

QUESTIONNAIRE NUMBER **id**
 RECORD NUMBER **recnumber**
 PREFERENCE NUMBER **preference**

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☐ ROTATION
rotation

**THE JOINT WORLD BANK/EBRD/EIB
 MENA Enterprise Survey
 Manufacturing Module (2013)**

GPS Coordinates **[INTERVIEWER, DO NOT ENTER THE DATA]**

Latitude	lat
Longitude	lon

A. CONTROL INFORMATION [TO BE COMPLETED BEFORE INTERVIEW]

A.0 Questionnaire	a0	Module
Manufacturing		1

A.1 Country	a1

A.1a Language of the interview	a1a

A.2 Sampling region	a2
Tunis	1
Sfax	2
Northeast	3
South Coast/West	4
Interior	5

A.3a Sampling region	a3a
Tunis	1
Sfax	2
Northeast	3
South Coast/West	4
Interior	5

A.3x Name of city/town/village

a3x

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

a3b

Yes	1
No	2

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

a3c

Yes	1
No	2

A.3 Size of locality a3

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

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A.4 Industry	Sampling sector a4a
Food manufacturing	1
Garment manufacturing	2
Other manufacturing	3
Retail	4
Other Services	5

A.4 Industry	Screener sector a4b
Manufacturing :Section D	Food 15
	Tobacco 16
	Textiles 17
	Garments 18
	Leather 19
	Wood 20
	Paper 21
	Publishing, printing and recorded media 22
	Refined petroleum product 23
	Chemicals 24
	Plastics & rubber 25
	Non metallic mineral products 26
	Basic metals 27
	Fabricated metal products 28
	Machinery and equipment 29
	Electronics (31 & 32) 31
	Precision instruments 33
	Motor vehicles 34
	Other transport equipment 35
	Furniture 36
	Recycling 37
	Other Manufacturing 99
Retail	Retail 52
Other Services	Wholesale 51
	IT 72
	Hotel and restaurants: section H 55
	Services of motor vehicles 50
	Construction Section F: 45
	Transport (60-62) 60
	Supporting transport activities (incl. travel agencies) 63
	Post and telecommunications 64

A.5 Sector match between screener information and sample frame **a5**

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

A.6 Size	Sampling size a6a	Screener Size a6b
Small >=5 and <=19		1
Medium >=20 and <=99		2
Large >=100	3	3
Unknown size	4	

A.7a Establishment is part of a larger firm
a7a

A single independent company/organization	1
One of a number of different establishment	2

A.7b Type of establishment **a7b**

Headquarters	1
Subsidiary site	2

A.7c Number of Establishments that form the firm

Number of Establishments	a7c
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A.8 Type of establishment
a8

HQ without production and/or sales in this location	1
HQ with production and/or sales in this location	2
Establishment physically separated from HQ and other establishments of the same firm	3
Establishment physically separated from HQ but with other establishments of the same firm	4
DOES NOT APPLY	-7

A.9 Are establishment's financial statements prepared separately from HQ's statements? **a9**

Yes	1
No	2
DOES NOT APPLY	-7

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

a10

Yes	1
No	2
DOES NOT APPLY	-7

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

a11

Yes	1
No	2
DOES NOT APPLY	-7

A.11a Number of establishments included in financial statements

Number of establishments included in financial statements	a11a
DOES NOT APPLY	-7

A.12 Interviewer code

a12

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A.13 Supervisor code

a13

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

Day (dd)	Month (mm)	Year (yyyy)	Hour (00 to 23)	Minutes (00 to 59)

a14d

a14m

a14y

a14h

a14min

READ THE FOLLOWING TO THE RESPONDENT BEFORE PROCEEDING.

The goal of this survey is to gather information and opinions about the business environment in Tunisia. The information gathered here will help the World Bank, the European Bank for Reconstruction and Development, and the European Investment Bank, to develop new policies and programs that enhance employment and economic growth.

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

B. GENERAL INFORMATION**READ OUT THE FOLLOWING INTRODUCTORY SENTENCE ONLY IF A7 = 1 (yes):**

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

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

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

SKIP TO B.2**b1**

Other	
-------	--

b1x

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

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

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

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

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

**IF 100% END
INTERVIEW**

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

MNAB.4a	Is the principal owner, or one of the principal owners, a female? (The principal owner is the person or persons with the largest ownership share)
----------------	--

Yes	1	SKIP TO B.4a
No	2	
DON'T KNOW (SPONTANEOUS)	-9	

MNAb4a

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

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

b4

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

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

MNAQ.5	How was this firm established?
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SHOW CARD 3

Privatization of a state-owned firm	1
Originally private, from time of start up	2
Private subsidiary of a formerly state-owned firm	3
Joint venture with foreign partner(s)	4
State-owned firm	5
Other (SPONTANEOUS - SPECIFY)	6

MNAq5

Other

MNAq5x

READ ONLY IF A7=1 (yes)

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

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

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

INTERVIEWER: PROVIDE FOUR DIGITS FOR YEAR

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

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

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

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

b6a

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

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

INTERVIEWER: PROVIDE FOUR DIGITS FOR YEAR.

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

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

B.7a	Is the Top Manager female?
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Yes	1
No	2
DON'T KNOW (SPONTANEOUS)	-9

b7a

MNAB.7b	What is the highest level of education completed by the Top Manager? SHOW CARD 4
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University degree or higher	1
Completed Secondary school including Vocational	2
Preparatory or Incomplete Secondary school	3
Completed Primary school	4
Incomplete Primary school or did not enter school	5
DON'T KNOW (SPONTANEOUS)	-9

MNAb7b

B.8	Does this establishment have an internationally-recognized quality certification? (INTERVIEWER: SOME EXAMPLES ARE ISO 9000 or 14000, or HACCP)
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Yes	1
No	2
STILL IN PROCESS	-6
DON'T KNOW (SPONTANEOUS)	-9

b8

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C. INFRASTRUCTURE AND SERVICES

READ THE FOLLOWING TO THE RESPONDENT BEFORE PROCEEDING.

Now, we turn to the establishment's operations

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

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

GO TO QUESTION C.6

GO TO QUESTION C.6

c3

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

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

C.5

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

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

c5

C.6 Over fiscal year 2012, did this establishment experience power outages?

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

GO TO QUESTION C.10

GO TO QUESTION C.10

c6

C.7 In a typical month, over fiscal year 2012, how many power outages did this establishment experience?

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

IF 0, GO TO QUESTION C.9

GO TO QUESTION C.9

QUESTIONNAIRE NUMBER

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

	Hours
Average duration of power outages	c8
LESS THAN ONE HOUR	1
DON'T KNOW (SPONTANEOUS)	-9

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

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

PROVIDE EITHER ONE OR THE OTHER, NOT BOTH

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

C.10 Over the course of fiscal year 2012, did this establishment own or share a generator?

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

c10

C.11 In fiscal year 2012, what percentage of this establishment's electricity came from a generator or generators that the establishment owned or shared?

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

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

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

c12

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

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

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

Yes	1
No	2
DON'T KNOW (SPONTANEOUS)	-9
REFUSAL (SPONTANENOUS)	-8
	c14

C.15	Over fiscal year 2012, did this establishment experience insufficient water supply for production?
-------------	--

Yes	1	
No	2	
THE ESTABLISHMENT DOES NOT USE WATER FOR PRODUCTION	-7	GO TO QUESTION MNAC.18
DON'T KNOW (SPONTANEOUS)	-9	GO TO QUESTION MNAC.18
		c15

C.16	In a typical month, over fiscal year 2012, how many incidents of insufficient water supply did this establishment experience?
-------------	---

	Number	
Average number of incidents of water insufficiency per month	c16	IF 0, GO TO QUESTION MNAC.18
DON'T KNOW (SPONTANEOUS)	-9	GO TO QUESTION MNAC.18

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

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

QUESTIONNAIRE NUMBER

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MNAC.18	In fiscal year 2012, what percentage of this establishment's water supply, used in the production process, was from the following? SHOW CARD 5
----------------	--

	Percent
Water from public sources	c18 %
Your own well or shared well	MNAc18a %
Purchased from private vendors	MNAc18b %
Other	MNAc18c %
	100 %

C.22a	At the present time, does this establishment use e-mail to communicate with clients or suppliers?
--------------	---

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

c22a

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

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

c22b

C.28	Does this establishment currently use cell phones for the operations of the establishment?
-------------	--

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

c28

C.30a	Using the response options on the card; To what degree is Electricity an obstacle to the current operations of this establishment? SHOW CARD 6
--------------	---

		No obstacle	Minor obstacle	Moderate obstacle	Major obstacle	Very Severe Obstacle	(SPONTANEOUS) DON'T KNOW	DOES NOT APPLY
Electricity	c30a	0	1	2	3	4	-9	-7

IF 0, GO TO C.30B
GO TO C.30B
GO TO C.30B

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MNAC.31a1	Would this establishment's total annual costs increase, remain the same or decrease over the next fiscal year if electricity is no longer an obstacle?
------------------	---

Increase	1
Remain the same	2
Decrease	3
DON'T KNOW (SPONTANEOUS)	-9

GO TO QUESTION C.30b

GO TO QUESTION C.30b

GO TO QUESTION C.30b

MNAc31a1

MNAC.31a3	By what percentage would this establishment's total annual costs DECREASE in the next fiscal year?
------------------	--

	Percent
Expected percentage DECREASE in total annual cost in the next fiscal year	%
DON'T KNOW (SPONTANEOUS)	-9

MNAc31a3

C.30b	Using the response options on the card; To what degree is Telecommunications an obstacle to the current operations of this establishment? SHOW CARD 6
--------------	--

	No obstacle	Minor obstacle	Moderate obstacle	Major obstacle	Very Severe Obstacle	(SPONTANEOUS)	
						DON'T KNOW	DOES NOT APPLY
Telecommunications c30b	0	1	2	3	4	-9	-7

The next topic to be covered is how and where this establishment makes its sales.

ENUMERATOR: PLEASE SPECIFY THE ACTIVITY AND PRODUCT IN DETAIL. FOR EX., “LEATHER SHOE MANUFACTURING” NOT JUST SHOE MANUFACTURING.

d1a1x

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

d1a2

What percentage of total sales does the main activity and product represent?

-9

In fiscal year 2012, what were this establishment's total annual sales for **ALL** products and services?

 d^2x

QUESTIONNAIRE NUMBER

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N.3	In fiscal year 2009, three fiscal years ago, what were total annual sales for this establishment?
------------	---

	YERs
Total annual sales three years ago	n3
IF ESTABLISHMENT WAS NOT IN BUSINESS THREE YEARS AGO	-7
DON'T KNOW (SPONTANEOUS)	-9

D.3	In fiscal year 2012, what percentage of this establishment's sales were: (INTERVIEWER: SKIP PATTERNS MUST BE FOLLOWED IN THE ORDER THEY APPEAR IN THE TABLE) SHOW CARD 7
------------	--

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

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

D.4	In fiscal year 2012, when this establishment exported goods directly, how many days did it take on average from the time this establishment's goods arrived at their main point of exit (e.g., port, airport) until the time these goods cleared customs?
------------	---

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

D.6	In fiscal year 2012, what percentage of the value of the products exported directly was lost while in transit because of theft?
------------	---

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

QUESTIONNAIRE NUMBER

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D.7	In fiscal year 2012, what percentage of the value of the products exported directly was lost while in transit because of breakage or spoilage?
------------	--

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

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

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

INTERVIEWER: WRITE YEAR USING 4 DIGITS

MNAD.7	In fiscal year 2012, what was the main country of destination for this establishment's exports?
---------------	---

	Percent
Country	MNAd7x
DON'T KNOW (SPONTANEOUS)	-9

D.10	In fiscal year 2012, what percentage of the value of products this establishment shipped to supply domestic markets was lost while in transit because of theft?
-------------	---

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

D.11	In fiscal year 2012, what percentage of value of products this establishment shipped to supply domestic markets was lost while in transit because of breakage or spoilage?
-------------	--

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

QUESTIONNAIRE NUMBER

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D.12	In fiscal year 2012, as a proportion of all material inputs or supplies purchased that year, what percentage of this establishment's material inputs or supplies were: SHOW CARD 8
-------------	---

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

IF 0, GO TO QUESTION D.16

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

D.13	Were any of the material inputs or supplies purchased in fiscal year 2012, imported directly?
-------------	---

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

GO TO QUESTION D.16

GO TO QUESTION D.16

d13

D.14	In fiscal year 2012, when this establishment imported material inputs or supplies, how many days did it take on average from the time these goods arrived to their point of entry (e.g. port, airport) until the time these goods could be claimed from customs?
-------------	--

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

MNAD.14b	In fiscal year 2012, when this establishment imported material inputs or supplies, what was the longest number of days that it took from the time these goods arrived to their point of entry (e.g. port, airport) until the time these goods could be claimed from customs?
-----------------	---

	Days
Longest number of days to clear customs	MNAd14b
LESS THAN ONE DAY	1
DON'T KNOW (SPONTANEOUS)	-9

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

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

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D.30	Using the response options on the card; To what degree is Transport an obstacle to the current operations of this establishment? SHOW CARD 9
	Using the response options on the card; To what degree is Customs and Trade Regulation an obstacle to the current operations of this establishment? SHOW CARD 9

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

**IF 0,
GO TO
E.1**

**GO TO
E.1**

**GO TO
E.1**

MNAD.31b1	Would this establishment's total annual costs increase, remain the same or decrease over the next fiscal year if customs and trade regulations are no longer an obstacle?
------------------	--

Increase	1
Remain the same	2
Decrease	3
DON'T KNOW (SPONTANEOUS)	-9

GO TO QUESTION E.1

GO TO QUESTION E.1

GO TO QUESTION E.1

MNAd31b1

MNAD.31b3	By what percentage would this establishment's total annual costs DECREASE in the next fiscal year?
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	Percent
Expected percentage DECREASE in total annual cost in the next fiscal year	%
DON'T KNOW (SPONTANEOUS)	-9

MNAd31b3

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E. DEGREE OF COMPETITION

E.1	In fiscal year 2012, which of the following was the main market in which this establishment sold its main product? SHOW CARD 10
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Local – main product sold mostly in same municipality where establishment is located	1
National – main product sold mostly across the country where establishment is located	2
International	3
DON'T KNOW (SPONTANEOUS)	-9

GO TO QUESTION E.6**GO TO QUESTION E.6****e1**

E.2	In fiscal year 2012, for the main market in which this establishment sold its main product, how many competitors did this establishment's main product face?
------------	--

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

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

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

e6

MNAE.3	How important are each of the following influences on this establishment to reduce the production costs of existing products and/or to develop new products on a scale of 1 to 4, 1 being "Not at all important" and 4 being "Very important". SHOW CARD 11
---------------	---

	Not at all important	Slightly important	Fairly important	Very important	(SPONTANEOUS)	
					DON'T KNOW	DOES NOT APPLY
Pressure from domestic competitors MNAe3a	1	2	3	4	-9	-7
Pressure from foreign competitors MNAe3b	1	2	3	4	-9	-7

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MNAQ.53	Over the last three years has this establishment received any subsidies from the national, regional or local governments or European Union sources?
----------------	---

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

MNAq53

MNAE.20	By looking at card [insert card number] can you tell me which of the practices of your competitors included in the list, if any, currently represents the biggest obstacle faced by this establishment SHOW CARD 12
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INTERVIEWER: RECORD ONE ANSWER

They avoid VAT or other sales taxes	1
They do not pay duties or observe trade regulations	2
They avoid labor taxes or regulations	3
They have favored access to credit	4
They have favored access to infrastructure services	5
They conspire to limit my access to markets or supplies	6
None of the listed practices represent an obstacle for this establishment	7
DON'T KNOW (SPONTANEOUS)	-9

MNAe20

E.11	Does this establishment compete against unregistered or informal firms?
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Yes	1
No	2
DON'T KNOW (SPONTANEOUS)	-9

e11

E.30	Using the response options on the card; To what degree are Practices of Competitors in the Informal Sector an obstacle to the current operations of this establishment? SHOW CARD 13
-------------	--

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

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H. INNOVATION

READ THE FOLLOWING TO THE RESPONDENT BEFORE PROCEEDING

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

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

INTERVIEWER: PLEASE WRITE THE RESPONSES BELOW AS WELL AS COPY THEM TO THE DECISION MATRIX.

H.1 During the last three years, has this establishment introduced **new** or **significantly improved** products or services? Please exclude the simple resale of new goods purchased from others and changes of a solely aesthetic nature.
SHOW CARD 14

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

GO TO QUESTION H.3

GO TO QUESTION H.3

h1

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

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

h2

H.3 During the last three years, has this establishment introduced any **new** or **significantly improved** methods of manufacturing products or offering services?
SHOW CARD 15

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

h3

H.4a During the last three years, has this establishment introduced any **new** or **significantly improved** logistics, delivery, or distribution methods for inputs, products, or services?
SHOW CARD 16

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

H4a

--	--	--	--	--	--	--	--	--	--

H.4b	During the last three years, has this establishment introduced any new or significantly improved supporting activities for your processes, such as maintenance systems or operations for purchasing, accounting, or computing? SHOW CARD 17
-------------	---

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

h4b

H.5	During the last three years, has this establishment introduced any new or significantly improved organizational structures or management practices? SHOW CARD 18
------------	---

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

h5

H.6	During the last three years, has this establishment introduced new or significantly improved marketing methods? SHOW CARD 19
------------	---

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

h6

H.7	During the last three years, did this establishment spend on formal research and development activities, either in-house or contracted with other companies?
------------	--

(INTERVIEWER: Research and development (R&D) is defined as creative work undertaken on a systematic basis in order to increase the stock of knowledge. For example, laboratory research for a new chemical compound of paint would be research and development while market research surveys or internet surfing would not be research and development.)

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

h7

H.8	During the last three years, did this establishment give employees some time to develop or try out a new approach or new idea about products or services, business process, firm management, or marketing?
------------	--

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

h8

--	--	--	--	--	--	--	--	--	--

F. CAPACITY

F.1	In fiscal year 2012, what was this establishment's output produced as a proportion of the maximum output possible if using all the resources available (capacity utilization)?
------------	--

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

F.2	In fiscal year 2012, how many hours per week did this establishment normally operate? (INTERVIEWER: RESPONSE CANNOT BE GREATER THAN 168 HOURS)
------------	--

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

MNAF.3	Are you planning to increase the production capacity and/or volume of sales of this establishment over the next year?
---------------	---

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

GO TO QUESTION G.6**MNAf3**

MNAF.4	Are you satisfied with the current production capacity and/or volume of sales of this establishment?
---------------	--

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

GO TO QUESTION G.6**GO TO QUESTION G.6****MNAf4**

MNAF.5	What are the reasons for you being satisfied with the current production capacity and/or volume of sales of this establishment?
---------------	---

INTERVIEWER: READ OUT

	Yes	No	(SPONTANEOUS)	
			DON'T KNOW	DOES NOT APPLY
No more growth potential MNAf5a	1	2	-9	
Avoid increased regulatory burden, licensing or reporting requirements MNAf5b	1	2	-9	
Avoid shareholder dispersion MNAf5c	1	2	-9	-7
Content with current workload MNAf5d	1	2	-9	

--	--	--	--	--	--	--	--	--	--

G. LAND AND PERMITS

G.6	Of the buildings occupied by this establishment, what percentage is owned and what percentage is rented or leased? SHOW CARD 20
------------	---

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

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

G.1	Of the land occupied by this establishment, what percent is: SHOW CARD 20
------------	---

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

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

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

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

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

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

QUESTIONNAIRE NUMBER

--	--	--	--	--	--	--	--	--	--

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

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

g4

G.30	Using the response options on the card; To what degree is Access to Land an obstacle to the current operations of this establishment? SHOW CARD 21
-------------	--

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

--	--	--	--	--	--	--	--	--	--

I. CRIME

READ THE FOLLOWING TO THE RESPONDENT BEFORE PROCEEDING:

We now turn to another topic.

I.1	In fiscal year 2012, did this establishment pay for security, for example equipment, personnel, or professional security services?
------------	--

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

i1

I.2	In fiscal year 2012, what percentage of this establishment's total annual sales was paid for security, or what was the total annual cost of security?
------------	---

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

PROVIDE EITHER ONE OR THE OTHER, NOT BOTH

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

I.3	In fiscal year 2012, did this establishment experience losses as a result of theft, robbery, vandalism or arson on this establishment's premises?
------------	---

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

i3

I.4	In fiscal year 2012, what were the estimated losses as a result of theft, robbery, vandalism or arson that occurred on this establishment's premises either as a percentage of total annual sales or as total annual losses?
------------	--

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

PROVIDE EITHER ONE OR THE OTHER, NOT BOTH

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

QUESTIONNAIRE NUMBER

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I.30	Using the response options on the card; To what degree is Crime, Theft and Disorder an obstacle to the current operations of this establishment? SHOW CARD 21
-------------	---

						(SPONTANEOUS)	
						DON'T KNOW	DOES NOT APPLY
No obstacle	Minor obstacle	Moderate obstacle	Major obstacle	Very Severe Obstacle			
0	1	2	3	4			
Crime, theft and disorder i30						-9	-7

--	--	--	--	--	--	--	--	--	--

K. FINANCE

READ THE FOLLOWING TO THE RESPONDENT BEFORE PROCEEDING:

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

K.1	In fiscal year 2012, what percentage of this establishment's total annual purchases of material inputs or services was purchased on credit (paid after delivery)?
------------	---

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

K.2	In fiscal year 2012, what percentage of this establishment's total annual sales of its goods or services was sold on credit (paid after delivery)?
------------	--

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

K.3	Over fiscal year 2012, please estimate the proportion of this establishment's working capital, that is the funds available for day-to-day operations, that was financed from each of the following sources? SHOW CARD 22
------------	--

	Percent	DON'T KNOW (SPONTANEOUS)
Internal funds or retained earnings	k3a %	-9
Borrowed from private banks	k3b %	-9
Borrowed from state-owned banks	k3c %	-9
Borrowed from non-bank financial institutions which include microfinance institutions, credit cooperatives, credit unions, or finance companies	k3e %	-9
Purchases on credit from suppliers and advances from customers	k3f %	-9
Other, moneylenders, friends, relatives, etc.	k3hd %	-9
	100%	

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

K.4	In fiscal year 2012, did this establishment purchase any fixed assets, such as machinery, vehicles, equipment, land or buildings?
------------	---

Yes	1	
No	2	GO TO QUESTION MNAK.4a
DON'T KNOW (SPONTANEOUS)	-9	GO TO QUESTION MNAK.4a
	k4	

QUESTIONNAIRE NUMBER

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N.5 In fiscal year 2012, how much did this establishment spend on purchases of:

	YERs	DON'T KNOW (SPONTANEOUS)
Machinery, vehicles, and equipment (new or used)	n5a	-9
Land and buildings	n5b	-9

K.5 Over fiscal year 2012, please estimate the proportion of this establishment's total purchase of fixed assets that was financed from each of the following sources:
SHOW CARD 23

	Percent	DON'T KNOW (SPONTANEOUS)
Internal funds or retained earnings	k5a%	-9
Owners' contribution or issued new equity shares	k5i %	-9
Borrowed from private banks	k5b%	-9
Borrowed from state-owned banks	k5c%	-9
Borrowed from non-bank financial institutions	k5e %	-9
Purchases on credit from suppliers and advances from customers	k5f %	-9
Other, moneylenders, friends, relatives, bonds, etc	k5hdj%	-9
	100%	

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

MNAK.4a In fiscal year 2012, did this establishment lease any fixed assets, such as machinery, vehicles, equipment, land or buildings?

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

MNAk4a

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

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

k6

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

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

k7

QUESTIONNAIRE NUMBER

--	--	--	--	--	--	--	--	--	--

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

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

GO TO QUESTION K.9

GO TO QUESTION K.15d

k8

MNAK.8c	What is the reason for not having a loan or line of credit currently? SHOW CARD 24
----------------	--

Because this establishment did not apply for a loan or line of credit	1
Because the last application for a loan or line of credit was turned down	2
Because the approval of the application for a loan or line of credit is still pending	3
DON'T KNOW (SPONTANEOUS)	-9

GO TO QUESTION K.15d

GO TO QUESTION K.15d

GO TO QUESTION K.15d

MNAk8c

MNAK.8d	What was the main reason given when the application was turned down? SHOW CARD 25
----------------	--

Lack of accepted collateral	1
Incompleteness of application	2
Perceived lack of profitability of project	3
Credit history of the establishment or owner	4
DON'T KNOW (SPONTANEOUS)	-9

GO TO QUESTION K.15d

GO TO QUESTION K.15d

GO TO QUESTION K.15d

GO TO QUESTION K.15d

GO TO QUESTION K.15d

MNAk8d

K.9	Referring to the most recent line of credit or loan, what type of financial institution granted this loan? SHOW CARD 26
------------	---

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

GO TO QUESTION K.10

GO TO QUESTION K.10

GO TO QUESTION K.10

k9

QUESTIONNAIRE NUMBER

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MNAK.9a	Which bank provided the most recent line of credit or loan? SHOW CARD 27
----------------	--

Bank 1	1
Bank 2	2
Bank 3	3
Bank 4	4
Bank 5	5
Bank 6	6
Bank 7	7
Bank 8	8
Bank 9	9
Bank 10	10
OTHER (SPONTANEOUS - SPECIFY)	11
DON'T KNOW (SPONTANEOUS)	-9

MNAk9a

OTHER	MNAk9ax
--------------	----------------

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

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

INTERVIEWER: PROVIDE FOUR DIGITS FOR YEAR

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

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

MNAQ.46f	In what currency is the most recent line of credit or loan denominated?
-----------------	---

TND	1
Euro	2
US Dollar	3
OTHER (SPONTANEOUS - SPECIFY)	4

MNAq46fx

MNAq46f

OTHER	MNAq46fx
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QUESTIONNAIRE NUMBER

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MNAQ.46d	What is the annual nominal interest rate (in percent) of the most recent line of credit or loan? (INTERVIEWER: IF THE RESPONDENT SAYS THAT THE INTEREST RATE IS VARIABLE, PLEASE ASK THE RESPONDENT TO CALCULATE THE AVERAGE ANNUAL INTEREST RATE)
-----------------	--

	Percent
Annual nominal interest rate (%)	
DOES NOT APPLY, USES PRINCIPLES OF ISLAMIC BANKING	-7
REFUSAL (SPONTANEOUS)	-8
DON'T KNOW (SPONTANEOUS)	-9

MNAq46d

MNAQ.46e	What was the original duration of the most recent line of credit or loan in months?
-----------------	---

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

MNAq46e

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

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

GO TO QUESTION MNAK.15a1
GO TO QUESTION MNAK.15a1

k13

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

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

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

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

QUESTIONNAIRE NUMBER

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MNAK.15a1 What is the outstanding balance on this most recent line of credit or loan?

	YERs
Outstanding balance on the most recent line of credit or loan	
REFUSAL (SPONTANEOUS)	-8
DON'T KNOW (SPONTANEOUS)	-9

MNAk15a1

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

	Number
Total number of loans outstanding	k15b
DON'T KNOW (SPONTANEOUS)	-9

IF 1, GO TO QUESTION K.15d
GO TO QUESTION K.15d

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

	YERs
Total value of loans outstanding	k15c
REFUSAL (SPONTANEOUS)	-8
DON'T KNOW (SPONTANEOUS)	-9

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

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

k15d

K.16 Referring again to the last fiscal year 2012, did this establishment apply for any loans or lines of credit?

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

GO TO QUESTION K.20
GO TO QUESTION K.21
k16

K.17 What was the **main** reason why this establishment did not apply for any line of credit or loan?
SHOW CARD 28

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

k17

QUESTIONNAIRE NUMBER

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

Application was approved	1	<i>GO TO QUESTION K.21</i>
Application was rejected	2	<i>GO TO QUESTION K.21</i>
Application was granted only in part	3	
Application was withdrawn	4	<i>GO TO QUESTION MNAK.20C</i>
APPLICATION STILL IN PROCESS	-6	<i>GO TO QUESTION K.21</i>
DON'T KNOW (SPONTANEOUS)	-9	<i>GO TO QUESTION K.21</i>

k20a

MNAK.20B	Referring only to this most recent application for a line of credit or loan, which source of funding was the most important to make up for the partial loan rejection? SHOW CARD 29
-----------------	---

Outside equity	1	<i>GO TO QUESTION K.21</i>
Internal Funding	2	<i>GO TO QUESTION K.21</i>
Down-scaling of investment	3	<i>GO TO QUESTION K.21</i>
Loan from relatives	4	<i>GO TO QUESTION K.21</i>
Other non-bank funding	5	<i>GO TO QUESTION K.21</i>
DOES NOT APPLY (SPONTANEOUS)	-7	<i>GO TO QUESTION K.21</i>
DON'T KNOW (SPONTANEOUS)	-9	<i>GO TO QUESTION K.21</i>

MNAk20b

MNAK.20C	Referring only to this most recent application for a line of credit or loan, why did this establishment withdraw its application? SHOW CARD 30
-----------------	---

Offered interest rate was too high	1
Collateral requirement was too high	2
Maturity was too short	3
Maturity was too long	4
DON'T KNOW (SPONTANEOUS)	-9

MNAk20c

K.21	In fiscal year 2102, did this establishment have its annual financial statements checked and certified by an external auditor?
-------------	--

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

k21

[illegible]

K.30	Using the response options on the card; To what degree is Access to Finance an obstacle to the current operations of this establishment? SHOW CARD 31
-------------	---

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

--	--	--	--	--	--	--	--	--	--

J. BUSINESS-GOVERNMENT RELATIONS

READ THE FOLLOWING TO THE RESPONDENT BEFORE PROCEEDING:

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

MNAQ.31e Has this establishment been to court as a **plaintiff or as a defendant** in the last three years?

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

MNAq31e

J.1 I am going to read a few statements describing the court system and how it could affect business. Please tell me if you Strongly disagree, Tend to disagree, Tend to agree, or Strongly agree.
SHOW CARD 32

	Strongly disagree	Tend to disagree	Tend to agree	Strongly agree	(SPONTANEOUS)	
					DON'T KNOW	DOES NOT APPLY
"The court system is fair, impartial and uncorrupted." h7a	1	2	3	4	-9	-7
"The court system is quick." MNAj1b	1	2	3	4	-9	-7
"The court system is able to enforce its decisions." MNAj1c	1	2	3	4	-9	-7
"I'm confident that the court system will enforce this establishment's contractual and property rights in business disputes." MNAj1a	1	2	3	4	-9	-7
"In general, government officials' interpretations of regulations affecting this establishment are consistent and predictable." MNAj1d	1	2	3	4	-9	-7

J.2 In a typical week over the last year, what percentage of total senior management's time was spent on dealing with requirements imposed by government regulations?

(By senior management I mean managers, directors, and officers above direct supervisors of production or sales workers. Some examples of government regulations are taxes, customs, labor regulations, licensing and registration, including dealings with officials and completing forms)

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

QUESTIONNAIRE NUMBER

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J.3 Over the last year, was this establishment visited or inspected by tax officials?

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

GO TO QUESTION J.6a

GO TO QUESTION J.6a

j3

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

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

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

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

j5

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

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

GO TO QUESTION J.7

GO TO QUESTION J.7

j6a

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

	Percent
Percent of the contract value paid as informal payments or gifts	j6 %
DON'T KNOW (SPONTANEOUS)	-9
REFUSAL (SPONTANEOUS)	-8
LESS THAN ONE PERCENT	1
NO PAYMENTS	0

QUESTIONNAIRE NUMBER

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

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

PROVIDE EITHER ONE OR THE OTHER, NOT BOTH

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

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

Yes	1	
No	2	GO TO QUESTION J.13
DON'T KNOW (SPONTANEOUS)	-9	GO TO QUESTION J.13
		j10

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

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

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

Yes	1	
No	2	
DON'T KNOW (SPONTANEOUS)	-9	
REFUSAL (SPONTANEOUS)	-8	
		j12

QUESTIONNAIRE NUMBER

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

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

GO TO QUESTION J.30

GO TO QUESTION J.30

j13

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

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

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

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

j15

J.30 Using the response options on the card; To what degree is/are **[INSERT OPTION]** an obstacle to the current operations of this establishment?
SHOW CARD 33

						(SPONTANEOUS)				
						DON'T KNOW	DOES NOT APPLY			
						No obstacle	Minor obstacle	Moderate obstacle	Major obstacle	Very Severe Obstacle
Tax rates	j30a	0	1	2	3	4	-9	-7		
Tax administration	j30b	0	1	2	3	4	-9	-7		

IF 0, GO TO J.30c

GO TO J.30c

GO TO J.30c

QUESTIONNAIRE NUMBER

--	--	--	--	--	--	--	--	--	--

MNAJ.31b1	Would this establishment's total annual costs increase, remain the same or decrease over the next fiscal year if tax administration is no longer an obstacle?
------------------	--

Increase	1
Remain the same	2
Decrease	3
DON'T KNOW (SPONTANEOUS)	-9

GO TO QUESTION J.30c

GO TO QUESTION J.30c

GO TO QUESTION J.30c

MNAj31b1

MNAJ.31b3	By what percentage would this establishment's total annual costs DECREASE in the next fiscal year?
------------------	--

	Percent
Expected percentage DECREASE in total annual costs in the next fiscal year	%
DON'T KNOW (SPONTANEOUS)	-9

MNAj31b3

J.30c	Using the response options on the card; To what degree are Business licensing and permits an obstacle to the current operations of this establishment? SHOW CARD 33
--------------	--

	No obstacle	Minor obstacle	Moderate obstacle	Major obstacle	Very Severe Obstacle	(SPONTANEOUS) DON'T KNOW	DOES NOT APPLY
j30c	0	1	2	3	4	-9	-7
	IF 0, GO TO J.30e					GO TO J.30e	GO TO J.30e

MNAJ.31c1	Would this establishment's total annual costs increase, remain the same or decrease over the next fiscal year if business licensing and permits are no longer an obstacle?
------------------	---

Increase	1
Remain the same	2
Decrease	3
DON'T KNOW (SPONTANEOUS)	-9

GO TO QUESTION J.30e

GO TO QUESTION J.30e

GO TO QUESTION J.30e

MNAj31c1

QUESTIONNAIRE NUMBER

--	--	--	--	--	--	--	--	--	--

MNAJ.31c3	By what percentage would this establishment's total annual costs DECREASE in the next fiscal year?
------------------	---

	Percent
Expected percentage DECREASE in total annual costs in the next fiscal year	%
DON'T KNOW (SPONTANEOUS)	-9

MNAj31c3

J.30e	Using the response options on the card; To what degree is/are [INSERT OPTION] an obstacle to the current operations of this establishment? SHOW CARD 33
--------------	--

						(SPONTANEOUS)				
						DON'T KNOW	DOES NOT APPLY			
						No obstacle	Minor obstacle	Moderate obstacle	Major obstacle	Very Severe Obstacle
Political instability	j30e	0	1	2	3	4	-9	-7		

J.30f	Using the response options on the card; To what degree is corruption an obstacle to the current operations of this establishment? SHOW CARD 33
--------------	---

						(SPONTANEOUS)				
						DON'T KNOW	DOES NOT APPLY			
						No obstacle	Minor obstacle	Moderate obstacle	Major obstacle	Very Severe Obstacle
Corruption	j30f	0	1	2	3	4	-9	-7		

IF 0, GO TO H.30

GO TO H.30

GO TO H.30

MNAJ.31f1	Would your total annual costs increase, remain the same or decrease over the next fiscal year if corruption is no longer an obstacle?
------------------	--

Increase	1
Remain the same	2
Decrease	3
DON'T KNOW (SPONTANEOUS)	-9

GO TO QUESTION H.30

GO TO QUESTION H.30

GO TO QUESTION H.30

MNAj31f1

MNAJ.31f3	By what percentage would your total annual costs DECREASE in the next fiscal year?
------------------	---

QUESTIONNAIRE NUMBER

--	--	--	--	--	--	--	--	--	--

	Percent
Expected percentage DECREASE in total annual costs in the next fiscal year	%
DON'T KNOW (SPONTANEOUS)	-9

MNAj31f3

H.30	Using the response options on the card; To what degree are the Courts an obstacle to the current operations of this establishment? SHOW CARD 33
-------------	--

						(SPONTANEOUS)	
						DON'T KNOW	DOES NOT APPLY
	No obstacle	Minor obstacle	Moderate obstacle	Major obstacle	Very Severe Obstacle		
Courts h30	0	1	2	3	4	-9	-7

MNAJ.30g	Using the response options on the card; To what degree is Regulatory Policy Uncertainty an obstacle to the current operations of this establishment? SHOW CARD 33
-----------------	--

						(SPONTANEOUS)	
						DON'T KNOW	DOES NOT APPLY
	No obstacle	Minor obstacle	Moderate obstacle	Major obstacle	Very Severe Obstacle		
Regulatory Policy Uncertainty MNAj30g	0	1	2	3	4	-9	-7

--	--	--	--	--	--	--	--	--	--

L. LABOR

READ THE FOLLOWING TO THE RESPONDENT BEFORE PROCEEDING:

Now I would like to ask you a few questions about this establishment's labor force.

L.1	At the end of fiscal year 2012, how many permanent, full-time individuals worked in this establishment? Please include all employees and managers (Permanent, full-time employees are defined as all paid employees that are contracted for a term of one or more fiscal years and/or have a guaranteed renewal of their employment contract and that work a full shift) (INTERVIEWER: INCLUDE INTERVIEWEE IF APPLICABLE).
------------	---

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

L.2	Three fiscal years ago, at the end of fiscal year 2009, how many permanent, full-time individuals work in this establishment? Please include all employees and managers (INTERVIEWER: INCLUDE INTERVIEWEE IF APPLICABLE).
------------	--

	Number
Permanent, full-time workers three fiscal years ago	12
IF ESTABLISHMENT WAS NOT IN BUSINESS THREE YEARS AGO	-7
DON'T KNOW (SPONTANEOUS)	-9

L.3a	At the end of fiscal year 2012, how many permanent, full-time individuals in this establishment were production workers :
-------------	--

	Number	DON'T KNOW (SPONTANEOUS)
Production workers	13a	-9

IF 0, GO TO L3b

MNAL.3a	At the end of fiscal year 2012, how many permanent, full-time individuals in this establishment were production workers younger than 30 years old :
----------------	--

	Number younger than 30	DON'T KNOW (SPONTANEOUS)
Production workers younger than 30 years old	MNAL3a	-9

L.3b	At the end of fiscal year 2012, how many permanent, full-time individuals in this establishment were non-production workers (e.g., managers, administration, sales)
-------------	--

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

IF 0, GO TO L4a

QUESTIONNAIRE NUMBER

--	--	--	--	--	--	--	--	--	--

MNAL.3b	At the end of fiscal year 2012, how many permanent, full-time individuals in this establishment were non-production workers younger than 30 years old :
----------------	--

	Number younger than 30	DON'T KNOW (SPONTANEOUS)
Non-production workers younger than 30 years old	MNAI3b	-9

L.4a	At the end of fiscal year 2012, how many permanent, full-time individuals working in this establishment were skilled production workers :
-------------	--

	Number	DON'T KNOW (SPONTANEOUS)
Skilled production workers	L4a	-9

IF 0, GO TO L4b

MNAL.4a	At the end of fiscal year 2012, how many permanent, full-time individuals in this establishment were skilled production workers younger than 30 years old :
----------------	--

	Number younger than 30	DON'T KNOW (SPONTANEOUS)
Skilled production workers younger than 30	MNAI4a	-9

L.4b	At the end of fiscal year 2012, how many permanent, full-time individuals working in this establishment were:
-------------	---

	Number	DON'T KNOW (SPONTANEOUS)
Unskilled production workers	L4b	-9

IF 0, GO TO MNAL.4c

INTERVIEWER: CHECK THAT L4A + L4B = L3A

MNAL.4b	At the end of fiscal year 2012, how many permanent, full-time individuals in this establishment were unskilled production workers younger than 30 years old :
----------------	--

	Number younger than 30	DON'T KNOW (SPONTANEOUS)
Unskilled production workers younger than 30	MNAI3b	-9

MNAL.4C	Over the course of fiscal year 2012, did the total wage cost of an average permanent full-time employee (INTERVIEWER: READ EACH CATEGORY)
----------------	--

Increase	1
Decrease	2
Stay the same	3
DON'T KNOW (SPONTANEOUS)	-9

GO TO QUESTION MNAL. 4E

GO TO QUESTION L.5

GO TO QUESTION L.5

MNAI4c

QUESTIONNAIRE NUMBER

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MNAL.4D Over the course of fiscal year 2012, in percentage terms, how much did the total wage cost of an average **permanent full-time** employee **increase**?

	Percent	
Percentage increase in total wage cost of permanent full-time employee	%	GO TO QUESTION L. 4F
DON'T KNOW (SPONTANEOUS)	-9	GO TO QUESTION L. 4F
		MNAI4d

MNAL.4E Over the course of fiscal year 2012, in percentage terms, how much did the total wage cost of an average **permanent full-time** employee **decrease**?

	Percent	
Percentage decrease in total wage cost of permanent full-time employee	%	
DON'T KNOW (SPONTANEOUS)	-9	
		MNAI4e

MNAL.4F The main reason for this change was: **SHOW CARD 34**

Changes in social contributions paid by the employer	1	
Changes in net wage paid by the employer to the employee	2	
Changes in bonuses and extra payments (not part of the regular wage)	3	
Other MNAI4fx	4	
DON'T KNOW (SPONTANEOUS)	-9	
		MNAI4f

L.5 At the end of fiscal year 2012, how many permanent full-time individuals working in this establishment in the following categories were female?

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

MNAL.5c At the end of fiscal year 2012, how many female, permanent, full-time professionals worked in this establishment?
(Professional employees are those whose daily responsibilities include work of an intellectual nature and/or managerial responsibilities)

	Number	DON'T KNOW (SPONTANEOUS)
Female permanent full-time professional workers	MNAI5c	-9

QUESTIONNAIRE NUMBER

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L.6	How many full-time temporary employees did this establishment employ throughout 2012? (Full-time, temporary workers are all paid short-term (i.e. for less than a year) employees with no guarantee of renewal of contract employment and work full-time)
------------	--

	Number
Full-time seasonal or temporary workers employed last fiscal year	16
NO FULL-TIME SEASONAL OR TEMPORARY WORKERS	0
DON'T KNOW (SPONTANEOUS)	-9

GO TO QUESTION L.9a

GO TO QUESTION L.9a

L.6a	How many full-time temporary employees employed throughout 2012 were female?
-------------	--

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

L.8	What was the average length in months of employment of all full-time temporary employees in fiscal year 2012?
------------	---

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

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

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

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

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

QUESTIONNAIRE NUMBER

--	--	--	--	--	--	--	--	--	--

MNAL.9	At the end of fiscal year 2012, how many full-time permanent employees in this establishment had the following as their highest education level? SHOW CARD 35
---------------	---

	Number	DON'T KNOW (SPONTANEOUS)
University degree or higher	MNA19a1	-9
Completed Secondary school including Vocational	MNA19a2	-9

L.10	Over fiscal year 2012, did this establishment have formal training programs for its permanent, full-time employees?
-------------	---

Yes	1	GO TO QUESTION I30a GO TO QUESTION I30a
No	2	
DON'T KNOW (SPONTANEOUS)	-9	
		I10

L.11	Referring to the training programs run over fiscal year 2012, what percentage of permanent, full-time employees of the following categories received formal training?
-------------	---

	Number	IF NO EMPLOYEES IN A CATEGORY WERE TRAINED	DON'T KNOW (SPONTANEOUS)
Number of full-time permanent employees trained	I11a %	0	-9

	Percent	IF NO EMPLOYEES IN A CATEGORY WERE TRAINED	DON'T KNOW (SPONTANEOUS)
Percentage of Production full-time permanent employees trained	I11b %	0	-9

INTERVIEWER:ANSWER ONLY I11a OR I11b, NOT BOTH

	Number	IF NO EMPLOYEES IN A CATEGORY WERE TRAINED	DON'T KNOW (SPONTANEOUS)
Number of Non-production full-time permanent employees trained	I11c %	0	-9

	Percent	IF NO EMPLOYEES IN A CATEGORY WERE TRAINED	DON'T KNOW (SPONTANEOUS)
Percentage of Non-production full-time permanent employees trained	I11d %	0	-9

INTERVIEWER:ANSWER ONLY I11c OR I11d, NOT BOTH

QUESTIONNAIRE NUMBER

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L.30	Using the response options on the card; To what degree are Labor Regulations an obstacle to the current operations of this establishment? SHOW CARD 36						
	Using the response options on the card; To what degree is an Inadequately Educated Workforce an obstacle to the current operations of this establishment? SHOW CARD 36						
						(SPONTANEOUS)	
	No obstacle	Minor obstacle	Moderate obstacle	Major obstacle	Very Severe Obstacle	DON'T KNOW	DOES NOT APPLY
Labor regulations I30a	0	1	2	3	4	-9	-7
Inadequately educated workforce I30b	0	1	2	3	4	-9	-7

--	--	--	--	--	--	--	--	--	--

M. BUSINESS ENVIRONMENT

READ THE FOLLOWING TO THE RESPONDENT BEFORE PROCEEDING:

M.1	By looking at card [insert card number] can you tell me which of the elements of the business environment included in the list, if any, currently represents the biggest obstacle faced by this establishment SHOW CARD 37 INTERVIEWER: DO NOT READ OUT
------------	--

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

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

Rotation (option 1, 2 or 3)	m1d
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N. PERFORMANCE**READ THE FOLLOWING TO THE RESPONDENT BEFORE PROCEEDING:**

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

N.2	From this establishment's Income Statement for fiscal year 2012, please provide the following information: SHOW CARD 38
------------	--

	YERs	DON'T KNOW (SPONTANEOUS)
Total annual cost of labor including wages, salaries, bonuses, social security payments	n2a	-9
Total annual cost of raw materials and intermediate goods used in production	n2e	-9
Total annual costs of fuel	n2f	-9
Total annual costs of electricity	n2b	-9
Total rental cost of machinery, vehicles and equipment	n2ra	-9
Total rental cost of land and buildings	n2rb	-9
Other cost of production not included above	n2j	-9

N.6	From this establishment's Balance Sheet for fiscal year 2012, what was the net book value, that is the value of assets after depreciation, of the following:
------------	--

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

MNAN.8	What was the value of the following at the end of the fiscal year 2012:
---------------	---

	YERs	DON'T KNOW (SPONTANEOUS)
Value of your total assets	MNAn8a	-9

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

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

QUESTIONNAIRE NUMBER

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MNAA.20	Is the top manager of this establishment also the owner of this establishment? INTERVIEWER: IF THE ANSWER IS MADE AVAILABLE IN THE INTERVIEW, CODE WITHOUTASKING QUESTION
----------------	---

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

MNAa20

Please indicate the number of respondents:

1
2
3

a15a4

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

	Main respondent	
Position in the firm		a15a1ax
Years with the firm		a15a2a
Years in the position		MNAa15a4a
Gender		a15a3a

1=LESS THAN ONE
YEAR
1=LESS THAN ONE
YEAR
1=MALE,
2=FEMALE
DO NOT READ OUT

	Second respondent	DOES NOT APPLY	
Position in the firm		-7	a15a1bx
Years with the firm		-7	a15a2b
Years in the position		-7	MNAa15a4b
Gender		-7	a15a3b

1=LESS THAN ONE
YEAR
1=LESS THAN ONE
YEAR
1=MALE, 2=FEMALE
DO NOT READ OUT

	Third respondent	DOES NOT APPLY	
Position in the firm		-7	a15a1cx
Years with the firm		-7	a15a2c
Years in the position		-7	MNAa15a4c
Gender		-7	a15a3c

1=LESS THAN ONE
YEAR
1=LESS THAN ONE
YEAR
1=MALE,
2=FEMALE

QUESTIONNAIRE NUMBER

--	--	--	--	--	--	--	--	--	--

--	--	--	--

DO NOT READ OUT

THIS MODULE OF THE SURVEY ENDS HERE

**IF NOT ELIGIBLE FOR THE INNOVATION MODULE:
THANK YOU VERY MUCH FOR YOUR COOPERATION.**

eligible_for_innovation

Yes	0
No	1

IF ELIGIBLE FOR INNOVATION MODULE, PROMPT:

BASED ON YOUR ANSWERS, WE HAVE DETERMINED THAT YOU ARE ELIGIBLE TO ANSWER A FEW ADDITIONAL QUESTIONS ON THE TOPIC OF INNOVATION. WOULD YOU BE WILLING TO PARTICIPATE AT THIS TIME? THESE QUESTIONS SHOULD LAST APPROXIMATELY 10-15 MINUTES.

IF RESPONDENT RESPONDS YES, PROCEED TO INNOVATION MODULE

IF RESPONDENT SAYS NO:

THANK YOU VERY MUCH FOR YOUR COOPERATION.

IF RESPONDENT SAYS NO, BUT AT A LATER TIME:

WOULD YOU LIKE TO SCHEDULE A LATER TIME TO COMPLETE THIS PORTION OF THE INTERVIEW? IT MAY ALSO BE ADMINISTERED ONLINE THROUGH A SECURE LINK WE WILL SEND YOU BY EMAIL

Proceed_refuse_innovation

Yes	3
No	4

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

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

INTERVIEWERS PLEASE ANSWER AT END OF THE INTERVIEW:

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

Truthful	1
Somewhat truthful	2
Not truthful	3

a16

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

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

QUESTIONNAIRE NUMBER

--	--	--	--	--	--	--	--	--	--	--

Are partially taken directly from establishment records partially estimated	4
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a17

INTERVIEWER COMMENTS:

a17x

(Problems occurred/extraordinary circumstances which could influence results)

SUPERVISORS PLEASE ANSWER:

A.18	This questionnaire was completed in:
-------------	--------------------------------------

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

STOP HERE

a18

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

Hour	Minutes

a19h

a19m