

Living Standards Measurement Survey

Instructions

Belgrade, April 2007

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Living Standards Measurement Survey

ORGANISATIONAL INSTRUCTIONS

The Statistical Office of the Republic of Serbia (RSO) is conducting the Living Standards Measurement Survey (LSMS) in the Republic of Serbia in May and June 2007. The objective of carrying out the Survey in 2007 is to provide data that will be comparable with the Living Standards Measurement Surveys conducted in 2002 and 2003. The data will be used to monitor and measure the economic and social changes in Serbia, and are also envisaged to facilitate decision makers in the process of revising existing and defining new policies.

Survey Implementation

In order to ensure representative data and meet specific needs for monitoring living conditions of particular groups, the LSMS will be conducted on a national sample of over 7000 households, as well as a sample of around 2000 households of internally displaced persons (IDPs), of which 300 are displaced Roma households.

During survey implementation preparations, various aspects of both contingents had to be analysed by the survey management team. Since each contingent has specific characteristics, analysis of the most appropriate method for providing reliable data was carried out. It was agreed that both contingents should be updated during the first half of April, whereby this should be accomplished by applying different methodologies.

Since the Census in Serbia was conducted in 2002, and changes in the rural and urban population structure are evident (on the one hand construction of dwellings in larger cities, in particular Belgrade, and on the other hand negative natural and migratory balance in the rest of the settlements), it is planned that updating of selected enumeration areas (EAs) is conducted by visiting each of the 510 selected EAs and recording changes, primarily in dwellings. The use of the non-intrusive method is recommended. In parallel, the Questionnaire for the EA is completed according to precise instructions.

With respect to the second contingent, UNHCR has provided an overview of part of the database of IDPs who were enumerated in 2000 following emigrations from the territory of Kosovo and Metohija. The database consists of a minimal set of information based on which IDPs can be located. Besides the personal data and address of the IDP, the lowest territorial level in this database is the settlement level. The recommended methods for updating information on IDPs are provided in the Instructions for Enumerating Addresses of IDPs. One of these is the "snowball method", the method used when data for rare occurrences needs to be collected by referring to another case possessing the required characteristics.

Following the enumeration phase and data entry of new data, the final selection of households will be carried out, from EAs for the national sample, and settlements for IDPs, within which the survey will be conducted.

Fieldwork is planned for May and June, and if insufficient completed questionnaires are collected, it can be prolonged into the first half of July. It should be emphasised that this survey does not allow for additional household lists or replacements, which is a rule that is being used for the first time within surveys carried out by the RSO. Two contingents of IDPs are an exception to this rule due to the specific characteristics of the groups.

Submission, data entry and logical controls of the material will be conducted during July and August. Documentation and preliminary data need to be prepared by the end of 2007 and the beginning of 2008, and the basic tables with survey results ("Technical Report") posted on the RSO website (see Annex 1 for Action Plan).

Sample Selection

The sample will be selected from the census database. A total of 7140 addresses have been selected for the national sample. This contingent will be coded as 1 and will be representative of the Republic of Serbia. This is a three-stage stratified sample. First stage units are EAs, second stage units are inhabited dwellings, while third stage units are households. 510 EAs have been selected in the sample, 14 inhabited dwellings are selected from each EA, and in each dwelling one household is selected. In total this makes 7140 households.

The second database which will be used for selecting the IDPs is the UNHCR database. The code for the IDP contingent is 2, while the sub-sample of displaced Roma households is coded as 3.

Pilot Survey

A pilot survey was conducted from 19 to 25 March on a sample of more than 100 households. The aim of the pilot survey was to test the questionnaires and receive answers to the following questions:

1. Is the order of modules adequate;
2. Have the questions been formulated properly and are they clear to the respondents;
3. Are the responses received satisfactory;
4. Have the filters been properly marked;
5. How willing are the respondents of the “selected” sample to respond;
6. How much time in the household is required for the first visit, and how much for the second visit;
7. Are the instructions and supporting materials adequate and clear;
8. What is the general impression gained by interviewers about the survey and the questionnaires in general.

The complete material from the pilot survey (questionnaires, comments, objections, etc.) has been analysed and, thanks to this, as well as to personal experiences from the pilot survey, the module heads made changes to the modules. Revision of the questionnaires and instructions had to be carried out by 5 April in order to allow for formatting of both documents. Printing of all questionnaires and supporting materials will be carried out in the RSO.

Survey Staff

Work on the LSMS requires the engagement of a large number of staff with different roles and responsibilities. During LSMS operations, it is planned to engage 16 methodologist-instructors, 300 interviewers, 50 reserve interviewers, 30 field instructor-controllers (2 from each regional department, the department head and one statistician), 12 survey implementation controllers and 8 survey managers.

- **The role of the Methodologist-Instructor** is to review existing experiences from similar surveys and create and adapt the questionnaire so that its content enables comparisons with the results of previous surveys of this type. Methodologists-instructors have to, with the assistance of their colleagues, prepare detailed instructions for completing each individual questionnaire module. Methodologists-instructors participate in the training of field instructor-controllers. They have to provide answers to all possible questions during the training, as well as interpretation of problematic issues. Methodologists-instructors can also participate as support to field instructors-controllers during interviewer trainings. In addition, during fieldwork, they have to be available to field instructors-controllers and interviewers should any issue arise that the field instructor-controller is unable to resolve independently. An additional task of the methodologist-instructor is the design of the request for logical and computer controls, as well as the request for data processing and tabulation.
- **The role of the Interviewer** is to perform all tasks entrusted to him/her in a responsible and timely manner. The interviewer is obliged to prepare for and attend the training, i.e. to study the materials received in advance (methodological instructions, questionnaires and other additional forms). Following the training (at the end of April 2007), they must complete one questionnaire in their own or a neighbouring household in order to, if necessary, pose additional questions to their field instructor-

controller immediately prior to fieldwork (03.05.2007). Thus, contributing to the resolution of all misunderstandings. Following two days of interviewing, the interviewer has to present his/her completed questionnaires for review by the field instructor-controller, as well as to request assistance if any issues arise. Upon the finalisation of the interviewing process, he/she has to complete the material and submit it to the controller. The interviewer also has to interview his/her households within the planned deadline and to respect the confidentiality of all household data collected.

- **The role of Field Instructors-Controllers** is to attend the training held by methodologists-instructors and, thereby, completely familiarise themselves with the questionnaire and all essential instructions and forms; prepare and organise interviewer trainings and survey implementation in the field; communicate regularly with interviewers during fieldwork, and assist them in resolving issues that arise. Immediately prior to the start of fieldwork (03.05.2007), they have to control the test questionnaires of each of their interviewers and present any shortcomings that arise. During the survey process, they collect the completed material from interviewers, at the same time controlling whether information from the household list has been entered correctly into the questionnaires, as well as the logic of data entered. They control the interviewer's work during fieldwork. Upon receipt, completed questionnaires are submitted to the RSO, and the submitted successively, every two weeks (see Annex 1 for Action Plan). If the controller discovers certain shortcomings, he/she instructs the interviewer to return to the specific household and complete the questionnaire. Following completion of work, the controllers submit a report, together with the material, which includes an assessment of the interviewer's work and any comments.
- **The role of the Survey Implementation Controllers** is to supervise all phases of survey implementation and provide necessary methodological and organisational support. When necessary, they will participate in unannounced controls of interviewers and field instructors-controllers, in cooperation with the survey donors. In addition, they will participate in control of materials upon their submission by regional departments.
- **The role of Survey Managers (Project Managers)** is to design and implement the project; to be in contact with the survey donors during the entire survey period; to organise activities and supervise the progress of the entire survey, providing all necessary methodological and organisational support in all survey phases, as well as to manage the budget responsibly and respect the contracts signed at all levels.

Survey Implementation Documents

The basic Living Standards Measurement Survey implementation document is LSMS-1 which is partly taken over from the previous surveys, in order to enable comparability of data, and adapted to current needs.

LSMS-1 consists of the following 10 modules:

- 1.1. Demography
- 1.2. Migration
2. Housing and Durable Goods
3. Social Programmes
4. Health and Health Care
- 5.1. Daily Consumption of Food, Drinks and Tobacco (Diary)
- 5.2. Use of Non-Food Products and Services
6. Education
7. Employment Status
8. Agriculture
9. Water and Sanitation Services

The biggest changes, in relation to the previous versions of the questionnaire, have been made to module 7 Labour Status, primarily because the questionnaire and methodology of the regular statistical survey (Labour Force Survey) for 2004, were harmonised with European standards. The same standards have been applied in module 7.

Changes have been made to other modules as well, but they mostly consist of the exclusion of obsolete questions or more precise formulations.

In addition, in cooperation colleagues from UNHC, module 1.2 Migrations has been developed, which is aimed at all respondents and incorporates additional questions which only relate to the IDP population.

Based on recommendations by World Bank experts, as well as data users of previous surveys, only module 5.1 Daily Consumption of Food, Drinks and Tobacco, could not be changed at all.

An important novelty to the survey concerns the substitution of selected households. Namely, during the LSMS in 2002 and 2003 a “pool” of additional (reserve) addresses was provided to substitute those households which refused or could not be contacted at the address. In the LSMS conducted by the RSO in 2007 lists with additional households or substitutions are not allowed. The results gathered from this survey will be more representative than for surveys where only willing respondents are interviewed.

Fieldwork Stages of Interviewer Work:

The households have been scientifically and randomly selected. They cannot be replaced with any other household. Even if they all households refused substitute addresses would not be allowed. This is why it is so important for the interviewer to convince people to take part and call several times to find those people who are rarely at home. In order to keep non-contacts to a minimum the following procedures should be followed by the interviewer:

1. Call on the household when the interviewer is close by in the field.
2. If possible, telephone the selected households during fieldwork.
3. If you suspect a move (especially for the IDP sample) then approach neighbours immediately to check.

Data for one households should be collected through at least two visits. During the first visit, Modules 1.1 to 4 are completed and “Diary” (module 5.1) is left with the household to complete during the following seven days. The date and time of the second visit is arranged with the household members. During the second visit, the interviewer first checks whether the “Diary” has been correctly completed and, in case of any shortcomings, corrections are made in agreement with the household members. The interviewer then completes the remaining modules, 5.2 to 8 (see Table 1).

Table 1.

1.1. Demography	First visit
1.2. Migration	
2. Housing and Durable Goods	
3. Social Programmes	
4. Health and Health Care	Left to household members at 1 st visit
5.1. Daily Consumption of Food, Drinks and Tobacco (Diary)	
5.2. Use of Non-Food Products and Services	Second visit
6. Education	
7. Employment Status	
8. Agriculture	
9. Water and Sanitation Services	

Other documents:

- **Lists of selected dwellings:** In every allocated EA 14 addresses have to be selected. The final outcome of every one of these households should be recorded on this form, in accordance with the codes provided on the form.

- **List of selected dwellings of IDPs:** Lists are provided by municipality and registration settlement. The final outcome of every one of these households should be recorded on this form, in accordance with the codes provided on the form.
- **Advance letter:** The document announcing the LSMS and requesting the household provide the interviewer with data, in order to enable a multifaceted analysis of living standards;
- **Authorization for interviewers / controllers:** The document authorising the interviewer or controller to collect statistical data and control the data collected in selected households;
- **Notice of another visit:** When on the occasion of the first visit the household could not be found, this notice is used to request that a household member is present in the dwelling at a specific time.

Selection of Interviewers

The selection and training of interviewers, which will be conducted in 15 locations, is planned for April. Since this a very important survey and 350 interviewers have to be selected, the selection process will be very restrictive. Interviewers who have participated in RSO surveys and have performed satisfactorily will have precedence over newly registered interviewers.

It is planned to engage 300 interviewers within this survey. However a certain number of reserve interviewers (50) will have to be allocated and trained, so that they are on hand for work if required. Reserve interviewers will receive a specific sum for their participation in the training session and readiness to participate at any point during the fieldwork period which will last for more than two months.

In addition, employees themselves can be engaged during the interviewing stage, under the condition that, where a full day of absence is necessary in order to conduct interviews, they have to use their vacation or free days, so that regular tasks are not jeopardised. Their direct supervisor has to be in agreement with the engagement of each individual employee and is responsible for the fulfilment of regular responsibilities.

Annex 1

ACTIVITY	DEADLINE FOR NATIONAL SAMPLE (NS)	DEADLINE FOR IDP SAMPLE	RESPONSIBLE
Questionnaire development	16.02.2007	16.02.2007	8 methodologists-instructors
Circulate questionnaire to ministries and other organisations	09.03.2007	09.03.2007	PRSP team, ministries and other organisations
Prepare interviewer and second version of pilot questionnaire	06.03.2007	06.03.2007	8 methodologists-instructors
Copying 230 questionnaires and 70 instructions	09.03.2007	09.03.2007	RSO
Distribution of questionnaire and other materials for training and pilot survey	12.03.2007	12.03.2007	RSO
Training of field instructor-controllers and survey implementation controllers	12-13.03.2007	12-13.03.2007	8 methodologists-instructors
Pilot survey	19-25.03.2007	19-25.03.2007	Field instructor-controllers, methodologists-instructors, colleagues and survey implementation controllers and SIG
Preparation of requests for logical controls for data entry by module	23.03.2007	23.03.2007	8 methodologists-instructors
Development of logical controls for data entry by module	27.03.2007	27.03.2007	RSO
Submission of pilot survey materials to the RSO central office, with comments	28.03.2007	28.03.2007	Field instructor-controllers, methodologists-instructors, colleagues and survey implementation controllers and SIG
Selection of EAs for the NS and settlements for the IDP sample	29.03.2007	30.03.2007	RSO
Development of the data entry application by module	30.03.2007	30.03.2007	RSO
Preparation of enumeration lists from the Census database (CD) and the IDP database	04.04.2007	04.04.2007	RSO
Training for enumeration of EAs and lists of IDPs and completion of Questionnaire for EAs	04.04.2007	04.04.2007	RSO and field instructors-methodologists
Review of comments from pilot survey and development of final questionnaire and instructions	05.04.2007	05.04.2007	8 methodologists-instructors
Programming for pilot LSMS	05.04.2007	05.04.2007	RSO
Enumeration of CD lists in the field	05-15.04.2007		Heads of regional departments and statisticians
Enumeration of IDP database lists in the field		05-22.04.2007	Heads of regional departments and statisticians
Formatting of questionnaire and instructions	12.04.2007	12.04.2007	8 methodologists-instructors
Development of enumeration applications	13.04.2007	13.04.2007	RSO
Translation of questionnaires into the Roma language and Albanian		17.04.2007	Translator and survey implementation controller for ethnic minorities
Submission of enumeration lists from the CD to the central office	16-17.04.2007		Survey implementation controllers
Data entry of enumeration lists from the CD	16-19.04.2007		Survey implementation controllers
Finalisation of updating database and sample selection from the CD	20.04.2007		RSO
Printing questionnaires, other fieldwork materials and instructions	20.04.2007	20.04.2007	RSO

Printing of household lists	20.04.2007	20.04.2007	RSO
Preparing household gift, folders and pens for interviewers	20.04.2007	20.04.2007	RSO
Translation and printing of questionnaires in Roma and Albanian		20.04.2007	Survey implementation controller for ethnic minorities and RSO

Annex 1 (continued)

Submission of enumeration lists from the IDP database to the central office		23.04.2007	Survey implementation controllers
Data entry of enumeration lists from the IDP database		23-26.04.2007	Survey implementation controllers
Distribution of materials to regional departments	23.04.2007	23.04.2007	RSO
Finalisation of updating database, household selection and submission to regional departments		27.04.2007	RSO
Development of application of Questionnaire for EAs	27.04.2007	27.04.2007	RSO
Development of LSMS database	27.04.2007	27.04.2007	RSO
Fieldwork	03.05-30.06.2007	03.05-30.06.2007	300 interviewers and field instructors-controllers
Large-scale logical controls for main LSMS	11.05.2007		RSO
Programming for main LSMS	11.05.2007		RSO
Data entry of Questionnaire for EAs	successive		Survey implementation controllers
1 st submission of materials in the field	18.05.2007		Field instructors-controllers
Submission of materials to the central office	20.05-19.07.2007		Survey implementation controllers
Coding materials in the central office	20.05-02.08.2007		Survey implementation controllers
Data entry in the central office	20.05-30.08.2007		Survey implementation controllers
2 nd submission of materials in the field	01.06.2007		Field instructors-controllers
3 rd submission of materials in the field	15.06.2007		Field instructors-controllers
4 th submission of materials in the field	29.06.2007		Field instructors-controllers
Additional fieldwork	10.07.2007		300 interviewers and field instructors-controllers
5 th , final submission of materials in the field	13.07.2007		Field instructors-controllers
Preparation of survey documentation	20.09.2007		RSO
Preparation of preliminary survey data	31.10.2007		RSO
Preparation of basic tables available online for the "Technical Report"	31.12.2007		RSO

MODULE: 1.1. DEMOGRAPHY

Household Definition

A household is any family or other community of people that dwell together and jointly spend their income for basic subsistence (dwelling, food, etc.). A household is also considered to be any person living on his/her own ("single person household"), in a separate dwelling or part of a dwelling, provided that such person alone earns and spends their income. A household can consist of several families and can consist of members that do not belong to any of the close family units (brothers, sisters, other relatives or non-relatives). One or more households can inhabit one dwelling.

Inclusion in households:

- All household members present at the time of the interview, if that is where they live during the majority of the year;
- Household members who are absent at the time of the interview, as long as they are absent for less than three months during the past year;
- Guests or other persons who reside and eat in the household for more than three months during the past year;
- Newborn babies regardless of length of time in household;
- Students who are absent (regardless of the length of absence) and are being supported by household members.

Exclusion in household:

- Persons absent from the household for nine months and more (apart from students);
- Visitors or tourists, residents of other places who reside in the dwelling unit for less than three months;
- Students who pay room and board in the household.

*The **Head of Household** is an adult, male or female, who is determined exclusively according to the statement of household members.*

Completion of Address and Identification Data (HOUSEHOLD)

First, the interviewer writes in the address and identification information, in the following way:

The names is written in the lines provided, and the five-digit municipality and six-digit settlement codes are entered into the fields, from the List of Households Issued in the Sample.

The number of the EA within the municipality and the number of the household in the EA is also transferred from the List of Households Issued in the Sample.

The municipality code, EA code and household code which are written on the cover are transferred to the cover page of each individual module.

The interviewer enters his/her name on the line provided, and enters their code, which has previously been allocated by the controller, in the fields provided.

Total Number of Households in the Dwelling

The interviewer has to ascertain whether one or more households live in the dwelling. If one household occupies the dwelling, code 1 is circled and the first page of the questionnaires is completed. If more than household lives in the dwelling, code 2 is circled and the interviewer moves to the last page of the cover booklet in order to proceed with the selection of the household that is to be interviewed.

Household Selection

When selecting a household for the interview in dwellings occupied by multiple households, the interviewer has to strictly follow these procedures:

1. Prepare a list of households in the dwelling;
2. Using the table of random numbers, select once household to be interviewed;
3. Once selected, the household cannot be substituted.

The list of households in the dwelling is created by alphabetically entering the Heads of Households into the column "Surname and Name of Head of Household". If more than one head has the same surname, they are listed alphabetically by their names. Following this, the total number of members is entered for each household.

Example: The code of the household to be interviewed in the EA is 1011. The dwelling is occupied by 3 households: the three-member household of Ilic Lazar, the two-member household of Markovic Milica and the four-member household of Ilic Nikola. The following should be entered into the table:

Household number	Surname and Name of Head of Household	Number of household members
1	<i>Ilic Lazar</i>	3
2	<i>Ilic Nikola</i>	4
3	<i>Markovic Milica</i>	2
4		
5		

If more than 5 household in dwelling, phone RSO in Belgrade.

Following the formation of the list, the selection of one household to be interviewed is made, using the grid of random numbers. Firstly, the appropriate (total) number of households must be selected in the column "Total Number of Households in Dwelling Unit" (in our example - 3). Then, depending on the "Household Code in the Enumeration Area" (in our example - 1011), the appropriate row is selected. The number in the cell corresponding to this row and column will identify the number of the household to be interviewed within the dwelling.

Total Number of Households in Dwelling Unit	Household Code in Enumeration Area													
	1001	1002	1003	1004	1005	1006	1007	1008	1009	1010	1011	1012	1013	1014
2	1	2	2	2	1	1	2	1	1	2	1	1	2	2
3	2	3	1	1	2	3	3	1	3	3	2	1	1	2
4	2	1	2	2	3	4	3	1	4	1	4	4	2	3
5	2	1	1	3	4	5	1	3	2	3	5	4	4	2

In our example, of the 3 households in the dwelling unit, household number 2, whose head is Ilic Nikola, was selected. This is the household that should be interviewed.

Total number of households in the dwelling unit

3

Code of selected household (from grid)

2

For example, if you are dealing with Household Code in ED number 1005 and you list 3 households, you refer to the corresponding column and row in the Grid and find the number 2. In this case you would interview the second household listed for that dwelling unit.

Household address, i.e. the street and house number, as well as the **telephone number** (with the dialing code) are entered into the space provided.

Total number of household members is entered into the fields provided, after it has been precisely determined in conversation with the household member providing the information.

After entering the basic identification data, the interviewer completes the inside of the cover booklet, i.e. enters the responses to the questions in the “Demography” module, followed by the subsequent modules in accordance to the predetermined plan.

Once the modules planned for the first visit have been completed, the interviewer circles the code which defines the outcome of the first visit on the first page of the cover booklet. If all planned modules have been completed and the “Diary” has been left in the household, code 1 should be circled. In all other situations, i.e. if not all questionnaires have been completed due to, for example, temporary absence of individual household members or an extended interview period, code 2 should be circled, and an appropriate annotation should be entered into the space meant for interviewer comments. In addition, the interviewer writes in the length of the first visit (in minutes), as well as the exact date and time which has been arranged with household members for the second visit.

Following the second visit, the interviewer circles the appropriate outcome code. If the interview has been conducted completely, i.e. all modules have been completed, as well as the “Diary”, code 1 should be circled. If the household members have quit, or have refused further cooperation, and the “Diary” has not been completed, code 2 should be circled, and the modules which have not been completed should be recorded (-) in the space for comments. Additionally, if the “Diary” has been completed but for various reasons some of the modules have not been completed, or have only been partially completed, code 3 is circled, and the modules which have not been completed at all (-), or modules which have been partially completed (+ -), should be recorded in the space available for comments. If the questionnaire has not been completed due to the fact that the household members have been prevented from responding to the questions, a date and time for another visit is arranged.

The space available for comments of the controllers is used by the controllers when checking the material. The controller can send the interviewer to make an additional visit to the household in order to fill in the gaps, if he/she notices significant shortcomings in the questionnaires.

The interview day and month, i.e. the date of the first visit, as well as the date of the end of the interview (date of the last interviewer visit to the household) is entered into the space available.

Questions A01 to B5

A01. Name and surname

In the first line, i.e. **the name and surname** of the head of household is entered below person number 1. The names of the other household members are entered under person numbers 2, 3, etc.

The Person Numbers under which the household members are entered in the Demography module become the individual identification numbers, i.e. the household member codes. In all of the subsequent modules which collect individual data, the Person Number of the household member is used instead of their name and surname, and therefore has to be unique.

A1. Sex

Code 1 is circled for male respondents, code 2 is circled for female respondents.

A2. Relationship to Head of Household

The relationship to the Head of Household is recorded for all household members. One of the codes provided below the table is entered in the corresponding fields.

A02. Date of birth

The exact day, month and year of birth for each household members is entered into the space provided. If the respondent does not know the exact date of birth, they should at least try to determine the year of birth.

A03. Length of time (months) the respondent spent in the household during the last year

For respondents that stayed with their households during the whole of last year, 12 should be entered in the corresponding fields, and for respondents that were **continually** absent for a month or more, the approximate time in months that the person spent with the household should be entered. Absence for summer, winter and other vacations is not to be taken into account here. 00 is entered for respondents that have been working or staying abroad for more than one year, regardless of their brief visits during holidays or for annual leave.

A7. Presence/absence from household during the survey period

Code 1 is entered for all household members that are present. If a household member is absence during the survey period (the entire length of the survey), the appropriate code for the reasons of absence has to be entered for that household member.

For all respondents who have been coded as 8 in question A7 – Works or resides abroad, and have code 00 in question A03, i.e. they have been absent from the household for more than a year, only answers to the “Demography” module are collected.

A3. Marital status

Circle one of the codes provided. For respondents who are cohabiting and are not legally married, code 2, regardless of their legal marital status. For children up to 15 year of age, code 3 (Single).

AN3. National or ethnic affiliation

All citizens are, by law, free to declare their national or ethnic affiliation. Each household member responds to this question individually. Only for children aged up to 15, are responses provided by a parent or guardian.

For persons declaring themselves as Serbs code 1 is circled. For all others, the responses are written on the line provided, precisely according to the respondent’s declaration. If the respondent does not want to declare their national or ethnic affiliation, enter “Undeclared”.

B1. Education

Enter one of the codes for the highest school completed attained in the corresponding field.

The highest school completed is the type of school through which the respondent received the highest level of education. No difference should be made to whether the diploma gained was through regular schooling or through a school that replaces regular education (for example: schools for educating adults), i.e. whether the certificate was gained through taking exams in a regular school or by completing an abbreviated course. Only courses which do not provide regular school certificates (for example: typist courses, accounting courses, etc.) are not to be included as responses to this question.

For pre-school children and primary school pupils code 00 is entered, while the code of previous educational attainment should be entered for secondary school students and university students (primary, or the appropriate secondary school).

B2. Further education in progress

These questions are asked only of the household members aged 15 and over.

In case the household member is attending further education or training courses during the time of the survey, one or more of the offered codes, 1 to 3, should be circled. Regular education is not taken into account when answering these questions.

Code 1 – Courses: languages, computers, driving

Code 2 – Seminars (within regular job or other)

Code 3 – Training: crafts, new qualifications, etc.

If the respondent is not attending further education during the survey period, code 4 should be circled and the reason for non-attendance entered.

If one or more codes from 1 to 3 have been circled, the respondent is not asked question B4, but he/she skips to question B4.

B3. Reasons for not attending further education

For all persons that have responded with code 4 at question B2, one of the codes from 1 to 6 is entered in the corresponding field, in accordance with the declared main reason for not attending further education.

B4. Can you claim to know (skills)

Only household members aged 15 and above answer this question. The respondent is asked a special question on whether he/she claims to possess certain skills, and if the answer is YES, one or more of the respective codes is circled: 1, 2, and 3. If the respondent does not possess any of the listed skills, code 4 is circled.

B5. Employment status (Activity)

One of the codes relative to the household member's employment status (activity) in the week preceding the interview is entered in the corresponding field. First of all, it is determined whether each respondent performed a specific job in order to earn an income (for sustenance) in the week preceding the interview.

If the respondent had a job, one of the codes from 01 to 07 is entered, and if the respondent did not have job, one of the codes from 08 to 16 is entered. If two codes can be entered for one respondent, then the lower code is always entered. For example: if a respondent is simultaneously an old-age pensioner and housewife, then code 10 – Pensioner is entered. For respondents working or residing abroad for more than one year, 00 is entered in the corresponding fields.

Note:

The GPS coordinates of every dwelling should be entered onto the last page of the cover booklet, i.e. the Longitude and Latitude of the dwelling unit. The data are collected using the GPS units and are copied accurately into the space provided.

MODULE: 1.2. MIGRATION

M1. Place of mother's residence at time of respondent's birth

The name of the settlement (place) which was the mother's permanent residence at the time of the respondent's birth, as well as the name of the municipality in which the settlement is located is written in. If the mother's permanent place of residence at the time of the respondent's birth is a foreign country, including the republics of the former SFRY, then only the name of the country is entered on the second row (Slovenia, Croatia, Montenegro, Austria...).

A4. Where did you live before 1991 (before the war)?

The response is given by circling one number from 1 to 7.
The answers is not provided for children born in 1991 or later.

A5. What is your present residence status?

Code 1 is circled for permanent residents of the Republic of Serbia.
Code 2 is circled for respondents who have been displaced from Kosovo and Metohija since 24 March 1999.
Code 3 is circled for respondents who were forced to flee to the Republic of Serbia due to the wartime activities in the former SFRY.
Code 4 is circled for other respondents (foreign citizens, etc.)

A5a. Did you have the status of

- Refugee in 1991 or later
- IDP in 1999 or later

Only respondents with codes 1 and 4 in the previous question (A5) respond to this question. The response is given by circling one of the answers provided, Yes or No.

A6. Citizenship of the Republic of Serbia: your status

Only refugees respond to this question, i.e. respondents with code 3 in question A5 (What is your present residence status). The response is given by circling one of the codes from 1 to 4.

M2. Have you lived in the same place since you were born?

Respondents with codes 1 or 4 in question A5 (What is your present residence status) respond to this question.

If the interviewer determines that the respondent has been living in the same place since his/her birth, "Yes" is selected, i.e. code 1, whereby the respondent has answered all essential questions in this module and moves into to question S1 in the housing module.

Respondents have *lived in the sample place* since birth if they:

- were born outside the place of the mother's permanent residence at the time (e.g. maternity hospital, with relatives, etc.) and soon after birth were taken to the place of permanent residence;
- were born abroad, while the mother's permanent place of residence at the time of their birth was in the Republic of Serbia;
- moved within the same settlement (e.g. Belgrade, Niš, etc.).

If the interviewer has determined that the respondent has not been living in the same place since their birth, but has relocated from another place-settlement, code 2 is circled ("No").

M3. Previous place of residence

Respondents with code 2 (“No”) in the previous question M2, as well as IDPs, respond to this questions.

Enter the name of the settlement (place) within which the respondent lived previously on the first line, i.e. the place from which they have moved to their present place (settlement) of residence. On the second line, enter the name of the municipality where the place entered on the first line is located.

If the previous place of residence was a foreign country, including the republics of the former SFRY, only enter the name of the country in the second line (Slovenia, Croatia, Montenegro, Austria...).

M4. Date of move to current place of residence

The month is entered into the fields in the first row; and the year of the move is entered into the second row.

If the respondent does not know the month in which they moved, enter 99 as the response. In case the respondent does not remember the year of the move enter 9999 in the corresponding fields.

M5. Reason for move to current place of residence

The response is provide by circling only one code. If the respondent lists more than one reason for relocating, the interviewer should circle the deciding reason.

With this question, the respondent has answered all the questions from this module, and moves to question S1 in the housing module.

M6. Place of residence before 24 March 1999

Only displaced persons (question A5, code 2) respond to this question.

The name of the settlement (place) in Kosovo and Metohija from which the respondent was forcibly displaced is entered into the first line. The name of the municipality in which the place entered on the first line is found is entered in the second line.

Children born after 24 March 1999 do not respond to this question.

Diagram:

Question number	Respondent:		
M1	permanent residents/other respondents	refugees	displaced persons
A4	permanent residents/other respondents	refugees	displaced persons
A5	permanent residents/other respondents	refugees	displaced persons
A5a	permanent residents/other respondents		
A6	-	refugees	-
M2	permanent residents/other respondents	-	-
M3	permanent residents/other respondents	refugees	-
M4	permanent residents/other respondents	refugees	-

M5	permanent residents/other respondents	refugees	-
M6	-	-	displaced persons

Questions MR1 to MR32 only relate to households displaced from Kosovo and Metohija.

MR1. Do you live in the same municipality moved to from Kosovo and Metohija?

Code 1 is circled for households who have not moved (skip immediately to question MR5 for this household), while code 2 is circled for households who have changed their municipality of residence at least once.

MR2. In total, how many times have you changed your place of residence on the territory of central Serbia, Vojvodina and Montenegro?

Total number of moves is entered in the corresponding fields.

MP3. Municipalities where you previously resided in central Serbia, Vojvodina and Montenegro

Enter the name of the municipalities in which the household resided following their arrival from Kosovo and Metohija. If a household has changed more than three municipalities, enter the municipalities according to the length of stay.

MR4. Please state the main reasons for moving

The interviewer reads the offered reasons for moves and, in consultation with household members, ranks them by order of importance. The most important reason for moving is coded as 1 in the field, code 2 is entered for the second most important reason, etc. The fields for reasons that did not have an influence are left empty.

MR5. Do all family members have their personal documents?

Code 1 is circled for household where all family members possess valid personal documents (go to question MP13), and code 2 is circled for a household where at least one family member does not possess a personal document.

MR6. What documents are you or your household members missing?

Please circle the code beside the personal document at least one of the household members is missing. Special care should be taken to determine whether all children have their birth certificates. Also, in cases where household members have never had a certain personal document, such as a passport or driver's license, the codes for these should not be circled.

MR7. Why you do not have the listed personal documents?

Multiple responses are possible in this question, depending on the reason why a household member does not have a personal document.

MR8. Do you encounter everyday problems due to the lack of personal documents?

If household members encounter problems in everyday life due to the lack of a personal document, code 1 should be circled. Code 2 should be circled if they do not face any problems, and the respondent should skip to MR10.

MR9. Most often, the problems concern

The response is given by circling one or more codes.

MR10. Have you tried to acquire the personal documents which you or your household members lack?

If the response is YES, circle code 1. If the response is NO, circle code 2 and go to question M13.

MR11. Did you face any problems when trying to acquire them?

If none of the household members faced problems when acquiring documents, circle code 1. If there were problems, circle the code corresponding to the basic (deciding) reason.

MR12.a. Did you receive assistance from government services or non-governmental organizations when applying for personal documents?

If the response is YES, circle code 1. If the response is NO, circle code 2 and go to question M13.

MR12.b. Who helped you?

The response is given by circling one or more codes.

MR13. Do you want to return to Kosovo and Metohija?

If the response is YES, circle code 1. If the response is NO, circle code 2 and go to question M15.

MR14. State the reasons why you were unable to return to Kosovo and Metohija so far?

Multiple responses are possible. After circling the codes, go to question MR16.

MP15. Please state the reasons why you prefer to stay on the territory of the central Serbia, i.e. Vojvodina.

Multiple responses are possible. Reasons 1 to 7 relate to the life in central Serbia and Vojvodina, while reasons 8 to 21 relate to life in Kosovo and Metohija.

MR16. Do you own a house or an apartment in Kosovo and Metohija?

It is assumed that a household owns a house or apartment even in cases when the dwelling has been completely demolished, destroyed or is used illegally by other persons.

If the response is YES, circle code 1. If the response is NO, circle code 2 and go to question M23.

Questions MR17 to MR22 refer to dwellings in Kosovo and Metohija that are the property of the household members.

Data for a maximum of three dwellings is collected. In case the household owns more than three dwellings, data on the dwellings of the highest values should be entered.

For each dwelling, it is essential to enter: the municipality where the dwelling is located (MR17); the dwelling's surface area (MR18); the year of construction (MR19); the level of destruction (MR20); whether the dwelling is occupied (MR21); and who takes care of the dwelling (MR22).

Note: For dwellings built in 1900 or before, the year of construction is 1900. For incomplete dwellings, code 8888 is entered. If the year of construction of the dwelling unit is unknown, enter 9999.

MR23. Do you own land in Kosovo & Metohija

If the response is YES, circle code 1. If the response is NO, circle code 2 and go to question MR30.

Questions MR24 to MR29 refer to land that is the property of the household members.

The responses are entered in the following order: name of the municipality where the land is located (MR24); total owned land area in the municipality – the sum of all separate lots in the municipality in hectares and acres (MR25); total area of cultivable land in the municipality (MR26); and land use (MR27).

MR28. Is it possible for you to use your land in Kosovo & Metohija?

If the response is YES, circle code 1 and go to MR30. If the response is NO, circle code 2.

MR29. State the reason why you are unable to use the land

The response is given by circling one of the codes provided.

MR30. Did you own a house/apartment or land in Kosovo & Metohija that you sold after leaving Kosovo & Metohija (after 24 March 1999)?

If the response is YES, circle code 1 and go to MR30. If the response is NO, circle code 2 and go to the next module.

MR31. Total surface area of dwellings you sold

Enter the total surface area of all (one or more) dwelling units which you have sold.

MR32. Total area of land you sold

Enter the total area of land sold, including the garden plot, in hectares and acres.

MODULE: 2. HOUSING AND DURABLE GOODS

- All questions in this questionnaire refer exclusively to the area of the apartment/house that the household uses for dwelling purposes only.
- It is essential the interviewer reads all the questions to the household exactly as they appear on the questionnaire and enters all the responses.

Basic Information on the Apartment/House

Question S1. Which type of object do you live in?

The answer to this question is given by circling only one number (code), depending on the type of object in which the household lives.

Dwelling – construction unit intended for habitation, consisting of one or several rooms with necessary accompanying spaces (kitchen, pantry, lobby, bathroom, toilet, etc.) or without accompanying spaces and with one or more separate entries.

For the purpose of this survey, dwellings are considered to be dwelling spaces (rooms) that, with the main dwelling premises, do not make a construction unit (feature separate entry or are found in the same yard), however the interviewed household **makes use of them all the year round**.

Premises not intended for habitation purposes – premises whose main purpose is not habitation (e.g. garage, barracks, business premises, attics, etc.), however due to lack of dwelling space are used for habitation.

Question S2. When, more or less precisely, was the building/house you live in built?

The interviewer should try to enter as correct a date as possible.

For demolished or partially destroyed buildings/houses that were later reconstructed, i.e. repaired, the year of reconstruction, i.e. repair, is entered, not the year of primary construction.

For dwellings located in adjacent or adapted parts of the building/house, the year of construction, i.e. adaptation, is entered.

If the respondent cannot estimate the year of construction of the building/house which they live in, enter code 9999.

Question S3. How many rooms are there in your apartment/building? (6m² and more)

Room – a space intended for habitation, separated from other premises with permanent walls and having direct daylight and a minimum of 6m² floor space. Direct daylight is the light received through room windows, entering from an open space (street or yard), terrace or skylight.

The number of rooms also includes rooms that, is a separate construction unit to that of the main dwelling (located in the same building and features a separate entrance, or located in the same yard), as long as the household makes use of them all year round.

The number of rooms also includes the so called half-a-room, as well as a passage room, if they have a minimum 6m² floor space and receive direct daylight.

A room with less than 6m² floor space is not expressed in the total number of rooms, however its floor space is included in the total usable floor space of the dwelling (**question S4**).

Question S4. What is the total usable floor space of your apartment/house (m²) (the part the household uses for habitation only)

The interviewer enters the total surface area of the apartment/house which is used by the household (for habitation only).

The apartment/house floor space includes the floor space of all rooms, kitchens, bathrooms, toilets, halls and all other accompanying rooms within the dwelling, including, in part, the floor space of a loggia (75% of the total area), covered terrace (50% of the total area), balcony and open terrace (25% of the total area).

The floor space of the apartment/house also includes a separate room or kitchen that the household makes use of **all year round**, however it does not include the floor space of separate accompanying premises.

If two or more households use an apartment/house, the sum of the floor space that the interviewed household uses by itself is entered and the calculated floor space that the household uses together with the other household (e.g. a kitchen and bathroom of total 18 m² floor space, which two households share, is divided by two and then 9 m² is added to the floor space that the household uses on its own).

The data on the floor space of the apartment/house is entered in whole square meter values.

Question S5. Are the following premises included in your apartment/house?

1. **Separate kitchen – Code 1 (Yes)** – applies when an apartment/house features a room that was constructed or adapted later on as a kitchen. A kitchen is also a kitchenette, as well as a kitchen which is a separate construction unit if the household makes use of it as a part of their apartment/house during the entire year. **Code 2 (No)** – is circled if the interviewed household dwells in only one room where they prepare meals or if an apartment/house has no kitchen room, but meals are prepared in some of accompanying rooms (hall, pantry, etc.).
2. **Bathroom within apartment/house – Code 1 (Yes)** – applies when an apartment/house features a room with a bath and a shower (or one of these), with water pipes and sewerage system installed, regardless of whether they are connected to the communal system or septic tank. **Code 2 (No)** – is circled if the apartment/house does not have a separate room as a bathroom.
3. **Toilet within apartment/house – Code 1 (Yes)** – applies when a toilet is found in a separate room of an apartment/house or within the bathroom. **Code 2 (No)** – is circled if there is no toilet within an apartment/house, but is located outside it, in the same building or yard.
4. **Terrace/loggia – Code 1 (Yes)** – applies when an apartment/house features open or covered terrace or loggia. **Code 2 (No)** – is circled if the apartment/house does not have a terrace or loggia.

Questions S6. Do you have a garden plot that you cultivate?

The interviewer circles **code 1 (Yes)** if the household has a garden plot that is cultivated, or the **code 2 (No)** if the household does not have or does not cultivate a garden plot (farmstead beside their apartment/house).

Question S7. Do you have any complaints about your dwelling?

If the answer is **1. Yes**, the interviewer goes to **question S8**.
 If the answer is **2. No**, the interviewer goes to **question S9**.

Question S8. If yes, which of the following:

The interviewer enters the response for all listed options by circling the appropriate code.

Question S9. Does your apartment/house feature the following installation?

The interviewer circles **code 1 (Yes)**, or **code 2 (No)**, for each question, depending on whether the household has, or does not have the listed installation.

5. **Electricity - Code 1 (Yes)** – is circled if an apartment/house has electrical installations, regardless of whether they are built in the walls or laid over the walls (regardless of whether they are connected to an external network or not). **Code 2 (No)** – is circled if none of the rooms in the apartment/house features electrical installation.
6. **Water system - Code 1 (Yes)** – is circled if an apartment/house has water installations, regardless of the number of outlets (taps) and regardless of the fact that water is supplied through the main network or by way of an individual pump. **Code 2 (No)** – is circled when the apartment/house does not have water installations.
7. **Sewerage system - Code 1 (Yes)** – is circled if an apartment/house has sewerage system installations, regardless of whether they are connected to the main (public) network or to a septic tank, etc. **Code 2 (No)** – is circled when the apartment/house does not have sewerage system installations.
8. **Gas pipeline system – Code 1 (Yes)** – is circled if an apartment/house or at least one room has gas pipeline installations, regardless whether they are connected or not. **Code 2 (No)** – is circled if none of the rooms in the apartment/house have gas pipeline installations.
9. **Central/floors heating – Code 1 (Yes)** – is circled for apartments/houses with central heating installations, as well as for apartments/houses with floor heating installations, regardless of whether they are used or not. **Code 2 (No)** – is circled if none of the rooms in the apartment/house have central or floor heating installations.
10. **Telephone connection – Code 1 (Yes)** – is circled only if the phone line in an apartment/house is connected to a respective telephone provider. **Code 2 (No)** – is circled if an apartment/house does not have a phone line that is linked to the telephone provider.
11. **Cable or satellite TV – Code 1 (Yes)** – is circled if cable TV installations are provided in an apartment/house or if a satellite dish is existent. **Code 2 (No)** – is circled if the apartment/house does not have cable TV installations, or if the household does not own a satellite antenna.
12. **Interphone/videophone – Code 1 (Yes)** – is circled if an interphone/videophone system is installed for an apartment/house. **Code 2 (No)** – is circled if an apartment/house does not have this system.
13. **Security systems (alarm, security locks...) – Code 1 (Yes)** – is circled if a security system (alarm, security locks...) is installed in an apartment/house. **Code 2 (No)** – is circled if an apartment/house does not have a security system.

Question S10. Does your apartment/house have any of the auxiliary rooms?

The interviewer circles **code 1 (Yes)** for each question, or **code 2 (No)**, depending on whether the household has or does not have the listed rooms.

1. **Cellar – Code 1 (Yes)** – is circled if an apartment/house features a room whose floor is more than 1 m below the ground level. **Code 2 (No)** – is circled if the apartment/house does not have such a room.
2. **Attic – Code 1 (Yes)** – is circled if an apartment/house features a room that is found inside the roof structure of the building/house, and is not used for dwelling purposes. **Code 2 (No)** – is circled if the apartment/house does not have such a room.

3. **Garage – Code 1 (Yes)** – is circled if the household owns a garage near the dwelling unit, so that it can be used every day. **Code 2 (No)** – is circled if the apartment/house does not own a garage, or if it is far away from the dwelling and cannot be used every day.

Question S11. For what purpose(s) do you use your apartment/house?

The question refers to the place where the household lives.

The interviewer circles **code 1 (Yes)** for each question, or **code 2 (No)**, depending on the respondent’s statement.

1. **For dwelling purposes** – for this question it is compulsory for the interviewer to circle **code 1 (Yes)**.
2. **As business premises, i.e. for work entailing income earning – Code 1 (Yes)** – is circled if any of the household members practices certain work that entails income earning, in the premises intended for habitation. For example, tailor, programming or typing services in own dwelling space. **Code 2 (No)** – is circled if none of the household members use the dwelling for income earning work.
3. **Leasing (room or part of your dwelling space) – Code 1 (Yes)** – is circled if the household leases a room or a part of the apartment/house they dwell in. **Code 2 (No)** – is circled if the household does not lease a room or a part of the apartment/house they dwell in.

Question S12. Your status relative to ownership of the apartment/house

The answer to this question is provide by circling only one code.

Owner or co-owner – Code 1 – is circled when one of the household members is the owner or co-owner of the apartment/house (or a part of it), as well as in cases when the household dwells in the apartment/house of which the owner/co-owner is a close relative.

For example: If a son or daughter of the apartment/house owner lives independently in the apartment/house, code 1 is circled.

Right of occupancy, protected/subsidised occupant – Code 2 – is circled when the household uses the dwelling space for an unlimited period of time, pursuant to a lease agreement concluded with the owner (e.g. a municipality).

This category includes households that have not purchased the dwelling (nationalised or already owned by someone), and pursuant to a lease agreement are entitled to a subsidised lease, i.e. they are so-called “protected occupants”.

Tenant (renting a part of an apartment/house) – Code 3 – is circled when the household rents a part of the apartment/house where the leaser also dwells.

Renting the whole apartment/house – Code 4 – is circled when the household rents a whole apartment/house where they live on their own.

Living free of charge in an apartment/house and are not owners – Code 5 – is circled when the household dwells free of charge in an apartment/house, or in a part of it, i.e. no rent is paid.

If the answer to **question S12, code 3** or **code 4**, the interviewer goes to **question S13**.

Question S13. If you rent an apartment/house, what is the monthly amount?

Enter the monthly rent, in dinars, that the household pays for renting the whole apartment/house, or part of it.

Information on Expenses for Dwelling Maintenance

Question S14. Last month expenditures of your household for the following items:

The interviewer must enter the monthly household expenditure for all items that are applicable.

The total sum of mobile phone expenditures for all household members is entered.

If the respondent cannot state the monthly expenditures, they should be asked to look for the respective bills and the precise expenditure amounts should be entered (phone, communal services, electricity, gas expenditures).

If certain costs are paid for a period of several months, these expenditures should be expressed in monthly amounts (dividing the total amount by the respective number of months). For example: water expenditures for a six-month period amount to dinars 3600, i.e. the monthly expenditure amounts to 600 dinars ($3600/6 = 600$).

Question S15. Does your household have outstanding bills for: (Please state total outstanding amounts)

If the respondent has unpaid bills for certain services/items, the total outstanding amount should be entered. Preferably, the amounts should be copied from the unsettled bills.

Question S16. In the previous month, have you been granted a discount for:

The interviewer circles **code 1 (Yes)** for each question, or **code 2 (No)**, depending on the respondent's statement.

This question does not apply to discounts granted for payment of bills in due time.

Households may be granted discounts for communal services and electricity expenditures on the basis of income or pension level, if the household is a beneficiary of specific financial benefits, a beneficiary of care, etc.

Question S16.a. Did you receive firewood as humanitarian aid in 2006?

The interviewer circles **code 1 (Yes)** for each question, or **code 2 (No)**, depending on the respondent's statement.

Question S17. What type of heating do you use? (multiple codes allowed)

This question collects data on the type of energy (fuel) that the household uses for heating their home and on the respective expenditures (monthly or overall for a heating period).

For each type of heating, circle **code 1 (Yes)**, or **code 2 (No)**, depending on whether the household uses it or not.

If the household uses a specific type of heating, **code 1 (Yes)**, enter the respective monthly expenditure, **noting the reference period (month or whole heating season)**.

Question S18. In the previous month, did you make any essential repairs to the dwelling (electrician, plumber ...)?

The interviewer circles **code 1 (Yes)** for each question, or **code 2 (No)**, depending on the respondent's statement.

The question refers to urgent repairs in an apartment/house. Usually these services are rendered by electricians, plumbers, etc.

If the answer to **question S18, code 1 (Yes)**, the interviewer goes to **question S19**.

If the answer to **question S18, code 2 (No)**, the interviewer goes to **question S20**.

Question S19. If yes, specify the total expenditure for essential repairs made in the previous month (for materials and labour):

The interviewer enters the total expenditure for essential repairs carried out on the apartment/house (for materials and labour).

Question S20. Did you have any major investments related to the dwelling over the last year (construction, carpentry, painting, ceramic works...)?

Code 1 (Yes) – Is circled if in the last year the household had substantial investments in their apartment/house that are expected to significantly affect the quality of life there.

For example: Adjacent construction or construction of new rooms that, together with the existent apartment/house, makes a whole unit, new installations, changing the façade or the whole roof construction, integral painting, tiling works, etc.

Code 2 (No) – is circled if the household did not have any substantial investments in the apartment/house.

If the answer to **question S20, code 1 (Yes)**, the interviewer goes to **question S21**.
If the answer to **question S20, code 2 (No)**, the interviewer goes to **question S22**.

Question S21: What were the total costs of these investments in the last year?

The total cost, in dinars, of these investments in the apartment/house should be entered (materials and service rendered).

Information on Secondary Residences (besides the one the household lives in)

Question S22. Does your household possess any other dwelling (apart from that presently inhabited)?

Code 1 (Yes) – is circled if the household, possesses another dwelling, in addition to the apartment/house they presently dwell in, i.e. another apartment/house, country house (so-called secondary dwelling).

Code 2 (No) – is circled if the household does not possess any other dwelling object, apart from the apartment/house they presently dwell in.

If the answer to **question S22, code 1 (Yes)**, the interviewer asks the respondent **questions S23, S24 and S25**.
If the answer to **question S22, code 2 (No)**, the interviewer goes to **question S26**.

Question S23. How many other dwellings do you possess?

The number of separate dwelling units that the interviewed household owns, **apart from** the apartment/house they dwell in (the number of apartments/houses, country houses) is entered.

Question S24. What is the total surface area of this dwelling that is fit for use? (if in possession of more than one, specify the total area of all of them)?

The floor space of the separate dwelling unit owned by the household, apart from the apartment/house they dwell in, is entered. If more than one, please enter the total surface area (sum of).

Question S25. Estimate the total annual expenditure for your secondary dwelling (country house):

The total *annual expenditure* for secondary apartment/house (country house) should be given in Euros.

Durable goods

The term **durable goods** denotes goods that can be used occasionally or continuously, during a period of more than a year, assuming normal, i.e. average rate of physical usage ('normal tear and wear').

Question S26. Which of following durables do you have in your household?

The interviewer has to read all of the questions to the respondent, as they are written in the questionnaire.

If the household possesses the listed appliance, the interviewer immediately enters the response to the **question S27. Number of pieces.**

Question S27. Number of pieces

Enter the number of pieces that are in **functioning order** for each item, regardless of whether they are the property of the household or whether have been received for use – as composite parts of a rented apartment (e.g. refrigerator, kitchen stove/cooker, etc.).

The total number of pieces shall include the appliances that the interviewed household uses in their other dwelling (another apartment/house, apart from the apartment/house they dwell in).

The interviewer **excludes** durables that are used jointly by several households.

Question S28. How old is the appliance?

If the interviewed household owns several appliances of the same kind, the data on the newest piece are applicable.

For example, if the household has several TV sets, the age of the newest TV should be estimated.

The interviewer should enter as accurate information as possible.

The age of an appliance refers to the total age (in years) and not the time of possession in the household. For example: if a second-hand, five year old car, was bought three years ago, eight years should be entered in the column: How old is the item (years)?.

If the durable good was purchased in 2007, enter 00.

Question S30. According to present market prices, how much could you get if you sold this item (EUR)?

If the household owns several appliances of the same kind, the data on the newest piece are applicable.

For example, if the household has several TV sets, the age of the newest TV should be estimated.

The interviewer enters the estimated market value of each kind of appliance in possession of the household, according to the statement of the respondent.

The estimated value should be expressed in Euros.

For household appliances aged 30 years and more, the value should not be estimated.

MODULE: 3. SOCIAL PROGRAMMES

- Questions on social programmes are posed in **all** households, regardless of whether they are beneficiaries of these programmes, or not.
- Pay special attention to the reference period the individual questions refer to.

QUESTIONS IN THE MODULE ON SOCIAL PROGRAMMES

All questions in this questionnaire apart from question SP6 to SP8a refer to the entire household.

- **SP1: “During the previous month, did any household member make use of any of the following social programmes. If yes, how much did they receive?”**

Enter the total amount for the types of social services received by all household members during the previous month.

Social Programmes:

1. Attendance and assistance allowance

A respondent is eligible for this allowance if, due to the seriousness of an illness or the severity of an injury he/she requires assistance and attendance in order to carry out basic living functions.

Circle 1 or 2 depending on whether any household member received this benefit during the previous month. If the answer is YES, enter the total amount in dinars for all household members and go to SP1.1a. If the answer is NO, go to question SP.1.2.

1a. Who do you receive attendance and assistance allowance from?

The right to Attendance and assistance allowance can be achieved through the pension and disability fund (for members who are employed, or who have been employed through the social welfare system – Centre for Social Work (for others)).

Respondents who answered YES in question SP1.1. respond to this question (go to question SP1.2)

2. Veteran’s and disabled veteran’s allowance

The basic right of a disabled veteran (a respondent whose wound, injury or illness has led to at least 20% damage to his/her organism) is personal disability allowance and attendance and assistance allowance.

Circle 1 or 2, depending on whether any household member received this benefit during the previous month. If the answer is YES, enter the total amount in dinars for all household members (go to question SP1.3).

3. Allowance for civilian victims of war

Rights of civilian victims of war include cash benefits in the form of civilian disability, attendance and assistance allowance and disability allowance.

Circle 1 or 2, depending on whether any household member received this benefit during the previous month. If the answer is YES, enter the total amount in dinars for all household members (go to question SP1.4).

4. Financial family subsistence allowance

Financial subsistence allowance belongs to the individual who lives alone, i.e. a family who has an income below the social security level.

Circle 1 or 2, depending on whether the household received financial family subsistence allowance during the previous month. If the answer is YES, enter the total amount in dinars for all household members (go to question SP1.5).

5. Humanitarian aid

Humanitarian aid is financial assistance provided by humanitarian organisations.

Circle 1 or 2, depending on whether the household received humanitarian aid during the previous month. If the answer is YES, enter the total amount in dinars for all household members (go to question SP1.6).

6. One-time municipal cash subsidy

The right to one-time assistance is provided to the respondent who suddenly or currently finds themselves in a position of social need.

Circle 1 or 2, depending on whether the household received a one-time municipal cash subsidy during the previous month. If the answer is YES, enter the total amount in dinars for all household members (go to question SP1.7).

7. Child allowance

The parent who cares directly for the child, as well as the foster parent or child's guardian is eligible for child allowance. Children up to 19 years of age are eligible for child allowance, apart from exceptional circumstances where this can be extended to the age of 26.

Circle 1 or 2, depending on whether the household received child allowance during the previous month. If the answer is YES, enter the total amount in dinars for all household members (go to question SP1.8).

8. Parent's (maternity) allowance

A mother is eligible for parent's (maternity) allowance for her first, second, third and fourth child, and in exceptional circumstances – the father of the child: if the mother of the child is deceased, if she has abandoned the child or has for objective reasons been prevented from caring directly for the child.

Circle 1 or 2, depending on whether the household received parent's (maternity) allowance during the previous month. If the answer is YES, enter the total amount in dinars for all household members (go to question SP1.9).

9. Alimony

Alimony is monthly allowance received by one of the divorced parents for the child's care.

Circle 1 or 2, depending on whether the household received alimony during the previous month. If the answer is YES, enter the total amount in dinars for all household members (go to question SP2).

– **Question SP2: “During the previous 12 months, have you applied for financial family subsistence allowance?”**

Circle 1 or 2, depending on whether the household applied for financial family subsistence allowance during the previous 12 months. (Respondents who circled 1 go to question SP4, while respondents who circled 2 go to SP3).

– **Question SP3: “Why have you not applied for financial family subsistence allowance?”**

This question is answered by those who selected NO at question SP2. Only one response is allowed (respondents who circled 1-5 go to question SP6, while respondents who circled 6 go to SP4).

– **Question SP4: “During the previous 12 months, have you received financial family subsistence allowance?”**

Circle 1 or 2, depending on whether the household received financial family subsistence allowance during the previous 12 months. (Respondents who circled YES go to question SP4a, while respondents who circled NO go to SP5).

– **Question SP4a: “How many months/years have you been receiving financial family subsistence allowance?”**

For those who have selected YES at question SP4, enter the number of years and months they have been receiving financial family subsistence allowance on the lines. The years and months are written in by entering the full number of years in the space for years, and the months are entered in the line for months, which have to be lower than 12. It is not possible to enter 1 year and 12 months (go to question SP6).

– **Question SP5: “Why have you not received financial family subsistence allowance?”**

This question is answered by those who selected NO at question SP4. Only one response is allowed. (Go to question SP6).

Questions SP6 to SP8 are asked of every household member, in the order that they appear in the “Demography” Module.

- **Question SP6: “During the previous 12 months, have you applied for child allowance?”**
Circle 1 or 2 for each household member. The response YES cannot be circled for both parents and children for whom the allowance is received. The response YES cannot be circled for household members who do not meet the age criteria required for receiving child allowance. (If the answer is YES, go to question SP8. If the answer is NO, go to question SP7.)
- **Question SP7: “Why have you not applied for child allowance?”**
This question is answered by those who selected NO at question SP6. Only one response is allowed. (Go to question SP9).
- **Question SP8: “During the previous 12 months, have you received child allowance?”**
Circle 1 or 2 for each household member. (If the answer is YES, go to question SP8a. If the answer is NO, go to question SP9.)
- **Question SP8a: “How many months/years have you been receiving child allowance?”**
This question is answered by those who selected YES at question SP8. Enter the number of completed years and months, which must be lower than 12. (Go to question SP9).

Questions from SP9 to the end of this module refer to the entire household.

- **Question SP9: “During the previous 12 months, have you applied for humanitarian aid?”**
Circle 1 or 2. (If the answer is YES, go to question SP11. If the answer is NO, go to question SP10.)
- **Question SP10: “Why have you not applied for humanitarian aid?”**
This question is answered by those who selected NO at question SP9. Only one response is allowed. (Respondents who circled 1-5 go to question SP12, while respondents who circled 6, go to question SP11).
- **Question SP11: “During the previous 12 months, have you received humanitarian aid?”**
Circle 1 or 2 for each household member. (Go to question SP12).
- **Question SP12: “During the previous 12 months, have you applied for a one-time municipal cash benefit?”**
Circle 1 or 2. (If the answer is YES, go to question SP14. If the answer is NO, go to question SP13.)
- **Question SP13: “Why have you not applied for a one-time municipal cash subsidy?”**
This question is answered by those who selected NO at question SP12. Only one response is allowed. (Go to question SP15).
- **Question SP14: “During the previous 12 months, have you received a one-time municipal cash subsidy?”**
Circle 1 or 2. (Go to question SP15).
- **Question SP15: “During the previous 12 months, have you used the services of the Centre for Social Work?”**
Circle 1 or 2.

MODULE: 4. HEALTH AND HEALTH CARE

Module “Health and Health care” consists of several parts:

1. Health of household members
2. Health care outside hospitals (previous month)
3. Dental care (previous month)
4. Purchase of medicines and alternative medicines at own initiative (previous month)
5. Hospital care (includes in-patient rehabilitation – previous 12 months) and treatment in hospitals abroad
6. Accessibility to health service
7. Information on tobacco and alcohol consumption
8. Health Insurance

1. Health of household members

Question H1: How is your health in general?

The question refers to all household members. Only one of the options is circled.

Question H2: Do you have a long-term illness or long-term health problem?

The question refers to all household members. Long-term illnesses (health problem) are considered to be illnesses for which the respondent has a doctor’s diagnosis. If the answer is YES, circle code 1 and go to next question, if the answer is NO, circle code 2 and *go to question H11*.

Question H3: During the previous 6 months or more, has the illness limited your usual (everyday) activities?

Respondents who state that they *have* a long-term illness/health problem answer this question. Only one of the options is circled.

Question H4: What chronic illness do you have?

Respondents who state that they *suffer from* a chronic illness answer this question (long-term illness/health problem). A list of possible chronic illnesses is provided in this question, which the interviewer has to read to the respondent. Depending on the answer provided, the interviewer circles one or more of the appropriate codes (form 1 to 17) for each chronic illness, and goes to the next question.

Question H4a: Does the respondent suffer from more than one chronic illness?

This questions serves the interviewer as a control for the response to the previous question. If more than one option has been circled in question H4, code 1 (YES) has to be circled in question H4a. If only one option is circled, code 2 (NO) has to be circled in this question and the interviewer should go to question H5.

Question H5: Which of these illnesses limits your activities the most?

Respondents who have stated that they have more than one chronic illness answer this question. The respondent has to select the illness that limits them the most.

Question H6: How would you describe this / most serious illness?

Respondents who have stated that they have more than one chronic illness answer this question. One of the options provided is circled based on his/her response.

Question H7: Do you receive regular treatment for this chronic illness/ these illnesses?

For all respondents who suffer from a chronic illness, it is compulsory to ask whether they take their regular, prescribed therapy. One of the options provided, YES or NO, is circled

Question H8: Does this health problem / disability prevent you from doing the following:

Respondents who have stated that they have a long-term illness / health problem answer this question. A list of possible responses, which the interviewer has to read to the respondent, is provided in this question. Depending on the answer provided, the interviewer circles one or more of the appropriate codes (form 1 to 9), and goes to the next question.

Question H9: Are you a member of a disabled persons' organisation (DPO), and if YES, which of the following?

This question should be asked of each household member who has a doctor's certificate (diagnosis) of congenital or acquired disability. If the respondent is a registered member of any of these organisations, the appropriate code is circled, otherwise circle code 6 (NO).

Question H10: Was the disability confirmed by a commission and did it reach an appropriate decision?

Only household members who have a doctor's certificate (diagnosis) of congenital or acquired disability, as well as the decision of the appropriate commission, respond to this question. If the respondent does not have a decision on disability, confirmed by a commission, NO is circled.

Question H11: Have you had any short-term illness or injury during the previous month?

The question refers to all household members. If the respondent has had a short-term illness or injury (chronic bronchitis, pneumonia, flu, headache, insomnia, diarrhoea, physical injury), YES is circled and the interviewer goes to the next question. If the respondent has not had a short-term illness, NO is circled and the interviewer goes to the next part of the questionnaire, i.e. question HD1.

2. Health care outside hospitals (previous month)**Question HD.1: Have you visited a doctor in a health institution during the previous month?**

All household members respond to this question. The question refers to visits to doctors in state health institutions – health centres and private doctors (private surgeries and polyclinics). If the answer is YES, go to the next question, *if the answer is NO, go to question H3.1.*

Question HD.1a: What type of health institution have you visited?

Respondents who have answered positively to the previous question respond to this question. If the household member only visited the health centre, circle code 1. If he/she visited a private doctor, circle code 3. If he/she has visited a health centre and private doctor during the previous month, circle code 2.

Question HD.2: Which doctor did you visit?

Respondents who have stated that they visited a doctor in a *health institution (health centre, private practice)* respond to this question. A list of doctors is provided in this question, which has to be read to the respondent and the appropriate code or codes circled, depending on the response given.

Question HD.3: How many times have you visited the doctor?

Enter the total number of visits to doctors during the previous month.

Question HD.4: Have you used, paid for, and how much, the services mentioned?

(Enter amount in dinars if you paid for the service mentioned)

All respondents who have received treatment in a health centre or with a private doctor answer this question. Multiple options have been provided in this question, depending on the use of health services.

For *each* of the health services provided, the respondent provides an answer on use and payment (2 – Have not used; 3 – Have not paid). If the respondent has used any of the services listed, the question on payment is asked. If the respondent has not paid for the use of the health service, circle code 3. If the health service has been paid, the amount in dinars is entered on the line.

With gifts to medical workers, options for non-payment are also provided (2 i 3). If this type of service has been paid for, the amount in dinars is entered on the line.

3. Dental care (previous month)**Question H3.1: Have you visited a dentist during the previous 3 months?**

All household members respond to this question. The question refers to visits to dentists in state health institutions. If the answer is YES, go to next question. If the answer is NO, go to question HA.1.

Question H3.1a: What type of health institution did you visit?

Respondents who have answered positively to the previous question respond to this question. If the household member only visited a dentist at the health centre, circle code 1. If he/she visited a private dentist, circle code 3. If he/she has visited a dentist at the health centre and a private dentist, circle code 2.

Question H3.2: How many times did you visit dentist?

Enter the total number of visits to dentists during the previous month.

Question H3.3: Have you used, and how much have you paid for the services mentioned? (Enter amount in dinars if you paid for the service mentioned)

All respondents who visited a dentist respond to this question. Multiple options have been provided in this question, depending on the use of health services.

For *each* of the health services provided, the respondent provides an answer on use and payment (2 – Have not used; 3 – Have not paid). If the respondent has used any of the services listed, the question on payment is asked. If the respondent has not paid for the use of the health service, circle code 3. If the health service has been paid, the amount in dinars is entered on the line.

With gifts to medical workers, options for non-payment are also provided (2 i 3). If this type of service has been paid for, the amount in dinars is entered on the line.

4. Purchase of medicines and alternative medicines at own initiative (previous month)

Purchase of medicines at own initiative refers to the purchase of medicines, teas, vitamins, plasters, bandages, etc. without a prescription.

The question is asked of all respondents. For **each** of the questions provided, the respondent provides an answer on use and payment (2 – Have not used; 3 – Have not paid). If the respondent has used any of the medicines/services listed, the question on payment is asked. If the respondent has not paid for the use of health supplements, circle code 3. If payment has been made, the amount in dinars is entered on the line.

The total amount spent on the purchase of the medicines/services listed during the previous month has to be entered.

At question HA.1: Total costs for medicines and health supplements (vitamins, minerals and medicinal herbs). It will probably happen that several household members use the health supplements and that the exact amount per household member cannot be specified. In this case, the total amount is be entered in the column for the member who uses the greatest quantity of the medicine.

5. Hospital care (includes in-patient rehabilitation – previous 12 months) and treatment in hospitals abroad

Question HB.1: Have you been hospitalised during the previous 12 months?

All household members are asked this question. If the answer is YES, go to next question. If the answer is NO, go to question HR..1 (access to health service).

Question HB.2: What type of hospital were you treated in – ownership status?

One of the options provided is circled for each respondent who has received treatment.

Question HB.3: How many times have you been hospitalised?

The total number of stays in hospital is entered.

Question HB.4: Have you used, and how much have you paid for hospitalisation services? (Enter amount in dinars if you paid for the service mentioned)

Only respondents who were hospitalised respond to this question, during the last 12 months. Multiple options have been provided in this question, depending on the use of health services.

For *each* of the health services provided, the respondent provides an answer on use and payment. If the response on use is YES, the question on payment is asked. If the answer is NO, the respondent is not asked the question on payment. If the health service has been paid, the amount in dinars is entered on the line.

6. Accessibility to health service

Question HR.1: If you have not used health services during the previous month, what was the reason?

The question is asked only of those household members who have not used any of the health services during the previous month. Only one of the listed reasons should be circled.

Question HR.2: Has someone outside the household assisted in covering health care costs during the previous 12 months?

The question is asked of household members who have used health services. One or more of the options provided is circled, and the amount (in dinars) for assistance received is entered. It is also possible that household members covered health care costs themselves. The amount is not entered in this case.

7. Information on tobacco and alcohol consumption

The question refers to all household members.

Question HP.1: Do you smoke?

One of the options provided is circled.

Question HP.2: Do you consume alcohol, and how often?

One of the options provided is circled.

8. Health Insurance

All household members answer this question.

Question HO.1: Do household members have health insurance and what is the source of the insurance?

Only one of the answers provided is circled for every household member. With these questions, attention should be paid to the status of the household member (whether the household member is a pensioner, unemployed or a child) and thereby the logic of their responses. (For example, the head of the household is employed or insured through his company, and his underage child is insured through him – circle code 4).

For displaced persons who have health insurance as a result of their displacement status, circle code 6.

Question HO.2: Did the household members have health insurance in 2002?

All household members respond. Pay attention to the fact that insurance refers to the year 2002.

MODULE: 5.1. DAILY CONSUMPTION OF FOOD, DRINKS AND TOBACCO (DIARY)

All consumption of food, drinks and cigarettes, during the seven-day period, is recorded in the diary, regardless of when the article was purchased, received or produced.

The diary is completed by the household member most familiar with the household consumption of these products, i.e. the person who is mainly responsible for the purchase and/or the preparation of food in the household. This is most often the housewife, wife or mother.

During the first visit, upon establishing cooperation with the household, the interviewer delivers the diary to the person who will complete it. The interviewer must explain the content and method of completing the diary to the household, i.e. to the person who will be completing it.

The household consumption of food, drinks and tobacco is recorded in the diary on a **daily basis, during the seven-day period.**

The first column of the diary (household nutrition) containing the names of foodstuffs, separated into nine basic groups:

1. bread and cereals;
2. fresh vegetables and vegetable produce;
3. fresh fruit and fruit products;
4. meat and meat products;
5. fish and fish products;
6. fats;
7. milk and dairy products and eggs;
8. other foodstuffs;
9. drinks.

The most significant product types are listed within each group. Consumption of tobacco, cigarettes and food and drinks outside the household is included in the following groups:

10. Cigarettes;
11. Food and drinks outside the household.

The household records the daily consumption in the column of the diary for the appropriate day (Day 1, Day 2, ... Day 7).

For each product consumed, the **quantity**, **value** and **source** have to be recorded.

Quantities (quantity column) are recorded in units of measure which are provided next to the product name.

Amount in dinars (Dinars column) is written for each quantity of the product consumed. If the household cannot estimate (or does not know) the exact amount of the product consumed, it should record the closest value. The closest value is most easily determined by comparing the purchased quantity of a product with the consumed quantity. (Example: a third of the quantity of a consumed product will have a third of the value of the purchased product.)

In addition, if a product was purchased earlier, and was consumed during the survey period, its current value should be recorded. (Example: for potatoes purchased in November 2006 at a value of 20 dinars per kilogram, which cost 15 dinars today, the current value should be recorded, i.e. 15 dinars per kilogram.) The value is recorded in dinars, without the Para (cents).

The **Source** (Source column) is recorded for every article consumed. The code for the source should be written, i.e. the source of the product in the household.

If the household **purchased** a product, it will enter **code 1**.

If the household **raised or produced a product on their own**, it will enter **code 2**.

If the household **received a product as a gift**, it will enter **code 3**.

It is important to show what has been purchased by the household, what the household produced themselves and what was received as a gift.

All articles for which the household gave money were purchased, regardless of the period. This is particularly important for consumption of “winter foods” and foods “from the freezer”.

For all “winter foods” and supplies consumed, the source at the time of purchase should be recorded.

Example: “from the freezer” the household consumed:

- one kilogram of beef, received as a gift from relatives living in the country;
- one kilogram of pork, purchased in December 2006, at a price of 280 dinars per kilogram;
- half a kilogram of chicken, from their own production.

4 FRESH AND PROCESSED MEAT			Quantity	Dinars	Source
1	Beef	kg	1	460 (current retail value)	3 – received as gift
4	Pork	kg	1	260 (current retail value)	1 – purchased
8	Poultry	kg	0.5	80 (current retail value)	2 – own production

Products from the households own production should be presented in the form the household consumes them (e.g. lard, milk, cheese, kajmak, smoked meat, brandy, wine, etc.).

Quantities of fresh fruit and vegetable which have been processed – canned as jam, marmalade, compote or used for the preparation of juices or dried, are presented as amounts consumed in their fresh state, at the time of processing.

- If the household prepared food for more days, everything used on the day the food was prepared should be recorded, regardless of the number of days this food will be consumed for. Example: If, on the 1st day, lunch was cooked for the following two days, everything used for preparing this lunch has to be recorded on the day that the lunch was prepared, i.e. on the 1st day.
- If the household cannot estimate the daily consumption of certain products (due to small quantities), such as salt, spices, coffee, sugar, etc. the total consumption of that product for the entire week should be recorded. The weekly consumption of this product should only be recorded once, i.e. in one field only. Example: weekly consumption: salt 100 gr, 3 dinars, 1 - purchased.
- Daily consumption should also be recorded for household that eat at public kitchens or receive food as a gift from relatives, neighbours (often the case with elderly and ill people). Code 3 should be entered in the column for the source.
- If the household does not know where to record an article in the table, or cannot estimate the quantity or value, the consumption should be recorded textually on the final page of the diary. Upon completing the interview, it is the interviewer’s responsibility to copy the data correctly into the main diary.
- The interviewer should visit (or telephone) the household, during the diary-recording period, to check whether it is regularly recording everything consumed by the household and to explain any possible dilemmas.

- Only the total value in dinars is recorded for consumption of food and drinks outside the household (restaurants, cafes, kiosks, at work, at school, ordered food, which is delivered at the house, etc.).
- When retrieving the diary, the interviewer must check the data in the diary and correct any possible mistakes (missing data) in cooperation with the household, i.e. the person who completed the diary.
- The interviewer has to control (and correct) the following for all data in the diary:
 - whether the quantity has been recorded using the appropriate unit of measurement, which is indicated next to the article name;
 - whether the quantity, value and source has been entered.

MODULE: 5.2. USE OF NON-FOOD PRODUCTS AND SERVICES

This questionnaire collects data on household expenditure (**total for all household members**) for the following group of products and services:

1. Clothes and leather goods (for previous 3 months)
2. Footwear (for previous 3 months)
3. Personal hygiene and household cleaning products (for previous month)
4. Textile goods and small household furnishings (for previous 3 months)
5. Sports, culture, entertainment (for previous month)
6. Services (for previous 3 months)
7. Automobile and other vehicles (for previous 3 months)
8. Valuables (for previous 3 months)
9. Insurance (for previous month)
10. Taxes and contributions, payments, gifts and savings (for previous 3 months)
11. Transport and PTT (for previous month)

The final set of questions refers to information on household income:

12. Family income over the previous 3 months

The household member (respondent) most familiar with expenditures and household incomes should provide the answers to these questions.

- **It is important that the interviewer reads every question to the respondent (item by item) in the order they are written in the questionnaire, emphasising the reference period, and recording all of the responses.**
- **Amounts are written in dinars, without Para (cents).**
- **Household expenses for products are written in the appropriate columns which represent the source of the product in the household.**

If the product has been purchase, the corresponding amount is entered in the column for place of purchase (Shops, department stores, shopping centres, boutiques, kiosks, market or from an individual).

If the product **is from own production**, enter the estimated value (market price) in the column: own production/labour.

If the product has been **received as a gift**, enter the estimated value (market price) in the column: received as gift.

- **All purchases made using cheques, credit, multiple payments should be recorded in the full amount at the time of purchase, regardless of the number of payments and the payment period.**

12. Family income (previous 3 months)

DATA ON HOUSEHOLD INCOME ARE COLLECTED AT THE END OF THE INTERVIEW WITH THE HOUSEHOD (THE INTERVIEWER COMPLETES THE INTERVIEW WITH THE HOUSEHOLD WITH THIS QUESTION).

The interviewer reads each question to the respondent and enters the income in dinars.

Family incomes are separated into three groups (by source).

- Savings, loans, insurance, games of chance;
- Inheritance, assistance and gifts from relatives and friends, humanitarian aid;
- Incomes from ownership, rental, sale of property, etc.

The interviewer records all incomes at the household's disposal during the previous three months, regardless of whether they were spent, deposited to a bank account, on a savings account, home savings, etc.

Question BM1: In your opinion, what would be the minimum monthly amount with which your household would be able to cover its basic existential needs?

The interviewer enters the amount in dinars in accordance with the household's statement.

If the household is unable to estimate the amount, circle **code 2. (Does not know)**

Question BM2: How would you rate the current financial status of your household?

The household's opinion is requested here. The interviewer circles the appropriate code based on the household statement.

Code 1 – Very bad

Code 2 – Bad

Code 3 – Neither good nor bad

Code 4 – Good

Code 5 – Very good

Code 6 – Does not know

- **It is very important that the interviewer poses every question from this questionnaire, and records all expenditure and household incomes for the appropriate period.**

MODULE: 6. EDUCATION

The education questionnaire consists of three parts:

- **6.1 Pre-school children** – children up to 7 years of age
- **6.2. Primary and secondary school pupils** – household members aged 7 to 17
- **6.3. Students** post-secondary non-university / university education

For these questions transfer the **Person Number code from page 1 of Demography** for the appropriate respondent. For example, if a six-year old child was coded as 4 throughout the entire questionnaire, code 4 should be entered into the header of the first column, and data referring to that child only should be recorded there.

QUESTIONS IN THE EDUCATION MODULE

6.1 Pre-school children – up to 7 years of age

- Encompasses all children upon enrolling in school.

Question D1: “Who is responding on behalf of the child?” Select one of the options and go to question D1a.

Question D1a: “Does the child attend kindergarten/compulsory pre-school programme in an institution?” Circle one of the options for each child;

- if the answer is **1** – child attends kindergarten, go to question D2;
- if the answer is **2** – child attends compulsory pre-school programme, go to question D2a;
- if the answer is **3** – child does not attend kindergarten (refers to children up to 6 years of age), go to question D3;
- if the answer is **4** – child does not attend compulsory pre-school programme (refers to children of pre-school age, 6 years of age and above), go to question D3a.
- **If the answer to question D2 is from 1-3, if the child attends kindergarten, skip questions D4 and D5, which refer to private/home care of children and go to question D6.**
- **If the answer to question D2a is from 1-3, if the child attends compulsory pre-school programme in an institution, skip questions D4 and D5, which refer to private/home care of children and go to question D6.**
- **Questions D4 and D5: “Do you pay someone to care for the child?” and “What is the monthly amount paid for child care?”.**
Refers to babysitting children at home, and the monthly amount in dinars paid for each child is recorded. If the answer to this question is negative, skip questions D6, D7, D8 and D9 and go to question D10.
- **Questions D6 and D7: “How many days a week does the child attend kindergarten/pre-school institution?” and “How many hours a day does the child spend in the kindergarten/pre-school institution?”**
Enter the number of days and hours for each individual child.
- **Question D8: “What is the monthly amount paid for the kindergarten/pre-school institution?”**
Enter the total monthly amount in dinars for each individual child.
- **Questions D10 and D11: “Does the child attend a training course/private lessons?” and “What is the monthly cost of organised classes/private lessons?”**
Responses are collected for every child and the total amount in dinars is entered.

⇒ Go to next set of questions on pupils.

6.2 Primary and secondary school pupils – household members aged 7 – 19 years

– Includes children age 7 to 19 who are currently not attending school. They are asked questions O1 (response 0); and O4 – reason for non attendance, and go to next module.

– **Question O1: “Which school is the child currently attending?”**

Circle one of the options provided for every child in the age bracket. If the response is “**Not attending school**”, go to question **O4: “Why is the child currently not attending school?”** and ask for the reason.

– **Questions O2 and O3: “Which grade is the child currently attending?” and “Which grade did the child attend during the previous school year?”.**

Enter the grade in the appropriate column for every child – if the child is attending 1st grade of primary school, 00 is entered for the previous school year.

– If the child is attending 1st grade of secondary school, the 8th grade of primary school is entered as the previous grade.

– If the child is repeating a year, enter the same grade for the previous school year (e.g. is currently attending 7th grade, and attended 7th grade during the previous school year).

– **Question O5: “How much has been spent for the education of children in primary/secondary school during the school year?”**

The amount in dinars is entered for every child and for every option provided (every row). Multiple responses are allowed.

– **Question O6 and O7 refer to additional educational programmes – private lessons and monthly costs** for every child attending these programmes/lessons.

– **Question O8: “Did someone outside your household participate in your education costs?”**

Multiple responses are allowed (circle more codes in front of the answers provided), and the amounts in dinars should be entered for every circled response, unless the answer is 6 “Covered all costs on our own”.

⇒ Go to next set of questions on students.

6.3 C Post-secondary non-university and university students

Students are those who are actively studying, regardless of their status (whether they are “on budget”, “co-financed” or “self-financed”).

– **Question O9: “Where is the student currently living?”**

Circle one of the answers provided. If the student lives in his/her own apartment, with family or relatives, skip question O10 on rent, and go to question O11.

– **Question O10: “What is the monthly amount for renting an apartment/room?”**

Enter total monthly rent paid for every student. This should not include costs of meals.

– **Question O11: “How much did your household spend on the student’s education during the academic year?”**

Multiple responses are allowed (circle more codes in front of the answers provided), and the amounts in dinars should be entered for every circled response.

- **Questions O12 and O12 refer to additional educational programmes – private lessons and monthly costs.**
Enter the total amount in dinars for every student who attended this type of training.

- **Question O14: “Did someone outside your household participate in your education costs during the academic year?”**
Circle the code for the every response which the respondent agrees with, and enter the appropriate amount in dinars. Multiple responses are allowed, unless the answer is 6 “Covered all costs on our own”.

MODULE: 7. EMPLOYMENT STATUS

This module is completed only for household members aged 15 and above and consists of 4 parts:

1. C1 for respondents who performed work they were paid for during the reference week, or who had a job they were absent from during the entire reference week;
2. C2 for respondents who did not perform any work during the reference week, nor did they have a job they were absent from;
3. C3 for all persons aged 15 and above;
4. C4 collects data on employment-based incomes of household members (current and/or past).

The first part consists of two parts: questions referring to the main job and questions referring to the second (additional) job.

The second part consists of two sections: questions which refer to previous work experience and questions which refer to job-seeking.

When completing this module, special attention should be paid to questions with shaded fields, which are, so called filter questions, where certain responses lead to “skipping” whole blocks of questions.

Note: a week is the period starting on Monday and ending on Sunday.

PART C 1

C1.1 During the previous week, did you work at least one hour at any job for which you received payment (or will be paid) in cash or in kind?

This is a very important question, as it is the basis for deciding whether the respondent will answer the questions in the first or the second part of the questionnaire, i.e. whether they will be categorised as employed or unemployed.

When responding to this question, it is not important whether the respondent is formally employed or not, but whether they have performed any form of paid work during the previous week. This job can have been paid in cash (salary, profit, per diem, etc.), in kind or in the form of a service, even if the respondent worked on this job for **one hour only**, since the term “**employed**” in this survey not only refers to respondents who are formally employed, but also to respondents who perform any sort of paid work. Thus, a respondent who, upon agreement, gives private lessons is considered to be equally employed as a respondent who has regular formal employment, be it in a public or private school. A respondent working in his/her own company, agricultural worker cultivating land solely for his/her own needs, or for his/her own needs as well as for the market, a respondents who is performing contractual work, under an authorship contract, or occasional work which is most frequently paid in cash, is also considered to be employed just like an employee in a public or private company.

It is not important whether this work has already been paid or not.

A respondent who was attending an apprenticeship or training, for which they have received payments, is also considered to have been employed.

Every-day jobs in one’s own household (caring for children, household chores, etc.), jobs done as hobbies or charity work, which do not provide financial gain, are not considered employment which provides a livelihood.

Yes – Code 1 is circled for respondents who have performed any work, for an hour or more, during the previous week, for which they received (or will receive) payment. Respondents with this code do not answer question C1.2, but skip directly to question C1.3.

No, but have a job from which you were absent or which you did perform do all of last week - Code 2 is circled for all respondents who have a job from which they were absent during the whole of last week (for whatever reason) and to which they will return following the cessation of the reason for their absence. This code is also circled for respondents who independently, of for their own purposes, carry out a job, but have not done so during the past week.

No, was attending military service - Code 3 is circled for all respondents who served compulsory military service during the last week. This code is also circled for respondents who served civil military service, but who were performing a job they were paid for during the last week. Respondents with this code do not answer further questions in this part of the questionnaire, but skip directly to question C2.1.

No, did not perform any job, nor do you have a job you were absent from last week - Code 4 is circled for all respondents who, during the last week did not have a job they were paid for, not did they have a job they were absent from and can return to. This code is also circled for all seasonal workers who have been promised by their employer that they will be able to return to work, if they do not work out of season and do not receive at least 50% of their salary. Respondents with this code do not answer further questions in this part of the questionnaire, but skip directly to question C2.1.

C1.2 Reason for absence from work during last week

This questions is only answered by respondents who circled code 2 at the previous question (C1.1), i.e. respondents who are employed but were temporarily absent from work during the previous week. One of the codes provided has to be circled for these cases. Particular attention should be paid to options 10 and 11.

Unpaid leave or sabbatical up to 3 months - Code 10 is circled for respondents using unpaid leave (or sabbatical) up to 3 months or less, calculated from the first day of leave. This code should be circled for respondents who are formally and informally employed, and who have been temporarily fired by their employers with a promise to reemploy them within 3 months of the day they were fired. This code is also circled for respondents who work on their own or who are self-employed, if they have ceased to work for a period shorter than 3 months and who are certain that they will start working within this period of time.

Unpaid leave or sabbatical over 3 months - Code 11 is circled for respondents who are using unpaid leave (or sabbatical) for a period that is longer than 3 months, counting from the first day of leave. This code should also be circled for respondents who are not formally employed, but whose employer has temporarily fired them, while promising them that they will be reemployed after 3 months or more.

For persons who work on their own or who are self-employed, this code is circled if they have ceased to work, but do not have any intention of restarting in a period of up to 3 months or have no intention of working at all

Respondents with these codes are considered to be unemployed and do not respond to the following questions in this part of the questionnaire (PART C1). They skip directly to question C2.1 (PART C2).

The three month period, which is given in codes 10 and 11, represents the criterion based on which respondents with these codes are categorized into respondents who work and those who do not. According to international definitions, a respondent who is absent from work for a period longer than 3 months without payment, are considered to be unemployed, regardless of a promise given by their employer to reemploy them.

Main job

If the respondent has more jobs, questions C1.3 –C1.16 refer to the job which they consider to be their main job. This could be the job they receive the greatest income from or the job that provides them the greatest security.

C1.3 Your status at this job

The response to this question is given by circling one code only.

Employer who hires other workers – owner is a respondent who works independently and employs at least one more person, i.e. codes 1 or 2 refer to this is respondent.

Owner/co-owner of enterprise - institution – Code 1 is circled for respondents who work in their own company or institution and employ at least one more person.

Owner / co-owner of shop, agricultural estate, doctor’s surgery, office, etc. - Code 2 is circled for respondents working in a private company, or agricultural estate, who perform an independent professional activity or other work for their own benefit and employ at least one more person. This code is circled for agricultural workers who receive assistance from family members or other persons and pay them for this work. This code is also circled for agricultural workers who cover pension insurance for their household members, regardless of whether they pay the other part of the salary (net salary, in cash), and these household members are considered to be employees, rather than assisting family members.

Self-employed without employees - Code 3 is circled for respondents who work in their own company, private shop, agricultural estate, who perform an independent professional activity or any other work for their own benefit, but who *do not employ* anyone for this purpose. This code is entered for agricultural workers who work independently or receive assistance from their family for which they do not provide any payment or pension insurance, and where the members are considered to be assisting members. This code is also used for respondents who independently find and organise what are primarily unregistered jobs (e.g. services: giving private lessons, translation, babysitting, sewing, selling on the market, etc.).

Employee - Code 4 is circled for those respondents who work for an employer in any form of ownership and receive payment in cash or kind for their work, regardless of whether they have a formal contract or whether they work on the basis of a verbal agreement. A household member who helps in the family business (estate or company), and who is paid for his/her work, is considered an employee. Employees are also respondents who **work** for the army (military personnel or civilians, while respondents attending military service are not considered to be employed). Code 4 should be circled for a respondent who cares for children in his/her own household (foster family), if they are paid for this work by the local authorities (or another public institution) and if they do not, independently, make decisions related to their work (e.g. schedule and number of children). If the respondent performs these tasks independently, circle code 3.

Training participants (apprentices) are also considered to be employed, if they are paid for their work, as are priests (from any religious community). For respondents with private professional practices, who also work for an employer (e.g. doctors and dentist who have their own practice and at the same time work in a hospital or health centre), codes 3 or 4 should be circled, depending on which job they have selected as their main job.

This code is circled for respondents who, for various beneficiaries, perform tasks for which they receive payment through authorship contracts or contracts for specific tasks, which are made with the employer.

Supporting member in family business - Code 5 is circled for respondents who help a family member in performing the family business or agricultural activities, and are not paid for this work. This should include: son or daughter who work in “family business” or on parent’s estate without a salary, a wife helping her husband in the business, parents helping children with their business, etc.

This code is circled for children attending school who only once in a while help their parents in carrying out the family business, which can be performed without their assistance.

C1.4 What rights do you receive at this job

Multiple responses are possible in this question, i.e. it is possible to circle one or more of the codes provided for an individual respondent.

Code 4 – Does not receive any rights is circled for respondents who do not receive any of the rights mentioned, i.e. they do not have a salary or any form of social security.

C1.5 Within what form of ownership do you perform the job

Circle the code which agrees with the ownership status of the company, institution or organisation in which the respondent performs the activity. For respondents who work independently, codes 1 or 2 are circled, regardless of whether they perform the activity for a state-owned company-institution (e.g. construction work, publishing activities, catering and delivery of food, cleaning or security services, etc.)

In this question, the option "Other" – Code 5 is circled for respondents who work in companies who are in cooperative or mixed ownership, as well as for respondents working in companies whose ownership status is unknown. This code should also be circled for respondents working in membership organisations (religious organisations, social organisations, citizen's associations, political organisations, etc.).

C1.6 Do you perform this job on the basis of:

A written contract, decision, license, etc – Code 1 is circled for respondents who perform this job on the basis of a written contract with the employer, a decision on employment or on the basis of a decision or license issued by the responsible registration body.

Oral contract with employer – Code 2 is circled for respondents who perform their work on the basis of an oral contract with their employer. This code should also be circled for respondents who have been employed without an official decision, i.e. their employments status has not been finalised yet (the case for certain displaced persons).

Without a contract – Code 3 is circled for respondents who perform a job without a contract (by inertia, the contract has ceased to be valid, for supporting members of the household who do not sign a contract with the head of the household since their work is taken for granted and for respondents who, for some other reason, work without a contract).

C1.7 What is your occupation at this job

The response is given by writing as complete and precise a name for the occupation which the respondent performed last week. The occupation is determined, regardless of the activity of the company within which the respondent works. The interviewer must not accept general responses, e.g. worker, manager, repairman, officer, agricultural worker, assistant, etc., but has to insist on as complete and precise a response.

C1.8 Area of activity within which you are performing the job

The answer is given by entering as precise a name for the activity of the working unit within which the respondent works. If more than one activity is carried out in the same location, the main activity of the headquarters is recorded.

C1.9 How many people (including you) work with you on the job which you perform

The number of people, who together with the respondent perform the same activity for the same employer in the same local unit, is entered. If the respondent works alone (e.g. a kiosk, shop, cleans apartments, gives lessons, cultivates an agricultural estate, has a trade shop where he/she carries out repairs of appliances, footwear, etc.) the interviewer enters number 1 in the fields for him/her.

C1.10 How many hours did you work on that job during the previous week – the number of hours the respondent worked during the previous week is written in, even if it is only one hour.

C1.11 How many hours did you work on that job during the previous month

The number of hours the respondent worked during the last month is written in the corresponding fields. If the respondent does not know how many hours they worked during the previous month, enter code 999.

C1.12 Where do you usually perform this job

In company - institution – Code 1 is circled for respondents who perform their jobs in official rooms within a company, institution, cooperative or other organisation in which they are employed (office, surgery, factory hall, salon, shop, closed shopping centre, etc.). This code should also be circled for constructions workers working in construction companies.

On agricultural estate / farm – Code 2 is circled for respondents who work on an agricultural estate, regardless of whether it is owned by them or their family, leased or whether they work on it as hired labourers.

In your own home – Code 3 is circled for respondents who perform their jobs solely in their own homes and who are not employed by a company. For respondents who have a private company, whose headquarters is registered at the home address, code 1 should be circled, not code 3.

In someone else's home – Code 4 is circled for respondents who perform work in someone else's house and are not employed by a company. This code is circled only for respondents who carry out a job in **one house**-household (baby sit, care for elderly or ill people, clean, cook, give lessons, etc.). For respondents performing these jobs in more households, code 5 should be circled "door to door", instead of code 4.

For respondents who are employed in a company, and carry out repairs, install or repair appliances in other people's houses, code 1 should be circled instead of code 4.

In the field 'door to door' – Code 5 is circled for respondents who perform jobs while visiting other people's apartments offering goods, performing service, babysitting or caring for the elderly or ill people, helping in other people's homes, etc., i.e. it is important to circle this code for respondents who work **in more** households, i.e. they do not have one household in which they work all the time or occasionally. This code is also circled for hired constructions workers in the field (working for a per diem).

In vehicle – Code 6 is circled for respondents who perform their jobs in a vehicle, transporting goods or passengers.

In the street, at the market, etc. – Code 7 is circled for respondents who perform their work on the street, market, park, open shopping centre or any other open space.

Other – Code 8 is circled for respondents who gain a livelihood through jobs that are performed in places other than those that have been previously mentioned.

C1.13 Do you perform this job:

As a permanent job - Code 1 is circled for respondents who work for an indefinite period of time. For employees, this code is circled if they have regulated their employment through a contract for an indefinite period of time. Owners/co-owners of private companies or institutions are considered to be working for an indefinite period of time, as well as supporting members working permanently in the family business or an agricultural estate.

As a temporary job (fixed contractual period) – Code 2 is circled for respondents who work at a job whose length is fixed beforehand by agreement between the employer and employee.

Seasonally – Code 3 is circled for respondents who, during the last week, performed a seasonal job. Seasonal jobs are jobs which are performed during a specific season, most often in construction, tourism, catering, agriculture, etc.

Occasionally - Code 4 is circled for respondents who are not permanently employed. Jobs which provide for their livelihood are occasional and they carry them out when they are offered. This code is circled for respondents, who during the last week performed a random – one-time job following an agreement with the employer (respondents loading and offloading construction material for a private company or individual, cleaning other people’s houses, working on an agricultural estate, transporting goods, entertaining guests at a party, etc.) or occasionally assisted in the family business.

C1.14 How many years have you been performing this job

The complete number of years worked is entered, 0 should be entered for people working less than 1 year. If the respondent changed employers during their working life, enter the number of years they have been working for the employer they worked for during the previous week. As an exception, for respondents carrying out seasonal or occasional jobs, the total number of years they have been performing these activities should be written in. For example, if the respondent was employed and then lost their job, and during the previous week they carried out some seasonal or occasional jobs, the total number of years of work on this sort of job should be recorded.

For agricultural workers and supporting family members who consider themselves to have been working “from birth”, only their work since age 15 should be taken into consideration.

C1.15 How many years have you been working for (in total on all jobs)

The total number of years of employment is entered, i.e. all of the years of employment with an employer and/or at an independent activity (as a private businessman), regardless of the number of years for which pension insurance has been paid in. For respondents who perform their activity on an agricultural estate, including supporting members, who consider themselves to have been working “from birth”, only their work since age 15 should be taken into consideration.

Complete years of work are recorded, and for respondents who have worked for less than 1 year, 0 is entered.

C1.16 For which month and year did you receive your last salary?

In the respective fields, enter the month and year for which the respondent received their last salary, i.e. when was the last time an income was gained for the work performed.

Additional (supplemental, other) job

Additional jobs are considered to be those jobs the respondent performs in addition to his/her main job. It should be noted that additional jobs do not include a change of jobs.

Respondents who have circled code 2 in this questions, skip directly to C3.1.

Note: these questions are only asked if the previous section has been completed.

C1.17 In the last week, did you perform any additional job, besides this one, for which you were (or will be) paid?

Yes – Code 1 is circled for respondents who, in addition to their main job, performed and additional, supplemental or honorary job during the last week, and this job was performed for financial or other payment, outside the scope of their main job.

No – Code 2 is circled for respondents who, in addition to their main job, did not perform and additional, supplemental or honorary job during the last week. Respondents with this code skip directly to C3.1.

C1.18 Do you perform this additional job:

Regularly (every month) – Code 1 is circled for respondents who performed a regular, additional, supplemental or honorary job during the last week, which they perform every month for a salary or other form of payment, but outside their main job.

Seasonal (during the season) - Code 2 is circled for respondents who performed an additional, supplemental or honorary job during the last week, for a salary or other form of payment, which they perform on a seasonal basis or at regular intervals (agricultural jobs, construction, tourism, culturally linked jobs, fashion, art and similar manifestations, which are of a seasonal character, etc.).

Occasionally (5-6 times a year) - Code 3 is circled for respondents who besides their regular job, performed an additional, supplemental or honorary job during the last week, for which they will receive a salary or other form of payment, but which will be of a temporary character.

Rarely (1-2 times a year) - Code 4 is circled for respondents who, besides their regular job, performed an additional, supplemental or honorary job during the last week, which they perform for a salary or other form of payment, once or twice a year.

On a random basis – Code 5 is circled for respondents who, besides their regular job, performed an additional, supplemental or honorary job during the last week, for a salary or other form of payment, but where this job was random, and they do not know whether they will perform it in the future

C1.19 What is your status at the additional job

Self-employed with employees - Code 1 is circled for the respondent who has a main job (selected at question C1.3), and are at the same time the owners or co-owners of a private company or institution, shop, agricultural estate, surgery, law office, etc. where they employ at least one employee, but where they consider their work as owner/co-owner to be their additional, i.e. second job.

Self-employed without employees - Code 2 is circled for the respondent who has a main job (selected at question C1.3), and are at the same time: 1) owner or co-owner of a private company, shop, agricultural estate, etc. or 2) perform an independent professional activity, or 3) work for their own benefit, and at the same time do not employ anyone and consider work in this company, shop, etc. to be their additional, i.e. other job.

Employee - Code 3 is circled for respondents who have a main job (selected at question C1.3) and, in addition to this, work for another employer, in any form of ownership. Supporting members of the household working without a salary in the family business are not considered to be employees, since they are not paid for this work.

Supporting member in family business - Code 4 is circled for respondents who have a main job (selected at question C1.3), and at the same time help another family member in performing the family business or on the agricultural estate, and are not paid for this work.

C1.20 What rights do you receive at this additional job

See instructions for question C1.4 for response to this question.

C1.21 Within what form of ownership do you perform the job

See instructions for question C1.5 for response to this question.

C1.22 Do you perform this additional job on the basis of:

See instructions for question C1.6 for response to this question.

C1.23. What is your occupation at this additional job

See instructions for question C1.7 for response to this question.

C1.24 Area of activity within which you are performing the additional job

See instructions for question C1.8 for response to this question.

C1.25 Where do you usually perform this additional job - See instructions for question C1.12 for response to this question.

C1.26 When do you perform this additional job – One of the options provided should be circled, depending on the when the respondents performs the additional job. For respondents who perform their additional jobs during their main job and after their main job, on weekends, circle code 4.

C1.27 The main motive for this additional job is – The code which best describes the basic motive for performing the additional job should be circled.

C1.28 How many hours did you spend on that additional job

a) During the previous week – enter the number of hours spent during the last week in performing additional, supplemental or honorary jobs.

b) During the previous month – enter the number of hours spent during the last week in performing additional, supplemental or honorary jobs. If the respondent does not know, or cannot remember, how many hours he/she has worked on additional jobs during the previous month, circle code 999.

PART C 2

Previous Work Experience

Only respondents with codes 3 or 4 in question C1.1. and respondents with code 11 in question C1.2 respond to questions C2.1. to C2.8, which refer to previous work experience.

C2.1 Have you ever worked before

Yes – Code 1 is circled for respondents who have had previous employment through which they have earned and income for subsistence, regardless of whether that job was for a specific or an indefinite period of time, seasonal or whether the respondent worked as an assisting family member in the household, regardless of the duration of employment.

No – Code 2 is circled for respondents who have never been employed before nor had a job with which they earned a livelihood. This code should also be circled for respondents who have previously only held occasional jobs, or have worked during their military service or vacation. These respondents go directly to question C2.9.

C2.2 When did you cease to perform your last paid job – the calendar year when the respondent stopped working (when they retired, were fired, quit, etc.) is entered in this question.

C2.3 Main reason for leaving last paid job

The code which corresponds to the reason for stopping work is circled.

Personal or family reasons – Code 5 is circled for respondents who left their jobs of their own free will for personal or family reasons (illness, marriage, pregnancy, child care, serious illness of another family member, education, etc.).

C2.4 What was your status at your last paid job - See instructions for question C1.19 for response to this question.

C2.5 Total number of years on paid jobs – enter the total number of completed years of work which the respondent spent at all his/her jobs for which they were paid, starting from the days when they first started work. For respondents who worked for less than one year, enter 0.

C2.6 Did you receive severance pay due to termination of employment

Yes – Code 1 is circled for respondents who receive severance pay upon the end of employment.

No – Code 2 is circled for respondents who did not receive severance pay upon the end of employment.

C2.7 What was your occupation at your last paid job - See instructions for question C1.7 for response to this question.

C2.8 Area of activity within which last paid job performed - See instructions for question C1.8 for response to this question.

Job-hunting

Note: Respondents aged 75 and above do not answer questions C2.9 to C2.15, but skip directly to question C3.1.

C2.9 Did you look for a job during the previous 4 weeks – this question enables the categorisation of respondents who do not have a job into unemployed and inactive, depending on their job-seeking activities.

Yes - Code 1 is circled for respondents who took concrete steps during the last 4 weeks in the aim of finding employment, as well as for those respondents who sought opportunities for professional training as trainees or trial employees.

No - Code 2 is circled for respondents who have not taken any concrete steps during the last 4 weeks in the aim of seeking employment, as well as for those respondents who found employment earlier (prior to the 4 weeks), but have still not been called to work, and have this not taken any steps for finding employment. This code is circled for respondent who have been fired by their employee for a period longer than 3 months, with a promise that they would be reinstated at their jobs, and they have not looked for employment in the meantime. These respondents do not answer the next block of questions, but skip directly to question C2.14

C2.10. How long have you been looking for a job – for each respondent, circle the code which corresponds to the length of the job-seeking period.

C2.11 What job-hunting methods did you use during the previous 4 weeks – options are provided which refer to job-seeking method, and respondents are allowed to circled **more than one code**. It is very important that the interviewer carefully reads each of the responses offered, to enable the respondent to list all of the steps undertaken in the aim of finding employment during the previous 4 weeks. This is important as each step mentioned does not represent active job-seeking methods.

For respondents who have tried to start their own business by looking for a location, tenement land or equipment, circle code 8. For respondents who tried to start their own business by seeking a permit, license or financial resources, circled code 9. Respondents who have answered this question do not respond to question C2.12, but skip directly to question C2.13.

C2.12 Why did you not look for a job – only respondents with code 2 in question C2.9 answer this question.

C2.13 If you were offered a job now, would you be able to start working within 2 weeks – the respondent declares whether he/she would, or would not be able to start work within 2 weeks, if they were offered employment. The response to this question is very important since, according to international definitions, unemployed people are only considered to be those who are able to start working immediately,

and at the latest within 2 weeks. Respondents with code 2 in this question do not respond to question C2.14, but skip directly to question C3.1.

C2.14 What is the minimum salary you would agree to work for – enter the minimal income for which the respondent would accept to work if they found employment.

PART C 3

Note: All respondents aged 15 and above complete this part of the questionnaire.

C3.1 Type of highest education level completed

The full name of the highest education institution completed (e.g. machine-technology, mining, legal-secretarial school, higher technical school, first level of engineering faculty, faculty of medicine, etc.).

C3.2 Have you attended a school of training course during the previous 4 weeks

All forms of education or training are included in this question, regardless of whether they are relevant for the current job which the respondent performs, or for their potential future employment. If the respondent has attended several trainings (courses) during the previous 4 months, circle the code of the type of education – training which they consider to be most useful for their current or future employment. In case they cannot decide, the code of the education – training course which lasted (or lasts) the longest should be circled. For regular (and part time) pupils and students, attending the regular education system, one of the codes from 1-7 should be circled. This also applies for cases whereby they were justifiably prevented from attending classes during the previous 4 weeks (due to illness, end of classes, or they have been home studying for exams, final exams, specialisation, masters or a doctoral degree).

Yes – Codes 1 to 7 are circled for respondents who attended school or another form of training during the previous 4 weeks. Regular and part time education or additional training, various forms of on-the-job trainings or in responsible institutions, courses, seminars, home study, or distance learning, etc. are all included here. Foreign language courses, computer and programming courses, management, medical courses and courses for health protection, art and culture classes should also be included.

Codes 1-5 are circled for respondents who attended one of the levels mentioned during the previous 4 weeks, within the framework of the regular education system.

Code 6 is circled for respondents who attended a course at their workplace during the previous 4 weeks. This code also has to be circled for respondents who received training from qualified experts who hold private lessons (foreign languages, PC courses, music, etc.).

Code 7 is circled for respondents who attended a course in responsible institutions, specialised for providing training services, educating for specific occupations, holding courses, driving courses, etc. (former worker's universities).

No – Code 8 is circled for respondents who have not attended any school or training course during the previous 4 weeks.

C3.3 Are you registered with the employment services in any capacity

The response is provided by circling one of the codes 1, 2 or 3.

- **Code 1** is circled for respondents who have registered with the employment service in order to find employment, regardless of whether they are seeking employment for the first time, or whether they have already been employed;

- **Code 2** is circled for respondents who have registered with the employment service in any other capacity. This is most often the case for respondents who have registered in order to receive health insurance, social assistance, as well as employed people who are looking for other employment;
- **Code 3** is circled for respondents who are not registered with the employment services in any capacity.

C3.4 Do you receive financial assistance from the employment service

For respondents receiving assistance, circle code 1. For all other respondents, circle code 2.

PART C4

Employment-based income

C4.1 Have you earned any of the incomes listed in question C4.2 during the previous month

The interviewer has to read all incomes listed in question C4.2, and depending on the responses, circle codes 1 or 2. For respondents with code 2, the interview is completed with Module 7, while respondents with code 1 go to question C4.2.

C4.2 Net income for the previous month (in dinars)

The net income earned by the respondent during the previous month is entered in the empty fields. If a respondent earns an income from different sources, each individual income received must be recorded.

For incomes which the respondent **does not know** or **cannot be estimate**, code “a” is entered instead of the amount.

For incomes which the respondent **does not want to declare**, code “b” is entered instead of the amount.

For incomes which the respondent did not have during the previous month, the field is left empty field.

Net income for the previous month (row 1) – The net income received from the main job during the previous month is entered. If during the previous month the respondent received back payments from previous months, the amount for the last month must be entered here, and the payments for the previous months should be shown in row 3 (remaining back pay).

Total income from additional job (row 2) – all incomes from the additional (other) job, received by the respondents during the previous month, are entered here.

Remaining back pay (row 3) – the back payments from previous months received during the previous month are recorded in this row. This refers to respondents who have not received regular monthly salaries, and have, in one month, received the total sum of back payments for previous months. In this case, for respondents with codes 1 or 2 in question C1.1., last month’s salary should be recorded in row 1, and payments for the remaining months should be entered in row 3, as back payments. In addition to employed respondents, unemployed respondents who have been working previously can have this income. For these, this type of payment should only be entered in row 3.

Other allowance from main job (row 4) – the sum of all other employment-based incomes should be entered here, or incomes which can be received in addition to regular salaries, such as: allowance for meals and transport, per diems for business trips, premiums, rewards, one-time assistance, income from sales of company shares, etc.

Temporary income for displace persons (row 5) – the amount of the temporary allowance received by the respondent during the previous month is entered here. Only displaced persons from Kosovo and Metohija can receive this form of allowance.

Severance pay (row 6) – the amount of the severance pay received by the respondent upon ending employment should be entered.

Allowance from employment services (row 7) – allowances received from the employment bureau are entered in this row, regardless of the basis.

Pension earned within the country (rows 8-10) - the amount of the pension received on any basis from within the country should be recorded in this row (retirement, disability, family).

Since pensions are paid out in two parts, the sum of both parts of the pension received during the previous month should be entered here, regardless of which month they are for.

Incomes based on family pensions can refer to more than one family member. In such cases, the interviewer should reach an agreement with the family members for this income to be presented only for one member of the household or that it is shared among the family members (above 15 years of age) receiving the pension (e.g. if the recipients of the family pension are the mother and two children, of which one is older than, and the other younger than 15, two approaches can be taken: in the first case (which is preferable, if the family members agree): the entire amount of the pension is shown only as the mother's income, and in the other case, the pension is divided into three parts, whereby 2/3 of the pension would be presented as the mother's income and 1/3 of the pension would be presented as the income of the child which is older than 15).

Foreign pension or part of foreign pension (row 11) – the amount of foreign pensions (or part of the pension) should be entered for respondents who have acquired the right to a pension (or part of it) abroad. The amount should be entered in dinars.

MODULE: 8. AGRICULTURE

- **Agricultural questions are asked of all households and refer to land and cattle only on the territory of central Serbia and Vojvodina.**

AG1 – If the household owns land (owned by all household members) or does not own land, but uses it (leased), regardless of whether the land is being cultivated at the time of the interview, circle code 1, YES, and go to question AG3.

Land is considered to be arable and unarable land (plough fields, and gardens, orchards, vineyards and meadows, ponds, marshland, swamps, forest or unarable land) on the territory of central Serbia and Vojvodina.

If the household does not own or use land, go to question AG6.

AG3 – 1. Record total land owned by all household members (total arable and unarable land) and its estimated value (how much would be received if the land was sold at the time of the interview).

1.1 As part of the total (1), record the arable land (plough fields, and gardens, orchards, vineyards and meadows) and its estimated value.

2. If the land (arable and unarable) is rented out, or **3** leased, record the surface areas and estimate the value of incomes gained by renting out the land, i.e. cost of leasing land.

4. *Total land used by the household* is calculated using the following method, owned land (1) – rented out (2) + leased (3).

Besides the total area of land used, estimate its value.

4.1 As part of the total land used (4), record the surface area of arable land and its estimated value.

Note: In different regions, land area is expressed in different units.

AG3a If the household has not cultivated the total used land, list the reason by circling the code in the column before the reasons provided.

Multiple responses are possible.

Crop rotation refers to plough-fields which were not used for agricultural production during 2006, but have been left to “rest”.

AG4 If the household sold any of the listed produce during 2006, circle the code in front of the specific product that has been named, and estimate the value received.

Item 9, *other agricultural products*, refers to all other plant cultures which the household sold during 2006, and which have not been recorded previously.

Multiple responses are possible.

If the household has not sold the listed produce, circle code 2, NE, and go to question AG5.

AG5 – If the household purchased any of the listed products for plant production, circle the code in front of the specific item selected, and estimate the amount given.

Item 5, *other repromaterials*, refers to all other items which the household purchased and which have not been mentioned previously.

Multiple responses are possible.

If the household has not purchased any of the items, circle code 2, NO, and go to question AG6.

Questions **AG6** to **AG10** refer only to livestock owned.

AG6 – If the household owns livestock, poultry or bees at the time of the interview, circle code 1, YES, and go to question AG7.

If not owned, circle code 2, NO, and go to question AG11.

AG7 – A. *Current status*: circle code in front of every type and enter number of pieces, as well as the total value of all pieces of a species the household owns. The value of livestock, poultry, beehives and bees should be estimated in accordance with the current prices at the time of the interview (how much would be received if the livestock, poultry, beehives and bees were sold at the time of interview).

B. *Spent in household or gifted during 2006*: estimate the value (prices at the time of interview) of livestock and poultry, slaughtered for the household's needs or gifted during 2006.

C. *Sold during 2006*: if the household sold livestock, poultry or beehives during 2006, record the amount received.

D. *Purchased during 2006*: if the household purchased livestock, poultry or beehives during 2006, record the amount given.

Calf refers to animals up to 3 months old, regardless of sex and the breeding purpose.

Heifer refers to young heads of cattle of both sexes, from 3 months old to 2 years and more, who have not been used for breeding.

AG8 – if the household sold livestock produce (cheese, milk, eggs, wool and honey), estimate the total amount received.

AG9 – estimate the total cost of preventative treatment of livestock, poultry and bees, including the cost of veterinary interventions, the value of medicine and preventative products purchase subsequently.

AG10 – estimate the total value of animal feed purchased during 2006, regardless of type (bulky, concentrated).

AG11 – estimate the total cost of renting labour for performing agricultural activities.

AG12 – enter the number of agricultural machines (motorcultivator, tractor, combine harvester, attachments and other machines, e.g. sprinklers, sowing tools, reapers, etc.) and tools (plough, harrow, etc.), owned by the household, and estimate the total value which would be received by their sale at the time of interview.

AG13 – if the household rented agricultural machinery during 2006, estimate the total amount given.

AG14 – if the household rented out agricultural machinery during 2006, estimate the total amount given.

AG15 – if the household purchased lubricants, fuels, repairs, spare parts for machinery and equipment, purchased new machinery and equipment, as well as renovated and constructed new objects for agricultural production, estimate the amount allocated.

AG16 – estimate the total net income (profit) from overall agricultural production in 2006.

AG17 – if the household irrigated land, circle the method used (multiple responses possible), and estimate the irrigation cost.

AG18 – if the household received any form of financial subsidy for agricultural production (incentives and other non-refundable or refundable aid), circle the code indicating the donor, and record the amount received.

Item 3, *Other*, refers to humanitarian, nongovernmental, and other organisations. Multiple responses are possible.

WATER AND SANITATION SERVICES

Note: This questionnaire is completed only for households with even code numbers in the “List of Issued Dwellings and Households– national Sample”(1002, 1004, ... 1014)

- The respondent can be a household member or any other adult household member.
- The interviewer first enters the identification data, i.e. **municipality, EA and household codes.**
- When asking the questions, attention should be paid to instructions given in italics.

WATER SUPPLY

BO1. Floor on which the dwelling is located

Code 00 is entered for all apartments located in ground-floor dwellings, as well as ground-floor apartments of multi-story buildings (above the basement) or above the ground level (if the building does not have a basement), as well as for apartments located between floors (between the ground floor and first floor, whereby business premises are most often located on the ground floor), as well as for all rooms inhabited out of necessity (shed, garage, etc.). Code 60 is entered for rooms in a building whose floor is located below the ground, at a depth greater than 1m, while code 70 is entered for rooms in a building whose floor is located at a depth of less than 1m. Code 80 is entered for apartments that are located in the garret or attic, and which have been constructed within the roof of the building. For two-storey (level) apartments in family houses, code 90 is entered. These apartments have one entrance, whereas the rooms are situated on two levels. For apartments in multi-storey buildings which have two-levels, the floor level from which entrance is gained into the apartment is entered.

Questions from BO2 to BO4

The interviewer asks (reads) the questions in the order they appear, while paying attention to the notes and filters. If necessary, the options provided can be read to the respondent, in order to allow for the selection of the appropriate option. Only in the case where none of the options provided is adequate, the respondent's answer is entered on the lines provided.

WASTE REMOVAL – questions from BO25 to BO34

BO25. The apartments is considered to be linked to the sewerage system, if at least one room in the dwelling has sewerage system installations which are connected to the public sewerage network.

BO26. If sewerage system services are paid separately to water supply (payment is not combined), the total annual amount paid by the household for this service has to be entered in the corresponding fields.

BO32. The cost of one discharge of the septic tank is recorded.

QUALITY OF WATER SUPPLY SERVICES AND COMMUNAL SERVICES – questions from BO35 to BO37

BO35. A complaint against the quality of service is considered to be an official, written, complaint, which has been submitted to the responsible service or another institution (organ),

BO37. Regular information corresponds to informing citizens via media (TV, radio, newspapers) or personally (written notice at the home address).

Enumeration District questionnaire

The Questionnaire for enumeration district (AŽS-PK, LSMS-ED) represents a tool for collecting basic information on the selected enumeration districts where the Living Standard Measurements Survey of the Republic of Serbia will be conducted in May and June 2007.

For each enumeration district an ED questionnaire is completed. The questionnaire (AŽS-PK) consists of six sections:

- Section 1 – ED infrastructure
- Section 2 – Infrastructure objects/institutions in ED
- Section 3 – Programs or micro-project conducted in ED
- Section 4 – Waste disposal
- Section 5 – Irrigation and drains system
- Section 6 – Weather conditions.

The collection of data on enumeration district (ED) will be conducted from 5 to 13 April 2007.

Collection of identification data

Firstly the interviewer shall write, on the lines provided, the municipality and settlement where the subject ED is located. The code of municipality, settlement and ED order number in municipality shall be taken from the List of dwellings for updating in selected ED.

The controller shall enter his/her full name on the line provided and the code previously assigned in the respective boxes.

Before starting to fill the ED questionnaire, the controller shall get informed on the main infrastructure objects and institutions in the ED.

List of persons that provided the data on ED

Full names of persons that provided the data on ED shall be entered, as well as the unit of local self-government or institution, if a legal entity representative provided the ED data. If several persons provided the data on ED, their names/titles are entered on the following lines.

SECTION 1. INFRASTRUCTURE OF ENUMERATION DISTRICT

1.1 How far is the ED from the center of municipality (kilometers)?

Enter '0' if the enumeration district is in the center of municipality and move to question 1.3.

The estimated distance from the enumeration district to the municipal center in kilometers is entered in the boxes provided. If the distance to the municipal center is less than 1km, '0' shall be entered. E.g.: an ED is 300m far from the municipal center – '0' shall be entered; an ED is 1700m far from the municipal center – '2' is entered.

If it is not possible to estimate the distance to the municipal center, then the code '999' shall be entered.

1.2 How much time does it take to get from this ED to the municipal center by the fastest public transport facility?

The time required (hours and/or minutes) is entered in the boxes.

1.3 How far is this ED from Belgrade?

The estimated distance from the enumeration district to Belgrade in kilometers is entered in the boxes provided. If it is not possible to estimate the distance to Belgrade, then the code '999' shall be entered.

If the ED is located on the territory of the Belgrade settlement (Belgrade-part), then '0' is entered in the boxes.

Note:

The settlement of Belgrade includes ten city parts (Belgrade-part) on the territory of the municipalities: Vračar, Novi Beograd, Savski venac, Stari grad, Zvezdara, Rakovica, Zemun, Voždovac, Palilula and Čukarica.

1.4 How much time does it take to get from this ED to Belgrade by the fastest public transport facility?

The time required (hours and/or minutes) is entered in the boxes.

1.5 Generally how do you estimate the quality of roads in this ED?

In reply one code only is rounded.

1.6 What types of housing does this enumeration district have?

For each reply offered, the code 1 (Yes) or the code 2 (No) is rounded in accordance with the types of housing in the ED.

If the ED have types of housing not mentioned here, for the modality 'other' the code 1 shall be rounded and the type of housings shall be specified on the line provided.

1.7 Generally where do the inhabitants of this ED take water for drinking and cooking?

In this case 'generally' means more than 50% of inhabitants.

One of the offered replies shall be rounded. In case the population take water for drinking and cooking in some other way (cisterns, bottled water, etc.), the code 5 shall be rounded and on the line provided the way of water supply shall be specified.

1.8 How many television channels are received in this enumeration district?

The total number of TV channels received is entered in the boxes.

1.9 When do local newspapers arrive in this enumeration district?

In reply one code only is circled.

1.10 When do central newspapers arrive in this enumeration district?

In reply one code only is circled.

1.11 Specify, please, what main activities feature three largest (by number of employed) institutions in this ED?

If there are no institutions in this ED, '0' shall be entered for each offered institution type. Move to Section 2.

If subject enterprise/organization is existent, the total number of employed in each is entered.

For each enterprise/organization, the respective code of activities shall be rounded (codes 11-21).

If there are institutions in the ED belonging to the activities not specified, for the modality 'other' the code 21 shall be rounded and the respective activity shall be specified on the line provided. If the activity is not possibly determined, 'unknown' shall be written on the line.

SECTION 2. INSTITUTIONS OF INFRASTRUCTURE OF ED

In the column 'Institution/object', 29 items are provided.

2.1 Is there a [INSTITUTION] in this enumeration district?

If the institution described in the first column exists in the ED, the code 1 is entered in column 2.1 and the interviewer shall move to the following institution.

If the institution described in the first column does not exist in the ED, the code 2 is entered in column 2.1 and the interviewer shall move to the questions 2.2, 2.3 and 2.4.

2.2 What is the distance from your ED to the nearest [INSTITUTION] available?

The distance in kilometers is entered. If the distance is less than 1km, e.g. 200m, then '0' shall be entered. If it is not possible to estimate the distance to the nearest respective institution, then the code 999 shall be entered.

2.3 Is there a road (railway, motor, water) to the nearest [INSTITUTION] available?

The code 1 (Yes) shall be entered if there is a road to the nearest institution. If there is no road to the institution in question, then the code 2 (No) shall be entered.

2.4 Is it possible to get to the nearest [INSTITUTION], every day (there and back), by public transport facility (railway, bus)?

If it is possible to get by public transport facility to the nearest institution, every day, there and back, then the code 1 (Yes) shall be entered; otherwise the code 2 (No) is applicable.

2.5 If the nearest school (primary or secondary) is situated in another enumeration district, in general how do children get there?

This question (2.5) is applicable to the enumeration districts where schools (primary or secondary) are not existent.

2.5.1 Primary school

2.5.2. Secondary school

One of the offered replies is rounded relative to the mode how children get to the nearest primary school and one of the offered replies is rounded relative to the mode how children get to the nearest secondary school.

If children get to the nearest primary and secondary school otherwise then mentioned, for the modality 'other' the code 8 shall be rounded and on the line provided the mode how children get to school (primary and secondary) shall be specified.

SECTION 3. PROGRAMS OR MICRO-PROJECT IMPLEMENTED IN THE ED

Please provide information on the works executed in this enumeration district **from 2001 up to now**, the objective of which was to improve the infrastructure.

Please note all works executed (e.g. repairs of a school, road, public center; land reclamation (melioration) measures, new administrative building erection, etc.).

Short description of all works executed – **All work executed in the ED from 2001 to 2007 shall be entered by respective order.**

How were the works funded – **Please enter the name/title of the physical person/legal entity that funded the works.**

Works started in – **The year when the works started shall be entered.**

Works accomplished in – **The year when the works were accomplished shall be entered.**

SECTION 4. WASTE DISPOSAL

4.1 What is the usual way of waste disposal in this enumeration district?

One of the codes offered shall be rounded. If the code 6 is rounded for the modality 'other', on the line provided the most usual way of waste disposal in the ED shall be entered.

If one of the codes from 3 to 6 is rounded, move to Section 5.

4.2 How often is waste disposed?

The time interval, i.e. the code relative to the frequency of waste disposal in the ED shall be entered (day-1, week-2, month-3, 3months/quarter-4, year-5).

How many times (enter number) – please enter how many times waste is disposed of in the stated time interval. E.g. respective time interval of waste disposal is week (code 2), and the number of waste disposals in a week is 4 (enter '4').

4.3.1 Do you pay for waste disposal?

One of the offered replies, i.e. codes is circled.

SECTION 5. IRRIGATION AND DRAINS SYSTEM

All questions in this section are applicable only to enumeration districts in non-urban settlements.

5.1.1 To what extent is the system of drains developed in this enumeration district?

One of the replies, i.e. codes is rounded. If the code 3 is rounded ('not developed'), move to question 5.3.

5.1.2 How do you estimate the condition of the system of drains?

One reply, i.e. one code only is rounded.

5.1.3 How do you estimate the necessity of irrigation (of arable land)?

One of the offered replies, i.e. codes is rounded. The code 1 is rounded if there is no necessity of irrigation of arable land in the ED. The code 2 is rounded if irrigation is required for a part of arable land. In this case on the line provided entered is the arable land area (in %) that requires irrigation.

If all arable land requires irrigation, the code 3 shall be rounded.

Note: Arable land is the land area where field crop production is maintained. Arable land is also the area left uncultivated in order to ‘rest’, as well as the areas of vines, fruit trees, clover and alfalfa fields.

5.1.4 What part of arable land is irrigated?

Please enter the total area of arable land (in%) in the ED that is irrigated. If the arable land in the ED is not irrigated (0%), move to question 5.7.

5.1.5 Who has the use of the existing irrigation system?

One of the offered replies, i.e. codes is rounded.

5.1.6 How do you estimate the present condition of the irrigation system?

One of the replies, i.e. codes is rounded. If the code 5 is rounded (‘never established’), move to Section 6.

5.1.7 How would you estimate the condition of the irrigation system in 1998?

One of the offered replies, i.e. codes (1-5) is rounded.

5.1.8 How would you estimate the condition of the irrigation system in 1990?

One of the offered replies, i.e. codes is rounded.

5.1.9 Who has the charge of maintenance and permanent undisturbed functioning of the irrigation system?

One of the offered replies, i.e. codes is rounded. If the maintenance and undisturbed functioning of the irrigation system is in some other charge (the code 4), please write on the line provided the name/title of a physical person or legal entity that is in charge of the irrigation system.

5.1.10 Is the local population charged for the irrigation system?

In reply the respective code is rounded. If the ED population does not pay for the irrigation system usage (the code 2 applicable), move to Section 6.

5.1.11 How much is the irrigation system usage charged for?

Payment terms – according to the terms (intervals) of payment for the irrigation system usage, one of the codes offered is entered (week-1; month-2; 3 months/quarter-3 and year-4).

Amount (Dinars) – Entered is the total Dinars amount payable for the irrigation system usage. In case the Dinars amount is not possibly determined, ‘999999’ shall be entered.

SECTION 6: WEATHER CONDITIONS

6.1 How much weather conditions in your place have changed in the last year?

For each item offered, one of the codes is entered: major increase – 1, moderate increase – 2, within normal limits – 3, moderate decrease – 4, major decrease – 5.

6.2.1 Did you have any natural disaster in your settlement in the last three years that affected the living standard of local population?

In reply one of the codes is rounded: 1 or 2. If the reply is ‘no’ (the code 2 rounded), the interview (questionnaire LSMS-ED) is finished.

6.3 When did a hard natural disaster take place?

For each respective year (2007, 2006, 2005), a code or codes shall be rounded according to the disasters that occurred in the settlement (region) where the ED is situated.

Notes

In the space provided for notes entered are the remarks from the fieldwork that the ED questionnaire did not cover that may be useful for the survey.