

MULTITOPIC HOUSEHOLD SURVEY IN BULGARIA- 2007

MANUAL FOR THE FIELDWORKER

INTRODUCTION

You have been appointed as a fieldworker for conducting the **Multitopic Household Survey of Households – Bulgaria 2007** (MTHS). The survey mainly focuses on a topic that is of interest for everyone – the standard of living of Bulgarian citizens and households. The results from the survey will be used in identifying what part of the Bulgarians are not able to meet their basic needs, ensure the necessary standard of living and live in poverty. Through them will be drawn the conclusion what is important for households that cope with the situation and are able to maintain this standard of living and what could be done for people and households living in poverty in order to overcome it. The information collected by the MTHS will be used in other surveys such as surveys on employment, health, eating status, agriculture as well as in the identification of individual households' response to changes in the macroeconomic environment. As you will be able to see for yourself, the data from the survey are extremely important, because they cover various aspects of a household's life as well as personal characteristics. Three months have been allocated for the survey. It is of crucial importance to be aware that the information collected by this survey is confidential and you do not have the right to disclose it to unauthorised persons.

1. DESCRIPTION OF THE SURVEY

(a) Topics of the survey

The object of the survey has to be as comprehensive as possible, since the well-being has a number of dimensions that are to be studied. They include income and expenses, property status, education, medical insurances and employment. Furthermore, separate aspects of well-being and behaviour cannot be properly understood unless they are considered as a whole.

The survey of households has 14 interrelated modules including:

- Dwellings and durable goods
- Household roster
- Migration
- Primary caregiver
- Education
- Health
- Labour force participation
- Social assistance
- Nonfarm activity
- Agricultural activity
- Remittances
- Other income
- Consumption
- Subjective beliefs

Later the manual will discuss in detail all sections of the questionnaire on households. This will be done so that you can get full information on the goals of the questionnaire and how to address problems occurring upon the presentation of the questionnaire to the respondents.

(b) Grounds of the survey

Poverty analysis: The MTHS should submit full and comprehensive database that will serve for the creation and examination of the country's poverty profile. Enough information has to be collected on consumption and expenses, enabling the definition of surveyed households' level of well-being, based on the consumption rate per capita. In order to classify households as poor or non-poor, the consumption rate of each household has to be correlated to a poverty line that will be defined with the assistance of the data collected in the survey.

Behaviour analysis: The survey has to enable the study of the behaviour pattern, including:

- Consumption and spending pattern;
- Income sources and employment;
- Property status;
- Agricultural land;
- Health and eating status and
- Education.

Being a comprehensive study, the MTHS can discuss these behaviour issues separately or in various combinations – for example, to examine how obtaining a higher educational level can influence the agricultural production model.

Final conclusion on a household's subsistence expenses: Building upon the data collected on surveyed households, the MTHS has to come up with a final conclusion on a household's subsistence expenses.

2. SURVEY ORGANISATION

The MTHS is projected to be representative for the country. This means that the information collected from all surveyed households will be used for the identification of the characteristics of all households in Bulgaria. This will be carried out through the selection of random households to be interviewed by you and your counterparts.

As a **fieldworker**, your tasks include filling in your part of the questionnaire. Your direct supervisor is the MTHS **supervisor**. In order to be able to perform well your duties of a fieldworker, you will need suitable help on the one hand, and on the other hand, prompt response on your part when necessary. The supervisor is responsible for your work's quality and for the submission of the whole information and equipment you will need in the job.

The supervisors check the questionnaires as filled in by you, in order to make sure no mistakes have been made. After submitting the filled in questionnaires after the end of the interview, you will receive back incomplete questionnaires or those containing mistakes. In most cases you will have to visit the household again in order to correct the mistakes. Since TNS BBSS will evaluate supervisors' work based mainly on the quality of the information collected by fieldworkers, you have to expect strict examination of the questionnaires on their part.

3. SURVEY MODEL

(a) Sample

Three main samples will be conducted within the survey:

- 1) Main sample amounting to 4,300 households
- 2) Booster sample – Roma
- 3) Booster sample – Turkish people

The size of (2) and (3) will be set in such a way, so that the Roma and Turkish households identified in the main sample + those from the booster will form a representative sample for the two ethnic communities amounting up to 900 households.

The implementation principles of the main sample are as follows:

- You will receive a list of up to 5 addresses of dwellings in each sampling point included in the sample.
- In case of failed contact or negative response, **you cannot make a replacement**, but turn to the supervisor who will give you another address.
- If two households live at the same address, you will survey both.

The boosters will be conducted only in the sampling points where the main sample identified Roma or Turkish households. The number of additionally interviewed Roma or Turkish households will be a function of the number of those identified in the main sample. According to preliminary data that will be further specified, for each Roma household identified in the sample, will be conducted another 4, while for each Turkish household – another 3 interviews.

When it comes to their identification, the following algorithm will be applied: **the address of the Roma or Turkish household identified in the main sample is accepted as a starting address. You will interview households at the same street whose house number is equal to the starting number + 4. At the end of the street you continue to the right.**

(b) Inclusion in the survey

Every fieldworker works with X sampling points, selected and named in advance throughout the duration of the survey.

Within the selected households, the information should be collected from all members as prescribed in the respective sections. **However, pay attention that in most sections of the questionnaires the respondents are limited to certain categories of people, depending on their age and sex. Moreover, the head of the household, if necessary assisted by the other household members, should reply to questions concerning the household as a whole.**

(c) Exclusion from the survey

It is not acceptable to include the members of the following households in the survey:

- All households that are outside the presented sample;
- All inhabitants of places other than private dwellings, for example prisons, hospitals, military barracks;
- Member of the Bulgarian armed forces who live in military bases. However, in case they inhabit private dwellings outside the base, their households are subject to inclusion in the survey;
- Non-Bulgarian diplomats, diplomatic staff and members of their households. However, we have to point out that foreigners, who do not work as diplomats or diplomatic staff, but inhabit private dwellings, can be included in the survey. It is not restricted to Bulgarian nationals only;
- Non-Bulgarian tourists and others, who are on holiday in Bulgaria.

(d) Scope of the survey

The scope is reduced to define the notion of **household**.

A household can be one person who lives on their own, or a group of people mutually related or unrelated who live together as a single unit, share or are supported by a common budget. The standard definition of a household is “a group of people who live together, share a budget and have more than one meal together a day.” In most cases people who do not live with the household at the time of the survey are not counted as household members.

It is important to take into consideration that the members of a household do not necessarily have a blood or marital relation. On the other hand, not all people who are related or live together are necessarily members of the same household. In the second case they should be regarded as separate households.

One should make the difference between a family and a household. The former stands for social contacts, blood relations or marriage. The latter constitutes an economic unit. While the family is often a household as well, the opposite is not valid. You should be careful when applying the criteria for identification of the members of certain household.

In case of extended family systems, the members of the household can be distributed in two or more dwellings. If these dwellings are next-door or located in the same neighbourhood (but not necessarily in one of the enumerated areas), the inhabitants of these dwellings should be treated as members of one and the same household.

The head of the household usually is the person, identified by household members as such. He/she earns the highest income and makes the most important decisions in the household; but the household members are those who name the head of the household. The head of the household can temporarily live outside the household. And yet the household has only one person identified as a head of the household. If more than one person has leadership claims or the members of a potential household have different opinions on the issue, most probably you are dealing with two households, and not one. In those cases, it is of crucial importance to apply the criteria for differentiation of the members of different households.

After you identify the social unit of shared accounting, that is the household, it is time to identify the members of the household. After enumerating all possible household members (Module 2, Question 1) in order to define which of them are household members, the MTHS applies the information on how many of the past 12 months the potential candidate has lived in the household (Module 2, Question 12).

People having lived in the household for less than 3 months out of the past 12, that is have been away from the household for more than 9 months out of the past 12, are not considered household members.

And yet this rule has some exceptions:

- **The person, considered by the household members a head of the household, has to be included as a household member even if he/she has been away for more than nine months out of the past 12.**
- **Children under 3 months of age.**
- **A new spouse who has recently come into the household and currently lives in the household.**
- **Household members living in institutions at another place, but receiving allowance**

from the household. Usually this includes students who study at a boarding school. It does not include the military staff, prisoners or other people who do not live at the expenses of the household.

- **Children under 16 years of age who study elsewhere.**

It is important to note that those who are not part of the family, but live in the household for more than three months and are included in the shared accounting, subject to the head of the household, should be considered household members. Servants, other workers or tenants (people who pay to live in the household) are not considered household members in case they have another household headed by them or supported by them.

You should be careful when handling this complicated issue in the presentation of the survey and when defining who will be included and excluded as a member of the surveyed household. You should carefully check the rules as laid down here. These rules give you the opportunity to address most feasible situations, but not all of them. In case of doubts, after having checks, the rules presented herein and in the questionnaire, discuss the issue with you supervisor.

4. FILLING IN THE HOUSEHOLD QUESTIONNAIRE

This chapter discusses consecutively every section of the questionnaire paying attention to possible problem issues. The notes presented below are your first help when faced with problems in the presentation of the sections or questions of the household questionnaire.

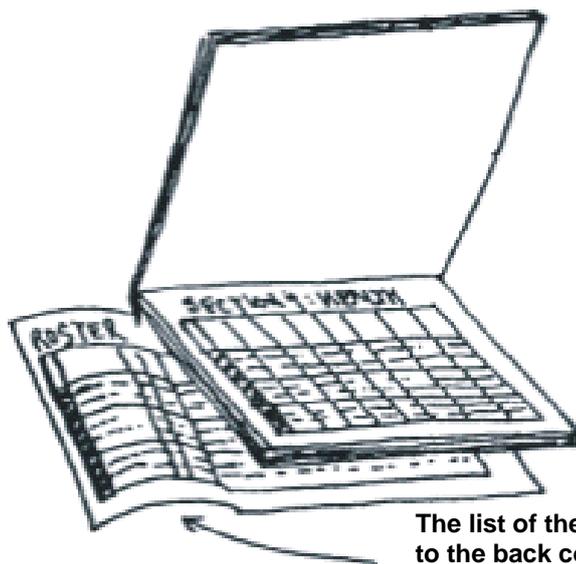
(a) Questionnaire formatting

The household questionnaire is designed to enable you to present it in the easiest possible way. And yet, it is still a complex questionnaire. To get familiar with it, while getting ready for your fieldwork, try to understand how it is compiled and what its presentation before the respondent would look like in the general case. However, bear into mind that due to the numerous encoded references you cannot expect its presentation to be alike for the different respondents.

The questionnaire is in a landscape format. The information on a person from the respective household should be taken down consistently in one and the same line of the respective section, in which the information on household members is collected. This instruction is highly important and should be observed when filling in the questionnaire. **Module 2 includes an identification code for every household member depending on the order of**

taking down the presence of each person in the household. The same identification code and the same order should be used for the same person in all subsequent sections.

In order to facilitate your task, the questionnaire has a folded appendix at the last but one page. This appendix includes a table in which you enter each household member's name, age, and sex. The 12 lines of the table correspond to the 12 lines of each section in which the information of household members is collected. When unfolding the appendix, the lines of the table correspond to the lines of the questionnaire sections.



The list of the household is attached to the back cover of the questionnaire.

Pay attention to the different fonts used in the questionnaire; this will help you in your work. The following table presents the meaning of the different fonts. The examples are illustrated with the respective font.

Font	Purpose	Examples
Arial – lower-case letters	Questions read out word for word by the fieldworker to the respondent.	When was [NAME] born? Have you been refused to go abroad?
Arial – capital letters	Instructions to the fieldworker on how to fill in the questionnaire or how to ask certain questions. The questions answered by the fieldworker according to his/her own impressions are also given in this font.	FILL IN THE IDENTIFICATION CODE OF THE PERSON WHO GIVES INFORMATION ON THE CHILD. WHAT MATERIAL THE ROOF OF THE MAIN DWELLING IS MADE FROM?
Arial – capital and lower case letters	Questions read out by the fieldworker reads word for word, but also including specific elements that the fieldworker has to note based on responses to preceding questions or other information available to him/her. These elements are given in capital letters.	What is the relation of [NAME] with the head of the household? What methods did you use to find a job? FILL IN UP TO 3. At what price did you manage to sell [THE WHEAT]?
Courier – capital and lower-case letters	Question-answer codes read out by the fieldworker to the respondent as a possible choice to a response to the question.	1 = I am starting a new job 2 = I am looking for a job 3 = I am a student 4 = I accompany a household member 5 = Personal reason (marriage, divorce, etc) 6 = Retirement 7 = Other (specify)

Font	Purpose	Examples
Arial – capital letters	Redirect codes. Instructions to the fieldworker as to which question to be asked next depending on the answer of the current question or on the individual respondent. Redirect codes usually include the sign ».	>> 8 GO TO SECTION 6.

In general, if the font is in lower-case, the text should be read to the respondent. If letters are capital, it should not be read to the respondent, but has to serve as an instruction or an encoded answer for the fieldworker.

[...] – You will often see this sign in questions, especially in the sections concerning consumption and expenses. In most cases this indicates that the content of the title has to be inserted on this line and in this part of the question.

(b) Presentation of the questionnaire

Prior to visiting certain household, you should make sure that you are ready for the interview, which covers your representative appearance, preliminary preparation for how to start the interview, at least two pens and at least two forms with the household questionnaire for each household you intend to interview; also make sure you have the address and the code numbers of the surveyed households.

When you start the interview with certain household, you should present the questionnaire to each person in the household separately. **This means that after you finish with the questions section with this person, you immediately move on to another questionnaire section with the same person.**

This implies you should not fill in the same section of the questionnaire with all household members present. This would take a lot of time for the household members. When you ask all questions to the respective household member, he/she will be free to do his/her own work. Of course, this means that you might have to arrange different time for interviewing the different household members.

The only exception from this instruction is for the Identification Information on the front cover of Module 2. These sections have to be thoroughly filled in, before moving on to the other questionnaire sections.

The questionnaire sections are arranged in such an order that the sections requiring the answers of the bigger part of the household members are put at the beginning. The rest usually concerns the head of the household and individual adult members of the households as respondents.

The presentation and completion of the questionnaire requires certain discretion. Some questions are of personal nature or private character. There should be respect for the respondent's will for discretion. This is especially important for questions concerning health, safety and security.

Nobody can accompany you at the interviews apart from your supervisor and TNS BBSS representatives. If an official of the agency accompanies you at the interview, you have to introduce him/her by all means to the respondent and to explain the reasons for his/her presence. In most cases, the purpose is to check the quality of your work, and not the respondent's answers, except for those related to your work's efficiency.

Other people, outside the MTHS cannot attend the presentation of the questionnaire to households. If such people are present when you start the interview, you have to kindly invite them to leave in order to pay respect to each household member's right to discretion. If this is not possible, you have to arrange another appointment for the interview when a better level of independence is ensured.

The questions target people over 15 years of age. Each person aged 15 or over should directly answer to the questions. If you have to collect information on younger children, interview them in the presence of their mother or another companion. Do not try to obtain information directly from the children. Moreover, do not ask them questions concerning other members of the household.

As a rule, when you face a particular or extraordinary case in the surveyed household concerning one or more of the sections and you are not aware how to act, describe in detail everything on the blank page, contained over each page of the questionnaire. There is enough space for all details. After leaving, consult this manual. If you do not find a solution, contact the supervisor as soon as possible.

(c) Your relations with the respondents

First and foremost, you should treat them with respect. You should be always polite and patient with the members of the surveyed household. Adopt a business-like, but not demanding or rude behaviour. Always act in a way enabling you to ensure the respondent's respect and responsiveness. Your job will be much more pleasant if you keep your patience and composure in all situations.

Be ready to answer all of the respondents' questions about the reason for wanting to know what you are asking.

The interview is long. This will put to test both the respondent's patience as well as yours. However, stick to the rules of impeccable behaviour and be patient. If necessary divide the interview of the household to several shorter interviews. **In all cases the interviews with the members of a household should be wrapped up for two or three days at the most.**

At the beginning of the interview you should check whether the respondent has other appointments for the next one or two hours. If he/she has time to finish some sections of the questionnaire, start and fill in as many interview sections as possible. Before leaving, arrange the next appointment for the coming one or two days to finish the interview with the respondent.

Furthermore, you have to develop a smooth and composed style of conducting an interview, in order to be able to obtain the whole information for the shortest possible time. You should not put to test the respondent's patience, prolonging the interview, especially through additional questions that the respondent believes he/she has provided an answer to, to the best of his/her knowledge.

During the interview, if it is clear that the respondent has understood the question you are asking, you have to accept his/her answer whatever it might be. Specifying questions can be asked only to make sure that the respondent understands the key element of the question asked. You should not make a guess and believe you can understand better than the respondent his/her condition or the household's condition. The fieldworker's task is not to check the truthfulness of the information. The MTHS analysts are interested in what the respondent actually says. Of course, it is possible for him/her to lie to you or to give you inaccurate information, but as a fieldworker you cannot evaluate the information obtained.

This is the analyst's task, not fieldworker's.

Of course, there are exceptions. If the respondent claims that he/she does not have domestic animals, while chickens are pecking in your feet or you can see goats around, you should ask about these animals. However, you should not insist, after you have asked once. By no means should you make inquiries outside the household. Your prerogatives do not include it.

(d) Individual sections

The rest of this chapter includes comments about the individual sections contained in the questionnaire, or about specific questions in these sections. Bear in mind that not all of the questions are discussed here.

COVER

Identification of the household, characteristics of the survey, introduction and contents

Respondent: No. Filled in by the fieldworker

- It is of particular importance for the subsequent analysis to identify precisely the location of the household being interviewed by you. Please, fill in the necessary information on the district, town/village, number of the cluster in the district and the number of the household in the cluster which it belongs to, noting both the name and the code of each.
- The codes of the districts are given in the sample.
- Take down the dates of all visits to the household. There is space for three dates. If you have paid more visits, take down all dates.
- Write down whether you have conducted the interview or not.
- Further write down why you have not conducted the interview:
 1. The household refused to.
 2. The household is not available for the duration of the survey.
 3. The address is nonexistent.
 4. Uninhabited dwelling.

Or that the interview has been conducted:

5. Conducted.
- Write down the names of the fieldworker and the supervisor.
 - If the household refuses to take part in the survey (Code 1), try to collect additional information on the household. We would like to know what distinguishes the household which refused from those which take part. Give the form of the Main Information on the Household to the person who claims the household is refusing to take part. Arrange for convenient time to go back and take the filled in form. The questions it includes are:
 - 1) Name of the head of the household
 - 2) Sex of the head of the household
 - 3) Age of the head of the household
 - 4) Education of the head of the household

- 5) Main profession of the head of the household
- 6) Number of people in the household
- 7) Number of children aged between 0 and 6 in the household
- 8) Ethnic belonging of the head of the household

MODULE 1: Dwelling, utilities and durable goods

Respondent: The head of the household or the best informed member of the household

Direct sources: Head of the household

If he/she is available, the head of the household should be the respondent in this section. If he/she is away, the eldest member of the household should give answers in this section. It requires information on specific issues and ownership of real estate and movable property.

Pay particular attention to the reporting period when collecting financial information. It is one month or nearly a month.

- Q1. Type of dwelling:
 - A detached house is every dwelling separated from other dwellings.
 - A part of a house (semi-detached) is a house joined to another dwelling.
 - An apartment is an individual dwelling within a bigger building. It has its own kitchen and service rooms.
 - Unlike it, the apartment in a student or workers' hostel can be deprived of a kitchen and service rooms. Usually the inhabitants of the hostel share them.
 - Primitive/mobile dwelling is one which is not constructed of durable materials or which can be moved from one place to another, for instance a trailer (caravan).
- Q3. If the respondent cannot specify the exact year of the construction of the dwelling, ask him/her to roughly calculate.
- Q5. The small premises are excluded from the number of rooms. These are the kitchen, bathrooms, toilets, closets, garages, etc.
 - However, all other premises are counted in, including rooms that are not used but are for guests.
- Q9. Ask the respondent separately for each of the positions named. If the respondent admits having it in the dwelling, ask how much on average the household pays for it during the heating season. If the answer to Q8 is 'No' (Is there central heating in the dwelling?), the answer to the question on the central heating in Q9 should be 'No'.
- Q12. If the respondent says that the dwelling belongs to one of the members of the

household, write down '1' and move to Q14. If the respondent says the dwelling is rented, ask whether it is state-owned/municipal ('2') or private ('3').

- Q16. Do not read out this question to the respondent. Only take down your opinion on the possible amount of the rent.
- Q24-Q25. For every position ask separately whether someone from the household has it. Afterwards move on to the next page. If someone of the household owns it, go to Q25 and ask how many of these the household members have and go to the following position.
- Q26-Q28. If the household has it (Q24 is 'Yes'), take down the code of the position. If the household has more than one of these, take down each position on a separate line.
- Q26. If the respondent does not know how old this position is, ask him/her to give an approximate answer.
- Q28. If the respondent answers that he/she wants to sell this position, explain that you are trying to estimate the value of the position as of the present moment.

MODULE 2: Household roster

Respondent: The head of the household

Direct source: The head of the household

The first respondent in this section has to be the head of the household, if he/she is available. If he/she is away, then the eldest household member present, will answer to Q1, Q2 and Q3. The following questions have to be asked to the people concerned or if they are young children – to their mothers or companions.

The household roster covers the members of the household. All potential household members are enlisted in **Q1, Q2 and Q3** of this section. Try to obtain a comprehensive list of the persons who normally live and have meals together. You have to have a complete list of the respondents in the household in order to be able to take down the answers to the questions that will be further asked in this section.

Enter the head of the household on line 1 (ID code 1). The head's spouse and their children (if any) should be entered thereafter, followed by relatives and ending with people in the household who are not relatives to the head.

When writing down the names of the household members, try only to identify the individual persons. If two people in a household have identical names, ask them for their nicknames or use another method to easily distinguish them.

- In Q2 you have to ask about the people's sex. Do not rely on their names to judge on their sex. After you finish with taking down the names of all potential members of the household, go on with the collection of information about their age and the total duration

of their stay in the household during the past 12 months.

- Q4. The birth date is of particular importance for children. If the respondent does not know his/her birth date, collect as much additional information as possible. If you do not find the birth date, write down '99'. If the year of birth is unidentified, write down '9999'. Write down the four digits of the year, for example 2006, 1995.
- Q7. If the person's spouse or partner lives in the household, write down their ID number. The ID number is the number of the line on which the information about the person has been entered.
- Q8. If the person's father lives in the household, write down his ID number. The ID number is the number of the line on which the information about the person has been entered.
- Q9. If the person's mother lives in the household, write down her ID number. The ID number is the number of the line on which the information about the person has been entered.
- Q10 and Q11 have to be filled in only about the head of the household.
- Note that Q12 is a question about the total number of months of the person's presence in the household over the past 12 months.
 - For example, if a person has been present in the household once for a 3-month period and again for another 1-month period over the past 12 months, note down 4 in **Q12**.
 - Include also part of a month of presence in the calculations. Include the parts in the calculation of the total duration of the presence. For example, if a person has been present for a period of 6 weeks (1.5 months) and for another period of 3 weeks (0.75 month) and a third period of half a month, the total accumulated presence will amount to 2.75 months, written down as 3 months (see the following item relating to rounding).
 - When noting down the total accumulated period of presence, including such parts, round down when the part of the month is less than the half and round up when it is over the half. If it is exactly a half, round down.
 - For example, if a person has been present for a total of 3 months and one week, write 3 months, if he/she has 3 months and a half, write 3 months and if it is 3 months and three weeks, write 4 months.
 - In the preceding example, if the total accumulated presence stands at 2.75 months, write 3 months.

At the end of the section, identify the members of the household out of those enumerated in Q1.

The question is filled in by the fieldworker without the participation of the respondent. The membership criteria include the number of months of presence in the household. A person has to have been present in the household for a total of 3 months out of the past 12 in order to be considered household member. Exception is made for (a) the head of the household; (b) new spouses as a result of marriage of less than 3 months; (c) children under 16 who study elsewhere; and (d) children under 3 months of age

- After defining who is a household member and who is not, you have to go to the additional sheet with the household roster, attached to the inside of the questionnaire back cover.
- Fill in the lines of the table about the roster with the necessary information (name, age, sex) for every member of the household, making sure that you are writing each member in the precisely established order of his/her registration in Q1. As a result some lines can remain blank.
- **It is of crucial importance to make sure you have taken down every member of the household on the precise line. If you fail to do it, possible mistakes will occur in the introduction of the data and in the subsequent analysis.**
- Do not forget that section 2 should be entirely filled in before you move on to the next sections. The other sections of the questionnaire should be filled in through asking all the questions of the questionnaire meant to one member of the household, before asking the questions to another member of the household.

MODULE 3: Migration

Respondent: All members of the household.

Direct source: All members of the household

- Q1. For those living by birth in this town/village write down '9999'. In case of migration note down the year when they first moved to this town/village.
- Q3. If there are several reasons, ask the respondent to name the main one. ONE answer is required.
- Q8. Note: Write '(1)- Yes' only if the person has been employed for more than one month.
- Q9. In this case we are not interested why the attempt was unsuccessful. What is important is that the person made efforts to go abroad and they were unsuccessful.
- Q10. If the person has never been abroad or has been abroad for less than 1 month, put '0'.
- Q12. We do not want to know when the person was abroad last, but when he/she

- migrated abroad last (that is when he/she stayed abroad for more than 1 month).
- Q15. Take down the country in which he/she spent the longest period of time during the last stay abroad.
 - Q18. If he/she had more than one profession/job at the same time, give the main one (for which he/she received the highest income). If he/she had more than one consecutive job, give the job exercised for the longest period.
 - Q22. We are interested only in the share of the income transferred to a bank account or via the services of Western Union, Moneygram or another money transfer company. The funds sent via private persons, buses, etc. are not written down here.
 - Q23. Here you have to note down only the share of savings the person brought back to Bulgarian in person. Funds saved but invested in a foreign bank are not of interest.

MODULE 4: Children aged between 0 and 6.

Section 4a. Children aged between 0 and 6 living in the household.

Respondent: Children aged between 0 and 6 living in the household

Direct source of information: The head of the household or the best informed member of the household.

Attention: Next to the child's/children's identification code in the blank column, write down the identification number of the person who provides the information about the child.

Section 4b. Children aged between 0 and 6 who live outside the household.

Respondent: All children of the household or another member who live outside the household.

Direct source: The head of the household or the best informed member.

MODULE 5: Education, training

Section 5a. Preschool education

Respondent: Children aged between 5 and 6, who have not started school in the first grade.

Direct source: The head of the household or the best informed member of the household.

- Q2. We are interested to know whether the child attends a preschool training course, wherever it is – at school, kindergarten or elsewhere. These courses were known as a 'nursery school' in the past.

Section 5b. Education/training - general

Respondent: All persons aged over 7 as well as children aged 6, if they are first-graders at a primary school.

- Q2. We are interested in the so-called daily language of the household.
- Q4. We are interested in the highest completed degree of educational level. Bear into mind the following peculiarities:
 - Those who graduated from university before 1987 included, have a recognised degree of **'(2) – Master's degree'**;
 - Those who graduated from college courses prior to the reform, which started with the adoption of the law of 1987, have a degree equal to **'(4) – Higher education of specialist'**;
 - If aged people tell you they are of junior high school education, its equivalent is **'(9) – Basic'**.
- Q5. The idea is to register the most precise educational level as of the time of the survey. If the person had not continued to study after completing the educational level registered in Q4, note down **'(1) – Has not continued'**. If he/she has continued (whenever) or is continuing at the moment, note down in the *Level* column the respective level in which he/she continued after completing the one registered in Q4. In the *Year* column, write the number of completed years at this level.

Example. If X is a student in the third year of university, in Q4 she has to tick completed educational level of 5,6 or 7.

- In Q5. she will be in the higher level **'(3) – Bachelor's degree'**, and since she is a student in the third year, the year completed at this educational level are 2.
- Q9. X from the given example should write down here level 3 of the third year (the year in which she is now).
- Q13. Here we are interested in intercity journeys alone.
- Q20, Q21, Q22 will not be asked for university students (where parent-teacher meetings are not held).
- Q23. Draw the respondents' attention particularly to the fact that it concerns not the current and but past school year 2005/2006.

MODULE 6: Health

Respondent: All members of the household

Direct source: All members of the household, except for the children (the best informed member of the household will be asked about them)

- Q4. Before recording the answer, make sure that the person does not have an additional medical insurance apart from the main one.
- Q38. When asking about expenses, take into consideration the following:
 - a) a stay in hospital includes – expenses for the stay, operations, tests, medication, medical materials and others accompanying the treatment in hospital conditions;
 - b) medical tests – expenses for laboratory tests, medical analyses, X-ray and other laboratories;
 - c) consultations, examinations and treatment – medical and dental;
 - d) medical equipment and materials – wheelchairs, hearing aids, blood pressure devices, glasses, lenses, prostheses (including dentures, crutches, etc), without those received under Ordinance no2 of the Social Assistance Directorate.

What is more, in the first column note down the household's total expenses on the respective item for the respective person.

In the second column, if applicable, note down the sum allocated without a document (whether it is a thank-you gift or payment/present to provide access for the required health service).

- Q39. The same as in Q38.

MODULE 7: Employment

Respondents: All people aged 15 and over.

Direct sources: People aged 15 and over.

The information on the employment of the household members aged 15 and over is collected in Sections 7A, 7B, 7C, 7D and 7E. It is extremely important to fill in the modules in an accurate way.

- Section 7A collects information about the household members' general employment.
- Section 7B collects information about every household member's type of employment over the past 12 months and determines whether sections 7C and 7D should be filled in.

- Section 7C includes all working positions (posts) the household member has held for the last 7 years.
- Section 7D includes detailed information about the work performed over the past 7 days.
- Section 7E covers information about the employment for the last 12 months of all household members who have not worked for the last 7 days, but have worked for the last 12 months.

SECTION 7A

- Q1-Q4. You have to ask all questions regardless of the answer to the previous one.
- Q4. **If the respondent answers 'No', make sure he/she understands that this work can be either paid or unpaid.**
- Q5. If there are some 'Yes' answers to Q1 to Q4, go directly to Q9. If all answers to Q1 to Q4 are 'No', move on to Q6.
- Q10. If the answers to this question are:
 - 1 = Student
 - 2 = Housewife / babysitter
 - 3 = Pensioner
 - 4 = Disease, disability
 - 5 = Conscription

Immediately move on to 7B, and in case of answer

8 = Not willing to work

Immediately move on to section 8 and do not fill in the other parts of section 7.

- Q15. The employment of *minors* is the same as employment
- Q16. If the respondent is permanently registered at an Employment Office, go to Q24.
- Q17. This question concerns only those who are permanently registered at an Employment Office.
- Q18. Ask those who have been offered a job how many times they have received an offer over the past 12 months.
- Q19. This question refers only to the latest job offered to the respondent by the Employment Office.
- Q21. This question concerns only people who are permanently registered at an Employment Office. Ask whether the Employment Office has offered vocational training over the past 12 months.
- Q31. This question refers to the years in which the person has paid social insurances for all jobs he/she had.

SECTION 7B

Monthly activities

Respondents: All people aged 15 and over.

Direct sources: People aged 15 and over.

- Take down the ID codes of the respondents for all household members aged 15 and over. If they are more than eight people in the household, use a second questionnaire.
- Ask every member of the household aged 15 or over what they have been doing over the past 12 months. Put an explicit sign on the line with his/her main activity over the month.
- A person cannot work at a second job if he/she does not have a main one.
- A person can either be an employee or a self-employed.
- A person can have a paid or unpaid job.

Example 1. A person who has had a main job for every month of the past 12 and for two months has worked in an additional job as well.

THE RESPONDENT'S ID CODE

	APRIL (2006)	MAY	JUNE	JAN	FEB	MARCH (2007)
Had a main job	✓	✓	✓		✓	✓	✓
Had an additional job		✓	✓				
Not working and seeking a job							
Not working and not seeking a job							

Example 2. A person who has had a main job for every of the past 12 months, and also has an additional job. The additional job is not necessarily one and the same for every month. Simply this means that the respondent has two jobs for every month.

THE RESPONDENT'S ID CODE

	APRIL (2006)	MAY	JUNE	JAN	FEB	MARCH (2007)
Had a main job	✓	✓	✓		✓	✓	✓
Had an additional job	✓	✓	✓		✓	✓	✓
Not working and seeking a job							
Not working and not seeking a job							

Example 3. A person who has not worked for any of the months and has not been looking for a job over the past 12 months

THE RESPONDENT'S ID CODE

	APR (2006)	MAY	JUN	JAN	FEB	MAR (2007)
Had a main job								
Had an additional job								
Not working and seeking a job								
Not working and not seeking a job	✓	✓	✓			✓	✓	✓

Example 4. A person who worked until 12 months ago and has not been working over the following months, looking for a job for two months.

THE RESPONDENT'S ID CODE

	APR (2006)	MAY	JUN	JAN	FEB	MAR (2007)
Had a main job	✓							
Had an additional job								
Not working and seeking a job		✓	✓					
Not working and not seeking a job						✓	✓	✓

Example 5. A person who has worked for certain months, while not working for others.

THE RESPONDENT'S ID CODE

	APR (2006)	MAY	JUN	JAN	FEB	MAR (2007)
Had a main job	✓		✓					
Had an additional job	✓							
Not working and seeking a job		✓				✓	✓	
Not working and not seeking a job								✓

- Fill in the table at page 31 of the questionnaire, specifying whether the respondent has worked over the last 7 days or the last 12 months in Q7B.1 and Q7B.2.

Use the information in section 7A, **Q5 and Q7** to fill in **Q7B1**.

For respondents 1, 2 and 5 you should fill in sections 7C and 7D, but not section 7E.

For respondent 4, you should fill in only section 7E.

For respondent 3, you should not fill in any of the remaining parts of section 7.

SECTION 7C

Jobs in last seven days

Respondents: All persons aged 15 and over, who have worked during the past seven days as found out in question 7B.1

Direct source: Persons aged 15 and over, who have worked during the past seven days as found out in question 7B.1

- Ask every respondent what kind of work they have carried out for the past 7 days. Each of the respondents may have worked in more than one job. That is why you have to take down the respondent's ID code in the first column.
- Take down as many jobs as the respondent has had. **Ask them to prioritise them. The main job has to be entered first, the additional – second, etc. The main job is the one at which the respondent works for the greatest number of hours.**
- You should enter a short description of the person's employment in Q1. The supervisor is responsible for encoding the answers here.

For the sake of easier definition of the information category, expected in the codes of Q1 and Q2, profession codes to be used by the supervisor are available in the Appendix at the end of the document. Sector codes are presented at page 31.

Open-ended questions

Pay particular attention to the professions and sectors. You should write in a **precise, detailed and clear way the description of the respondent's profession and sector in which he/she works.**

Example 1: If the respondent answers 'shop assistant', please ask what exactly he/she sells (foodstuff, clothes, electrical devices, etc) and where he/she sells – a supermarket, a shop, a street-stand, etc.

Example 2: 'Nurse' - where? – in a dentist's office, surgery, polyclinic, state-owned hospital, private hospital, private surgery, school, etc.

Example 3: 'Civil protection team leader' – you have to fill in the exact name of the unit in which he/she works and at which Ministry. You do not write the number of divisions and other details about military sites apart from the explanation '*land forces*', '*navy*', etc.

To facilitate you, there are attached lists of main professions and industry sectors. They will serve you as a reference point and assistance, but the major requirement is **to describe in detail the respondent's occupation and the sphere/sector of activity.**

In case the detailed description of professions and sectors is missing, the forms will be returned for corrections and sanctions will be imposed.

The coding of professions and sectors will be carried out in the office.

- Pay particular attention to the general position categories (*specialists, technicians and related workers; clerks and related, etc*) and sector categories (*material production, construction, social services and utilities, etc*) given in the lists of codes. This will help you categorise the positions and industry sectors where the respondents work.
- Q4. Write down the factual number of working hours for each job during the past 7 days. **NOT the working hours a day and NOT the average number of working hours a week.**
- Q5. Write down the number of working weeks during the past 12 months at this job. This number cannot exceed 52 for each separate job.
- Q6. The purpose of Q7 is to identify the respondent's most important job(s) through the number of working hours during the past 7 days. If the respondent has had only one job, then he/she has only one main job. For each respondent can be identified up to two jobs. If the respondent has more than two jobs, section 7D should include information about the two most important jobs only, prioritised according to the working hours for the past 7 days.

SECTION 7D

Occupation during the past seven days

Respondents: All persons aged 15 and over who have worked during the past seven days as found out in question 7B.1

Direct source: Persons aged 15 and over who have worked during the past seven days as found out in question 7B.1

- This section contains detailed information about the respondent's main job(s) during the past 7 days.
- Q1. Copy the positions enlisted in section 7C, Q1 as jobs where the respondent has worked for the largest number of hours over the past 7 days (Section 7C, Q7 is '1').
- Q2. Copy the industry sectors enlisted in section 7C, Q2 as a job where the respondent has worked for the largest number of hours during the past 7 days (Section 7C, Q7 is '1').
- Q5. For option 1 'Through the Employment Office' go to Q6. For all other possible answers go to Q8.
- Q14. In this question, unlike the question in Section 7C, ask the respondent about the

average number of working hours for this week. If the respondent says that they are below 40 hours, go to Q15. If the respondent says that they are 40 or more, go to Q16.

- Q16. If the respondent takes part in the social security system, answer 'Yes' and move on to Q18. This question concerns only this job. The respondent may take part in the social security system through another job as well. Check it through an answer of Q24 in section 7A.
- Q17 to Q26. These questions refer to this job only. Ask about the contributions to the social security on the part of the respondent and his/her employer only in relation to this job.
- Q19. If the respondent does not know whether his/her employer pays social insurances, note down '3'.
- Q20. If the respondent has not paid social insurances for either of the past 12 months, write down 'Yes' and ask questions Q21, Q22 and Q23.
- Q22. Write down the main reasons why the respondent has not paid social insurances over the past 12 months. If the respondent has had this job for less than 12 months, write down reason 6 'I have worked for less than 12 months in this job'.
- Q24. Check whether the written number represents the net income for the last calendar month (after the deduction of tax and insurances. If the respondent has not received pay for the last month, note down that he/she expects to get paid.)
- Q29. Copy the position written in section 7C, Q1 as the job in which the respondent has worked for the largest number of hours over the past 7 days (Section 7C, Q6 is '2').
- Q30. Ask what kind of trade or business is related to this job. This is the industry sector.
- Q35. If the respondent has not received pay for the last calendar month, write '0'. Do NOT write that the respondent normally gets pay or that he/she expects to get paid. Write only what has been actually paid.

SECTION 7E

Employment during the past 12 months

Respondents: All persons over 15 years of age who have worked during the past 12 months, whether or not they have worked for the past 7 days. That is they have code 1 on question 7B2 of Section 7B.

Direct sources: the same.

- Q1. If the respondent refers to the same job described in the previous section (Section 7D), move on directly to Q18. If the person has had more than one job, write the main one, where he/she spent the largest number of hours.
- Q2. Write down the industry sector of this job.
- Q3. In case of an answer with code '1', 'Through an employment office' – move on to question Q4, and in case of answers 2 to 11, move on to question Q6.
- Q13. In this question write the net average monthly income – after the deduction of tax, insurance and other.
- Q18. If the respondent has had a second job during the past 7 days and has provided answers about it and he/she did not have a job other than the above mentioned second job during the past 12 months, move on to Section 8.

MODULE 8: Pension, Aid and Benefits

- Q2. **Attention. Some respondents may be unaware that grants, child benefits also fall within the scope of this survey.** If you think it is appropriate, include options from Q3 in question Q2 as explanations.

MODULE 9: Nonfarm Household Enterprises

Section 9A.

Respondents: All household members/ the household as a whole.

Direct source of information: The head of the household

- Q1. This question is about ownership, property whether the site is used for business or is rented out to someone else.
- Q2, Q3. These refer to one's own business or a business activity as a self-employed.
- Q5. Once again we are asking about professional activities in which the person is self-employed, works for himself/herself.

Section 9B.

Respondents: People from the household identified through answer 'Yes' in Section 9A.

Direct source of information: The best informed member(s) of the household.

- Q2. If the owners are more than 1 member of the household, write down the code of the holder of the biggest share in the business.
- Q4. If the company was set up less than a year ago, write down the number of months. If it has existed for a longer period, write the years since its registration in the 'Year'

column.

- Q6. Put '(1)' not only to the case concerning a company registered under the Commercial Law, but also when business activity is performed based on another registration or licence regime without the existence of a company.
- Q11. Note that here we are asking about the total revenue, and not about the profit. Register the profit under Q14.
- Q12. Attention. Here the question concerns the average monthly expenses and not the total expenses over the past 12 months.

MODULE 10: Agriculture

Section 10A.

Respondents: The whole household.

Direct source of information: The best informed member of the household.

The main questions (Q3 + ...) are asked in case:

- 1) anyone of the household members owns land (Q1, answer '(1)') or
 - 2) anyone of the household has rented land over the past agricultural season.
- Q3. Take down the area of the yard in the first position if it is used for agricultural production.
- Q5. Write the area of the plot up to the first digit after the decimal separator, for example '0.5 decares', '0.2 decares'.
 - Q10. If payment is in kind, ask for the estimated equivalent in BGN.

Section 10B.

The questions are asked only to households that have worked land during the last agricultural season (spring-autumn 2006).

- Q1. Ask about all enlisted cultures before moving on to Q2-Q11.
- Q2. Note down up to the second digit after the decimal separator. The acceptable examples are '0.81 decares', '0.02 decares'.
- Q5. If the price per kilogram is below BGN 1, write down with two digits after the decimal separator, for example 'BGN 0.85', 'BGN 0.12'.

Section 10C.

Asked only to households that have livestock (whether they or someone else breeds them) – answer '(1)' of Q1.

- Q2. Ask the questions about all enlisted animals before moving on to Q3-Q7.
- Q3. In relation to bees, note down the number of beehives.

Section 10D.

Questions Q1 and Q2 concern ownership/property.

Rented machinery and equipment is not included in this section.

- Q3. If possible take down the precise year of the acquisition of the machinery/equipment.

Sections 10E and 10F.

The questions in these sections are asked to the best informed source of the household.

MODULE 11: Remittances from Previous Household Members

Direct source of information: The head of the household or the best informed member.

- Q1. Write down all people who currently are not members of the household according to this survey, but who, if present in the country or in the same town/village, would have been part of the household.
- Q7. It is important to learn in which year the person went there where he/she currently is.
- Q8. Attention. The year can be the same as in Q7, but it can be preceding if the person had been abroad earlier.
- Q12. When seeking the answer to this question, follow the instruction of question Q5 of section 5B.
- Q17. You are interested in the total sum of money sent over the past 12 months (including through acquaintances, other visitors, etc).
- Q21. The sum of money brought does not include funds transferred to a bank account, sent via acquaintances, relatives.

MODULE 12: Other income

The questions are asked to the head of the household or to the best informed member.

Attention. When recording information under **Q1** and **Q2**, explain that sums that are already registered should not be included (such as those under section 11).

MODULE 13: Consumption

Section 13A. Daily expenses

Respondents: The head of the household.

Direct source of information: The head of the household or the best informed member.

- Q3, Q4. We are asking about breakfast, lunch, dinner, soft drinks and alcohol, whose consumption happened outside home (in a cafeteria, at work, on foot).

Section 13B. Consumption and costs for foodstuff and drinks at home

Fill in this section **asking consecutively the questions about each product** from **Q1** to **Q10**.

- Q1. If there is no consumption, write '0' for the respective product. Since most probably there will be average monthly consumption of certain products of less than 1 kg, note down up to the second digit after the decimal separator, for example 'Spice 0.05 kg', 'Curds 0.01 kg',.
- Q2. Note down incurred costs up to the second digit after the decimal separator, for example 'Margarine BGN 1.20'
- Q7-Q9. In this question block, we would like to learn the share of home-made food in the consumption of certain products (not purchased on the market or received as aid from someone else).
- Q10. Here you have to record the value of foodstuff received in kind (that is for free) from relatives, friends, neighbours.

Section 13C. Expenses for nonfood goods and services

Here, just like in section 13B, we are interested in the expenses during the past 30 days as well as over the past 12 months.

If the household has not had expenses under **Q2** and **Q3**, note down '**0**'.

MODULE 14: Subjective beliefs

Respondents: The head of the household, and if not available – the next eldest member

Direct source of information: The same.

Unlike most questions in this questionnaire, the questions of Module 14 are not based on facts, but on subjective beliefs, attitudes, concepts.

Most probably some respondents will be tired and hence will be tempted to answer most often *'I don't know, I cannot say'*.

Try to let it happen rarely.

- Q3. By all means read the attached list of answers. Otherwise, the question may quite probably sound unclear, and the answer – not sufficiently accurate.
- Q4. Explain that this requires one's personal opinion, and it is not a test of one's knowledge of legislation.

- Q5. The purpose is to examine the idea of the fair ratio between the pension and the income on which it has been formed.
- Q8. Ask only for the age that the person has not reached.
- Example. If the respondent is 63 years of age, ask about his/her chances to continue working until he/she attains 70 and over years of age.
- Q10. Observe the same rule as in Q8.

THE INTERVIEWER'S OPINION

This final page is filled in after the end of the interview. You should present there your observations on the interview conducted by you, your assessment as to the degree of difficulty of the different modules for your respondents.

Note down the total duration of the interview in minutes as precisely as possible. In the final questions we expect you to identify the household's ethnic belonging.

Attention: All household, about whose belonging to the Roma or Turkish community you are "absolutely sure" or "more sure" about, will be used as a basis for the implementation of ethnic booster samples.

APPENDIX 1 – PROFESSION CODES

Specialist, technician and related employees

- 1 Researchers in physics and related technicians
- 2 Architects
- 3 Engineers and related technicians
- 4 Aircraft and ship officials
- 5 Researchers in humanities and related technicians
- 6 Doctors, dentists and related workers
- 7 Veterinaries and related workers
- 8 Statistics specialists, mathematicians and related technicians
- 9 Economists
- 11 Accountants
- 12 Legal advisors and legal specialists
- 13 Teachers
- 14 Religious officials
- 15 Writer, journalists and related writing specialists
- 16 Sculptors, artists, photographers and related arts workers
- 17 Composers and music artists
- 18 Athletes, sportsmen and related workers
- 19 Specialists, technicians and related workers not mentioned elsewhere.

Administrative and management employees

- 20 Legislative officials and government administrators
- 21 Leaders (managers)

Civil servants and related

- 30 Head civil servants
- 31 Government executive positions

- 32 Typists, secretaries
- 33 Administrative assistants, cashier and related positions
- 34 Computer operators
- 35 Management positions in transport and communications
- 36 Drivers of motor vehicles
- 37 Postal officials
- 38 Telephone and telegraph operators
- 39 Clerical positions not mentioned elsewhere

Positions in trade (sales)

- 40 Managers in wholesale and retail trade
- 41 Working owners (in wholesale and retail trade)
- 42 Sales and buyers supervisors
- 43 Sales technical agents and production agents
- 44 Insurance, real estate, business services agents
- 45 Sales agents serving stores and related positions
- 49 Sales positions not mentioned elsewhere

Employees in the service sector

- 50 Managers (foodstuff and rental dwellings)
- 51 Working owners (foodstuff and rental dwellings)
- 52 Butlers and other service supervisors
- 53 Cooks, waiters, bartenders and related workers
- 54 Chambermaids and other related

workers not mentioned elsewhere
55 Building service specialists, cleaning
workers and related positions
56 Laundry workers, dry cleaners, ironers
57 Hair dressers, barbers, beauticians and
related workers
58 Guard and security specialists
59 Service workers not mentioned
elsewhere

**Workers in agriculture, livestock
breeding, forestry, fisheries and
hunting**

60 Farm managers and supervisors
61 Farmers
62 Workers in agriculture and livestock
breeding
63 Forestry workers
64 Fishers, hunters and related workers

**Production and related workers,
transport vehicle operators and
Labourers**

70 Production supervisors and general
supervisors
71 Miners, quarry workers, drilling workers
and related positions
72 Metal processing workers
73 Timber processing workers
74 Workers in chemical processes and
related workers
75 Spinners, weavers, knitters, dyers and
related workers
76 Tanners, leather workers and related
workers
77 Workers in the food and beverage

industry
78 Tobacco producers and tobacco workers
79 Cutters, dress makers, tailors,
upholsterers and related workers
80 Shoemakers and leather products
makers
81 Cabinet makers and related carpenters
82 Stoner crushers and stone hewers
83 Locksmith, machinery operator, metal
cutting tools operators
84 Millwrights, installation workers and
matrix workers (excluding electricians)
85 Electricians, electronic workers and
related electricity specialists
86 Broadcasting stations operators, sound
recording studios and film show
specialists
87 Plumbers, welders, tinsmiths, fitters
and steel structure installation workers
88 Jewelers and precise metal processing
specialists
89 Glass blowers, potters and related
workers
90 Rubber production and plastic products
workers
91 Paper and paper products producers
92 Printers and related workers
93 Painters
94 Production workers not mentioned
elsewhere
95 Masons, plasterers and other
construction workers
96 Stationary units operators and related
workers
97 In-site transport operators, dockers,
loaders

98 Transport vehicle operators

99 Labourers not classified elsewhere.

APPENDIX 2 – INDUSTRY SECTOR CODES

Agriculture, forestry & fisheries

- 111 Agriculture
- 112 Livestock breeding
- 113 Forestry and timber industry
- 114 Fisheries
- 115 Hunting including with traps

Mining and quarry industry

- 211 Stone cutting
- 220 other mining activities

Processing industry

- 311 Meat production and processing
- 312 Dairy products
- 313 Fruit and vegetable processing
- 314 Fish products processing and canning
- 315 Mill industry
- 316 Bread production
- 317 Other food processing and canning activity
- 321 Distilleries
- 322 Breweries
- 323 Soft drinks production
- 331 Tobacco processing and tobacco industry
- 332 Textile industry
- 333 Rope industry
- 334 Dress-making and ready-to-wear clothes
- 335 Leather industry
- 336 Shoemaking industry
- 337 Sawmills and timber production
- 338 Craft production
- 339 Furniture production

- 340 Printing and publishing activity
- 341 Chemical industry, agrochemicals, medicines, etc
- 342 Soap and cosmetics production
- 343 Rubber and plastic products production
- 344 Brick industry
- 345 Cement industry
- 346 Metal structures production
- 347 Other production activities

Electricity, water supply and utilities

- 411 Electricity distribution
- 412 Water supply
- 413 Sanitary services – sewerage and waste collection
- 414 Other utilities

Construction

- 511 Construction of buildings – residential and public
- 512 Infrastructure construction – roads, bridges
- 513 Other construction

Wholesale and retail trade

- 611 Wholesale trade in fuel
- 612 Wholesale trade in agricultural products
- 613 Other wholesale trade
- 621 Trade in cars and car parts
- 622 Retail trade in furniture and furnishing
- 623 Retail trade in electric appliances and devices
- 624 Construction material dealers
- 625 Retail trade in food and beverage

626 Healthcare, personal hygiene
equipment and pharmaceutical
products
627 Petrol stations
628 Retail trade in clothes
629 Retail trade in shoes
630 Retail trade in office furniture and
stationery

631 Retail trade in second-hand goods
632 Other retail trade
641 Bars and restaurants
642 Hotels and recreation homes
643 Street trade in foodstuff

Transport and communications

711 Railway transport
712 Public transport with buses & minibuses
713 Intercity and village bus and minibus
transport
714 Taxi transport
715 Road transport
716 Motor vehicles leasing
717 Inland water transport
718 Air transport
719 Other types of transport
721 Packaging, forwarding and delivery
services
722 Storage and store management
731 Communications

Finance & Business

811 Banking
812 savings funds, credit institutions
813 Insurances

814 Real estate
815 Legal services
816 Accounting services
817 Engineers and architects
818 Advertising
819 Other business services

Social services and utilities

911 Administrator
912 Primary and basic schools
913 Colleges, universities and vocational
schools
914 Business schools, training in computers
and management
915 Technical and commercial schools
916 Other schools and training centres
917 Health services for patients, including
medical and dental offices
918 Medical and diagnostic laboratories
919 General and surgery hospitals
920 Research and scientific institutes
921 Veterinary clinics and animal care
centres
922 Other professional, scientific and
technical services
931 Other social care institutions
932 Business association
933 Religious organisation
934 Political organisation
935 Other civil organisation
941 Radio and TV broadcasting
942 Artist
943 Library / museum
944 Entertainment club
951 Electrical repair
952 Motor vehicle repair

- 953 Bicycle repair
- 954 Electronic devices maintenance and repair
- 955 Mechanical devices maintenance and repair
- 956 Ремонт на часовници
- 957 Personal and domestic appliances maintenance and repair
- 958 Laundry
- 959 Domestic servant at a private household
- 960 Security services, guard
- 961 Barber's & beauty salon
- 962 Photo studio
- 963 Funeral services
- 964 Other personal services
- 971 General Management
- 972 Legal and police activities