

**Bosnia and Herzegovina**

**Statistic  
Agency  
of  
Bosnia and Herzegovina**

**Statistic  
Institute  
of  
Federation of BiH**

**Statistic  
Institute  
of  
Republika Srpska**

# **Living Standard Measurement Survey (LSMS)**

## **Instruction on Data Collection and Survey Questionnaire Filling**

August 2001



# INTRODUCTION

In Bosnia and Herzegovina, social policy includes implementation of various programs and actions by ministries and institutions at the level of the State and its two Entities. The main objective to be achieved is the improvement of the population's living standards, particularly those groups that are most affected by the economic transition which the country is undergoing.

In this context, the Government, at the BiH (country) and Entity levels, with support and technical assistance from local and international organizations, initiated a number of surveys to provide information on the population's living conditions, with a particular focus on education, labor, health, household expenditures, and provision of basic services, etc. The aim of these surveys is to identify, understand and evaluate the impact of government policy on the population and to determine how to improve living conditions in the country.

The local organizations implementing this program are the three statistics institutions: the Statistics Agency of Bosnia and Herzegovina, the Statistics Institute of the Republika Srpska and the Statistics Institute of the Federation of Bosnia and Herzegovina. A comprehensive program of surveys is envisaged to be implemented over the next several years, with the initial focus on living standard measurement.

For this purpose, the complete material for the implementation of the Living Standard Measurement Survey (LSMS) Project has been prepared. LSMS is multi-topic survey, which will collect information on variables related to basic aspects of household welfare.



# Chapter 1: Objectives and Specific Features of LSMS Survey

## Objectives

The Living Standard Measurement Survey LSMS, in addition to collecting the information necessary to obtain a comprehensive as possible measure of the basic dimensions of household living standards, has three basic objectives, as follows:

1. To provide the public sector, government, the business community, scientific institutions, international donor organizations and social organizations with information on different indicators of the population's living conditions, as well as on available resources for satisfying basic needs.
2. To provide information for the evaluation of the results of different forms of government policy and programs developed with the aim to improve the population's living standard. The survey will enable the analysis of the relations between and among different aspects of living standards (housing, consumption, education, health, labor) at a given time, as well as within a household.
3. To provide key contributions for development of government's Poverty Reduction Strategy Paper, based on analyzed data.

## Specific Features of the LSMS Survey

The LSMS is characterized by the following methodological and technical features:

- It is a ***multi-topic*** survey, that compiles information on different aspects and dimensions of household welfare so as to allow the analysis of the factors that explain different levels of welfare of the society. Specifically, the objective here is not only to get information how many people are poor, but also to find out why they are poor.
- The LSMS compiles into one document (questionnaire) and for a given period of time, information on a set of key variables that describe each household's living standard, which enables the ***identification of factors that explain and determine welfare***.
- The LSMS is usually implemented on a smaller sample, to be able to focus more on the ***quality of data*** than their quantity. In order to ensure the collection of data of good quality, the survey is organized with ***intensive supervision*** of the process, control, monitoring and review of all levels and phases of data collection and data entry.

- Given the volume of information to be collected from each household, the survey, in the field, *is to be implemented in two parts (rounds)*. In each round, a part of the survey is to be implemented, i.e. data collected for a certain number of topics – modules.
- The LSMS is primarily interested in multi-topic research which tries to identify factors which explain why observed events happen, with the final objective of defining social policy and programs.

## Chapter 2: Organization and Structure of LSMS Program

Activities related to the preparation and development of LSMS Survey Project; field work organization; staff training; data collection from households; data entry and control; development of results and analysis of obtained data include different types of tasks, functions and staff.

These activities are directed and coordinated by the Management Board of the Statistic Agency of BiH, the management of two Entity Statistic Institutes and representatives of the international institutions involved in the LSMS Project.

**Survey Management Team**, comprising representatives of all three statistic institutions in the country, is implementing the main LSMS activities:

- Development of methodological and conceptual frame of the survey;
- Ensuring comprehensiveness of the survey and finalization of sample design;
- Development of necessary questionnaires, forms, instructions and manuals;
- Identification of best systems and methods of field work organization;
- Training of staff for data collection and data entry;
- Supervision and monitoring of field work including data entry phase;
- Providing coordination and support during data collection;
- Coordination for data entry, development and analysis of survey results; and
- Information dissemination within defined scope.

The **Basic data collection team** consists of a supervisor, interviewers and a data entry operator. Each team is provided with a vehicle and driver. Teams are supervised by and under the responsibility of the Survey Management Team, which, in accordance with its work plan, methodology and LSMS instruments, coordinates all activities of basic teams.

- **Team supervisors:** The person most responsible for data collection from households and the organization of the field work is the team supervisor. The supervisors' tasks are to organize the field work, guide and coordinate the interviewers' work, instruct interviewers and help them in resolving specific methodological and other problems they face during their work. The team supervisor is directly responsible for the work of basic team and supervises the members of the basic team.
- **Interviewers:** interviewers, who are going to be carefully selected and trained on the survey, both theoretically and practically, to be able to perform this important task properly, are responsible to collect information from household members.

- **Data entry persons:** Data entry phase is performed in the field by data entry persons. Data verification is also performed during the data collection phase. Data entry staff would, like interviewers and supervisors, be carefully selected and trained on the survey, both theoretically and practically.

## Chapter 3: Interviewer's Tasks and Obligations

**Interviewers**, who successfully complete training course, would sign service contract with UNDP (United Nations Development Program), which define their status and obligations within LSMS survey. Interviewers would be provided with training course, material and resources to get to the place of their work. Besides they would have accreditations and be included into working group.

Data collection would last two months. All participants would have to make themselves available during this period and to have their personal belongings necessary to ensure smooth work.

**Interviewers** would be responsible to locate selected housing units, to interview designated persons in order to get information from all households within housing unit and from all household members in line with norms, procedures and instructions contained in this manual. Interviewers' work, is with no doubt, one of the most important work in this survey. Coverage, quality and accuracy of information mainly depends on whether the interviewer does his/her job well and is responsible and cooperative.

**Interviewer** is responsible for filling questionnaire for all households in selected housing units. Interviewer's tasks, functions and obligations cannot be delegated to another person.

Interviewers, being important participants of the survey of high significance for the country, should behave in line with the following norms and rules.

For the purpose of LSMS survey, the term selected household, hereinafter, means all households in selected housing unit.

### I Interviewer's Tasks

1. To participate actively in and to complete training course.

2. To study carefully Manual and other instructions in order to understand them fully.
3. To comply with instructions and recommendations contained in the Manual and any instruction given by persons responsible of the survey, including the supervisor and Survey Management Team.
4. To carry out interviews through personal visits to households to interview each individual as it is specified in certain modules, and that way to collect directly information. (Do not forget that interviewer's task cannot be delegated or transferred to anybody else.
5. To complete interview with all household members. To visit household as many times as necessary, in order to find direct respondent, to correct inaccurate or to complete incomplete information. **Remember:** interviewer is, by the contract, obliged to make him/herself fully available for work in LSMS, thus he/she must be available for carrying out the survey at any time respondent specifies as the most convenient for him/her: weekend, holidays, evenings, etc.
6. During the interview to behave professionally and formally in accordance with the important work he/she performs.
7. To visit households in decent and professional outfit, having in mind that it is an important aspect for ensuring cooperation from the household and good quality data.
8. To come to work on time according to supervisor's instructions.
9. To make him/herself available at time he/she is needed during the survey implementation.
10. To complete given assignment and to fulfill norm. To hand over to the supervisor all filled questionnaires with properly entered obtained information, every day.
11. To perform all scheduled interviews at time they are planned. In case when it is not possible to interview any of selected households, interviewer should inform thereon his/her supervisor, who would make decision on necessary changes in accordance with envisaged procedures. Remember that the interviewer is not allowed to select on his/her own replacement housing unit for interview.

## **II What the Interviewer must NOT do:**

1. Work of the interviewer is individual and cannot be transferred to anybody else. In another words, no one else can do the interviewer's work.

2. No one involved in the survey (interviewer, supervisor, data entry operator) can be engaged in any other job during the survey. Work on the survey is full-time job through out the duration of the survey.
3. The interviewer is not allowed to amend any information obtained from the respondent.
4. The interviewer must not disclose, repeat or comment information obtained from the respondent, nor show completed questionnaire to any other person but his/her supervisor or other project staff. Remember that information given by the respondent is *confidential*.
5. Do not bring anybody who is not work team member during interviews with respondents.
6. Do not make any pressure to respondents, nor stimulate them to answer by giving false promises or offers.
7. All collected information must be handed over to the supervisor without any amendments or destruction.

### **III Material for the Interviewers:**

Documents and material, which the interviewer would need for his/work, would be given to him/her by the supervisor at the beginning of the work.

It includes:

- ID card provided by Entity Statistic Institute.
- A map of the area where interviews would take place.
- List and addresses of housing units in which households are to be interviewed.
- Letter for head of the household, requesting cooperation.
- LSMS questionnaire
- Instruction manual
- Auxiliary forms
- Stationary needed for work.

Do not forget to bring Interviewer Manual and to consult it or talk to your supervisor in case of any problem in order to come to a quick and correct solution.

## **Maps**

Before starting household interviews, the interviewer should, together with his/her supervisor, familiarize him/herself with selected enumeration areas and exact location of the selected housing units. To that end, the interviewer should study maps of all enumeration areas together with the list of housing units.

The interviewer should understand well distribution of the sample (selected households) their mutual relations, roads and other communications in order to be able to plan his/her work.

The interviewer would be given the following material:

- Drawing of the selected area, with located settlements, and with all physical infrastructure, streets with all buildings, including housing units.
- List of housing units corresponding to each part of the sector, with information on each unit: street, number, floor, name of the head of the household, and any additional information to ensure easy identification of the household. Household from the list which should be interviewed would be highlighted.

## **Flow of material and reports**

The interviewer would hand over to his/her supervisor properly filled questionnaires and detailed report, in the required format, on completed field work, which would include:

1. Summary of results of conducted interviews: number of filled questionnaires, list of housing units which could not be located, which are not populated, or which have partly or completely refused (and at which stage) cooperation. The same report should include number of used replacements approved by the supervisor from the list of replacement.
2. Any issue or problem faced in the field, e.g. in terms of maps, household identification, incomplete questionnaires, respondents behavior and opinion, scheduled subsequent visits, absent household members, etc. in order to resolve problems in the field.
3. Any other observation for which the interviewer thinks that the supervisor should be informed about for the sake of successful work.

The report is to be produced in the particular forms designed for that.

## Chapter 4: Survey Methodology and Procedures

This chapter describes and explains in a comprehensive manner the methodology used in Living Standard Measurement Surveys, techniques, strategies, procedures and norms to be followed for proper implementation of LSMS.

### I Instruments:

LSMS collects information through two types of instruments: *household questionnaire and price questionnaire*.

*Household questionnaire* includes variables on the housing unit in which household lives, the household itself as social unit, as well as all household members. It also includes number of questions on family enterprise and agricultural business. The questionnaire consists of 13 modules, with variables on different topics, which are grouped and organized in order. It is interviewer's responsibility to fill this questionnaire.

As a supplement, *price questionnaire* groups variables on prices in the enumeration area to enable living costs adjustment in terms of area. It is supervisor's task to fill this questionnaire.

### II Data Collection Strategy

In order to collect data in most efficient way, several strategies have been developed.

1. **Two rounds:** Taking into account volume of information to be collected, main data collection strategy is to fill household questionnaire through two rounds. The first round would include Modules 1-10, and the second one Modules 11-13.

Round	Module	Topic
1	Module 1	Roster
1	Module 2	Housing
1	Module 3	Education
1	Module 4	Health
1	Module 5	Labor
1	Module 6	Credit
1	Module 7	Vouchers
1	Module 8	Migration
1	Module 9	Social Assistance
1	Module 10	End of First Visit

2	Module 11	Consumption
2	Module 12	Non-agricultural Business
2	Module 13	Agricultural Business

2. **Different number of visits per round:** In each of two round, questionnaire modules can be filled during one or more visits, depending on the level of cooperation from the household, household size, time and availability of direct respondent at the time of interview.

In case that certain household members are not at home, the interviewer would schedule another visit to the same household when that person is expected to be at home and available for interview. That another visit should be scheduled during the period when it is envisaged that the interviewer would be in that area.

3. **Direct respondents:** In this survey, unlike most other surveys, we work with direct respondents. Unlike other surveys, LSMS *does not take* head of household or his/her spouse as the only respondent who answers on behalf of all household members. Instead, in LSMS, each person over 10 should respond directly to the interviewer for him/herself. For children under 10, parent or care giver is respondent. The only exception for persons over 10, when other household members can responds instead, is in case when such person is not going to be at home during the whole period when the interviewer is in that area, or the person is in poor health condition and cannot answer. In such cases, upon consultation with the supervisor and obtaining supervisor's approval, the interviewer can ask the most knowledgeable person to answer instead of such person.

In order to collect information directly from each household member, interviewers should visit household as many times as necessary to get information from each individual member. Compliance with these procedures would ensure quality, reliability and accuracy of collected and in the questionnaire entered data.

1. **Interval between two rounds:** The interval between two rounds has three purposes. First, it provides certain reference period with a purpose to increase quality of data on expenditures given by the household as they remember them. Second, it shortens the time interviewer needs to spend in the household per visit, which lowers risk of respondent become tired which could have numerous negative consequences (random answers, confusion, ineffective interview). Third reason for leaving certain interval between two rounds is to enable data entry and control. See next point.
2. **Data entry and correction of inconsistencies:** During the period between two rounds, data from the first round would be entered and checked for consistency and completeness. Information would be revealed on any inconsistency, error or omissions, and supervisor would inform the interviewer on all such corrections which are to be made **during** the

second round. This system enables data correction by the ones who are most competent to do it: respondents who gave original answer, themselves.

3. **Organization of work:** In order to enable implementation of this methodology, workload by interviewer per certain period of time is to be defined. The interviewer is responsible to complete such work during the given time.

### III Interview Technique

The following instructions are focused on the form and procedures for carrying out the interview in order to ensure this activity to be performed in adequate and appropriate manner.

It is important to emphasize the need for all staff to fully understand the questionnaire, as well as the manual with the instructions and maps: these are crucial elements for successful survey and obtaining accurate results.

Keep in mind that the households to be interviewed could have different cultural background and different reactions, attitudes and behavior in terms of the survey. The interviewer would have to interact with households of different structure, social and economic status, different level of education, employment status, habits, religion, etc. It means that the interviewer should have to develop significant capability of understanding and communication in order to be able to establish good relation with different persons, and that way to achieve success in different situations which he/she could face during the survey, particularly difficult ones. Besides above mentioned, the interviewer must establish confidence with the respondent, which would enable him/her to get reliable and positive survey results.

1. **Access to information:** The moment when the interviewer and respondent meet first time is crucial for interview success. Thus, first impression is important, interviewer's appearance; his/her attitude at the very beginning and what he/she says is crucial for further work. Interviewers should be properly and professionally dressed for their work.

Once selected households are located, the interviewer should ask to talk to the head of the household (or his/her spouse) of each of the household living in the housing unit. He/she should kindly and friendly greet the person, introduce him/herself and hand over introduction letter. Then the interviewer should explain briefly and concisely the purpose of the survey, importance of the project and the need for cooperation by all

household members in carrying out Living Standard Measurement Survey in Bosnia and Herzegovina.

To inform person in charge in the household that the survey is implemented over two rounds with two weeks interval between them. To ensure household's agreement to cooperate for the purpose of the survey two times, emphasising the need for the break between the rounds, so that the person in charge of household expenditures can precisely remember all expenditures in that period. Also, to inform the person that the survey would be carried out in form of direct interviews with all household members over 10, and that parent or care giver should respond for younger ones.

To ensure household's agreement to participate in both rounds. If it is difficult to get such agreement, inform his/her supervisor who should make decision whether to continue the survey in the second round.

The later solution requires presence of another respondent, who would be kind enough to answer questions asked.

One of the ways how the interviewer could introduce him/herself, is the following:

*“Good morning/afternoon, I work for Statistic Institute (of FBiH/RS), which is implementing Living Standard Measurement Survey in the Entity and BiH. Your cooperation and answers would be extremely important since they reflect status of many of our citizens who live in similar conditions. I would appreciate if you and your household members participated in this survey, answering to a group of questions on different topics. We would ask for your cooperation in two rounds, this time I would ask you about your household and services you receive, as well as about individual members of your household, and next time, which would be in two weeks, I would ask you about your expenditures on food, as well as your family’s enterprise and agricultural activity.”*

It is important that the interviewer has friendly attitude towards the respondent with self-confidence. If the interviewer gives impression of nervous or insecure, he/she would not provide enough confidence to the respondent in order to obtain necessary cooperation, participation and attention by the respondent.

Always to try to maintain the same mood throughout the interview: if the interviewer for any reason gets tired or disturbed, make few minutes break before the interview and calm down, and start usual work only then.

2. **Communication:** Communication is to be established after the interviewer introduce him/herself, explain that this is the survey implemented throughout the country, and explain the importance of respondent’s cooperation for those who would analyze options for addressing existing problems in the country, until the interviewer becomes ready to start filling the questionnaire. During this short period, the interviewer must explain the purposes of the survey, and **emphasize that collected data are**

**confidential.** The latter is crucial to avoid any fear of misuse of the answers given. All data would be used for statistic purposes, and the data which identify in any way any person or any household would not be used.

Keep in mind that at the beginning of the interview, level of attention, communication, confidence, participation and data provision is low. Interviewer's task is to increase gradually respondent's attention and interest and to maintain it at highest possible level throughout the interview. Rhythm of the survey, tone of questions, adequate speed in question formulation, dynamics of the interview itself, knowledge about the questions and their order are all factors that determine success of the interview. If the interviewer reads questions with monotonous or nervous voice, or without any rhythm, obtained information are likely to be of poor quality and the respondent would not be interested to answer.

The interviewer should not give impression that he/she considers him/herself an important person because of the assignment he/she performs on behalf of the government institution. He/she should be open, friendly and decisive, show that he/she is an experienced person. He/she should not be authoritative or aggressive. Best communication can be established when the respondent sees that the interviewer is honest and up to his task.

3. **Interview:** When the interview starts, to try to comply continuously with the following instructions:

- Plan sufficient time for the interview,
- Behave appropriately throughout the interview,
- Do not give any information about which we are not sure, it is better seem uninformed, but honest. To avoid any conversation or attitude which could lead to a discussion or argument with the respondent. Limit the conversation to the survey topics only.
- Give neither promises nor offer anything as an incentive for the respondent to participate in the survey,
- To the extent possible, try to avoid interview in the presence of a person who is not household member; the respondent could give different persons in presence of another person,
- Do not show to be surprised by any answer given by the respondent, either by the tone of your voice or mimics,
- Comply strictly with the order and format while asking questions from the questionnaire. In other words, comply strictly with instructions given. Any modification could jeopardize uniformity of information.

- Read questions without making any pressure to the respondent in any way. Never say something like: "You worked last week, right?". Never assume that you know answer in advance.
- In terms of the rhythm of the interview, keep in mind that the interview consists of questions, answers, moment of silence and breaks. Read questions trying to keep the same rhythm all the time, leave the respondent time to think about the answer. The interviewer must assess the level of respondent's understanding: question reading speed would depend on this. Besides the interviewer must pronounce clearly every single word he/she reads.
- Read obligatory questions literary as they are written in the questionnaire (without any modification). In case that the respondent does not understand it, read it again. If the respondent does not understand it after second reading, explain carefully to him/her the purpose of the question, taking care not to amend in any way original meaning of the question and without any influence on the answer.
- Leave to the respondent time necessary to answer the question. Try to ensure that respondent does not amend the meaning of the question. Do it in a friendly way: experience will show which are best ways to achieve this,
- At the end of the interview, check carefully the questionnaire to make sure that no answer is missed or entered in wrong box. If there is any, take advantage of the respondent's presence to correct it. Keep in mind, that the supervisor would check the questionnaire once again, thus the interviewer would, in case of missed or wrong entered answers, have to go back to the household to correct errors,
- To complete the interview thanking for received information: be kind. Try to make good impression during the first visit to the household, keep in mind that you would have to come again to the same household,
- Do not offer copies of the questionnaire or any other material or anything else, what the interviewer is not authorized to distribute,
- Leave the household thanking to all the respondents for cooperation in the survey, time and efforts they invested.

**Remember** – the interviewer’s work should mainly consist from:

Reading verbatim questions from the questionnaire to the respondent, exactly as they are written in the questionnaire, following determined order in a way that the respondent can understand them and answer easily.

Careful listening and entering answers exactly as given by the respondent, complying with defined procedures (offered and entered code, format of boxes for data entry, etc.)

4. **Concepts and main definitions:** In order to manage the survey properly, a list of key terms have been established, which should help interviewers in carrying out their work. Detailed definitions are provided in relevant Chapters on individual Modules.
  - **Population:** group of units or elements which make whole. That could be all the people in a country or an entity, all housing units, all household, etc.
  - **Sample:** a part of population representing whole population. Sample selection is a subject of statistical methods that take into account characteristics of both whole population and individual members of population.
  - **Direct interview:** Procedure by which information on certain person is collected directly from such person. The person giving information on him/herself is “direct respondent”.
  - **Reference period:** Period about which the respondent is asked questions. The survey uses different reference period depending on type of required information, respondent’s ability to remember and objectives of each topic to be analyzed.
  - **Housing unit:** it is a location with walls and roof, which is structurally separated from other housing units by separate entrance, populated and intended to be populated and populated by one or more persons (households). Even if the structure originally had not been intended for housing, but it is populated, it should be considered housing unit, irrespectively of material of which it is build and type of construction. Housing unit could be house, apartment, one or more rooms, cottage, log-cabin or any other facility refugees use for accommodation.

In buildings there is often more than one housing unit, it is important that they meet criterion of having separate entrance.

- **Housing units** inhabited by people who use them jointly for different reasons: health, disciplinary, educational, religious, etc, such as hotels, residences, prisons, hospitals, convents, boarding schools, are not included in LSMS sample.
- **Individual housing units**: are intended for accommodation of one or more households, groups of people or individuals.
- **Household** is social unit consisting of one or more persons who use joint accommodation and food. In another words, a household is a group of people who normally live in the same housing unit or its part (“live under the same roof”), who are or are not related and who eat together (“eat from the same pot”).
- **Home servants and tenants who eat with the household and pay for that**: They are considered separate households and should be interviewed as such. The only exceptions are students who pay accommodation and food – they are considered neither household members no separate household. They would be covered by the household from which they come.
- **Head of the household**: is a person defined as such for the purpose of the survey, irrespectively of reason (the oldest by age, decision maker in the household, a person who earns income, based on tradition, etc.).
- **Guest**: a person who use joint accommodation and food free of charge together with household members. Guest who stays longer than three months is considered household member.
- **Tenant who does not eat with the household**: a person who pays for accommodation in a part of a housing unit but eats on his/her own. Such tenant is considered a separate household. He/she should be interviewed as separate household.
- **Students who study in another town**, but they are supported by the household are treated as household members, although they more than six months absent.
- **Home servant** is anybody who works for the household and is paid for that in cash or in kind (cooks, takes care of children, takes care of garden, cleans house, etc.) whether such person lives or not in the same housing unit. If such person lives in the same housing unit, he/she is considered a separate household and should be interviewed as such. If such person lives outside that housing unit, they will be covered by the survey only if their respective housing unit is selected.
- **Household members**: Anybody who meets the following criteria:

Members	Non-members
Person present at the moment of interview, if that is the place where	Person absent from the household longer than 9 months (including ones serving

he/she spends majority of his/her time	military service, in prison, religious service, etc.)
Person absent at the moment of interview, if he/she is absent less than three months during the previous 12 months.	Paid home servants.
Guests or other persons who live in the household longer than three months during the previous 12 months.	Those ones who live elsewhere, visitors or tourists who are in the housing unit less than three months.
	Tenants who eat and who do not eat with the household.
Newborn babies irrespectively of duration of their stay in the household as well as head of the household.	Those who eat in the household but live elsewhere or live in the housing unit but eat elsewhere.
Students who are absent longer than nine months but are supported by household members.	Students who pay accommodation and food to the household.

5. **Organization of the questionnaire.** In order to maintain respondent's attention, to achieve good rhythm of the interview, get information in a such form which facilitates questionnaire filling, the questionnaire is designed with specific structure and order by which the topic on which questions are asked, are organized.

The questions in the questionnaire are organized into Modules which are ordered in sequences one after another, and each Module is on one of the surveyed topics.

Then, each Module is organized into parts, with questions on certain persons and topics organized in sequences.

Interview must be carried out exactly by order defined in the questionnaire. The following Table provides list of Modules and their parts. Detailed information on each module can be found in the other part of the Manual.

Module/part	Topic	Respondent
Cover page	Household identification	Interviewer
Control sheet		Interviewer and Supervisor
Price questionnaire		
Part A:	Sales point identification	Supervisor
Part B:	Prices of the selected commodities	Supervisor
	First round and second round	Interviewer
Module 1	Roster of household members	
	Demographic information	Head of the household or his/her spouse
Module 2	Housing	

Part A	Primary housing unit: Description	Head of the household or his/her spouse
Part B1	Primary housing unit: Ownership, costs	Head of the household or his/her spouse
Part B2	Secondary housing unit: Ownership	
Part C	Durable goods	Head of the household or his/her spouse
<b>Module 3</b>	<b>Education</b>	
Part A	Child care and kindergarten	Parents for children from 0-7
Part B	General education	Parents for children from 0-7, persons over 10
<b>Module 4</b>	<b>Health</b>	
Part A	Health care use	Parents for children < =15, all persons > 15
Part B	Self-reported health condition	Persons of 17 and over
<b>Module 5</b>	<b>Labor</b>	All persons of 15 and over
<b>Module 6</b>	<b>Credit</b>	All persons of 15 and over
<b>Module 7</b>	<b>Vouchers</b>	All persons, parents for children from 0-10
<b>Module 8</b>	<b>Migration</b>	All persons of 15 and over
<b>Module 9</b>	<b>Social assistance</b>	All persons, parents for children from 0-10
<b>Module 10</b>	<b>End of first visit</b>	Head of the household or spouse
<b>Module 11</b>	<b>Consumption</b>	
Part A	Selected daily expenses	Most knowledgeable person
Part B1	Food consumption	Most knowledgeable person
Part B2	Fruit and vegetable consumption	Most knowledgeable person
Part C1	Monthly expensed – non-food products	Most knowledgeable person
Part C2	Annual expenses – non-food expenses	Most knowledgeable person
<b>Module 12</b>	<b>Non-agricultural enterprise</b>	
Part A	Establishment of non-agric. Enterprise	Owner/most knowledgeable person
Part B	General information	" "
Part C	Employment	" "
Part D	Revenues and work schedule	" "
Part E	Input costs	" "
Part F	Business assets	" "
Part G	Business problems	" "
<b>Module 13</b>	<b>Agriculture</b>	
Part A1	Land use	Owner/most knowledgeable person
Part A2	Owned unused land	" "
Part B1	Forestland use	" "
Part B2	Crop production and use	" "
Part C1	Inputs: Seeds and seedlings	" "
Part C2	Inputs: Fertilizer and pesticides	" "
Part C3	Inputs: Fuel	" "
Part C4	Inputs: Labor	

Part C5	Machinery lease	
Part D1	Livestock	" "
Part D2	Animal feed	" "
Part E	Capital assets on the farm	" "

- 6. Type of information:** LSMS questionnaire requires different types of information depending on the topic which is to be analyzed, age, and level of details and accuracy of required information. In all cases, the interviewer asks for **DIRECT RESPONDENT**

In case of persons older than 10, such person is direct respondent. The only exception is for children from 10-15 for health and education sections when parent needs to be present.

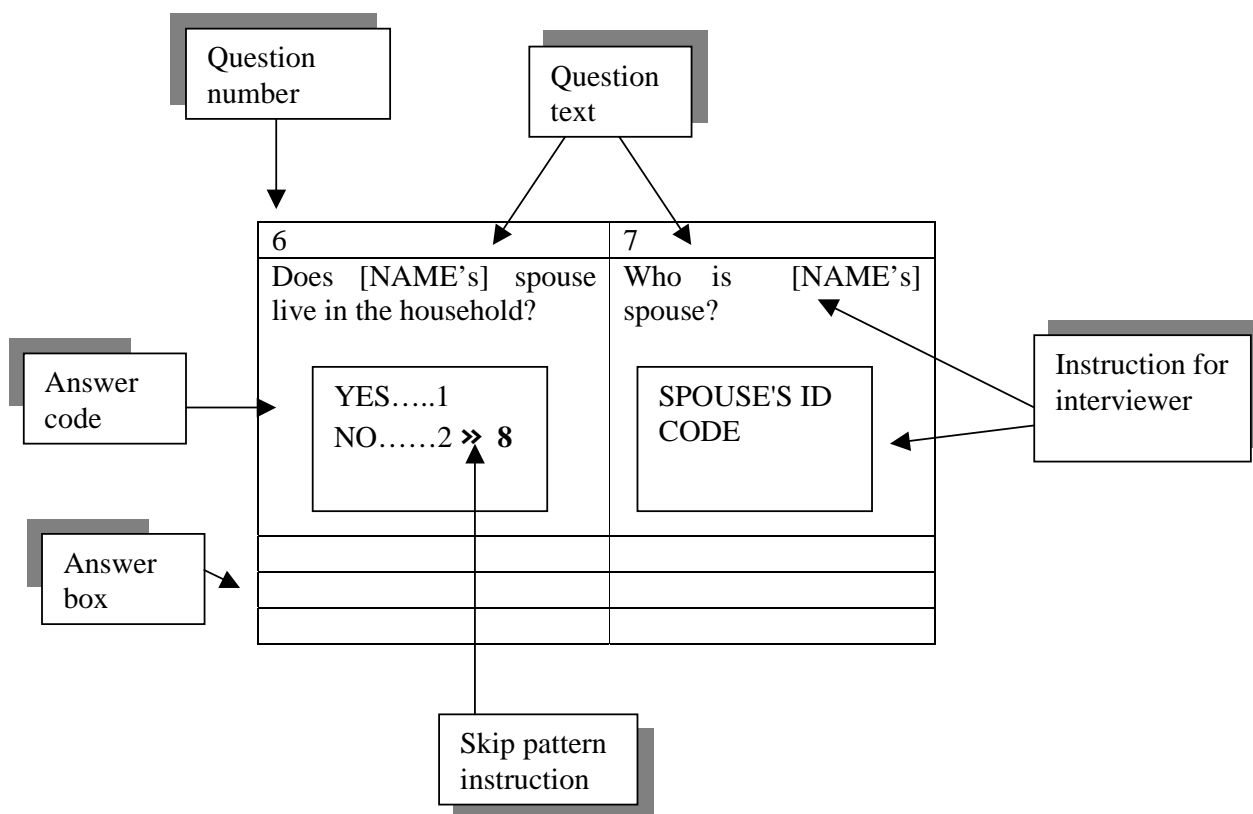
In case of children of less than 10, the best respondent is person from the household which knows most about the children. This is usually parent or care giver.

Besides in sections on specific topics, such as consumption, agriculture and family business, direct respondent is person who is most knowledgeable about this subject (enterprise owner, person who does farming, person in the household in charge of supply, etc.).

See previous Table for information on the most suitable respondent for each Module of the questionnaire.

- 7. Questionnaire filling:** The questionnaire includes different elements:

- **Question:** it is to be literarily read to the respondent based on which information required in the survey is obtained. Each question is numbered.
- **Answer modality or core:** these are possible answers, the interviewer selects answer code which is closest to the respondent's answer. (Pay attention that in many questions there are not offered modalities, but measure units to be used in the answer (year, KM, kg, etc.)).
- **Answer box:** it is a place envisaged to enter given answer
- **Instruction for interviewer:** these are printed in CAPITAL letters, which facilitates survey implementation.
- **Skip patterns:** Questions are normally asked in order one after another. However, in some cases given answer defines which question to ask next, or which question is to be skipped. Questionnaire uses certain marks which show which question is to be skipped.



8. **Question types:** There are two types of questions used in LSMS questionnaire:

- **Closed questions a) both question text and question code are read:** for this type of questions the interviewer must literally read both question and, slowly, one by one, list of offered codes. In such questions both question and code are printed in small letters.
- **b) only question text is read:** for this type of questions, the interviewer reads only the text of the question, waits for the answer and then selects corresponding code and enters it. In this type of questions, question text is printed in small letters and question codes are printed in CAPITAL letters.
- **Open questions:** for this type of questions, the interviewer reads only question text and then enters answer *exactly* as given by the respondent. For such questions there are no offered answers, and the interviewer enters either words or numbers depending on the question and answer. "Respondent's name" is an example of open question where the interviewer enters words.

9. **Note for the interviewer**

Anything printed in CAPITAL letters presents instruction for the interviewer and should not be read loudly. CAPITAL letters are used in three cases:

- **Instructions for interviewer:** these are instructions for the interviewer on how to ask question, how to enter data, what to do after the answer is given.

**Example:** As it could be seen in the question 26 below, whole question is printed in small letters. It means that the interviewer reads whole question exactly as it is written. Pay attention that the answer should be presented in Convertible Marks, abbreviation KM is printed in CAPITAL letters: it presents help to the interviewer and should not be read loudly.

26
How much did this person contribute to cover costs of your education during last 12 months?
KM

**Example:** Unlike the question 26, whole text of the question 45 is printed in CAPITAL letters. This question should not be read loudly – this is an instruction for the interviewer and the interviewer has to do what he/she is requested and then to move to the next question which requires information from the respondent.

I T E M	45	
	[INTERVIEWER: LIST ALL ITEMS IDENTIFIED IN QUESTION 44, THEN ASK QUESTION 46 AND 47 FOR EACH OF THEM.] ENTER DESCRIPTION ONLY OF ITEMS WHICH ARE MORE THAN ONE PIECE, FOR OTHER ENTER ONLY CODE	
	ITEM DESCRIPTION	CODE
1		
2		

- **Brackets and capital letters:** it means that the interviewer has to replace the word in the brackets by another word, when he/she asks the question. In certain sections of the questionnaire, the word “name” is often written in brackets [NAME]. In such cases this work should be replaced by actual name of the person interviewed at that moment. In another words instead asking “Does [NAME] go to kindergarten?”, the interviewer would ask: “Does Zeljka go to kindergarten?”. The purpose of this question is to ensure that both the interviewer and the respondent are sure whom it is about. The same method is used for list of commodities, crops, food products, etc.

**Example:** As it is shown in question 2, the word crop is written in capital letters in brackets. It means that the word ‘crop’ should be replaced by the name of specific crop from the list below that question. Which means, when this question is asked first time it would read: “Did you grow spinach during 2000/2001 agriculture season?”

When it is asked second time it would read: “Did you grew lettuce during 2000/2001 agriculture season?”

	2
	Did you grow [CROP] during 2000/2001 agricultural season?  YES....1 NO.....2>>NEXT CROP

1	Spinach	
2	Lettuce	
3	Other leafy vegetable	
4	Malone	
..		

- **Preventing influence on the answer:** In question where an opinion is requested, answer modalities are often written in capital letters (that is the other type of closed question). It means that the interviewer does not read answer modalities and waits for the respondent to answer him/herself. (In other question modalities are written in small letters and interviewer should read them loudly)

**Example:** In this case we want to make sure that respondent gives main reason why he/she does not intend to continue education. If the interviewer started reading answer modalities, the respondent might agree with some other modality. But the reason 14 might be main reason why he/she does not intend to continue education.

28
Why are you not going to continue education?
COMPLETED.....1
TOO EXPENSIVE.....2
NOT INTERESTED.....3
AGRIC. WORKS .....4
OTHER WORK.....5
SCHOOL TOO FAR.....6
NO TEACHER.....7
NO TEACHING MATERIAL .....8
SCHOOL CLOSED.....9
ILLNESS.....10
DISPLACED.....11
SECURITY .....12
HARASSMENT.....13
LANGUAGE.....14
OTHER.....15
>> NEXT MODULE

10. **Skip pattern.** In order to maintain logical sequence of filling questionnaire a system of skip patterns, which enables interviewer to follow course of the interview

depending on received answers from the respondent, has been developed. Depending on the answer given by the respondent some questions would be asked, another would be skipped. In order to ensure this, the questionnaire is to be filled in order moving forward and properly following skip patterns. It helps interviewer to carry out interview without going back and forth and checking previous answers.

Questionnaire is to be filled, in order question by question, except in cases of special instruction, every body is to be asked question 1, then question 2, 3 etc.

But, not all respondents should answer all the questions. For example, if person is not employed, he/she should not be asked about his/her job- such questions would be inappropriate. Besides, it would make interview longer and annoy the respondent. For these reasons, the questionnaire includes clear skip patterns, which indicate to the interviewer, which person should not be asked which questions, depending on the answer to previous question.

There are numerous instructions for skipping questions and moving to another part of the questionnaire in the most efficient and logical way. Examples of such questions are given below: since they present key component of the questionnaire, their proper understanding would have significant impact on the quality of the answers and duration of the interview.

The following signs are used to identify skip patterns:

- If there is no any sign, then all the respondents are asked the next question, irrespectively of their answer to the previous question.

Example: If there is no skip pattern, irrespectively of 'yes' or 'no' answer to this question, the respondent should be asked the following question 4.

3
Do you have health insurance?
YES.....1
NO.....2


- If there is double arrow **>>**, followed by number **>>8**, it means that the interviewer should move directly to the question under that number, in this particular case question number 8.

**Example:** If person answer question number 5 that he/she is single, skip pattern indicates that questions 6 and 7 are to be skipped and to ask question 8. If person, on the contrary answers, that he/she lives in legal marriage or out of wedlock with somebody, then the next question this person is to be asked is question number 6 (no skip pattern sing next to this modality).

5	7	7	8	9	10	11
What is [NAME's] current marital status?	Does [NAME's] spouse live in the household?	Who is [NAME's] spouse?	Was [NAME] absent during last 12 months?	How many months during the last 12 months was [NAME] absent?	What is the reason of absence?	HOUSEHOLD MEMBER? CHECK ABOVE CRITERIA
<div>Single.....1»8</div> <div>Legally married.....2</div> <div>Living together, not legally married.....3</div> <div>Widow/er.....4»8</div> <div>Divorced or separated.....5»8</div>	<div>Yes..1</div> <div>No..2»8</div>	<div>ENTER SPOUSES ID CODE</div>	<div>Yes..1</div> <div>No..2»11</div>		<div>Military service..1</div> <div>Education...2</div> <div>Prison.....3</div> <div>Work abroad..4</div> <div>Stay in hospital.....5</div> <div>Other.....6</div>	<div>Yes..1</div> <div>No...2</div> <div>&gt;&gt;NEXT PERSON IF LAST COLUMN &gt;&gt; A</div>
		ID CODE		MONTHS		

- Sometimes all persons asked certain question skip to another question or Module. In that case instruction in the box is printed in capital letters.

Example: Question 29, everybody who answers this question goes directly to the next module irrespectively of their answer.

28
Why are you not going to continue education?
<div>COMPLETED.....1</div> <div>TOO EXPENSIVE.....2</div> <div>NOT INTERESTED.....3</div> <div>AGRIC. WORKS .....4</div> <div>OTHER WORK.....5</div> <div>SCHOOL TOO FAR.....6</div> <div>NO TEACHER.....7</div> <div>NO TEACHING MATERIAL .....8</div> <div>SCHOOL CLOSED.....9</div> <div>ILLNESS.....10</div> <div>DISPLACED.....11</div> <div>SECURITY .....12</div> <div>HARASSMENT.....13</div> <div>LANGUAGE.....14</div> <div>OTHER.....15</div>
>> NEXT MODULE

12. **Types of data to be entered:** There are two types of data to be recorded based on the information *direct and transcript*.

**Direct:** Direct one is when the interviewer needs to enter verbatim what the respondent says. It could be numerical data (quantity or price) or textual data (respondent's name, employment sector).

**Transcript:** It is when there are predetermined codes for expected different answers. The interviewer should identify corresponding code and enter it in the relevant box.

In order to avoid errors in transcript the interviewer must be particularly careful, taking due care to enter data in the box envisaged for the interviewed person. Since answer box envisaged for interviewed person is distant from person's ID and distant from the place where question text and modality are located, the interviewer must take care to make proper entry.

The purpose of shadowed rows is to facilitate this and to separate rows belonging to different household members which are interviewed.

### 13. Measure Units

For all question when the respondent is asked to specify certain quantity, amount, frequency, different measure units are offered (e.g. kilogram-tone, month-year, meter-kilometer, etc.) among which the respondent can choose the most suitable measure unit to him/her, and which is easiest for him/her to give answer to required question. The respondent can choose, within the same answer, to give answers for different items in different measure units (e.g. seed use for different crops could be expressed in different measure units).

Interviewer should inform household or household member who responds on all envisaged measure units in which the answer could be given, by reading them from the form.

After the interviewer asks, household or individual first chooses measure unit in which they want to answer, and then give answer on quantity, amount or frequency. The interviewer enters measure unit code in the corresponding column, and after that the amount, quantity or frequency.

The interviewer enters data on such measure unit as the respondent says and does not do any conversion. All necessary conversions would be done by computers during data entry or survey analysis process. Questions would be answered either by whole numbers or by decimal numbers. Decimal is to be separated from the whole number by comma (,).

#### **14. Lack of Information**

When the respondent for any reason gives no answer to the asked question, the interviewer should do one of the following:

1. the respondent does not want to answer asked question, the interviewer enters «DW» for 'doesn't want' in the relevant box;
2. the respondent does not know or cannot remember the answer, the interviewer enters «DK» for 'doesn't know' in the relevant box.

The interviewer should use options 1 and 2 only if all the other options for obtaining envisaged answers are exhausted.

#### **15. Entering «0» as an Answer**

If the question is about quantity (e.g. number of days, hectares, value, KM, etc.) zero is correct answer and should be always entered if the respondent gives such an answer.

If the question contains categories, rather than value, zero is not valid answer. The interviewer should enter number, or in case of no answer «DW» or «DK».

In case there are more answers offered for asked question, and the respondent gives only one answer, the interviewer should enter hyphen (-) in the other columns, to indicate that only one answer was given.

#### **16. Correcting Errors in the Questionnaire**

The questionnaire is to be filled by pen. In case of error, to strikethrough the data so to be able to see stricken though content and enter correct answer in the same box.

The following Chapters provide instruction for filling Modules 1 – 13.

# Chapter 5: Instruction for Filling Individual Modules

## Instruction for Filling Identification Sheet and Control Sheet

Identification sheet is the first page i.e. cover page of the questionnaire. Identification sheet consists of four parts as follows:

1. Household Identification
2. Interviewer, Supervisor and Data Entry Operator (DEO) Identification
3. Household and Questionnaire Characteristic
4. Comment by the Interviewer

Household identification is the most important part of the questionnaire. It is extremely important to have it filled properly and completely. Thus, municipality code and name, enumeration area group and enumeration area and household code within enumeration area should be entered. If any of these is missing, it would not be possible to identify household. In case that any datum or data is missing the interviewer must check that household together with the supervisor and collect missing datum/data.

After Household identification is completed, the interviewer enters his/her code and name. The interviewer does not enter supervisor and DEO's code and name.

Upon entering in the household, the interviewer would ask head of the household how many household lives in this housing unit and enter that information. In this Manual, the interviewer can find precise definition of housing unit.

After that, he/she has to enter questionnaire number and total number of used questionnaires for interviewing this household. Number of used questionnaires is higher than one only in exceptional cases. It can happen only in two cases: if there are more than 15 household members and if the household is engaged in more than three non-agricultural activities/businesses (Module 12).

Then the interviewer enters information if the household is selected or replacement household. If the household is on the list of first 12 household for the enumeration area group, it is selected, in any other case it is replacement.

Then the interviewer gives his/her comment on cooperation by the household (enters answer Yes or No) and comment on problems faced during the interview. This comment could be entered during the interview and at the end of second visit.

## **Control Sheet**

The interviewer enters the date when he/she is received for the first time in the household, irrespectively how many times it takes to complete the first visit.

Then he/she enters total duration of the round interviews in hours and minutes including all visits needed to complete the first round.

The supervisor would fill tables contained in this sheet, and the interviewer should correct all questions listed in the column «Question to be corrected at next visit to the household » in line with supervisor's note.

At the next visit, the interviewer would similarly, enter the date of that visit, total duration, and take care of the note given in the table by his/her supervisor. The interviewer can, for example, underline by pencil, questions he/she corrected earlier.

# Module 1: Roster of Household Members

## 1. General Characteristic of the Module

### *1.1. OBJECTIVE*

Main objective of this Module is to identify all the persons who should be considered household members and collect general demographic information on them, such as age, gender, marital status, etc.

Roster of household members should be filled with paying due attention to every single detail. If the roster is not correctly filled, the rest of the interview will not be correct.

### *1.2. OBSERVATION UNIT/RESPONDENT*

For developing roster of household member, desirable respondent would be head of the household. If he/she is absent 'selected person' («main respondent») can answer instead. Selected person must be household member able to provide all necessary information on all household members. The interviewer has to ask several questions to determine who that person could be. Other household members could help answering to these questions, providing additional information or details, particularly on themselves.

**Note:** This is the only Module on individual household members in which answers could be provided by only one person for all members. For all the other individual Modules (3-9), each person responds for him/herself (direct respondent).

### *1.3. DEFINITIONS*

For the purpose of the survey, **household** is defined as group of people who usually sleep in the same housing unit and eat together during the period of minimum three (3) to twelve (12) months prior to the survey. Such group of people is considered **household members**.

**Four particular cases could occur:**

1. Persons who died over last 12 months are not considered household members even if they lived with the household longer than three months.
2. Newborn babies younger than 3 months are always considered household members.
3. Person identified as head of the household is always considered household member, even if he/she did not live in the household longer than 3 months.
4. Students are considered household members if costs of their education are covered by the household irrespectively the fact that they are absent from the household for more than 3 months.

## Head of the Household

***Head of the Household*** is person designated to answer the question: “Who is head of the household?”. Head of the household would be designated by household members based on their own criteria. That would usually be main bread-provider in the household or someone who is well informed on all activities and businesses of household members. ***Head of the household could be either male or female.***

Please, read carefully definitions of household, household members, tenants who eat or do not eat with the household, etc. from general instructions. These definitions are very important for filling properly this Module.

## 2. Instruction for Filling the Module

Roster must be filled carefully. This exercise includes **three steps**.

### Step one:

First what the interviewer is to do, after he/she comes to the housing units and identify head of the household or main respondent, is to establish how many households live in that housing unit. In order to establish that, the interviewer should ask the following question:

«*How many households live in this housing unit?* Household is defined as group of people who usually sleep in the same housing unit and eat together during the period of minimum three (3) to twelve (12) months prior to the survey. Household members do not include tenants who pay accommodation and food, they are considered to be separate household.»

Interviewer should remember that for such, separate household, a separate questionnaire is to be filled.

### Questions 1-3:

The respondent is asked to list names of all persons who usually sleep and eat together in the housing unit. Order by which such persons are to be entered is the following:

1. ***First person in the roster*** must be head of the household, even if he/she is not responding to this question or is absent.
2. Then, enter names of head of household's family, starting with his/her spouse.
3. Then, head of household's adult children who are married, and live with the head of the household, entering after each such child, his/her spouse and their children before moving to the other married children.
4. Then the other unmarried children who live in the household.

5. Other persons, relatives to the head of the household and his/her spouse who live in the same household.
6. Other persons, non-relatives, but who live in the same household.

For each of these persons, gender (question 2) and relation to the head of the household (question 3) should be entered.

### **Step two: Questions 4 –11**

Now ask question 4 – 11 for each person listed in the question 1. Fill all the questions until 11 for one person, before moving to the next one.

#### **Question 4:**

Date of birth must be complete (day-month-year).

#### **Question 5:**

Note that the questions 5-7 are skipped if person is 12 or below (question 4). If person is 13 or more, those questions are not skipped.

Marital status is in terms of *actual marital status as of the day of interview*. All the modalities are to be read to the respondent, he/she can say that he/she is not married but could actually be divorced or separated. Marriage includes any type of marriage, civil or religious.

#### **Question 7:**

If spouse's name is listed in question 1, enter his/her ID code in question 7. That code is listed left from persons' name. Each person in the list has single code which would follow him/her throughout the interview. If man has more than one wife, enter the code only of the first one.

#### **Question 8:**

Note that question 9 and 10 are skipped if the person was not absent from the household.

#### **Question 9:**

Take care to get accurate number of months during which the person was absent from the household during previous 12 months. Household members for the whole survey are identified based on this question.

#### **Question 10:**

Here, the interviewer should list code of reason of household member's absence.

#### **Question 11:**

Here, the interviewer should, based on the criteria from this Manual, determine whether the person is household member or not.

While classifying a person as household member, take into account the following: relation to the head of the household (question 3), number of months of absence from the household (question 9), reason of absence (question 10) and above mentioned special cases (head of the household is always household member, babies below 3 months are always members, dead persons are not members):

A person to be classified as ***household member***:

1. must not be tenant who eats or does not eat with household members,
2. must have answers to questions 0 – 9 (in another words cannot be absent longer than 9 months) unless he/she is:
  - head of the household (code 1 of question 3) or
  - baby below 3 months old (check question 4),
  - Student supported by the household, but lives in another place.

***Non-members of the household***

1. No persons who pays for living with the household or in a part of household's residential area is household member
2. No person who is absent from the household longer than 9 months, unless he/she is:
  - head of the household
  - baby below 3 monthsIs household member
3. No dead person is household member

If a person is household member, enter code 1 for question 11. If a person is not household member, but only visitor or a member of another household, enter code 2.

*(Special case with children: two examples for explanation:*

In the interviewed household there is one-month old baby who lives in the household since birth. In question 9, number of months of absence would be 11. But babies below 3 months are exception, thus in the question 11, such baby would be classified as household member.

In another household, wife of a household member gave birth to a baby five months ago, in a town outside BiH. She has not yet returned home. She would be considered household member (she is only 5 months absent). But the baby would not be considered household member, although it is older than 3 months since it does not live in the household).

**Step three: Columns A and B**

When questions 1-11 are completed for each listed person, enter «+» in the column A (on the left side of the sheet) next to the name of each person who is classified as household member (code 1 of question 11). These are person from whom information would be collected. Then in column B, enter age in completed years as of the day of interview (to be calculated by the interviewer based on the data from question 4) only for those persons who are classified as household members. In this question, age is entered only in years. **Age** means number of completed years after birth as of the date of the interview. If the person was born on the date after the interview, and would then turn 18, number 17 would be entered in the column B, which is actual age as of the day of the interview.

Leave columns A and B empty for all the persons who are not household members. Further information on such person should not be collected.

After entering data for the last person from the roster of household members, move to Module 2: Housing.

# Module 2: Housing

## 1. General Characteristic of Housing Module

### *1.1. OBJECTIVE*

The objective of this Module is to collect information on housing conditions in which household lives, as well as their housing costs and utilities such as heating, electric power, water supply, etc.

### *1.2. OBSERVATION UNIT/RESPONDENT*

Observation unit is housing unit. Answers for this Module are given by one person from the household, preferably head of household or 'main respondent' identified for Module 1.

### *1.3. OBSERVATION PERIOD*

Majority of questions is on present moment (housing conditions at the time of interview). Some questions are related to previous months. Pay attention to observation period while asking questions.

### *1.4. DEFINITIONS*

**Housing unit:** it is a location with walls and roof, which is structurally separated from other housing units by separate entrance, populated and intended to be populated and populated by one or more persons (households). Even if the structure originally had not been intended for housing, but it is populated, it should be considered housing unit, irrespectively of material of which it is build and type of construction. Housing unit could be house, apartment, one or more rooms, cottage, log cabin or any other facility refugees use for accommodation.

Existence of a separate entrance means to have direct access to public road or access through common premises of the building such as staircases, corridors, passages, lifts, etc.

In buildings there can often be more than one housing unit, it is important that they satisfy criterion of having separate entrance.

Housing units can be individual or collective. Only individual housing units (the ones indented for accommodation of one or more households or one person) are included in LSMS survey.

## 2. Instruction for Filling the Module

## **2.1. CONTENT OF THE MODULE**

This Module consists of four parts. Part A is used to collect information on primary housing unit (in which the household lives majority of time). Information is collected on the type of housing unit and services household uses. Part B1 is used to collect information on primary housing units and housing and utility costs. Part B2 is used to collect information on ownership and use of the secondary housing unit. Part C is used to collect information on durable goods owned by the household and their value.

If there are two or more households living in one housing units as co-owners of such housing unit, this Module would be filled completely for each household, by only for its respective part of the housing unit.

If the housing units is used by its owner, and at the same time tenants or other persons, who present separate household, live in the same housing unit, then the owner should give information for the whole Module, and the other households starting with question 22, following skip pattern, which means they should answer questions from 37 to the end.

## **2.2. Part A**

### **Questions 1 and 2:**

Note first two questions in the Part A are printed in capital letters. It means that the interviewer does not ask the household those two questions but enters them him/herself, based on his/her observation on housing unit.

### **Question 3:**

Answer to this question should be the year when the housing unit was constructed (1995, 1943, 2001), rather than how many years ago it was constructed (e.g. 10,15...).

### **Question 5:**

Bathroom, corridors, halls, wardrobe or pantry, WC or balcony (unless it is completely closed and heated) should not be treated as room.

### **Questions 7 and 8:**

These questions are about any area in the housing unit used for business. It could be workshop, warehouse or office in the house. If such area is used both for business and home activities, it should be included here if it is mainly used for business. If it is equally used for business and home activities, treat it here as business use.

### **Questions 11 and 14:**

Note that reference period is 'during last months'. It means period of preceding four weeks, rather than previous calendar months.

**Questions 16 and 17:**

Many households use several sources of energy for heating. In the question 16, the answer should be main source of energy which is used. If the household use, for example, both gas bottles and fire wood, it has to define which one of them is main, and enter corresponding code for question 16 and the other one put in question 17 as other sources of energy, if there are more than two other sources, enter the most important one.

**Question 18:**

Note that observation period in this question is previous winter (2000-2001.).

**2.3. Part B1**

Given housing situation in the country, here it is necessary to reassure the respondent once again that this information is confidential and would be used only for statistic services.

**Question 22:**

The purpose of the question is to get information on legal status of housing unit use. Pay attention to follow skip pattern properly.

**Questions 24 - 29:**

These questions are about any money household member borrowed to buy/privatize or build housing unit. In question 29, enter ID code (from roster) of the person who borrowed money.

**Questions 30 - 33:**

These questions are about use of received vouchers. In Federation voucher value would be in KM, in RS in points.

**Question 36:**

The question is for those ones who live free of charge, or who live in own house or apartment. The purpose of this question is to determine rental value of the housing unit. It could be difficult to some owners to answer this question, if necessary, the interviewer can reformulate this question to read: "If you leased this apartment to some other person, how much money *could you get?*"

**Question 39:**

Observation period is one month prior to the interview.

**Question 40:**

Here, the purpose is to get latest costs of each of the fuels (last month), but also how much the household pays in the coldest winter month (when they used and spent most on that fuel).

#### **2.4. Part B2**

##### **Question 41:**

This is about any other build, either weekend house or any other smaller or bigger building intended mainly for housing.

##### **Question 43:**

The purpose of this question is to determine value of this additional building or house, whether the person intends to sell it or not.

#### **2.5. Part C**

There are *two steps* in filling this Part.

*Step one* is to ask the respondent question 44, how many units of each listed item of durable goods, the household poses. Enter number of units in corresponding column.

*Step two* is to enter short description of each unit of the item and its code in the question 45. Once all items from the list are covered and their description and codes are entered in question 45, move to questions 46 and 47 for each of them. Example of filled this part of the Module 2 is given on the next page.

##### **Question 46:**

Note that the question here is, how many years ago the household obtained this item, i.e. four (4) years ago, one (1) year ago.

##### **Question 47:**

Here, the purpose is to determine whether the household bought or received free of charge each individual item.

**EXAMPLE FOR FILLING MODULE 2 PART C**

44. How many [ITEM] does your household possess?	
INTERVIEWER:[IN THIS QUESTION DETERMINE WHICH DURABLE GOODS HOUSEHOLD POSSESSES. ENTER NUMBER OF UNITS FOR EACH ITEM, THEN GO TO Q. 45 – 47]	
ITEM	CODE NUMBER
stove	201 2
Washing machine	202 0
Drier	203 0
Dish washing machine	204 0
Refrigerator	205 1
Freezer	206 0

45. ITEM	46. How many years ago did you obtain this [ITEM]?	47. Did you buy it, received as a gift, or in-kind payment for provided services?
[INTERVIEWER: LIST ALL ITEMS FROM Q. 44, THEN ASK Q.46 AND 47 FOR EACH ITEM]		BOUGHT...1 IN-KIND PAYM...2 GIFT...3 OTHER...4 >>NEXT ITEM
	DESCRIPTION	COD YEAR
1	Coal stove	E 201 10 1
2	Fire wood stove	201 6 1
3	Refrigerator	205 15 2
4		
5		

# **General Notes on How to Fill Modules 3 - 9**

Modules 3-9 are to be filled for all persons for which „+“ is entered in Module A Column A. Filling of this Module starts with the first person in Module 3 and goes through all Modules ending with Module 9.

Then we go to the next person (if there is any), and ask him/her the same questions from Modules 3-9. These steps are to be repeated until Modules 3-9 are filled for all persons with entered „+“ in Module A Column A.

When Module 9 is completed for last person with “+” in Module 1 Column A, got to Module 10 – End of First Visit. After Module 10 is completed, first visit to the household is finished.

## Module 3: Education

### 1. General Characteristics of Education Module

#### *1.1 . OBJECTIVE*

Main objective of this Module is to get relevant information on educational characteristics of population, possibilities to get education, economic aspects – costs of education, etc.

#### *1.2. OBSERVATION UNIT*

Observation unit of the survey is household i.e. all household members irrespectively of their age.

### 2. Instructions for Filling This Module

#### *2.1. GRAPHIC DESIGN OF THE QUESTIONNAIRE*

The questionnaire consists of 35 questions. All questions are contained in the header of the Module. For some of them there are possible answers offered below the question (e.g. 3,4), and for the others answers are to be entered (e.g. 5, 6, 7).

For more complex questions, it would be necessary to read to the respondent all modalities to enable him/her better understanding of the question and choose right answer. If the respondent offers answer him/herself without waiting to hear all the modalities, the interviewer should find corresponding modality and enter its code.

The interviewer enters in corresponding row, i.e. the row with the number assigned to this respondent, code of the modality the respondent chose.

Skips from question to question are marked with double arrow “>>”. Example of skip is in question 2 if the answer is modality 1 >> 5.

The Module consists of two Parts (A and B). Part A “Child Care and Kindergarten” is used to collect information on children from 0 – 7 (who did not turn 7). Part B “General Education” collects data for persons over 7, as well as children below 7 provided that they attend school.

For children below 10, parent or caregiver would provide answers. The interviewer must pay attention to enter correct ID code of the person who provides information on child in corresponding row, taking care which row in Module 1, “Roster of Household Members”, is assigned to that child.

## 2.2. DETAILED INSTRUCTIONS FOR CERTAIN QUESTIONS

### Question 14:

First it is to be answered on type of school, e.g. *Grammar School – modality 2*, then grade you have completed, e.g. *for third grade it is to be entered 3*. If you completed any of listed schools, and do not continue further education, enter type of completed school e.g. *Grammar School, modality 2 and grade/years 4* (four).

If you completed any of listed schools and continued further education, say, at University, e.g. if you are third year of university, enter *modality 9* for university and grade/year *3* (three).

### Question 35:

Answer the same way as in question no. 14, just this question is only for persons who attend school ***currently***.

# Module 4: Health

## 1. General Characteristics of Health Module

### *1.1. OBJECTIVE*

Main objective of this Module is to collect information of health status of household members as well as on how they satisfy their health needs, i.e. use of health services. Collected data should enable analysis of important relations between different aspects which affect quality of life.

### *1.2. OBSERVATION UNIT*

Observation unit in the survey is household and all its individuals, irrespectively of their age.

### *1.3 OBSERVATION PERIOD*

A part of questions is about person's health condition during one month, the other questions are about one-year period prior to the interview, which is clearly indicated in each question.

## 2. Instruction for Filling the Module

### *2.1. CONTENT OF THE QUESTIONNAIRE*

The questionnaire consists of two Part and 86 questions total. The Part A collects data on health care use, and the Part B on health condition.

### *2.2. Part A*

**Question 1:** *Does the person respond for him/herself?*

Each household member is asked this question. If the answer is YES, go to question 3. Modality NO appears only in case that respondent answers instead of household member who is absent at the moment or unable to answer. For children below 15, parents or caregivers are respondents.

**Question 2:** *THE INTERVIEWER DOES NOT ASK THIS QUESTION. He/she should only enter corresponding code of the respondent who answers instead of certain household member.*

**Question 3:** *Do you have health insurance?*

All household members answer this question. Health insurance means monthly payments made to PIO by enterprise, employer or individuals.

**Question 4:** *Do you suffer from any chronicle disease?*

This question is made only to respondents of specified age. If the answer is YES, enter code 1 in corresponding row and move to the next question. If the answer is NO, enter code 2 and move to question 6 (as indicated by the arrows in the questionnaire).

**Question 5:** *Which disease?*

This question is very important for identification of physical and mental status of population. In this question, there is offered list of possible chronicle diseases to be read to the respondent by the interviewers. Depending on received respond, the interviewer enters corresponding code and moves to the next question.

**Question 6.** *During previous 4 WEEKS did you visit general practitioner in public health center in order to get health services?*

All household members answer this question. The question is about visits to *ONLY* general practitioner in *PUBLIC* health center. If the respondent visited private general practitioner, enter code 2 (modality NO) and move to question 12.

**Questions 7, 15, 22, 29,35, 42, 47 and 56:** *Number of visits to relevant doctor.*

Enter number of visits the respondent made to relevant doctor, or hospital admissions in the reference period (4 weeks/12 months).

**Questions 8, 16, 23, 30, 36, 43, 48 and 57:** *Costs related to relevant medical examinations.*

Enter the amount paid by the respondent only for examination(s) in the specified reference period. Do not include costs of drugs, transport, laboratory, costs reimbursed by insurance, as well as value of gifts made to medical staff or doctor.

**Questions 9, 17, 24, 31, 37, 44, 49 and 58:** *Value of purchased drugs (cash or in-kind)*

Enter in the corresponding column amount of cash or cash value of goods (both answers are possible) given for drugs prescribed by relevant doctor over reference period.

**Questions 10, 18, 25, 32, 38, 45, 49 and 59:** *Transport costs (cash or in-kind).*

Enter in the corresponding column amount of cash or cash value of goods (both answers are possible) given for transport to the relevant doctor in the specified reference period.

**Questions 11, 19, 26 and 39:** *Laboratory costs.*

Enter the amount paid by the respondent for laboratory cost related to the visit(s) to relevant doctor in the specified period.

**Questions 12:** *Skip question*

The respondent is not asked this question. It only indicates skips to be followed by the interviewers. Enter in the corresponding row, code of group to which the respondent belong and go to indicated question.

**Questions 13:** *During last 4 WEEKS, did you visit pediatrician to get health services?*

This question is about children up to 15 years old for whom answers are given by their parents/care-givers. If the child did not visit pediatrician during last 4 weeks, enter code 2 in the corresponding row and got to question 27.

**Questions 14, 21, 28, 34 and 41:** *Visits to (pediatrician, gynecologist, other doctor, private nurse, paramedic, midwife)*

This question is repeated for mentioned medical staff. It is necessary to explain to the respondent that this **does not mean** geographic location. Depending on received answer, enter in the corresponding row modality code and got to the next question.

**Question 20:** *During last 12 MONTHS, did you visit gynecologist to get health services?*

This question is for fertile age women only, i.e. between 15 and 49. If the answer is NO, enter code 2 in the corresponding row and move to question 27.

**Question 27:** *During last 12 MONTHS, did you visit dentist to get health services?*

All household members are to respond to this question, irrespectively of their age and gender. If the answer is NO, enter code 2 in the corresponding row and got to question 33.

**Question 33:** *During last 4 WEEKS, did you visit any other doctor to get health services?*

All household members are to respond to this question. In this question “other doctor” means any other doctor, whether general practitioner or specialist. If the answer is NO, enter code 2 in the corresponding row and got to question 40.

**Question 40:** *During last 4 WEEKS, did you visit any private nurse, paramedic or midwife to get health services?*

All household members are to respond to this question. More answers are possible, if the respondent visited, e.g. private nurse and paramedic, it would be necessary to enter codes of both modalities in the corresponding row. If the answer is NO, enter code 2 in the corresponding row and got to question 46.

**Question 46:** *During last 4 WEEKS, did you use any of listed alternative medicine services?*

The interviewer should read to the respondent all offered modalities. All household member answer this question. There are several answer offered, which means code of given modality/answer is to be entered in the corresponding row. If the answer is NONE, enter code 6 in the corresponding row and got to question 51.

**Question 51:** *During last 4 WEEKS, did you purchase any drugs on your own i.e. without doctor's prescription to treat any health problems?*

All household members answer this question. If the answer is NO, enter code 2 in the corresponding row and got to question 54.

**Question 52:** *How much did you pay for all drugs you purchased on you own during previous 4 WEEKS?*

Enter total amount of money spent to purchase all drugs during the reference period.

**Question 53:** *Who helped you to pay your health costs during last 4 WEEKS?*

All household members are to answer. The interviewer should read all offered modalities. It is possible to give up to four answers ranked in order as the respondent specified them. If answers given are not included within the offered modalities, enter it under the modality OTHER.

**Question 54:** *During last 12 MONTHS did you stay in hospital?*

All household members are to answer this question, do not include stay in hospitals abroad. Hospital stay also includes pregnant woman's stay prior and after the delivery. If the answer is NO, or the respondent was in hospital abroad, enter code 2 and go to question 67.

**Question 55:** *During last 12 MONTHS, how many days did you spend in hospital?*

Enter total number of days of all stays in hospital during 12 months. If the answer is given in months, convert it in days, using 30-days month as conversion units (e.g. 3.5 months = 105 days).

**Question 60:** *Who helped you to pay a part of full costs related to your stay in hospital during last 12 MONTHS?*

All household members who staid in hospital should answer this question. The interviewer should read to the respondent all offered modalities and to enter code of the modality the respondent selected. If the received answer is not included in the offered modalities, enter it under the modality OTHER.

**Question 61:** *During last 4 WEEKS, did you need any medical help, but you did not go to the doctor?*

All household members answer this question. If the answer is NO, enter code 2 and go to Part B: SELF-REPORTED HEALTH CONDITION.

**Question 62:** *What is the main reason why you did not go to the doctor?*

There are several modalities offered which are to be read to the respondent by the interviewer. If the answer is not included among the offered modalities, it is to be entered under the modality OTHER. >> Part B.

### **2.3 Part B**

**FOR THE INTERVIEWER:** *Questions from this Part of Health Module are only for household members over 17. Also, these questions are to be answered by each person for him/herself, i.e. instead of absent household members, some other household member **cannot** answer.*

**Question 1:** *During last 4 WEEKS, how many days you did not perform your usual daily activities because of illness?*

It is necessary to enter exact number of days as the respondent reported.

**Questions 2, 3, 4, 5, 6, and 7:** *Respondent's physical condition.*

These questions are based on MOS (Medical Outcome Study), and they are formulated as questions with offered answers. The interviewer should ask these questions one by one, and depending on received answer to enter modality code in the corresponding row.

**Question 8:** *How many cigarettes did you smoke during last seven days?*

This question is for smokers only, for non-smokers, code 0 is entered. It is necessary to enter exact number of cigarettes as reported by the respondent.

**Questions 9-22:** *Depression symptoms*

These questions are taken from Hopkins' Symptom Checklist – 25 of Harvard Program in Refugee Trauma. The interviewer should ask these questions one by one and depending on the received answer to enter modality code in the corresponding row.

**Questions 23 and 24:** *Trauma symptoms*

These two questions are taken for the scale of 15 questions on Post-traumatic Stress disorder, also from the Harvard Program in Refugee Trauma. The interviewer should ask these questions one by one and depending on the received answer to enter modality code in the corresponding row.

# Module 5: Labor

## 1. General Characteristics of the Module

### *1.1 OBJECTIVE*

The main objective is to get information on labor activities of household members.

### *1.2. OBSERVATION UNIT*

Observation unit of the survey is a household and all its members old 15 and more.

### *1.3. OBSERVATION PERIOD*

Observation interval of the survey, i.e. reference interval in which employment, unemployment and inactivity are surveyed is **THE WEEK PRECEDING TO THE INTERVIEW**. Majority of questions is about person's economic activity in that week, and only some questions are about other period which is clearly indicated in each question.

## 2. Instruction for Filling the Module

### *2.1. GRAPHIC DESIGN OF THE QUESTIONNAIRE*

The Questionnaire consists of 46 questions. Although it seems to be voluminous, it should be noted that majority of household would have to answer less than 1/3 of all questions, and their interviews would be short.

For questions where answers are to be given in time units (months, years) rounding rules are to be used, e.g. 7.5 = 8, a 7.3 = 7

### *2.2. Q1 – Q26 LABOR ACTIVITY ON MAIN JOB IN THE OBSERVED WEEK*

*I*

**Questions 4 and 5:**

INFORM THE RESPONDENT THAT STARTING FROM THIS QUESTION MAJORITY FURTHER QUESTIONS ARE ON THE ECONOMIC ACTIVITY IN OBSERVED WEEK. It means reference week (from Monday to Sunday). In this questions respondents have to identify their main job. If a person has more than one job, he/she should choose as main the one which he/she considers to be more important in terms for earning for living and all the following questions are to be answered from the aspect of that chosen job.

According to international standards used in this survey, **EMPLOYMENT** means any economic activity of at least 1 hour of work during the observed week. It means that employment DOES NOT INCLUDE ONLY FROMAL EMPLOYMENT, BUT ALSO ANY OTHER TYPE OF WORK BY WHICH RESOURCES FOR LIVING ARE EARNED.

Thus, both person who takes care of another person's children a few hours per week, is equally employed as person formally employed in any public/social institution i.e. kindergarten teacher; person who works in own enterprise; farmer who cultivates land for family needs only or both for own needs and for market; as well as worker employed full time in public/social or private enterprise with open ended contract, as well as person engaged under fixed term contract or person doing occasional works which are usually paid in cash.

It is *important* to know that acquiring resources for living does not necessarily include only salary or cash income. Compensation for work could be in kind, exchange of services, which is common in rural areas where neighbors help each other to cultivate their land, build their houses, or do some other major works, thus respondents who were engaged in such activities, are also considered economically active.

Activities by which resources for living are obtained, do not include day-to-day works in the household, such as taking care of own children, housewife's work at home, gardening unless it significantly contributes to household nutrition, repair of own vehicle, etc.

**NOTE:** Persons who were temporarily absent from work during the whole observed week due to illness or similar reasons should be classified under the modality 2 – NO. Individuals usually forgot that they did not work if that period was short.

*Question 6: Although you did not work last week, do you have a job to go back to?*

Persons who did not work a single hour last week, are by this question classified into persons who have job, but did not work that week, and persons without job during the observed week. Person has a job to go back to, in case he/she has employment contract, or unless there is a contract, then firm commitment or agreement that he/she would be able to go back to his/her old job with the same employer after the absence. A person who owns an enterprise, shop or farm, can also be absent from work if work assets, business premises, equipment and other production facilities are out of business function.

*Question 7: Reasons of absence from work?*

This question is to be answered by persons absent from work, i.e. persons who have a job to go back to, and they are asked about reasons of their absence. For persons who after their maternity leave expired and decided to take unpaid leave after which they would be able to go back to their old job, modality 11 is envisaged.

*Questions 8, 31 and 35: Occupation*

**NAME AND DESCRIPTION**

In order to get as complete answer as possible this question is divided into two parts. It is necessary to enter name of respondents work place, irrespectively of the job for which the respondent was educated, and then as precise as possible to describe main activities the respondent performs.

In order to avoid confusion between those two categories, the respondent should be asked “what is your occupation”. For example, person who graduated economy could work as accountant, sales manager, program designer, professor, etc. but could also have a job for which university degree is not necessary, e.g. waiter, taxi driver, etc. It should be noted that in this question the respondent answers based on usual assignments and tasks he/she performed last week, and the respondent who was absent from work last week based on the assignments and tasks he/she usually performs, i.e. would have performed if he/she had worked that week.

In case respondent’s work is involved in different stages of production process, it is usually necessary to use in the description machines, material, equipment, tools, etc. as key identification, depending of what is most important for precise definition of respondent’s work, e.g. fork-lift operator, mining equipment operator, mechanic for household appliances, etc.

If the respondent is engaged in sales, trade of commodities, it is important to give definition in terms of type of commodities and place of sales, i.e. shop, in-door market or open market, e.g. newspaper seller on the street, vegetable seller in green market, etc.

Respondents, mixed farm owners, are in this question defined as producers of different products. However, supporting members of their families should be defined according to the activity to which they devoted majority of their time during previous week, e.g. grape harvesting, animal husbandry, etc.

All the other categories of respondents who did more than one type of activity last week, should be defined based to the activity on which they spent majority of their work time.

The interviewer must not accept general answer such as worker, manager, artisan, clerk, officer, director, assistant, farmer, since these are incomplete answers. The Table provides proper answers for such examples.

<b>INCOMPLETE AND GENERAL ANSWER</b>	<b>CORRECT ANSWER</b>
<ul style="list-style-type: none"> <li>- worker</li> <li>- industrial worker</li> <li>- metal worker</li> <li>- artisan</li> </ul>	<ul style="list-style-type: none"> <li>- miner</li> <li>- road maintenance worker</li> <li>- tobacco processing worker</li> <li>- toolmaker</li> <li>- support carpenter</li> </ul>
<ul style="list-style-type: none"> <li>- manager</li> <li>- craftsman</li> <li>- foreman</li> </ul>	<ul style="list-style-type: none"> <li>- milk processing manger</li> <li>- gas transport manager</li> <li>- electrician</li> <li>- butcher</li> <li>- stone processing foreman</li> </ul>
<ul style="list-style-type: none"> <li>- manager</li> <li>- chairman</li> <li>- head</li> </ul>	<ul style="list-style-type: none"> <li>- financial-accounting sector manager</li> <li>- court chairman</li> <li>- post office head</li> </ul>
<ul style="list-style-type: none"> <li>- assistant</li> <li>- scientist</li> <li>- technician</li> <li>- technologist</li> </ul>	<ul style="list-style-type: none"> <li>- mechanical high school teaching assistant</li> <li>- beer production technology teaching assistant</li> <li>- biology scientist</li> <li>- agricultural machinery technician</li> <li>- wood processing technician</li> <li>- graphic technician</li> <li>- graduated pharmaceutical drug production technologist</li> <li>- black metals production technologist</li> </ul>

**Questions 9, 32 and 36: Business**

It is necessary to give as complete as possible type of products and services in which the enterprise, institution, organization, craft, free profession, farm where respondent works is engaged, irrespectively of the job which respondent performs.

If the respondent works in the entity engaged in more businesses in one or more locations, describe the business and location of the business unit, plant, etc. in which the respondent works. If there are several businesses performed in the same location, describe main business which achieves highest financial result (income, profit, earning, etc.).

The answer should as clear and as close as possible describe type of products and services, so for example if the respondent works in food production factory, it is necessary to describe which food products are produced, if the/she works in shop, which types of products are sold. The same principle should be applied for services e.g. translation services, veterinarian services, nursery and child care, hospital, higher education, etc.

For the respondents who are engaged in independent business as free profession and workers for their own account, as complete as possible description of the business should be provided such as counselor, physician, writer, musician, etc. or job description for workers for their own account, e.g. sewing, cleaning, carrying load, etc. If such respondent does more different works then apply the principle of the most important one in terms of financial result.

For farmers producing different products it is necessary to enter all types of agricultural activities performed on the farm, e.g. livestock, fruit growing, vineyards, beekeeping, etc.

The respondent who worked under fixed term contract or supporting family members in household enterprise, farm, etc. should describe business of the employer for whom they worked. For these, as well as for all the other respondents who were engaged previous week in more different types of work, and main work criterion cannot be applied, business would be defined based on the activities on which they spent most of their time.

**Questions 10, 29 and 37: *Employment status***

This question is both for persons who worked and who were absent from work during the observed week, and in this question the later should be classified based on the status they would have had if they had worked.

**MODALITY READING COMPUSLORY!** This question classifies person who have job based on whether they work for themselves, i.e. are engaged in independent activity or work for somebody else. Modalities 1 to 6 are for persons engaged in independent activity, whether they are enterprise, workshop, and farm owners or are engaged in free profession (e.g. artistic, counselor, movie industry workers, freelance journalists, etc.).

Modalities 7 to 10 are for persons who work for employer, classified based on ownership.

Modality 9 is for supporting family members who work in enterprise, workshop, or farm owned by family member of relative, i.e. they are neither owners nor employers, but separate category.

Modality 10 is on employees of foreign firms or different international organizations.

Modality 11 is on person who work for own account and do not have registered business, they work on their own or are supported by other family members.

Example of this category would be persons who support themselves providing the following services: instructions, translation, baby-sitting, sewing, knitting, gardening, sale or re-sale on market or other place.

It should be noted that in this question the respondent answers based on the job he/she did in the observed week, or the job from which he/she was absent in that week.

While answering about employment status, in some cases there could be dilemma, thus we give some examples:

Employment status of woman in farm – if woman does mainly farming (planting, harvesting, animal husbandry, etc.) then she should be classified under modality 5, irrespectively of who is formal farm owner.

If she did farming to smaller extent and did not have any other main job, then she should be classified under the modality 9. However, if he main activity is sales of agricultural products at market or elsewhere, she should be classified under the modality 11.

Individuals who are engaged in different activities simultaneously, cleaning other people's hoses, carrying wood, providing instructions, accounting, text transcript and processing, development of different products from different materials, etc. they should be classified under the modality 11. This group of respondents is characterized by the fact that they do not have registered business, and work on their own or are supported by family members.

Supporting family members are category which presents irreplaceable labor force in family enterprise, workshop or farm and who work without any particularly or regular compensation, however it is important to emphasize regularity of their work, though it dose not necessarily have to take place every day. If for example, a student helps in family enterprise every weekend, than he/she can be considered supporting family member, but if that person does not work regularly and business can function without him/her, then he/she cannot be considered supporting family member.

**Question 11:** *How many workers do work for you?*

In this question the employer give information how many workers he/she employs now. He provides total number of workers irrespectively of their formal/legal employment status as of the end of the observed week (Sunday). Supporting family members are not included in this number.

**Question 13:** *Number of employees in the enterprise, workshop, farm where you work?*

In this question the respondent gives information on number of employees of the enterprise (if he/she works in dislocated unit of the enterprise, than only for that unit), institution, workshop, free profession, farm where he/she works, according to which the interviewer selects corresponding modality. If the respondent does not know exact number of employees, the interviewer should offer modalities with classification that could help him/her estimate approximate number. In this question, total number of workers does not include supporting family member.

**Question 14:** *Where is your regular or usual place of work?*

If the respondent does not have any regular or usual place of work, then answer based on the place of work during last week.

**Question 16:** *Employment status.*

The objective of this question is to establish respondent's employment status based on his/her activity during the period before current employment. That period could be defined as one month, and in that case for example the person was employed before current employment, if the interval between two employments was shorter than one month. If that period was longer than one month, then the person should choose amount one of the other offered modalities.

Employment status of unemployed person looking for job, could be "employed" if the person had worked within the period of one month before he/she started looking for job. Otherwise such person could be unemployed or inactive.

**Question 17: USUAL work hours**

The objective of this question is to get USUAL number of respondent's work hours on his/her main job, in the week without holidays, sick leave, etc. and when business is normal.

**Question 19: Work hours LAST WEEK**

Unlike previous question, here we are not interested in usual work hours, but actual work hours in the OBSERVED WEEK. This should be clearly noted to the respondents to distinguish these two questions. The modalities are, however, linked to the answer on usual work hours, in order to find out whether the respondent worked more or less in the observed week than usual. The respondent who was absent from work in the observed week (question 6 modality 1), shall be classified under the modality 1.

**Question 20: Benefits obtained at work**

The objective of this question is to establish which benefits the respondent obtains base on the work he/she performed in the observed week, and for the respondents who were absent from work, benefits they could have obtained if they had worked.

**Question 21: Salary or earning**

The objective of this question is to determine usual monthly net salary or earning. Respondents who were absent from work provide information on the amount of net salary they could have received if they had worked. If the respondent says that he/she has no usual monthly salary or earning (often for farmers), the interviewer should insist on approximate salary or earning, and in case of no answer, leave boxes empty. For supporting family member, who receives no salary or earning, enter 0. Information is to be presented in **NET** amount in Convertible Marks, in whole number without decimals.

**2.3. Q27 – Q32 LABOR ACTIVITY ON ADDITIONAL JOB**

**Questions 27 to 32:** Additional job is the job person performs besides his/her main job, usually for additional earning. If the person has more additional jobs, he/she

should select only one. While filling these questions follow the same instructions given for main job.

#### **2.4. Q33 – Q37 PREVIOUS JOB AND THEIR CHARACTERISTICS**

**Question 33:** *when did you work last time?*

This question starts set of questions on unemployment and inactivity, and the respondents answer on job they performed for compensation, salary, family benefit irrespectively of its duration and whether it was fixed time, seasonal or person works as supporting family member on family farm, workshop, etc. Mandatory practical training during education is not treated as activity.

#### **2.5. Q38 - Q46 UNEMPLOYMENT AND SEARCHING FOR JOB**

**Question 38:** *Searching for job*

The respondent should be explained that searching for job is not limited to registration with Employment Bureau, submitting application for certain job or any other formal procedure, but it also includes enquiry among friends, acquaintances, checking newspaper advertisements, investigating possibilities to start independent activity, etc.

**Question 39:** *Do you want to work?*

Respondents who did not search job during last 4 weeks i.e. who answered NO to previous question 38, are asked this question. Namely, here, there is one more possibility left for the respondent to be classified as inactive or unemployed person. If the answer to this question is NO i.e. modality 2, go to Q45 – whether he/she is registered with Employment Bureau?

If the answer is modality 1 – YES go to question 40 and the next question depends on the answer to this question. Namely, only the last modality i.e. modality 10 leads to question 45, while all the other modalities in this question (Q40) lead to the question 43 – can you start working within next two weeks.

**Question 40:** *Reasons why the respondent did not look for job?*

Read modalities in this question in order to stimulate the respondent to think of actual reason he/she did not look for job.

As it has already been mentioned for this question, only the last modality no. 10 leads to the question 45, while all the others lead to question – can you start working within next two weeks.

**Question 42:** *Manner of looking for job*

In this question, the respondent chooses one modality, although he/she probably looked for job in several ways. He/she would choose the one from which he/she expected most or on which spent most time.

***Question 43: Availability for work***

This questions checks availability for work of persons who looked for job and would want to change their job. It is important to mention that the availability des not depend on time constrains of objective nature, e.g. if person cannot start working because he/she is waiting for license, or decision in some administrative procedure related to work, such person is available for work.

Person who want, for reasons unrelated to work, to postpone offered job for longer than two weeks, are not considered available for work, e.g. student looking for job during the academic year but does not want to interrupt his study due to offered job, is not considered to be available for work.

***Question 45: Registration with Employment Bureau***

If the respondent's answer is modality 1 – YES, he/she is asked about benefits he/she obtains from the Employment Bureau, if the respondent's answer is 2 – NO, this questions on benefits is skipped.

**INSTRUCTION FOR SUPERVISOR:**

It is supervisor's obligation to entered occupation code for questions 8, 31 and 35 into the corresponding box using list of occupations provided in the

**Annex 1**

For questions 9, 32 and 36, supervisor enters code using list of business provided in the

**Annex 2.**

# Annex 1: Classification of Occupations – Main Structure

## **CLASS 1. OFFICIALS AND MEMBERS OF LEGISLATIVE BODIES, OFFICIALS OF GOVERNMENT BODIES; DIRECTORS**

- 11 OFFICIALS AND MEMBERS OF LEGISLATIVE BODIES, OFFICIALS OF GOVERNMENT BODIES, ASSOCIATIONS AND ORGANIZATIONS
- 12 DIRECTORS OF LARGE ENTERPRISES, INSTITUTIONS AND THEIR UNITS
- 13 DIRECTORS OF SMALL ENTERPRISES AND INSTITUTIONS

## **CLASS 2. EXPERTS AND SCIENTISTS**

- 21 EXPERTS AND SCIENTISTS OF PHYSICS, CHEMISTRY, MATHEMATIC AND TECHNICAL AND TECHNOLOGICAL SCIENCES
- 22 HEALTH EXPERTS AND EXPERTS OF BIOLOGY, BIOTECHNICAL AND BIOCHEMISTRY AND SIMILAR SCIENCES
- 23 EXPERTS FOR EDUCATION
- 24 OTHER EXPERTS AND SCIENTISTS (IN BUSINESS, SOCIAL AND HUMANITARIAN AND SIMILAR ACTIVITIES)

## **CLASS 3. TECHNICIANS AND OTHER VOCATIONAL OCCUPATIONS**

- 31 TECHNICIANS OF TECHNICAL PROFESSIONS
- 32 TECHNICIANS AND ASSISTANTS IN HEALTH, VETERINARY, BIOLOGY, BIOTECHNICS AND SIMILAR OCCUPATIONS
- 33 ASSOCIATES TO EDUCATORS, INSTRUCTORS, TEACHERS OF PRACTICAL TEACHING AND SIMILAR OCCUPATIONS
- 34 COMMERCIAL, BUSINESS-ADMINISTRATIVE AND PUBLIC ADMINISTRATION EXPERT ASSOCIATES

## **CLASS 4. OFFICE CLERKS**

- 41 OFFICE CLERKS
- 42 CLERKS DEALING WITH CLIENTS

## **CLASS 5. SERVICES AND TRADE OCCUPATIONS**

- 51 SERVICE OCCUPATIONS
- 52 MODELLS, SALES PERSONS, DEMONSTRATORS

## **CLASS 6. AGRICULTURAL, HUNTING, FORESTRY AND FISHERY WORKERS**

- 61 AGRICULTURAL, HUNTING, FORESTRY AND FISHERY WORKERS

## **CLASS NON-INDUSTRIAL PRODUCTION OCCUPATIONS**

7.

- 71 MINING AND CONSTRUCTION OCCUPATIONS
- 72 METAL PROCESSORS, MACHINE ASSEMBLERS, ELECTRICAL ASSEMBLERS AND MECHANICS
- 73 PRECISE MACHANICS, CERAMISTS, GLAZERS AND PRINTERS
- 74 NON-INDUSTRIAL FOOD, WOOD, TEXTILE AND HIDE PROCESSORS AND SIMMILAR OCCUPATIONS

**CLASS    *MACHINE AND VEHICLE OPERATORS AND PRODUCT ASSEMBLERS***

8.

- 81 MACHINE OPERATORS
- 82 EQUIPMENT OPERATORS IN PROCESSION INDUSTRY AND PRODUCT ASSEMBLERS
- 83 DRIVERS AND MOTOR VEHICLE OPERATORS, OPERATORS OF MOVABLE MACHINES AND SHIP CREW

**CLASS    *SIMPLE OCCUPATIONS***

9.

- 91 SIMPLE SALES AND SERVICE OCCUPATIONS
- 92 SIMPLE AGRICULTURAL, FORESTRY AND FISHING OCCUPATIONS
- 93 SIMPLE MINING, CONSTRUCTION, PRODUCTION, TRANSPORT AND SIMMILAR OCCUPATIONS
- 99 OTHER UNCLASSIFIED SIMPLE OCCUPATIONS

**CLASS    *MILITARY OCCUPATIONS***

0.

## Annex 2: Standard Business Classification

### **A**    *AGRICULTURE, HUNTING AND FORESTRY*

- 01    AGRICULTURE, HUNTING AND CORRESPONDING SERVICES
- 02    FORESTRY AND FORESTRY SERVICES

### **B**    *FISHING*

- 05    FISHING, HUTCHERY, FISH PONDS, FISHING SERVICES

### **C**    *MINING*

- 10    COAL AND PEAT EXCAVATION
- 11    CRUDE OIL AND NATURAL GAS EXCAVATION, SERVICES RELATED TO OIL AND GAS, EXCEPT RESEARCH
- 12    URANIUM AND THORIUM EXCAVATION
- 13    METAL ORE EXCAVATION
- 14    EXCAVATION OF OTHER ORES AND STONE

### **D**    *PROCESSING INDUSTRY*

- 15    FOOD AND DRINKS PRODUCTION
- 16    TOBACCO PRODUCTION
- 17    TEXTILE PRODUCTION
- 18    CLOTHES PRODUCTION, FUR PROCESSING AND DYING
- 19    HIDE TANNING AND PROCESSING, SUITCASE AND HAND BAG, SADDLE AND OTHER HIDE PRODUCTS PRODUCTION,
- 20    WOOD PROCESSING AND REFINING; WOOD PRODUCTS PRODUCTION, CORCK, HAY AND CANE PRODUCTS PRODUCTION, EXCEPT FURNITURE
- 21    PULP, PAPIRE AND CARD BOARD PRODUCTION, PAPIR AND CARD BOARD PRODUCTS PRODUCTION
- 22    PUBLISHING AND PRINTING BUSINESS, COPYING RECORDINGS
- 23    COKE, OIL PRODUCTS AND NUCLEAR FUEL PRODUCTION
- 24    PRODUCTION OF CHEMICALS, CHEMICAL PRODUCTS AND ARTIFICIAL FIBRES
- 25    PRODUCTION OF RUBBER AND PLASTIC PRODUCTS
- 26    PRODUCTION OF OTHER NON-METAL AND MINERAL PRODUCTS
- 27    PRODUCTION OF METALS
- 28    PRODUCTION OF METAL PRODUCTS, EXCEPT MACHINES AND EQUIPMENT
- 29    PRODUCTION OF MACHINES AND EQUIPMENT
- 30    PRODUCTION OF OFFICE DEVICES AND COMPUTERS
- 31    PRODUCTION OF ELECTRICAL MACHINES AND DEVICES
- 32    PRODUCTION OF BROADCASTING AND COMMUNICATION EQUIPMENT
- 33    PRODUCTION OF MEDICAL, PRECISE AND OPTICAL INSTRUMENTS, PRODUCTION OF WATCHES
- 34    PRODUCTION OF MOTOR VEHICLES, TRAILERS AND SEMI-TRAILERS
- 35    PRODUCTION OF OTHER TRANSPORT MEANS
- 36    PRODUCTION OF FURNITURE; OTHER PROCESSING INDUSTRY
- 37    RECYCLING

### **E**    *ELECTRIC POWER, GAS AND WATER SUPPLY*

40	ELECTRIC POWER, STEAM AND HOT WATER SUPPLY
41	WATER COLLECTION, TREATMENT AND DISTRIBUTION
<b>F</b>	<b>CONSTRUCTION</b>
45	CONSTRUCTION
<b>G</b>	<b><i>WHOLESALE AND RETAIL SALE; MOTOR VEHICLE AND MOTORCYCLE REPAIR, REPAIR OF COMMODITIES FOR PERSONAL USE AND HOUSEHOLD</i></b>
50	MOTOR VEHICLE AND MOTORCYCLE TRADE MAINTENANCE AND REPAIR OF MOTOR VEHICLES AND MOTORCYCLES RETAIL SALE OF FUELS AND LUBRICANTS
51	WHOLESALE AND MEDIATION IN TRADE, EXCEPT OF MOTOR VEHICLE AND MOTORCYCLE TRADE
52	RETAIL SALE, EXCEPT MOTOR VEHICLES AND MOTORCYCLES, REPAIR OF COMMODITIES FOR PERSONAL USE AND HOUSEHOLD
<b>H</b>	<b>CATERING</b>
55	CATERING
<b>I</b>	<b><i>TRANSPORT, STORAGE AND COMMUNICATIONS</i></b>
60	LAND TRANSPORT, PIPELINE TRANSPORT
61	SEA AND RIVER TRANSPORT
62	AVIATION
63	SUPPORTING AND AUXILIARY TRANSPORT ACTIVITIES, TRAVEL AGENCIES
64	POST AND TELECOMMUNICATION ACTIVITIES
<b>J</b>	<b><i>FINANCIAL MEDIATION</i></b>
65	FINANCIAL MEDIATION, EXCEPT INSURANCE AND PENSION FUNDS
66	INSURANCE AND PENSION FUNDS, EXCEPT COMPULSORY SOCIAL INSURANCE
67	SUPPORT ACTIVITIES IN FINANCIAL MEDIATION
<b>K</b>	<b><i>REAL-ESTATE, RENTAL AND BUSINESS SERVICES POSLOVNE USLUGE</i></b>
70	REAL-ESTATE BUSINESS
71	MACHINE AND EQUIPMENT RENTAL, WITHOUT OPERATOR, RENTAL OF COMMODITIES FOR PERSONAL USE AND HOUSEHOLD
72	COMPUTER AND SIMILAR ACTIVITIES
73	RESEARCH AND DEVELOPMENT
74	OTHER BUSINESS ACTIVITIES
<b>L</b>	<b><i>PUBLIC ADMINISTRATION AND DEFENSE COMPULSORY SOCIAL INSURANCE</i></b>
75	PUBLIC ADMINISTRATION AND DEFENSE, COMPULSORY SOCIAL INSURANCE

***M      EDUCATION***

80      EDUCATION

***N      HEALTH CARE AND SOCIAL PROTECTION***

85      HEALTH CARE AND SOCIAL PROTECTION

***O      OTHER PUBLIC, COMMUNITY, SOCIAL AND  
PERSONAL SERVICES***

90      WASTE WATER DISCHARGE, WASTE DISPOSAL AND SIMILLAR ACTIVITIES

91      MEMBERSHIPD BASED ORGANIZATIONS

92      RECREATION, CULUTRE AND SPORT

93      OTHER SERVICES

***P      PRIVATE HOUSEHOLDS WITH EMPLOYEES***

95      PRIVATE HOUSEHOLDS WITH EMPLOYEES

***Q      EXTRATERITORIAL ORGANIZATIONS AND BODIES***

99      EXTRATERITORIAL ORGANIZATIONS AND BODIES

# Module 6: Credit

## 1. General Characterizes of the Module

Why credit/loan Module?

Importance of credit for household welfare and imperfection of credit market inspired governments of many countries to intervene in their credit markets. Credit policies applied by those governments were aimed to increase access to credit for specific groups of the society, on one side and to provide special purpose credits, on the other side.

Living Standard Measurement Survey as a whole, and this Module particularly, should enable governing structures and other users to define specific groups of the society which could most benefit from credits as well as types of credits which would have biggest impact on the society as a whole.

What is observation unit in Credit Module?

Observation unit in Credit Module includes all household members of 15 and over.

What is credit/loan?

Credit is trade of money, goods and services which takes place in current time and payment of which would become due in the future. Credit/loan can be provided in several different forms which could be agreed in different manners.

Key words

Loan, to take a loan – depending on the context this word can have several meanings. For example, in the question 3, column A, the term – to take a loan- has usual meaning which means usual loan when we borrow certain amount of money from friend, relative or acquaintance, with or without interests. On the other hand, in the question No. 3, column D (see question 9) to take a loan, actually means to take a credit.

### Filling of the questionnaire

**Question 1: DOES THIS PERSON RESPOND FOR HIM/HERSELF?**

First, the interviewer checks whether the person responds for him/herself or some other person responds for given person. If the person responds for him/herself, enter code '1' and go to question 3. If the person does not respond for him/herself, enter code '2' and go to question 2.

**Question 2:** *[INTERVIEWER: ENTER RESPONDENT'S CODE]*

Thus, if the person does not respond for him/herself, the interviewer should enter the code of the person who responds and go to question 3.

The following Example 1 would be used to explain questions 3, 4 and 5.

**Example 1:** During the last 12 months, interviewed person made the following cash transactions:

1. He/she borrowed three times KM 300 each time, from broader family. He/she repaid borrowed money in principle one month after he/she received his/her salary.
2. During last 12 months, he she received twice KM 150, each time, from relatives from abroad, as a gift.
3. He/she borrowed from acquaintance KM 1,000 which is to be repaid after one year in total amount of KM 1,200.
4. Six months ago, the person took a credit amounting KM 12,000 to be repaid over 5 years. Monthly installment of this credit is KM 267. Total amount, including interests, to be repaid after 5 years is KM 16,000.
5. Borrowed and repaid in two occasions total amount of KM 800 from mutual assistance fund.
6. Repaid KM 1,200 of the credit taken 2 years ago, with additional KM 200 due until full repayment.

**Question 3:** During last 12 months, how many times did you borrow or received money [SOURCE], with the obligation to repay it?

In column A enter number 4; 3 based on the item 1 of the example plus 1 based on the item 3. Item 2 of the example is not taken into account, sine these funds are not to be repaid.

In column B, enter 0, since the person did not borrow anything from his/her employer or landlord.

In column C, enter 0, since the person did not borrow from credit community, cooperative or NGO.

In column D, enter 1, since the person took one credit during previous 12 months (item 4).

In column E, enter 2, based on the Item 5.

In column F, enter 0 since the person neither mortgaged any property nor borrowed from any other source.

**Question 4:** How many times did you total borrow from any source during last 12 months?

The amount of borrowed funds during last 12 months under the items specified in the Example 1 is presented as follows:

1. 3 x 300 KM = 900 KM
2. 0 KM
3. 1,000 KM
4. 12,000 KM
5. 800 KM
6. 0 KM

Thus, amount to be entered is:

$$900 \text{ KM} + 0 \text{ KM} + 1,000 \text{ KM} + 12,000 \text{ KM} + 800 \text{ KM} + 0 \text{ KM} = 14,700 \text{ KM}$$

**Question 5:** What is the total amount you owe to these sources including previous loans?

The debt under the items from the Example 1 is given as follows:

1. 0 KM
2. 0 KM
3. 1,200 KM
4.  $16,000 \text{ KM} - 6 \text{ MONTHS} * 267 \text{ KM PER MONTH} = 14,398 \text{ KM}$
5. 0 KM
6. 200 KM

Thus, total debt amount to be entered is:

$$0 \text{ KM} + 0 \text{ KM} + 1,200 \text{ KM} + 14,398 \text{ KM} + 0 \text{ KM} + 200 \text{ KM} = 15,798 \text{ KM}$$

# Module 7: Vouchers

## 1. General Characteristics of the Module

The Module on Vouchers is designed for the purpose of Living Standard Measurement Survey LSMS. The Module is adjusted to specific circumstances related to vouchers in both BiH entities.

The term used in Republika Srpska is 'voucher', and in Federation of Bosnia and Herzegovina is 'certificate'. Value of the vouchers is presented in points, and of certificates in KM.

### *1.1. OBSERVATION UNIT*

Observation unit of Voucher Module includes all household members. It should be noted that in Federation of Bosnia and Herzegovina, people of only certain age (older than 18 as of December 6, 1997) were entitled to vouchers, while in RS almost all age groups were entitled to vouchers.

### *1.2. FILLING THE QUESTIONNAIRE*

The interviewer should check respondent's code and ask some or all question from 1 to 7. Answers could be also given by best-informed household member if the respondent is below 15 or temporarily absent.

**Question 1:** *Were you entitled to vouchers?*

If the respondent says that he/she was entitled to vouchers enter '1' and go to question 2. If the respondent says that he/se was not entitled to vouchers enter '2' and got to the next Module. Do the same if the person answers that he/she does not know, or does not want to answer.

**Question 2:** *What was total nominal value of the vouchers you received so far from the government? (including subsequent amendments)*

Answer to this question should be the amount written in the voucher.

**Example 1:** Respondent from Republika Srpska had expected to get 23 points, but he got only 20 points. Upon appeal with relevant institutions his vouchers was amended to 21 point. Since this is the person from Republika Srpska, he did not receive any 'certificates' from Federation of Bosnia and Herzegovina. In this case in the box 'CERTIFICATES-KM' we enter '0', and in the box 'VOUCHERS – POINTS' '21'.

**Example 2:** Respondent from Federation of Bosnia and Herzegovina expected to get KM 24,000 in certificates, but she received only KM 19,000 in certificates. Her appeal to relevant institution was rejected. Since this person is from Federation of Bosnia and Herzegovina, she did not get any vouchers. In this case in the column 'CERTIFICATES – KM' we enter 19,000 and in the column 'VOUCHERS – POINTS' '0'.

**Note:** Enter only value of vouchers/certificates as it is written in corresponding document, in no circumstances enter their value at free market. .

If the respondent says that he/she received neither vouchers nor certificates, we enter '0' in both columns and got to the next Module.

We should note that there are person who is entitled to both vouchers and certificates.

**Question 3:** *What transactions did you do with your vouchers-certificates during the last 12 months?*

For this question up to three among offered answers can be chosen. If the person did more than three transactions with his/her vouchers/certificated, we should enter only three most important transactions. Enter hyphen in empty columns.

**Example 1:** Respondent from Republika Srpska (or Federation of Bosnia and Herzegovina) did not do any transactions with her vouchers/certificates. In this case enter code '8' for the first answer which means "NO TRANSACTION". In the remaining two boxes we enter '- -'. Since there is no answer 1 in any box, we do not ask question 4, but go to question 5.

**Example 2:** Respondent from Federation of Bosnia and Herzegovina sold all of her certificates during last 12 months. For answer 1 enter code '1', since this is the only transaction and enter hyphen in boxes 2 and 3, since there were no other transactions. Since there is code '1' in one of the answers, we go to the next question.

# Module 8: Migrations

## 1. General Characteristics of the Module

### *1.1 OBJECTIVE*

Main objective of this Module is to get relevant information on population movement at certain period of time, to identify reasons of such movement and change of usual (permanent) residence, etc.

### *1.2. OBSERVATION UNIT*

*Observation unit includes all household members 15 and more years old.*

## 2. Instruction for Filling the Module

### *2.1. GRAPHIC DESIGN OF THE MODULE*

The Module consists of 10 questions. All household members 15 and more years old answer the questions.

All questions are located in the header. For all the questions, but No. 3, 6 and 10, there are offered answers located in boxes below questions. The interviewer enters code of the modality chosen by the respondent into the corresponding row, i.e. row with that respondent's number.

Beside codes, sometimes the interviewer has to enter data obtained from the respondent as the answer, e.g. questions 3, 6 (to enter name of municipality and settlement) and question 10 (calendar year from which the respondent lives in the specified resident place).

### *2.2. DETAILED INSTRUCTIONS FOR CERTAIN QUESTIONS*

#### **Question 1:**

Persons who were not born in the territory of BiH (modality codes 2 and 3) do not answer questions 2, 3 and 4.

#### **Question 4:**

Persons, who live *CONTINUOUSLY* in the specified place since they were born, are persons who did not migrate from that place due to war hostilities.

Persons who live in the specified settlement *CONTINUOUSLY* since they were born answer this question YES "CODE 1 " >> next person.

**Question 8:**

Specify only one of the offered answers – if there were more reasons, specify determining one.

**Question 9:**

***Permanent residence – without movement during the war*** is a status of a person who's current resident place, was also his/her resident place before the war (April 1992) and permanent resident place during the war.

***Permanent residence – displaced person returnee*** is a status of a person who voluntarily – without being forced, returned to their earlier resident place, from some other place in BiH.

***Permanent residence – refugee returnee*** is a status of a person, BiH citizen, who as a refugee from BiH returned from abroad to the territory of BiH in his/her earlier permanent residence.

***Temporary residence – displaced person*** is a status of a person displaced within the territory of BiH due to war hostilities, expelled, reasonable fear of expulsion, violation of human rights on the territory of Bosnia and Herzegovina, and there are no conditions for his/her safe and dignified return to the place of earlier permanent residence, nor he/she decided voluntarily to choose new destination (resident place).

***Temporary residence – refugee displaced person*** is a status of a person, citizen of BiH, who due to war hostilities, expelled had moved abroad and then returned to BiH territory, but not in his/her earlier resident place.

***Temporary residence – refugee*** is a status of a person, citizen of another country, who, due to war hostilities, expelled moved from another country to the territory of BiH.

***Temporary residence – other*** is a status of a person, who lives longer than one year on the territory of BiH, but has neither recognized status of permanent resident, nor any of above mentioned statuses.

**Question 10:**

Specify calendar year from which you live in this settlement (e.g. 1979).

# Module 9: Social Assistance

## 1. General Characteristics of the Module

### *1.1. OBJECTIVE*

Main objective is to get information on social assistance beneficiaries, form and scope of social assistance.

### *1.2. OBSERVATION UNIT*

*Observation unit in this Module includes all household members irrespectively of age.*

## 2. Instruction for Filling the Module

### *2.1. GRAPHIC DESIGN OF THE QUESTIONNAIRE*

The Module consists of 6 questions. All household members are asked the questions. All questions are located in the header of the questionnaire.

Questions either offer answer ( Q. No 1, 3, 4, and 6) or the interviewer is to enter data received from the respondent (Q. No. 3 and 5).

#### **Question 3:**

For a part of Q. 3 “*What is the percentage of your disability?*”, you should enter respondent’s disability percentage e.g. 30; 70; etc.

#### **Question 4:**

Report any type of cash benefit the respondent receives (excluding pension and veteran’s benefits) e.g. permanent cash benefit, extraordinary cash benefit, one time cash benefit, care-giver allowance, assistance to unemployed single parent for child.

#### **Question 5:**

Report total amount of received cash assistance over last twelve months (excluding pension and veteran’s benefits).

#### **Question 6:**

Report other types of received assistance from Social Welfare Center and other social institutions, e.g. health care, assistance for rehabilitation, assistance to resolve housing problem, assistance for food, heating, cloths, footwear.

# Module 10: First Visit End

## 1. General Characteristics of the Module

### *1.1. OBJECTIVE*

Objective of this Module is to get information on whether there is agricultural and non-agricultural business, i.e. own enterprise or self-employment of formal or informal nature, within the observed household. This way the interviewer gets information which Modules of the second part of LSMS Questionnaire are to be filled in given household during the second visit and informs the household thereon.

### *1.2. OBSERVATION UNIT*

Observation unit is sampled household. Questions are to be answered by the head of the household or household member best informed about household's business.

### *1.3. OBSERVATION PERIOD*

Questions in the Module are about *LAST 12 MONTHS*. Reference period is clearly indicated in each question.

## 2. Instruction for Filling the Module

Question 1 should include, beside others, possessed and for any reason, not used land. Answer "YES" to this question would indicate to the interviewer to go through Module 13 during the next visit. In the Q2, names of household members best informed about agricultural business of the enterprise should be entered, and the interviewers should ask them to be present during the next visit.

Q3 provides information on whether there was any unsuccessful *ATTEMPT* to start any non-agricultural activity. In case of such attempt, specify, in Q4 main reason why such activity did not start, and in Q5 what was the problem. In case there was no such attempt, go to Q6 which is together with Q9 skip question for any non-agricultural business or activity. If the answer is YES in Q6, Q7 and Q8 enter description and type of non-agricultural activity and ID of person in charge. If the answer is NO go to Q9. Then the interviewer should check Q10 of Module 5 – Labor, if there is any answer with modalities 1, 2, 3, 4, or 11. If there is (answer "YES" to Q9 of Module 10), enter in the following Q10 ID code of persons who are self-employed or run own business. Otherwise (answer "NO" to Q9 of Module 10), end first visit to the household. Thus, positive answers to Q6 and or Q9 of this Module, indicate to the interviewer that in the next visit he/she should interview the household on non-agricultural business or activity - Module 12, on which he/she informs best informed household members in order to ensure their presence during the second visit.

# Module 11: Consumption

## 1. General Characteristics of the Module

### *1.1 OBJECTIVE*

This Module collects information on purchased quantities and household expenditures on food products and expenditures on non-food products and services.

### *1.2. GRAPHIC DESIGN OF THE QUESTIONNAIRE*

The Module consists of five Parts, as follows:

1. Part A: Daily Expenditures,
2. Part B1: Food Consumption,
3. Part B2: Fruit and Vegetable Consumptions,
4. Part C1: Monthly Expenditures on Non-Food Products,
5. Part C2: Annual Expenditures on Non-Food Products,

### **Part A: DAILY EXPENDITURES**

This Part of the Questionnaire collects data on daily expenditures of all household members during last seven days, on tobacco and tobacco products, newspaper and magazines, lottery, parking charge, hairdresser and barber services, as well as information on expenditures on meals eaten out of home.

#### **Question 1:**

This question collects information on whether any of household members had any expenditures on listed products or services during last seven days. If there were such expenditures for the listed products, enter code 1 in the corresponding line, if no, enter code 2.

#### **Question 2:**

This question is about the value of expenditures the household had during the observed period. If there were expenditures on the listed products, enter their value in the corresponding column, if no, enter 0.

#### **Question 3:**

This question is about total number of meals (including meal at work for employed persons) household members had out of house during last seven days.

#### **Question 4:**

This question collects information on the value of meals household members had out of home. If there were no such expenditures during the last 7 days, enter 0 in corresponding box.

## **Part B1: FOOD PRODUCTS**

This Part of the Questionnaire collects data on food products consumption (except fruit and vegetable), both purchased and from own production or received as gift.

Food products are classified into main groups of products, and the most important ones are listed within each group. Any product non-listed within a group, should be classified under other products from that group.

Data on quantities are to be entered in relevant measure unit given for each product.

### **Question 1:**

This question collects information on whether the household consumed during the last 12 months any product listed in this column. First ask question 1 for all products, and enter code 1 in the corresponding column for those products which were consumed and code 2 for the ones which were not consumed by the household.

For all products with code 1 in question 1, ask question 2 through 6, which means answers should be entered either for questions 2 and 3, or 4 and 5 or question 6.

### **Questions 2 and 3:**

These questions collect data on quantities and values of products the household purchased **during last 30 days**. If there was no any purchase during this period, enter 0 in the corresponding box and ask question 4.

### **Questions 4 and 5:**

This question collects data on quantities and values of consumed products from own production **during last 12 months**. If there was no consumption of products from own production, enter 0 in the column 4 and ask question 6.

### **Question 6:**

Question 6 collects data on total value of consumed products which the household received as gift **during last 12 months**.

## Part B2: FRUIT AND VEGETABLE CONSUMPTION

This Part of the Questionnaire collects data on consumption of fruit and vegetable, both purchases and from own production or received as gift.

### Question 1:

This question collects information on whether the household, during last 12 months, consumed products from “Fruit and Vegetable” group, listed in this column. First ask question 1 for all products and enter code 1 in the corresponding column for consumed products, and code 2 for products which were not consumed by the household.

For all products with code 1 in question 1, ask questions 2 through 8, which means answers should be entered either for questions 2, 3 and 4, or 5, 6 and 7 or for question 8.

### Question 2:

*THIS QUESTION COLLECTS INFORMATION ON NUMBER OF MONTHS DURING LAST 12 MONTHS IN WHICH THE HOUSEHOLD PURCHASED CERTAIN PRODUCTS. IF THERE WAS NO SUCH PURCHASE IN THE OBSERVED PERIOD, ENTER 0 INTO THE CORRESPONDING BOX AND GO TO QUESTION 3.*

### Questions 3 and 4:

These questions collect information on quantities and value of products the household usually purchases, in the month when they are purchased.

### Question 5:

This question collects data on number of months during last 12 months in which the household consumed certain products from own production. If there was no any consumption from own production, enter 0 in the column “NO. of MONTHS” and go to question 8.

### Questions 6 and 7:

These questions collect data on quantities and values of products from own production consumed by the household in typical month (month when they are usually harvested).

### Question 8:

Question 8 collects information on total value of household’s consumption of products received by the household as gift **during last 12 months**. If there was not any consumption of certain product received as gift, enter 0 and go to the next product.

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## **Part C1: MONTHLY EXPENDITURES ON NON-FOOD PRODUCTS**

*THIS PART OF THE QUESTIONNAIRE COLLECTS DATA ON CONSUMPTION OF SELECTED NON-FOOD PRODUCTS BY THE HOUSEHOLD DURING LAST 30 DAYS.*

### **Question 1:**

This question collects information on whether the household purchased, spent money on services or receives as gift any of listed non-food products during last 30 days. First ask question 1 for all products and enter 1 in corresponding column for the consumed products and 2 for those ones which were not consumed by the household.

### **Questions 2 and 3:**

*THESE QUESTIONS COLLECT DATA ON VALUE OF PURCHASED PRODUCTS AND THE VALUE OF PRODUCTS RECEIVES AS GIFT DURING LAST 30 DAYS.*

## **Part C2: ANNUAL EXPENDITURES ON NON-FOOD PRODUCTS**

This Part of the Questionnaire collects data on consumption of other non-food products by the household during last 12 months.

### **Question 4:**

This question collects information on whether the household purchased or received as gift any of listed non-food products or spent money on services during last 12 months.

### **Questions 5 and 6:**

These questions collect data on value of purchases products and services and the value of products and services received as gift during last 12 months.

This Part of the Questionnaire includes information on house and housing, such as rent, expenditures on electricity, water, heating, waste disposal, fix and cellular phone, TV subscription, etc. These expenditures are covered by Housing Module.

# Module 12: Non-Agricultural Business or Activities of the Household

## 1. General Characteristics of the Module

### *1.1. OBJECTIVE*

The objective of this Module is to get information on formal and informal agricultural business or activities within the observed household. The Module should provide information on the proportion of revenues and employment of household members achieved through self-employment in an agricultural activity. This would be done surveying economic environment's impact on household business and its involvement in labor and capital market. The objective is also to identify contribution of these activities to the economic development, as well as to get useful information for decision makers to be used to provide incentives for further development of such activities.

### *1.2. OBSERVATION UNIT*

Observation unit is household which was engaged in one or more non-agricultural business, formally or informally during the reference period. Answers should be given by the household member who is in charge or best informed on household business.

### *1.3. OBSERVATION UNIT*

The questions in the Module are about *LAST 12 MONTHS*, as well as *THE WEEK PRECEDING THE INTERVIEW*. Reference period is clearly indicated in each question.

## 2. Instruction for Filling the Module

### *2.1. Part A: ESTABLISHMENT OF NON-AGRICULTURAL BUSINESS OR ACTIVITY OF THE HOUSEHOLD: Q1-Q4*

The interviewer, first checks if the answer to question 6 or 9 of the Module 10 is "YES". If any of them is "YES", the interviewer starts filling the Module 12. In case both these questions are answered by "NO", the interviewer goes to the next Module.

In questions 1 – 4, the interviewer should enter ID code of responsible or best informed person for each business (Q1), description of this activity and code of one of 4 offered modalities (Q2) and ID code of the respondent (Q3). The interviewer should talk to the best informed person, and if that is not the case, at least to identify the respondent, in order to be able to assess respondent's credibility. To that end, the interviewer enters respondent's ID code from the Roster. In Q4, the interviewer establishes if there are more than three businesses in this household, in which case, he/she uses additional Questionnaire and records that on LSMS Questionnaire Cover

Page. The interviewer asks questions from Parts B – F of this Module for the first business, then for the second, etc. until all business are covered.

## **2.2. Part B: GENERAL INFORMATION: Q5 – Q10**

In Q5, the interviewer refers to the businesses reported in Q2 and enters duration of engagement in such business in whole numbers of years and months. In Q6, location of business is reported. Explanation of the answer modalities for this question:

**House-permanent resident place:** non-agricultural business takes place in the same house where the household lives.

**Shop:** Facility of solid construction owned, rented or used free of charge, which is out of the household's house.

**Kiosk:** portable business premises located at certain place.

**Market:** Out-door or in-door area organized for trade and similar activities.

**Other permanent place:** Permanent place of non-agricultural business which does not belong to any of above mentioned locations.

**In the street:** business takes place in certain, more or less organized place, located in the street.

**Moving:** if the performer of the activity is constantly moving, i.e. is not linked to any particular place.

In Q7, there is a skip to Q10 in case that the household owns whole business. Q10 is skip question and it is about referent period of last 7 days. If the enterprise did not operate during last 7 days, go to Q13 which is about 12 months reference period.

## **2.3. Part C: LABOR: Q11 – Q18**

Q11 and Q 12 report number of employed persons who are not members of the interviewed household and number of employees paid for their work in cash or in-kind. Q13 – Q18 are on reference period of 12 months and they identify household members and non-members who worked in that business during the reference period.

## **2.4. Part D: REVENUES AND INPUT COSTS: Q19-Q24**

In Q19, the interviewer checks the answer to Q10. If the answer is “NO” got to Q21. In Q23, TOTAL REVENUE i.e. total amount earned from sales of products or services (rather than profit as balance between revenues and expenditures) should be reported for the months with average business operations. In Q24, input costs for average month are to be reported.

## **2.5. Part E: BUSINESS ASSETSS: Q25-Q27**

In Q25, report all assets used by the household for business, item by item. If the answer to this question is YES, the interviewer asks Q26 for such item, if the answer is NO, go to the next item. Thus, for each item, ask Q25 and 26, until last item is covered, and then ask Q27. In Q27, if the enterprise purchased any of earlier mentioned items, the answer would be YES, and if it did not purchase any, the answer would be NO. Thus, Q27 is not on each individual item, but includes them all. After this question, to PART F.

**2.6. Part F: PROBLEMS: Q28**

In this question, report, ranking them by importance, business problems faced during last 12 months. After that go to the next business or enterprise's activity (Part B).

# Module 13: Agricultural Activities

## 1. General Characteristics of the Module

### 1.1. OBJECTIVE

**The objective** is, by the questions developed within Agricultural Activity Module of LSMS Survey, to collect information which would provide review of important facts on individual agricultural production. They should indicate all circumstance, issues and conditions under which household's agricultural activities takes place.

### 1.2. OBSERVATION UNIT

**Observation unit** is a household, randomly selected, engaged in agricultural activities.

### 1.3. OBSERVATION PERIOD

**Observation period (reference period)** for which data are collected is last agricultural season 2000/2001.

Agricultural season starts with winter crops planting and ends with crop harvesting next year.

Answers are given by household member(s) best informed on agricultural activities performed by the household during the reference period.

While filling the questionnaire, the interviewer should pay attention to interrelation between answers to certain questions and/or that some of them exclude each other. The interviewer should also follow notes provided for certain questions, which link in logic way answers in one column with next columns of the Agriculture Module.

First, household member selects measure unit in which he/she wants to give answer to particular question, then the respondent answers about the quantity or amount. The interviewer enters into the corresponding column measure unit code, and then amount or quantity.

It means that for some questions quantity or amount should be given as whole numbers (e.g. number of years/units/peaces), and for other as decimal numbers (e.g. for area: 2.0 ha; 3.5 'dunums'<sup>1</sup>)

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<sup>1</sup> Note by translator: dunum – local measure unit: 1 dunum = 0.1 ha

## 2. Instruction for Filling the Module

Agricultural Module consists from several separate parts, which treat different aspects of agricultural activities.

### *2.1. Part A1: Land used by the household during the reference period, irrespectively of land ownership*

Part A1 is about the land that the household cultivated or was able to cultivate during the reference period.

Land ownership/co-ownership is not a precondition for filling this table, but a fact of availability of the land during the reference period

It means that this table treats equally cultivated land both owned or co-owned by household member and leased or otherwise obtained for use (e.g. occupied by displaced person without actual owner's agreement).

#### **Question 3: Plot's name**

The interviewer asks the respondent on all land plots used and cultivated and enters name of each plot separately in corresponding row of the "Plot's Name" column.

**Plot** means a unit or several units of land treated by the respondent as a whole by certain name, irrespectively of how it is formally registered in the cadastre (one or more cadastre particles).

#### **Question 4: Plot's area**

Enter total area of the plot (arable and non-arable) used by the household at the time of survey, whether is cultivated/planted or not at that time.

The area is to be presented in one of the offered measure units.

Basic measure unit for area in agriculture is hectare (ha).

1 ha = 10 000 m<sup>2</sup> = 100 ars = 10 dunums = 1.7376 acre

#### **Questions 5, 6 and 7: Plot's land category**

**Arable land** includes plough land, gardens, orchards, vineyards and meadows, whether cultivated or not at the time of the survey.

**Plough land (crop fields)** includes ploughed land planted with different crops in accordance with crop rotation. This also includes fallows and nurseries.

**Fallow** is plough land left certain time unused (one year minimum), "to rest". There are several types of fallows: black follow, green follow, etc.

**Crop rotation** is regular and in advance defined rotation on crops on certain land for the sake of more effective use of land's physical and chemical features.

**Meadow** is land grown by grass, mowed in order to get hay. There should be presented areas of natural and artificial (sowed) meadows.

**Pasture** is land grown by grass, used for livestock grazing. All pastures: flatland, mountain, forest, are to be reported.

**Forest** includes area grown by trees in form of forest stand with protective function, which is used for forest products production or has special purpose. Forest does not include plantations established by planting seedlings or sowing forest tree seeds.

**Economic yard** is space used to accommodate goods, machinery and people. This is actual non-arable land and it does not bring any yields.

**Question 8: Status of the plot**

Status of the plot means ground under which the land is used, to that end the plot could be owned/co-owned, leased or taken for use. A plot taken for use means, both plot taken for use with actual owners agreement and knowledge but free of charge, and without owner's agreement and knowledge (in case of displaced persons). For the purpose of this Survey the difference between those two is irrelevant.

**Question 9: Plot's owner/co-owner**

Enter ID code of household members who is owner/co-owner of respective plot.

**Question 10: How did the household obtain certain plots?**

This question is related to previous and is relevant only for plots owned or co-owned by household members.

**Question 11: Estimated sales value of the plot**

Enter the amount of sales value of the plot estimated by the respondent. Information is to be given for each plot owned/co-owned by household members irrespectively of the intention to sell it or not. It means that sales value should be estimated also for the plots the owner has no intention to sell. This value is important for the purpose of this Survey. The amount is to be entered in KM without decimal.

**Question 12: Type of land use agreement**

This question is related to the question No. 8. It is to be responded only when codes 2 or 3 are entered as the answer to question 8.

**Questions 13 and 14: Cash or in-kind payment for land use**

This question is related to the question 12. It is to be responded only when codes 1 or 2 are entered as the answer to the question 12. The interviewer is to enter cash

amount, or estimated cash equivalent of in-kind payment made to the owner for land use, in KM without decimal.

**2.2. Part A2: Land owned/co-owned by the household, which the household did not use during the reference period**

The Part A2 is about the land owned/co-owned by the household or any household member, they did not use it or were unable to use it or cultivated it during the reference period.

*Land ownership/co-ownership, during reference period, is a precondition for filling this Table*

This Table treats land owned/co-owned by household members, which was rented, leased or otherwise given by the household to some other household or individual for use. Besides, information is collected for land owned by the household, but which is inaccessible to the household because it is occupied by illegal user (land occupied by displaced persons without owners agreement) or cannot be used by household for any other reason (distance, security).

**Questions 10 and 11: Cash or in-kind receipts for land use**

The amount of cash received by the household from land user as compensation for land use, as well as estimated cash equivalent of in-kind payment, is to be entered in KM without decimals.

**2.3. Part B1: Forestland used by the household during the reference period**

Part B1 is about forestland which household used or was able to use during the reference period.

*Forestland ownership is not a precondition for filling this Table, but the fact that such forestland was available for use by the household during the reference period.*

**Question 3: Approximate forest age of each individual plot**

It is possible to define approximate age only for **even-age forests** i.e. forest plantations established over shorter period (up to 20 years). For **uneven-age forests**, it is impossible to determine age, since such forest are consisted of trees of different age and they are usually regenerated by natural regeneration.

**Question 5 and 6: Sales of forest product obtained by harvesting**

This question is only about forest products sold during last 12 months, irrespectively when they were harvested, during the same period or earlier. The amount is to be entered in KM without decimal.

Forest harvesting could be **regular and extraordinary**. **Regular harvesting** is envisaged by Forest Management Plan and is done in accordance with previous plan. **Extraordinary harvesting** is not envisaged by the plan and is done when needed due to unpredicted circumstances (wind breaks, forest diseases, harmful pests, etc.).

**Question 8:** *Estimated sales value of fire wood used for heating*

Enter the amount of estimated sales value of firewood used for heating by the household during last 12 months. If the household used for heating forest waste or wood with no market value i.e. which could not be sold at the market, enter “0” in this column. This information is to be given separately for each plot of forest. The amount is to be entered in KM without decimal.

**2.4. Part B2: Crop production and use during the reference period**

Part B2 is about crop production and use (consumption, sales, processing, etc) by the household and its members during the reference period.

Crops on which information is required are listed and classified in 3 groups: field crops, perennial plantations and meadows and pastures. There is an option “other” for each group, where the household can report on produced crops which are not listed, if any.

**Field crops** are produced on plough land and crop rotation is applied for them. Field crops include mainly annual crops and vegetable used exclusively for consumption or seed production.

**Perennial plantations** are orchards and vineyards, and crop rotation is not applied.

**Permanent meadow and pastures** – crop rotation is not applied, and they are used or planed to be used for permanent (5 years minimum) production of forage, whether sowed or natural.

It is important to note that information here is collected on growing, production and use of crops, though invested efforts and achieved results do not necessarily have to correspond to the production during the reference period.

**Question 2:** *Which of the following types of crops/fruit did you grow i.e. sow/plant*

The interviewer asks the respondent which of listed crops were produced by the household. When this question is answered, the interviewer asks all the other questions about each crop, perennial plantation or meadow.

**Question 3:** *Land area under different crops*

The answer is provided on total area under certain crop, irrespectively of how many plots there are under the same crop

**Question 4:** *Harvested quantities, i.e. yield by crop*

The answer is given for total quantity of certain crop, irrespectively from how many plots such crop was harvested.

**Questions 5 and 6:** *Quantity of sold crops and average price*

The answer is given for total quantity of sold crop out of total harvested volumes irrespectively from how many plots it was harvested. The amount is to be entered as one decimal digit.

***Average price of total sold quantity of a crop*** is the price obtained by the household per selected unit for such crop. In case that the household was selling a crop several times at different prices, average price is to be determined by the household based on the price at which majority of certain crop was sold.

To that end, average price is an approximate value and does not present accurately calculated mathematic value. The average price is to be entered in KM without decimal.

**Question 7:** *Quantity of lost or destroyed crops*

The answer is to be given for total quantity of lost or destroyed crop, irrespectively from how many plots it was harvested. Crops could be destroyed for several reasons: weather disasters (drought, frost, hail, flood, etc.), crop diseases, insects, rodents and other reasons.

**Questions 8-12:** *Use of remaining quantities of crop*

The answer is given for total quantity of used crop, irrespectively from how many plots it was harvested (e.g. in-kind payments, animal feed, sales, consumption, etc.)

**2.5. Part C1: Inputs/Investments – seeds/seedlings, purchased and used for production during the referent period**

Part C1 is about seeds/seedlings purchased and used for sowing/planting during the reference period.

This Part of the Module is related to the Part B2 “Crops and Use”. If the household grew any of crops listed in the Part B2, then ask the questions on such crops from Part C1.

The interviewer, first, copies from B2 codes of crops sowed/planted by the household. Then, he/she asks other questions on purchase and use of seeds/seedlings for the reported crops.

**Question 2:** *Quantity of used seeds/seedlings for crop production*

The answer is given for total quantity of used seeds/seedlings, irrespectively on how many plots such crop was sowed/planted. Quantity of used seeds/seedlings is entered

with whole numbers for grams, kilograms and pieces, while amounts of the other measure units are entered with one decimal. After this, the interviewer asks other questions on purchase and use of seeds/seedlings for reported crops.

Perennial and permanent plantations (orchards, vineyards, meadows, etc.) present special case, where “0” could be entered in both columns as the answer if there were no efforts related to reconstruction or expansion i.e. no sowing/planting, undertaken during the reference period. For crops for which transplantation is used (cabbage, paprika, tomato), information is given only on seedlings, rather than seeds.

To facilitate fieldwork and for the purpose of data control, a Table with seed/seedling norms and average yields (t/ha) per crop is presented below.

### Seed Material Norms and Average Yields per Crop

<b>Crop</b>	<b>Seeds/Seedling for Planting</b>	<b><u>Yield t/ha</u> (usual)</b>
Winter wheat	250 –300 kg/ha	2-4
Summer wheat	250 –300 kg/ha	2-4
Maize-grain	15-27 kg/ha	3-5
Barley	140-200 kg/ha	2-3
Rye	110-200 kg/ha	2-3
Oat	120-160 kg/ha	1,5-2
Potato	1,5-4,5 t/ha; 1,5-4,5 kg/m <sup>2</sup> ;	5-10
Beans	80-200 kg/ha (optimal 100-150 kg/ha) 40-50 plt./m <sup>2</sup>	0,5-1,5
Peas	100-300 kg/ha (250-300 kg/ha)	1-1,5 max to 5
Sugar beet	7-25 kg/ha; optimal 5-8 kg/ha	25-40
Soybean	80-120 kg/ha optimal 50-60 kg/ha	1-2
Sunflower	5 -15 kg/ha	1-2
Rape	8-10 kg/ha	1,5-2,5
Tobacco	0,2-0,5 g/m <sup>2</sup>	1,5-2
Cabbage	2,5-3 g/m <sup>2</sup> 300-800 g/ha 0,3-0,8 kg/ha	10-20 max 20-40
Cauliflower	300-800g/ha 0,3-0,8 kg/ha	10-15
Kale	300-800g/ha 0,3-0,8 kg/ha	10-20 max 20-60
Spinach	1,5-2,5 g/m <sup>2</sup> 15-25 kg/ha, (optim. 16-20 kg/ha)	10-15

Lettuce	0,1-0,3 g/m <sup>2</sup> 0,5-3 kg/ha (2-4 kg/ha)	20-30
Malone	0,2-0,5 g/m <sup>2</sup> 2-5 kg/ha 3-4 seed/hole	20-40 optimal 6-13
Water-melon	0,2-0,5 g/m <sup>2</sup> 2-5 kg/ha 3-4 seed/hole	20-40 optimal 6-13
Cucumber	1000 – 3000 g/ha 1 -3 kg/ha (optimal 1-1,5 kg/ha) 2-5 seed/hole	10-30 20-40 40-50
Pumpkin, zucchini, squash	0,3-0,6 g/m <sup>2</sup> 3 -6 kg/ha; 2-5 seed/hole	15-20 30-40 40-50
Paprika	3-10 kg/ha (optim 1-2 kg/ha) 5-15 bilj/m <sup>2</sup> 200-300 000 plt./ha	7-25 max do 50
Tomato	200-500 g/ha 5-15 bilj/m <sup>2</sup> 50-150 000/ha	7-25 max do 80
Egg plant	300-600 g/m <sup>2</sup> 0,3-0,6 kg/ha	10-25 max 30-50
Carrot	0,2-0,8 g/m <sup>2</sup> 1,5-8 kg/ha (6-8kg/ha) 600-900 plt./ha; 120-150 bilj/m <sup>2</sup>	4-8 maxim do 50
Garlic	30-100 g/m <sup>2</sup> (optim 30-40 g/m <sup>2</sup> ) 300-1000 kg/ha; (optim 300-400 kg/ha)	3-7
Onion	35-80 g/m <sup>2</sup> -from seed onion 5-8 g/m <sup>2</sup> -from seeds 350-800 kg/ha; (optimal 500-700 kg/ha)	4-7 max do 18
Red beet	2-3 g/m <sup>2</sup> 15-30 kg/ha	5-10 max 20-40
Celery	150-300 g/ha 0,2-0,3 kg/ha	10-30
Parcel	1,5-7 kg/ha (8-10 kg/ha) 70-80 000 plt./ha	2,5-4
Radish	1-1,5 g/m <sup>2</sup> 10-15 kg/ha (5-8 kg/ha)	7-10
Garden radish	1,5-2 g/m <sup>2</sup> 15-20 kg/ha	7-10
Clover	15-30 kg/ha	2,5-4 hay
Alf-alpha	15-20 kg/ha	3-4,5 hay
Common vetch	100-120 kg/ha	2,5-4,5 hay
Maize-silage	10-30 kg/ha	15-25
Stock beet	5-8 kg/ha	7-20

Grass/clover mixture	15-30 kg/ha	2-5 hay
Strawberries	300 000 – 1000 000 unit/ha	
Raspberries	50 000 – 500 000 unit/ha	
Green beans	8-15 g/m <sup>2</sup> 80-150 kg/ha	8-15
Peas - pod	12-20 g/m <sup>2</sup> 120-200 kg/ha	5-10

**Question 3:** *Quantity of purchased seeds/seedlings*

The answer is given about total quantities of purchased seeds/seedlings, irrespectively on how many plots the same crop is sowed/planted. Quantity of purchased seeds/seedlings is entered in whole numbers for grams, kilograms and pieces, and for other measure units as a number with one decimal.

**Question 4:** *Amount of money given for purchased seeds/seedlings paid in cash*

Enter total amount given for purchased seeds/seedlings, paid in cash.

**Question 5:** *Quantity of seeds/seedlings from own production*

Enter total quantity of seeds/seedlings provided by the household from own production and used for production of certain product during the reference period.

**Questions 6 and 7:** *Otherwise obtained seeds/seedlings*

If seeds/seedlings were obtained in more than one of offered ways, the household should select the most important one i.e. how it obtained majority of their seeds/seedlings (in terms of quantity or value) for production of certain product during the reference period.

**2.6. Part C2: Inputs/Investments – fertilizer and pesticides purchased and used for agricultural production during the reference period**

Part C2 is about fertilizer and pesticides purchased and used for agricultural production during the reference period.

**Question 3:** *Quantity of used fertilizer/pesticides*

The answer is given for total amount of used fertilizer and pesticides, irrespectively on how many plots or for which crops they were used. Quantity of used fertilizer/pesticides is to be entered in whole numbers.

**Question 4:** *Quantity of purchased fertilizer/pesticides*

The answer is given for total quantity of fertilizer/pesticides, irrespectively on how many plots or for which crops they were used.

**Question 5:** *Amount of money spent to purchase fertilizer/pesticides paid in cash*

Enter total amount given for purchased certain types of fertilizer and pesticides paid in cash.

Do not include value of fertilizer/pesticides used for agricultural activities during the reference period, which was purchased on credit.

**Question 6 and 7:** *Otherwise purchased fertilizer/pesticides*

If they were purchased in more than one way offered in the question7, the household should select the most important one. It should be the one by which majority, in terms of quantity or value, of fertilizer/pesticides for agricultural activity was purchased by the household during reference period.

**2.7. Part C3: Inputs/Investments – fuel and energy, purchased and used**

Part C3 is about fuel and energy purchased and used for agricultural activities during reference period.

There is a list of fuel and energy sources, and the interviewer should first identify which ones were used by the household during reference period.

**Question 3:** *Quantity of used fuel and energy*

The answer is given for used total quantity of certain types of fuel and energy for agricultural activity during reference period. Quantity of used fuel/energy reported in kilowatts, liters, kilograms is entered as whole number, and for quantities reported in tones with one decimal.

**Question 4:** *Quantity of purchased fuel and energy*

The answer is given for total quantity of purchased fuel and energy for agricultural activities during reference period.

**Question 5:** *Amount of money spent to purchase fuel and energy, paid in cash*

Enter total amount paid to purchase fuel and energy, by types, purchased by household and paid in cash.

Do not include value fuel/energy, used for agricultural activity during reference period, but purchased on credit.

**Questions 6 and 7:** *Otherwise purchased fuel and energy*

If certain fuel/energy was purchased in more than one of ways offered in question 7, the household should select the most important one. That should be the one by which majority, in terms of quantity or value, was purchased by the household during reference period for agricultural activity.

**2.8. Part C4. Inputs/Investments – labor hired for agricultural works**

Part C4 is about labor hired and used by the household for certain agricultural works during reference period.

**Question 3:** *Number of workers hired and paid by the household*

The answer is given for total number of workers hired for certain types of agricultural works during reference period, whom were paid by the household for their work in cash, in-kind, etc.

Do not include voluntarily work and help provided by non-household members free of charge for agricultural works (bee).

**Question 4:** *Number of work-days for performing agricultural works*

The answer is given for total number of work-days for performing certain types of agricultural works during reference period for which household paid workers in cash, in-kind, etc.

Do not include number of days of voluntarily work performed by non-household members (bee).

**Question 5:** *Average wage paid by the household*

Enter average amount of daily wages paid to the household in cash to workers for listed types of work.

In case that household for the same type of work, hired different workers, in different periods at different wages, it could be difficult to provide precise average daily wage. In that case, enter the wage paid for majority of work hours.

**Questions 6 and 7:** *In-kind payment for agricultural works*

If payment for the same type of work was made in different in-kind forms, the household should select the one by which it paid majority of work hours during reference period.

**2.9. Part C5. Inputs/Investments – machinery hired for agricultural works during reference period**

Part C5 is about machinery hired and used by the household for agricultural works in reference period and for which it paid.

In this Part of the Module do not include used machinery owned or co-owned by the household.

**Question 3: Operators of agricultural works**

If machinery of different owners was used for agricultural works, the household can select one answer, i.e. the owner whose machinery was hired for longest period or completed most work of that type.

**Question 4: Number of work-hours of the machinery**

The answer is given for total number of hours machinery operated for certain types of agricultural works in reference period, for which the household paid in cash, in-kind, etc.

Use of machinery owned by non-household members free of charge, should not be included (e.g. use of machinery with or without operator free of charge).

**Question 5: Average fee per hour paid by the household**

Enter average amount paid by the household in cash for hired machinery by listed types of work.

In case that machinery used for the same type of work different machinery in different period at different fee per hour, it could be difficult to get average fee. In that case, enter the fee at which majority of work hours were paid by the household.

**Questions 6 and 7: In-kind payment for performed work**

If the same type of work was paid in different in-kind forms, the household should select the one by which majority work hours were paid during reference period.

**2.10. Part D1: Livestock owned and used by the household during reference period**

Part D1 is on livestock owned by the household during reference period – last twelve months.

Purchased or otherwise obtained livestock, kept until slaughter for special occasions (religious, family, government holidays, etc.) is not subject of observation of this Part of the Module, if the household otherwise is not engaged in agriculture, i.e. livestock.

**Question 3:** *Number of heads owned by the household, by types and categories of livestock*

Enter total number of animals of certain type and category owned by the household on the first day of the survey implementation.

**Question 4:** *Estimated sales value of one head of animal*

In this column enter amount of estimated value of one head of certain type of category of animal. Information is given for all listed types of animals, irrespective of actual intention to sell it. It means that realistic sales value of a head of animal should be estimated, including animals which owner do not intend to sell. If the household possesses more head of the same type of animal, give approximate average value of one head. Enter the amount in KM without decimals.

**Questions 5 and 6:** *Sales of livestock, number of heads and received amount*

Enter total number of heads of certain types of animal sold by the household as well as total value obtained from sold animals during reference period.

In total number of sold animals, also include animals slaughtered by the household exclusively or mainly for sales of meat.

This value includes both cash and in-kind receipts for sold animals. In case that the household received in-kind payment for sold animal, they should estimate cash equivalent of received in-kind payment.

**Questions 7, 8 and 9:** *Number of heads slaughtered by the household for own consumption, number of lost and gifted animals*

For each question enter total number of animals during reference period. A note should be made about animals slaughtered by the household for own consumption. It could happen that slaughtered animal was partly used for own consumption and partly gifted, apply principle of majority in such case. For the number of gifted animal, include number of animals slaughtered and gifted in form of meat. Apply principle of majority in this case also, i.e. if the household gifted major part of the meat, and used for own consumption minor one.

**Question 10 and 11:** *Livestock purchase*

Enter total number of animals of certain type purchased by the household, as well as total value the household paid to purchase certain type of animal during reference period. This value includes both cash and in-kind payments for purchased animals. In case that the household paid the purchased animal in-kind, they should estimate cash equivalent of made in-kind payment.

**Questions 12,13 and 14:** *Animals purchased on credit*

Enter total number of animals of certain type purchased by the household on credit; total value of animals purchased on credit and total amount of repaid portion of the credit during the last twelve months for animals purchased on credit. The amount is to be entered in KM without decimals.

**Question 15:** *Number of off-springs during the year*

Number of offspring of certain types of animals is to be entered in the box for relevant animal (except for cattle, where calves are specified) i.e. without adding new categories of such animals.

**Questions 16 and 17:** *Number of animals received as gift and donor's name*

If it includes more heads of the same type of gifted animals, and donors are different, the household should select the most important one, in terms of value or number of gifted animals.

**Questions 21 and 22:** *Sales of fresh animal products*

If the household sold certain fresh animal products, enter total amount of money earned from fresh products sale. If payment for some sold products was received in-kind, the household should estimate cash equivalent of such in-kind payment and include it in total amount.

These columns should include neither own animal products used for other activities in the household (e.g. wool for knitting or weaving), since they are subject of the other Module, "Non-Agricultural Business", nor fresh products used for own consumption, since they are subject of "Household Consumption" Module.

**2.11. Part D2: Feed, purchased and used**

Part D2 is about used feed purchased or otherwise obtained by the household and used for animals during reference period. .

**Silage** is feed obtained by oxygen-free fermentation and is mainly used in absence of green forage. **Fodder** is stored densely compresses in silos, fresh or partly dried.

**Question 3:** *Quantity of used feed*

The answer is given on total quantity of used certain type of feed during reference period, and the number is entered with one decimal in one of offered measure units.

**Question 4:** *Quantity of purchased feed*

For quantities of purchased feed, enter the number with one decimal in one of offered measure units.

**Question 5:** *Amount spent to purchase feed paid in cash*

Enter total amount spent to purchase feed which was paid by the household in cash.

**Question 6:** *Quantity of feed from own production*

Enter total quantity of certain type of feed provided by the household from own production and used for animal nutrition during reference period.

**Questions 7 and 8:** *Otherwise purchased livestock*

If purchase was made in more different ways, listed in the question 8, the household would select the most important one, i.e. by which it obtained majority of feed, in terms of quantity or amount.

**2.12. Part E: Farm capital assets (machines and equipment) owned or co-owned by the household during reference period**

Part E is about farm capital assets i.e. type, number and estimated value of agricultural machines and equipment owned or co-owned by the household during reference period.

**Question 2:** *Number of units of machines and equipment owned by the household*

The answer should be given for total number *own* machines or equipment listed in the table, irrespectively of specific features or differences in terms of type or model.

**Questions 3 and 4:** *Number of units of machine and equipment co-owned together with another household*

Enter number of units of machines or equipment jointly owned with another household.

**Question 5:** *Household's share of machines or equipment presented in %*

In this question the household provides estimate of its belonging share of machines and equipment by type presented in%. In case of several units of the same type of equipment or machine, owned by the household in different shares, the household should give approximate average value.

**Question 6:** *Average age of the machines and equipment owned by the household*

This question is about machines and equipment of certain type owned or co-owned by the household. If there is only one unit of certain machine or equipment, enter its age. However, if the household owns or co-owns more than one unit of the same type of machine, then give approximate average age of all machines of the same type. Present the data as if it was only one unit.

**Question 7:** *How did the household obtain machines and/or equipment*

*If there are more units of the same machine obtained in different way, select maximum two answers.*

**Question 8:** *Estimated sales value of machines and equipment*

Enter the amount of estimated sales value of one machine or piece of equipment. This is to be estimated for all types of machines and equipment, irrespectively of the intention to sell any of them. If the household possesses more than one unit of the same type of machine, give estimated approximate average value of one unit. The amount is to be entered in KM without decimals.

For machines co-owned with another household, the household should provide estimated value of the whole machine of certain type, rather than estimated value of only its respective share of the machine.

**Questions 9 and 10:** *Lease of machines and equipment*

These questions are about lease of own machines and equipment and the amount of money the household earned this way. For machines co-owned with another household, give information on own share of the earning, rather than whole earned amount by the machine. The amount is to be entered in KM without decimals.