the appropriate code should be marked.

If the household has official car/van (computer/laptop) available for private use (for the needs of the household), it is considered that the household has a car/van (computer/laptop). If the household does not possess any of the stated durable goods solely for financial reasons (it wants to have the durable good, but cannot buy it), the answer will be "No, it cannot afford it."

If the household does not have some of the stated goods for some other reasons (doesn't need it, cannot use it, etc.), the answer is going to be "No, some other reason."

Question D1.7 **– Does your household face any of the following problems:**

[1] The dwelling leaks, dampness on walls/floor/foundation, mould around windows or on the floor? – The aim of this question is to check whether the household has problems with leaking and dampness.

[2] The dwelling is too dark, that is, not enough daylight? – The question refers to whether the household thinks that most of the rooms have a problem with the lack of daylight (not all the rooms need to be dark).

[3] Noise from the neighborhood or from the street? – Noise from the neighborhood may be caused by various things, such as, water dropping, noise from pipes, noise from stairwells, etc. Noise from the street is the noise related to traffic, factories, agricultural activities, night life, etc.

[4] Landslide? – The question refers to whether the household has any problems with landslide.

Question D1.8 **– Do you encounter the following problems in the area where you live:**

[1] Polluted environment? – The respondent should assess if the pollution in the area where he lives represents a problem for the household. The notion polluted environment refers to polluted air, soot and other ecological changes, such as smoke, unpleasant smells or polluted waters. The examples of polluted environment are road dust, exhaust gases, smoke, dust or unpleasant smells from factories, unpleasant smells from waste dumps or sewerage, polluted water from waterworks pipes, as well as polluted rivers.

[2] Risk of crime, violence or vandalism? – The purpose of the question is for the respondent to assess if the risk of crime, violence or vandalism is so big that it represents a problem for the household. Crime is defined as deviant behavior which violates pertaining norms, especially the cultural standards that stipulate how people should behave.

Question D1.9 **– Are you or some of the members of your household the owner of the dwelling you live in or do you lease the dwelling?**

The owner of the dwelling should be a member of the household that lives there. A person is the owner of the dwelling if he has a title document, regardless of whether the dwelling has been fully paid or not.

If the dwelling has been received for use from a relative (e.g., a child lives in a dwelling owned by one of the parents) who is not a member of the household, some other adequate answer should be selected depending on whether the household pays a rent or not.

[1] Yes, full-fledged owner, code 1 – This is circled if some of the household members is the full-fledge owner. The owner is considered "full-fledged" if he has paid off the dwelling in which he lives. If the owner is paying off a mortgage loan, but for some other dwelling, repairs, renovation or maintenance, then he is also considered the "full-fledged" owner of the dwelling in which the household lives. If this code is circled, move on to question D2.1.

[2] Yes, but paying off the mortgage, code 2 – This is circled if the owner of the flat is paying off the mortgage for the dwelling in which the household resides. If this code is circled, move on to question D2.1.

[3] Lessee of the whole or a part of the dwelling, with a rent under market conditions, code 3 – The tenant or subtenant who pays a rent under market conditions includes also a situation in which the rent is fully compensated from aid or other sources outside the household. The full amount of rent should be written down. Also, it is not important whether the dwelling is rented from the owner or tenant. If this code is circled, move on to question D3.1.

Example: *The household lives as a subtenant (the whole dwelling) at a nephew's and under the agreement pays a rent in the amount of 60 euros. For leasing this dwelling the owner used to charge from the previous tenant a rent in the amount of 150 euros. The interviewer should circle code 4 – lessee who pays rent under a price lower than the market one.*

[4] Lessee who pays the rent at a price lower than the market one, code 4 – The main problem with this question is how to may a difference between the rent under market conditions and the rent which is lower than the market one. If this code is circled, move on to question D4.1.

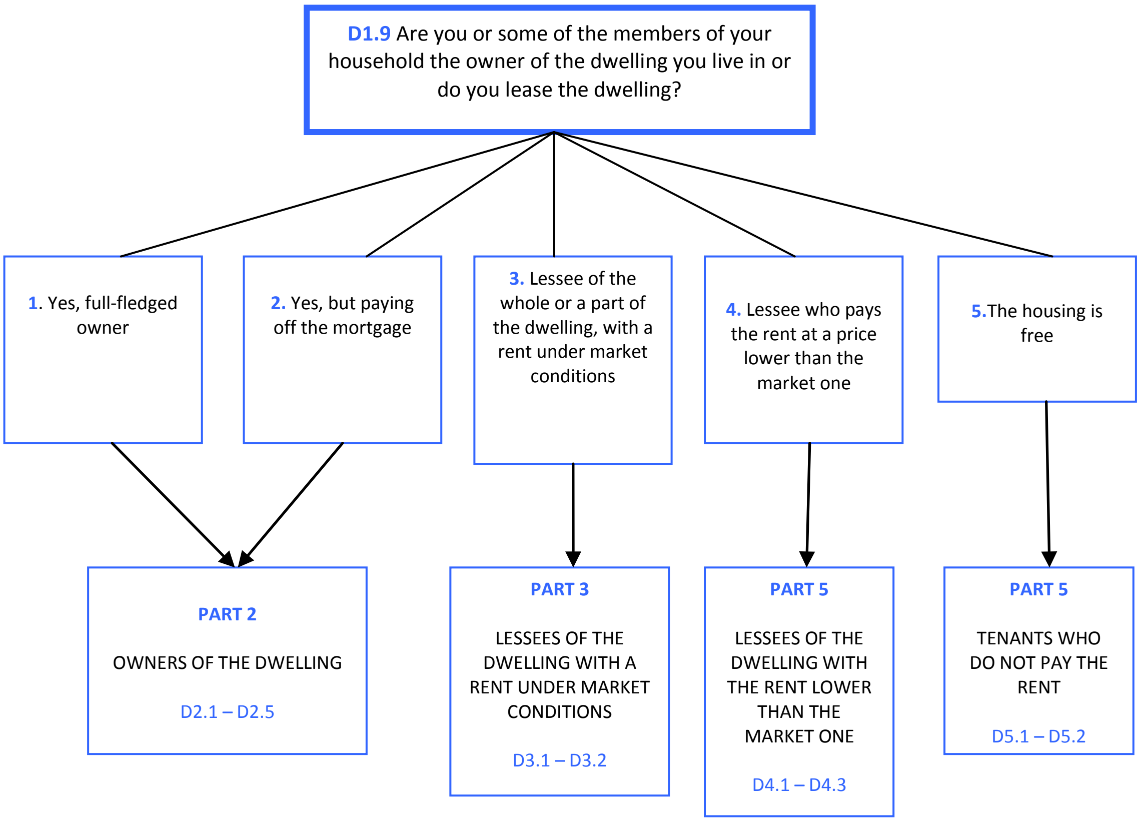
Rent is lower than the market one includes:
1) Leasing of social dwellings,
2) Leasing at a lower price by the employer,
3) Leasing f a dwelling where the amount of rent is established by the law.

If it is not possible to make a difference between the "rent under market conditions" and "rent which is lower than the market one," code 3 should be circled (lessee of the whole or a part of the dwelling, with a rent under market conditions).

[5] The housing is free, code 5 – The housing is free if no rent is paid for the housing. It may happen if the entire amount of the rent is paid by the employer or if the free housing comes from a private source. If this code is circled, move on to question D5.1.

Example: *The household lives in the dwelling of the father of the household head who is the owner of the flat, but is not a member of their household. The interviewer should circle code 5 – the housing is free.*

Scheme 3:



5.2.5.2. Owners of the dwelling

Question D2.1 – **Since which year has your household lived in this dwelling as the owner?**

As an answer to this question, the year when the household bought/built or received the apartment/house they use for housing should be written into the boxes.

The aim of this question is to determine the number of years the household has spent in the dwelling. For the owner of the dwelling, write down the year in which he bought/built the apartment/house. If the owner has bought the dwelling in which he was previously a tenant or a sub-tenant, state the year in which he bought the dwelling. If the owner has inherited the dwelling, state the year in which he inherited it.

Question D2.2 – **Do you pay off the mortgage used to buy the apartment/house you live in?**

The aim of this question is to establish whether the household has obtained a mortgage loan when buying the apartment/house they live in now and, if so, if the obtained mortgage is still being repaid. If the answer is affirmative, circle code 1. If the answer is "No," after circling code 2, move on to question D2.5.

Question D2.3 – **What is the amount of the mortgage you have obtained?**

With this question, it is necessary first to write down the currency in which the mortgage loan has been obtained, and then to write in the appropriate boxes the initial amount of the loan the household has obtained when buying the dwelling in which they now live.

Question D2.4 – **State the following information in connection with the payment of the mortgage for the dwelling you live in:**

This set of sub-questions enables collection of basic information as regards the loan obtained for the purchase of the apartment/house and its repayment.

First write down the currency which the respondent uses and then the appropriate amounts.

Question D2.5 – **If you leased the dwelling in which you live or a dwelling similar to yours, what do you think, how much monthly rent would you pay?**

The respondent should assess what would be the realistic market value of the rent the household would pay if leasing the dwelling in which they live or a similar dwelling. The question refers to an unfurnished dwelling and possibly a garage or a parking space, if they are linked with the dwelling.

The housing costs, such as electricity, heating, etc., are not included in this amount. Also, this amount doesn't include any costs related to the maintenance of the dwelling.

First write down the currency which the respondent uses and then the amount. After this question, move on to D6.1.

5.2.5.3. Lessees of the dwelling with a rent under market conditions

Question D3.1 – **Since which year have you leased the dwelling you live in under the current conditions?**

Here you should write the year in which the household signed the lease contract for the dwelling or the year since which they have lived in the dwelling on the basis of a verbal agreement with the person from which they lease the dwelling. If the lessor has renewed the contract under changed conditions, then the year since which the new contract has been applied ought to be written down.

Example: *Since 2008 the household has lived in the leased dwelling for which they pay a rent in the amount of 200 euros. However, two years ago, they reached an agreement with the lessor that the rent amount would be 180 euros. The interviewer should write down the year since which the household has rented the dwelling in which they live under the current conditions and this is 2011.*

Question D3.2 – **What is the amount of the monthly rent you pay?**

First you should write down the currency in which the respondent pays the rent and then the amount of rent which the household currently pays for the dwelling where it resides should be written into the boxes. The amount of the rent refers to an unfurnished dwelling and a garage or a parking place if they are linked with the dwelling.

The amount of the rent should not include other costs, such as electricity, heating, etc., or regular repairs, maintenance and other services in connection with the dwelling in which the household resides.

If the housing and maintenance costs are included in the rent, try to separate the amount that relates to the rent alone. The total amount of the rent should be shown regardless of whether a part of the rent is paid by someone outside the household. After this question, move on to D6.1.

Example: *The household leases a three-room dwelling for which it should pay to the owner a monthly rent in the amount of 300 euros. The household pays a part of the rent in the amount of 200 euros from its own sources, while the remainder in the amount of 100 euros is covered by relatives. The interviewer should write down the total of the monthly rent in the amount of 300 euros (200 euros, the amount paid independently by the household + 100 euros, the amount paid by the relatives).*

5.2.5.4. Lessees of the dwelling with a rent lower than the market one

Question D4.1 – **Since which year have you leased the dwelling you live in under the current conditions?**

Here you should write the year in which the household signed the lease contract for the dwelling or the year since which it has resided in the dwelling on the basis of a verbal agreement with the person from whom the dwelling is leased. If the lessor has renewed the contract under changed conditions, then the year since which the new contract has been applied ought to be written down.

Question D4.2 – **What is the amount of the monthly rent you pay?**

First you should write down the currency in which the respondent pays the rent, and write in the appropriate boxes the total monthly amount of the rent which the household currently pays for the dwelling in which it resides. The amount of the rent refers to an unfurnished dwelling and a garage or a parking place if they are linked with the dwelling.

The amount of the rent should not include other costs, such as electricity, heating, etc., or regular repairs, maintenance and other services in connection with the dwelling in which the household resides.

If the housing and maintenance costs are included in the rent, try to separate the amount that relates to the rent alone. If the household pays only a part of the rent while the other part is covered from aid or from other sources, fill in the total amount of the rent. If you do not know the full amount of the rent, show the net amount paid by your household.

Question D4.3 **– What do you think, how much would be the real rent for the dwelling you live in?**

The person should assess how much would be the realistic market value of the rent which the household would paid if it leased the dwelling in which it lives or a similar dwelling. The question refers to an unfurnished dwelling and possibly a garage or parking space, if they are linked with the dwelling.

The housing costs, such as electricity, heating, etc., are not included in this amount. Also, this amount does not include costs related to the maintenance of the dwelling.

First the currency used by the respondent should be written down and then the amount. After this question, move on to D6.1.

5.2.5.5. Tenants who do not pay the rent

Question D5.1 **– Since which year have you lived in this dwelling free of charge?**

You should write down the year in which the household that uses the dwelling free of charge moved into the dwelling.

Question D5.2 **– If you leased the dwelling in which you live or a dwelling similar to yours, what do you think, how much monthly rent would you pay?**

First you should write down the currency and then you need to assess how much would be the realistic market value of the rent which the household would paid if it leased the dwelling in which it lives or a similar dwelling. The question refers to an unfurnished dwelling and possibly a garage or parking space, if they are linked with the dwelling.

The housing costs, such as electricity, heating, etc., are not included in this amount. Also, this amount does not include costs related to the maintenance of the dwelling.

5.2.5.6. Housing costs

Question D6.1 **– Have you had any of the stated costs and how much were they?**

This question refers solely to the actual expenses incurred by the household, i.e., this includes the costs which the household has indeed paid and not their amounts on the bills (amount on the electricity bill, telephone bill, etc.).

1. AVERAGE MONTHLY EXPENSE FOR THE PREVIOUS 12 MONTHS: Some costs, such as expenses for electricity, heating and regular maintenance of the dwelling, are subject to seasonal impact and therefore it is necessary to divide their annual amount by 12 (the amount of costs from several month is to be divided by the number of months they refer to) and write down the value that corresponds to the monthly average. If the household uses timber for heating the dwelling from their own production, then the value of timber used for heating in the past 12 months needs to be estimated and then the monthly average should be written in the relevant boxes.
2. FOR THE PREVIOUS MONTH: If the household paid some of the stated costs in the previous month, it is necessary to write their amount into the relevant boxes.

Example: *The household lives in a family house where for the heating of the dwelling it uses timber from its own production. In the previous 12 months, they used up 30 m^3, which amounts to around 120,000 dinars. When registering the expenses for heating, the interviewer should circle code 1 and write in the boxes the monthly average for the previous 12 months which is 10,000 dinars (120,000 : 12 = 10,000).*

Question D6.2 **– Did you have any expenses in the previous 12 months as property tax for the dwelling in which you live?**

If the household has paid the property tax, circle code 1 – Yes, and write the total amount of the cost into the relevant boxes. If the household hasn't had this expense, circle code 2 – No.

Example: *The household pays tax for the dwelling in which it lives on a quarterly basis. The previous bill was 3,000 dinars. The interviewer should circle code 1 and write into the boxes the total amount of the tax paid by the household in the previous 12 months – 12,000 dinars (3,000 x 4 = 12,000).*

Question D6.3 **– To which degree do the total housing costs influence your household budget?**

The aim of this question is for a member of the household to estimate to which degree the housing costs represent a financial burden for the household. These expenditures include installments for the repayment of mortgage, if the member of the household is the owner of the dwelling he has acquired through a mortgage loan, or rent, if he is a lessee. In addition to utility services (expenses for water supply, electricity, heating, etc.), the expenditures for housing also include those related to housing (e.g., removal of sewerage waste, removal of garbage, etc.), expenses for regular maintenance of the dwelling and other expenses (e.g., insurance, tax).

The housing expenditures represent the actual costs paid by the household and they do not include debts from the previous period.

Question D6.4 **– Have you or some other member of your household borrowed money from bank or some other financial institution in the form of a credit or current account overdraft which you are currently repaying?**

This question includes credits for vehicles, travel, furniture, etc., as well as credit card borrowings. The question does not relate to mortgage loans or borrowings from physical persons (relatives, friends, etc.). If the answer to the question is "No," move on to D6.6.

Question D6.5 **– To which degree does the repaying of these credits or borrowings influence your household budget?**

One of the offered codes should be circled, depending on the respondent's answer.

Question D6.6 **– Were you in the previous 12 months in a situation to be late with the payment of costs or the repayment of credits owing to financial difficulties?**

This question refers to being late with the repayments of the stated costs in the previous 12 months caused by financial difficulties. If the cause of being late was some other reason (illness, vacation, etc.), these cases of being late should not to be taken into consideration. If the household, despite the financial difficulties, manages through borrowings (from a bank, relatives, friends, etc.) to acquire money in order to settle the obligations, it is considered that there has been no case of being late.

[1] Repayment of the mortgage for the dwelling you live in? – This refers to inability of the household to pay on time an installment of the mortgage for the dwelling it lives in. This also refers to any loans in connection with major repairs or other costs in connection with the construction/additional construction of the dwelling.

[2] Repayment of other credits (consumer credits, credit cards, car credits, etc.)? – This refers to inability of the household to pay on time an installment of some other credits. Other credits include all types of consumer credits, such as credits for refurbishing, regular maintenance, renovation, debts on credit cards, credits for cars, motorcycles, etc., credits for procuring household appliances, student loans, credits for traveling (summer and winter vacations, etc.) and similar credits and loans.

[3] Rent for the dwelling? – This refers to cases of being late with the payment of rent for the dwelling in which the household lives.

[4] Utility services for the dwelling in which you live (heating, electricity, gas, water, etc.)? – This refers to cases of being late with the regular settling of utility expenses. This does not include cases of being late with the payments of telephone bills.

Question D6.7 **– Can your household afford**:

[1] A week of vacation outside your home, at least once a year? – The aim of the question is to see the financial capabilities of the household (all household members) to afford a week (seven days) of vacation outside their home, regardless of whether the household will really go on that vacation.

- **Yes, code 1** – This is circled if:
  - The respondent states that the household (all household members) has financial capabilities to afford a week of vacation outside their home;
  - The household can afford a week of vacation outside the home by going to the house of a friend, relative, or can go to its other house (weekend house, etc.);
  - The household cannot afford a vacation owing to the lack of time, while the financial capability is not put into question;
  - The household finances the vacation by a loan or by borrowing from relatives, friends, it is considered that household has financial capabilities to afford vacation.
- **No, code 2** – This is circled if:

- The respondent states that the household (all household members) has no financial capabilities to afford a week of vacation outside their home;
- At least one of the members of the household cannot afford vacation for financial reasons.

[2] Meat or fish in a meal every second day (or their vegetarian substitute)? – This is also used to see the financial capability of the household to afford meat or fish in a meal every second day, regardless of whether the household wants it.

- **Yes, code 1** – This is circled:
  - If the respondent states that the household can afford meat or fish in a meal every second day;
  - If the respondent states that household can afford such meals using borrowings.
- **No, code 2** – This is circled if the respondent states that household cannot afford such meals every second day.

[3] Unexpected expense in the amount of 10,000 dinars that would be paid from the household budget (including the use of account and credit card overdrafts)? – Examples of unexpected costs are some larger repairs in the dwelling, on the car, replacement of durable goods, etc.

- **Yes, code 1** – This is circled if household can afford unexpected expenses paid from its own budget. The expense is paid from the budget of the household if:
  - The household does not ask for financial aid from financial institutions or physical persons.
  - The household provides the necessary funds on its account on time.
  - The situation of the household has not deteriorated in connection with any potential debts.
- **No, code 2** – This is circled if household cannot afford unexpected expense paid from its own budget.

Question D6.8 **– When you think about the total income of your household, do you think that your household is in a position to "make ends meet" or more correctly to pay its necessary expenditures?**

The aim of the question is to obtain opinion from a member of the household regarding the difficulties faced by the household while attempting to "make ends meet," that is, to pay all of its necessary expenses, under the present circumstances. The total income (net amount) of the household comprises all the income of all household members (even the income from working on the "black market."). The necessary expenses include expenditures for the housing (rent, credit installment, utility services, dwelling insurance, etc.), but they certainly don't include expenditures related to some business activity of the household or a household member (e.g., expenditures in connection with agricultural activities).

Question D6.9 **– What is the amount, in your opinion, of a minimal monthly net income that would be sufficient for your household to pay all its necessary expenditures?**

The person should state the lowest monthly income (net amount) that would, under the current circumstances, enable the household to pay for its necessary expenses.

5.2.6. Household income in 2012

5.2.6.1. Income of persons under 15 in 2012

Question D7.1 **– Did any of the members of your household, under 15, have any of the following own income in 2012?**

This question refers to children who were less than 15 as of December 31, 2012 and is asked only at the households in which there are children of this age. It is necessary to collect these answers, since these persons are not covered by the individual questionnaire, but may have some of the mentioned income.

[1] Family pension? – Family pension represents income for persons not meeting the criteria for getting pension on the basis of their age, but have suffered a loss of some of the family members (spouse, former spouse – if the right to alimony has been established by a court decision; child that has supported parents who have no right to pension; parent/guardian).

[2] Scholarship, assistance in connection with education, gifts, etc.? – This refers to a type of non-repayable aid, scholarship, assistance in connection with education, money gifts, etc.

[3] On the basis of work? – This means income of the person on the basis of work if the person has work on the "black market" or did some seasonal job.

- **Yes, code 1** – It is to be circled if at least one of the children had income on the some of the mentioned bases.
- **No, code 2** – It is to be circled if no child in the household had income on any of the mentioned bases.

If code 1 is circled with any of the questions, write down the amount which the household received in 2012 for all the children.

5.2.6.2. Social benefits and family allowances in 2012

Question D8.1 **– Did your household receive any of the stated forms of social assistance in 2012:**

[1] Heating subsidies? – Socially vulnerable households may receive heating subsidies or subsidies for procuring energy raw materials (timber, coal, etc.). The question does not refer to any discount which the household gets on the basis of paying the bills within the set deadline. If the household used heating subsidies, the subsidies' amount in dinars should be written in the boxes.

[2] Subsidies for the utility services' bill? – The right to subsidies for utility services is held by socially vulnerable households, households that use material securing of the family, war veterans, etc. The question does not refer to any discount which the household gets on the basis of paying the bills within the set deadline. If the household used subsidies for utility services, the subsidies' amount in dinars should be written in the boxes.

[3] One-time financial assistance? – The right to one-time assistance is provided for the persons who suddenly find themselves in a socially difficult situation. The Municipal Center for Social Work makes a decision on this type of assistance. If the household received this assistance, the amount of assistance in dinars should be written in the boxes;

[4] Parental allowance? – Parental allowance is a form of one-time support to the family. The right to parental allowance is held by the mother for the first, second, third and forth child, and in exceptional cases this right will be held by the father of the child. If the household received this assistance, the amount of assistance in dinars should be written in the boxes.

[5] Child allowance/increased child allowance? – Child allowance is received by one of the parents or guardians, or foster parents for the first four children under certain conditions. If the household received child allowance, the amount in dinars should be written in the boxes.

[6] Monetary social assistance (material securing of the family)? – The right to material securing is held by an individual or the family that have no income or have an income less than the minimum level of social security. If the household received monetary assistance in the name of material securing of the family, the amount in dinars should be written in the boxes.

[7] Allowances and other income of socially vulnerable persons on the basis of social protection? – Allowances and other income of socially vulnerable persons include compensation of costs related to the stay of children with disabilities in preschool institution, etc. If the household received any income on the basis of social protection, the amount in dinars should be written in the boxes.

5.2.6.3. Transfers between households in 2012

Question D9.1 **– Did you or any of the members of your household give financial assistance or pay alimony in 2012 to persons who are not members of your household?**

The question refers to the monetary amount (including alimony) which the person or other members of his household gave to another household in 2012.

This monetary amount includes:

- Mandatory alimony;
- Voluntary alimony;
- Financial assistance to another household;
- Financial assistance to another household, abroad.

When answering this question, one should include capital transfers, as well as money withdrawn from savings account.

- **Yes, code 1** – This is circled if the person or some other member of his household helped another household with money (including alimony).
- **No, code 2** – This is circled if the person and other members of his household did not help another household with money (including alimony).

If code 1 is circled with some of the questions, write in the relevant boxes the total amount of the assistance in money or of alimony which the household gave to another household.

Question D9.2 **– Did you or any of the members of your household receive in 2012 financial assistance or alimony from persons from the Republic of Serbia who are not members of your household?**
The question refers to the monetary amount (including alimony) which the person or other members of his household received from members of another household in 2012.

This monetary amount includes:

- Mandatory alimony;
- Voluntary alimony;
- Financial assistance from persons from another household.

This monetary amount should not include:

- Financial assistance by persons from another household abroad;
- Free or subsidized housing by another household;
- Inheritance or other capital transfers;
- Gifts and other one-time, unexpected inflows of money, such as money for the purchase of a vehicle, dwelling, etc.;
- Alimony and assistance from the state if the spouse for some reason does not pay the alimony.

It is necessary to circle the appropriate code:

- **Yes, code 1** - this is circled if the person or some other member of his household received financial assistance (including alimony) from persons who are not members of his household;
- **No, code 2** - this is circled if the person or some other member of his household did not receive financial assistance (including alimony) from persons who are not members of his household.

If code 1 is circled with some of the questions, write in the relevant adjacent boxes the total amount of the assistance in money or of alimony which the household received.

Question D9.3 **– Did you or any of the members of your household receive financial assistance in 2012 from someone from abroad?**
The question refers to the monetary amount which the person or other members of his household received from someone from abroad in 2012.

- **Yes, code 1** - this is circled if the person or some other member of his household received financial assistance from persons from abroad who are not members of his household;
- **No, code 2** - this is circled if the person or some other member of his household did not receive financial assistance from persons from abroad who are not members of his household. If code 2 is circled, move on to question D10.1.

Question D9.4 **– What is the total amount of assistance your household received from abroad in 2012?**

It is necessary to write down the total monetary amount which the person or another member of the household received from persons from abroad who are not members of his household. First, you should state the currency in which the person wants to give the answer and then write down the appropriate amount into the boxes.

Example: *A sister of the household head who lives in France sends on an average around 100 euros each month, as assistance. The interviewer should write the currency in which the assistance amount is going to be expressed (euro) and in the boxes the total amount of assistance which the household received in 2012 – 1200 (100 *12 = 1200 euros).*

5.2.6.4 Income from financial transactions and investments in 2012

Question D10.1 **– Did your household have any income in 2012 from:**

[1] Dividends, profit from stock trading and from share in the profit of companies? – a dividend is a part of the profit of a joint stock company which is paid out to shareholders. This is not a regular income and for this reason it is not calculated within the income of the person. The profit from stock trading represents the difference between the assets invested in the buying of shares and the assets received after the selling of the shares. The share in the profit is also income which is received on the basis of share in the capital of companies. This is calculated only for the persons who are not employed at the companies in which they have a share in the capital.

- **Yes, code 1** - this is circled if the person had income on the basis of dividends, stock trading and share in the profit;
- **No, code 2** - this is circled if the person didn't have income on the basis of dividends, stock trading and share in the profit;

[2] Interest on deposits and securities (bonds, etc.)? – the interest is earned when depositing money with banks (savings). Securities are financial instruments that guarantee to their owner a profit in the form of interest on the basis of the ownership of that the securities.

- **Yes, code 1** - this is circled if the person had income on the basis of interests;
- **No, code 2** - this is circled if the person didn't have income on the basis of interests.

With sub-questions 1 and 2, the total amount which the household received on each of the mentioned bases should be written down, if code 1 has been circled.

5.2.6.5 Income from leasing in 2012

Question D11.1 **– Did your household have income in 2012 from leasing real estate (including land and forests) or some other property (agricultural machinery, etc.)?**

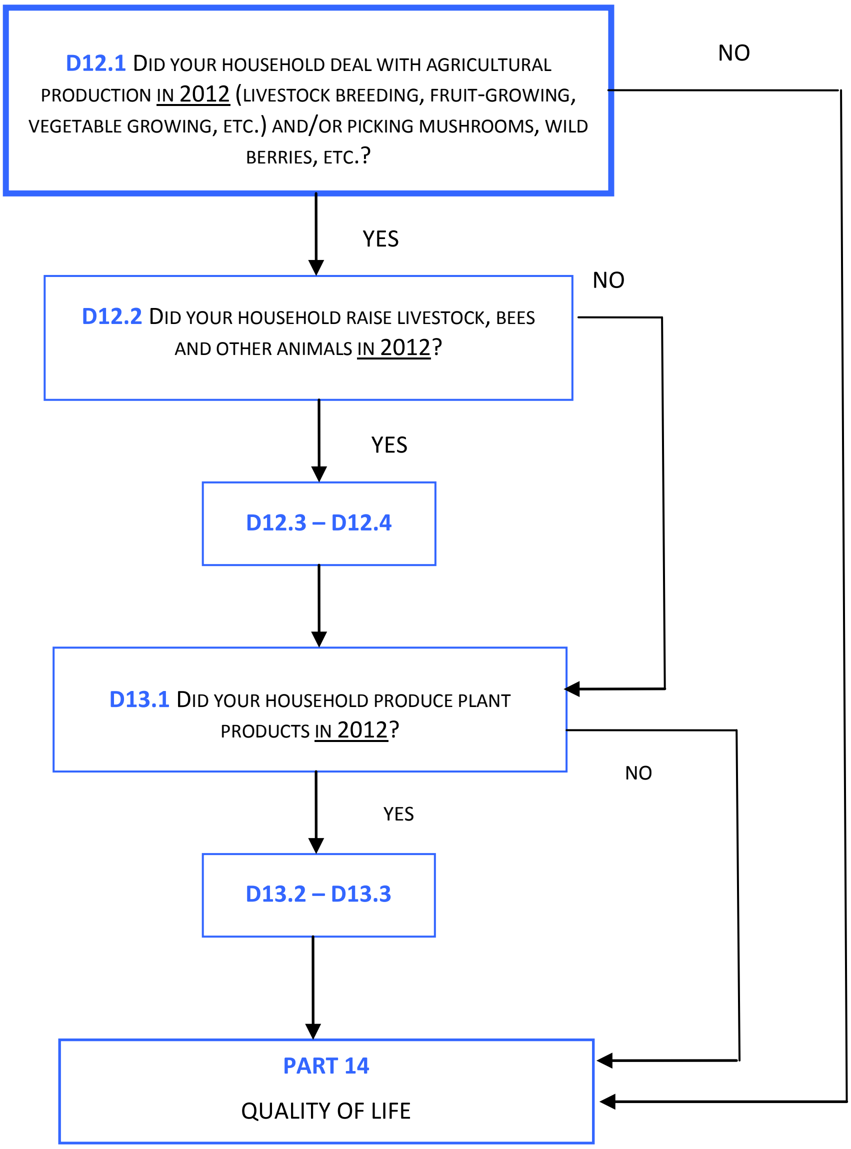
Income from leasing real estate or land relates to total income in 2012, after deduction of expenses such as interest paid on the credit used in order to pay for the real estate or other property, small repairs and maintenance expenses, and other expenses. Therefore, the value taken into consideration here is the one which remains for the owner of the real estate or other property after paying the expenses in connection with their procurement or maintenance.

- **Yes, code 1** - this is circled if the person had income on the basis of leasing real estate or some other property;
- **No, code 2** - this is circled if the person didn't have income on the basis of leasing real estate or some other property. If code 2 is circled, move on to 12.1.

Question D11.2 **– How much did you earn in total from leasing in 2012 (total income reduced by taxes and other costs in connection with the maintenance of the leased property)?**
The value of this income in 2012 should be written here, in dinars. In case that the person does not know the exact amount, write down at least the approximate figure or circle code 99 – "Doesn't know."

5.2.7 Agricultural activity in 2012

Scheme 4:



Question D12.1 **– Did your household deal with agricultural production in 2012 (livestock breeding, fruit-growing, vegetable growing, etc.) and/or picking mushrooms, wild berries, etc.?**

If the household, or some of the household members, dealt with agricultural production in 2012, that is, if they raised livestock, bees, other animals, grew fruit and vegetables, etc., and/or picked mushrooms and/or wild berries, circle code 1.

If not, circle code 2 and move on to question D14.1.

5.2.7.1 Production of livestock products

Question D12.2 **– Did your household raise livestock, bees and other animals in 2012?**

If the household, or some of the household members, raised livestock, bees and other animals in 2012, circle code 1. If not, circle code 2 – No, and move on to question D13.1.

Question D12.3 **– Did you have earnings in 2012 from the sale of meat, milk, eggs, honey and other livestock products?**

If the household had earnings from the sale of meat, milk, eggs, honey and other livestock products, circle code 1 and write into the appropriate adjacent boxes the value of the total earnings in 2012.

Question D12.4 **– Did your household produce in 2012 some of the above stated livestock products for own needs?**

For each product it is necessary to circle codes 1 or 2 depending on whether the household did or didn't produce any of the listed products.

If the household produced some of the listed products, it is necessary to write down in the appropriate adjacent boxes the quantity used for the needs of the household itself.

If the person cannot determine the approximate used quantity, it is necessary to circle code 3 and to select one of the offered intervals in which the used quantity of products would be.

5.2.7.2 Production of plant products

Question D13.1 **– Did your household produce plant products in 2012?**

If the household, or some of the household members, dealt with plant production in 2012, circle code 1. If not, circle code 2 – No, and move on to question D14.1.

Question D13.2 **– Did you have earnings in 2012 from the sale of plant products?**

If the household had earnings from the sale of plant products, circle code 1 and write into the appropriate adjacent boxes the value of the total earnings in 2012.

If not, code 2 – No.

Question D13.3 **– Did your household produce in 2012 some of the below stated plant products for its own needs, including also picking of mushrooms, wild berries, etc.?**

For each product it is necessary to circle codes 1 or 2 depending on whether the household did or didn’t produce any of the listed products.

If the household produced some of the listed products, it is necessary to write down in the appropriate adjacent boxes the quantity used for the needs of the household itself.

If the person cannot determine the approximate used quantity, it is necessary to circle code 3 and to select one of the offered intervals in which the used quantity of products would be.

In the case when the household produced some product which is not listed or cannot be classified among the offered ones, it is necessary to write the name of that product, its measuring unit and used quantity. If the household cannot determine the quantity it used, it is necessary to estimate and to write down the approximate interval.

5.2.8 Quality of life

5.2.8.1 Material deprivation for children aged 1 to 15

The aim of this part is to get the picture of the quality of life of children who were 1 to 15 as of December 31, 2012. These questions will be asked only in those households that have children of the said age.

Question D14.1 – **Do all the children aged 1 to 15**:
If the household has several children and if one child doesn’t have some of the possibilities/items mentioned by the question, it is considered that no children in the household have that possibility/item. If one child doesn’t have some of the stated possibilities/items because the household cannot afford it, then the answer should be “No, the household cannot afford it.” If there is some other reason which is not of financial nature, it is necessary to circle code 3 – “No, other reasons,”

Example: *If the child is one year old, with sub-question 8 - Do all the children aged 1 to 15 regularly have activities during free time (swimming, football, playing a music instrument, etc.), code 3, “No, other reasons,” should be circled since the child is far too young to perform these activities.*

[1] Have a possibility to replace worn-out clothes with new one? – the question refers to the financial capability of the household to replace a worn-out piece of clothes (coat, sweater, trousers, jacket, etc.) with the new one. It is not necessary that the clothes is brand new, bought in a shop. It can also be already used (when the younger child “inherits” clothes from the older one). The question refers to worn-out clothes, not clothes which is out of fashion;

[2] Have two pairs of footwear (including one pair for all weather conditions)? – footwear includes shoes, boots, sandals, slippers, sneakers, etc., while a pair of footwear for all weather conditions can be determined as any pair of footwear (shoes, sneakers) for every day occasions, with the exception of sandals, boots and slippers;

[3] Eat fruit and vegetables once a day? – all children in the household needn't eat fruit and vegetables at the same time and they needn't share the same food. Fruit and vegetables can be eaten at different times and/or at a different place and they may be fresh or frozen. Canned fruit and vegetables should not be included in the answer;

[4] Have a meal with meat or fish at least once a day? - the question refers to the financial capability of the household to provide a meal with meat or fish for each child, at least once a day;

[5] Have books fit for their age? - the question refers to books fit for the age and the level of knowledge of the child. Schoolbooks should not be taken into consideration;

[6] Have equipment for playing outside home (bicycle, rollers, rackets, etc.)? – the answer is "Yes" if there is at least one item of equipment for playing outdoors (e.g., bicycle, rollers, racket, etc.) for each child of the household, adjusted to the age of the child.
The answer is "No, the household cannot afford it" if at least one child doesn't have some of the equipment because the household cannot afford it. The answer is "No, other reasons" if at least one child doesn't have some of the equipment, but for some other reasons.
It is not strictly established that all children in the household must have separate equipment for playing outside home;

[7] Have home toys (dolls, computer games, etc.)? – see the explanation under [6];

[8] Regularly have activities during free time (swimming, football, playing a music instrument, etc.)? – activities during free time most frequently mean some activity which the household pays for;

[9] Have parties for special occasions (birthdays, etc.)? – parties for special occasions may be organized at home or somewhere else (playroom, restaurant, etc.);

[10] Can invite friends from time to time in order to play or eat together? – the question mostly refers to getting together at home, but also includes these activities if they take place outside home.

[11] Go somewhere on vacation outside home at least once a year? – Not all the children in the household must go on vacation together and at the same time. If all the children in the household go on vacation for at least one week during a year, the answer should be "Yes" regardless of whether this is vacation with the family, relatives, friends, organizations, school, etc.

Question D14.2 – **Do all the children in your household (aged 1 to 15), who go to school or kindergarten, go to excursions or take part in events that need to be paid for?**

The question refers to recreational classes, excursions and similar events which are paid for and which are organized by the school or kindergarten.

Question D14.3 – **Do all the children in your household (aged 1 to 15), who go to school, have their own space for learning?**

The space for learning is a quiet space with enough light. It is necessary that this space is at home and not, for instance, in the library.

Question D13 **– Please write down the time when the interview ended:**
Write down the exact time when the interview of the household ended and use the 24-hour system. If the hours or minutes are less than 10, put a zero before the hour or minute. Do not round up minutes, but write down the minutes you see on the watch.

THE INTERVIEWING IS OVER AND THE INTERVIEWER GOES BACK TO THE FIRST PAGE OF THE QUESTIONNAIRE IN ORDER TO FILL OUT QUESTIONS PD9 TO PD12. AFTER COMPLETING THIS PART, THE FILLING OUT OF THE INDIVIDUAL QUESTIONNAIRE SHOULD START, KEEPING IN MIND THAT THE PERSONS MUST BE 15 AND OVER!

5.3 Individual Questionnaire

Verify if the person is 15 and over!

The purpose of the Individual Questionnaire is to collect data on the economic activity, income, health, etc., for each individual member of the household who meets the age criteria: 15 and over. After you have filled out the List of

Household Members in the Household Questionnaire, you will establish which persons meet the age criteria for the filling out of the Individual Questionnaire. These are the persons for whom code 1 was circled in column HL8 in the List of Household Members.

If you get consent, start with the interviewing. If the respondent does not agree to continue, thank him and move on to another person. Later analyze this refusal with the team leader or the controller. You, the team leader, the controller or some other person from the team can try to interview that person once again. This depends on your description of the refusal. However, keep in mind that participation of the persons in the survey must be on a voluntary basis and that potential respondents should not be forced into participation. If it is not possible to interview the person who meets the criteria even with additional attempts, the questionnaire will not be open for this person, but rather the reason for not interviewing will be written in Module IA – Interviewer's report, within question IA9 that is at the end of the Household Questionnaire.

5.3.1 Information panel for individual

Information panel for individual consists of 2 parts:

- **The first part** refers to the identification of the household from the SILC form (questions from ID1 to ID3, whose information should be identical to those from the Household Questionnaire – questions from PD1 to PD3), then identification of the individual (question ID5) for whom the questionnaire is filled out, identification of the interviewer, team leader and controller, as well as the date of interviewing.
- **The second part** includes questions ID10 to ID12 which are filled out after the completion of the questionnaire.

Question ID1 **– Ordinal number of the household in the sample:**
Write down the ordinal number of the household from the Information Panel for Household: PD1 from the Household Questionnaire.

Question ID2 **– Municipality identification number:**
Write down the municipality identification number from the Information Panel for Household: PD2 from the Household Questionnaire.

Question ID3 **– Ordinal number of the enumeration area in the Municipality:**
Write down the ordinal number of the enumeration area in the municipality from the Information Panel for Household: PD3 from the Household Questionnaire.

Question ID4 **– Date of interviewing**:
Write down the date when you interviewed this individual: day, month and year. If you do not complete the interview during the first visit and it is necessary to call again on the household in order to continue with interviewing the individual, cross the original date and write the last date of interviewing.

Question ID5 – **Name and surname of the individual filling out the questionnaire**:
Copy the name and surname of the respondent from the Household Questionnaire from the List of Household Members, column HL2, as well as his ordinal number from column HL1.

Questions from ID6 to ID8 – With these questions, it is necessary that you write down your name and code, the name of your team leader and his code, as well as the name of your controller and his code.

Question ID9 – **Write down the time when the interviewing began**:
Write down the exact time when the interviewing of the individual began and use the 24-hour system. If the hours or minutes are less than 10, put a zero before the hour or minute. Do not round up minutes, but write down the minutes you see on the watch.

Question ID10 – **In which way have the data on the respondent been obtained?**

- **By direct interviewing of the respondent, code 1** – this should be circled if the individual to whom the questionnaire refers directly responded to the questions from the Individual Questionnaire. If this code is circled, move on to question ID12;
- **Another member of the household provided the information, code 2** – this should be circled if the data regarding the questions from the Individual Questionnaire were provided by another member of the household who could answer the questions that referred to that individual.

Question ID11 – **Ordinal number of the member of the household who gave the information:**
If the individual for whom the questionnaire was filled out could not be interviewed directly, but the information for him were given by another member of the household, it is necessary to copy the code of that member from the List of Household Members, column HL1.

Question ID12 – **Sex and age of the individual for whom the questionnaire is filled out**:
Copy the sex of the household member for whom the Individual Questionnaire is filled out (column HL3) and his age (column HL5) from the Module HL – List of household members.

5.3.2 Economic activity

5.3.2.1 Employment and unemployment

If the individual for whom the questionnaire is filled out has several jobs, he must decide himself which is his main job. The **main job** can be the job the individual performs at the company where his working records booklet is, then the one where he spends most of the time or where he earns the highest income or profit. The individual who changed the job during the reference week should consider as his main job the one which he had at the end of the reference week.

Question L1.1 **– Did you perform any job during the previous week for a salary or profit (in cash, kind or services), with duration of at least one hour, at an employer's, as self-employed or at an agricultural farm, even if no income was generated or nothing was produced?**

- **Yes, code 1** – this is circled for the person who performed some paid job, for at least one hour, during the reference week. This code should also be circled for students doing paid practice, as well as for paid interns who are involved in the manufacturing of goods or rendering of services. This code should be circled for all persons who have a formal employment, farmers who earn income from their holding, persons who are free-lancers or have their own shop, company, agency, etc., as well as for persons who do not have a formal employment, but have a job which they perform regularly, if they were not absent from work during the reference week. If code 1 is circled, move on to question L2.1;
- **No, code 2** – this is circled for the person who did not perform any of the stated jobs during the reference week.

Question L1.2 – **Did you work during the previous week at starting your own business, production, service or agricultural activity from which your household would generate income in cash, kind or services, or did you build a house for sale or lease?**

- **Yes, code 1** - this is circled if the person, during the reference week, worked at starting his own business (e.g.: purchase or installation of machines or equipment, finding business premises, procurement or ordering products; creation of stocks for the preparation and starting of one's own business, etc.) from which the household could earn income in the future. This code should also be circled for persons who already have their own business, but were not actively involved in that business during the reference week, e.g.: farmer who maintained his farm, but didn't produce or sell anything, fisherman who repaired his boat or mended his net, but didn't catch or sell fish; architect or lawyer who waited for clients at their offices, persons who during the reference week attended seminars or meetings in connection with operating their own business. This code should also be circled for persons who built a house for lease or sale. If code 1 is circled, move on to question L2.1;
- **No, code 2** - this is circled if the person, during the reference week, did not perform any of the stated activities.

The notion "**job**" means any kind of work against a salary, profit, compensation in kind or in a form of service, even if such work lasted for only an hour. At the same time, it is not important whether the person carries out that job within formal employment or not, since the notion "'employed" does not refer only to the person who has employment, but also to other forms of work that earn income, profit or earnings, which in turn nay be paid in monies, goods or services.

Thus, the person who, under an arrangement, gives solely private lessons and the person who does that within a scope of formal employment, either at a public or private school, are considered equally employed. The person who works as a free-lancer, the farmer who cultivates land solely for his own needs, or for his needs and for the market, the person who performs a job under a service contract, author's contract or some occasional jobs that are most often paid in cash, are also considered employed, as well as an employee employed at a public or private property.

An employed person is also a farmer who cultivates land solely for his own needs thus significantly reducing the total costs of the household, as well as the one who sells or exchanges his products at a market. The persons who solely perform smaller agricultural activities during their free time, not significantly contributing to the reduction of the total costs of the household, while not performing any other job against a salary, profit, compensation in kind or in a form of service, even if that work lasted for just an hour, are not considered employed persons.

Question L1.3 **– Did you perform any unpaid job during the previous week at a member's of your household who is the owner of an agricultural farm in which he/she generates a salary or profit?**

- **Yes, code 1** – this is circled for the person who during the reference week performed some unpaid job in a company, within the scope of professional practice or at an agricultural farm which is owned by a member of his household and on the basis of which the owner generates a salary or profit. For example: a son or a daughter who live in the family household and work in the family company or on the family farm without receiving compensation; wife who helps her husband in the family business without formal salary, as well as other household members who assist, without compensation, with performing family business for a mutual economic interest. If code 1 is circled, move on to question L2.1;
- **No, code 2** - this is circled for the person who during the reference week did not perform any unpaid job in a company, within the scope of professional practice or at an agricultural farm, which are owned by a member of his family.

Question L1.4 **– Were you engaged during the previous week at your own or somebody else's agricultural farm, did you hunt or catch fish, collect snails, mushrooms, firewood, etc.?**

- **Yes, code 1** - this is circled for the person who was engaged in some of the mentioned activities;
- **No, code 2** - this is circled for the person who was not engaged in any of the mentioned activities. If code 2 is circled, move on to question L1.6.

Question L1.5 **– Are the above stated products sold at least partially?**

- **Yes, they are sold, code 1** – this is circled for the person whose products, mentioned in question L1.4, sell at least partially;
- **No, they are fully consumed in the household, code 2** - this is circled for the person who uses the products, mentioned in question L1.4, only for his own consumption and does not sell them. After this question, move on to question L2.1.

Question L1.6 **– Do you have your own business, agricultural farm or privately practice your profession from which you were absent during the entire previous week and to which you intend to go back?**

- **Yes, code 1** - this is circled for the person who privately practices his profession or has his own business which he usually deals with or agricultural farm where he works otherwise, but from which he was absent during the entire previous week and to which he intends to go back. If code 1 is circled, move on to question L1.12;
- **No, code 2** - this is circled for the person who doesn't have a job or agricultural farm where he works or privately practice his profession, and from which he was absent during the previous week.

Question L1.7 **– Do you have a job where you receive a salary, but from which you were absent during the entire previous week?**

- **Yes, code 1** - this is circled for the person who has a job where he receives a salary, but from which he was absent during the entire previous week;
- **No, code 2** - this is circled for the person who did not have a job where he received a salary and from which he was absent during the previous week. If code 2 is circled, move on to question L1.9.

Question L1.8 **– Is there a guarantee/safety that you can go back to work after the expiry of the absence (do you have a contract or agreement in connection with that job)?**

- **Yes, code 1** - this is circled for the person who has a job where he receives a salary and from which during the entire reference week he was absent for some reason (for example: maternity leave, illness, additional professional training, etc.), but who has a guarantee (decision, promise of the employer) that he will go back to that job. This code is also circled for the persons who perform seasonal job and who have a guarantee they will go back to work at the same employer's at the beginning of the next season. If code 1 is circled, move on to question L1.12;

- **No, code 2** - this is circled for the person who does not have a guarantee nor is he certain he will go back to work after the expiry of the absence.

Question L1.9 **– Do you have any unpaid job at a member's of your household from which you were absent during the entire observed week?**

- **Yes, code 1** - this is circled for the person who usually, without compensation, works in a family business which is owned by a household member and from which he was absent during the entire observed week;
- **No, code 2 -** this is circled for the person who did not have an unpaid job which is owned by a member of his family and from which he was absent during the observed week. If code 2 is circled, move on to question L1.11.

Question L1.10 **– Will the member of your household for whom your work accept your return to the job?**

- **Yes, code 1** - this is circled for the person who, without compensation, works on a job which is owned by another household member, from which he was absent during the entire reference week and who has a guarantee from the owner (member of his household) that the latter will accept his return after the expiry of the absence. If code 1 is circled, move on to question L1.12;
- **No, code 2** - this is circled for the person who has an unpaid job which is owned by a member of his family, but who has no guarantee from the owner (member of his household) that the latter will accept his return to the job after the expiry of the absence.

Question L1.11 **– Why didn't you work during the previous week?**

This question is answered by the person who, during the entire reference week, did not perform any job, as well as by the person who had a job from which he was absent during the reference week and who has no guarantee from the employer or the owner of the family business that he will go back to work. If code 2 or code 4 is circled, move on to question L3.1.

- **Absence or temporary interruption of the work contract at the initiative of the employer, code 1 –** this is written for the person who had a written or unwritten employment contract which was suspended by the employer. This contract may, but need not be extended, i.e., there is a possibility of returning to the same employer's after the expiry of a certain period of time;
- **Voluntary military service, code 2 –** this is written for the person who did not work during the observed week on account of doing the voluntary military service**.** If code 2 is circled, move on to question L3.1;
- **Seasonal break at a seasonal job, code 3 –** this is written for the person who did not work during the entire observed week because of the seasonal character of the job**;**
- **Other reasons (didn't have work, etc.), code 4 –** this is written for the person who did not have or perform any work during the entire observed week, as well as for the person who did not have a job from which he was absent during the entire observed week. If code 2 is circled, move on to question L3.1.

Question L1.12 **– Reason for the absence from work**:

This question is answered by the person who had a job, but from which he was absent during the entire reference week on account of one of the following reasons:

- **Poor weather conditions, code 1** – this is circled for the person who was absent from work during the entire reference week because of poor weather conditions (for example: flood, earthquake, rainfall, storm, etc.);
- **Reduced volume of work owing to technical or economic reasons, code 2** – this is circled for the person who was absent from work during the entire reference week because of the lack of raw materials or primary materials, breakdown, overhaul or lack of equipment. This means that the person was absent from work because of an interruption of the technological process of the work which occurred independently from his will;
- **Strike, code 3** – this is circled for the person who was absent from work during the entire reference week because of a strike. This code is circled only for the persons who were directly involved with the strike. For the person who could not work during the reference week because of a strike, but did not directly participate in it, code 2 should be circled;
- **Education or training, code 4** – this is circled for the person who was absent from work during the entire reference week because of education (additional education, additional professional schooling or training);
- **Illness, injury or temporary inability, code 5** - this is circled for the person who was absent from work during the entire reference week because of his illness or health-related incapacitation to work. This code should also be circled for women who were absent from work because of pregnancy leave;

- **Maternity leave, code 6** - this is circled for the person who was absent from work during the entire reference week on account of using maternity leave, regardless of whether the maternity leave is used by the mother or the father. Maternity leave starts obligatorily 28 days before the date due for the delivery and lasts until three months after the date of delivery;
- **Parental absence / child care, code 7** – this is circled for the person who was absent during the entire reference week because of child care, regardless of whether this leave is used by the mother or the father. The absence from work for child care lasts until the expiry of 365 days from the beginning of maternity leave for the first and the second child, or 2 years for the third and each subsequent newly born, counting from the date of starting with maternity leave;
- **Vacation, state or religions holidays, code 8** – this is circled for the person who was absent from work during the entire reference week because of a state or religious holiday, or because of using annual leave;
- **Paid leave, code 9** – this is circled for the person who was on paid leave during the entire reference week, i.e., who was absent with the full compensation of the earnings. This code is circled in the cases of getting married, serious illness or death of a member of the narrow family, the wife giving birth, volunteered blood donation, redistribution of working hours (for the person who “earned” free days by overtime work);
- **Other (personal) reasons, code 10** – this is circled for the person who was absent from work during the reference week for the reasons that cannot be classified into any of the stated modalities. For example: parents taking sick leave because of the illness of a child, etc.

Question L1.13 **– Total duration of the absence (time from the last day you worked until the planned return to work):**

- **Three months or less, code 1** - this is circled for the person whose planned duration of the absence from work is three months or less. If code 1 is circled, move on to L2.1;
- **More than three months, code 2** - this is circled for the person whose planned duration of the absence from work is more than three months;
- **Has no intention of going back to work, code 3** - this is circled for the person who has no intention of going back to work from which he is absent. If code 3 is circled, move on to L3.1.

Question L1.14 **– What are the total monthly net earnings you receive during your absence from work?**

The goal of this question is to establish if the person continues to receive net earnings during the absence and if yes, if it is less or more than 50% of the usual net earnings.

If **code 1** or **code 2** is circled, move on to question L3.1.

5.3.2.2 Data on the individual’s main job

Questions from L2.1 to L2.16 refer to the main employment or job. If the person for whom the questionnaire is filled out has several jobs he works on, he himself has to decide which his main job is. The **main job** can be the job the person does in a company where his work booklet is, then where he spends most of the time or where he makes the highest earnings or profit.

All the data concerning the main job refer to the state of affairs during the reference week. The person who changed the job during the reference week should consider as his main job the one which he had at the end of the reference week. If the person worked on different job posts during the several years of work at the same company, the answer to the question is given in accordance with the job post where he worked during the reference week. The person who was absent from work during the reference week, gives the data on the job from which he is absent.

Question L2.1 **– What is your occupation at the main job?**

The answer is given by writing down as complete and as precise a name of the occupation which the person followed during the reference week. The occupation is determined irrespectively from the activities of the firm in which the person works. Incomplete and generalized answers should be avoided, and instead one should attempt to get as precise answers as possible.

Table 3 provides examples of correct answers.

Table 3:

Incomplete and generalized answers:	Correct answers:
Farmer	Farmer (livestock breeder, crop farmer, orchard grower) – producer for market, Farmer – producer for his own needs
Agricultural worker	Agricultural assistant worker (in livestock breeding, field crop farming, etc.)
Fisherman	Fresh-water fisherman, Sea fisherman, Worker in a fishery
Metal worker	Lathe operator - craftsman, Lathe operator - industrial, Fonder - craftsman, Fonder – industrial
Wood processing worker	Wood turner – craftsman, Wood turner – industrial
Textile worker	Manual knitter of textile – craftsman, Machine knitter of textile – craftsman, Machine knitter of textile in industry
Baker, Butcher	Baker – craftsman, Baker – industrial, Butcher – craftsman, Butcher – industrial
Professor, Lecturer	Secondary school professor, Higher education professor, University professor (regardless of the subject); the same goes for lecturer
Office worker, Clerk, Inspector, Advisor	Registrar, Social protection officer, Sanitary inspector, Legal advisor
Head clerk, Supervisor, Foreman	Head blaster, Supervisor of weaving, Foreman in the production of nitrogen
Engineer	Civil, Electrical, Mechanical, etc.
Technician	Engineering, Mechanical, Mining technician, etc.
Artist	Writer, Sculptor, Painter, Composer, etc.
Inexpert worker, Unqualified worker	Person working on packing, measuring, sorting, Porter
Manager	Head – manager in agriculture (in construction, trading, catering, traffic and transportation, finance)

The occupations are coded in line with the Occupation Classification which is comparable with the International Standard Classification of Occupations (ISCO-08). The occupation code is double-digit one. The occupation coding is done by the controllers.

Question L2.2 **– Activity (of the local unit) in which you work (what is produced or which services are rendered at your enterprise, company, organization, etc.):**

The **local unit** is a geographical location where the work is performed and it usually consists of a building, a part of a building or several buildings. Therefore, a local unit comprises *one or a group of employees* in a business subject (firm) *who are geographically located at the same place*. It can be a farm, laboratory, shop, garage, bar, pub, hotel, restaurant, office, warehouse, school, hospital, health centre, house, etc, where the person performs the work.

- For unregistered organizational units of a company, which are situated at the same location as the parent company but perform an activity different from the activity of the parent company, the activity of the company is written down. For unregistered organizational units of a company, which perform an activity different from the activity of the parent company, but which are not situated at the same location as the parent company, the activity which they perform is written down.

Example: *If the basic activity of a company is manufacturing of office furniture, but at the same time it has a shop at another location where this furniture is sold (regardless of whether it is registered as a unit within the company), for the person working at that shop the caption “Furniture retail trade” ought to be written down and not “Manufacturing of office furniture.” If the shop is not at another location and is in fact at the same address as the company and is not separately registered, then “Manufacturing of office furniture” ought to be written down.*

Example: *If a person works at a hospital which has its own canteen that is at the same address as the hospital, the activity that should be written down for the person working at that canteen is “hospital activity.” However, if the canteen is located on the opposite side of the street, for the person working at that canteen, the activity that should be written down is “canteen.”*

- For the persons working at a company which for the purpose of carrying out its activities leases premises from another company, one should write down the activity of the company in which the person works, irrespectively from the activities of the company on the premises of which the person works (e.g., for the person working at a shop registered for photocopying, binding, etc., which is located on the premises of a university, one should write “photocopying and binding,” and not education activity or “university.”).

- If the person works at several places (e.g., transportation, construction, maintenance, supervision, jobs related to traveling), at home or in the place where the ordering party of the work is located, the place where the instructions for carrying out that work originate or from where the work is organized should be stated as the local unit.
- For the person working at an Agency for temporary employment, while temporarily carrying out work at another employer's, one should write down the name of the basic activity of that other employer for whom the person is temporarily carrying out work.
- For the persons working in artisan, trading or other private shops (as founders, co-founders, employees or family workers) the name of the activity performed at the shop should be written on the line.
- For the persons in agricultural households who work as owners on their agricultural farm or as family workers in the business on the farm of another household member, the name of the agricultural branch which earns them the highest income should be written on the line.
- For the persons carrying out their professional activity independently in the form of occupation, the most detailed description possible of the professional activity they deal with should be written on the line (e.g., free-lance translator, free-lance sculptor, etc.). For other persons who carry out the activity in the form of occupation, the type of work they do should be written on the line in descriptive terms (e.g., street shoe cleaner, street vendor of lottery, street vendor of ethnic products, etc.).

The activities are coded in line with the Activity Classification which is comparable with the United Nations activity classification (ISIC – rev.4) and the European Union classification (NACE, rev.2.). The activity code is double-digit one. The activity coding is done by the controllers.

Question L2.3 **– The form of property at which you work:**

The form of property at which the person works is circled. For employees, the code which corresponds to the property of the company, institution or another employer at which the person works is circled. Code 1 and code 2 - this is circled for the person who works at a company or institution which is privately owned, for the person who independently carries out his activity – profession, for the person who works for his own account, at a private household (cleans, does housework, takes care of children, gives private lessons, etc.), as well as for the person who renders services for a company or institution which is owned by the state (carries out construction works, performs publishing activity, prepares and delivers food, renders cleaning or protection services, etc.).

- **Private – registered, code 1** - this is circled for the person who carries out work at a private registered property;
- **Private – unregistered, code 2** - this is circled for the person who carries out work at a private unregistered property;
- **Public/state-owned, code 3** - this is circled for the person who works at a company or an institution which is public/state-owned;
- **Other (e.g., socially-owned, cooperative, mixed, etc.), code 4** - this is circled for the person who works at a company or an institution which is owned by a cooperative or is a mixed property, or whose form of ownership is unknown. This code should also be written for the person who works in organizations created through membership (e.g., religious organizations, social organizations such as civic associations, consumer union, political organizations, etc.).

Question L2.4 **– What is your professional status at that job?**

- **Self-employed with employees, code 1** - this is circled for the person who works independently and employs at least one more person. This code is also written for a farmer who uses help from the members of the family or other persons whom he pays for the work. If code 1 is circled, move on to question L2.9;

- **Self-employed without employees, code 2** - this is written for the person who works in his own company, on his own agricultural farm, as well as for the person who carries out independent professional activity or performs some other work for his own account, but who *does not employ* any other person when carrying out this work. This code is also written for the persons who independently find and organize, by the rule, unregistered jobs (e.g., services related to giving private lessons, translation, taking care of children, sewing, selling on green markets, etc.). If code 2 is circled, move on to question L2.10;

Example: *Persons who are engaged at some public institution or any other legal entity on the basis of a work contract or author's contract represent self- employed persons who render services to the public institution, i.e., the legal entity. At the same time, it is important that there is no employment contract, i.e., that they do not have a status of an* *employee. They are self-employed persons at private property who render services against a contracted compensation, in the same way the interviewers are engaged for the census. They are not employed at the SORS, but they render interviewing services to the SORS*.

- **Employee, code 3** - this is circled for the person who works for an employer in any sector of property and generates earnings in money or in kind, regardless of whether he has a formal employment contract or works on the basis of a verbal agreement. A household member who helps with a family business (on a farm or in a company) and who is paid for his work is also considered an employee. An employee is also a person working in the military (as a military person or as a civilian), while the person doing the voluntary military service is not considered an employee. For the person taking care of children at his own home (foster families), code 3 should be circled, if he is paid for the job by the local authorities (or by some other public institution) and if he does not make independently decisions regarding the job done (e.g., distribution and number of children). If the person performs those same tasks independently, then codes 1 or 2 should be circled. Employees are also students/pupils, as well as persons doing their practice or training, if they are paid for their work, as well as clergy (of any religious community). For the person who privately practices his profession, while at the same time working for a legal entity (e.g., a physician or a dentist who has his own practice, but at the same time works in a hospital or a primary health care center), codes 1, 2 or 3 should be circled, depending on which job the person selected for his main job;
- **Unpaid assisting member in a family business, code 4** – this is circled for the person who helps another household member in conducting family business or in managing agricultural holding, while not being paid for the job. This should include: a son or a daughter who work for the "parental business" or for the parental holding without earning income, the wife who helps her husband in his work, parents who help children in their work, etc. <u>This code is not circled for the children who go to school and only occasionally help their parents in conducting their family business and are not paid for that work</u> which can be done even without their help. Also, this code is not written for the cousins who live outside the household, but who come from time to time to help with the work and are not paid for their work, or for the persons who volunteer without any compensation. If code 4 is circled, move on to question L2.9.

Question L2.5 **– When doing your job, do you supervise at least one employee (including apprentices)?**

- **Yes, code 1** – this is circled for an employee who controls and manages the work of at least one person and whose supervisory function is in his job description. When answering this question, one should take into consideration a situation which is usual and not the one which refers only to the observed week. This code is also circled for members of a group who have collective responsibility and where there is rotation, i.e., replacements in the managing of work and control of other employees. This code is not circled for the employee who carried out the supervisory function temporarily, replacing the person who is otherwise in charge of the supervision. Also, this code is not circled for an employee whose job title refers to some kind of supervision, while he does not control and manage the work of other employees (e.g., playground supervisor, warehouse guard, etc.);
- **No, code 2** – this is circled for an employee who does not control and does not manage the work of other persons.

Question L2.6 **– Do you do your job**

- **For indefinite period of time, code 1** – this is circled for the employee who has employment for indefinite period of time under an employment contract. Code 1 should also be circled for the employee who is employed for indefinite period of time and who was leased by the employer to another employer for performing a certain job and who has a guarantee of going back to the previous job. The employee who has employment contract which is renewed, for example once a year, should decide himself whether he has employment for indefinite or definite period of time;
- **For definite period of time, code 2** – this is circled for the employee who performs a job the duration of which is determined in advance by an agreement between the employer and the employee. This code should also be circled for the employee who is engaged by the employer for the purpose of performing a certain job when the duration of the work is not determined in advance, but depends on the time required for the work to be completed;
- **On a seasonal basis, code 3** - this is circled for the employee who performed some seasonal job during the reference week. The seasonal jobs are usually done during a certain season and they are most frequent in construction, tourism, catering, agriculture, etc.;
- **Occasionally, code 4** - this is circled for the employee who does not have permanent employment, that is, who performs occasional jobs when he finds them or when they are offered to him. This code is circled for the employee who, during the reference, performed week some accidental – one-time job in agreement with

the employer (the person who worked on the unloading or loading of construction material for a private or physical entity, who cleaned other people's homes, worked on an agricultural farm, transported goods, entertained guests at some party, etc.).

Question L2.7 - **What were your net earnings in the previous month?**

With this question, the person is given an opportunity to express the accurate value of his net earnings in the previous month. The earnings should include the paid overtime, tips, commissions, meal allowance, etc., but should exclude income from savings, property, earnings from shares, bonds, etc.

If the person was employed during the previous month, but has not received salary, it is necessary to circle code 00. If the answer to this question has been given, move on to L2.9. Otherwise, if the person does not know/will not answer, circle code 99 and move on to the next question.

Example: *The person has received thirteenth salary, annual leave allowance, etc. In this situation it is necessary to divide the amount of this or similar income by 12 and a twelfth part should be added to the amount of the earnings generated in the previous month.*

Question L2.8 – **Can you estimate in which interval were your net earnings during the past month?**

If the person does not want to say/does not know the exact amount, he may assess his net earnings and place it into one of the offered intervals. If, even with the intervals, the person still does not know/does not want to say the amount of his net earnings, circle code 99.

Question L2.9 – **Number of persons working with you (yourself included) at the local unit?**

One should write down the number of persons working together with the interviewed person (including that person) within the same local unit, as well as the number of persons working outside of it, but who belong to that local unit and are paid by the same employer (for example: trade representatives, suppliers, handymen, drivers, etc.). This includes the persons who are absent from work over a short period of time (sick leave, paid leave, strike, etc.), as well as the persons who work part-time, seasonal workers, interns, apprentices, and workers who work at home provided they are on the pay-roll. This should not include the persons who are absent from work over an unlimited period of time, who work for the benefit of some other company, as well as persons who are doing the mandatory military service. The persons who work through an agency for temporary employment should state the number of employees who work at the local unit where they perform work, while the persons working at the agency should state the number of employees at that agency.

If the number of persons at the local unit who work together with the interviewed person is between 1 and 10, the exact number should be written in the provided boxes.

If the local unit employs more than 11 persons, including the interviewed person, the appropriate codes should be circled.

Question L2.10 – **How many hours during a week do you usually work on your main job?**

One should write down the number of the usual hours of work a week which the interviewed persons spends working. For the person that has big oscillations in the number of weekly hours of work and therefore cannot determine the hours of his usual weekly work time, the average weekly number of work hours can be calculated (assessed) as an average of the work hours in the last four weeks.

If the person cannot assess even in this way how many hours a week he usually works, then 00 should be written down.

Question L2.11 – **Did you change your job during the past 12 months?**

A change of job has occurred if the person left the job or if he replaced one job with another. In the case of employees, this change entails a change of the employer and not a change of the job position or the duty at the same job post, at the same employer's. However, if the person remained at the same employer's, but changed the type of contract, this would mean that there was a job change. In the case of self-employed persons, a job change means a change of the activity or a change of the status (e.g., the person used to be an employee and has changed the status into the self-employed), while completion of one business contract and starting (signing) of a new one does not mean a job change. If code 2 is circled, move on to question L2.13.

Question L2.12 **– The main reason why you left your previous job?**

- **Found or looking for a better job, code 1** - this is circled for the person who stopped working because he had found a job the working conditions of which were more suitable;
- **Your contract has expired, code 2** - this is circled for the person who stopped working because the job he used to perform was of a temporary or seasonal character, or it was a job for definite period of time;
- **Forced by the employer (bankruptcy, cutting down the number of employees, early retirement, laying off, etc.), code 3** – this is circled solely for the person who had at his last paid job the status of employee and whose employment ended against his will, i.e., he was fired by the employer, was declared redundant or the company in which he used to work was sold, went bankrupt or was liquidated;
- **On account of closing private business, code 4** – this is circled solely for a self-employed person who terminated his private business.
- **Child care and similar, code 5** - this is circled for the person who stopped working on account of: taking care of his children or children of his spouse who live within or out of the household; taking care of other children (up to 14 years of age) who live within or out of the household; taking care of incapable adult cousins or friends (aged 15 or more). This code is not circled for the persons who stopped working in order to start taking care or nurturing children and incapable adults professionally;
- **Moved for family reasons, code 6** - this is circled for the person who left the job on his own will on account of personal or family reasons (move);
- **Other reasons, code 7** - this is circled for the person who left the job for some other reason which is not mentioned. This code is written down for the person who left the job because of personal dissatisfaction, for a private businessman who sold his firm, closed his shop or "went out" of the business, as well as for unpaid family workers for whom none of the codes from 1 to 6 has been written down.

Question L2.13 **– Apart from the main job, did you perform any additional paid work during the previous week?**

- **Yes, code 1** – this is circled for the person who in addition to the main job performed another additional, supplementary or part-time job during the reference week against a monetary or other compensation which he usually performs along with his main job;
- **No, code 2** - this is circled for the person who during the reference week did not perform any additional job, apart from the main one. If code 2 is circled, move on to question L2.15.

Question L2.14 **– How many hours a week on an average do you spend on that additional job / those additional jobs?**

One should write down the number of hours a week which the person spends on an average on that additional job. If the person cannot assess how many hours during a week he usually spends on the additional job(s), 00 should be written down.

FOR THE INTERVIEWER:

Question L2.15 **– If the sum of hours in questions L2.10 and L2.14 is less than 36, mark 1. Otherwise, mark 2.**

This question should not be asked to the person who is being interviewed, but rather the interviewer should write himself the relevant code on the basis of the previously provided answers. If code 2 is circled, move on to question L3.11.

Question L2.16 **– Main reason why you worked for less than 36 hours:**

For the person who works or used to work for less than 36 hours, it is considered that he works/worked less than full working hours. Less than full working hours can amount to a maximum of 35 hours a week.

Circle the main reason because of which the person worked for less than 36 hours and move on to L3.11.

5.3.2.3 Previous job and looking for job

FOR THE INTERVIEWER:

Question L3.1 **– Is the person currently 75 and more?**

The answer to the question serves as a control point in order to establish whether the person should answer questions L3.2-L3.5 which concern job search. According to the international recommendations, the persons aged 75 and over (this is the age as of the date of the interviewing) should not answer these questions, that is, they can be considered unemployed.

- **Yes, code 1 -** this is written for the person who is 75 or over. The person for whom this code is written down does not answer the questions in columns L3.2-L3.5, but rather directly answers the question in L3.6;

- **No, code 2** - this is written for the person who is less than 75.

Question L3.2 **– Did you look for a job during the previous four weeks?**
This question is a filter question for defining unemployment. The main criterion for classifying persons who do not have a job into unemployed and inactive is their activity with regards to job search in the previous four weeks.

- **Yes, code 1** - this is circled for the person who in the previous four weeks undertook some concrete steps aimed at finding a job. This code is also circled for the person who, as a beginner or worker during probation period, is looking for a possibility of professional training;
- **No, code 2** - this is circled for the person who in the previous four weeks did not undertake any steps in order to find a job. This code should also be circled for the persons laid off by the employer for a period longer than three months with a promise to re-hire them again, as well as for the persons who found a job before (before those four weeks), but have still not started to work, provided that all of the said persons have not undertaken any active steps aimed at finding a job. If code 2 is circled, move on to question L3.5.

Question L3.3 **– In which way did you look for a job during the previous four weeks**

Each question in the rows 1 to 13 should be answered. This question is very important for establishing the number of unemployed. The unemployed may be only the person who during the previous 4 weeks, including the observation week, undertook one of the stated active steps aimed at finding a job. Several answers may be given to this question, that is, several codes may be written down. The person should mention each step he undertook in order to find a job during the previous 4 weeks, since each of the mentioned steps does not constitute an active job search (e.g., awaiting test/interview results or waiting for a call from the National Employment Service do not constitute job searching in an active way).

In some other way, code 13 – this includes, for instance, asking for advice at an agency for small- and medium-sized enterprises, inquiring at guild chambers of commerce, etc.

Question L3.4 **– If offered a job, could you start working within two weeks?**
In order to be considered unemployed, the person looking for a paid job must be able to start working within two weeks. The two-week period enables the person to carry out all preparations necessary for starting on the job.

Question L3.5 **– What is the minimal net salary for which you would accept employment in this month?**
The amount of minimal net salary for which the person would accept to work should be written down. If the person does not want to work, circle code 98. If the person refuses to answer, circle code 99.

Question L3.6 **– Have you ever worked before at a job that lasted for at least six months?**
All the persons who did not work during the reference week (regardless of whether ever before they had a job or not) should answer this question. The persons who are on leave from work for more than 3 months and do not receive any income or receive less than 50% of the income, as well as the persons whose employment is frozen, should give data regarding the job from which they are absent.

- **Yes, code 1** - this is circled for the person who had employment or a job before for which he was paid (in money or in kind), regardless of the duration of the employment and regardless of whether the job was for indefinite or definite period of time, or seasonal, or the person worked as unpaid family worker. For the person who had performed solely accidental short-term jobs in the past or worked during school vacation, while doing the military service, etc., it is not considered that they had a job. However, for the person who over a longer period of time performed some jobs of only several hours only on a weekend, after school, etc., code 1 should be circled;
- **No, code 2** - this is circled for the person who never before had any employment or a job for which he was paid (in money or in kind). This code should also be circled for the person who occasionally and over a shorter period of time performed solely accidental jobs, worked during school vacation or while doing the military service. If code 2 is circled, move on to question L3.13.

Question L3.7 **– What was your professional status at the last job you did?**
The professional status of the person at his last job is circled. For the answer to this question, please see instructions provided with question L2.4. If code 1, 2 or 4 is circled, move on to question L3.10.

Question L3.8 **– At your last job, did you supervise at least one employee (including apprentices)?**
See clarification provided with question L2.5.

Question L3.9 **– Did you do this job:**

See clarification provided with question L2.6.

Question L3.10 **– What was your occupation at the last job (Describe the main tasks you performed at your last job)?**

The occupation which the person had at his last paid job should be written down. Regarding the answer to this question, see clarification with question L2.1. The coding of the occupations is done by the controllers.

Question L3.11 **– How old were you when you first started working on the job(s) that lasted for at least six months continuously?**

Write down the exact year when the person started working on his first regular job. Irregular, occasional student jobs (e.g., through youth cooperative) after which the person went back to the university are not taken into consideration, and neither are temporary, uncertain jobs of the persons who did not pursue education.

The job the person performed for at least 6 months should be taken into consideration (unless the job was interrupted by a period of unemployment or a new job), even if the person pursued education during that period.

Question L3.12 **- How many years in total have you worked at all of your paid jobs (in cash, kind or services)?**

Write down the total number of complete years which the person spent on all the jobs he was paid for, starting from the date when he first began to work. If the person had unpaid interruptions in the work, these interruptions are not counted against years of employment.

If the person changed several jobs during his work, then all the complete years of work on all of these jobs should be added up. For the persons who worked for less than a year, 0 should be written down.

Question L3.13 **- What is, in your opinion, your current main status?**

When answering this question, the person should present his own opinion regarding his main status, that is, one of the provided codes should be circled for the person regardless of the previously given answers, i.e., whether he gave answers as an employed, unemployed or inactive person.

When answering this question, one should take into account the status the person had during the reference week:

- **Full-time employee, code 1** - this is circled for the person who considers himself a full-time employee. Full time means full working time prescribed by the law for the type of activity or work the interviewed person performs;
- **Part-time employee, code 2** - this is circled for the person who considers himself a part-time employee. Part-time can be 35 hours a week at the maximum;
- **Full-time self-employed, including also unpaid assisting member in a family business, code 3** – This is circled for the person who considers himself full-time self-employed and/or unpaid assisting family member. If the person performs the activity at home or works the same number of hours as the persons who do the same or similar job within the scope of their employment, it is considered that this person works full time. If such a person works fewer hours than the persons who do the same or similar job within the scope of their employment, it is considered that he works part time. For the persons who do not have working hours stipulated by the law, it is considered that they work full time if they work for 36 and more hours a week (farmers, family workers, persons who independently perform professional activity where the duration of the working hours is not prescribed);
- **Part-time self-employed, including also unpaid assisting member in a family business, code 4** - This is circled for the person who considers himself part-time self-employed and/or unpaid family worker. Part-time can be 35 hours a week at the maximum;
- **Unemployed, code 5** - this is circled for the person who considers himself unemployed;
- **Pupil/student, post-graduate, person doing mandatory unpaid practice, code 6** - this is circled for the person who is a pupil, student or is doing mandatory unpaid practice;
- **Pensioner, code 7** - this is circled for the person who considers himself a pensioner;
- **Person with permanent disability who does not work, code 8** - this is circled for the person who has some form of long-term and durable disability and who does not perform some paid work;
- **Person who carries out housework at his/her own household, code 9** - this is circled for the person who carries out solely unpaid tasks related to the maintenance of the household;
- **Other inactive person, code 10** - this is circled for the person who considers himself belonging to some category of inactive persons not mentioned earlier.

Example: *The person who does not have permanent employment, but during the reference week performed some work against compensation in money or in kind for at least 1 hour, should circle code 5 with this question, if that person considers that to be his current main status "Unemployed."*

Question L3.14 **– What kind of change was there in your professional status during the past 12 months?**
State the latest change in the professional status. Circle one of the offered codes.

5.3.2.4 Economic activity in 2012

Question L4.1 **– What was, in your opinion, your main status in 2012, by months?**
When answering this question, the person should express his own opinion regarding his main status, that is, one of the offered codes ought to be circled for him, for each month separately in the period from January 1 through December 31, 2012, depending on the predominant activity in the respective month.

Table 4:

Month	Employee		Self-employed, including unpaid family worker		Unemployed	Student/pupil	Pensioner	Permanently disabled	Person who performs housework	Other inactive person
	full time	part time	full time	part time						
January	1	2	3	4	5	6	7	8	9	10
February	1	2	3	4	5	6	7	8	9	10
March	1	2	3	4	5	6	7	8	9	10
April	1	2	3	4	5	6	7	8	9	10
May	1	2	3	4	5	6	7	8	9	10
June	1	2	3	4	5	6	7	8	9	10
July	1	2	3	4	5	6	7	8	9	10
August	1	2	3	4	5	6	7	8	9	10
September	1	2	3	4	5	6	7	8	9	10
October	1	2	3	4	5	6	7	8	9	10
November	1	2	3	4	5	6	7	8	9	10
December	1	2	3	4	5	6	7	8	9	10

It is necessary to follow the following rules:

- If the person worked for at least two weeks, circled codes from 1 to 4 for that month;
- If several answers are possible, then the activity in which most of the time in the given month was spent ought to be taken into consideration.

If the person worked on several part-time jobs in the given month which are equivalent to a full-time job, it is necessary to circle code 1.

If the person had several activities during the given month, the priority should be given to economic activities.

- **Full-time employee, code 1** - this is circled for the person who considers himself a full-time employee. Full time means full working time prescribed by the law for the type of activity or work the interviewed person performs;
- **Part-time employee, code 2** - this is circled for the person who considers himself a part-time employee. Part-time can be 35 hours a week at the maximum;
- **Full-time self-employed, including also unpaid family worker, code 3** – This is circled for the person who considers himself full-time self-employed (including unpaid assisting family member). If the person performs the activity at home and works the same number of hours as the persons who do the same or similar job within the scope of their employment, it is considered that this person works full time. If such a person works fewer of hours than the persons who do the same or similar job within the scope of their employment, it is considered that he works part time. For the persons who do not have working hours stipulated by the law, it is considered that they work full time if they work for 36 and more hours a week (farmers, family workers, persons who independently perform professional activity where the duration of the working hours is not prescribed);
- **Part-time self-employed, including unpaid family worker, code 4** - this is circled for the person who considers himself part-time self-employed. Part-time can be 35 hours a week at the maximum;
- **Unemployed, code 5** - this is circled for the person who considers himself unemployed;

- **Pupil/student, post-graduate, person doing mandatory unpaid practice, code 6** - this is circled for the person who is a pupil, student or is doing mandatory unpaid practice;
- **Pensioner, code 7** - this is circled for the person who considers himself a pensioner;
- **Person with permanent disability, code 8** - this is circled for the person who has some form of long-term and durable disability and who does not perform some paid work;
- **Person who carries out housework, code 9** - this is circled for the person who carries out solely unpaid tasks related to the maintenance of the household;
- **Other inactive person, code 10** - this is circled for the person who considers himself belonging to some category of inactive persons not mentioned earlier.

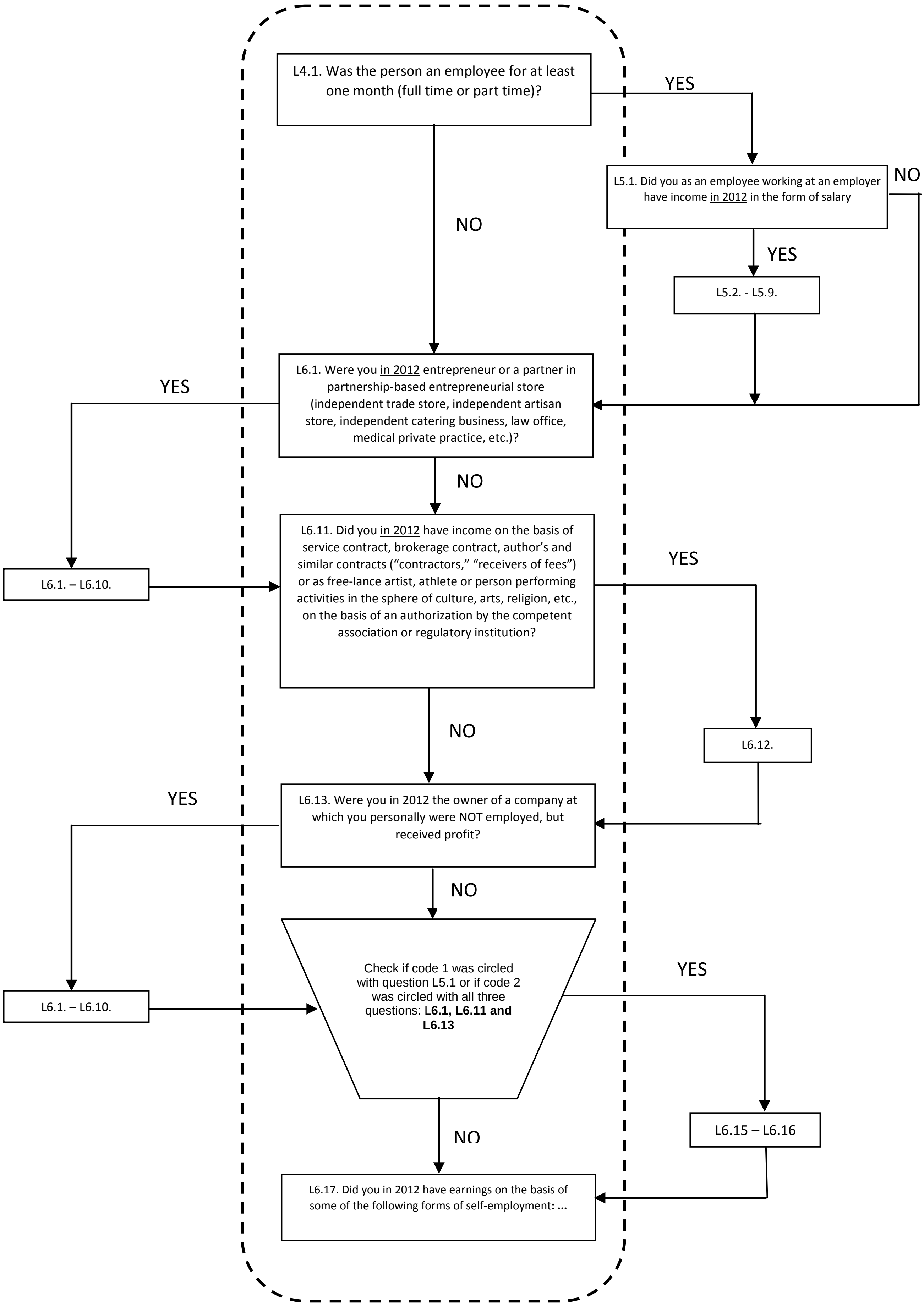
5.3.3 Income in 2012

5.3.3.1 Income of employees working at employers in 2012

The aim in this part is to obtain information on the income of employees working at employers. In the case that the person was an entrepreneur or a partner in a partnership company where he also was an employee, this part should be skipped and the person should continue answering questions starting from L6.1. On the other hand, if he was an employee at a company which he owns fully or partially, this part should be filled out and the answers should be given solely for the income which is not the result of the ownership, such as a share in profit, dividends, etc.

When it comes to the questions that require the amount of the income, unless otherwise provided, the income should be expressed at the annual level, in dinars. In case that the respondent, for instance, knows the income at the monthly level and in some other currency, it is necessary for the interviewer to calculate it into the dinar amount and add up the values for all the months in which the respondent earned the income on the basis of employment. The interviewer should use the average exchange rate of 110 dinars against a euro.

In the case that the amount contains more figures than the number of the boxes provided in the questionnaire, the interviewer may write outside the boxes.


L4.1. Was the person an employee for at least one month (full time or part time)?
YES
NO
L5.1. Did you as an employee working at an employer have income in 2012 in the form of salary
NO
YES
L5.2. - L5.9.
L6.1. Were you in 2012 entrepreneur or a partner in partnership-based entrepreneurial store (independent trade store, independent artisan store, independent catering business, law office, medical private practice, etc.)?
YES
NO
L6.1. – L6.10.
L6.11. Did you in 2012 have income on the basis of service contract, brokerage contract, author's and similar contracts ("contractors," "receivers of fees") or as free-lance artist, athlete or person performing activities in the sphere of culture, arts, religion, etc., on the basis of an authorization by the competent association or regulatory institution?
YES
L6.12.
NO
L6.13. Were you in 2012 the owner of a company at which you personally were NOT employed, but received profit?
YES
NO
L6.1. – L6.10.
Check if code 1 was circled with question L5.1 or if code 2 was circled with all three questions: L6.1, L6.11 and L6.13
YES
L6.15 – L6.16
NO
L6.17. Did you in 2012 have earnings on the basis of some of the following forms of self-employment: ...

Question L5.1 - **Did you as an employee working at an employer have income in 2012 in the form of salary?**

With this question the answer should be given regardless of whether the person was formally or informally employed at the employer's. If code 2 is circled, move on to question L6.1.

Example: *If the person was, for instance, engaged at an agricultural holding which is not owned by his household and received compensation (in money or in kind) for that engagement, "Yes" should be circled with this question.*

Example: *In the case that the person was employed but did not receive salary in 2012, "No" should be circled with this question. The interviewer should find out in such situations if the person had any income in the form of tips, meal allowance, etc., and not this income later on, in Part 9 (Other income).*

Example: *The person was engaged at an independent trade store owned by his father and received for this engagement compensation in the form of a salary. This person is not registered as employed, but receives cash from a household member owning the store. This person should be considered an employee working at an employer's regardless of not being registered and his income should be recorded with this question.*

Question L5.2 **– What would be the easiest way for you to express the total amount of your income?**

The aim of this question is to enable the respondent to express, in a way easiest for him, the total income on the basis of employment in 2012. If code 1 is circled – Average monthly amount in 2012, the interviewer moves on to the next question. If code 2 is circled – Total annual amount in 2012, the interviewer asks question L5.4 after this question. If the person refuses to give data regarding his income, then one should circle code 99 and move on to question L5.5.

Question L5.3 **– State the average monthly NET amount of your income in 2012 and the number of months during which you had this income?**

It is necessary that the respondent states his average monthly income on the basis of employment. Also, he should state the number of months in which he had income on the basis of employment.

Example: *In case that the person changed the employer or salary during the year, each month separately should be taken into consideration, the amounts should be added up and divided by the number of months during which he received salary.*

The respondent does not give the answer in line with the amount of salary which he is registered for, but rather in line with what he realistically received in 2012.

Example: *In case that the person, in addition to being employed at an employer's and receiving compensation for that in the form of salary, also carried out some additional work not directly linked with his employment, the income on these grounds should be recorded in the continuation of the questionnaire, starting from question 6.11., and not with this set of questions..*

Question L5.4 **– State the total annual NET amount of your income in 2012 and the number of months during which you had this income?**

See clarification provided with question L5.4. The difference in respect to the previous question lies in the fact that with this question it is necessary to give the amount of the total annual income, while the previous question asked for an answer regarding the average monthly income. The income on the basis of self-employment should also not be included here.

Question L5.5 **– Can you estimate in which interval was your average monthly NET income in 2012 and the number of months during which you had this income?**

If the interviewed person refused to give answer to question L5.2, i.e., to give precise amount of the total income on the basis of employment in 2012, perhaps he may find it easier to estimate that amount and to express it through one of the offered intervals. If the person continues to decline to give the answer, circle code 99. Also, the number of months in which he had income in the capacity of an employee working for an employer should be stated.

Question L5.6 **– Did you other than the salary have any of the stated additional MONETARY income in 2012:**

With this question it is necessary to circle the relevant code depending on whether the answer of the person is "Yes" or "No."

If code 2 – "No" – is circled with each of the offered options, move on to question L5.9.

Example: *Pay attention to the transportation allowance. If the person receives transportation allowance in the form of money (at the value of the price of the monthly ticket), code "Yes" should be circled here. Make sure that this option does not relate to the use of one's own vehicle for private purposes or compensation for the use of official vehicle (costs of gasoline, depreciation, registration, etc.). These options are covered with the set of questions regarding the use of official vehicle (L5.11-L5.17).*

Question L5.7 **– Have you already included this additional income into your NET income in 2012?**
The aim of this question is to establish if this income has already been shown with questions L5.3 – L5.5. If code 1 is circled with this question, move on to question L5.9.

Question L5.8 **– What is the total value of additional income you have NOT INCLUDED in the amount of your NET income in 2012?**

If the respondent has not included some of the additional monetary income into his regular income in 2012, it is necessary for him to tell its total monetary 2012 value in dinars. If the respondent does not know or refuses to respond to this question, circle code 99.

Question L5.9 **– Did your employer pay taxes and contributions for you in 2012?**

With this question, one should bear in mind all the employers at whom the respondent was employed and where received compensation in the form of salary during 2012. If the answer is different for different employers, then option for he last employer should be circled.

If code 3 or code 9 is circled, the interviewer moves on to question L5.11.

Example: *In 2012, during a part of the year, the person was employed at one employer's who regularly paid all contributions, while the other part of the year he worked for an employer who did not pay them. In this situation, code 3 should be circled.*

Question L5.10 **– What is the amount of earnings that you were registered for ON AN AVERAGE PER MONTH in 2012?**

It is necessary to write down the average salary that the respondent was registered for in the months in which he had income. This is most frequently the salary he received through his current account. For the part which the respondents received in cash, no contributions are paid. If the respondent was employed at more than one employer's, then the average monthly amount that he was registered for should be stated.

Example: *The person was registered for 20,000 dinars during three months and for 45,000 dinars during six months. Therefore: 3*20,000+6*45,000=60,000+270,000=330,000. Taking into account that he was registered for a total of 9 months, one should write 330,000/9=36,667 dinars*

Question L5.11 **– Did you in 2012 have an official vehicle at your disposal that you used for private purposes as well?**
If code 2 is circled, move on to question L5.13.

Question L5.12 **– For how many months in 2012 did you have an official vehicle at disposal for private purposes?**
With this question it is necessary to write down the number of months in which the person had an official vehicle at disposal for private purposes.

Question L5.13 **– Did you in 2012 use your own vehicle for business purposes?**
This question is opposite to the previous two and refers to the use of one's own vehicle for business purposes. In those situations the person was to be paid the compensation for the usage. This does not mean use of one's own vehicle for the purpose of regular coming to work, but rather the use of one's own vehicle for performing business activities, business trip, etc.
If the answer is "No," move on to question L5.18.

Question L5.14 **– Did you receive from your employer in 2012 monetary compensation for using your own vehicle for business purposes?**

If code 1 is circled with this question, that is, if the person received monetary compensation, the interviewer should write in the boxes below the total annual value in 2012, as well as the number of months during which this compensation was received.

If code 2 is circled, move on to question L5.18.

Question L5.15 **– Was all monetary compensation for the use of your own vehicle used for business purposes?**

It is possible that a travel order for the use of one's own vehicle is prepared in each situation when one's own vehicle is used for business purposes with exact mileage, etc. In those situations, the compensation is used for business purposes in its full amount. But, when the compensation is received, for instance, at the monthly level and it is not necessary to justify the whole amount of the compensation, there is a possibility that a part of that is used for private purposes.

With this question it is necessary that the respondent estimates the percentage of the total monetary compensation used for covering the use of the vehicle for business purposes.

Therefore, if a part of the compensation was used for private purposes, that is, outside the working hours, code 1 should be circled. If code 2 is circled, move on to question L5.17.

Question L5.16 **– What percentage was used for business purposes?**

With this question it is necessary that the respondent estimates the percentage of the total monetary compensation used for covering the use of the vehicle for business purposes.

Question L5.17 **– Have you already included this monetary compensation in the amount of your NET income in 2012?**

The aim of this question is to avoid keeping double records of the received compensation, so it needs to be verified if this has already been shown or not.

Question L5.18 **– Did you receive from your employer in 2012 anything for free or at a lower price which you used for private purposes (fuel, mobile phone costs, housing costs, etc.)?**

This question is very important for establishing the income of employees in kind. It refers to all non-monetary components of the employee's income which the employer provides at a lower price or for free, which at the same time represent a part of the total compensation the employer pays to the employee. This should also include benefits the person gets from the employer, such as free trainings, free medial examinations, etc.

The income of employees in kind does not include:

- Value of the goods and services the employee received from the employer, which are used only for business purposes, while the household, whose member is the employee, has no benefit from these goods or services;
- Housing services at the job post, which the household whose member is the employee cannot use.
- Housing costs allowance for the employee, if the household does not live in the main dwelling;
- Funds paid out to the employee for the purchase of tools, equipment, clothes, etc., which are used solely for business purposes;
- Special meals and drinks which are necessary under specific work conditions;
- Any goods and services given to the employee at his job post or those which are necessary because of the nature of the work (e.g., mandatory regular medical check-up on account of the work, etc.).

Question L5.19 **– State the annual value of these benefits for private purposes received from the employer:**

With this question, the respondent should assess the total value of these non-monetary and other benefits which he used for private purposes.

5.3.3.2 Income of self-employed persons in 2012

The aim of this part is to obtain information on the income of the self-employed persons. When it comes to the questions asking for the amount of income, unless otherwise stated, the income should be expressed at the annual level, in dinars. In case that the respondent, for instance, knows the income at the monthly level and in some other currency, it is necessary for the interviewer to calculate it into the dinar amount and add up the values for all the months in which the respondent earned the income on the basis of registered self-employment.

This set of questions is responded to by all persons, regardless of how they declared themselves with question L4.1.

Note: *If several members of the household participated in the same activities on the basis of self-employment, please divide the profit in proportion to the participation of the individuals in the activities.*

Example: *It is possible that the person was employed at an employer's, but that in addition to that also performed some work as a self-employed person (entrepreneur, contractor, etc.) or perhaps earned profit on the basis of ownership of a company. In these situations, the income on the basis of employment at an employer's should be recorded in Part 5, while all other income on the basis of self-employment should be recorded in this Part 6.*

This set of questions refers both to the registered business and the business that is done on the "black market" and without formal contract. The interviewer should not insist that the business is "legal" or not, but rather needs to try to include all income the person has on the basis of any form of self-employment.

Question L6.1 – **Were you in 2012 entrepreneur or a partner in partnership-based entrepreneurial store (independent trade store, independent artisan store, independent catering business, law office, medical private practice, etc.)?**

If the person was entrepreneur or a partner in a partnership-based entrepreneurial store for a certain period of time or during the entire 2012, it is necessary to circle code 1. If code 2 is circled, move on to question L6.11.

Example: *The person had a car mechanic shop which was not registered and worked on the "black market." Regardless of the business the person dealt with not being officially registered, in these situations code 1 should be circled.*

Question L6.2 – **Did you in this capacity have income in the form of salary in 2012?**

The aim is to use this question in order to include the income of the persons who were only self-employed and who had salary for their work as entrepreneur or a partner, since these persons were not recorded in part 5 which includes only the persons working for another employer. The assumption is that if the person was an employee at another employer's, but was also self-employed, he did not receive any "salary," but rather only earned profit, the data on which are given in the following question.

Question L6.3 – **What would be the easiest way for you to express the total amount of your income?**

The aim of this question is to enable the respondent to express, in the easiest way for him, the total income on the basis of salary earned through his business in 2012. If code 1 is circled – Average monthly income in 2012, the interviewer moves on to the next question. In case of circled code 2 – Total annual amount in 2012, after this question the interviewer asks question L6.5. If the person refuses to give data on the income, then the interviewer should circle code 99 and move on to question L6.6.

Question L6.4 – **State the average monthly NET amount of your income in 2012 and the number of months during which you had this income?**

It is necessary that the respondent states the average monthly income he had as self-employed, as entrepreneur or a partner in a partnership-based company. Also, he should state the number of months in which he had income on these grounds. See the examples with question L5.3.

The respondent does not give the answer in line with the amount of salary which he is registered for, but rather in line with what he realistically received in 2012.

Question L6.5 – **State the total annual NET amount of your income in 2012 and the number of months during which you had this income?**

See clarification provided with question L6.4. The difference in respect to the previous question lies in the fact that with this question it is necessary to give the amount of the total annual income, while the previous question asked for an answer regarding the average monthly income.

Question L6.6 – **Can you estimate in which interval was your average monthly NET income in 2012 and the number of months during which you had this income?**

If the interviewed person refused to give answer to question L6.3, i.e., to give precise amount of the total income in 2012, perhaps he may find it easier to estimate and express that amount through one of the offered intervals. If the person continues to decline to give the answer, circle code 99. Also, the number of months in which he had income on these grounds should be stated.

Question L6.7 - **Did you suffer any losses or have profit in 2012 while operating as entrepreneur or a partner in a partnership-based entrepreneurial store?**

- **Profit, code 1** – this is circled in the case when the person had earned profit from its operations in 2012.
- **Loss, code 2** – if the person suffered a loss, it is necessary to circle this code and write down the amount of the loss in dinars. If this code is circled, move on to question L6.9.
- **Neither loss nor profit, code 3** – it is to be circled if the person didn't suffer any loss or had profit in the course of its business operations as a registered entrepreneur or a partner in a partnership-based entrepreneurial store. If code 3 is circled, move on to question L6.9.

Question L6.8 – **How would you like to show your profit??**

If the person answered with the previous question that he had profit on the basis of its operations, he should express his profit with this question in one of the offered ways.

- **Profit before paying tax, code 1** – if the person decides to show his profit as profit before paying tax, then code 1 should be circled and the amount in dinars should be written down.
- **Profit after paying tax, code 2** – another way to show his profit is as profit after paying tax. Circle code 2 and write down the amount in dinars.
- **Does not know / does not want to respond, code 99** – if the person does not know or refuses to give an answer, it is necessary to circle this code.

Question L6.9 – **Did you in 2012 use something at the expense of your operations for PRIVATE PURPOSES (food, company's assets, fuel, mobile phone costs, etc.)?**
See clarification provided with question L5.18.
If code 2 is circled, move on to question L6.11.

Question L6.10 – **State the annual value of these benefits from the employer used for private purposes:**
With this question the respondent should estimate the total value of all non-monetary and other benefits he used for private purposes.

Question L6.11 – **Did you in 2012 have income on the basis of service contract, brokerage contract, author's and similar contracts ("contractors," "receivers of fees") or as free-lance artist, athlete or person performing activities in the sphere of culture, arts, religion, etc., on the basis of an authorization by the competent association or regulatory institution?**
This question is asked to all the persons, regardless of whether they were an employee at an employer's or were self-employed. It also refers to verbal contracts and agreements under which some work is carried out against compensation and not only formal contracts.

Example: *During the harvest season the person helped his neighbor and received some compensation for that engagement. Regardless of the fact that there is no formal contract in this situation, you should circle code 1 – "Yes.".*

If code 2 is circled, move on to question L6.13.

Question L6.12 – **State your total NET income on these grounds in 2012:**
If the person had earned the agreed compensation, it is necessary to write down the net amount of the income on these grounds. Code 99 should be circled in the situation when the person does not know or refuses to give an answer.

Question L6.13 – **Were you in 2012 the owner of a company at which you personally were NOT employed, but received profit?**
If the person was an owner / co-owner of a company and was not employed in it, but rather received only the profit from the business, then code 1 should be circled. If the person was employed at the company which he also owns, the person is considered an employee and should answer the questions in part 5.
If code 2 is circled, move on to question L6.15.

Question L6.14 – **State the profit you had on these grounds:**

With this question it is necessary to write down the amount of profit in dinars which the person earned on these grounds. If the person does not know, or refuses to answer, circle code 99.

If code 1 is circled with question L5.1 or if code 2 is circled with questions: L6.1, L6.11 и L6.13, move on to question L6.17. Otherwise, continue with question L6.15.

Question L6.15 **– Did you in 2012 use official vehicle for private purposes?**

- **Yes, code 1** – This code is circled in the case when the person in 2012 used official vehicle for private purposes, as well.
- **No, code 2** – This is to be circled if the person did not use official vehicle for private purposes. This code is also circled in the case when the person does not have official vehicle which he could use for private purposes. If the answer is "No," move on to question L6.17.

Question L6.16 **– For how many months did you use official vehicle for private purposes?**
With this question it is necessary to write the number of months in which the person used official vehicle for private purposes.

Question L6.17 **– Did you in 2012 have earnings on the basis of some of the following forms of self-employment:**
If the person in 2012 performed some of the stated activities and had income on these grounds, it is necessary to circle code 1 next to the appropriate form of self-employment and write down the amount in dinars.

If several household members took part in some of the stated activities, ask the respondent to divide the profit in proportion to the participation of the individuals in the activity.

Question L6.18 **– Did you in 2012 pay social insurance contributions?**
This question refers to the contributions which the person paid for his own account, that is, as a part of his gross salary in the period when he was self-employed in 2012. The contributions may be, among others, pension insurance contribution paid to the PIO (pension and disability insurance fund), as well as health insurance contributions paid to the RFZO (health insurance fund).

- **Yes, both pension and health insurances, code 1** – this is circled in the case when the person in 2012 paid both pension and health insurance contributions;
- **Yes, only pension insurance, code 2** – this is to be circled if the person paid only pension insurance;
- **Yes, only health insurance, code 3** – if the person paid only health insurance;
- **No, did not pay, code 4** – in case the respondent did not pay social contributions, the interviewer should circle this code and move on to question L7.1.

Question L6.19 **– How much did you pay monthly on an average for the social contributions?**
With this question it is necessary to write down the average monthly amount in dinars which the person in 2012 paid for the social contributions. Code 99 should be circled in the case the respondent does not know the answer.

5.3.3.3 Pensions and social benefits in 2012

Question L7.1 – **Did you in 2012 have any of the following pensions:**
This question consists of several sub-questions, each one of which refers to different income. The system of filling out is the same with each sub-question – if code 1 is circled, it is necessary to write down the average monthly amount of the stated income, as well as the number of months during which the respondent had income on these grounds in 2012.

[1] Age pension – A person may get age pension on two grounds: on the basis of age or on the basis of the years of work experience. The respondent acquires the right to pension once he has fulfilled at least one of these two criteria;

[2] **Disability pension** – Disability pension represents the income of the persons who do not meet the criteria for getting the age pension and whose ability to work and earn, owing to a physical or mental disability, is below the minimal level stipulated by the law;

[3] Family pension (in the name of the respondent) – Family pension represents the income for the persons who do not meet the criteria for getting the age pension and have suffered a loss of a member of the family (spouse, former spouse – if the right to alimony has been established by a court decision, child that used to support parents who do not have the right to pension, parents/guardians);

[4] Agricultural pension

[5] Pension from private pension insurance – These pensions include age, disability, family and similar pensions to which the insurant has acquired the right through paying contributions into a private pension fund;

[6] Foreign pension – The pension realized through economic activity in the past which took place abroad, that is, in a non-resident country of the receiver of the pension. The pensions received from the former SFRY states are also considered foreign pensions;

[7] Income of disabled veterans and civilian war victims – The right to the income of disabled veterans and civilian war victims is acquired by the persons who were participants in the 1941-1945 war, as well as the persons who participated in the wars on the territory of the former SFRY from 1990 to 1995 in the capacity of members and volunteers of the JNA (Yugoslav People's Army) and members of the Yugoslav Army, and the persons who carried out tasks related to the state security in the armed actions during the NATO intervention. The persons who during the peace times as soldiers doing the military service, students of the military academy, pupils of the secondary military school, persons in the reserve forces, attendants of the school for reserve officers, as well as volunteers on military duty in the course of their military service or duty in connection with the service got an injury or wound through no fault of their own which led to a damage to their organism have the capacity of peacetime war veteran on the basis of a wound, injury, harm and illness;

[8] Other – this means all other pensions that have not been stated earlier, e.g., yearly supplemental pension.

Question L7.2 **– Did you in 2012 receive any of the following allowances or aids:**
This question consists of several sub-questions, each one of which refers to different income. The system of filling out is the same with each sub-question – if code 1 is circled, it is necessary to write down the average monthly amount of the stated income, as well as the number of months during which the respondent had income on these grounds in 2012.

[1] Monetary compensation for temporary inability to work (sick leave) – This allowance means monetary income which partially or totally compensates the loss of earnings during temporary inability (illness or injury). The temporary inability to work for up to 30 days is established by an individual authorized physician or by the competent medical commission for the cases of over 30 days. The insurants employed at public and private companies and institutions have the right to compensation of their net salary during their temporary inability to work. The salary compensation for the first 120 days of the temporary inability to work is provided by the employer from his funds and the person receives the compensation in the form of regular salary and after that the Fund provides the compensation of net salary for up to 12 months as a maximum;

[2] Unemployment benefits – This allowance means compensations which partially or totally compensate the loss of earnings caused by a loss of work which used to bring income to the person;

[3] Allowance or benefit for assistance and care for another person / increased benefit for assistance and care of another person – The persons who earned the right to this allowance under the social protection regulations or the pension and disability insurance regulations and who have 100% bodily injury established on one of the bases enjoy the right to an increased allowance for care and assistance for another person.

[4] Redundancy pay for the termination of employment (without regular terminal gratuity when retiring) – Allowances paid to the employees who were laid off not through a fault of their own, but because of the decision of the employer to reduce the number of employees on account of a reduced scope of work. Also, this includes redundancies paid out to people who got early retirement, as the result of reducing the number of employees;

[5] Regular terminal gratuity when retiring – Terminal gratuity paid to the recently retired persons in order to bridge the period from the last paid-out salary to the first pension;

[6] Pregnancy and maternity leave allowances – Allowance received by the pregnant woman or the woman who has recently given birth or the guardian of the child on account of the temporary absence from work;

[7] Aid for internally displaced persons from Kosovo and Metohia

[8] Fostering allowance – this is allowance for the persons who, as foster parents, take care of children or a child.

[9] Aid in connection with education – This concerns the aid in a form of grants, scholarships and other types of aids which are in connection with education and which are received personally by pupils/students.

5.3.3.4 Taxes and social insurance contributions in 2012

Question L8.1 - **Did you pay contributions to a private pension fund in the past 12 months?**
This question refers to the contributions paid into private pension funds in 2012. The payments made into these funds are a matter of choice of each individual and are not conditioned by the employer or the state. The persons who make payments into these funds receive benefits for themselves and the members of their household on the basis of that. This does not include life insurance, but only pension insurance. If code 2 is circled, move on to question L9.1.

Question L8.2 – **How much in total did you pay into private pension fund?**
If the person made any payments into private pension funds in 2012, it is necessary to write down the total amount of these payments in dinars.

5.3.3.5 Other income in 2012

Question L9.1 - **Did you have any other income in 2012 that has not been stated so far?**
The respondent should be asked if all the income (in money and/or in kind) which he had in 2012 has been covered so far and in case that something has been left out, it should be stated what was not covered and how much the person received on the given basis.
If code 2 is circled, move on to question L10.1.

5.3.4 Quality of life

5.3.4.1 State of health

The aim of this part is to find out what is the state of health of the person for whom the questionnaire is being filled out.

Question L10.1 – **What is your state of health?**

The assessment of the state of health is a subjective question by its nature. It is important with this question that the person himself gives an assessment regarding his state of health, without any influence from the other household members. The attention should be paid to the general state of health and not the current one. This question includes not only physical state of health, but also psychological, social, as well as emotional.

Question L10.2 – **Do you suffer from chronic diseases?**

It should be taken into account that persons frequently don't understand what a chronic disease is, so the interviewer should do his best to provide more detailed clarifications as to what this entails.

The characteristic of **chronic diseases** is that they are durable and that they entail longer periods of supervision, observation and care. Current ailments do not count. Therefore, in addition to the already recognized chronic diseases, there is also long-term state of illness, regardless of whether it appears periodically or the state is a long-term one.

Chronic diseases include the following:

- Diseases which are seasonal, although they appear in the 6-month periods;
- Problems which the person at first sight does not take seriously (such as hay fever), especially in the cases in which the chronic diseases create impediments in activities;
- Diseases that have not been diagnosed by a physician;
- Diseases treaded by the person himself;
- Diseases expected to last for 6 months and longer;
- Consequences of injuries or accidents or disorders at birth.

Question L10.3 – **Were you prevented from performing usual activities for health reasons at least during the past six months?**

With this question it is important that the person gives his own opinion if some physical or mental problems prevented him from carrying out usual activities. The six-month period refers to the period during which the person was prevented from carrying out daily activities and not to the duration of the disease.

Therefore, the answer "Yes" ought to be circled regardless of the degree to which the person was prevented in the cases when the person could not perform the usual activities at least during the last six months. The period during which the person was prevented from carrying out usual activities which is less than six months but is expected to last for more than six months should not be taken into account.

Answers to this question provided by another person should be avoided.

Question L10.4 – **Do you experience any difficulties in performing some of the following activities?**
The aim of this question is to determine if the person has any difficulties in performing the following activities. If yes, circle code 1 with this activity.

[1] Feeding, clothing, bathing, moving inside the dwelling

[2] Preparation of food, independently leaving the dwelling for shopping/grocery shopping/visit to a doctor, etc.

[3] Working at a job or attending classes/lectures

[4] Taking part in other activities and social contacts, e.g., leisure activities, etc.
If the question is not applicable, circle code 2.

Question L10.5 – **Do you have a permanent disability?**

With this question it is necessary to get subjective assessment of the person about whether he has disability or not. If code 2 is circled, move on to question L10.8.

Question L10.6 – **Do you have any disability confirmed by the medical commission of the Pension and Disability Insurance Fund?**

A person with disability is the person with durable consequences of a bodily, sensory, mental or spiritual damage or illness that cannot be remedied by treatment or medical rehabilitation, who faces social and other limitations that influence the working ability and the capability of getting employed or keeping employment and who has no possibility or reduced possibilities to join, under equal opportunity conditions, the labor market and apply for employment with other people.

In respect to the previous question which asked for subjective opinion of the person, the question here is whether the medical commission of the Pension and Disability Insurance Fund (PIO) has confirmed some form of disability. If not, move on to question L10.8.

Question L10.7 – **What percentage of disability has been established?**:
It is necessary to circle the degree of disability assigned to the person by the PIO medical commission:

- **50-70%, code 1;**
- **71-90%, code 2;**
- **Over 90%, code 3.**

Question L10.8 – **Did it happen in the past 12 months that you didn't visit the doctor, but should have?**

The aim of this and the next questions is to establish the reasons why the citizens even when this is necessary do not visit the doctor.

If the person had no need to visit the doctor, circle code 2 and move on to question L10.10. This code is also circled when the person had reason to go to the doctor and did so.

Question L10.9 – **What is the main reason why you didn't visit the doctor?**
This question follows the previous one. The aim is to establish the reasons for not visiting the doctor, when these are not solely the reasons in connection with health insurance, but also some other reasons. Only one answer should be given to this question and it should refer to the main reason why a specialist was not consulted.

- **Could not afford it (too expensive), code 1;**
- **There is a waiting list, code 2;**
- **Could not find the time because of work, care of children or others, code 3;**
- **It is too far to travel / there is no adequate transportation, code 4;**
- **Fear of doctors/hospital/testing/treatment, code 5;**
- **Wanted to wait and see if the situation was going to get better, code 6;**
- **Did not know of any good doctor or specialist, code 7;**
- **For other reasons, code 8.**

Example: *A member of the household has great fear of doctors and hospitals. A few months ago, he had a serious pneumonia, but did not want to go to the doctor's. Instead, he decided to treat himself. Other household* *members took care of him. For this person, it is necessary to circle code 1 with question L10.8 and code 5 with question L10.9.*

Example: *Last month, a member of the household for whom the questionnaire is being filled out had major stomach problems. Although there was a waiting list, he decided to go to the doctor's. In this situation it is necessary to circle code 2, since the person had the need to visit the doctor and did so.*

Question L10.10 **– Did it happen in the past 12 months that you didn't visit the dentist, but should have?**

The aim of this and the next questions is to establish the reasons why the citizens even when this is necessary do not visit the dentist.

If the person had no need to visit the dentist, circle code 2. This code is also circled in the case when the person had reason to go to the doctor and did so.

If code 2 is circled, move on to question L11.1.

Question L10.11 **– What is the main reason why you didn't visit the dentist?**

This question follows the previous one. The aim is to establish the reasons for not visiting the dentist, when these are not solely the reasons in connection with health insurance, but also some other reasons. Only one answer should be given to this question and it should refer to the main reason why a dentist was not consulted.

5.3.4.2 Living conditions

Question L11.1 – **How do you assess**:

This question consists of several sub-questions with the same system of filling out responses – the response is marked on the scale from 0 to 10, where 0 represents "not satisfied at all" and 10 "fully satisfied." Number 5 would be a neutral position of the person.

The response should reflex subjective assessment of the person in relation to how he feels at a certain point in time, i.e., "these days."

If the person does not know how to assess some of the asked sub-questions, circle code 99. This code should also be circled in a situation when the question is not applicable (the person, for instance, does not work or does not go to school, etc.).

[1] **Your current way of life?** - this question refers to the subjective opinion (feeling) of the person regarding the degree of satisfaction with his own life at a certain point in time, i.e., "these days." The notion "life" refers to all aspects of the life of one person.

[2] **Financial situation of your household?** – regardless of whether the person lives in a one-person household or a multi-member household, the question refers to the subjective feeling regarding the level of satisfaction with the financial situation of his household "these days." This means whether the person is satisfied with the total income of the household, possibilities for savings, his ability to return the debt (if he has one), his ability to cover his costs on time, pay the rent if he is a lessee, pay the credit installment, ability to face sudden costs, etc.

[3] **Your housing?** - with this question the person should assess his level of satisfaction with his housing, taking into consideration the space, neighborhood, distance from work/school, satisfaction with the relation between the cost and the quality of the housing, if he is a lessee or is paying off a credit, etc.

[4] **Your current job?** - the aim of this question is to determine how satisfied the person is with his current job. If the person has several jobs or works and studies at the same time, he should assess the level of his satisfaction with the main job, that is, with what he considers to be his main economic activity "these days."

[5] **Time spent on the way to work/school and back?** - this question refers to the subjective opinion of the person regarding the time he spends on the way to work/school.

[6] **Time you have at your disposal to do the things you like?** – each person has different things he likes to do, certain hobbies, etc., and that is why the interviewer should not give any suggestions with regards to this question, but rather it is necessary to leave complete freedom to the person regarding the defining of the things that bring him satisfaction and how much time he has for them "these days."

[7] **Your relation with relatives, friends, colleagues from work, etc.**? – like with the previous questions, the person should assess his current satisfaction using the mark from 0 to 10 in terms of his overall satisfaction with his relation with his friends, relatives, work colleagues, etc.

[8] **Recreation centers and green areas in the place where you live?** - this question refers to the current satisfaction with the recreation centers and green areas in the place where the person lives, where he usually goes shopping, for a walk, etc.

[9] **Level of development of the area in which you live (number of shops, cinemas, theaters, public transportation, etc.)?** – the person should assess his level of satisfaction in respect to his personal opinion regarding the level of development of the area in which he lives. This means availability of public transportation, number of various shops, cinemas, theaters, etc., in the place where he lives, where he usually goes shopping, for a walk, etc.

Question L11.2 **– All in all, to which degree do you think that the things you do in your life are worth the effort?**
Each person experiences life differently and appreciates it in a different way. For some, these are certain values, for some these are set goals that must be accomplished, and for some this is spiritual exaltation. The notion "life" does not refer to any specific aspect of it, but rather to the life as a whole. The person should give his subjective opinion about what makes his life worthwhile, i.e., if the things he does make him feel important and significant.
With this question it is necessary to circle the appropriate answer on the scale from 0 to 10, where 0 represents "not worth the effort at all" and 10 "fully worth the effort."
If the person cannot give the answer to this question, circle code 99.

Question L11.3 – **In the past four weeks, how much time were you**:

This question refers to the emotional state of the respondent during the previous four weeks. With each sub-question, from 1 to 5, the principle of filling out is the same – it is necessary to circle the appropriate code on the scale from 1 to 5 depending on the personal opinion/feeling of the person, whereas:

- 1 represents "all the time";
- 2 represents "most of the time";
- 3 represents "some time";
- 4 represents "little time";
- 5 represents "did not feel like that."

Code 9 should be circled when the person cannot give the answer to this question.

Question L11.4 – **Do you have anybody you can talk to about your personal problems**?

This question refers to whether the person has at least one other person with whom he can talk about his personal problems, regardless of whether he has a real need for that or not.

Question L11. 5 – **Do you have relatives, friends or neighbors you can ask for help if needed (moral support, financial, material or some other help)?**

The aim of this question is to establish whether the person has friends, relatives, neighbors or acquaintances, who are not a part of his household, who he can ask for help, regardless of whether he really needs it or not. The notion "help" means moral, financial, material or some other kind of help.

Question L11.6 – **Do you think that most of the people can be trusted?**

With this question it is necessary to circle the appropriate code on the scale from 0 to 10 depending on the answer of the person, where 0 represents that he does not trust people at all and 10 that most of the people can be trusted. Here, this is not about any specific group of people, but rather people in general.

Question L11.7 – **How safe do you feel in the area where you live?**

The aim of this question is establish whether the person feels safe in the area in which he lives when he, for instance, goes to a shop, goes shopping, goes to work, walks around the neighborhood, etc.

Question L11.8 – **How much trust do you have in**:

This question consists of several sub-questions with the same system of filling out responses – the response is marked on the scale from 0 to 10, where 0 represents "have no trust at all" and 10 "have full trust." Number 5 would be a neutral position of the person.

[1] **Political system? –** the notion "political system" means the overall cluster of institutions, stakeholders (such as political parties, trade unions, etc.), relations among these institutions, as well as the political norms and rules defined by their political programs.

[2] **Legal system –** the notion "legal system" means the overall judicial system and not any particular person or any particular institution. The trust in the judicial system should "gauge" the opinion and attitudes of this person which he

has in respect to the efficiency and effectiveness of the courts and court bodies, the just nature of their actions and decisions, speed of issuing judgments and sentences, etc.

[3] **Police? -** this question refers to the trust which the respondent has in respect to the police in general and not any particular person or institution.

5.3.4.3 Material deprivation

Question L12.1 – **Can you afford:**

The aim of these sub-questions is to check if the person can (financially speaking) afford certain things. If he cannot afford it, it is necessary to circle code 2, and if there are some other reasons why he is not doing it, circle code 3.

[1] Two pairs of footwear (including one pair which is for all weather conditions)? – footwear including shoes, boots, sandals, slippers, sneakers, etc., while a pair for all weather conditions can be determined as any pair of footwear (shoes, sneakers) for every-day occasions, with an exception of sandals, boots and slippers.

[2] Replacing worn-out clothes with new one? - the question refers to the financial ability of the person to replace some worn-out piece of clothes (coat, sweater, trousers, jacket) with a new one. It is not necessary that the clothes are new, bought in a store, they can be already used, inherited/received from another person.

[3] Meeting with friends/family for a drink/lunch/dinner at least once a month? – the question mostly refers to the getting together at home, but also includes these activities if they take place outside.

[4] Regular activities during your free time, such as sports, going to cinema, concerts, etc.? – the activities during free time most frequently mean some activity paid by the person.

[5] Spending a smaller quantity of money without obligation to consult with anyone? – the notion "a smaller quantity of money" means that the person can, without consulting anyone, spend some money of his own account by going to a cinema, theater, game, buying a gift for a friend, going to a hairdresser's, beautician's, etc.

[6] Internet access for personal use at home (by phone, computer, etc.)? - The respondent can have access to internet through a mobile phone, tablet, computer, laptop, TV set, etc. The examples of internet activities are, among others, the following: social networking, sending/receiving e-mail, using services related to search/payment of furniture and travel, creating web pages, blogs, e-banking, reading or downloading online music, video, news, etc., browsing for information, making telephone calls or making video calls, purchase/sale of goods and services, etc. It is considered that the person has access to internet for personal use at home if this connection fully meets his needs for certain internet activities.

Question L12.2 – **Do you use public transportation?**

Public transportation of people and things is such transportation which is available to all users of the transportation services under same conditions. It is carried out on the basis of a transportation contract concluded between the proprietor of the transportation means and the user of the transportation service. The public transportation in our country is organized along: permanent lines (daily), seasonal lines (school, weekend) and extraordinary lines (during fairs, events, etc.).

If the person uses public transportation, it is necessary to circle code 1. However, if the person does not use it, it is necessary to circle the appropriate code depending on the answer which the respondent gave as the reason for not using public transportation. "Other reasons" could be inappropriate running schedule, etc.

Question ID13 – **Please write down the time when the interview ended:**
Write down the exact time when the interview of the individual ended and use the 24-hour system. If the hours or minutes are less than 10, put a zero before the hour or minute. Do not round up minutes, but write down the minutes you see on the watch.

THE INTERVIEWING IS OVER AND THE INTERVIEWER GOES BACK TO THE FIRST PAGE OF THE QUESTIONNAIRE IN ORDER TO FILL OUT QUESTIONS ID10 TO ID12.

6 END OF INTERVIEWING

We would like to remind you once again that each interviewer will receive a list of households he needs to interview. Regardless of whether the household has been interviewed or not, the task of the interviewer is to fill out all the necessary information for each household in the SILC address book and to hand it over to his team leader, together with the rest of the material. In his copy of the SILC address book, the team leader should put together and fill out his copy with the necessary information.

6.1 Module IA – Interviewer's report

Module IA is very important because it is the only one that provides information on the reasons for not filling out the Individual Questionnaire for the persons aged 15 and over at the given household. It will also provide a summary overview of the total number of members in the household, the number of household members aged 15 and over, as well as the manner in which the data on the person have been obtained.

The interviewer is required to fill out the Interviewer's report for each interviewed household which is to be found in the SILC form. The Interviewer's report can be found on the penultimate page of the *Household Questionnaire* which the interviewer needs to fill out after he has completed the interviewing at the household.

When filling out the report, the interviewer must pay attention to the ordinal number of each household member. The ordinal number for each household member (person) must be the same in: the Household Questionnaire, Individual Questionnaire and Interviewer's report.

Question IA1. **– Total number of household members**:
This is obtained on the basis of Column HL.1, module HL, in the Household Questionnaire, in the following way: the ordinal number from Column HL.1 of the last filled out line for the persons represents the total number of members in the household and it should be copied into the boxes of question IA1. In case that two Household Questionnaires have been opened, the last filled-out ordinal number from the second questionnaire should be copied.

Question IA2. **– Number of household members aged 15 and over***:*
This is obtained on the basis of Column HL.8, module HL, in the Household Questionnaire, in the following way: the circled ones in column HL.8 need to be counted and the total number needs to be written in the boxes of question IA2. In case that two Household Questionnaires have been opened, all the circled ones from the first and the second questionnaires should be added up.

Question IA3. **– Person who gave answers to the questions from the Household Questionnaire**:
The ordinal number of the person who gave answers to the questions from the Household Questionnaire should be filled in and this should be the same ordinal number of the person written in field PD9.

Question IA4. - **Ordinal number of the person***:*
The numbers from 01-10 have been printed and they represent the ordinal number under which the person was written into the List of household members in the Household Questionnaire and that is the unique identification number of the person in the household.
If the household has more than 10 members, the Interviewer's report is filled out in the second, already open questionnaire for the given household. The printed ordinal numbers should be crossed out and numbers 11, 12, etc. should be written in.

Question IA5. – **Is the person 15 and over?**
For each person, by following the ordinal numbers of the persons, the same answers are circled on the basis of column HL8, module HL, in the Household Questionnaire.

Question IA6. **– Has the Individual Questionnaire been completed?**
Code 1 should be circled if the Individual Questionnaire has been completed and then move on to question IA8. If the Individual Questionnaire has not been completed, then the interviewer should circle code 2 and move on to question IA7.

Question IA7. **– If not, what is the reason for not filling it out?**
One of the codes for the reasons for not filling out the Individual Questionnaire, shown on the bottom of the page, should be written for each household member for whom the Individual Questionnaire has not been filled out.

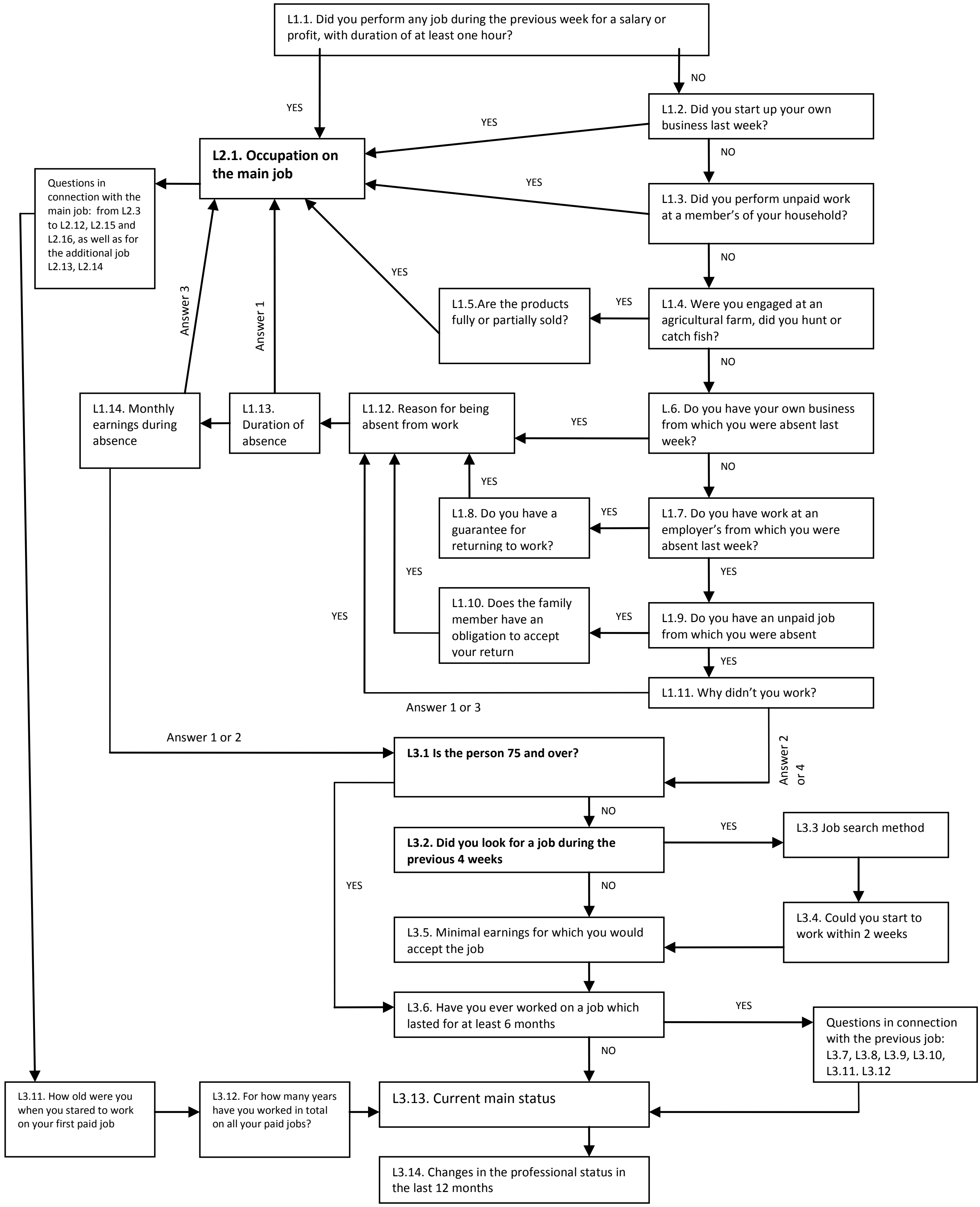
Question IA8. **– In which way have the data on the respondent been obtained?**
One of the codes for the ways in which the data on the person have been obtained, shown on the bottom of the page, should be written for the person for whom the questionnaire has been filled out. If the code is 1, move on to the next person and for code 2 move on to question IA9.

Question IA9. **- Ordinal number of the household member who gave information:**
The ordinal number of the person who gave answers to the questions from the Individual Questionnaire should be filled in and this should be the same ordinal number of the person written in field ID11.

6.2 Handover of the material

Before you hand over the material to the team leader for the control, it is necessary that you check once again if:

- the material is complete;
- all the Individual Questionnaires from one household have been filed after the first page of the Household Questionnaire in an ascending order;
- the SILC address book has been filled out with all information;
- Module IA – Interviewer's report has been filled out;
- all the questions have been filled out in an appropriate manner (writing of front zeros, amounts, etc.) explained in part 4;
- there is a need for an additional explanation within the comments that are be found at the end of both questionnaires;
- you have signed each questionnaire (both Household Questionnaire and Individual Questionnaire) in the space provided for the purpose.


L1.1. Did you perform any job during the previous week for a salary or profit, with duration of at least one hour?
YES
NO
L1.2. Did you start up your own business last week?
YES
NO
L2.1. Occupation on the main job
Questions in connection with the main job: from L2.3 to L2.12, L2.15 and L2.16, as well as for the additional job L2.13, L2.14
L1.3. Did you perform unpaid work at a member's of your household?
YES
NO
L1.5.Are the products fully or partially sold?
YES
L1.4. Were you engaged at an agricultural farm, did you hunt or catch fish?
YES
NO
Answer 3
Answer 1
L1.14. Monthly earnings during absence
L1.13. Duration of absence
L1.12. Reason for being absent from work
L.6. Do you have your own business from which you were absent last week?
YES
NO
L1.8. Do you have a guarantee for returning to work?
YES
L1.7. Do you have work at an employer's from which you were absent last week?
YES
YES
L1.10. Does the family member have an obligation to accept your return
YES
L1.9. Do you have an unpaid job from which you were absent
YES
YES
L1.11. Why didn't you work?
Answer 1 or 3
Answer 1 or 2
L3.1 Is the person 75 and over?
Answer 2 or 4
NO
L3.2. Did you look for a job during the previous 4 weeks
YES
L3.3 Job search method
YES
NO
L3.5. Minimal earnings for which you would accept the job
L3.4. Could you start to work within 2 weeks
L3.6. Have you ever worked on a job which lasted for at least 6 months
YES
Questions in connection with the previous job: L3.7, L3.8, L3.9, L3.10, L3.11. L3.12
NO
L3.11. How old were you when you stared to work on your first paid job
L3.12. For how many years have you worked in total on all your paid jobs?
L3.13. Current main status
L3.14. Changes in the professional status in the last 12 months