

QUESTIONNAIRE NUMBER **id**

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THE WORLD BANK MICRO-ENTERPRISE SURVEY

Georgia Manufacturing Micro Module (2018)

FIELDWORK SUPERVISORS AND MANAGEMENT ARE RESPONSIBLE FOR THE ACCURACY OF THIS SECTION.

INFORMATION ACQUIRED PRIOR TO SCREENING:

Sampling Information [CODES FROM WBG PROGRESS REPORT]	
Sampling sector	a4a
Sampling size	a6a
Sampling location	a2
Frame level	a1c

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A. COVER [TO BE COMPLETED FROM SCREENER BEFORE INTERVIEW]

 Screener Information	
Screener sector	a4b
Module	a0
Screener region	a3a
Name of City/town/village	a3x
Screener size	a6c
Multi-establishment firm	a7
Language	a1a

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CAPI QUESTIONS BEGIN HERE

A. CONTROL INFORMATION TO BE COMPLETED AT THE TIME OF THE INTERVIEW

INFORMATION AUTOMATICALLY GENERATED

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

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

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

A.12 Interviewer code **a12** **A.1A Language** **a1a** **A.1c Frame level** **a1c**

	Establishment	1
	Firm	2

A.3x Name of City/town/village **INTERVIEWER**
UPDATE IF INCORRECT

a3x

READ THE FOLLOWING TO THE RESPONDENT BEFORE PROCEEDING.

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

The information and opinions you provide will be anonymized. Neither your name nor the name of your business will be used in any document based on this survey.

A. CONTROL INFORMATION

R.4 Does this establishment keep written business records of its costs and sales?

Yes	1	SKIP TO B.1
No	2	
DON'T KNOW (SPONTANEOUS)	-9	

SKIP TO B.1

r4

R.4a In what year did this establishment start keeping records of its costs and sales?

	Year
Year establishment started keeping record	r4a
DON'T KNOW (SPONTANEOUS)	-9

A.20 On which calendar date did the last completed fiscal year end?

Year	Month	Day
a20y	a20m	a20d

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Reference period	IF r4=1, REFERENCE PERIOD IS THE FISCAL YEAR IN A20; IF R4=2 OR -9, REFERENCE PERIOD IS THE LAST TWELVE MONTHS.
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B. GENERAL INFORMATION

READ OUT THE FOLLOWING INTRODUCTORY SENTENCE ONLY IF A7 = 1 (yes):
The first few questions apply to the firm which this establishment is part of.

B.1	What is this firm's current legal status? SHOW CARD 1
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Shareholding company with shares traded in the stock market	1
Shareholding company with non-traded shares or shares traded privately	2
Sole proprietorship	3
Partnership	4
Limited partnership	5
OTHER (SPONTANEOUS-SPECIFY) ___ b1x ___	6
DON'T KNOW (SPONTANEOUS)	-9

GO TO B.2

b1

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

B.3	What percentage of this firm does the largest owner or owners own?
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	Percent
Percentage held by largest owner or owners	b3 %
DON'T KNOW (SPONTANEOUS)	-9

B.3a	Is the top manager also an owner of this firm?
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Yes	1
No	2
DON'T KNOW (SPONTANEOUS)	-9

b3a

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

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

IF 100% END INTERVIEW

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

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

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

GO TO BMB.3
GO TO BMB.3

b4

INTERVIEWER: PLEASE NOTE WHEN b1 IS 3 (SOLE PROPRIETORSHIP) and b4 is 1 (FIRM HAS A FEMALE OWNER), ENTER 100% FOR QUESTION b4a.

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

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

BMB.5 Has the owner, CEO, top manager, or any of the board members of this firm ever been elected or appointed to a political position in this country?

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

BMB5

BMB.6 Is this firm part of a business membership organization, trade association, guild, chamber of commerce, or other business support group?

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

GO TO B.5
GO TO B.5

BMB6

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BMB.7 Which is the most important business membership organization to which this firm belongs? (The most important business membership organization is the organization which has the greatest impact on the firm.)
SHOW CARD 3

Business Association of Georgia	1
Georgian Employer Association	2
International Chamber of Commerce	3
Georgian Small and Medium Enterprise Association	4
Georgian Chamber of Commerce and Industry	5
Other	6
DON'T KNOW (SPONTANEOUS)	-9

BMb7

BMB.8 Referring to the most important business association that this firm is part of, how useful are the following services provided to this firm?
SHOW CARD 4

INTERVIEWER: READ OUT EACH OPTION

(SPONTANEOUS)

	Not at all useful	Not very useful	Somewhat useful	Very useful	SERVICE NOT OFFERED	DON'T KNOW
Information or contacts on international input and product markets BMb8a	1	2	3	4	-7	-9
Accrediting standards or quality of products BMb8b	1	2	3	4	-7	-9
Information on government regulations BMb8c	1	2	3	4	-7	-9
Influencing regulatory decision-making processes or "lobbying" BMb8d	1	2	3	4	-7	-9

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READ ONLY IF A7=1 (yes)

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

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

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

INTERVIEWER: PROVIDE FOUR DIGITS FOR YEAR

B.6 How many full-time workers did this establishment have when it started operations? Please include all workers and managers.

INTERVIEWER: INCLUDE RESPONDENT WHEN APPLICABLE

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

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

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

b6a

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

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

TERMINATE

INTERVIEWER: PROVIDE FOUR DIGITS FOR YEAR

BM.1 Did the main owner start this business or activity?

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

GO TO BM.3

bm1

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BM.2 How did the main owner acquire ownership of this business or activity?
INTERVIEWER: READ OUT

Purchased an existing business	1	<i>GO TO BM.4</i>
Joined an existing family business	2	<i>GO TO BM.4</i>
Joined an existing non-family business	3	<i>GO TO BM.4</i>
OTHER (SPONTANEOUS)	4	<i>GO TO BM.4</i>
DON'T KNOW (SPONTANEOUS)	-9	<i>GO TO BM.4</i>
		bm2

BM.3 What was the main reasons for **starting** business?
SHOW CARD 5

The opportunity to start and develop a profitable business	1	
To have a secondary source of income	2	
Convenience of location and/or hours	3	
Unable to find another source of income	4	
Other reasons	5	
NOT APPLICABLE (OWNER JOINED THE ACTIVITY)	-7	
DON'T KNOW (SPONTANEOUS)	-9	
		bm3

BM.4 What was the main source of funding used to start/acquire this business or activity:
SHOW CARD 6

Own funds	1	
Moneylenders	2	
Microfinance institutions	3	
Banks	4	
Friends or relatives	5	
Other sources	6	
NOT APPLICABLE (OWNER JOINED THE ACTIVITY)	-7	
DON'T KNOW (SPONTANEOUS)	-9	
		bm4

BM.5 What was the main owner's occupation prior to this business or activity?
SHOW CARD 7

Employed in the same type of business or activity	1	
Employed in a different type of business or activity	2	
Self-employed in a different type of business or activity	3	
Self-employed in the same type of business or activity	4	
Unemployed	5	
Other (e.g., housewife, student, etc.)	6	
DON'T KNOW (SPONTANEOUS)	-9	
		bm5

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BM.6 For how many years has the the main owner lived in this city?

	Number of Years
Number of years	bm6
ENTIRE LIFE	-5
DON'T KNOW (SPONTANEOUS)	-9

BM.7 How many people live in main owner's household?

	Number
Number of household members of the [owner]	bm7
DON'T KNOW (SPONTANEOUS)	-9

BM.8 Does the main owner currently have a job with a wage?
INTERVIEWER: INCLUDE EMPLOYMENT IN EITHER THE PRIVATE OR PUBLIC SECTOR

Yes	1	GO TO B.7
No	2	
DON'T KNOW (SPONTANEOUS)	-9	

bm8

BM.9 If offered a full-time employment with a regular monthly wage that is comparable to the current monthly earning from this business or activity, would the main owner be willing to leave the current business or activity and take the full-time employment with a regular wage?

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

bm9

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

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

B.7a Is the Top Manager female?

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

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b7a

C. INFRASTRUCTURE AND SERVICES

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

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

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

c3

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

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

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

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

c5

C.6 Over **[Insert reference period]**, did this establishment experience power outages?

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

c6

C.7 In a typical month, over **[Insert reference period]**, how many power outages did this establishment experience?

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	Number	
Number of power outages in a typical month	c7	<i>IF 0, GO TO C.9</i>
DON'T KNOW (SPONTANEOUS)	-9	<i>GO TO C.9</i>

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

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

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

	Percent	OR	GEL	DON'T KNOW (SPONTANEOUS)
Annual losses due to power outages	c9a %		c9b	-9

C.10 Over the course of **[Insert reference period]**, did this establishment own or share a generator?

Yes	1	
No	2	<i>GO TO C.12</i>
DON'T KNOW (SPONTANEOUS)	-9	<i>GO TO C.12</i>

c10

C.11 In **[Insert reference period]**, what percentage of this establishment's electricity came from a generator or generators that the establishment owned or shared?

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

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

Yes	1	
No	2	<i>GO TO C.15</i>
DON'T KNOW (SPONTANEOUS)	-9	<i>GO TO C.15</i>

c12

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

	Days
Wait for water connection	c13

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LESS THAN ONE DAY	1
STILL IN PROCESS	-6
APPLICATION DENIED	-5
DON'T KNOW (SPONTANEOUS)	-9

C.14 In reference to that application for a water connection, was an informal gift or payment expected or requested?

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

c14

C.15 Over **[Insert reference period]**, did this establishment experience insufficient water supply for production?

Yes	1	
No	2	<i>GO TO C.22b</i>
The establishment does not use water for production	-7	<i>GO TO C.22b</i>
DON'T KNOW (SPONTANEOUS)	-9	<i>GO TO C.22b</i>

c15

C.16 In a typical month, over **[Insert reference period]**, how many incidents of insufficient water supply did this establishment experience?

	Number	
Number of incidents of water insufficiency in a typical month	c16	<i>IF 0 GO TO C.22b</i>
DON'T KNOW (SPONTANEOUS)	-9	<i>GO TO C.22b</i>

C.17 How long did these incidents of insufficient water supply last on average?

	Hours
Average duration of insufficient water supply	c17
LESS THAN ONE HOUR	1
DON'T KNOW (SPONTANEOUS)	-9

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

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

c22b

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C.30	Using the response options on the card; To what degree is Electricity an obstacle to the current operations of this establishment? SHOW CARD 8
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						(SPONTANEOUS)		
		No obstacle	Minor obstacle	Moderate obstacle	Major obstacle	Very Severe Obstacle	DON'T KNOW	DOES NOT APPLY
Electricity	c30a	0	1	2	3	4	-9	-7

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D. SALES AND SUPPLIES

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

D.1a1 In **[Insert reference period]**, what was this establishment’s main activity and product, that is, the activity and product that represented the largest proportion of annual sales?
INTERVIEWER: PLEASE RECORD THE DESCRIPTION OF THE ACTIVITY AND PRODUCT IN DETAIL, FOR EXAMPLE, "LEATHER SHOE MANUFACTURING' NOT JUST SHOE MANUFACTURING".

d1a1a		DETAILED DESCRIPTION OF MAIN ACTIVITY AND PRODUCT
Manufacturing	1	d1a1x
Retail trade	2	
Wholesale trade	3	
Construction	4	
Hotel or restaurant	5	
Provide services	6	

INTERVIEWER: IF DIA1A IS SERVICES SELECT (2-6), REVIEW TO ENSURE CORRECT MODULE IS BEING ASKED

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

D.2 In **[Insert reference period]**, what were this establishment’s total annual sales for **all** products and services?

	GEL
Last reference period’s total sales	d2
DON'T KNOW (SPONTANEOUS)	-9
PLEASE ALSO WRITE OUT THE NUMBER (i.e. 50,000 AS FIFTY THOUSAND)	
	d2x

N.3 Looking back to **[Insert reference period minus two]**, what were total annual sales for this establishment?

	GEL
Total annual sales in [Insert reference period minus two]	n3
ESTABLISHMENT WAS NOT IN BUSINESS IN REFERENCE PERIOD [Insert reference period minus two]	-7
DON'T KNOW (SPONTANEOUS)	-9

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BMD.1a Considering the **next year**, are this establishment's total sales expected to increase, decrease, or stay the same?

Increase	1	
Decrease	2	
Stay the same	3	<i>GO TO D.3</i>
DON'T KNOW (SPONTANEOUS)	-9	<i>GO TO D.3</i>
		BMd1a

BMD.1b In percentage terms, what is the expected change in total sales?

	Percent	
Percentage change	%	
DON'T KNOW (SPONTANEOUS)	-9	
		BMd1b

D.3 Coming back to **[Insert reference period]**, did this establishment export, directly or indirectly (sold domestically to third party that exports products)?

Yes	1	
No	2	
DON'T KNOW (SPONTANEOUS)	-9	
		d3

D.12 In fiscal year **[Insert reference period]**, what percentage of this establishment's purchases of material inputs or supplies were:
SHOW CARD 9

	Percent	DON'T KNOW (SPONTANEOUS)
Of domestic origin	d12a %	-9
Of foreign origin	d12b %	-9
		100%

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

**READ THE FOLLOWING TO THE RESPONDENT BEFORE PROCEEDING:
Now, for the next few questions, we turn to sales for the last completed month.**

DM.4 In **[Insert last completed month]**, what were the **total** sales of this establishment?

	GEL
Last month's total sales	dm4
DON'T KNOW (SPONTANEOUS)	-9

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DM.6 In a **regular** month last year, what were total sales for this establishment?

	GEL
Regular month's total sales	dm6
DON'T KNOW (SPONTANEOUS)	-9

DM.7 In the month with the **lowest** sales for this establishment last year, how much were its total sales?

	GEL
Slowest month's total sales	dm7
DON'T KNOW (SPONTANEOUS)	-9

DM.8 In the month with the **highest** sales for this establishment last year, how much were its total sales?

	GEL
The highest total sales in a month	dm8
DON'T KNOW (SPONTANEOUS)	-9

D.30 Using the response options on the card; To what degree are each of the following an obstacle to the current operations of this establishment?
INTERVIEWER: READ OUT OPTIONS
SHOW CARD 10

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

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R. BUSINESS PRACTICES

R.1 In the last three months, has this establishment done each of the following:
INTERVIEWER: READ OUT

	Yes	No	DON'T KNOW (SPONTANEOUS)
Visited one of its competitor's businesses to see what products they have available for sale. r1a	1	2	-9
Asked existing customers whether there are any other products this establishment should sell or produce. r1b	1	2	-9
Talked with former customers to learn why they stopped buying from this establishment. r1c	1	2	-9
Used any special offers to attract customers. r1d	1	2	-9
Asked suppliers which products are selling well. r1e	1	2	-9

R.2 In the last three months, has this establishment attempted to negotiate with a supplier for a lower price?

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

r2

R.3 How frequently does this establishment run out of inventories or raw materials?
READ OUT

Never, it always has enough on hand	1
Rarely	2
Frequently, at least once every three months	3
DON'T KNOW (SPONTANEOUS)	-9

r3

R.6 Does this establishment have a written budget for monthly costs for rent, electricity, maintenance, transport and other costs?

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

r6

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R.7 Does this establishment have a target for sales over the next year?

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

r7

R.8 How frequently does this establishment compare actual sales with target sales?
INTERVIEWER: READ OUT

Never / do not compare	1
Once a year or less frequent	2
Two or three times a year	3
Monthly or more often	4
DON'T KNOW (SPONTANEOUS)	-9

r8

R.9 Has this establishment made a budget of the costs it is likely to face next year?

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

r9

R.10 Does this establishment prepare a profit and loss statement at least once a year?

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

r10

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E. DEGREE OF COMPETITION

E.2 In **[Insert reference period]**, for the main market in which this establishment sold its main product, how many competitors did this establishment's main product face?

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

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

Yes	1	e11
No	2	
DON'T KNOW (SPONTANEOUS)	-9	

E.30 Using the response options on the card; To what degree are **Practices of Competitors in the Informal Sector** an obstacle to the current operations of this establishment?
SHOW CARD 10

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

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H. INNOVATION

READ THE FOLLOWING TO THE RESPONDENT BEFORE PROCEEDING

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

H.1 During the last three years, has this establishment introduced new or improved products or services?

Yes	1	<i>GO TO H.5</i>
No	2	
DON'T KNOW (SPONTANEOUS)	-9	

GO TO H.5

h1

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

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

h2

H.3 Please describe in detail the **main** new or improved product or service that this establishment introduced during the last three years.

The main new or improved product or service is the one that represented the largest proportion of this establishment’s sales in value (not volume) during the last three years.

Description

DESCRIPTION SHOULD BE AS DETAILED AS POSSIBLE	h3x
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H.4 Please describe in detail how the **main** new or improved product or service is different than the most similar product or service, if any, previously produced by this establishment.

INTERVIEWER: IF THERE IS NOTHING SIMILAR ENTER “COMPLETELY NEW”

Description

DESCRIPTION SHOULD BE AS DETAILED AS POSSIBLE	h4x
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H.5 During the last three years, has this establishment introduced any new or improved process? These include:
 methods of manufacturing products or offering services;
 logistics, delivery, or distribution methods for inputs, products, or services;
 or supporting activities for processes?

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

h5

H.6 Please describe in detail the **main** new or improved process that this establishment introduced during the last three years. The main innovative process is the innovative process that had the largest impact on the operations of the establishment during the last three years.

Description

DESCRIPTION SHOULD BE AS DETAILED AS POSSIBLE	h6x
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H.7 Please describe in detail how the **main** new or improved process is different than the most similar process that is or was used by this establishment.

IF THERE IS NOTHING SIMILAR ENTER "COMPLETELY NEW"

Description

DESCRIPTION SHOULD BE AS DETAILED AS POSSIBLE	h7x
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BMh.1 Over the last three years, did this establishment spend on the acquisition of external knowledge? This includes the purchase or licensing of patents and non-patented inventions, know-how, and other types of knowledge from other businesses or organizations.

Yes	1	BMh1
No	2	
DON'T KNOW (SPONTANEOUS)	-9	

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F. CAPACITY

F.1 In **[Insert reference period]**, what was this establishment’s output produced as a percentage of the maximum output possible if using all the physical capital available (capacity utilization)?

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

F.2 In **[Insert reference period]**, how many hours per week did this establishment normally operate?
INTERVIEWER: RESPONSE CANNOT BE GREATER THAN 168 HOURS

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

G. LAND AND PERMITS

G.6 Of the **buildings** occupied by this establishment, what percentage is owned by this establishment?

	Percent	DON'T KNOW (SPONTANEOUS)
Owned by this establishment	g6a %	-9

G.1 Of the **land** occupied by this establishment, what percentage is owned by this establishment?

	Percent	DON'T KNOW (SPONTANEOUS)	DOES NOT APPLY IS A FLOOR IN A BUILDING (SPONTANEOUS)
Owned by this establishment	g1a %	-9	-7

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

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

g2

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

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

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

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

g4

0									
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G.30 Using the response options on the card; To what degree is **Access to Land** an obstacle to the current operations of this establishment?
[SHOW CARD 11](#)

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

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I. CRIME

READ THE FOLLOWING TO THE RESPONDENT BEFORE PROCEEDING:

We now turn to another topic.

I.1 In **[Insert reference period]**, did this establishment pay for security, for example equipment, personnel, or professional security services including internet security?

Yes	1	<i>GO TO I.3</i>
No	2	
DON'T KNOW (SPONTANEOUS)	-9	

i1

I.2 In **[Insert reference period]**, what percentage of this establishment's total annual sales was paid for security, or what was the total annual cost of security?

	As a percentage of sales	OR	GEL	DON'T KNOW (SPONTANEOUS)
Annual cost of security	i2a %		i2b	-9

I.3 In **[Insert reference period]**, did this establishment experience losses as a result of theft, robbery, vandalism, arson on this establishment's premises or from internet hacking or fraudulent internet transactions?

Yes	1	<i>GO TO I.30</i>
No	2	
DON'T KNOW (SPONTANEOUS)	-9	

i3

I.4 In **[Insert reference period]**, what were the estimated losses as a result of theft, robbery, vandalism, arson, internet hacking or fraudulent internet transactions that occurred on this establishment's premises either as a percentage of total annual sales or as total annual losses?

	As a percentage of sales	OR	GEL	DON'T KNOW (SPONTANEOUS)
Annual losses	i4a %		i4b	-9

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I.30	Using the response options on the card; To what degree is Crime, Theft and Disorder an obstacle to the current operations of this establishment? SHOW CARD 11
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	No obstacle	Minor obstacle	Moderate obstacle	Major obstacle	Very Severe Obstacle	(SPONTANEOUS)	
						DON'T KNOW	DOES NOT APPLY
Crime, theft and disorder i30	0	1	2	3	4	-9	-7

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K. FINANCE

READ THE FOLLOWING TO THE RESPONDENT BEFORE PROCEEDING:

I would like to ask you a few questions about how you finance the operations of this establishment.

K.1 In **[Insert reference period]**, what percentage of the value of total annual purchases of material inputs or services was purchased on credit?

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

K.2 In **[Insert reference period]**, what percentage of this establishment's total annual sales of its goods or services was sold on credit?

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

K.3 Over **[Insert reference period]**, please estimate the proportion of this establishment's working capital, that is the funds available for day-to-day operations, that was financed from each of the following sources?
SHOW CARD 12

	Percent	DON'T KNOW (SPONTANEOUS)
Internal funds or retained earnings	k3a %	-9
Borrowed from banks: private and state-owned	k3bc %	-9
Borrowed from non-bank financial institutions, which include microfinance institutions, credit cooperatives, credit unions, or finance companies	k3e %	-9
Purchases on credit from suppliers and advances from customers	k3f %	-9
Government grants	BMk3a %	-9
Issued bonds	BMk3b %	-9
Other, moneylenders, friends, relatives, etc.	BMk3hd %	-9
	100%	

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

0								
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K.4 In **[Insert reference period]**, did this establishment purchase any new or used fixed assets, such as machinery, vehicles, equipment, land or buildings, including expansion and renovations of existing structures?

Yes	1	GO TO BMK.5
No	2	
DON'T KNOW (SPONTANEOUS)	-9	

k4

N.5 In **[Insert reference period]**, how much did this establishment spend on purchases of:
INTERVIEWER: READ OUT

	GEL	DON'T KNOW (SPONTANEOUS)
New or used machinery, vehicles, and equipment?	n5a	-9
Land and buildings, including expansion and renovations of existing structures?	n5b	-9

K.5 Over **[Insert reference period]**, please estimate the proportion or **GEL** amount of this establishment's total purchases of fixed assets that were financed from the following sources:
SHOW CARD 13

	Percent	OR	Amount GEL	DON'T KNOW (SPONTANEOUS)
Internal funds or retained earnings	k5a%		k5a1	-9
Owners' contribution or issued new equity shares	k5i %		k5i1	-9
Borrowed from banks: private and state-owned	k5bc%		k5bc1	-9
Borrowed from non-bank financial institutions, which include microfinance institutions, credit cooperatives, credit unions, or finance companies	k5e %		k5e1	-9
Purchases on credit from suppliers and advances from customers	k5f %		k5f1	-9
Government grants	BMk5a %		BMk5a1	-9
Issued bonds	BMk5b %		BMk5b1	-9
Other, moneylenders, friends, relatives, etc.	BMk5hdj%		BMk5hdj1	-9
	100%		n5A+n5B	

INTERVIEWER: CHECK THAT TOTAL SUMS TO 100% OR THAT TOTAL SUM EQUALS TOTAL PURCHASES IN N5 UNLESS RESPONDENT DOES NOT KNOW

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BMK.5 In **[Insert reference period]**, did this establishment use any assets, such as machinery, vehicles, equipment, land or buildings, under leasing?

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

BMk5

BMK.6 In **[Insert reference period]**, did this establishment purchase or acquire any trademarks, copyrights, patents, licenses, service contracts, franchise agreements, or other intangible assets?

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

BMk6

READ THE FOLLOWING TO THE RESPONDENT BEFORE PROCEEDING:
Now let's talk about the establishment's present situation.

K.6 At this time, does this establishment have a checking (current) or savings account?

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

k6

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

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

k7

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

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

k8

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BMK.7 What is the reason for not having a loan or line of credit at the moment?
SHOW CARD 14

Because this establishment did not apply for a loan or line of credit	1	<i>GO TO K.15d</i>
Because the last application for a loan or line of credit was turned down	2	<i>GO TO K.15d</i>
Because the approval of the application for a loan or line of credit is still pending	3	<i>GO TO K.15d</i>
DON'T KNOW (SPONTANEOUS)	-9	<i>GO TO K.15d</i>
		BMk7

K.9 Referring to the most recent line of credit or loan, what type of financial institution granted this loan?
SHOW CARD 15

Private commercial banks	1	
State-owned banks or government agency	2	
Non-bank financial institutions	3	<i>GO TO K.10</i>
Other	4	<i>GO TO K.10</i>
DON'T KNOW (SPONTANEOUS)	-9	<i>GO TO K.10</i>
		k9

BMK.8 Which bank provided the most recent line of credit or loan?
SHOW CARD 16

TBC Bank	1	
Bank of Georgia	2	
Liberty Bank (Georgia)	3	
Basis Bank	4	
VTB Bank of Georgia	5	
Cartu Bank	6	
ProCredit Bank	7	
Silk Road Bank	8	
Ziraat Bank	9	
Isbank	10	
OTHER (SPONTANEOUS-SPECIFY) _BMk8x	11	
DON'T KNOW (SPONTANEOUS)	-9	
		BMk8

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

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

INTERVIEWER: PROVIDE FOUR DIGITS FOR YEAR

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

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

BMK.9 In what currency is the most recent line of credit or loan denominated?

Georgian Lira	1
Euro	2
US Dollar	3
OTHER (SPONTANEOUS-SPECIFY) ___ BMk9x ___	4
DON'T KNOW (SPONTANEOUS)	-9

BMk9

BMK.10 What was the original duration of the most recent line of credit or loan in months?

	Months
Duration	
REFUSAL (SPONTANEOUS)	-8
DON'T KNOW (SPONTANEOUS)	-9

BMk10

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

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

GO TO K.15b

GO TO K.15b

k13

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

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

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

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

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

	Number	
Total number of open lines of credit and outstanding loans	k15b	
DON'T KNOW (SPONTANEOUS)	-9	GO TO K.15d

K.15c What is the total outstanding balance of all open lines of credit and loans held by this establishment?

	GEL
Total outstanding balance of all open lines of credit and loans	k15c
REFUSAL (SPONTANEOUS)	-8
DON'T KNOW (SPONTANEOUS)	-9

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

Yes	1	
No	2	
DON'T KNOW (SPONTANEOUS)	-9	k15d

K.16 Referring again to **[Insert reference period]**, did this establishment apply for any lines of credit or loans?

Yes	1	GO TO K.20
No	2	
DON'T KNOW (SPONTANEOUS)	-9	GO TO K.21
		k16

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

No need for a loan - establishment had sufficient capital	1	<i>GO TO K.21</i>
Application procedures were complex	2	<i>GO TO K.21</i>
Interest rates were not favorable	3	<i>GO TO K.21</i>
Collateral requirements were too high	4	<i>GO TO K.21</i>
Size of loan and maturity were insufficient	5	<i>GO TO K.21</i>
Did not think it would be approved	6	<i>GO TO K.21</i>
Other	7	<i>GO TO K.21</i>
DON'T KNOW (SPONTANEOUS)	-9	<i>GO TO K.21</i>

k17

K.20 Referring only to this most recent application for a line of credit or loan, what was the outcome of that application?
INTERVIEWER: READ OUT

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

k20a1

K.21 In **[Insert reference period]**, did this establishment have its annual financial statements checked and certified by an external auditor?

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

k21

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

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

0								
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J. BUSINESS-GOVERNMENT RELATIONS

READ THE FOLLOWING TO THE RESPONDENT BEFORE PROCEEDING:

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

J.1 Please tell me if you Strongly disagree, Tend to disagree, Tend to agree, or Strongly agree with the statement: "The court system is fair, impartial and uncorrupted".
SHOW CARD 19

					(SPONTANEOUS)					
					Strongly disagree	Tend to disagree	Tend to agree	Strongly agree	DON'T KNOW	DOES NOT APPLY
"The court system is fair, impartial and uncorrupted." h7a					1	2	3	4	-9	-7

J.2 In a typical week over the last year, what percentage of total senior management's time was spent on dealing with requirements imposed by government regulations?
(By senior management I mean managers, directors, and officers above direct supervisors of production or sales workers.)

	Percent
Senior management's time spent on dealing with regulations	j2 %
NO TIME WAS SPENT	0
DON'T KNOW (SPONTANEOUS)	-9

J.3 Over the last year, was this establishment visited or inspected by tax officials or required to meet with them?

Yes	1	
No	2	GO TO BMJ.1
DON'T KNOW (SPONTANEOUS)	-9	GO TO BMJ.1
		j3

J.4 Over the last year, how many times was this establishment visited or inspected by tax officials or required to meet with them?

	Number
Times inspected or met with tax officials	j4
DON'T KNOW (SPONTANEOUS)	-9

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

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

j5

BMJ.1 In reference to this establishment's experience with the process of paying taxes, please tell me if you Strongly disagree, Tend to disagree, Tend to agree, or Strongly agree with the following statements:
SHOW CARD 19

INTERVIEWER: READ OUT EACH OPTION

	POSITION	Strongly disagree	Tend to disagree	Tend to agree	Strongly agree	(SPONTANEOUS)	
						DON'T KNOW	DOES NOT APPLY
Tax officials were professional and impartial BMj1a	BMj1_tax_impartial_pos	1	2	3	4	-9	-7
Tax officials were transparent when making decisions regarding this establishment BMj1b	BMj1_tax_transparent_pos	1	2	3	4	-9	-7
This establishment was able to voice complaints BMj1c	BMj1_tax_disagree_pos	1	2	3	4	-9	-7

NOTE: ROTATION POSITIONS VARY AS THE LIST OF OPTIONS IS RANDOMIZED

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

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

GO TO J.7
GO TO J.7

j6a

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

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

0								
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J.7 It is said that establishments are sometimes required to make gifts or informal payments to public officials to “get things done” with regard to customs, taxes, licenses, regulations, services etc. On average, what percentage of total annual sales, or estimated total annual value, do establishments like this one pay in informal payments or gifts to public officials for this purpose?

	As a percentage of sales	OR	GEL	NO PAYMENTS OR GIFTS ARE PAID	DON'T KNOW (SPONTANEOUS)	REFUSAL (SPONTANEOUS)
Informal payments or gifts	j7a %		j7b	0	-9	-8

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

Yes	1	
No	2	GO TO J.13
DON'T KNOW (SPONTANEOUS)	-9	GO TO J.13

j10

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

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

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

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

j12

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

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

j13

0								
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J.14 Approximately how many days did it take to obtain this operating license from the day of the application to the day it was granted?

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

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

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

j15

BMJ.2 In reference to this establishment's experience of the whole process of obtaining an operating license, please tell me if you Strongly disagree, Tend to disagree, Tend to agree, or Strongly agree with the following statements:
SHOW CARD 19

INTERVIEWER: READ OUT EACH OPTION	POSITION	Strongly disagree	Tend to disagree	Tend to agree	Strongly agree	(SPONTANEOUS)	
						DON'T KNOW	DOES NOT APPLY
Public officials were professional and impartial BMj2a	BMj2_license_impartial_pos	1	2	3	4	-9	-7
Public officials were transparent in making decisions regarding this establishment BMj2b	BMj2_license_transparent_pos	1	2	3	4	-9	-7
This establishment was able to voice complaints BMj2c	BMj2_license_disagree_pos	1	2	3	4	-9	-7

NOTE: ROTATION POSITIONS VARY AS THE LIST OF OPTIONS IS RANDOMIZED

J.30 Using the response options on the card; To what degree are each of the following an obstacle to the current operations of this establishment?
INTERVIEWER: READ OUT OPTIONS
SHOW CARD 20

							(SPONTANEOUS)	
	POSITION	No obstacle	Minor obstacle	Moderate obstacle	Major obstacle	Very Severe Obstacle	DON'T KNOW	DOES NOT APPLY
Tax rates j30a	j30_taxrate_pos	0	1	2	3	4	-9	-7
Tax administration j30b	j30_taxadmin_pos	0	1	2	3	4	-9	-7
Business licensing and permits j30c	j30_permit_pos	0	1	2	3	4	-9	-7
Political instability j30e	j30_instability_pos	0	1	2	3	4	-9	-7
Corruption j30f	j30_corruption_pos	0	1	2	3	4	-9	-7
Courts h30	j30_courts_pos	0	1	2	3	4	-9	-7
Occupational safety regulations BMj4a	j30_safety_pos	0	1	2	3	4	-9	-7
Health and hygiene regulations BMj4b	j30_health_pos	0	1	2	3	4	-9	-7
Environmental regulations BMj4c	j30_environment_pos	0	1	2	3	4	-9	-7

NOTE: ROTATION POSITIONS VARY AS THE LIST OF OPTIONS IS RANDOMIZED

BMJ.5 From the perspective of this establishment, for the next three years, which **one** of the following areas of public spending should be the highest priority?
SHOW CARD 21

Transport	1
Energy	2
Environment	3
Education	4
Health	5
Information and Communication Technology	6
OTHER (SPONTANEOUS-SPECIFY) ___ BMj5x ___	7
DON'T KNOW (SPONTANEOUS)	-9

BMj5

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GEJ.1 It is said that establishments in **[Insert Country]** sometimes report only part of their labor cost for the purposes of payroll taxes. On average, what percentage of the labor cost do establishments like this one report?

	Percent
Percentage of labor cost reported	GEj1%
REFUSAL (SPONTANEOUS)	-8
DON'T KNOW (SPONTANEOUS)	-9

INTERVIEWER READ OUT:

I would like to ask you a few questions about this establishment's labor force. Should I continue with you or with the Human Resources department?

IF YES, CONTINUE WITH SECTION L WITH CURRENT RESPONDENT

IF NO, CONTINUE WITH SECTION M WITH CURRENT RESPONDENT AND ASK L SECTION TO A HUMAN RESOURCES REPRESENTATIVE

L. LABOR

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

L.1 At the end of **[Insert reference period]**, how many permanent, full-time individuals worked in this establishment? Please include all workers and managers.

 Permanent, full-time workers are defined as all workers that work for a term of one or more fiscal years and/or have a guaranteed renewal of their employment and that work a full shift.
INTERVIEWER: INCLUDE INTERVIEWEE IF APPLICABLE

	Number
Permanent, full-time workers at the end of reference period	11
DON'T KNOW (SPONTANEOUS)	-9

L.2 Looking back, at the end of **[Insert reference period minus two]**, how many permanent, full-time individuals worked in this establishment? Please include all workers and managers.
INTERVIEWER: INCLUDE INTERVIEWEE IF APPLICABLE

	Number
Permanent, full-time workers in [Insert reference period minus two]	12
IF ESTABLISHMENT WAS NOT IN BUSINESS IN [Insert reference period minus two]	-7
DON'T KNOW (SPONTANEOUS)	-9

L.4 Coming back to the end of **[Insert reference period]**, how many permanent, full-time production workers in this establishment were:
SHOW CARD 22

	Number	DON'T KNOW (SPONTANEOUS)
In skilled jobs, that is professionals or technicians whose tasks require extensive theoretical and technical knowledge	14a1	-9
In semi-skilled jobs, that is workers whose tasks require some level of mechanical or technical knowledge	14a2	-9
In low-skilled jobs, that is workers whose tasks involve no specialized knowledge	14b	-9

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L.5 At the end of **[Insert reference period]**, how many permanent, full-time individuals that worked in this establishment were **female**?

	Number	DON'T KNOW (SPONTANEOUS)
Female permanent full-time workers	15	-9

L.6 How many full-time seasonal or temporary workers did this establishment have during **[Insert reference period]**?
Full-time, seasonal or temporary workers are all short-term that is for less than a year, workers with no guarantee of renewal of employment and work full-time.

	Number	
Full-time seasonal or temporary workers employed	16	
NO FULL-TIME SEASONAL OR TEMPORARY WORKERS	0	<i>GO TO L.9b</i>
DON'T KNOW (SPONTANEOUS)	-9	<i>GO TO L.9b</i>

L.6a How many full-time seasonal or temporary workers during **[Insert reference period]**, were female?

	Number
Full-time female seasonal or temporary workers employed	16a
DON'T KNOW (SPONTANEOUS)	-9

L.8 What was the average length of employment of all full-time temporary workers in **[Insert reference period]**?

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

L.9b What percentage or how many of the full-time permanent workers employed at the end of **[Insert reference period]** completed secondary school?
Please provide the percentage or number, not both.

	Percent	OR	Number
Percentage or number of full time permanent workers who completed secondary school	19b%		19b1
DON'T KNOW (SPONTANEOUS)	-9		-9

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BML.1 What percentage or how many of this establishment’s permanent full-time employees employed over **[Insert reference period]** had a university degree?
Please provide the percentage or number, not both.

	Percent	OR	Number
Percentage or number of permanent full-time employees with a university degree	BMI1a %		BMI1b
NO ONE HAS A UNIVERSITY DEGREE	0		0
DON'T KNOW (SPONTANEOUS)	-9		-9

L.10 Over **[Insert reference period]**, did this establishment have formal training programs for its permanent, full-time workers?

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

110

BML.2 What was the primary focus of the formal training programs?
(If there were more than one training please refer to the one with highest total cost)
SHOW CARD 23

Numeracy or math skills	1
Problem solving or critical thinking skills	2
Foreign language skills	3
Managerial and leadership skills	4
Interpersonal and communication skills	5
Job-specific technical skills	6
Other	7
DON'T KNOW (SPONTANEOUS)	-9

BMI2

READ THE FOLLOWING TO THE RESPONDENT BEFORE PROCEEDING.
Now, for the next few questions, we turn to employment for the last completed month

LM.1 In **[Insert last completed month]**, how many people worked in this business, including paid and unpaid workers? **INTERVIEWER: INCLUDE FAMILY MEMBERS, OWNER AND RESPONDENT IF APPLICABLE.**

	Number	DON'T KNOW (SPONTANEOUS)
Paid and unpaid	lm1	-9

(INTERVIEWER: CHECK THAT THE NUMBER IS AT LEAST ONE)

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LM.3 In a **regular month** last year, how many people worked in this establishment, including paid and unpaid workers?
INTERVIEWER: INCLUDE FAMILY MEMBERS, OWNER AND RESPONDENT IF APPLICABLE.

	Number	DON'T KNOW (SPONTANEOUS)
Paid and unpaid	lm3	-9

INTERVIEWER: CHECK THAT THE NUMBER IS AT LEAST ONE

LM.4 In the **month with the highest number of people working** over the last year, how many people worked in this business, including paid and unpaid workers?
INTERVIEWER: INCLUDE FAMILY MEMBERS, OWNER AND RESPONDENT IF APPLICABLE.

	Number	DON'T KNOW (SPONTANEOUS)
Paid and unpaid	lm4	-9

INTERVIEWER: CHECK THAT THE NUMBER IS AT LEAST ONE

LM.5 In the **month with the lowest number of people working** over the last year, how many people worked in this business, including paid and unpaid workers?
INTERVIEWER: INCLUDE FAMILY MEMBERS, OWNER AND RESPONDENT IF APPLICABLE.

	Number	DON'T KNOW (SPONTANEOUS)
Paid and unpaid	lm5	-9

INTERVIEWER: CHECK THAT THE NUMBER IS AT LEAST ONE

L.30 Using the response options on the card; To what degree are each of the following an obstacle to the current operations of this establishment?
INTERVIEWER: READ OUT OPTIONS SHOW CARD 24

						(SPONTANEOUS)				
						DON'T KNOW	DOES NOT APPLY			
						No obstacle	Minor obstacle	Moderate obstacle	Major obstacle	Very Severe Obstacle
Labor regulations	130a	0	1	2	3	4	-9	-7		
Inadequately educated workforce	130b	0	1	2	3	4	-9	-7		

0									
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GEL.2	What percentage of its labor cost does this establishment report for the purposes of payroll taxes?
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	Percent
Percentage of labor costs reported	GEL2 %
REFUSAL (SPONTANEOUS)	-8
DON'T KNOW (SPONTANEOUS)	-9

M. BUSINESS ENVIRONMENT

M.1 By looking at the list of elements of the business environment please tell me which one, if any, currently represents the biggest obstacle faced by this establishment.
INTERVIEWER: SHOW RANDOMIZED LIST TO THE RESPONDENT. DO NOT READ OPTIONS.

	POSITION
1-Access to finance	m1a_finance_pos
2-Access to land	m1a_land_pos
3-Business licensing and permits	m1a_permit_pos
4-Corruption	m1a_corruption_pos
5-Courts	m1a_courts_pos
6-Crime, theft and disorder	m1a_crime_pos
7-Customs and trade regulations	m1a_trade_pos
8-Electricity	m1a_electricity_pos
9-Inadequately educated workforce	m1a_workforce_pos
10-Labor regulations	m1a_labor_pos
11-Political instability	m1a_instability_pos
12-Practices of competitors in the informal sector	m1a_informal_pos
13-Tax administration	m1a_taxadmin_pos
14-Tax rates	m1a_taxrate_pos
15-Transport	m1a_transport_pos

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

NOTE: ROTATION POSITIONS VARY AS THE LIST OF OPTIONS IS RANDOMIZED

INTERVIEWER READ OUT:

I would like to ask you a few questions about this establishment's financial results. All these responses will be anonymized, and neither you nor the firm will be identified. Should I continue with you or with the financial department or accounting?

IF YES, CONTINUE WITH SECTION N WITH CURRENT RESPONDENT

IF NO, CONCLUDE WITH THE RESPONDENT AND ENSURE THAT ALL SECTIONS (INLCUDING L AND N) ARE COMPLETE

N. PERFORMANCE

READ THE FOLLOWING TO THE RESPONDENT BEFORE PROCEEDING:

Now, we would like to ask you a few questions about the financial results of this establishment. It is important that this information be as accurate as possible. All information you provide will be anonymized, and neither your name nor the name of your establishment will be used in any document based on this survey.

N.2	From this establishment's Income Statement for [Insert reference period] , please provide the following information: INTERVIEWER: ONLY ASK IF R4=1 SHOW CARD 25
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INTERVIEWER: READ OUT

	GEL	DON'T KNOW (SPONTANEOUS)
Total annual cost of labor including wages, salaries, bonuses, social security payments	n2a	-9
Total annual cost of raw materials and intermediate goods used in production	n2e	-9
Total annual cost of electricity	n2b	-9
TOTAL COST OF SALES SHOULD INCLUDE ALL ABOVE COSTS AND OTHER COSTS NOT LISTED ABOVE		
Total cost of sales	n2p	-9

N. SECTION QUESTIONS FOR FIRMS THAT DON'T KEEP WRITTEN RECORDS

INTERVIEWER: ONLY ASK IF R4=2, OR R4=-9

N2A.1	In [Insert last completed month] , what was the total cost of labor including wages, salaries, bonuses, social security payments of this establishment?
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	GEL
Total cost of labor including wages, salaries, bonuses, social security payments in the last completed month	n2a1
DON'T KNOW (SPONTANEOUS)	-9

N2A.3	What was the total cost of labor including wages, salaries, bonuses, social security payments in a regular month , i.e., a month that is neither the busiest nor the slowest of the year?
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	GEL
Total cost of labor including wages, salaries, bonuses, social security payments in a regular month	n2a3
DON'T KNOW (SPONTANEOUS)	-9

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N2E.2 In **[Insert last completed month]**, what was the **total** cost of raw materials and intermediate goods used in production by this establishment?

	GEL
Total cost of raw materials and intermediate goods used in production in the last completed month	n2e2
DON'T KNOW (SPONTANEOUS)	-9

N2A.4 What was the **total** cost of raw materials and intermediate goods used in production by this establishment in a **regular month**, i.e., a month that is neither the busiest nor the slowest of the year?

	GEL
Total cost of raw materials and intermediate goods in a regular month	n2a4
DON'T KNOW (SPONTANEOUS)	-9

N2B.1 In **[Insert last completed month]**, what was the **total** cost of electricity of this establishment?

	GEL
Total cost of electricity in the last completed month	n2b1
DON'T KNOW (SPONTANEOUS)	-9

N2B.3 What was the **total** cost of electricity of this establishment in a **regular month**, i.e., a month that is neither the busiest nor the slowest of the year?

	GEL
Total cost of electricity in a regular month	n2b3
DON'T KNOW (SPONTANEOUS)	-9

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

	GEL	DON'T KNOW (SPONTANEOUS)
Machinery, vehicles, and equipment	n7a	-9

QUESTIONNAIRE NUMBER **id**

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GEN.8	At market prices, what is the value of this establishment's current inventories held as finished goods?
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	GEL
Market value of inventories	GEn8
DON'T KNOW (SPONTANEOUS)	-9

INTERVIEWER: IF SECTION L OR N WILL BE COMPLETED WITH A DIFFERENT RESPONDENT, PLEASE ARRANGE FOR THOSE TO BE COMPLETED.

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POST-INTERVIEW INFORMATION

INTERVIEWER READ AT THE END OF THE INTERVIEW:

The survey ends here. I would like to gather a few final details. Thank you for your time and cooperation.

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

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

A.15a1 Please indicate which option best describes the main respondents position:

Owner	1
President, Executive Director, or CEO	2
Chief Financial, Chief Operational Officer (CFO/COO)	3
Operational or plant manager	4
Sales or marketing manager	5
Accountant	6
Lawyer	7
Other Administrative	8
Other Management	9
Other (Specify) a15a1ax	10

a15a1a

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

	Position in the establishment	Years with the establishment	Gender	Email
Main respondent		a15a2a	a15a3	Email1x
Second respondent	a15a1bx	a15a2b	a15b3	Email2x
Third respondent	a15a1cx	a15a2c	a15c3	Email3x

**ENTER -8 IF RESPONDENT REFUSES (SPONTANEOUS)
 ENTER 1 WHEN YEARS WITH THE ESTABLISHMENT IS LESS THAN ONE.
 FOR GENDER 1: MALE, 2: FEMALE, -8: REFUSAL**

**INTERVIEWER: THE SURVEY ENDS HERE.
 PLEASE FILL OUT THE REMAINING INFORMATION ON YOUR OWN**

A.16 IT IS MY PERCEPTION THAT THE RESPONSES TO THE QUESTIONS REGARDING OPINIONS AND PERCEPTIONS WERE:

Truthful	1
Somewhat truthful	2
Not truthful	3

a16

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A.17 THE RESPONSES TO THE QUESTIONS REGARDING FIGURES (PRODUCTIVITY AND EMPLOYMENT NUMBERS) WERE:

Taken directly from establishment records	1
Estimates computed with some precision	2
Arbitrary and unreliable numbers	3
In some case taken from books and in some case estimates	4

a17

A.18 THIS QUESTIONNAIRE WAS COMPLETED IN:

One visit in face-to-face interview with one person	1
One visit in face-to-face interview with different managers/staff	2
Several visits	3

GO TO A17x

a18

A.19 IF OPTION 2 OR 3 IN A.18, ESTIMATE DURATION OF THE WHOLE INTERVIEW

Hour	Minutes

a19h

a19m

INTERVIEWER COMMENTS:

	a17x
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(Problems occurred/extraordinary circumstances which could influence results)

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SUPERVISOR SECTION

A.13 Supervisor code **a13**

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INFORMATION BASED ON LOCATION OF INTERVIEW (a3x). ENSURE A3X IS THE NAME OF AN OFFICIAL LOCALITY AND NOT A NEIGHBORHOOD

Is this city the official capital city?	a3b	Is this city the main business city?	a3c	Size of locality	a3
Yes	1	Yes	1	City with population over 1 million	2
No	2	No	2	Over 250.000 to 1 million	3
				50.000 to 250.000	4
				Less than 50.000	5

SUPERVISOR: THE DESCRIPTION OF THE ESTABLISHMENT'S MAIN PRODUCT AND ACTIVITY IS PROVIDED IN d1a1x. PLEASE REVIEW d1a1x IN ORDER TO IDENTIFY THE CORRESPONDING SECTOR CODE IN d1a2

D.1a2	PLEASE CHOOSE THE 4-DIGIT ISIC REV. 3.1 SECTOR CODE THAT BEST APPLIES TO THE ESTABLISHMENT'S MAIN ACTIVITY AND PRODUCT.
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	Code
CODE OF THE MAIN PRODUCT AND ACTIVITY	d1a2