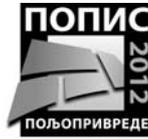




Republic of Serbia
Statistical Office of the Republic of Serbia



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**Census of Agriculture 2012
in the Republic of Serbia**

METHODOLOGICAL GUIDELINES

Publishers: Statistical Office of the Republic of Serbia

For Publishers: Professor Dragan Vukmirović, PhD, Director

No part of this publication shall be used without quoting the source.

FOREWORD

The last comprehensive Agricultural Census in the Republic of Serbia territory was conducted in 1960. Since then, only basic data on agriculture have been collected within the Population Census.

The World Programme for the Census of Agriculture 2010, (FAO – UN) recommends that all countries carry out the agricultural census in the period from 2006 to 2015, tailored to their specific situation, however to bear in mind the need to collect a minimum set of data for international analysis and comparison purposes.

The implementation of the World Programme for the Census of Agriculture 2010 coincides with the national needs since there is a lack of structural and detailed data on agriculture at the holding level, which are of vital importance for socio-economic analyses and planning.

The Census of Agriculture will be prepared, organised and conducted by the Statistical Office of the Republic of Serbia pursuant to Law on the Census of Agriculture 2011 (Official gazette RS, number 104/09 and 24/11) and within the EU project IPA 2011 (Instrument of Pre-accession Assistance).

The data obtained by the Census of Agriculture 2010 will provide an overview of the status of agriculture in the Republic of Serbia at the national, local, and holding level, as well as establishing a good quality framework for the conduct of regular surveys, which will be harmonized with the international standards and which, together with this Census, will constitute the backbone of the agricultural statistics system.

The data obtained in the census will contribute to acquiring the knowledge about the actual situation of agriculture of the Republic of Serbia. That is of particular importance for all future users of aggregate data, in particular for the respondents – census units, which will be able to better plan agricultural production, apply for national and European funds supporting agriculture and obtain information on which branch of agriculture to invest in.

These guidelines contain all the required explanations relating to the census objectives, census units and their features, basic principles of organisation and conduct of the census, as well as basic tasks of the staff and participants in the census.

Belgrade, June 2012

Prof. Dr Dragan Vukmirović, Director

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LAW ON CENSUS OF AGRICULTURE 2011

The Law on the Census of Agriculture 2011 is passed pursuant to Article 112(1/2), the Constitution of the Republic of Serbia.

DECREE

ON PROMULGATION OF THE LAW ON THE CENSUS OF AGRICULTURE 2011

This is to promulgate the Law on the Census of Agriculture 2011 that was endorsed by the National Assembly of the Republic of Serbia at the Second meeting of the Second regular session in 2009, on 11 December 2009.

PR number 199

Belgrade, 16 December 2009

President of the Republic of Serbia

Boris Tadić

(Signed)

LAW ON THE CENSUS OF AGRICULTURE 2011

I. GENERAL PROVISIONS

Subject

Article 1

This Law shall establish the legal frame that encompasses the contents, preparation, organisation and conduct of the Census of Agriculture 2011 in the Republic of Serbia (hereinafter: the Census), as well as the obligations of the government bodies and other bodies and organisations during the Census, the responsibilities and obligations of respondents and staff and participants in the census operations, the publication of census results and the financing of the census.

The Census shall be carried out from 1 to 15 November 2011.

Once the census completed, the quality of data collected through the sample-based Census shall be subject to control in order to evaluate the coverage and quality of the collected data.

The Census and the quality control of data collected through the Census shall be conducted according to the state as of 31 October 2011 at 24.00.

Relationship between the Census of Agriculture and the Census of Population

Article 2

The Census of Population, Households and Dwellings 2011, apart from main data on population, households and dwellings, shall also provide the data on agricultural activities that are carried out in households.

The collected data referred to in paragraph 1 of this article shall be used for the identification of family agricultural holdings based on which the List of households shall be drawn up, and which will be applied for the Census of Agriculture.

The coordination of activities between the Census of Population and the Census of Agriculture shall save funds and add to the usefulness of data from the two censuses. The use of common and unique statistical standards, definitions and classifications shall ensure the consistency and comparability of the data and facilitate their interpretation and analysis.

The Census of Agriculture shall be implemented after the Census of Population, thus for this purpose shall be engaged the bodies responsible for the organisation and implementation of the Census of Population.

The graphic presentations and descriptions of enumeration areas, drawn up by the Geodetic Office of the Republic of Serbia for the purposes of the Census of Population, Households and Dwellings 2011, shall be used for the Census of Agriculture 2011.

Definitions

Article 3

Certain terms and expressions used in this Law are defined as follows:

- 1) agricultural production covers crop and livestock production, fish farming, bee-keeping and other forms of agricultural production (growing of mushrooms and snails, production in greenhouses and plastic protective covers, culinary and medicinal herbs farming, production of vegetable and flower seeds, production of ornamental plants, coniferous seedlings, production of seedlings, fruit and vine growing, production of vegetable nurseries and other), which is carried out on agricultural and other land;
- 2) agricultural holding is a technical and economic independent production unit with a single management on which an enterprise, farm cooperative, institution or another legal entity, unincorporated enterprise or family agricultural holding undertakes agricultural production;
- 3) family agricultural holding is every family or other community of people living together and sharing subsistence expenses out of their respective income (including single households), which members (one or more) are engaged in agricultural production, being either their primary or supplementary activity, having a single management, sharing joint production means (land, machinery, buildings) and its members' labour, whether they produce solely for their own consumption (non-commercial agricultural holding) or both for own consumption and sale (commercial agricultural holding).

Units covered by the Census

Article 4

The Census shall cover:

- 1) family agricultural holdings having at least 0.5 hectares of agricultural land (area) on which they perform agricultural production;
- 2) family agricultural holdings having less than 0.5 hectares of agricultural land, which they utilize for crop farming, livestock breeding, fruit growing, vineyards, vegetable production, flower growing (glass and plastic protective covers), and for other forms of practices of agricultural production, intended for marketing, as well as fish farming, mushroom growing, snail farming, bee-keeping, etc.;
- 3) enterprises, farm cooperatives, unincorporated enterprises and other forms of organisation with the status of legal entity that are registered as mainly dealing with agricultural production, and
- 4) enterprises, institutions and other legal entities registered for another activity, having organised branches or other organisational units in which their agricultural production is carried out.

Data on agricultural holdings

Article 5

In the Census we shall collect data on the structure of agricultural holdings: location, total land area and category of utilized agricultural area, area under crops, fruit trees area and number of trees, area of vineyards and number of vines, irrigation, use of organic and mineral fertilisers and pesticides, number of livestock – by types and categories, number of poultry, other animals, beehives, data on agricultural machinery and buildings, labour force, sale of agricultural products, organic farming, other gainful activities, as well as data on fishponds and wooded areas.

Census conduct methods

Article 6

Data on family agricultural holdings shall be collected applying the method of interview, from the person being the holder of the family agricultural holding or from an adult member of the agricultural holding who is most acquainted with the information, and based on the respective documentation.

The data on enterprises, institutions and other legal entities shall be collected by reporting method – by mail.

II. RESPONSIBILITIES OF GOVERNMENT AND OTHER BODIES AND ORGANISATIONS IN PREPARATION, ORGANISATION AND CONDUCT OF THE CENSUS

Role of the Statistical Office of the Republic of Serbia, municipality census commissions and local government units in conducting the Census

Article 7

The Statistical Office of the Republic of Serbia shall prepare, organise and conduct the Census.

The Statistical Office of the Republic of Serbia shall undertake selected operations for the preparation, organisation and carrying out of the Census in the territory of municipalities, towns and the City of Belgrade via municipality census commissions, in line with this Law.

The Statistical Office of the Republic of Serbia shall appoint the municipality census commissions referred to in paragraph 2 hereof.

Local government units shall provide support to the Statistical Office of the Republic of Serbia and municipality commissions in conducting the Census.

Tasks of the Statistical Office of the Republic of Serbia

Article 8

The Statistical Office of the Republic of Serbia shall be entitled to do as follows: create and produce the methodology for the Census and all census and supplementary questionnaires and other census instruments, design and print questionnaires, instructions, etc.; ensure timely and full implementation of this Law; establishes a uniform and internationally comparable census methodology with uniform definitions of units and features, uniform classifications and content of processing and publication tables according to a uniform data processing program, carry out statistical control of the quality of data collected in field; co-operate with other bodies of the government administration and local government units and organisations and coordinate joint activities relative to the preparation, organisation and conduct of the Census, provide instructions, render technical assistance, request reports, data and information; make the population and agricultural holdings fully, accurately and timely aware of the Census significance and objectives, methods and period of its implementation, distribute and transmit census questionnaires and instructions to the municipality census commissions; appoint instructors for the Census; provide technical training to the members of the municipality census commissions, instructors and controllers; pass instructions for the organisation and implementation of the Census, issue respective authorisations and appointments to the participants in the Census operations; draw up anticipation of costs for the Census; allocate

funds to the municipality census commissions; collect data, control and prepare census materials for processing; process collected data and publishes the Census results; take care of the storage and maintenance of census materials upon receipt from the municipality census commissions and ensure the protection of collected data in line with the Law and other regulations.

Tasks of municipality census commissions

Article 9

Municipality census commissions shall manage the preparation, organisation and carrying out of the Census in the territory of municipalities, towns and the City of Belgrade and shall be responsible for the implementation of measures necessary to ensure all preparation work for the Census, shall take care of the organisation and quality and timely carrying out of the Census.

Municipality census commissions shall undertake the following operations: organisation and carrying out of the Census in the territory of municipalities, towns and the City of Belgrade; raising of awareness of the population and agricultural holdings as regard the significance of the Census, methods and period of its implementation, the rights and duties of the participants in the Census and of the manner in which they shall carry out them, appointment of a necessary number of municipality, i.e. town instructors, enumerators and controllers and organisation of training for the census participants; distribution of enumerators, instructors and controllers; implementation of measures for ensuring full coverage of census units; receipt of census materials from the Statistical Office of the Republic of Serbia and their distribution to enumerators, issuing of prescribed identification cards to the participants in the Census; supervision of the work of enumerators, instructors and controllers and rendering assistance to them; watching over that methodological and organisational instructions are adequately applied; receipt from municipality instructors of census materials and control of their completeness and quality; production of preliminary results of the Census for settlements and municipalities, and their transmission to the Statistical Office of the Republic of Serbia within 10 days following the end of the enumeration; transmission of the census materials within the required deadline to the Statistical Office of the Republic of Serbia; establishment of compensations for the participants in the Census and adequate allocation and rational use of financial funds for the Census; calculation of spent resources and other operations relative to the preparation and carrying out of the Census, in line with the instructions from the Statistical Office of the Republic of Serbia.

Municipality census commissions shall be composed of five members minimum.

Tasks of ministries and selected organisations

Article 10

Apart from the Statistical Office of the Republic of Serbia, in carrying out certain operations relative to the Census within respective competences, involved shall be:

1. The Ministry of Agriculture, Forestry and Water Management, and
2. Other ministries and selected organisations.

Ministry of Agriculture, Forestry and Water Management

Article 11

The Ministry of Agriculture, Forestry and Water Management shall give its opinion about the methodology for the Census of Agriculture, questionnaires and offer assistance to the Statistical Office of the Republic of Serbia through its agencies during the carrying out of the Census in the field.

Other ministries and selected organisations

Article 12

When required, the ministries and selected organisations, referred to in Article 10 (2) of this Law, are bound to provide support to the Statistical Office of the Republic of Serbia in carrying out the Census within their respective competences set up by the present Law.

Operations of municipality administrations, town administrations and the City of Belgrade administration

Article 13

Municipality administrations, town administrations and the City of Belgrade administration shall perform operations set up by this Law and the organisational and methodological guidelines of the Statistical Office of the Republic of Serbia. They shall also monitor the carrying out of the Census in the territory of the local government units.

III. FUNDING OF THE CENSUS

Article 14

The funds for financing the operations of the Statistical Office of the Republic of Serbia shall amount to RSD 1. 498.680.546 and shall be made available from donations and the budget of the Republic of Serbia, being:

1. for 2010, RSD 22.533.222
2. for 2011, RSD 1.260.937.358
3. for 2012, RSD 180.160.434
4. for 2013, RSD 35.049.532

The funds referred to in paragraph 1 of this Article shall be anticipated in the budget within the amount for the Statistical Office of the Republic of Serbia.

A portion of the funds referred to in paragraph 1 of this Article shall be allocated by the Statistical Office of the Republic of Serbia to the municipality census commissions for carrying out the Census, through municipality administrations, town administrations and the City of Belgrade administration.

Municipality administrations, town administrations and the City of Belgrade administration shall keep records on expenses referred to in paragraph 2 of this Article, and on request shall submit reports to the Statistical Office of the Republic of Serbia.

Valorisation and use of financial funds

Article 15

The funds for financing the census operations, referred to in Article 14 of this Law, are based on current prices in April 2009.

The funds envisaged for individual years shall be valorised in line with the funds anticipated in the budget for the current year.

Schedule for reporting on spent resources and performed operations

Article 16

The Statistical Office of the Republic of Serbia shall inform the Government of the Republic of Serbia, not later than 31 March each year, about the spent resources obtained from the budget of the Republic of Serbia in the previous year, and about the performed census operations envisaged in the given year.

Compensations to persons participating in the Census

Article 17

For the compensations disbursed by the Statistical Office of the Republic of Serbia for the work of persons engaged in the preparation, organisation and carrying out of the Census, tax liability and payment of social insurance contributions shall be established in line with the laws that regulate income taxes for citizens and compulsory social insurance contributions.

IV. RESPONSIBILITIES AND DUTIES OF RESPONDENTS AND PERSONS PERFORMING CENSUS OPERATIONS

Duties of legal entities

Article 18

Enterprises, farm cooperatives, unincorporated enterprises and other forms of organisation with agricultural production as prevailing activity, as well as branches and other organisational units engaged in agricultural production but incorporated in an enterprise or other form of organisation registered for another activity, are obliged to fill in the questionnaires and forward them by post office services to the Statistical Office of the Republic of Serbia, not later than 15 November 2011.

The questionnaire form shall be filled in by an authorized person according to the methodological guidelines of the Statistical Office of the Republic of Serbia.

The person providing the data on the census unit is obliged to give answers to all the questions in the questionnaire based on available documentation.

Duties of enumerators and other persons directly carrying out census operations

Article 19

Enumerators, instructors and other persons executing operations relative to the Census are obliged to perform the census operations in due time and in a requested manner.

Protection of data collected in the Census

Article 20

The persons referred to in Article 19 of this Law shall protect the confidentiality of all data provided by the units covered by the Census, and which are relative to personal, family, property and economic circumstances.

The data collected in line with this Law may be used exclusively for statistical purposes, and shall be disseminated in the form of aggregates.

Notification about the visit of enumerators

Article 21

If during the period of the Census enumerator does not find any household member in the dwelling, she/he shall leave a note to the effect that the holder of the family agricultural holding has to report not later than 15 December 2011 to the authorized body, in order to provide information relative to the Census.

V. PENALTIES

Article 22

An amount from RSD 100.000 to 1.000.000 shall be set as penalty for a legal entity (enterprise, farm cooperative and other form of organisation) engaged mainly in agricultural production if it fails to submit data within the requested deadline, or if it submit false or incomplete data in line with this Law, Article 18 (1).

An amount from RSD 30.000 to 50.000 shall be set as penalty for the responsible person in the legal entity for the breach referred to in paragraph 1 of this Article.

An amount from RSD 20.000 to 30.000 shall be set as penalty for an unincorporated enterprise for the breach referred to in Article 18(1) of this Law.

Article 23

An amount from RSD 20.000 to 50.000 shall be set as penalty for the holder of the family agricultural holding if she/he refuses to provide to the enumerator data on the holding or gives false or incomplete data in line with this Law, Article 6(1).

Article 24

An amount from RSD 20.000 to 50.000 dinars shall be set as penalty for the enumerator, instructor or other persons if they fail to complete operations relative to the Census in due time and in a requested manner (Article 19).

VI. TRANSITORY AND FINAL PROVISIONS

Regulation and publication of methodological instruments for the Census

Article 25

The Director of the Statistical Office of the Republic of Serbia shall pass the questionnaires and methodological guidelines for the organisation and implementation of the Census.

The questionnaires referred to in paragraph 1 shall be published in the Official gazette of the Republic of Serbia.

Publication of first and final results

Article 26

The Statistical Office of the Republic of Serbia shall publish:

1. First results, within 30 days from the date of the Census completion, and
2. Final results of the Census, over the period from 1 January 2012 to 31 December 2013.

Entry into force

Article 27

This Law shall enter into force on the eighth day following the date of its publication in the Official gazette of the Republic of Serbia.

Pursuant to Article 112(1) (2) of the Constitution of the Republic of Serbia, hereby we pass

DECREE

ON PROMULGATION OF THE LAW ON AMENDMENTS TO THE LAW ON THE CENSUS OF AGRICULTURE 2011

This is to promulgate the Law on Amendments to the Law on the Census of Agriculture 2011 that was endorsed by the National Assembly of the Republic of Serbia at the First meeting of the First regular session in 2011, on 31 March 2011.

PR number 9
Belgrade, 4 April 2011

President of the Republic of Serbia
Boris Tadić

(Signed)

LAW ON AMENDMENTS TO THE LAW ON THE CENSUS OF AGRICULTURE 2011

Article 1

In the Law on the Census of Agriculture, 2011 (Official gazette of the RS, no 104/09), the number "2012" replaces the number "2011" in the title of the Law and in

Article 1(1).

In paragraph 2, the words "from 1 to 15 November" are replaced by "from 1 October to 15 December 2012".

In paragraph 4, the words "31 October 2011" are replaced by "30 September 2012".

Article 2

In Article 2 (5), the words "agricultural year 2011" are replaced by "agricultural year 2012".

Article 3

In Article 18(1), the words "not later than 15 November 2011" are replaced by "not later than 15 December 2012".

Article 4

In Article 21(1), the words "not later than 15 November 2011" are replaced by "not later than 15 December 2012".

Article 5

In Article 26, point 2, the words "from 1 January 2012 to 31 December 2013" replaced by "from 1 January 2013 to 31 December 2014".

Article 6

This Law shall come into force on the eighth day following the day of its publishing in the Official Gazette of the Republic of Serbia.

На основу члана 112. став 1. тачка 2. Устава Републике Србије, доносим

I. GENERAL PROVISIONS

1. Objective of the Census of Agriculture

In the last 25 years the Serbian economy experienced various periods of crisis that had a destructive impact on its organisation and activities, while the numerous resources have been permanently demobilised. Since the beginning of the transitional recession, the volume of economic output has been reduced by 50% of the level in pre-transition years. In the whole period, the agricultural production remained unchanged or noted a moderate increase. Owing to the climate conditions and natural characteristics of the soil, the section of agriculture in our country, regarding the output value, has a considerable share in the Gross domestic product. Agriculture and food processing industry are the activities where we place our great expectations, and in the strategy of development of municipalities and regions of the RS, agriculture was recognized as a major goal of strategic development.

The greatest part of the rural population is inclined to see a chance for employment and development in this activity.

In the process of accession to the EU, the Serbian agriculture will have to get harmonized with a number of legal acts and standards recommended by the EU and this is expected to considerably change the situation of our agriculture. A set of legal acts, rules and procedures that will be adopted in agriculture shall include: legal standards, common agricultural policy and structural funds. In order to be able to follow the process of adjustments and assess the level of achieved harmonization, it is necessary to introduce a number of statistical indicators for the agricultural statistics.

Within the development strategy for official statistics in the period from 2009 to 2012, which was passed by the Government of the Republic of Serbia, a special care was envisaged for the improvements in agricultural statistics. A series of new statistical surveys was anticipated that will facilitate the harmonization of the agricultural statistics with the EU methodology and standards.

As a prerequisite for the mentioned harmonization we see the conduct of a fully accomplished census of agriculture, which is a major statistical operation, the objectives of which are:

- ▶ Obtaining comprehensive overview of structural characteristics of the national agriculture;
- ▶ Developing a data-base, internationally comparable and based on key characteristics in the area of agriculture;
- ▶ Providing statistical data required for the development of a sustainable agricultural policy;
- ▶ Establishing a Statistical Register of Agricultural Holdings that will provide a framework for agricultural sample-based statistical surveys that are internationally comparable;
- ▶ Providing ways to direct financial support for agricultural holdings by using the funds within the EU Instruments for Pre-Accession Assistance (IPA) projects.

The data obtained by the Census of Agriculture will serve as basis for defining quotas, subsidies and premiums for agriculture when the circumstances allow for the Serbian agriculture to get included in the common agricultural policy of the EU. The processing and analysis of the Census results will provide an objective image of the actual development of certain regions, which shall serve as the basis for practicing rights to using the instruments of the EU regional policy, as well as for defining the activities of the program of rural development.

Having in mind the potentials and the status of agriculture in Serbia, through the Instruments of Pre-Accession Assistance the EU rendered its support to the sustainable agricultural and rural development. IPA projects provided the direct assistance for the preparation and conduct of the Census of Agriculture.

2. Legislation

The Census shall be carried out pursuant to the Census of Agriculture 2011 (Official gazette RS, number 104/09 and 24/11 – Amendments).

The applied instruments, coverage, characteristics and the standardization of concepts and definitions in line with the World Programme for the Census of Agriculture, 2010 (FAO – UN) and Eurostat methodology for conducting the farm structure surveys and surveys of agricultural production methods (Regulation (EC) No 1166/2008, Regulation (EC) No 1200/2009).

3. Definition of terms and expressions

Household with own-account agricultural production is any family or other community of people living together and sharing subsistence expenses out of their respective income, including single households, which members (one or more) are engaged in agricultural production, being either their primary or secondary activity.

Agricultural holding means any technically and economically independent production unit with a single management where an enterprise, farm cooperative, institution or other legal entity, unincorporated enterprise (sole proprietorship), or a family holding undertakes agricultural production either as a primary or secondary activity.

Activities defining an agricultural holding for the purpose of the Census, according to the Classification of activities, are as follows:

- ▶ Growing of annual, biennial and perennial crops (activities under group 01.1 and 01.2);
- ▶ Plant propagation (group 01.3);
- ▶ Production of wine from self-produced grapes (class 11.02);
- ▶ Animal production (group 01.4, where class 1.49 – *Raising of other animals* includes only raising of ostriches, emus and rabbits, as well as bee-keeping, production of honey and beeswax);
- ▶ Mixed farming (group 01.5); and
- ▶ Maintaining agricultural areas in good agricultural and environmental condition (activities within class 01.61). Other support activities to agriculture and post-harvest crop activities (group 01.6) does not define agricultural holding when undertaken exclusively).

Location of the holding is the place where all agricultural production or its main part takes place. It is usually the place where agricultural buildings (e.g. buildings used to house livestock, greenhouse, cold storage facility for agricultural produce, the largest administrative building, etc.) or the largest utilised agricultural area are located.

Utilised agricultural area comprises:

- ▶ agricultural area used for kitchen garden,
- ▶ arable land (including fallow land)
- ▶ permanent crops – fruit plantations, vineyards, nurseries, and willow plantations, areas of carob tree, timothy, areas on which truffles are cultivated, as well as firs planted for commercial purposes (Christmas trees).
- ▶ permanent grassland and pastures that the holding regularly cultivates – uses.

Holder is the person (physical person) who is economically and legally responsible for the activities of the holding, and in whose name the holding is operated, i.e. the person who takes the economic risks of operation.

Manager of the holding is the person who is responsible for making daily production and financial decisions on the holding.

Annual work unit (AWU) is a unit of measure representing the amount of human work spent in carrying out agricultural activity on each holding. This unit is the equivalent of the work of one person working full time in one year: eight hours per day, 225 working days.

4. Observation unit and coverage

The observation units in the Census are agricultural holdings in the territory of the Republic of Serbia.

The Census will cover:

1. Enterprises, agricultural cooperatives, other forms of organisation with legal personality and unincorporated enterprises registered with the Serbian Business Registers Agency as engaged in agricultural production as their prevailing activity,
2. Enterprises, agricultural cooperatives, other forms of organisation with legal personality and unincorporated enterprises registered for other activity that have organised branches or other organisational units carrying out agricultural production,
3. Family agricultural holdings.

In the Census of Agriculture, family agricultural holding (hereinafter referred to: family holding) means every family or other community of people living together and sharing subsistence expenses out of their respective income (including single households), which members (one or more) are engaged in agricultural production, being either their primary or supplementary activity, having a single management, sharing joint production means (land, machinery, buildings) and its members' labour, the holder of which is a physical persons, and is engaged as follows:

- ▶ **cultivates – uses 50 or more ares of agricultural land** for agricultural production, whether such production is intended for the market or not, or
- ▶ **cultivates – uses less than 50 ares of agricultural land**, however practises intensive crop farming, fruits growing, viticulture, growing of vegetables and flowers (including production under glasshouses and poly-tunnels), production of mushrooms and livestock raising, i.e. **engages in other forms of agricultural production intended for the market**, or
- ▶ **A household which, as of 30 September 2012 raises no less than:**
 - 2 heads of cattle, or
 - 1 head of cattle and 2 heads of small animals / pig, goat, sheep - in total, or
 - 5 heads of sheep or 5 heads of goat, or
 - 3 heads of pig, or
 - 4 heads of small animals / pig, goat, sheep - in total, or
 - 50 heads of poultry, or
 - 20 colonies of bees.

Special cases

- ▶ When due to tax liabilities or for some other reasons a holding is divided among two or more people, however it is still a single economic unit and has single management (one common manager – in charge of organizing agricultural production), it will be considered a single (one) holding.
- ▶ When two or more independent holdings join together (wholly or partly) in a single holding using the same labour force and equipment and have single management, it will be considered a single (one) holding.

- ▶ If one lot of utilized agricultural area was kept by the previous owner when having transferred the holding to another person (successor, lessee, etc.), this lot will be included:
 - in the holding of another person (successor, lessee, etc.) if he/she cultivates this lot together with the rest area of its holding;
 - in the holding of the previous owner if he/she cultivates this lot using own labour force and equipment.
- ▶ If an agricultural holding used land or raised livestock on different locations, it shall be considered a single holding as long as it remains a single economical and technical unit (joint use of production means) and has single management.
- ▶ For the purpose of the Census of Agriculture, the following shall be regarded as agricultural holdings:
 - stations for raising breeding stock heads (bulls, boars, rams, he-goats, stallions, etc.) and hatcheries;
 - holdings of research institutions, religious communities, schools, military institutions, confinement institutions, sanatoriums, and
 - local government bodies (municipalities) that are in charge of common land (common pastures and grassland) that is neither let on lease nor transferred to another agricultural holding, however is used for practising rights of common pasture.

The Census will not cover:

- ▶ households with own-account agricultural production using less than 50 ares of agricultural land, and not engaging in agricultural production intended for the market, nor meeting minimum one condition regarding the number of raised livestock;
- ▶ riding stables, racing stables, gallops, if not engaging in horse breeding (land used for exercising thereof is excluded), as well as kennels, markets and slaughterhouses, forestry holdings, fish farms, and holdings undertaking support activities to agriculture and post-harvest crop activities, unless they engage in other activities qualifying them as agricultural holdings.

5. Subject of the Census

The census will collect data on the structure of agricultural holdings: location of the holding, total land area and category of agricultural land use, renting of land, areas of crop, number of fruit trees – by kinds of fruit, irrigation, use of mineral fertilisers and pesticides, number of livestock by species and category, beehives, organic farming and agricultural production methods, agricultural machinery, equipment and buildings, labour force, as well as other gainful activities of the holding, fishponds and wooded areas, market orientation of agricultural production, use of support measures and loans for carrying out agricultural activity, and disposal of agricultural waste from the holding.

6. Method of enumeration

6.1. Enumeration of family holdings and holdings of unincorporated enterprises will be carried out on the basis of the Lists of households with own-account agricultural production (hereinafter referred to as: Lists) created from the Census of Population, Households and Dwellings 2011 and updated according to the present administrative and other sources. The households of legal entities that are encountered when carrying out enumeration in this way shall also be enumerated.

Creating Lists – Relationship between the two censuses

The lack of the Statistical Register of Agricultural Holdings and the administrative sources that are not up to date to the extent that would fulfil the requirements of a good quality frame for the enumeration of agricultural holdings made it necessary to use the Census of Population for constructing the frame of households with own-account agricultural production for the Census of Agriculture. This is one of the recommendations for constructing the frame given in the World Programme for the Census of Agriculture 2010 (FAO-UN), in Chapter 6 – *Relationship of the Census of Agriculture to the Population Census and Other Censuses*. Since the Census of Population in the Republic of Serbia took place before the Census of Agriculture, this relationship will also be used for the following reasons:

- ▶ The coordination of activities between the population census and agricultural census should save funds and also enhance the usefulness of data from the two censuses;
- ▶ The use of common statistical standards, definitions and classifications provides for consistency and comparability of data and facilitate their analysis and interpretation;
- ▶ For the Census of Agriculture, the same bodies responsible for the organisation and carrying out of the Census of Population and the same supporting materials (e.g. drawings and descriptions of enumeration area boundaries) shall be used.

The relationship between the two censuses is established in the following manner:

- a) On the basis of carefully selected questions in the population census questionnaire relating to agricultural reserves (the utilised agricultural area, number of livestock, by type) and market orientation of agricultural production, the enumerator entered the answer to the question: "Is the household engaged in own-account agricultural production?" in the Census Control List;
- b) After the population census is finished, according to the data from the Control List, created was the database of households with own-account agricultural production to be covered by the Census of Agriculture;
- c) The database is additionally updated in accordance with the existing administrative and sources. There after the Lists of households with own-account agricultural production were formed. One list covers one or several enumeration areas, depending on the number of households with own-account agricultural production, and one enumerator is charged with it. The enumerator shall visit the households from the List and enumerate them pursuant to the Enumeration instructions;
- d) In the Control List and in the Questionnaire for agricultural holding (hereinafter referred to as Questionnaire), apart from other identification data, the household ordinal number from the Census of Population Control List shall be entered and thereby a direct relation between the two censuses will be established.

6.2. Enumeration of holdings of enterprises, farm cooperatives and other forms of organisation with the status of legal entities will be carried out pursuant to the Register of Legal Entities.

The Register of Legal Entities shall be developed for the purpose of the Census of Agriculture, using all available sources (Statistical Business Register, local government bodies, Ministry of Agriculture, Trade, Forestry and Water Management, and others), by territory and the SORS regional departments. Depending on the number of census units in the Register of Legal Entities, the required number of enumerators by regional department will be determined, and they, together with and according to the instructions by the persons responsible for enumeration of legal entities, will conduct enumerations thereof.

7. Testing of selected methodological and organisational solutions

The preparatory activities for the Census of Agriculture were carried out within the IPA 2009 project. Several test surveys were conducted to check the organisation, methodology, and capacity to process the data of the Census of Agriculture, relationship between the two censuses, the Questionnaire design, possibility of using auxiliary questionnaires and instruments, completeness of guidelines for filling in the Questionnaire, time required for training and enumeration of holdings and the calculation of total costs of the Census of Agriculture. These surveys (the test surveys and the Pilot Census of Agriculture) constituted the basis for the selection of the most appropriate methodological and organisational solutions for conducting the Census of Agriculture in 2012.

8. Critical moment and enumeration time (period)

The Census will be conducted between 1 October and 15 December 2012.

The Critical moment is 30 September 2012 at 24:00 hours, i.e. at midnight between 30 September and 1 October 2012.

Any change occurring after the critical moment will not be entered in the Questionnaire.

The census reference period relates to the following:

- a) *Critical moment - Reference day* (30 September 2012), for the data on:
 - ▶ available land,
 - ▶ number of livestock,
 - ▶ number of owned machinery;
 - ▶ number and capacity of owned buildings.
- b) *Agricultural year* (1 October 2011 to 30 September 2012), i.e. the last 12 months prior to the reference day, for the data on:
 - ▶ use of agricultural land;
 - ▶ utilisation of fertilisers and pesticides;
 - ▶ organic farming;
 - ▶ utilised capacity of buildings;
 - ▶ utilised machinery and equipment;
 - ▶ agricultural production methods;
 - ▶ labour force;
 - ▶ non-agricultural gainful activities on the holding;
 - ▶ use and sale of own agricultural products,
 - ▶ use of loans.
- c) *The last three years*, for the following data:
 - ▶ average irrigated area;
 - ▶ establishment and maintenance of landscape features, i.e. borderlines between lots of utilized agricultural area;
 - ▶ use of government support measures.

9. Production method in agriculture

Within the Census of Agriculture, using the same questionnaire, the survey Production Method in Agriculture will be conducted in order to fully meet the requirements envisaged by the EU regulations, i.e. Regulation (EC) No 1166/2008 and Regulation (EC) No 1200/2009).

This survey relates to the cultivation and maintenance of land, irrigated areas – by type of crop and plantations, use and disposal of manure, livestock grazing and buildings for cattle, pigs and laying hens housing.

The questions relative to the production method in agriculture are found in the Questionnaire for agricultural holding (Form PP), within the respective chapters.

10. Census forms

The Census of Agriculture will use the following basic forms:

- ▶ **Questionnaire for agricultural holding** (PP) – to be filled in for each agricultural holding, regardless of the legal status;
- ▶ **Control List** (PPK) – serves to record any households that are in the distributed List of Households with Own-Account Agricultural Production, as well as for recording additionally detected households with own-account agricultural production.

Apart from these basic forms, the following supporting documents will also be used for the Census of Agriculture:

- ▶ *Enumerator Authorisation* (Form A-5) – the identification document on the basis of which the enumerator carries out enumeration;
- ▶ *Municipal Instructor Authorisation* (A-6);
- ▶ *Regional Coordinator Authorisation* (A-7);
- ▶ *Census Commission Member Authorisation* (A-7a);
- ▶ *Republic Instructor Authorisation* (A-7b);
- ▶ *Authorisation for the person responsible for enumeration of legal entities* (A-7B);
- ▶ *Letter of Information on the Enumerator's Visit* (A-8) – the form to be filled in by enumerator in the case she/he does not find anybody at the given address, to announce his/her next visit;
- ▶ *Distribution of enumerators by settlements* (A-9) – serves to census commissions to define the distribution of enumerators by settlements; the form is available in electronic form and shall be printed when required;
- ▶ *Work Report* (A-10) – completed by enumerators on their findings on the carried out activities;
- ▶ *Enumerators' Work Report* (A-11) – serves to municipal instructors to keep records and assess the work of enumerators; the form is available in electronic form and shall be printed when required;
- ▶ *Report on Enumeration Course of Action* (A-11a) – serves to municipal instructors and person responsible for enumeration of legal entities for to keep records on the enumeration course of action;
- ▶ *Municipal Instructors' Work Report* (A-12) – completed by republic instructors on their findings on the work of municipal instructors;
- ▶ *Enumeration of Legal Entities Work Report* (A-13) – completed by persons responsible for enumeration of legal entities according to their findings on the conducted activities; and
- ▶ *Republic instructors and persons responsible for enumeration of legal entities – Work Report* (A-14) – completed by regional coordinators according to their findings on the work of republic instructors and persons responsible for enumeration of legal entities.

Financial forms are also applicable and they will serve for remunerations and calculation of costs of the Census of Agriculture. These forms shall be determined by special instructions given by the Statistical Office of the Republic of Serbia.

For the post-census quality control, specific census forms shall be applicable. The detailed instructions on completing these forms are given in the Guidelines for data quality control for the Census of Agriculture.

11. Method of enumeration

Enumeration of agricultural holdings in the Republic of Serbia territory will begin at 08.00 AM on 1 October 2012, and end at 08.00 PM on 15 December 2012.

Enumeration of family holdings and holdings of unincorporated enterprises will be carried out by authorised enumerators on the basis of the assigned Lists of households with own-account agricultural production, by means of an interview. When carrying out enumeration in this way and encountering holdings of legal entities (agricultural production in the household from the List is carried out by a legal entity), these holdings shall also be enumerated.

Holdings of legal entities will be enumerated by enumerators authorized for enumeration of legal entities, on the basis of the Register of Legal Entities – census units, by means of an interview, with prior notice and the assistance and instructions rendered by the persons authorized for enumeration of legal entities.

Detailed explanations of the questions contained in the Questionnaire, as well as the explanations relating to the conduct of field staff are provided herein.

12. Enumeration language

Since data entry is carried out by means of optical reading, enumeration is conducted only in the official language of the Republic of Serbia – the Serbian language, either in Cyrillic or Latin script. For the purposes of better understanding of questions by members of national minorities in the Republic of Serbia, specimen forms in Hungarian, Bulgarian, Albanian, Macedonian, Romany, Slovakian, Romanian, Ruthenian and English will be provided in the form of "Multilingual Questionnaire Set".

13. Census control

For the purpose of checking the reliability of the census results, upon the completion of enumeration, the coverage and quality control of collected data for previously specified characteristics, on the sample of 0.5% of holdings, shall be carried out. The control will be carried out by repeated enumeration of census units with special questionnaires and in accordance with the Controller Manual.

The fieldwork will start immediately after the Census of Agriculture ends, and will last for 15 days.

14. Data protection

Personal and other data collected in the Census of Agriculture shall constitute official statistics, and as such, are confidential and subject to special protection, to be provided in all phases of the Census implementation.

All persons directly conducting the census are obligated to act in accordance with the Law on the Census of Agriculture 2011, and to keep the data obtained in the course of enumeration as trade secret.

Any abuse of official statistics is subject to misdemeanour liability, in accordance with the Law on the Census of Agriculture 2011.

15. Census data entry, processing and publishing

The first census results will be published respecting the deadline envisaged by the Law, i.e. 30 days after the day when the Census of Agriculture has been accomplished.

Data entry by optical reading and the census processing will be implemented in a centralized way, whereupon the final census data will be published successively, not later than 31 December 2014.

16. Census funding

The funding of the Census of Agriculture shall be carried out pursuant to the Law on the Census of Agriculture 2011, out of the budget of the Republic of Serbia, as well as with the use of the funds of the EU Instruments of Pre-Accession Assistance, IPA 2011. The surveys within preparatory activities for the Census of Agriculture (the test surveys and the Pilot Census of Agriculture) were funded out of the IPA 2009 project.

II. CENSUS OF AGRICULTURE – ORGANISATION

1. General notes

The preparation and organisation of the Census is conducted by the Statistical Office of the Republic of Serbia (hereinafter SORS), in accordance with the Law on the Census of Agriculture 2011.

Considering that the Census covers family/unincorporated enterprises' holdings and holdings of legal entities, their enumeration will be conducted in parallel.

The Statistical Office of the Republic of Serbia Certain shall carry out certain tasks relating to preparation, organisation and conducting of the Census of Agriculture in the territory of municipalities and towns/cities through census commissions appointed by the SORS in cooperation with local government units.

For certain tasks relating to the Census of Agriculture, apart from the Statistical Office of the Republic of Serbia, the Ministry of Agriculture, Trade, Forestry and Water Management will take part within their respective scope of competence. Other ministries and selected organisations (Ministry of Justice, Ministry of Religion, Ministry for Kosovo and Metohia, Republic Geodetic Authority, etc.), will be engaged as required.

The organisers of the Census of Agriculture shall be:

- ▶ Statistical Office of the Republic of Serbia,
- ▶ regional supervisors, and
- ▶ municipal census commissions.

The direct participants implementing the Census of Agriculture shall include:

- ▶ republic instructors,
- ▶ municipal instructors,
- ▶ persons responsible for enumeration of legal entities,
- ▶ enumerators, and
- ▶ controllers.

The detailed description of the tasks and obligations of the organisers and the direct participants implementing the Census of Agriculture, as well as the instructions relating to their organisation and deadlines and timetables of activities, are found in the separate Instructions for organisation and implementation of the Census.

2. Training

Before the start of the Census of Agriculture, the training for the direct participants implementing the Census of Agriculture will be organized by levels, in order to ensure a single interpretation and application of methodology, according to the plan envisaged by the Statistical Office of the Republic of Serbia.

The training includes practical training and testing of the acquired knowledge.

The training is envisaged for:

- ▶ republic instructors and persons responsible for enumeration of legal entities,
- ▶ municipal instructors and members of census commissions, and
- ▶ enumerators.

When organising trainings, care shall be taken that the number of trainees should be in accordance with the actual circumstances.

Depending upon the number of instructors, one or several training stations can be organised in one municipality/town, however provided that the number of trainees at one training station should not exceed 40. Exceptionally, a joint training can be organised for municipal instructors and members of census commissions from two neighbouring municipalities if the total number of participants does not exceed 40.

In trainings for enumerators, the number of present trainees should be 25 maximum.

III. ENUMERATION PROCEDURE

1. Step to be taken for enumeration pursuant to the List of households with own-account agricultural production

1.1. Census material provided and activities prior to the beginning of enumeration

A few days before the training, each enumerator shall receive Enumerator's Manual and he/she shall study it before the training.

After the final testing and appointment have been completed, enumerator shall receive the required census material, a bag and enumerator's supplies (two black ballpoint pens, calculator, notebook and boxes for packing material), identification card, as well as the phone contact numbers for ensuring additional information and instruction when required.

Census material comprises:

- ▶ List of households with own-account agricultural production;
- ▶ Map and description of the assigned enumeration area(s);
- ▶ Control List (*PPK*);
- ▶ Questionnaire for agricultural holding (*PP*);
- ▶ Reminder;
- ▶ Multilingual Questionnaire Set;
- ▶ Enumerator Authorisation (A-5);
- ▶ Letter of Information on the Enumerator's Visit (A-8); and
- ▶ Work Report (A-10).

Reminder shall serve only as brief manual to enumerator to facilitate his filling questionnaires in filed operations.

Census material shall include the List of households with own-account agricultural production that the enumerator shall locate and enumerate during the period of the Census of Agriculture, in accordance with the Enumeration Manual.

Together with municipal instructor, enumerator shall get familiar with the territory where he/she is expected to carry out enumeration, i.e. with the spatial organization of the holdings from the List, using the map and description of boundaries of the assigned enumeration areas. This is

Thus is especially important when precise details of household address are not available in the List, and enumerator has to locate a household by the name of the household holder.

When having hot familiar with the situation in filed, according to the List and in cooperation with municipal instructor, enumerator shall make the plan of actions in the enumeration area, taking care not to omit any enumeration unit.

1.2. Manner of enumerator's address and conduct during enumeration

During his/her visit to the holding the enumerator shall act as follows:

- ▶ Introduce him/herself and show his/her Census Authorisation, i.e. the ID card;
- ▶ Try to establish good communication;
- ▶ Explain the reason for the visit and ask to speak to the appropriate interviewee, i.e. respondent; enumerator shall ask for replies from the person who is **the holder of the family agricultural holding**, i.e. the adult member of the holding who has the best knowledge on the data on agricultural production, i.e. a persons who is familiar with the holding operations;

- ▶ Inform the respondent on the objectives of the Census and also **explain that the enumeration is mandatory and performed in accordance with the Law on the Census of Agriculture 2011; that the data collected in the Census are confidential and protected by the law and individual data will be used only for statistical purposes, and that any refusal to provide information and providing incorrect information is subject to misdemeanour liability, penalty amounting from RSD 20.000 to 50.000 for family agricultural holdings and unincorporated enterprises, i.e. up to RSD 1.000.000 for legal entities;**
- ▶ **To make sure to determine in the interview whether:**
 - agricultural production is carried out in the household and what is the legal status of the person engaged in agricultural production (physical or legal personality or unincorporated enterprise), while precisely informing what is assumed as agricultural production (crop production – including mushrooms and wine production from own grapes, livestock raising – including ostriches, hares and bees keeping, and maintaining land in good agricultural and environmental condition);
 - in case the household does not perform agricultural production, the reason is that all agricultural land area was sold or rented out after 30 September 2011 (critical moment of the Census of Population);
 - the household is engaged in agricultural production independently, or jointly with another household;
 - the household was divided during the last 12 months and whether new-established households perform agricultural production.
- ▶ Repeat the question from the Control List and Questionnaire for agricultural holding clearly and slowly in the case the respondent does not understand the question, or use other words to ask the question being careful not to miss the meaning of the original question, or to clarify the question in accordance with the Manual;
- ▶ Fill in the basic enumeration forms in accordance with the manual and on the basis of the respondent's statement;
- ▶ Maintain neutrality in asking the questions and not to influence the answers, except in attempt to get the answers that reflect the reality as closely as possible.

If the enumerator is not familiar with the language used by the respondent, and therefore it is not possible to carry out the enumeration of the given holding despite the use of specimen forms from the Multilingual Set, the enumerator needs to inform the municipal instructor about the fact so that the appropriate enumerator may be sent to this address.

The enumerator is obligated to visit all the households with own-account agricultural production on the List. If at a certain address from the List the enumerator finds nobody, or finds persons who are unable to provide the required data, or, due to the lack of time, does not complete the enumeration, he/she will leave the Letter of Information (A-8) on the next visit (date and hour). The enumerator shall pay visits to the household from the List as long as needed to complete its enumeration (fill in the Questionnaire) or determine the reason for the failed enumeration.

1.3. List of households with own-account agricultural production

Enumerator shall carry out enumeration on the basis of the assigned List. In the heading the List contains the name and surname of the enumerator, his/her code and the municipality code. In addition the List contains the following data: ordinal number, municipality code, enumeration area code, name and surname of head of household, name of settlement, and household address.

Note: In the process of enumeration, enumerator need not stick to the order of the households in the List; however no household from the List shall be omitted.

Име и презиме пописивача <u>Милош Петровић</u>		Шифра пописивача	7 3 0 0 0 2				
		Шифра општине	7 0 7 2 0				
ЛИСТА ДОМАЋИНСТАВА СА ПОЉОПРИВРЕДНОМ ПРОИЗВОДЊОМ							
Редни број	Шифра пописног круга	Име и презиме носиоца домаћинства	Назив насеља	Адреса (улица и број)		Напомена	
(1)	(2)	(3)	(4)	(5)		(6)	
003	0541	Јован Јовановић	Номаница	Радничка 50			
005	0541	Сава Симић	Номаница	Радничка 52			
008	0541	Драган Симић	Номаница	Радничка 60			
010	0541	Радован Перић	Номаница	Радничка 62			
011	0541	Живадин Савић	Номаница	Радничка 68			
015	0541	Милан Сарић	Номаница	Радничка 72			
016	0541	Ђорђе Савић	Номаница	Радничка 76			
017	0541	Драган Јевтић	Номаница	Радничка 78			
018	0541	Сима Петровић	Номаница	Радничка 84			

In order to update the List according to the existing and other sources, the ordinal number on the list (column 1) can start by a letter character (capital letters), e.g. A, B, P, etc. (A01, B05, P09...). When entering these numbers from the List into the Control List or the Questionnaire, the respective letter mark shall be entered.

If in the column 6 of the List ('Notes') the note 'Unincorporated enterprise' appears or the ordinal number in the List starts with the letter 'P' (P01, P06,...), that means that the person whose name and surname is stated in the column 3 is registered to carry out agricultural production as an unincorporated enterprise and the enumerator shall stress this fact when having interview with the respondent in the subject household.

Column 6 of the List ('Notes') serves to the enumerator to keep his/her personal records of the work in field (e.g. households that have been visited, time envisaged for next visit in cases when nobody was found present or present were only the members who could provide data on agricultural production, whether the household has been divided or perform agricultural production together with another household, etc.), which is in order that no household from the List shall be omitted.

1.4. Control List

Control List serves to record all the households from the assigned List, by visit sequence, whether the filling in the Questionnaire (enumeration) has been carried out or not, as well as record additionally found households with own-account agricultural production.

When an enumerator was assigned two or more enumeration areas, he/she would preferably complete the enumeration in one enumeration area and then go to another enumeration area. If for some reason this is not possible and the enumerator pass to another enumeration area assigned, the enumerator need not leave empty lines in the Control List and shall proceed with entering the identification data of a household from the List in the first empty line, disregarding to which enumeration area the household belongs.

1.5. Order of filling in census forms

Enumerator proceeds with enumeration in a household in the following way:

1.5.1. Enumeration starts with filling in Control List

Enumerator shall copy the enumerator's code and the municipality code from the List into the Control List front page. Then, from the List and for certain household he/she shall copy the details into the Control List: ordinal number (in column 2) and enumeration area code (in column 3).

Име и презиме пописивача <u>Милош Петровић</u>		Шифра пописивача <u>7 3 0 0 0 2</u>			
		Шифра општине <u>7 0 7 2 0</u>			
ЛИСТА ДОМАЋИНСТАВА СА ПОЉОПРИВРЕДНОМ ПРОИЗВОДЊОМ					
Редни број	Шифра пописног круга	Име и презиме носиоца домаћинства	Назив насеља	Адреса (улица и број)	Напомена
(1)	(2)	(3)	(4)	(5)	(6)
003	0541	Јован Јовановић	Номаница	Радничка 50	
005	0541	Сава Симић	Номаница	Радничка 52	
008	0541	Драган Симић	Номаница	Радничка 60	

Редни број	Преписати из Листе домаћинстава са пољопривредном производњом	
(1)	редни број	шифра пописног круга
001	005	0541

Шифра пописивача	7 3 0 0 0 2
Шифра општине	7 0 7 2 0
КОНТРОЛНИК	

1.5.2. In column 4, enumerator shall enter the respective code on the basis of previous interview, i.e. in accordance with the information provided from the interviewee.

Code 1 is entered in cases when household members (one or several) carry out own-account agricultural production, either as primary or secondary activity, as physical persons, which means they are not registered in the Business Registers Agency. When entering the Code 1, the enumerator proceeds with filling in the Control List.

Code 2 is entered if a legal entity/unincorporated enterprise carries out agricultural production. In this case, enumerator shall directly proceed with filling in the questionnaire.

Agricultural production is carried out by legal entity if a person (family member) **is registered with the Business Registers Agency** to carry out agricultural production as a member – founder of an enterprise or farm cooperative (legal entity), or is registered for another activity, but carries out agricultural production in this status.

Unincorporated enterprise is a **physical person registered with the Business Registers Agency** to carry out agricultural production as an occupation, in order to gain profits, or is registered for another activity but carries out agricultural production in this status, pursuant to the law stipulating the registration of business entities.

1.5.3. The enumerator asks: "Of the total area of the household's land available as of 30 September 2012, what is the utilised agricultural area, i.e. the area that the household cultivated (utilised) in agricultural year 2011/2012".

The enumerator needs to explain to the respondent what is meant by **total available area** (includes owned land not rented out plus rented land), what is meant by **utilised agricultural area** (land worked by the household in the referent/observed agricultural year), and what is meant by agricultural year 2011/2012. The enumerator is obliged to list all the categories of

utilised agricultural area (arable land, fruit plantations, vineyards, nurseries and other permanent crops, as well as agricultural land under kitchen garden), so that the respondent can be as accurate as possible in answering. Detailed explanations of these terms can be found hereinafter.

The figures are entered in hectares and ares in column 5 according to the respondent's statement. If this is the area of 50 ares and more, **the enumerator shall put aside the Control List and start filling in the Questionnaire** (the condition that household is a family agricultural holding is fulfilled). Otherwise, the enumerator resumes filling in the Control List.

1.5.4. Enumerator asks whether the household occasionally or continually sell self-produced agricultural products.

Self-produced agricultural products are livestock (fresh meat), eggs, milk, wool, honey, wheat, vegetables, fruit, grapes, flowers, seedlings, wine from self-produced grapes, etc.

If the household sells cheese, brandy, smoked and cured meat products and other items resulting from processing their own primary products (e.g. milk, plums, livestock animals), then the reply to this question shall also be positive.

If the answer is 'Yes', code 1 shall be entered in column 6 and filling in the Questionnaire shall be started (the condition that household is a family agricultural holding is fulfilled).

If the answer to this question is 'No', code 2 shall be entered in column 6 and filling in the Control List shall be resumed.

1.5.5. Enumerator asks if the household as of 30 September raised livestock and enters numeral values by species. If the household raised minimum:

- 2 heads of cattle, or
- 1 head of cattle and 2 heads of small animals (pigs, goats, sheep – in total), or
- 5 heads of sheep or 5 heads of goat, or
- 3 heads of pig, or
- 4 heads of small animals (pigs, goats, sheep – in total), or
- 50 heads of poultry, or
- 20 colonies of bees,

the condition that household is a family agricultural holding will be considered fulfilled. In this case the enumerator shall put aside the Control List and start filling in the Questionnaire.

If the household has not met any of the here above criteria offered to be assumed as family agricultural holding, i.e. if the household cultivates less than 50 area of land, code 2 is entered in column 6, and if the household raises less cattle that here above stated, code 2 is entered in column 16 (column 13-15 are left unfilled) and the enumerator shall go to the next household in the List.

1.5.6. Enumerator starts filling in the Questionnaire by first marking the script to be used for filling in the Questionnaire (Cyrillic or Latin). Then enumerator goes to question 1 (*Questionnaire is filled in for* – the legal status of the agricultural holding).

If code 1 is marked, i.e. the Questionnaire is filled in for family holding (in the Control List, in column 4 code 2 is entered), enumerator goes to question 3 (*Identification of family holding*). It is necessary that enumerator shall copy from the Control List enumerator code and municipality code, and than the other data from the Control List, in succession: ordinal number

from column 1, ordinal number from column 2, code of enumeration area from column 3, and then proceeds with filling in the questionnaire.

If code 2 or code 3 is marked, i.e. the Questionnaire is filled in for legal entity or unincorporated enterprise (in the Control List, column 4 – code 2 is entered), enumerator proceeds to filling in the answers to question 2 (*Identification of legal entity/unincorporated enterprise*). It is necessary that enumerator shall copy from the Control List enumerator code and the ordinal number from column 1, and then to proceed with filling in the Questionnaire.

КОНТРОЛНИК

Уйишник сїр. 2
3. ИДЕНТИФИКАЦИЈА ПОРОДИЧНОГ ГАЗДИНСТВА

Шифра пописивача: 7 3 0 0 0 2
Шифра општине: 7 0 7 2 0

Контрoлник сїр. 1

Редни број	Преписати из Листе домаћинства са пољопривредном производњом	
	редни број	шифра пописног круга
(1)	(2)	(3)
001	005	0541

Преписати из Контролника

шифра пописивача: 7 3 0 0 0 2
шифра општине: 7 0 7 2 0
редни број из колоне 1: 0 0 1
редни број из колоне 2: 0 0 5
шифра пописног круга из колоне 3: 0 5 4 1

Detailed explanations on how to complete the questions from the questionnaire can be found below in the Guidelines.

When the enumeration of the holding has been completed, enumerator enters the date of enumeration (the last page of the Questionnaire), puts down his/her signature and asks the interviewee to sign the filled Questionnaire. In cases of family holdings, the interviewee may sign the Questionnaire, however is not obligated to this. Legal entities and unincorporated enterprises are obligated to sign the Questionnaire and affix the seal in the space provided.

1.5.7. When he/she finishes filling in the Questionnaire, the enumerator goes back to the Control List and copies the following: name and surname of the holder if it is a family holding (person stated within the identification of family holding in the Questionnaire), i.e. registration number if it is a legal entity or an unincorporated enterprise (within the identification of legal entity/unincorporated enterprise). The enumerator enters the name of the municipality of the holding location (question 4, *Location of the holding*), the number of own tractors with two axels - total (code 269, first column) and, if not entered, the data in columns 5-12. If the data in columns 5-12 are entered, he/she checks their accuracy and makes corrections in the Control List as needed.

1.5.8. For any household from the List that has not the Questionnaire completed, in the Control List columns 2, 3, and 16 shall be filled in. The code of the respective reason for missed/not carried out enumeration shall be entered in column 16.

The reasons for enumeration not carried out in column 16 (the reasons why the Questionnaire for agricultural holding has not been filled in) may be the following:

- **Household does not engage in agricultural production** – code 1 shall be entered in column 16 and acted in accordance with the explanations given hereafter (*Enumerator's acting in special cases*). In this case, the columns y 4-15 in the Control List remain unfilled;

- ▶ **Does not meet the requirements for family holding** – code 2 shall be entered in column 16. In this case, in the Control List, in column 4 – code 1 is entered, the data in columns 5–12 appear in accordance with the case, and columns 13–15 are left empty;
- ▶ **Absence of household members at the time of the Census**, for which there may be various reasons (e.g. stay abroad) – code 3 shall be entered in column 16 and columns 4–15 shall be left empty;
- ▶ **Dissolved household** – code 4 shall be entered in column 16, and columns 4–15 shall be left empty;
- ▶ **Unknown or changed address** – code 5 shall be entered in column 16 if the enumerator could not locate a household from the List (columns 4–15 are left empty), i.e. a household is not within the enumeration areas covered by the List. If the enumerator determines that the new the new address of this household (as informed by a relative, a neighbour, etc.) is not within the enumeration n areas assigned to him/her, the new address is entered in column 17 and the municipal instructor in charge is advised on the fact;
- ▶ **Holder of joint agricultural production is not a household member** – code 6 shall be entered in column 16. In this case, code 1 is entered in 4, and columns 5–15 shall remain empty. (see *Enumerator's acting in special cases*);
- ▶ **Household has refused cooperation** – In this case the enumerator has not been able to make the interview with the household from the List despite all efforts to be received by the household, and warnings that any refusal to provide data or providing incorrect data is subject to misdemeanour liability. The data in columns 4-12 appear according to the actual case, i.e. depending whether the enumerator was able to get any information from the household, i.e. on the fact when the household refused cooperation.
- ▶ **Other** – code 8 shall be entered in column 16 for all other, so far not mentioned reasons why the enumeration has not been carried out.

Enumerator's acting in special cases

As special cases considered are individual cases that enumerator may be encountered with in course of enumeration.

In the following cases used was the List of households with agricultural production, which was presented on page 30.

1. If the enumerator determines that the household does not carry out agricultural production because they have sold or leased/rented out the entire agricultural land after 30 September 2011 (critical moment of the Census of Population, Households and Dwellings), apart from the data in columns 2, 3 and 16, if possible the enumerator shall enter in the Control List, column 17 ('Notes') the full name and address details of the person/s to whom the subject household has sold or rented out the land, and the enumerator acts as follows:

1.1. If the address or the household that bought or rented the household is found on the List assigned to the enumerator, the household will be enumerated anyway.

1.2. If the address is not found on the List and the enumerator determines that the address is located in the enumeration area assigned to him/her, the enumerator shall find the subject holding and make the interview. In this case, the household ordinal number (column 2) shall be 000.

Example: Two months before the Census of Agriculture the household of Jovan Jovanović (the holder of a household on the List, address: 50, Radnička St) rented out a pasture area of 1 ha and a permanent grassland of 50 ares and it does not carry out agricultural production (does not raise livestock any longer). The pasture and the grassland was rented by the neighbour Milan Jevtić (address: 56, Radnička St) and he utilises the pasture for a herd of sheep grazing (30 heads), while the grassland is mowed and the hay transported home by tractor, where it is used for feeding sheep in winter. Milan has started to raise sheep at the beginning of the current year and his household is not found on the List.

For the household of Jovan Jovanović, the enumerator shall fill in the Control List in the following way: the ordinal number and enumeration area code for the subject household are copied from the List into columns 2 and 3; columns 4 – 15 are left empty, and code 1 is entered in the column 16. Since Jovan Jovanović does not carry out/ceased to carry out agricultural production because he rented out the entire agricultural land after 30 September 2011, the enumerator enters the data in column 17, i.e. full name and address of the person who rented the land: *Milan Jevtić, 56, Radnička St* (see the example of the filled Control List, pp 41, ordinal number 001).

When the household of Milan Jevtić is found, the enumerator enters the data in the first vacant row in the Control List: in column 2 – 000, as household ordinal number (the household is not on the List), and in column 3 – the enumeration area code. Other data shall be entered according to the provided instruction (see the example of the filled Control List, pp 41, ordinal number 003).

1.3. In case the address of the person that bought or rented the agricultural land is located out of the enumeration area assigned to the enumerator, in column 17 the enumerator shall enter (apart from full name and address) the name of settlement and municipality of the person (household) that the land was sold or rented out to and the enumerator shall advise the municipal instructor on these facts.

When determined that an address is located on the territory covered by an assigned enumerator, the municipal instructor shall forward to this enumerator the full name and address details of the person who bought or rented the land. The enumerator shall visit the person (household) on this address and act in accordance with the given instructions.

When determined that an address is not located on the territory covered by the enumerators assigned to him/her, the municipal instructor shall forward the subject address details to the republic instructor.

2. If the enumerator determines that the household utilises/cultivates land together with other holdings (one or several), in order to avoid duplicated data, the data on joint agricultural production shall be provided by the household a member of which is the holder of the subject joint agricultural production. In case several persons share the responsibility for the joint agricultural production, the oldest of them shall be assumed as the holder.

For the Census of Agriculture, when two or more households, apart from jointly utilising/cultivating land they raise livestock together (or they only raise livestock together), the holder of the joint agricultural production shall be the person responsible – the household member at whose place the livestock is raised (livestock is enumerated where it is kept). If this is not possibly determined, e.g. several persons together raise a herd of sheep out of the location of their holdings (however not on another holding), the oldest of them shall be regarded responsible for the joint agricultural production.

Note: When a holding is supported in carrying out agricultural production by another holding, it does not necessarily mean that these two households conduct joint agricultural production.

Example: *The household of Janko Simić cultivates 2 ha of arable land. His daughter and son-in-law, who belong to another household, rendered their support using their own machinery.*

As Janko Simić took active part in agricultural activities, each household shall be enumerated separately (the household of Janko Simić, and the household of his daughter and son-in-law). Even in the case that Janko Simić **only** took decisions on the agricultural production on his household (e.g. when and where the crops shall be sown, what crops shall be sown, etc.), it will be assumed that he managed his household (carried out agricultural activity) and it will be enumerated as separate household.

In case that Janko Simić did not take an active part in carrying out agricultural activities and only received remuneration of any type (money, payment in kind/products, keeping/care provided, etc.) from the land that the daughter and son-in-law utilised, it will be assumed that Janko Simić let (rented out) the land to his daughter and son-in-law (for money, as share farming, for free use, etc.). In this case the Questionnaire for the household of Janko Simić shall not be filled in (the criteria for agricultural holding were not met).

Therefore, if the enumerator determines for a household from the List that this household carries out agricultural production jointly with another household, while the holder of the joint agricultural production is not a member of the subject household and the household does not carry out agricultural production partially for own account, the enumerator shall copy the ordinal number from the List into the Control List (column 2) and enumeration area code (into column 3). Code 1 shall be entered in column 4, columns 5 – 15 shall remain empty and code 6 shall be entered in column 16. In column 17 ('Notes') the enumerator shall enter the full name and address of the person who is the holder of the joint agricultural production, and he/she shall act as hereunder specified.

2.1. If the address of the person (household) is on the List assigned to the enumerator, the household shall be enumerated in any case.

Example: *Sava Simić (the holder of the subject household on the List, address: 52, Radnička St), jointly with his elder brother Dragan Simić (the holder of another household on the List, address: 60, Radnička St) cultivates and utilises their father's fruit plantation (2 ha). From the fruit, they produce brandy for sale. They share the responsibility for the joint agricultural production. Sava Simić does not carry out own-account agricultural production.*

In the Control List, columns 2 and 3, the enumerator shall enter the ordinal number and enumeration area code for the household of Sava Simić. Code 1 shall be entered in column 4, columns 5 – 15 shall remain empty and code 6 shall be entered in column 16. In column 17 the enumerator shall enter: *Dragan Simić, 60, Radnička St* (see the example of the filled Control List, pp 41, ordinal number 002).

When in due course the household of Dragan Simić is taken for enumeration, the ordinal number and enumeration area code are entered (copied from the List) into the Control List, column 2 and 3, and code 1 is entered in column 4. After that, the enumerator shall ask whether the household of Dragan Simić, apart from the joint agricultural production, carries out agricultural production for own account. In case the household does not carry out agricultural production for own account, the enumerator shall enter the data on joint agricultural production in the Control List, column 5 ('2 ha'); then he/she shall put aside the Control List and start filling in the questionnaire since the criteria for the household are met. Further the

enumerator shall act in accordance with the given instructions. In case the household of Dragan Simić carries out partly carries out agricultural production for own account, the enumerator shall act as hereunder instructed (see the given example under 3.2. and the specimen of the filled in Control List pp. 41, ordinal number 005).

2.2. In case the address is not found on the List and is located within the enumeration area assigned to the enumerator, the enumerator shall find the subject (other) household in the course of the Census of Agriculture and make the interview. In this case, '000' is entered in column 2, the Control List, the enumeration area code is entered in column 3 (as in the specimen of the filled Control List, pp. 41, ordinal number 003), while code 1 is entered in the column 4. The rest of the data shall be entered according to the provided instructions.

2.3. In case the address is not found within the enumeration area assigned to the enumerator, the enumerator shall enter in column 17 (apart from the full name and address) the settlement and municipality of the person who is the holder of the joint agricultural production and he/she is obligated to inform these facts to the municipal instructor.

If municipal instructor determines that the address is found on the territory covered by an assigned enumerator, the full name and address of the person who is the holder of the joint agricultural production shall be passed to this enumerator. The enumerator is obligated to visit the person (household) on the subject address and to act in accordance with the given instructions.

If municipal instructor determines that the address is not found on the territory covered by him/her assigned enumerators, the municipal instructor shall pass the address data to the republic instructor in charge.

3. If apart from joint agricultural production certain households carry out also agricultural production for own account, this part of agricultural production shall be registered in the following manner:

3.1. In case the holder of the joint agricultural production is not member of the subject household, for the subject household the Control List and Questionnaire (if needed) shall be filled in for the part of agricultural production that is carried out for own-account; it is required to enter the address details of the holder of the joint agricultural production in column 17, the Control List and further to act in accordance with the provided instructions depending on the subject case (whether the address is found on the List).

***Example:** Radovan Perić (the holder of a household from the List, address: 62, Radnička St) is not the holder of the joint agricultural production since he breed pigs together with Zoran Radovanović (address: 82, Radnička St), where the pigs are kept. Apart from the joint agricultural production, Radovan carries out agricultural production in poly-tunnels together with the members of his household (on 60 ares in poly-tunnel vegetables are grown for sale).*

The enumerator shall fill in columns 2 and 3, the Control List, by copying the data for the subject household from the List, code 1 is entered in column 4, and then the Questionnaire is filled in with the other data related to the agricultural production for own account and as respective. In column 17 the enumerator shall enter the full name and address of the holder of the joint agricultural production and act according to the given instructions, depending whether the address is on the List or not (see the specimen of the filled in Control List pp. 41, ordinal number 004).

3.2. In case the holder of the joint agricultural production is a member of the subject household, the data shall be presented aggregated.

Example: *Apart from carrying out joint agricultural production with his brother (cultivating fruit plantation, 2 ha), Dragan Simić, the holder of the joint agricultural production, with the members of his household for own account raises 30 sheep and 50 laying hens, and this agricultural production is intended for market.*

When visiting the household of Dragan Simić (found on the List), the enumerator shall enter the data for the subject household in the Control List (columns 2 and 3) copying them from the List, code 1 is entered in column 4 and provided aggregated data related to the agricultural production carried out partly for own account and partly jointly with another household (see the specimen of the filled in Control List pp. 41, ordinal number 005).

4. If agricultural production is carried out partly by a legal entity/unincorporated enterprise and partly by a natural person, each legal status shall be enumerated separately, in accordance with the given instructions. In this case, the data on the (same) own machinery and own buildings used by the both legal statuses shall be entered in the first Questionnaire that is filled in.

In case agricultural production in the household is partly carried out by an unincorporated enterprise, and partly by a natural person, in the first instance the enumerator shall determine whether the full name of the person standing for the unincorporated enterprise is already found on the List, and then for each legal status the enumerator fills in a separate row in the Control List, acting in the following manner:

4.1. In case the name of the person standing for the unincorporated enterprise is found on the List, in columns 2 and 3, the Control List, the enumerator shall enter the respective (pertaining) ordinal number and the enumeration area code from the List. In column 4 the enumerator shall enter the respective code for each legal status separately and then follow the instructions given in the Control List.

4.2. In case the name of the person standing for the unincorporated enterprise is not found on the List, the ordinal number and enumeration area code (columns 2 and 3) in the Control List shall be same for the both legal statuses, as in the example hereunder.

Example: *The household of Živadin Savić (the holder) carried out agricultural production and is found on the List. He and his wife cultivate 2 ha arable land and raise five pigs. The son of Živadin Savić (household member) sells flowers and this activity is registered as an unincorporated enterprise. Flowers are grown on the area of 50 ares.*

For each legal status of persons carrying out agricultural production a separate row in the Control List shall be filled in. However, the ordinal number and enumeration area code from the List are same for the both statuses (columns 2 and 3, the Control List). In column 4, the respective code shall be entered for each legal status separately and the instructions from the Control List followed. In this case, a separate Questionnaire form shall be completed for each legal status (see the specimen of the filled in Control List pp. 41, ordinal numbers 006 and 007), since two holdings are found within the household from the List: a family agricultural holding (the household with own-account agricultural production utilising 2 ha arable land and raising five pigs) and an unincorporated enterprise holding (the unincorporated enterprise utilising 50 ares arable land, regardless the ownership of this area).

5. In the course of field activities the enumerator may find a household from the List that after 30 September 2011 has been divided into two or more households carrying out own-account agricultural production. In this case, the enumerator shall proceed as follows:

5.1. If the new-established household with own-account agricultural production is found on the address of the registered household (on the List), the data shall be entered in the Control List

for each household separately, and for these households different ordinal numbers shall be entered in column 1, the Control List, the same numbers shall be entered in columns 2 and 3 (the data for the household copied from the List) and then the (different) data shall be entered regarding the relative agricultural production.

Example: After 30 September 2011 the son of Milan Sarić (Petar) has married. The primary household of Milan Sarić (the household on the List, ordinal number 015) was divided into two separate households, each of them carrying out own-account agricultural production: the household including Milan Sarić and his wife, and the household including his son Petar Sarić and daughter-in-law. The both households are found in the same house (the address of the household on the List) and they carry agricultural production for own account: Milan sows wheat on 2 ha land area, and his son and daughter-in law fatten young cattle (20 heads) for sale.

See the specimen of the filled in Control List pp. 41, ordinal numbers 008 и 009. In this case, a separate Questionnaire shall be filled in for each household (the both households met the criteria for agricultural holding).

5.2. If the new-established household is not found on the address of the registered household (on the List), it carries out own-account agricultural production and is located in the same enumeration area, it shall be found in the course of the Census of agriculture and interviewed. In this case, for the registered household (on the List), the data from the List shall be entered in columns 2 and 3, then entered are the (different) data relative to the actual agricultural production (according to the given instructions), and in column 17 entered is the full name and address of the person standing for the holder of the new-established household. When the new-established household is found, the enumerator shall enter the data of the registered household (on the List) in the first empty row in the Control List, columns 2 and 3, and then he/she enters the (different) data relative to the actual agricultural production (see the specimen of the filled in Control List pp. 41, ordinal numbers 010 и 012).

5.3. If the new-established household is not found on the address of the registered household (on the List), and is not located in the same enumeration area, however it carries out own-account agricultural production, the following course of actions shall apply: for the registered household (on the List), the data from the List shall be entered in columns 2 and 3, then entered are the (different) data relative to the actual agricultural production (according to the given instructions), and in column 17 entered is the full name and address, settlement and municipality for the person who is the holder of the new-established household. The enumerator shall advise the municipal instructor on these facts.

When determined that the new-established household is located on the territory covered by an assigned enumerator, the municipal instructor shall forward the address details to this enumerator, who is then obligated to visit and enumerate the household as envisaged.

When determined that the new-established household is not located on the territory covered by to him/her assigned enumerator, the municipal instructor shall forward the address details to the republic instructor in charge (see the specimen of the filled in Control List pp. 41, ordinal number 011).

If the enumerator finds a household from the List that in the previous year has been divided into two or more households that do not carry out own-account agricultural production, these households are not subject to enumeration. In this case in the Control List recorded is only the household (registered) on the List, and code 1 is entered in column 16 (see the specimen of the filled in Control List pp. 41, ordinal number 013). Anyway, the enumerator shall ask the registered household whether the reason they do not carry out agricultural production is that they sold or rented out the entire agricultural land after 30 September 2011 and then the enumerator shall act as per the given instructions (see the explanation under point 1. here above).

Note: For all cases of **supplementary enumeration** of households with agricultural production that are not found on the List, and are located in the enumeration areas assigned to the enumerator, **the ordinal number in column 2 of the Control List shall be 000.**

In cases of errors occurred when filling in the Control List so that it is necessary to cross out the whole row, the data for the subject household shall be entered in the first empty row, and then the identification data shall be corrected in the Questionnaire if it has been filled in.

If there is no more space in the Control List (all 230 rows have been used), the enumerator shall be given a new Control List. On the Control List front page the enumerator shall put down his/her code and the code on municipality and the note "Control List 2". When recording the households with agricultural production, the numeration shall be resumed in an increasing series, i.e. the ordinal number 001 in the first row (the first column) shall be crossed out and number 231 entered, then 232 shall be entered in the following row, and so on.

Редни број	Преписки из Листе домаћинства са пољопривредном производњом	Пољопривредну производњу обавља :	Физичко лице1 Уколико је уписана шифра 1, настављају са обављањем Кондропљича	Правно лице/предузетник2 Уколико је уписана шифра 2, брели на Ушљик	Од укупне површине земљишта којим домаћинство располаже на дан 30.09.2012. година је површина коришћеног пољопривредног земљишта		Домашинство	Домашинство гаји на дан 30.09.2012.					Име и презиме носиоца домаћинства/матични број правног лица или предузетника (у Ушљичку поглавље 1, табела 3 и 2)	Назив општине на којој је локација домаћинства (у Ушљичку поглавље 1, и табела 4)	Број властитих двосовинских трактора (у Ушљичку шифра 269, колоне 1)	Домашинство са Листе није пописано због једног од наведених разлога: Не бави се пољопривредом1 Не задовољава услов за породично гаддинство2 Одсутни чланови3 Угашено домаћинство4 Непозната адреса5 Носилац заједничке пољопривредне производње није члан домаћинства6 Одбило сарадњу7 Остало8	Имена
					ha	a		говед	свиња	овча	коза	живина					
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	
001	003 0541														1	Милан Јевтић Радничка 56	
002	005 0541		1												6	Драган Симић Радничка 60	
003	000 0541		1	50	1		30					Милан Јевтић	Лесковац	1			
004	010 0541		1	60	1							Радован Перић	Лесковац			Зоран Радовановић Радничка 82	
005	008 0541		1	2	1		30					Драган Симић	Лесковац				
006	011 0541		1	2	1		5					Живадин Савић	Лесковац				
007	011 0541		2	50	1							07824552	Лесковац				
008	015 0541		1	2								Милан Сарић	Лесковац				
009	015 0541		1		1		20					Петар Сарић	Лесковац				
010	016 0541		1	20	2						5				2	Јанко Савић Радничка 80	
011	017 0541		1	9	30		1				20	Драган Јевтић	Лесковац			Јован Јевтић, Бачиште, В. Хан	
012	016 0541		1	1	1		3					Јанко Савић	Лесковац	1			
013	018 0541																

2. Legal entity enumeration procedure

2.1. Steps to be taken by the persons responsible for enumeration of legal entities prior to the beginning of enumeration

In the preparatory phase of the Census, responsible persons update the Register of Legal Entities (hereinafter referred to as Register) – census units, while using all available sources (Statistical Business Register, local government bodies, Ministry of Agriculture, Trade, Forestry and Water Management, and others).

The person responsible shall be present at the training courses for the republic instructors.

Prior to the beginning of the census, the census units from the Register are sent a cover letter and the Reminder to familiarize them in due time with the contents of the Questionnaire and explanations of basic terms and to get them prepared for the interview. The cover letter will list the phone numbers available for any additional explanations and information.

The persons responsible for enumeration of legal entities will contact the legal entities in their territory and schedule the interview at the time convenient to the legal entities. Through regional coordinators, an adequate number of enumerators for the enumeration of legal entities will be provided. These will be the enumerators who have been trained and have passed the tests.

2.2 Steps to be taken by legal entities prior to the beginning of enumeration

The legal entity is obligated to read the received notification and study the Reminder, and to provide the appropriate interviewee(s), i.e. the person(s) familiar with the data and operations of the holding. Legal entities are obligated to receive the person responsible for the enumeration of legal entities or enumerator at the scheduled time and to prepare appropriate records (e.g. holding's labour force records etc.).

2.3. Manner of the Census staff address and conduct during enumeration

During his/her visit to the census unit enumerator shall act as follows:

- ▶ Identify him/herself by name and surname and, together with the ID card, show his/her Authorisation;
- ▶ Try to establish good communication;
- ▶ Asks whether any changes occurred in the activities of the census unit after 30 April 2012 in order to compare the actual state of facts with the data in the Register;
- ▶ Read the question in full, with all the provided answers;
- ▶ Repeat the question clearly and slowly in the case the interviewee does not understand the question, or use other words to ask the question being careful not to miss the meaning of the original question, or clarify it in accordance with the Manual;
- ▶ Maintain neutrality in asking the questions and not influence the answers, except in attempt to get the answers that reflect the reality as closely as possible;
- ▶ Repeat the visit to the legal entity, if the interview could not be finished in the course of one visit.

2.4. Steps taken by person responsible for enumeration of legal entities in the course of enumeration

The person responsible for the enumeration of legal entities shall follow and control the work of enumerators and shall render professional assistance whenever needed.

If in the course of enumeration he/she determines that after 30 April 2012 new census units have appeared, i.e. the changes occurred in relation to the data of the Register, the responsible person shall act in the following way:

- If new established census units are located within the territory covered by the regional department/office, they shall be added to the Register and **enumerated**;
- If such production units are not located within the territory covered by the regional department/office, the person responsible for the enumeration of legal entities **notifies accordingly the services of the Statistical Office of the Republic of Serbia on duty**.

Enumerators shall pass the filled questionnaires successively, and the person responsible for the enumeration of legal entities shall control them and proceed in the following manner:

- ▶ Assign the code, i.e. enters the enumerator code in the boxes in the part for identification of legal entities/unincorporated enterprises (question 2). The enumerator code for the enumeration of legal entities is formed by the responsible person in the following manner:
 - the first number of the six-digit code is the designation of the territory (8 – Vojvodina, 7 – central Serbia),
 - the second number is the designation of the regional office (1 – Zrenjanin, 2 – Novi Sad, 3 – Pančevo, 4 – Sremska Mitrovica, 5 – Subotica, 0 – Šabac, 1 – City of Belgrade, 2 – Zaječar, 3 – Leskovac, 4 – Kraljevo, 5 – Niš, 6 – Valjevo, 7 – Smederevo, 8 – Užice, 9 – Kragujevac);
 - the remaining four numbers are nulls regardless of how many people carried out the enumeration of legal entities. This means that all persons who have enumerated legal entities in the territory covered by a single SORS Regional Office have the same code;
- ▶ Enter the ordinal number in 'Identification of legal entity/unincorporated enterprise' (question 2), which is assigned according to the order to be observed when entering data. The notice found in the Questionnaire above the boxes envisaged for writing ordinal number ('copy from the Control List') is relative only for the enumerators engaged for enumeration according to the List of households with agricultural production, and who in their field operations encounter legal entity/unincorporated enterprise;
- ▶ Carry out controlled data entry from the Questionnaire through the respective application.

Note: In case of error in the Questionnaire, either the error was detected while filling in the Questionnaire or in the course of controlled data entry from the Questionnaire, the error shall be corrected only in agreement with and upon consulting the subject legal entity.

IV. FILLING IN QUESTIONNAIRE

Chapter 1. General information on the holding

1. Legal status of the holding:

Enter 'X' in the box next to the answer on what the legal status of the holding is, i.e., if the questionnaire is being filled in for a family holding, a legal entity or an unincorporated enterprise. Only one answer is possible.

In cases when enumeration is carried out (by enumerators) in accordance with the List, the reply to this question shall be in compliance with the reply given in the Control List.

- ▶ If code 1 is entered in column 4, the Control List and minimum one criterion for a family holding is fulfilled, then code 1 shall be marked and filling in proceeded by going to question 3, 'Identification of family holding'.
- ▶ If code 2 is entered in column 4, the Control List, code 2 or 3 shall be marked depending upon whether it is the case of a legal entity or unincorporated enterprise, and filling in proceeded by going to question 2, 'Identification of legal entity/unincorporated enterprise'.

When enumeration is carried out by persons responsible for enumeration of legal entities or enumerators assigned to them, the respective code (2 or 3) shall be marked and filling in proceeded by going to question 2.

2. Identification of legal entity/unincorporated enterprise

When enumerator acting according to the List fills in the questionnaire for legal entity or unincorporated enterprise, upon entering enumerator's code and ordinal number from the first column of the Control List, he/she shall proceed with entering identification data.

If the questionnaire for legal entity's holding is filled in by person responsible or to them assigned enumerator, the enumerator's code and the ordinal number from the Control List shall be entered by the person responsible for enumeration of legal entities in accordance with the provided instructions.

From the beginning of the row, the following data shall be entered: business name (name of the legal entity/unincorporated enterprise), registration (ID) number, legal status, name of the municipality, town/city or settlement, *PAK*, street name and house number, e-mail address and phone number of the registered office of the legal entity and activities of the holding.

In the case that an organisational branch of the legal entity/unincorporated enterprise is a census unit, after entering the business name of the legal entity, its registration (ID) number and legal status, **the name of the branch of the legal entity/unincorporated enterprise shall be entered**, and then the other data **relative to this organisational branch** shall follow (municipality, settlement, *PAK*, street name and house number, e-mail address, phone number and activities of the holding).

Legal status may be the following:

- ▶ **general partnership – code 1:** an enterprise founded by two or more partners with unlimited solidarity and liability for the enterprise obligations up to the amount of their entire property;
- ▶ **limited partnership – code 2:** an enterprise founded by at least two members, of which one at least has unlimited liability for its obligation/solidarity (general partner) and at least one member has limited liability up to the amount of its unpaid contribution (limited partner);

- ▶ **limited liability company – code 3:** an enterprise with one member or several of them have shares in the legal capital of the enterprise, however the members of a limited liability company not being liable for the obligations of the company, except in specific cases envisaged by the Law on enterprises that is in force;
- ▶ **joint-stock company – code 4:** an enterprise whose legal capital is determined and divided into shares owned by one shareholder or several of them that are not liable for the obligations of the company, except in the cases envisaged by the Law on enterprises that is in force. A joint stock company is liable for its obligations up to the amount of its entire property;
- ▶ **public enterprise – code 5:** an enterprise carrying out activities of public interest, founded by the government, i.e. a local government unit of an autonomous province;
- ▶ **agricultural cooperative – code 6:** a form of organisation of natural persons (cooperative members) through which they practise their interests by carrying out business activities observing the principles of voluntary participation and solidarity, democracy, economic contributions, equal management rights, independence, cooperative training and cooperation;
- ▶ **business association – code 7:** a legal entity founded by two or more enterprises or unincorporated enterprises in order to achieve their common interests;
- ▶ **unincorporated enterprise – code 8:** a qualified natural person carrying out a gainful activity that is registered to this effect pursuant to the Law on registration;
- ▶ **institution – code 9:** e.g. agricultural institute, veterinary medicine institution, human health institution (out-patient clinic, pharmacy, institute, clinic centre), social work institution, pre-school and school, physical culture institution, general cultural institution (theatre, cultural centre, museum, library), etc.;
- ▶ **government body – code 10:** e.g. a Government body, an autonomous province government body, an area prison, correctional facilities, etc.;
- ▶ **local government unit – code 11:** i.e. a local government body;
- ▶ **other organisational form (religious organisations) – code 12;**
- ▶ **not otherwise classified – code 13:** not classified as any above mentioned organisation form, e.g. civil associations, liquidation surplus, funds, etc.

The respective legal form code shall be entered in the provided boxes. The envisaged legal (organisation) forms are listed in the Enumeration manual and in the Reminder.

PAK is a six-digit number that indicates the part of the street where postman delivers mail to the recipient. By entering this number the location (place where to deliver mail) is more precisely defined in comparison to the POB (Post Office Box). When *PAK* is known to the census unit, it shall be entered in the respective boxes; otherwise these boxes shall be left empty.

Activities of a holding are those activities that a legal entity/unincorporated enterprise or an organisational part thereof carries out on its holding and **that relates to agriculture** (e.g. wheat production, vegetables and melon growing, raising milk producing cattle, etc.), regardless of the fact they are registered or not. Codes of one or more (maximum 4) activities shall be entered according to their significance, i.e. the time taken for carrying out them in the respective agricultural year. In cases when the code is not known, the description of the activity shall be entered.

Note: Upon having entered the identification data for legal entity/unincorporated enterprise, go to question 4 – Location of the holding.

3. Identification of family holding

Upon entering the enumerator code and the municipality (the Control List first page) and the identification from the Control List (columns 1-3), the enumerator shall proceed with filling in the data on the holder (see explanation on page 18).

It is necessary to enter the following: name and surname, unique personal (ID) number, residence address (municipality, town/city or settlement, *PAK*, street and house number) of the holder. In addition, entered shall be the e-mail address and the fixed line number (the area code shall also be entered), as well as the mobile phone number, if the holder owns one.

To enter the unique personal (ID) number of the holder accurately, the enumerator shall ask for an ID card or another document from which the unique personal number can be copied (health record book, passport, etc.). If the person does not have a document from which the unique personal (ID) number may be copied, the enumerator enters the date of birth (date/month/year) in the provided boxes in the Questionnaire, on the basis of the verbal statement of the respondent.

In case the code *PAK* (see the explanation here above) is known to the respondent, it shall be entered in the respective boxes. Otherwise these boxes shall be left empty.

4. Location of the holding

Location of the holding is the place where the all or the main part of the all agricultural production takes place. The location is determined by the respondent. It is usually the place where agricultural buildings (e.g. administrative buildings, livestock housing constructions, greenhouse, cold storage facilities for agricultural produce, etc.) or the largest utilised agricultural area are located. In case there is no agricultural building to which the location of the holding could be attributed, the largest parcel of utilised agricultural area will be taken as a reference point.

The place of residence of the holder of the holding will be taken as the location if it is found within five kilometres' distance from the place where the all or the main part of the all agricultural production is carried out.

Location of the holding may be the same as or different from the address of the holder, i.e. from the registered address of the legal entity/unincorporated enterprise. Entering the data on the location of the holding is mandatory, whether they are the same as or different from the address of the holder, i.e. from the registered office address of the legal entity/unincorporated enterprise. Street name and house number shall be entered if possible (if any).

Chapter 2. Land

1. Total area of the holding

The figure for the total available area refers to the situation as of 30 September 2012 and the land in the territory of the Republic of Serbia.

The surface area should be indicated in hectares (ha) and ares (a). If the respondent uses other units of measure, they should be converted. The conversion table is given at the end of the Methodological guidelines.

Owned land (Code 9) – enumerated is **entire land** owned by all members of the family holding or owned by the legal entity/unincorporated enterprise, whether such land is rented out or a joint venture, cultivated or not, or whether it is suitable or unsuitable for agricultural production.

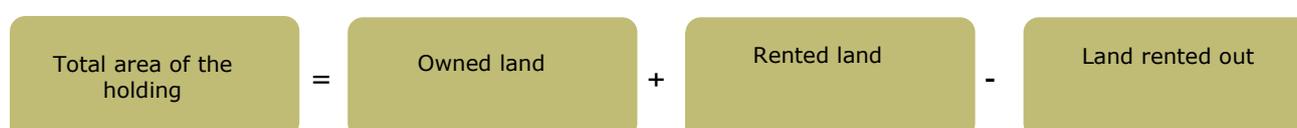
This may include: arable land, permanent grassland, fruit plantations, vineyards and other permanent crops, wooded areas, kitchen garden, land occupied by buildings, roads and other owned land. The total area of the holding also includes the land for which there is no deed

(occupancy, etc.). The figure for the total area of owned land is entered by the enumerator on the basis of the respondent's statement.

Rented land (code 10) – enumerated is the total area of land taken into use from someone else according to a written or verbal agreement (rented), regardless of the type of rent (in cash, in kind, share-farming, rent free, etc.). For the Census of Agriculture, **rented land shall not include common land** (village meadows and pastures) used for livestock grazing, regardless of the type of rent.

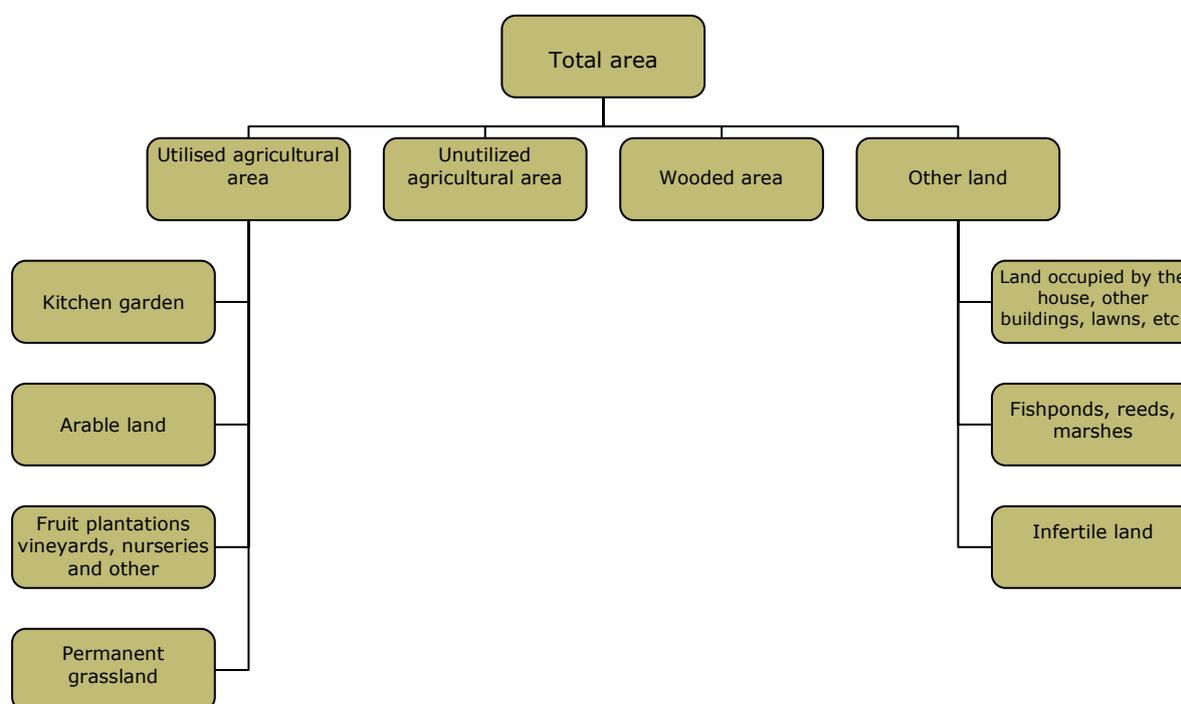
Rented out land (code 11) – enumerated is the total area of land placed at the disposal of someone else (rented out for cash payment, in kind, share of produce, rent-free, etc). For the Census of Agriculture, **land rented out by local government units** shall not include common land (village meadows and pastures) given out for livestock grazing, regardless of the type of lease.

The total area (code 12) includes all the land owned by all members of the family holding, or owned by the legal entity/ unincorporated enterprise, which is not rented out, as well as the land rented (taken into use), available to the holding as of 30 September 2012.



The total area of the holding is obtained when the sum of surface areas of owned land (code 9) and rented land (code 10) is reduced by rented out land (code 11), as indicated in the Questionnaire.

The total area of the holding comprises: utilised agricultural area (agricultural land of kitchen garden, arable land, permanent crops and permanent grassland, unutilised agricultural area, wooded area and other land (land occupied by buildings, roads, farmyards, fishponds, reeds, marshes, rocks – quarries, and other areas unsuitable for agricultural production).



If the holding has land (there is a figure under code 12), proceed to question 2. If the holding does not have land, proceed to question 12.

Note: In the case that, at different times of the reference agricultural year, the same land was used by different holdings, i.e., the land used over one period of the year was sold or rented out to another holding, the use of this land will be shown only for the holding that has the land in possession on the census reference day – critical moment (30 September 2012).

Example:

After the harvest, the father placed the field (1 ha) at the disposal of his daughter (who is a member of another holding) to plant cabbage, i.e. to use it until the next spring's sowing. The father does not have other land in possession, nor has he rented any land.

At the critical moment of the Census the field is in the possession of the daughter who will report such land as: rented land (code 10), total area (code 12) and area of cabbage and kale (code 40) = 1 ha.

The father will report 1 ha of owned land (code 9), which is rented out, i.e. given to his daughter to use free of charge (code 11). On the reference (critical moment) day, this land is not available to the father (1 ha owned – 1 ha rented out = 0 total area) i.e. there is no figure for code 12, **available land area – total** (boxes remain empty). This means that neither the area of wheat that the father grew in the reference agricultural year 2011/2012, nor the utilised agricultural area will be entered, but the enumerator will proceed to question 12.

In case on the day of 30 September 2012 the holding has available land that it did not use in 2011/2012 agricultural year (purchased or rented land in the following agricultural year), the data for such land area shall be entered within question 1 (*Total area*), and then presented under code 67 (Fallow land).

LAND USE

Of the total area of the household as of 30 September 2012 (figure under code 12), indicate areas by category and use in agricultural year 2011/2012 (from 1 October 2011 to 30 September 2012).

2. Kitchen garden (Code 13) – for the purpose of the Census of Agriculture kitchen garden refers to the area devoted to the cultivation of agricultural products intended for self-consumption of the holding members, where occasionally surplus products from the kitchen garden may be sold off, normally separated from the rest of the agricultural land and commonly located close to the house.

However, if this kitchen garden area is used to grow products intended for the market (either outdoor or under protective cover), then this area must be included under another appropriate category of land use (arable land, fruit plantations, vineyards, nurseries, other permanent crops in open air, permanent crops under protective cover), even if the products are partly consumed by the members of the holding. If this area was used to grow livestock fodder, even though these animals were used by the holding, this area shall be included in another, appropriate category of land use, for instance, fodder crops.

Enter area where in the reference agricultural year the following was grown: vegetables, fruits (individual trees), grapes (a small number of vines) etc., **intended for self-consumption of members of the holding** (usually up to 20 ares for family holdings). Legal entities/unincorporated enterprises covered by the Census also fill in the area on which they

- ▶ cereals,
- ▶ (dried) pulses,
- ▶ potatoes,
- ▶ sugar beet,
- ▶ industrial crops,
- ▶ vegetables, strawberries and melons,
- ▶ flowers and ornamental plants,
- ▶ fodder crops,
- ▶ seeds and seedlings,
- ▶ other arable land crops, and
- ▶ fallow land.

Arable land that was not used in the reference period for economic, social or other reasons is included in unutilised agricultural land area (*code 84*).

Areas on which seeds and seedlings are produced for the own needs of the holding are included in the appropriate type of crops. Area on which seeds and seedlings for the market are produced shall be entered under code 65, except areas under wheat, pulses, potatoes and oil seeds, as indicated in the Questionnaire.

Note: If one and the same area of arable land was used in the reference period for various crops or plantations (simultaneously or successively), indicate the area only once, under the main crop (the crop with the highest value of production). If the value of production does not determine which the main crop is, then as the main crop taken is the one that occupied the land area for the longest time in the reference period.

The figures for questions under codes 15 - 21 refer to the area of land under cereals harvested dry for grain, regardless of use (including cereals used for renewable energy and seeds for the market). Areas under cereals harvested green for animal feed are recorded under fodder crops (e.g. maize for fodder, *code 57*).

Wheat (*code 15*) – the areas under wheat are indicated regardless of the time of sowing (winter or spring wheat) or species (soft or hard – durum wheat);

Rye (*code 16*);

Barley (*code 17*) – include both winter and spring barley;

Oats (*code 18*);

Grain maize (*code 19*);

Other cereals for grain (*code 20*) – other cereals for grain include triticale, millet, buckwheat, sorghum, spelt, meslin, etc.

Cereals – total (*code 21*) – areas under cereals are added up, from code 15 through code 20, as indicated in the Questionnaire.

The figures for questions under codes 22 – 25 refer to areas on which pulses harvested dry for grain were produced in the reference period, regardless of use (including pulses used for renewable energy production and for seed production for the market). Areas of pulses harvested green are indicated under vegetables (e.g. peas, green, *code 46*) or under fodder crops (e.g. field pea – other fodder pulses, *code 60*).

Peas – for dry grain (*code 22*) – indicate areas under peas intended for production of dry grain;

Field beans (code 23) – indicate areas if field beans were the main crop. If field beans were grown as inter-planted crops, area shall be entered under code 93;

Other pulses (code 24) – enter areas under other pulses such as broad beans, lentils, chickpeas, etc.

Pulses – total (code 25) – add up areas under pulses from code 26 through code 28, as indicated in the Questionnaire.

Potatoes (including early) (code 26) – areas under potatoes include early and late potatoes. Also included are areas under seed potatoes for the market, as well as areas for renewable energy production.

Sugar beet (code 27) – excluding areas for the production of seed for sales.

The figures for questions under codes 28 – 38 refer to areas that in the reference period were under cultures cultivated for industrial processing (including crops used for renewable energy production).

Tobacco (code 28);

Hops (code 29);

Rape (code 30) – including area for the production of seed for sale;

Oil pumpkin (code 31) – including area for the production of seed for sale;

Sunflower (code 32) – including area for the production of seed for sale;

Soya (code 33) – including area for the production of seed for sale;

Other oil seed crops (code 34) – include poppies, sesame, castor oil plant, peanuts and other crops, including area for the production of seed for sale;

Fibre crops (code 35) – include flax, hemp, cotton and other crops.

Medicinal and aromatic plants (code 36) – plants or parts thereof used in pharmaceutical industry or as condiments. Medicinal and aromatic plants include: anise, lavender, mint, camomile, lemon balm, sage, gentian, parsley, basil, mustard, oregano, marjoram, coriander, chive, etc;

Other industrial crops (code 37) – this group includes for instance: chicory and crops grown exclusively for renewable energy.

Industrial crops – total (code 38) – add up areas under industrial crops from code 28 through code 37, as indicated in the Questionnaire.

The figures for questions under codes 39 – 53 refer to areas which were under fresh vegetables, strawberries and melons (melons and water melons) in the reference period, regardless of manner of cultivation (outdoor, under low or high protective cover). Areas under mushrooms are not included.

Tomato (code 39);

Cabbage and kale (code 40);

Pepper (code 41) – enter areas under industrial and market gardening peppers;

Onion (code 42);

Garlic (code 43);

Cauliflower (code 44);

Carrot (code 45);

Peas-green (code 46) – enter areas under peas harvested fresh and green mainly for human consumption;

Other fresh vegetables (code 47) – other fresh vegetables include string beans, lettuce, cucumber, beetroot, spinach, chard, broccoli, zucchini, aubergine, parsnip, kohlrabi, celery, radish, pumpkin, etc.;

Melons (code 48) – enter areas under melons and watermelons, total;

Strawberries (code 49);

Vegetables, melons and strawberries – total (code 50) – add up areas under vegetables, strawberries and melons, from code 39 through code 49, as indicated in the Questionnaire.

Of which:

Under glasshouses and poly-tunnels (code 51) – indicate areas under vegetables which, for the whole or predominant part of their period of growth are covered by greenhouses or under fixed or mobile high cover (glass, or rigid or soft plastic), accessible to man to work in, and which may have the usual facilities (irrigation, heating, ventilation, lighting installations, etc.).

For mobile greenhouses or poly-tunnels, entered is the total area of arable land covered during the reference period (adding up all areas that were covered).

Areas of crops which are grown temporarily under glass or protective cover and then in the open air are entered as areas under glasshouses and poly-tunnels, unless the period of growing such crops under protective cover is of extremely limited duration.

If one and the same area under the above cover was used more than once in the reference period, it is reported only once. Also, for multi-storeyed greenhouses, only the base area is counted.

Outdoor, to be consumed fresh (code 52) – of the total area (code 50) indicate separately the area outdoor or under low (non-accessible) protective cover: hot beds, areas under low tunnels not accessible for work, and areas under thin plastic or fabric laid flat on the ground, protective netting, etc.

Outdoor, for industrial processing (code 53) – indicate areas of open field or under low protective cover where vegetables are grown mostly for industrial processing.

Flowers and ornamental plants (code 54) – indicate areas that during the reference period were under flowers and ornamental plants (excluding nurseries).

Of those: **under glasshouses and poly-tunnels (code 55)** – flowers and ornamental plants which for the whole or predominant part of their period of growth are covered by greenhouses or under fixed or mobile high cover (glass, or rigid or soft plastic).

The figures for questions under codes 56 – 64 refer to areas where, in the reference period, annual or perennial crops were grown mainly for animal feed (fodder crops).

Entered shall be areas which, in the reference period, were under fodder crops in rotation with other crops and occupying up to five years. These may be plants harvested green, (whether they were used as hay, silage or fresh, or for renewable energy production) such as, for instance field peas, clover, lucerne, etc., as well as fodder roots (e.g. fodder rape, fodder cabbage and kale).

Grass mixtures (code 56) – indicate areas under grass mixtures are areas sown with individual annual or perennial grass crops (perennial sorghum, ryegrass, brome grasses, timothy, meadow fescue, foxtail, grass sorghum, yellow oat grass, etc.) or their mixtures, or mixtures of grass and clover, or mixtures of grass and cereals, intended for grazing, hay or silage;

Maize for fodder (code 57) – indicate areas sown with maize used green for feedstuff or for silage, or for renewable energy production.

Clover (code 58) – annual or perennial, regardless of species;

Lucerne (code 59) – annual or perennial, regardless of species;

Other leguminous fodder plants (code 60) – leguminous plants harvested green (as a whole plant), mainly for forage, not mentioned elsewhere, such as field peas, vetches, lupin, field bean, birds foot trefoil, maillot, bitter wetch, vetchling, etc.;

Other plants harvested green (code 61) – other arable crops intended mainly for animal fodder, not mentioned elsewhere, such as annual cereals (annual sorghum, foxtail millet, millet, etc.).

Fodder rape (code 62);

Other fodder roots and brassicas (code 63) – other, roots and brassicas harvested for animal fodder, whether root or stalk is used, such as: sweet potatoes, turnips, fodder carrot and parsnip, fodder cabbage and kale, Jerusalem artichoke, fodder oilseed rape, etc.

Fodder crops – total (code 64) – add up areas under fodder crops, from code 56 through code 63, as indicated in the Questionnaire.

Seeds and seedlings for the market (code 65) – indicate areas of arable land where seeds and seedlings are produced for sale. **Do not include** areas for seeds of cereals, potatoes, pulses and oil crops, and areas where crops for seeds and seedlings are grown for own needs of the holding (e.g. young vegetable plants are included under the appropriate vegetable heading).

Other arable land crops (code 66) – includes all crops of low economic importance that cannot be classified under any other already mentioned category.

Fallow land (code 67) – fallow land includes areas of arable land which were not used for agricultural production during the reference agricultural year, but were left “to rest” for a year and are included in crop rotation (black and green fallow). Black fallow is the area where the soil is only ploughed, and green fallow is the area which is ploughed in and sown exclusively for the production of green manure (clover, lupine, etc.).

However, if “the resting areas” are under annual or perennial crops used as animal feed during the period between one and five years, these shall be entered under the appropriate species of animal fodder (codes 56 through 63). If the areas of resting arable land are used for five years or more for hay or grazing of livestock, whether they are sown or left self-seeded (abandoned), they will be included in the appropriate category – meadows or pastures.

Note: Areas of arable land resting for more than 1 year, and are not utilised, shall be included in unutilised agricultural land area (code 84).

Utilised arable land – total (code 68) – is a sum of areas under codes: 21, 25, 26, 27, 38, 50, 54, 64, 65, 66 and 67.

4. Permanent grassland (codes 69 – 72) means areas used for mowing or animal grazing for five years or more or for renewable energy production. Permanent grassland that in the referent agricultural year was not mown, or used for animal grazing, or used for renewable energy production – are to be included in unutilised agricultural area (code 84).

Meadows (code 69) – areas under grass which for several years (five and more) have been regularly mown for hay. The areas of natural and sown meadows (artificial meadows) are reported together.

Pastures (excluding pastures for rough grazing) (code 70) – included are pastures used for intensive animal grazing. Enumerated are lowland, mountain and forest pastures on good or medium quality soil. Pastures for rough grazing are excluded (see explanation hereafter).

Pastures for rough grazing (code 71) – included are mostly low yielding pastures on low quality soil (on stony ground, old clearings, degraded, deforested and similar, unless grazing

and browsing are forbidden on them), as well as pastures above the altitude of forest vegetation, but which cannot be used for grazing large number of animals or more than once during a year.

Permanent grassland – total (code 72) – is the sum of areas from code 69 through code 71, as indicated in the Questionnaire.

5. Permanent crops/plantations (codes 73 – 79) are perennial plantations of fruit and berries, vineyards, nurseries, and other crops (e.g. Christmas trees), that are not grown in rotation. They occupy the land area for a long period and yield crops over several years.

Areas under trees that are originally planted for the production of wood but are systematically used (fruits are harvested) before they are cut down (e.g. cherry trees, chestnut trees, etc.), shall be enumerated under permanent crops, and not as wooded area.

Areas under certain crops such as strawberries, roses, hops, etc. are to be included in category *arable land*, even if they occupy the land area for over five years.

Areas of permanent crops no longer in production (abandoned) shall be included in unutilised agricultural area (under question 7, code 84).

Permanent crops may be grown in open field (codes 73 through 77) or under protective cover (code 78).

Fruit and berry plantations (code 73) – are areas on which fruit trees and berries – raspberries, blackberries, blueberries, currants, cranberries, mulberries, gooseberries and other (**except strawberries**) are planted, and which are used for the production of fruit.

Entered shall be areas of all fruit plantations, productive or young, regardless of organisation of trees, distance between trees, and whether agro-technical measures are applied or not, i.e. whether the fruit plantations are of continuous type or not. If other crops are grown between rows of fruit, the area of such crops shall be also included in areas of fruit plantations and presented within inter-planted crops (question 14).

Fruit plantations shall not include areas of individual fruit trees in kitchen gardens and other areas.

Vineyards (code 74) – land areas on which vines are planted in rows. Entered is the area of vines, both productive and young.

If other crops are grown in vineyards, between rows of vines, the area of such crops shall be also included in areas of vineyards and presented within inter-planted crops (question 14).

Areas of individual vines in kitchen gardens and on other areas shall not be included.

Nurseries (code 75) – agricultural area where young ligneous plants – seedlings are grown for subsequent transplantation. The following shall be presented together:

- ▶ fruit tree nurseries – growing of young fruit tree seedlings;
- ▶ vine nurseries – growing of vine seedlings;
- ▶ forest tree nurseries – commercial forest tree nurseries, whether in woodland or outside, as well as
- ▶ forest tree nurseries grown for the holding's own needs out of woodland. Nurseries for the holding's own needs grown within woodland are included in wooded areas (code 85).
- ▶ ornamental nurseries – growing seedlings for planting in gardens, parks, at the roadside (hedgerow plants, rose trees, and other ornamental bushes and ornamental conifers).

Other open-air permanent crops (code 76) – entered are areas of open-air crops not mentioned elsewhere, such as osier willows (for basket weaving), areas of carob tree, timothy, areas on which truffles are cultivated, as well as firs planted for commercial purposes (Christmas trees).

Of which: **Christmas trees (code 77)** – of the total area of other permanent crops, indicated shall be separately the area of firs planted on agricultural land for commercial purposes (Christmas trees).

Permanent crops under protective cover (code 78) – entered is area (if any) of permanent crops in glasshouses and poly-tunnels in the reference period.

Permanent crops – total (code 79) – add up figures under codes: 73, 74, 75, 76 and 78, as indicated in the Questionnaire.

6. Utilised agricultural area - total (code 80) – represents the sum of utilised areas of: kitchen garden (code 13), arable land, (code 68), permanent grassland (code 72), and permanent crops (code 79).

Of which:

Owner farming (code 81): of the total utilised agricultural area, entered is only the area owned by the members of the holding. This area must not be larger than the area reported under code 9.

Area rented for payment in money or in kind (code 82): enumerated is the total area of land taken into use (rented) in the reference agricultural year from someone else for a fixed rent agreed in advance (for payment in money or in kind), and for which a lease agreement (written or verbal) was concluded.

Area rented otherwise (for share farming, free use or other modes) (code 83) – enumerated is the total area of land that is used in the reference agricultural year on the basis of a written or verbal share-farming contract, or free of charge, or under other modes (other than for payment in money or in kind).

- ▶ Share farmed agricultural area means that owner and tenant share the output of the share-cropped area (the value of production or the products themselves) in precisely agreed portions;
- ▶ Free use of agricultural area means, for instance, the use of abandoned land (e.g. the household members live in the city or abroad and the land is farmed by a relative or neighbour, as agreed);
- ▶ Other modes of land use would include, for instance, use in return for certain farming labour, etc.

Note: The sum of figures under codes 81, 82 and 83 must be equal to the figure under code 80, Utilised agricultural area – total, as indicated in the Questionnaire. The sum of figures under codes 82 and 83 can be smaller than or equal to the figure under code 10.

7. Unutilised agricultural area (code 84) – agricultural area available to the holding in question on the day of the critical moment of the Census, but which was not used during the reference agricultural year for economic, social or other reasons (e.g. flooded land). This land can be brought back into cultivation by using the resources normally available on the holding or by renting it out.

8. Wooded area (code 85) – areas covered with trees or forest shrubs, including poplar plantations inside or outside woods, forest tree nurseries grown within forests for the holding's own needs, shelter belts, as well as forest infrastructure (forest roads, timber depots, etc.).

The following are not included:

- ▶ walnut and chestnut trees grown mainly for their fruits,
- ▶ other plantations of non-forest trees and willows,
- ▶ areas under isolated trees in small groups or lines of trees,
- ▶ parks, gardens and unutilised rough grazing,
- ▶ heath and moor land,

- ▶ commercial forest tree nurseries whether in woodland or outside, and non-commercial forest tree nurseries grown for the holding's own needs outside woodland, and
- ▶ commercial nurseries of Christmas trees outside woodland (grown on agricultural land).

Of which: **in short rotation** (*code 86*) – tree plantations which produce the final product (e.g. poplar, black locust tree, etc.) in a short period of time (20 year or less), whether it is energy commodity or intended for industrial processing.

9. Other land (*code 87*) – includes land of the holding occupied by buildings, roads, farmyards, pleasure gardens and lawns, fishponds, reeds, marshes, rocks, infertile land, sandy terrain, and other areas unsuitable for agricultural production, which is available to the holding in the reference period.

Of which: **fishponds** (*code 88*) – enter the area of water intended for the rearing of fish and young fish, regardless of the species.

10. The total (available) area of the holding (*code 89*) – represented is the sum of total utilised agricultural area, unutilised agricultural area, wooded area and other land (80 + 84 + 85 + 87).

Note: The total (available) area of the holding (*code 89*) must be equal to the area indicated under question 1 (*code 12*).

11. Total number of individual parcels of utilised agricultural area (*code 90*) – a parcel is a piece of utilised agricultural land surrounded by land belonging to another person, and may consist of one or more plots planted with various crops. The number of individual parcels shall be entered.

12. Effective area from which mushrooms are harvested (*code 91*) Entered is the effective growing surface area (m², surface of bags, beds etc.) for mushrooms in the reference agricultural year, in: buildings specially erected or adapted for growing mushrooms, underground premises, caves, cellars, etc. If the area is used more than once during the reference period, it will be counted only once. The area of truffles cultivated in the open air is excluded (to be entered under *code 76* – other open-air permanent crops).

13. Area of crops that are used for energy production (*code 92*) Entered is the area of crops grown for the production of bio-fuels. These may be cereals, pulses, soya, oil-rape, potatoes, fodder crops, hay from meadows and pastures, etc. This area is already included in the indicated utilised agricultural area, within the respective crops or plantations.

14. Area of inter-planted, associated and successive crops

Note: The area of inter-planted, associated and successive crops is already included in the area of the main crop, i.e. in the reported utilised agricultural area.

Inter-planted crops are crops planted between the rows of the main crop. These could be, for instance, field beans, pumpkins, maize for fodder, etc.

Associated crops (e.g. clover, lucerne, mixed grass etc.) are planted within the main crop that serves as its protection. Planting/sowing and harvesting of such crops is carried out separately.

Successive crops are crops that are planted after the harvesting of stubble cereals, and ripen during autumn. These are, e.g. cabbage, gherkins, spinach, etc.

Indicated is area of the above described inter-planted, associated and successive crops.

Field beans (*code 93*);

Pumpkins (*code 94*);

Clover (*code 95*);

Lucerne (code 96);

Mixed grass (code 97);

Maize for fodder (code 98);

Cabbage, late (code 99);

White beat stubble, root (code 100);

Other crops (code 101) – indicated is the total area of other (above described) inter-planted, associated and successive crops on arable land that had economic benefit for the holding.

15. Fruit and berry plantations

Continuous fruit plantations are the plantations where modern agro-technical measures are regularly applied, and they are erected on large areas (not less 30 a) where plantation systems are applied and trees are planted with certain distance between tree rows as to allow mechanical tillage.

Extensive (traditional) orchards are semi-intensive or extensive fruit plantations that may include trees of various fruit kinds, planted with various density.

Enter the total area and the area of productive continuous fruit plantations for each kind of fruit (codes 102 through 117, columns 1 and 2), as well as the total number of trees for continuous plantations and non-continuous (extensive) fruit plantations for each kind of fruit (codes 102 through 112, columns 3 and 4).

Note: The number of trees in non-continuous (extensive) fruit plantations shall also include trees by species that are in farmyards, kitchen gardens, on boundary strips, at the roadside etc., while the area under these trees is not included in the total area of fruit plantations.

Other fruit trees (code 113) – entered is the total area of trees of other species, e.g. kiwi, figs, medlar, etc. (column 1), and then the area under productive trees (column 2).

Other berries (code 117) – entered is area (total and productive) where other species of berries were grown, such as: currant, cranberries, mulberries, gooseberries, etc. **other than strawberries.**

Area of continuous fruit plantations – total (code 118) – figures under codes 102 through 117, columns 1 and 2, shall be added up, as indicated in the Questionnaire.

Area of non-continuous fruit plantations – total (code 119) – entered is the total area of non-continuous fruit plantations of all fruit species.

Fruit and berry plantations – total (code 120) – represented is the sum of areas of continuous and non-continuous fruit plantations, that is, the sum of figures under codes 118 (column 1) and 119.

Note: The area of fruit and berry plantations – total (code 120) shall be equal to the area under code 73.

16. Vineyards

Continuous vineyards are the plantations in which agro-technical measures are regularly applied, and which are erected on large areas by applying plantation systems, i.e. by spacing vines in such a manner as to allow mechanical tillage.

Extensive (traditional) vineyards are semi-intensive or extensive plantations of vines where mechanical tillage normally is not possible.

Entered are the total area and the area of productive vineyards, separately for the grape varieties for the production of wine with protected designation of origin, other wine grapes, and table grapes consumed fresh, that were grown in the reference period.

Grape varieties for the production of wine with a protected designation of origin (code 121) – include the vine varieties protected and **registered** for the production of wine with a designation of origin, that were grown in the reference period.

Other wine grapes (code 122) – all other grape varieties grown for the production of wine other than those included in the previous answer.

Table grapes (code 123) – vine varieties grown for the production of fresh grapes (market varieties).

Vineyards – total (code 124) – meaning the sum of areas under codes 121, 122 and 123;

of that: **extensive** (non-continuous) vine plantations (code 125) – of the total area, the area of extensive vineyards shall be given separately.

Note: The area of vineyards – total (code 124) shall be equal to the area of vineyards under code 74.

17. Is utilised/cultivated agricultural area (wholly or partly) located outside the municipality of the holding location? (Code 126)

If the utilised agricultural area is located outside the municipality of the holding location, enter X in the box next to the answer 'Yes' and proceed to question 18.

If the total utilised agricultural area is located only in the municipality recorded as the municipality of the holding location (Chapter 1, question 4.), enter X in the box next to the answer 'No' and proceed to Chapter 3.

18. Indicate the utilised agricultural areas, by municipalities where they are located

First indicate the utilised agricultural area in the municipality of the holding location (code 127), and then in other municipalities one by one, listing names of municipalities. The sum of areas in all municipalities (code 138) has to be equal to the utilised agricultural area – total (code 80).

Chapter 3. Irrigation

Irrigation is a process of hydro-technical improvement of the physical features of soil by supplying water in order to ensure optimum moisturising for crops and plantations during the vegetation period and thereby achieve the optimal yields. Irrigation may be applied for one vegetation stage or throughout the whole vegetation period.

The data refer to the irrigated utilised agricultural area (in hectares and ares), irrigation methods employed and sources of irrigation water.

They include areas irrigated at least once in the reference period, but **do not include areas under glass and other protective cover or kitchen gardens**, since frequent irrigation of these areas is common practice.

Note: Areas irrigated more than once are to be included only once.

1. Is it possible to irrigate the utilised agricultural area of the holding? (code 139)

If the utilised agricultural area can be irrigated using the equipment for irrigation and the quantity of water normally available on the holding, enter X in the box next to the answer 'Yes' and proceed to question 2. Otherwise, enter X in the box next to the answer 'No' and proceed to Chapter 4.

Apart from irrigation system, the equipment for irrigation includes cisterns, pumps, pipes, etc. (excluding canisters, containers, normally used for watering). The equipment may be own or other person's property.

2. What is the total irrigable utilised agricultural area? (code 140)

Entered is total utilised agricultural area that could be irrigated in the agricultural year 2011/2012 using the equipment and the quantity of water normally available on the holding, whether actually irrigated or not.

Note: The area indicated must not exceed the utilised agricultural area of the holding – total (code 80).

3. What is the average irrigated area in the last three years? (code 141)

Indicate the average utilised agricultural area of the holding which has been irrigated in the last three years, including the reference agricultural year.

4. Did the holding irrigate crops in the reference agricultural year? (code 142)

If the answer is 'Yes', enter X in the box next to the answer and proceed to question 5. If the answer is 'No', enter X in the box next to the answer and proceed to question 8.

5. Indicate the irrigated area by crop categories

Enter the area of land, by listed crop categories (*codes 143 through 157*), irrigated in the reference agricultural year, taking care not to include areas under glass or other protective cover or kitchen gardens.

Include only the area **under main crops** that were irrigated at least once in the reference period. The area irrigated more than once should be included only once.

Note: Irrigated areas under the stated categories of crops may not exceed the respective areas given in Chapter 2 (Land).

Other arable land crops (code 153) – other arable land crops include e.g. tobacco, hops, oil pumpkin, soya, medicinal and aromatic plants, flowers, and other fodder crops (clover, lucerne and other fodder crops).

Other permanent crops, open field (code 157) – other permanent crops in open field include, for instance, nurseries, willow plantations (for wickerwork), areas of Christmas trees planted for commercial purposes, etc.

6. What irrigation methods were employed?

Report the method(s) used for the irrigation of the areas in the reference period, excluding the methods employed for the irrigation of crops under glasshouses, polytunnels and in kitchen gardens. More than one answer is possible.

Surface irrigation (code 158) – the method of leading the water along the ground, either flooding the whole area or leading the water along small furrows between the crop rows, using gravity. It is usually employed in vegetable farming.

Sprinkler irrigation (code 159) – a method of crop irrigation by spraying the water by sprinkler under high pressure as rain over the fields. All irrigation systems are included (fixed, semi-fixed and mobile). It is employed in crop farming.

Drop irrigation (code 160) – the so-called micro-irrigation: the method of irrigation by placing the water low by the plants drop by drop or with micro-sprinklers or forming fog-like conditions. It is mostly used for irrigating fruit and other plantations, then in vegetable farming, and least of all in crop farming.

7. Estimated volume of water used for irrigation (code 161)

The volume of water used for irrigation in the agricultural year 2011/2012 should be estimated in cubic metres (m³). Climate conditions in the reference period, characteristics of the soil, type of crop, water source and the number of irrigations should be taken into consideration when making an estimate.

The water volume used for irrigating glass houses and poly-tunnel shall also be included.

The volume of water used for irrigation of a particular crop/plantation in the reference period shall be calculated in the following manner: the surface area of the crop/plantation multiplied by average volume of water per hectare multiplied by number of irrigations. Adding up the volumes of water used for irrigation of individual crops/plantations results in the total volume of water used for irrigation in the reference period.

In case the holding used a river, lake, stream, etc. as the source of irrigation water, and used a pump with the flow of 7-8 m³ per hour, the quantity of water used for irrigation is about 200-300 m³ per hectare.

If the respondent cannot estimate the volume of water used for irrigation, to facilitate estimation provided is the table below with the data on the possible number of irrigations and the average volume of water per hectare, by type of crop and plantation during one average (in terms of climate conditions) agricultural year.

Type of crop/plantation	Average number of irrigations	Average volume of water per hectare (m ³ /ha)
Maize	2-3	300-500
Other cereals	1-2	300-500
Pulses (for grain)	1	250-300
Potatoes	2-5	350-600
Sugar beet	2-3	250-400
Sunflower	2-3	250-400
Vegetables, strawberries and melons	2-7	250-500
Permanent grassland and plants harvested green	2-6	250-500
Other arable land crops	2-6	250-500
Fruit plantations	1-5	400-500
Vineyards	1-3	350-500

Example: Cabbage covered the area of 40 ares and was irrigated three times in the reference agricultural year, and soya covered 1 hectare and was irrigated 2 times.

Considering that the reference area of cabbage is in ares, and since the intervals for the average volume of water used are given in m³/ ha, the total volume of water used for irrigation of cabbage (table figure for vegetables, strawberries and melons) and soya (table figure for other arable land crops) should be calculated in the following manner:

$$0,4 \text{ ha of cabbage} \times 300 \text{ m}^3/\text{ha} \times 3 = 360 \text{ m}^3$$

$$1 \text{ ha of soya} \times 400 \text{ m}^3/\text{ha} \times 2 = 800 \text{ m}^3$$

$$800 \text{ m}^3 + 360 \text{ m}^3 = 1160 \text{ m}^3$$

Figure 1160 shall be entered under code 161.

8. What is the main water source for irrigation?

The holding may use one or more water sources for irrigation depending on weather or other reasons. In case the reference agricultural year was rainy and there was no irrigation, indicated shall be **the main source** that would be used for irrigation during a normal or dry year.

Only one answer is possible.

Ground water on the holding (code 162) – water sources situated on the holding. The water used for irrigation comes from bored or dug wells or from free flowing groundwater springs, or the like. In addition to irrigation, these sources may be used for other purposes on the holding.

Surface water on the holding (code 163) – small natural ponds or artificial dams that are situated entirely on the holding or used only by one holding. These can be rainwater or ground water reservoirs. If groundwater is collected in the dam only during the irrigation season, it is included under groundwater, code 162.

Surface water outside the holding (code 164) – surface water outside the holding such as lakes, rivers and other waterways not artificially created for irrigation purposes.

Water from common water supply network (code 165) – irrigation water comes from the common water supply network and use is normally charged. Also included are cases of tanks filled with water from the common water supply network and transported to the fields to be irrigated.

Other sources (code 166) – enter the sources that are not included in the above answers. These include the sources from which water cannot be used directly, but has to be (physically or chemically) treated (e.g. saline sources, wastewater, etc.).

Chapter 4. Mineral fertilisers, manure and pesticides utilisation

Utilisation of fertilisers anticipates agro-technical measure of adding certain matters to the soil in order to upgrade crop growth and increase yields.

The data refer to the use of fertilisers in agricultural year 2011/2012.

Note: If one and the same area of land was treated both with mineral and organic (liquid and solid) fertiliser, the area should be indicated both under mineral and organic fertiliser, and both under liquid (including liquid manure) and solid fertilisers.

1. Did the holding apply fertilisers in the reference agricultural year? (code 167)

If the holding applied fertilisers, regardless of the fertiliser type (mineral or organic), enter X in the box next to the answer 'Yes' and proceed to question 2. Otherwise, enter X in the box next to the answer 'No' and proceed to question 5.

2. What is the utilised agricultural area where mineral fertilisers were applied? (code 168)

Entered shall be the area on which mineral fertilisers were applied, regardless of the type. The area treated more than once with the same or different type of mineral fertiliser should be indicated only once.

Note: The presented area shall not exceed the utilised agricultural area of the holding – total (code 80).

3. What was the utilized agricultural area where solid dung was applied? (code 169)

Solid dung is excrements of domestic animals (with or without bedding).

Indicated shall be the area (in hectares and ares) on which solid dung, purchased or produced on the holding, was applied in the reference agricultural year.

Note: The presented area shall not exceed the utilised agricultural area of the holding – total (code 80).

Of which: **with immediate application (code 170)** – immediate application of manure means the spreading of manure on the surface immediately followed by disk or chisel ploughing in the following four hours (direct incorporation of manure into the soil).

4. What was the utilized agricultural area treated with slurry or liquid manure? (code 171)

- ▶ **Slurry means faeces of domestic animals with urine.**
- ▶ **Liquid manure means urine of domestic animals.**

Indicated shall be the area (in hectares and ares) on which slurry or liquid manure, purchased or produced on the holding, were applied in the reference agricultural year.

Note: The presented area shall not exceed the utilised agricultural area of the holding – total (code 80).

Of which: **immediate application / direct injection (code 172)** – direct injection of slurry or liquid manure means the use of techniques which allow direct placement (injection) in slots cut into soil to reduce ammonia emission and odour, regardless of type of injection applied (shallow – up to 50 mm in depth, deep – up to 150 mm in depth or injection by drilling).

5. Was manure produced on the holding? (code 173)

Enter X in the box next to the answer 'Yes' and proceed to question 6 if manure (regardless of the type) was produced at the holding. Otherwise, enter X in the box next to the answer 'No' and proceed to question 7.

6. State the percentage of the total produced manure that is exported from the holding (code 174)

Of the total amount of manure (regardless of type) produced on the holding, state the amount of manure delivered from the holding in the reference agricultural year, i.e. the quantity sold or removed for industrial processing or for direct use as fertiliser by another holding.

7. Manner of manure disposal – described shall be the way of manure disposal, by type of manure, whether it was purchased or produced at the holding. Several answers are possible.

Solid manure (code 175) – enter X in the box envisaged for the respective manner of disposal:

- ▶ open air disposal (column 1),
- ▶ in constructions with impermeable sides – usually triangle, rectangular or square based construction with concrete floor and walls of reinforced concrete or wood materials. Floor inclines to ensure leak out for the liquid from the stored manure, which is further collected in canals and separately stored. The constructions are covered (column 2) or without cover (column 3).

Slurry (faeces + urine) (code 176) – X shall be placed in the box envisaged for the respective way of slurry disposal, which can be done:

- ▶ in covered tanks (column 4),
- ▶ in uncovered tanks (column 5),
- ▶ in covered lagoon (column 6), or
- ▶ in uncovered lagoon (column 7).

Tanks are made of leak-proof material, while lagoon is a hole dug in the ground, coated with layers of tight material, which is emptied with pumps.

Liquid manure (urine) (code 177) – X shall be placed in the box envisaged for the respective way of liquid manure disposal, which can be done:

- ▶ in covered tanks (column 4),
- ▶ in uncovered tanks (column 5),
- ▶ in covered lagoon (column 6), or
- ▶ in uncovered lagoon (column 7).

8. What is the total utilised agricultural area on which pesticides were applied? (code 178)

Indicate the area where pesticides (regardless of type) were applied. The area treated more than once with the same or different type of pesticide should be included only once.

Note The presented area shall not exceed the utilised agricultural area of the holding – total (code 80).

9. Did the holding have its soil analysed for the purposes of determining the soil type and amount of fertilisers needed? (code 179)

Enter X in the box next to the answer 'Yes' if the holding used the free services of soil analysis (quality and fertility testing). If the answer is 'No', enter X in the box next to the respective answer.

Pursuant to the Law on agricultural land (Official gazette RS, no 62/06 and 41/09), the users of agricultural land are obliged to implement when required the testing of fertility and applied

fertilisers, however at least once in five years. Quality and fertility testing is performed by the extension services registered for the activity, with respective and professional capacities and authorised by the Ministry of Agriculture, Trade, Forestry and water Management.

Chapter 5. Tillage methods and soil conservation

1. What tillage methods were used on arable land during the reference agricultural year?

Indicate areas of arable land, by listed methods of cultivation between the harvest and the following sowing, in the reference agricultural year. The question refers only to the area of main crops (indicate the area only once), excluding the area under glasshouses and poly-tunnels and excluding area of utilised arable land that was not sown/cultivated in the reference year (e.g. arable land areas under perennial crops, e.g. clover, lucerne, strawberries, hops, roses, etc.).

Conventional tillage (code 180) – involves principal soil tillage, i.e. deep ploughing (inversion of the soil with a mouldboard or a disc plough).

Conservation tillage (shallow tillage w/o soil inversion (code 181)) – means the leaving plant residues on the soil surface (at least 30%) for erosion control and organic fertilizing, while mechanical cultivation does not include inverting the soil (low-shallow tillage).

Zero tillage (code 182) – means that no tillage was applied between the harvest and sowing. Crops are sown directly into soil not tilled after the harvest. Weed control is achieved by herbicides or other methods (other than tillage).

Note: The sum of figures under codes 180, 181 and 182 can be equal to or less than the figure for the total utilised area of arable land (code 68).

2. What method of conservation (protection/coverage) of arable land was used in the winter period of the reference agricultural year?

Conservation means the methods applied to protect and preserve the soil, to prevent its impoverishment during the reference agricultural year i.e. coverage of arable land during winter. States shall be the figures for the area of arable land by type of conservation, except the area under glasshouses and poly-tunnels and area of permanent/perennial arable land crops (areas under clover, lucerne, strawberries, hops, roses, etc.).

Normal winter crop (code 183) – includes the area that was sown in the autumn with winter crop (e.g. winter wheat), which are harvested or used for the grazing of livestock.

Cover crop (code 184) – includes the area sown with special crop to reduce the effects of erosion or loss of soil nutrients, because it would otherwise be bare or susceptible to harmful influences. They are ploughed in before the spring sowing (they are not harvested or used for the grazing of livestock). Their economic importance is low, and the main goal is soil protection.

Plant residues (code 185) – includes the area of plant residues from the previous season (stubble, sugar beet leaves, etc.), as well as the areas subsequently covered with plant parts (e.g. area covered with straw). Tillage methods are in this case normally carried out in spring season.

Bare soil (code 186) – the area of soil that was tilled in autumn, but not sown or covered during winter, remaining bare until the spring sowing. Arable land on which tillage method left more than 10% of plant residue on the surface are recorded under code 185.

Note: The sum of figures under codes 183, 184, 185 and 186 can be equal to or less than the figure for the total utilised area of arable land (code 68).

3. Estimate the area of arable land that was out of planned crop rotation during the reference agricultural year (code 187)

This includes the area of arable land where the same crop is cultivated for more than three years, so-called monocultures (e.g. strawberries, clover, hops, roses etc.), as well as the area of land where a crop other than the one planned in crop rotation sequence was cultivated due to climate, economic or other reasons and where the crop rotation system was not applied.

Areas under glasshouses and poly-tunnels, as well as areas under mixed grass are excluded from areas out of crop rotation.

Crop rotation is the practice of growing different crop species (in open field or under low protective cover) in a planned pattern and in several successive years, so that the same crop species are not grown on the same land in each season (e.g. wheat – barley – rye – wheat), and the farmer anticipates (knows) in advance which crops will be grown on a given parcel in the following season.

The question refers only to the areas of main crops (an area shall be included only once). Percentages should be rounded to integers.

Example: *The holding has 106 ha of arable land. On 100 ha, crops are alternated in a four-year rotation: barley – maize – wheat – sunflower. In the respective agricultural year, instead of sunflower, for economic reasons soya was sown. On the remaining area strawberries are grown (1 ha) on open air area and vegetables in glasshouse (1 ha).*

The share of arable area out of planned crop rotation will be calculated as follows: 10 ha (under soya, not anticipated by crop rotation) + 1 ha (under strawberries – monoculture) = 11 ha.

Area under glasshouse (1 ha) is not included in the arable land area not anticipated by crop rotation.

4. Were the landscape features (boundaries) established and maintained between the parcels of utilised agricultural area in the last three years?

Enter X in the appropriate box in case that in the last three years the holding formed (established) or maintained hedges or shrubs as boundaries between parcels of utilised agricultural area. More than one answer is possible.

In case that in the last three years the holding has not formed (established) or maintained hedges or shrubs as boundaries between parcels of utilised agricultural area, enter X in the appropriate box for the answer 'No'.

Hedges (code 188) – rows of shrubs (bushes) forming a hedge, sometimes with a central row of trees.

Tree lines (code 189) – rows of trees forming a boundary placed on utilised agricultural area or alongside roads or waterways. Vegetation which can be considered part of the utilised agricultural area (e.g. vineyards, fruit tree plantations etc.) is excluded.

Stone walls (code 190) – established walls of stone or brick (with or without mortar).

Chapter 6. Livestock, bees and other animals

All livestock (owned and not) shall be enumerated in total, by species and category, as well as other animals bred for production of meat, eggs, fur (not for hunting), and honey, i.e. for earning income, **which at the Census critical moment, on 30 September 2012, were located on the holding**. Heads not owned include the heads that are owned by legal entities or by other natural persons and are found on the given holding for fattening, keeping, grazing, etc.

Own livestock of the holding, which, at the critical moment of the Census, were with other legal entities or natural persons for fattening, keeping, etc. will be enumerated at the location where they are found. Livestock in transit (e.g. female or male animals present on the given holding for mating) will be enumerated for their owner's questionnaire.

If, at the critical moment of the Census, livestock was grazing out of the holding (e.g. on common pasture, or was in the process of moving from one pasture to another), it is enumerated as if it was found on the holding.

Pets and animals raised as a hobby and that are not used for production or earning income, except for riding horses, racing horses, and horses used only for leisure of the members of the family agricultural holding, shall not be enumerated.

Example: *At the moment of the Census there are five cows and 12 young heads of cattle on the holding. The young heads are property of a legal entity with whom the contract on fattening is signed.*

Both cows and young heads should be recorded in the Questionnaire, since they were on the holding at the moment of enumeration. The total number of bovine animals on the holding (code 199) will be 17.

1. Does the holding raise livestock, keep bees, and raise other animals? (code 191)

If the answer is 'Yes', enter X in the adjacent box and proceed to question 2. If the answer is 'No', enter X in the adjacent box and proceed to question 14.

2. Bovine animals

Bovine animals under 1 year old – total (code 192) – the total number of calves and young bovine animals under one year old, irrespective of the sex, or whether they are grown for breeding or slaughter.

Bovine animals 1 – 2 years old:

Male (code 193) – whether they are raised for breeding or for slaughter;

Female (code 194) – whether they are raised for breeding or for slaughter. Female bovine animals which have already calved are to be excluded and recorded within the appropriate category of cows (animals over 2 years old).

Bovine animals over 2 years old:

Male (code 195) – raised for breeding or slaughter;

Heifers (code 196) – female bovine animals which have not calved yet (including animals in calf), and are raised for breeding or slaughter;

Cows are female bovine animals that have calved at least once (including female animals 1-2 years old that have calved), i.e. cows in calf, already calved cows, and sterile cows;

Dairy cows (code 197) – cows whose milk is used for human consumption or processing. This also includes dry dairy cows, as well as dairy cows excluded from breeding, whether they are fattened or not between their last lactation and their slaughter.

Other cows (code 198) – cows whose milk is mainly used for calf feed – ‘feeding cows’, i.e. cows that are mainly grown for production of calves (in the system cow-calf), as well as draught cows shall be included. Dry cows and other cull cows are also included.

Note: The sum of dairy cows and other cows represents the total number of cows on the holding.

Bovine animals - total (code 199) – the total number of bovine animals on the holding as the sum of data under codes: 192, 193, 194, 195, 196, 197 and 198, as indicated in the Questionnaire.

Of the total number of bovine animals (code 199), the following shall be shown separately:

Heifers in calf (code 200) – female heads over 1 year old, which are in calf and of which first offspring is expected;

Bulls for service (code 201) – male heads, not castrated, for service, over one year old;

Oxen (code 202) – castrated male bovine animals, over 1 year old, mainly used for work and draught;

Bovine animals in fattening (code 203) – the total number of heads set aside for fattening, irrespective of the sex, age and fattening technique, intended for slaughter after reaching certain weight.

3. Buffaloes - total (code 204) – female and male adult heads and offspring.

4. Pigs

Piglets under 19 kg (code 205) – the number of piglets, both females and males, under 20 kg, whether they are suckling or not.

Pigs 20-49 kg (code 206) – males and females, whether grown for fattening or breeding.

Fattening pigs 50 kg and over – the number of heads, both females and males, weighing 50 kg and over, grown for slaughter (including boards and sows taken out of production), classified into the following weight categories:

50-79 kg (code 207);

80-109 kg (code 208);

110 kg and over (code 209).

Pigs for breeding, 50 kg and over – the number of heads, both females and males, weighing 50 kg and over, grown for breeding or that are in farrows (excluding boars and sows taken out of production), classified into the following categories:

Young male heads (code 210) – young male animals selected for breeding, which have not yet been used for breeding;

Young female heads (code 211) – young female heads selected for breeding, which have not yet farrowed;

Of which: **gilts to farrows (code 212)** – of the total number of gilts, indicate the number of those to farrows, i.e. young female heads to farrows for the first time and expected to give first offspring;

Sows (code 213) – adult female heads that have farrowed at least once, excluding sows taken out of production;

Boars (code 214) – adult male heads used for breeding, excluding boars taken out of production;

Pigs – total (code 215) – the total number of pigs on the holding, irrespective of the aims of their breeding and keeping, as the sum of categories under codes: 205, 206, 207, 208, 209, 210, 211, 213 and 214, as indicated in the Questionnaire.

Of the total number of pigs under code 215, indicate:

Fattening pigs (code 216) – the total number of heads set aside for fattening, regardless of sex, age, and fattening method, intended for slaughter upon reaching certain weight. The number of fattening pigs cannot be less than the total number of fattening pigs weighing 50 kg and over (the sum of data under codes 207, 208 and 209).

5. Sheep

Lambs (code 217) – the total number of lambs, both females and males, under 1 year of age, irrespective of the aim of raising them.

Breeding females (code 218) – female heads over 1 year old, which have lambed at least once (including ewes taken out of production), as well as heads put to the ram for the first time and of which first offspring is expected.

Rams (code 219) – adult male heads over 1 year old, used for service.

Other heads (code 220) – indicate the number of sheep heads not included in the previous categories (other two-year old heads, whethers and sterile ewes).

Sheep – total (code 221) – the total number of sheep on the holding, as the sum of data under codes: 217, 218, 219 and 220, as indicated in the Questionnaire.

6. Goats

Kids (code 222) – the total number of young goats under 1 year old, irrespective whether male or female and aim of raising them.

Breeding females (code 223) – females over 1 year old, which have already kidded at least once (including heads taken out of production), as well as heads put to the buck for the first time, of which first offspring is expected.

Bucks (code 224) – adult males over 1 year old, which are raised for breeding.

Other goats (code 225) – indicate the total number of goats not included in the previous categories (kids over 1 year old not put to the buck and sterile goats).

Goats – total (code 226) – the total number of goats on the holding, as the sum of data under codes: 222, 223, 224 and 225, as indicated in the Questionnaire.

7. Horses (code 227) – the total number of horses on the holding, irrespective of gender and age.

8. Donkeys, hinnies and mules – total (code 228) – all categories of donkeys, hinnies and mules are enumerated in total, regardless of their gender, age and aims of raising: young and adult animals, females and males.

9. Poultry

Broilers (code 229) – hybrids reaching high weight, which are raised for production in intensive conditions for meat production, and after 6 to 8 weeks reach a live weight of 1.8 – 2.0 kg (and over), when they are slaughtered.

Laying hens (code 230) – indicated shall be the number of hens which have reached certain gender maturity, i.e. the point of lay, and started laying eggs (the reason of their raising), whether the eggs are for breeding or for consumption. This also includes hens taken out of production.

Other pullets and cocks (code 231) – other type of hen not mentioned in previous answers (other pullets and cocks).

Turkeys (code 232) – Female and male adult heads, and offspring, total.

Ducks (code 233) – Female and male adult heads, and offspring.

Geese (code 234) – Female and male adult heads, and offspring.

Guinea fowl (code 235) – Female and male adult heads, and offspring.

Other birds raised on the holding (code 236) – young birds, other adult male and female birds raised on the holding for the production of meat, eggs, (not for hunting or hobby), which have not been mentioned in species (pheasants male and female, quails, pigeons, etc.).

Poultry – total (code 237) – all young and adult poultry of all species, both females and males, as the sum of data under codes 229 – 236, as indicated in the Questionnaire.

10. Hares – the total number of breeding females (code 238).

11. Ostriches (code 239) – female and male adult ostriches, and offspring.

12. Bees – the total number of bee colonies (code 240)

Beehives with mobile honeycomb (code 241) – the total number of beehives occupied by bees having mobile honeycomb and from which the comb with honey is taken out more than once in a year (*Dzierzon* type, box type).

Beehives with fixed honeycomb (code 242) – the total number of beehives with bees having fixed honeycomb, from which the comb with honey can be taken out only once in a year (wicker and straw skeps).

13. Does the holding raise any other animal species not here above mentioned (code 243)

If the holding raises other animal species, enter X in the box next to 'Yes'. This could be male hares, foxes, minks and other fur-bearing animals, snails, silk-worms, and other animals not mentioned elsewhere, which can bring income to the holding. If the answer is 'No', enter X in the box next to the answer.

14. Livestock grazing

Were the livestock grazing in the last 12 months? (code 244)

The question refers to species, i.e. categories of livestock that have a significant impact on the production of the agricultural holding, irrespective of the grazing location. If the answer is 'Yes', enter X in the box next to the answer, and proceed to further questions on grazing. If the answer is 'No', enter X in the box next to the answer and move to Chapter 7.

Area of the holding used for livestock grazing (excluding the area of common land) (code 245) – refers to the total area of used meadows and pastures (either owned or rented) for livestock grazing. Grazing areas on the common land (common meadows and pastures) are excluded.

Amount of time for which animals are outdoors on pasture, excluding common land (code 246) refers to approximate time (in months) that animals spent grazing (two hours a day is considered to be a minimum for including a day of grazing). If different animal species i.e. categories spent different amount of time on pasture, the longest time period shall be recorded. If the time spent grazing was less than a month, zero value (0) shall be recorded. **Time spent grazing on common land is excluded.**

Total number of animals grazing on common land, by species (code 247) – enter the total number of livestock heads, by defined species, with each head recorded only once if it grazed several times during the reference year.

Time period that animals spent grazing on common land (code 248) – refers to approximate time (in months) that animals spent grazing on common land (two hours a day is considered to be a minimum for including a day of grazing). If different animal species i.e. categories spent different amount of time on pasture, the longest time period shall be recorded. If the time spent grazing was less than a month, zero value (0) shall be recorded.

Chapter 7. Organic farming

1. Does the holding carry out organic farming or is it under conversion to organic farming? (code 249)

The holding carries out organic farming if it produces plant and animal products by applying organic production methods (specified in the Law on organic production, Official Gazette RS, no 30/10), **for which products the holding has an official certificate stating that the products were produced by organic production methods.** The holding is under conversion to organic production if it applies organic production methods, but the period of transition – transformation from conventional to organic production has not been finalised so to consider the production completely in line with organic production principles specified by the law, i.e. for products to be certified.

If the answer is 'Yes', enter X in the box next to the answer and proceed with answering questions in this chapter. If the answer is 'No', enter X in the box next to the answer and move to Chapter 8.

Note: The area of land on which the holding applied organic farming production methods and produced products with organic farming production certificates, as well as the area of land under conversion to organic production, are already included in the total utilised agricultural land (code 80).

2. What is the utilised agricultural area on which the holding applied organic production methods and produced products with organic farming certificates? (code 250)

Enter the area in hectares and ares.

3. What is the utilised agricultural area under conversion to organic farming? (code 251)

Recorded shall be only the utilised agricultural land on which organic production methods were applied in the reference agricultural year, but which did not pass through the entire period of transition – transformation from conventional to organic production. Enter the area in hectares and ares.

4. Total area for organic farming (code 252) – enter the area in hectares and areas, as the sum of data under codes 250 and 251.

Of the total area for organic production (code 252), show the area by the listed crops:

Cereals for the production of grain (code 253) – wheat, rye, barley, oat, maize and other cereals for grain production, including production of seeds for sale;

Dried pulses for grain (code 254) – peas, field beans and other pulses, including production of seeds for sale;

Potatoes (including early) (code 255) – including production of seeds for sale;

Sugar beet (code 256);

Oilseed crops (code 257) – oil seed rape, oil squash, sunflower, soya beans and other crops for production of oils, including production of seeds for sale;

Fresh vegetables, melons and strawberries (code 258);

Permanent grassland (code 259) – excluding for rough grazing;

Fruit and berry plantations (code 260);

Vineyards (code 261);

Other crops and fallow land (code 262) – fodder crops, tobacco, hops, medicinal and aromatic plants, fibrous plants, flowers and ornamental plants, seeds and seedlings on arable land, nurseries, other permanent plants in open air and in protected areas, and fallow land.

Note: The total area for organic farming production (code 252) has to be equal to the sum of indicated areas under listed crops and fallow land (codes 253-262), as shown in the Questionnaire and it shall not be larger than the utilised agricultural area – total (code 80). Areas of individual listed crops and fallow land may be equal or less than the areas of these crops and fallow land indicated in Chapter 2.

5. Number of livestock heads raised applying organic production methods, as of 30 September 2012.

Entered shall be the number of animals, by species, which were on the holding as of 30 September 2012, and were raised applying organic production methods – with certificates, i.e.: **bovine animals (code 263), pigs (code 264), sheep and goats (code 265), and poultry (code 266).**

Other animal species not mentioned elsewhere (code 267) – if on 30 September 2012 there were animals on the holding that were not above mentioned (horses, hares – breeding females, bees, etc.) and they were raised by organic production methods – with certificate, enter X into the box next to 'Yes'. If the answer is 'No', enter X next to that answer.

Note: Livestock, bees and other animals raised applying organic production methods are already indicated in Chapter 6 (Livestock, bees and other animals), and the number must not exceed the number of livestock heads, by species, indicated in Chapter 6.

Chapter 8. Agricultural machinery and equipment

1. Machinery

Agricultural machinery includes self-propelled, trailers and stationary machines, which are in good order or can be brought into good order with minor repair.

All agricultural machinery owned by the holding (column 1) as of 30 September 2012 shall be enumerated. Of the total number of machines owned, by type, the machines older than 10

years (column 2) and machines used by the holding in the reference agricultural year for agricultural purposes (column 3) shall be enumerated separately.

Not owned agricultural machinery that was used in the reference period (column 4) means:

- agricultural machinery owned by another holding, cooperative association or person rendering services (or renting out machinery), which the holding rented with or without the pertaining labour force;
- agricultural machinery owned jointly (shared) with another holding(s), which on the day of the critical moment of the Census was not found on the holding;
- agricultural machinery that was owned by the given holding, used for some time during the reference period, and then sold in the same period.

For machinery not owned and used in the reference agricultural year, an X is entered in the appropriate row.

Agricultural machinery owned by two or more holdings shall be entered as owned by the holding where it was found on the day of the critical moment of the Census (30 September 2012).

Tractors with one axle (motor cultivators) (code 268) – include manually-operated single-axle tractors, cultivators, hoeing machines and motor diggers, with or without seat.

Tractors with two axles – total (code 269) – they include all two-axle tractors – with wheels or track-laying, regardless of make, fuel consumption and type, and the volume of work in agriculture.

Of the total number of two-axle tractors, classify them according to power:

- Under 18 kw (code 270);**
- 19-37 kw (code 271);**
- 38-66 kw (code 272);**
- 67-88 kw (code 273);**
- 89 kw and more (code 274).**

Care should be taken that the sum of figures under codes 270 through 274 is equal to the number of two-axle tractors – total (code 269), in the respective column (1, 2, or 3).

Furthermore, if an X is entered in the row under one of the codes 270 through 274, then an X must also be entered in the row under code 269 (Tractors with two axles – total).

Universal harvester for cereals (code 275) – self-propelled machinery for one-stage crop harvesting (cereals and oil seeds).

Fodder harvesters (code 276) – intended for chopping plants and preparing fodder. There are self-propelled, drawn and mounted fodder harvesters.

Other harvesters (code 277) included are harvesters for vegetables, sugar beet, harvesting grain maize and sweet-corn, etc.

Lines for sugar beet – tractor-powered, in three operations: leaf and head mowers, diggers and loaders (code 278)

Maize pickers (code 279) – machines used for harvesting corn cobs

Extractors for potatoes (code 280) – machines used for digging, cleaning and collecting potatoes

Ploughs (code 281) – implements for primary tillage – ploughing. They are used to cut, mix and turn over the arable soil, thus creating better water and air conditions at the level of the root of the plant. They can be mouldboard ploughs or disk ploughs, as well as trench ploughs for work at greater depths, when cultivating perennial crops.

Ploughs for subversion (code 282) – implements for breaking up the plough layer and subsoil tillage. They are most often used in sugar beet production.

Ploughs for inversion (code 283) – so-called 'chisel ploughs' that cut through and mix the soil without turning it over.

Disk harrows (*code 284*) – implements with disks as working elements, arranged in a line on the shaft, with all disks on a single shaft rotating at the same time (as opposed to disk ploughs where each disk rotates by itself).

Harrows (*code 285*) – implements with wedge-shaped working elements. There are wedge-shaped, swinging, rotary, and tine harrows.

Machines for preparation for sowing and planting (*code 286*) – combined tools for pre-sowing preparation of the soil.

Plain rollers (*code 287*) – used to level and compact the soil.

Rotary hoes (*code 288*) – used to break up the soil, most often in vegetable growing or fruit growing/viticulture.

Mineral fertiliser spreaders (*code 289*) – intended for spreading granulated artificial fertilisers. They can be fitted with a pipe, or centrifugal.

Solid dung spreaders (*code 290*) – intended for spreading manure, and are rather similar to trailers, the back side being open and equipped with a device for spreading manure.

Liquid manure tanks (*code 291*) – intended for pumping, transporting and spreading slurry. They can also be equipped with devices for deep injection of liquid manure in the soil.

Sowing machines (*code 292*) – all types are included (for sowing in narrow and wide rows).

Planting machines (*code 293*) – all types are included: potato planters, nursery planters, etc., for manual or automatic operation.

Cultivators-strollers (*code 294*) – intended for mechanical soil work between rows, smashing soil cover and protection against weed.

Sprinklers (*code 295*) – intended for plant protection in crop farming. They have a horizontal wing with lined up sprinklers on it. They can be mounted or drawn. The range that the wing can reach is 8 - 18 m, with the tank capacity of 300 - 3000 l.

Atomizers (*code 296*) – intended for plant protection in fruit growing and viticulture. They are not equipped with a conventional wing, instead of which the sprinklers are situated in air draught. They can be mounted or drawn.

Trailers (*code 297*) – intended for transport of solid/bulk goods. They can be single-axle and two-axle trailers.

Tank(er)s (*code 298*) – intended for transport of liquids. In agriculture, they are most often used for fuel and water transport.

Silage collectors (*code 299*) – they mechanically take out silage from silo trenches, mix it with concentrates/medicines, and distribute it to the feeding table in stables.

Milking machines (*code 300*) – intended for cow, goat, and sheep milking. They can be stationary or mobile.

Mowers (*code 301*) – intended for mowing grass crops. They can be conventional or rotary.

Rakes (*code 302*) – machines which can gather, turn over, or spread the mowed plants.

Hay balers (*code 303*) – machines used to press the hay/straw, making it can be easily transported and handled. Consequently, standard bales, rolling bales, or large cubic bales are obtained.

Pumps (*code 304*) – intended for pumping liquids.

Water cannons, small (*code 305*) – watering system characterized by a hose on a drum.

Wings for artificial rain (*code 306*) – small watering system where human presence on the parcel is needed (for moving).

Linear systems (*code 307*) – large mobile watering system moving linearly (along a line) by itself.

Pivot systems (code 308) – large mobile watering system rotating by itself around one spot.

Refiners (code 309) – used for separating grains from chaff and dirt.

Conveyors (code 310) – machines used for conveying grains or bulk goods. There are belt, spiral, screw, pneumatic, chain, threaded and gravity conveyers.

Mills (code 311) – machines for chopping grains.

Crumbles, large and small (code 312) – machines for crushing the grain.

Trench diggers (code 313) – machines for digging trenches.

Machines for measuring, vacuuming and packing (code 314).

2. Did the holding use any of the listed equipment in the agricultural year 2011/2012?

An X is entered in the box next to the name of equipment used on the holding in the reference period. For each stated type of equipment, reply 'Yes' or 'No' shall be marked

Hatcheries (code 315) – hatcheries are special devices or 'apparatus' for hatching chickens, where temperature, air humidity, and ventilation control is possible.

Equipment for pressing and crushing grapes (code 316);

Equipment for bottling (code 317);

Equipment for brandy distillation (pot still) (code 318);

Equipment for extracting honey (code 319);

Equipment for renewable energy production, by source of energy – refers to equipment that was used in the reference period by the holding (alone or shared with another holding(s) for generation of renewable energy, whether the renewable energy was generated for the market (network connected) or used for own agricultural production (not connected to network).

Renewable energy is energy derived from natural processes that are replenished constantly. There are various renewable energy sources; here included is energy derived from wind, biomass, solar and hydropower, geothermal water, and other natural sources.

Excluded is the equipment that was present on the holding if the holding members were not involved in energy production, either through investment or active participation (e.g. they just receive rent for the land), or equipment used only to generate energy to meet the needs of the holding members (e.g. heating).

Wind (code 320) – equipment used for the production of renewable energy from wind, by exploiting kinetic energy of wind to generate electricity, or by directly using mechanical energy of wind.

Biomass (code 321) – it implies solid or gaseous organic, non-fossil materials of animal or plant origin, that are converted into heat, electricity, or fuel through various processes. This implies equipment for utilisation of various sources of energy, such as: agricultural waste (straw, leaves, parts of fruit e.g. nut shells, etc.), fast-growing purpose-grown energy plants (varieties of sugar beet, maize, potato, willow, etc.), waste from forestry (unused wood, remaining parts of logs and stumps, semi-wild trees, etc.), charcoal, industrial waste (e.g. plum stones, as waste in beverage industry), slurry, and so on.

Of which: **bio-methane (code 322)** – equipment used for production of biogas from biomass. This includes the facilities for production of biogas from anaerobic fermentation of animal waste, i.e. waste in abattoirs, breweries, etc.

Bio-methane usually implies the refined biogas obtained by anaerobic fermentation of organic matter.

Solar energy (code 323) – equipment used to produce renewable energy from solar radiation.

Hydro-energy (code 324) – equipment that converts kinetic energy of water into electricity.

Other sources of energy (code 325) – equipment used to exploit other sources of energy not mentioned elsewhere, such as, for instance, geothermal water.

Chapter 9. Agricultural buildings

Agricultural buildings are considered to be physical buildings or parts thereof erected for agricultural purposes, with foundations, at least three free-standing walls, and a separate entrance. A building may consist of two or more structures if each of them has a separate entrance.

The Census enumeration shall not cover the buildings without foundations, the outer walls of which are made only of thin boards, brushwood, or straw only (pigsties and chicken coops made of boards, sheepfolds made of straw, and cribs made of brushwood).

The Census enumeration shall cover open-sided porches for storing hay and straw, as well as poly-tunnels, although these do not fully comply with the definition of agricultural buildings.

Agricultural buildings owned will be enumerated as of 30 September 2012 (the number of building units, total capacity, columns 1 and 2), as well as the capacity of **the listed buildings not owned and owned** that were utilised in the agricultural year 2011/2012 (column 4). A building shall be enumerated according to the purpose for which it was built, not according to the purpose for which it was used in the reference period. If a building was used for a different purpose, fully or partly, enter X in column 5 for the given building.

***Example:** At the time of the Census, there is a building on the holding built for storing agricultural machines and equipment, area of 20 m². In the reference agricultural year, this building was used only for broilers.*

In the Questionnaire, under code 342 (Buildings for agricultural machines and equipment) enter 1 in column 1, enter 20 in column 2, leave column 4 empty, and enter X in the appropriate box in column 5, since the building was used for a different purpose in the reference period.

Buildings constructed for multiple uses or partly used for other purposes as well (in addition to the purpose for which they are built) shall be enumerated according to the basic purpose for which they are built. For instance, a stable built to house cows that is also used in part to house other farm animals (e.g. sheep), will be enumerated as cattle housing, but it is necessary to enter X in column 5 (building used for other purposes). When identifying the basic purpose, it is necessary to take into account its economic significance, the size of space set aside, the period of utilisation of the building for a certain purpose, etc.

The Census will also include non-agricultural buildings that were used for agricultural purposes in the reference agricultural year (code 353).

***Example:** During the reference agricultural year, instead of being used to place a car, a garage was used for poultry fattening. Of the total area (12 m²), a half of the garage space was used for this purpose twice a year (2 – 3 months each time).*

For non-agricultural buildings used for agricultural purposes in the reference agricultural year it is necessary to record only the capacity used for that purpose. In this case, the used capacity, 6 m², will be entered in the Questionnaire under code 356.

If an entire building is placed at the disposal of another person, data recorded in the owner's Questionnaire are only those in columns 1 and 2 (the number and capacity of buildings owned), while data in column 4 – capacity of buildings (owned and not owned) utilised in the reference period will be reported in the Questionnaire for the holding that used the building.

If a building is used by more than one holding in the reference period, column 4 shall be filled in for the holding that uses the building as of 30 September 2012. If on 30 September 2012 a part of a building is used by the owner, and another part of the same building is used by another holding, the holdings shall indicate their respective used capacities.

If there are several buildings erected for the same purpose, their number, area and volume will be indicated aggregately.

The unit of measurement for the capacity of buildings is indicated in column 3 in the corresponding row.

For questions under codes 326-339, the capacity refers to the number of places, i.e. a normal number of heads, by indicated type, that can be housed in a certain building.

If the number of housed heads varied during the reference agricultural year, an average number of heads housed will be recorded as the used capacity of the building (column 4).

For questions under codes 340-353, the capacity refers to area or volume.

Area (m²) – enter the figure for the usable area (width times length) of a building, which is calculated as the sum of usable areas of all parts of the building, measured from the inside.

Volume (m³) – the volume of a building is calculated as the sum of the volumes of individual parts of the building, the area of these parts multiplied by an average height of that part of the building.

The data on the area and volume shall be entered as stated by the respondent. In case the respondent cannot give the data on the area or volume, the enumerator shall do the calculation as here above explained.

Buildings for cattle housing

Stanchion-tied stables with solid dung and liquid manure (code 326) – refer to housing capacities in which animals are tied to their places (do not move freely around the house) on a concrete floor with bedding and a shallow gutter at the rear of the animals to collect part of the faeces and urine, whilst part is regularly removed mechanically outside the building as solid manure. In some cases, the gutter is equipped with a drainage pipe to collect seepage or there can be a deeper channel (instead of a gutter) to collect and store the liquid fraction.

Stanchion-tied stables with slurry (code 327) – refer to housing capacities in which animals are tied to their places (do not move freely around the house), with the manure and urine drop down below the slatted floor into a pit where they form slurry.

Loose housing with solid dung and liquid manure (code 328) – refer to housing capacities in which animals move freely (un-tied) and where the manure and urine are removed mechanically. These also include housing where the floor is covered with a thick layer of litter (straw, sawdust, or other similar material binding the liquid manure) that is removed at periodical intervals (of several months).

Loose housing with slurry (code 329) – refer to housing capacities in which animals move freely (un-tied) and where the faeces and urine drop down below the slatted floor into a pit where they form slurry, or where the faeces and urine may be scraped from concrete gutters and collected in storage tanks.

Other (code 330) – this refers to housing capacities for cattle not above mentioned. This also includes houses for traditional ways to house cattle (stanchion-tied with manual removal of the manure).

Buildings for housing pigs

On partially slatted floor (code 331) – this refers to housing capacities where the floor is partially slatted, i.e. part of the floor has slats where the faeces and urine drop down below the floor into a pit where they form slurry.

On completely slatted floor (code 332) – this refers to housing capacities where the floor is fully slatted, and the faces and urine drop down below the floor into a pit where they form slurry.

On straw-beds (code 333) – this refers to housing capacities where the floor is covered with a thick layer of litter (straw, sawdust, or other similar material binding the excrements) that is removed at periodical intervals (of several months).

Other (code 334) – this refers to housing capacities for pigs not above mentioned (e.g. traditional type of houses where floors are covered with thin straw-beds with a layer of excrements, where the litter is removed regularly).

Buildings for laying hens

Only those rearing systems for laying hens which have started to lay or which have already been stalled up as laying hens are included.

On straw-beds (code 335) – this refers to housing capacities where the floor is covered with a thick layer of straw, sawdust, or other similar material binding the manure, that is removed at periodical intervals (of several months). This is usually a simple, closed (covered) building with forced ventilation or natural ventilation. At least a third of the floor area is covered with bedding, e.g. straw, and two thirds arranged as a pit covered with slats to collect droppings during the period of egg laying (13 – 15 months).

Laying nests, feeders and water supply are placed over the slatted area to keep the litter dry.

Battery cage refers to housing capacities where the laying hens are kept in cages (one or more in each). This is usually a building with forced ventilation and with or without a lighting system. Laying hens are kept in tiered cages, usually made of steel wire. Droppings fall through the bottom of the cages and are collected and stored underneath in a deep pit or channel or are removed by a belt or scraper system. The droppings from laying hens in battery systems are not mixed with other material (litter).

Manure belt house (code 336) – this refers to battery cages where the manure is removed by a belt below the cages to outside the building to a closed storage building to form solid dung. In upgraded systems, there is provision to dry the manure on the belts by forced air through perforated pipes or passing through drying tunnels over the cages. Battery cages with manure removal by scrapers are also included here.

Deep pit house (code 337) – this refers to battery cages where the manure falls into a deep pit beneath cages or a channel beneath cages or it is removed with the aid of a scraper together with spilled water from the drinkers, where slurry is formed. The layer of manure is removed once a year or less frequently by scrapers.

In some systems, the ventilation system for the house is designed so that warm air is used to dry the wet manure in the deep pit or channel.

Battery cage with stilt house (code 338) – this refers to battery cages where the manure falls on the floor below the cages where it forms solid dung and is removed regularly. This is similar to a deep pit house except that there is a variable valve between the cage and dropping storage areas, and large openings in the dropping store walls that allow air to flow through and assist drying. The cage and dropping areas of the building are separated so droppings can be removed at any time without disturbing the hens.

Other (code 339) – this refers to all housing capacities for laying hens not above mentioned, including the traditional breeding methods in which birds are allowed to run free over a field (enclosed or not), with provided housing by night.

Buildings for housing other livestock (code 340) – this refers to housing capacities for other livestock not above mentioned, e.g. goats, sheep, other poultry (the young and cocks).

Buildings for housing other animals (code 341) – this refers to housing capacities for other animals, e.g. hares, fur-bearing animals, etc.

Buildings for agricultural machines and equipment (code 342) – these are all buildings for storage and repair of agricultural machines and equipment, e.g. hangars, sheds, garages, and so on.

Maize cribs (code 343) – buildings used for storing corn cobs, in which corn is dried by natural or forced circulation of air. Crib walls are usually made of woven wire, wooden planks, or wickers. Maize is protected against rain and snow by construction of wider eaves, or by lower height of the crib. Filling and emptying of the crib may be manual or mechanized – with conveyors.

Barns (granaries) (code 344) – buildings that are normally used to store cereals or other grains in bulk or in bags, with natural or forced ventilation.

Silos (silo towers) (code 345) – constructions that serve for storing grains in special vertical cells that may be individual (for smaller capacities) or grouped in a larger number (for larger capacities). The cells are usually round, up to 5 m in diameter. These are constructions with optimum storage conditions and are usually equipped with full machinery for transport, cleaning, and drying of products.

Drying facilities (code 346) – constructions intended for reducing moisture I agricultural products, with supplementary machinery.

Buildings for storage of other agricultural products (code 347) – e.g. facilities for storing fruit and vegetables.

Buildings for storage of hay and straw (code 348) – buildings in which hay can be stored in bulk, chopped, or in bales. They may be open-sided sheds or chaff barns.

Open-sided sheds are specifically built open-type structures where hay or straw are stored either in bulk or in bales. The terrain on which such structures are built is drainable and dry, and the floor of the structure (usually well compacted earth or concrete) is raised from the surrounding ground by at least 30 cm.

Chaff barns are closed structures in regions with humid climate where bundles, chopped hay, or chaff are stored. Chaff barn walls are built of lighter materials, with slits that serve for ventilation.

Buildings for storing silage (code 349) – constructions for storing feed for ruminants during winter. These constructions can be, for instance, silo pits, silo towers, silo trenches, etc.

The most widely used form of buildings for storing silage is silo trench. It is dug to be about 3 m wide, and 1.8 m high, and as long as needed and possible. It is easy to make, and also easy for silage handling.

A silo pit has the diameter of about 2.5 m, and is about 6 m deep. These structures for silage are characteristic for being hard for silage handling, and therefore are used less frequently.

A silo tower is an above-ground structure that occupies little space. However, they are used rarely because they are hard for silage handling and costly to construct.

Coolers (code 350) – facilities in which products are stored and kept in optimum storage conditions. In addition to cooling chambers, these facilities also have rooms for pertaining machinery.

Glasshouses (code 351) – represent a fixed or mobile installation made of glass. Glasshouses are watertight, and crops are protected while growing; they may or may not be equipped with the usual installations (ventilation, irrigation, heating, etc.).

Poly-tunnels (code 352) – all poly-tunnels (high cover) made of rigid or flexible plastic that may or may not be equipped with the usual installations.

Non-agricultural buildings used for agricultural purposes (code 356) – only the capacity of non-agricultural buildings used for agricultural purposes will be enumerated. These buildings can be, for instance, garages for passenger cars.

Chapter 10. Labour force and activities of the holding

LABOUR FORCE ON THE HOLDING

Agricultural activities are considered to be:

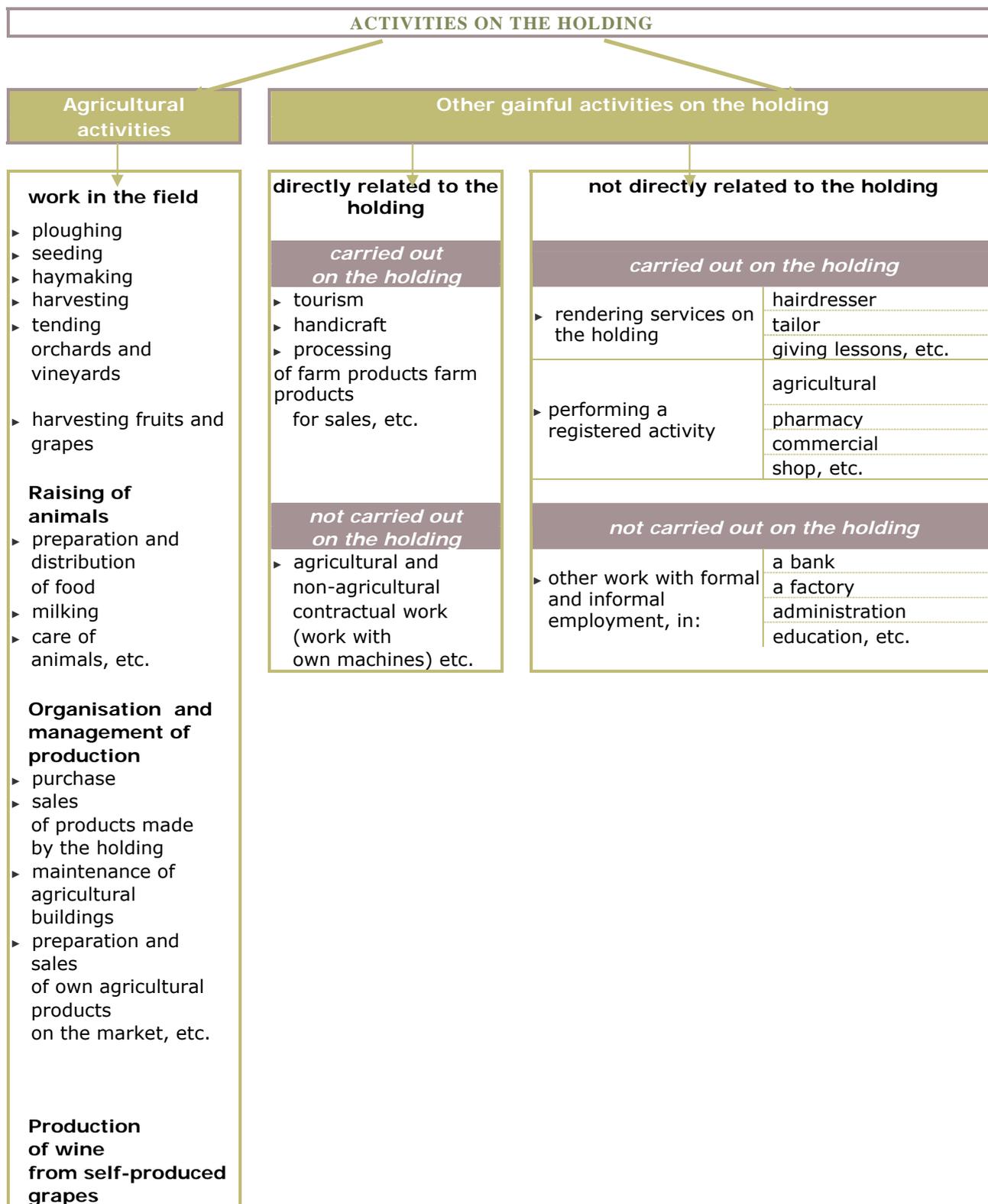
- ▶ field labour – ploughing, seeding, haymaking, harvesting, tending orchards and vineyards, fruit and grapes harvesting, etc.;
- ▶ raising of animals – preparation and distribution of feed, milking, care of animals;
- ▶ organisation and management – buying, selling products made by the holding, accounting related to the holding, etc.;
- ▶ all work carried out on the holding in respect of storage, processing, and market-preparation of products (ensiling, cleaning, packing, etc.);
- ▶ maintenance work on agricultural buildings and machinery, transport of goods to the market, preparation and sale of own agricultural products in the market, etc.;
- ▶ making wine from own grapes.

Agricultural activities do not cover:

- ▶ housework (washing, cleaning, cooking, preparation of preserves, etc.);
- ▶ the processing of agricultural products (except for making wine from self-produced grapes);
- ▶ any forestry, hunting, fishing or fish farming operation, whether or not carried out on the holding;
- ▶ other non-agricultural activities that are gainful.

Other non-agricultural gainful activities include all activities other than agricultural activities, having an economic impact on the holding, and they can be:

- ▶ activities directly related to the holding – using the resources of the holding: area, buildings, machinery, equipment, labour force or agricultural products, and which can be carried out:
 - *on the holding* (non-agricultural activities such as tourism, handicraft, processing of agricultural products **for sale** – except processing of grapes for wine production if the quantity of grapes processed is only or mainly from own production, etc.);
 - *out of the holding* (agricultural and non-agricultural contractual work, e.g. work using own combine harvester).
- ▶ activities not directly related to the holding – not using resources of the holding other than the labour force of the holding, and can be carried out:
 - *on the holding* – e.g. a hairdresser, or a tailor, providing services on the holding, a salesman – member of the holding working in an independent shop (where no own products are sold) or in agricultural pharmacy located on the holding, giving classes on the holding – training by a member of the holding, etc.
 - *out of the holding* – any other employment of the holding members, such as: work in the bank, factory, administration, educational system, etc.



1. Members of the holding and the labour regularly employed on the holding

Note: The table is filled in only for a family holding.

Data are filled in for the holder whether the holder carried out agricultural activities in the reference agricultural year or not.

Data for the spouse, other family members and relatives are entered only for those who carried out agricultural activities on the holding in the reference period and are older than 15 years of age.

Data are also entered for the labour regularly employed on the holding that are not family members or relatives, however carried out agricultural activities in the reference period.

Members of the holding (codes 354-367) are the holder of the holding, family members and relatives of the holder (the spouse, married or common law, children, parents, in-laws or adoptive kin, and brothers and sisters of the holder and his/her spouse) who work on the holding, but who do not necessarily live on the holding (belong or not to another holding), and whether they are paid for their work on the holding in any way or not.

For **Other family members and relatives of the holder who practised agricultural activity on the holding (codes 356-367)**, it is necessary to enter the adequate code from the supplementary table depending on their relation to the holder.

The labour regularly employed on the holding other than family members and relatives (codes 368-373) are all persons who regularly carry out work on the holding and for their work receive remuneration (salaries, wages, assistance, payment in kind, etc.) by the holding, and are not family members or relatives of the holder, whether the holding pays taxes and contributions for their hiring (whether they are registered with the respective authorities or not).

Sex (column 1) – enter the adequate code for the person's sex (male-1, female-2).

Age at last birthday (column 2) – enter age at last birthday as of 30 September 2012.

Note: First fill in data on sex and age at last birthday for all members of the holding and labour regularly employed on the holding, and then proceed to fill in other data for each person recorded in the table (starting from the holder).

Who makes daily decisions on agricultural production? (column 3)

Enter X for the person who organises agricultural production and who is responsible for making daily financial and production decisions on the holding (manager on the holding). The manager on the holding can be: the holder, any other member of the holding, as well as a person regularly employed on the holding.

Only one answer is possible.

How many days and average hours a day has a person spent for carrying out agricultural activities on the holding in the reference period? (columns 4 and 5)

The respondent will estimate the number of days and average hours a day spent by each person for carrying out agricultural activities on the holding in the reference period. **Housework is excluded.**

Example: The holder (who also takes daily decisions on agricultural production on the holding) was born on 11 February 1952. In the reference agricultural year, in the spring and summer months, the holder carried out the activities of crop farming and growing vegetables (about 200 days, six hours a day), while in the winter months he was mainly engaged with livestock raising (about 100 days, three hours a day). The spouse of the holder mainly fed livestock and milked a cow (in winter these activities were carried out by her husband), prepared products for the market sale (washed and sorted vegetables and fruit, several days in a week, three hours a day, during spring and summer, i.e. about 95 days), then she made cheese for sale (about 300 days, one hour daily), prepared preserves and carried out other housework. 16 days she spent visiting relatives and friends. She was born on 21 December 1956.

Before 30 September 2012 the holder will be aged 60, and his spouse 55 (data shall be entered in the respective rows, column 2). Since the holder also takes daily decisions on the holding, X shall be entered in the box in the respective row (column 3).

In the referent agricultural year the holder of the holding worked for 300 days (200+100), five hours a day $[(200*6 + 100*3)/300]$. 300 shall be entered in column 4, and 5 shall be entered in column 5.

Agricultural activities by the holder's spouse include: feeding cattle, milking a cow, preparation of products for the market. All these activities are not performed by the holder's spouse during winter months (December, January, February, a part of March, i.e. about 100 days). The estimate is that the holder's spouse carried out agricultural activity for 250 days (366-100-16), i.e. for about 95 days – six hours a day (in spring and summer), and for 155 days – three hours a day. In the reference agricultural year the spouse worked for about 250 days (366-100-16), four hours a day $[(95*6 + 155*3)/250]$.

	Шифра	Пол Мушки 1 Женски 2 (уписати шифру)	Навршене године старости	Ко доноси дневне одлуке о пољопривредној производњи (могуће је обележити само један одговор)	Колико је дана у посматраном периоду и просечно сати по дану лице искористило за обављање пољопривредних активности на газдинству (не укључује се обављање кућних послова)		Да ли је лице у истом периоду обављало другу активност која је доносила приход (уписати шифру) Да, више него пољопривредне 1 → Да, мање него пољопривредне 2 → Не 3 ↓ завршено попуњавање у реду	Друга активност која је доносила приход (могуће је обележити само један одговор)		
					број дана	просечно сати дневно		у складу са пољопривредне	у складу са пољопривредне	
		(1)	(2)	(3)	(4)		(5)	(6)	(7)	(8)
Носилац газдинства	354	1	6 0	X	3 0 0	5	3	<input type="checkbox"/>	<input type="checkbox"/>	
Супружник носиоца газдинства	355	2	5 5	<input type="checkbox"/>	2 5 0	4	2	X	<input type="checkbox"/>	

Note: When estimating time spent in carrying out agricultural activities on the holding, take care which activities are agricultural activities on the holding, and of the seasonal character of work (how much work was carried out in winter and how much in summer), holidays, sick leave days, etc.

Did you carry out other gainful activity during the same period of time? (column 6).

Enter the appropriate code if the person carried out other gainful activity (profitable activity) in the reference period, in addition to agricultural activities, whether this activity is related to the holding or not, i.e.:

- ▶ **Yes**, more than agricultural activities on the holding – code 1 (more time spent in carrying out the other gainful activity)
- ▶ **Yes**, less than agricultural activities on the holding – code 2 (less time spent in carrying out the other gainful activity)
- ▶ **No** – code 3, if the person has not carried out any other gainful activity except for agricultural activities on the holding.

If the answer is 'No', the entry of data for that person is completed (in that row).

Note: If the person has carried out multiple other gainful activities in the reference period, the response should be given for that other gainful activity for which **the most time** was spent.

Other gainful activity – if the answer in column 6 is 'Yes' (codes 1 or 2 entered), then X shall be entered in column 7 if the person has carried out the other gainful activity **related to the holding**, i.e. in column 8 – if the person has carried out the other gainful activity **non-related to the holding**. **It is possible to mark (X) one column only (7 or 8).**

According to the described example, the spouse of the holder made cheese for sale, which is other gainful activity related to the holding. In this activity, the spouse spent less time (300 hours) than in carrying out agricultural activities (1000 hours) in the reference agricultural year. Therefore code 2 shall be entered in column 6, and X shall be entered in column 7, in the appropriate row (see the example above).

For labour regularly employed on the holding other than family members and relatives, column 8 is not filled in.

Note: When filling in columns 7 and 8, take care which other gainful activities are related to the holding, and which are non-related to the holding.

2. Labour employed, by sex and number of working days spent in carrying out agricultural activities on the holding (codes 374-378)

Note: Questions 2 and 3 are filled in only for legal entities/unincorporated enterprises. Data refer only to those persons who carried out agricultural activities in the reference period.

Enter the number of employed persons and the total number of days spent in carrying out agricultural activities, by sex and the number of working days in the given intervals, taking care of sick leaves and unpaid leaves, holidays, etc. Also take care what is included in agricultural activities.

Take care that these activities, according to the explanation, also include, e.g. keeping accounting and other records of joint services with respect to agricultural production.

In the row under code 379, summed/aggregated data shall be entered in columns 1, 2, 3 and 4, as indicated in the Questionnaire.

3. Data on the person making daily decisions on agricultural production on the holding of a legal entity/unincorporated enterprise (manager) – enter the main data on the person who makes daily decisions and organizes agricultural production on the holding. This can be a production manager, or, in case of several managers for various types of agricultural production, the person responsible for organisation of the entire agricultural production on the holding. There can be only one manager.

Sex (code 380) – enter X into the appropriate box.

Age at last birthday (code 381) – enter age at last birthday as of 30 September 2012

Total number of working days in the reference period (code 382) – enter the number of working days spent on agricultural activities, paying attention to sick leaves, unpaid leaves, holidays, etc.

Note: Data on seasonal labour, persons employed under contract, training level, (questions 4-7) are filled in both for family holdings and for legal entities/unincorporated enterprises.

4. Seasonal workers (code 383) – seasonal workers are persons who are neither members of the holding nor employed regularly on the holding, but are occasionally (seasonally) employed on the holding, for money or any other type of remuneration or for free (helping friends and neighbours, students' work on school holdings, prisoners' work and any other unpaid labour), in the reference agricultural year.

If the answer is 'yes', enter X in the appropriate box and then indicate the total number of days (converted to 8-hour days) worked by occasionally (seasonally) employed labour force.

If the seasonal workers worked over 8 hours a day, this counts as if they worked 8 hours (a full working day). If the seasonal workers worked less than eight hours a day, then all hours shall be summed up and divided by eight.

Example: *In the past 12 months the holding employed seasonal workers for: weeding maize fields (2 workers, 3 days, 10 hours a day), for mowing the meadow (2 workers, 1 day, 4 hours, twice a year) and for picking fruit (3 workers, 6 days, 10 hours a day).*

The total number of days is calculated as follows:

- for weeding maize fields: 2 workers X 3 days (over 8 hours of work are counted as 8 hours i.e. a full working day) = 6 days;
- for mowing the meadow: (2 workers X 1 day X 4 hours) X 2 times a year / 8 = (8 X 2) / 8 = 2 days;
- for picking fruit: 3 workers X 6 days (over 8 hours of work are counted as 8 hours i.e. a full working day) = 18 days.

The total number of days worked by seasonally employed labour is 6 + 2 + 18 = 26. Enter 26 for question 4 (code 384).

Of which: **free (helping friends and neighbours, students' work on school holdings, prisoners' work, etc.)** – if the holding employed seasonal labour free of charge, X shall be entered in the respective box ('Yes'), and then of the total number of days worked by seasonally employed labour, indicate separately the days worked for free.

If seasonal workers were not employed on the holding, enter X in the box for the reply 'No'.

5. Contractual workers

If the holding employed contractual workers, X shall be entered in the appropriate box and then indicated the total number of days converted to 8-hour days (code 388) worked by contractual workers (see the explanation and example for calculating the total number of days worked by seasonal workers).

If contractual workers were not employed on the holding, enter X in the box for the reply 'No'.

Other contractual labour are persons employed by a third party to work on the holding (they were not employed directly by the holding), pursuant to a memorandum of cooperation/understanding, agreement on rendering specialised services, etc. The remuneration for these workers is usually paid by a party engaging them on the holding.

Due to repair work on the glasshouse, the holding used services of a company
Example: *dealing in production and installation of glasshouses, which, for that purpose, hired and supplied workers (3) to do the job. The workers worked for 2 days, 8 hours a day.*

The three workers will be considered as contractual workers and their working days will be calculated in the following way:

3 workers X 2 days = 6 days

Enter 6 for question 5 (code 388).

6. Training of the person making daily decisions on agricultural production – refers to a person already indicated as the manager. Training of the manager implies the highest educational attainment as of 30 September 2012. Enter X in the appropriate box. Only one answer is possible.

Only practical agricultural experience (code 389);

Completed training courses in agricultural sector (code 390);

Finished agricultural secondary school (code 391) – this includes secondary school of agriculture or veterinary medicine;

Finished other secondary school (code 392);

Finished college or faculty of agriculture (code 393) – this includes faculty or college of agriculture or veterinary medicine;

Finished other college or faculty (code 397).

7. Did the person making daily decisions on agricultural production for the past 12 months attend any training related to agricultural activities or other activities related to the holding? (code 395)

The training includes seminars, courses, or any other form of training provided by a lecturer or adequate institution with the primary goal of acquiring new knowledge related to agricultural activities or other activities related to the holding. Enter X into the box next to 'Yes' if the person attended training, otherwise enter X into the box next to 'No'.

OTHER GAINFUL ACTIVITIES OF THE HOLDING

8. Were other gainful activities related to the holding carried out in the reference period? (code 396)

Identify whether, in the agricultural year 2011/2012, other non-agricultural activities that are directly related to the holding and earning income were carried out.

Activities related to the processing of agricultural products for own consumption of the holding are excluded.

The processing of primary agricultural products (milk, fruit, vegetables, etc.) into secondary products (cheese, clotted cream, sausages, marmalade, brandy, etc.) **for sale**, on the holding, whether the raw materials were produced on the holding or purchased from others, is considered to be other gainful activity related to the holding and will be recorded under the

appropriate question. Wine production should be recorded as other gainful activity directly related to the holding if larger amount is processed from grapes bought than from self-produced grapes.

If other gainful activities related to the holding were carried out, enter X into the box next to 'Yes', otherwise enter X into the box next to 'No' and move to chapter 11.

Meat processing (code 397) – means the making of fresh and durable meat products, smoked meat, etc. **for sale.**

Milk processing (code 398) – is the production of cheese and other dairy products, **for sale.**

Fruit and vegetable processing (code 399) – includes, e.g.: drying, processing of fruit and vegetables, production of wine from grapes, if more purchased grapes were processed than self-produced grapes, production of juices, marmalades, bendy, etc. **for sale.**

Processing of other agricultural products (code 400) – includes the processing of other primary agricultural products, e.g. production of forage (concentrate) etc., **for sale.**

Wood processing (code 401) – includes the processing of raw wood **for sale**, using labour force from the holding, machines and equipment otherwise used by the holding for agricultural production, e.g. felling of trees and production of fuel wood or timber, whereas further processing of wood (such as e.g. production of furniture) is classified under 'handicraft'.

Activities in forestry (code 402) – include any work in forestry that earns income to the holding, using labour force from the holding, machines and equipment otherwise used by the holding for agricultural production (e.g. protection of forests against pests by using own agricultural machines – sprayers, for a fee).

Tourism (code 403) – accommodation and other activities related to tourism (all activities in tourism, room and board, visiting of the holding for tourists or other groups of visitors, sports and recreation), where the land, buildings, labour force and other resources from the holding (e.g. agricultural products used for making meals for tourists) are used for that purpose.

Handicraft (code 404) – is recorded if the holding members engage in handicrafts for sale (e.g. wickerwork, embroidery, knitting, making souvenirs, furniture, toys, etc.), while using resources of the holding, irrespective of the way those products are sold.

Renewable energy production (code 405) – includes the production **and sale** of electricity produced by using the energy of wind, hay burning, biogas production etc. If the holding uses the energy obtained in this way only for its own consumption, this activity is not recorded. The sale of agricultural products for the production of renewable energy or the renting of land for installation of adequate equipment is excluded as well.

Aquaculture (code 406) – fish farming in fishponds, for sale. Fishing related activities are excluded.

Contractual work – includes the work performed using the labour force from the holding, machines and equipment that belong to the holding, with compensation, i.e.:

Agricultural services (code 407) – rendering services using own machines, i.e. combine harvesting, ploughing, etc.;

Non-agricultural services (code 408) – snow removal, environmental services, etc.

Other activities not above mentioned (code 409) – these activities include, for instance, renting out (leasing) **agricultural buildings** of the holding, which are not used for their purpose in a certain period of the year. Renting out land is not included in other gainful activities related to the holding.

9. If there is an answer 'Yes' to the question 8, state the share of the revenue from these activities in the total revenue of the holding (code 410) – the total income of the holding does not include subsidies for investments in the reference period, i.e. in the agricultural year 2011/2012. The percentage share (%) is to be shown based on the estimate made by the respondent.

Chapter 11. Other data on the holding

Note: Answers to questions 1, 2 and 3 are filled in only for family holdings. Responses to all other questions in this chapter are filled in for each holding irrespective of its legal status.

1. Did the holding sell own-produced agricultural products in agricultural year 2011/2012? (code 411)

Answer 'Yes' shall be marked if the holding casually or continually sold own-produced agricultural products, e.g. livestock, eggs, milk, wool, honey, manure, wheat, sugar beet and other industrial crops, fodder crops, potatoes, vegetables, including mushrooms, strawberries, melon, flowers and ornamental plants, seeds and seedlings, hay from permanent grassland and pastures, fruit (including berries), grapes, wine from own-produced grapes, etc.

Dairy products (cheese, clotted cream, butter, sour milk), brandy, preserves, smoked and cured meat products, other dried products (dried fruit – prunes) and other processed food items in the holding are not included in agricultural products. However, if these products were produced in the holding from own primary products and were casually or continually sold, then answer 'Yes' shall be marked.

2. Did direct sale to final consumers represent more than 50% of the total sales of the holding's agricultural products (code 412)

If the holding sold more than 50% of products from own production on the market, i.e. to final consumers (natural persons, not restaurants, hospitals, resellers, etc.) in the reference period, enter X into the box next to 'Yes'. Otherwise, enter X in the box next to 'No'. The answer is entered based on the estimate of the respondent.

3. Was more own produced agricultural products consumed on the holding than sold out? (code 413)

If the holding consumed for their own needs more than 50% of the value of products from its own production, i.e. consumed more for food for the holding members and for feeding the cattle, etc., than sold out in the reference period, enter X into the box next to 'Yes'. Otherwise, enter X into the box next to 'No'. The answer is entered based on the estimate of the respondent.

4. Did the holding use the government supporting measures in the previous three years? (code 414)

If in the past three years the holding used funds granted by the government as support to rural development, or subsidies granted by the government for carrying out agricultural production, or subsidised loans, X shall be entered in the appropriate box. Multiple answers are possible:

Rural development support (code 415)

Subsidies for carrying out agricultural production (code 416)

Subsidised loans (code 417)

Otherwise, X shall be entered for the answer 'No'.

5. Did the holding take a loan from a bank in the last 12 months for the purpose of carrying out agricultural production? (code 418)

If the holding took a loan in the reference period for agricultural activities, enter X into the box next to 'Yes'. Otherwise, enter X in the box next to 'No'.

6. Does the holding use a PC for the purpose of keeping the accounting records of the holding? (code 419)

If the holding uses a PC for keeping business records of the holding, enter X into the box next to 'Yes'. If the answer is 'No', enter X in the box next to the answer.

7. Did the holding utilize services of the agriculture related extension services in the last 12 months? (code 420)

According to the Law on performing advisory and professional activities in agricultural sector (Official Gazette of RS, no 30/10), advisory activities (extension services) in agriculture are:

- ▶ providing technical assistance in applying scientific achievements and new technologies;
- ▶ rendering professional advice and services, transfer of practical knowledge and skills for technological and technical improvement of production;
- ▶ informing agricultural producers on good agricultural practices;
- ▶ performing demonstrative experiments in various fields of agriculture;
- ▶ training agricultural producers for managing agricultural holdings and keeping the accounting records of the holding;
- ▶ assistance in promotion of rural development;
- ▶ providing advice on protection of plants based on data from the service for forecasts and reporting;
- ▶ encouraging interest-based associations and entrepreneurship in agriculture;
- ▶ providing advice and proposals for expansion of agricultural activities as supplementary activities on the holding;
- ▶ giving recommendations in livestock raising;
- ▶ giving advice and recommendations on the rational use of land;
- ▶ offering advisory assistance in other areas for which agricultural producers express their interest.

All extension services are free of charge for agricultural holdings.

Enter the response 'Yes' if the holding used the mentioned extension services in the past 12 months. If the answer is 'No', enter X in the box next to the answer.

8. Is the holding registered in the Register of holdings kept by the Ministry of Agriculture, Trade, Forestry and Water Management? (code 421)

Enter the answer 'Yes' if the holding is registered, and then enter the registration number (12 digits) of the holding (code 422). If the answer is 'No', enter X in the box next to the answer.

The holding is considered registered if the respective records on the holding are kept in the Register of holdings with the Ministry of Agriculture, Trade, Forestry and Water Management for the current year, whether they were updated before 1 March of the current year on request by the holding, or they were undertaken from the previous year in case there were no changes in the agricultural production (Rules of amendments to the Rules of data entry and keeping of the Register of agricultural holdings, application forms for entries and updated registration and annexes, attached documents, storage of data, and the conditions stipulated for passive status of agricultural holding, "Official gazette of RS", number 97/11).

9. What method is applied in disposal of agricultural waste from the holding?

Agricultural waste is waste generated as a result of various agricultural activities. Enter X into the box envisaged for indicating the applied waste disposal method, for the listed types of waste (if there was such waste on the holding):

Oil (engine, motor, hydraulic, etc.) (code 423);

Plastic (code 424) – except for plastic packaging. This can include, e.g.: plastic foils, containers, pots for seedlings, etc.;

Rubber (code 425) – e.g. tractor tires not suitable for use anymore;

Packages for plant protection products (code 426);

Packages of veterinary pharmaceutical products (code 427) – including waste resulting from veterinary interventions on the holding (needles, syringes, empty bottles, etc.);

Other agricultural waste (code 428) – e.g. slurry material from washing and cleaning, waste from plant and animal tissues, scrap metal, etc.

The spots assigned for disposal of waste by the holding include landfills (above or under ground), specifically designated: industrial or municipal (dumpsites are excluded).

Waste disposed in another way includes, e.g. incinerated waste, waste disposed at dumpsites, etc.

More than one answer is possible.

It is implied that each agricultural holding has to generate some kind of agricultural waste, which means that there must be an answer to this question.

Note: After the Questionnaire is completed, the respondent may (if he/she wishes) check the Questionnaire for accuracy of answers entered thereto, and confirm this by his/her signature.

Legal persons/unincorporated enterprises are obligated to sign the Questionnaire and affix their seal at the designated place.

V. OPERATIONS UPON COMPLETED ENUMERATION

1. Sorting the census materials for handover to municipal instructor

When having visited all the households from the List, i.e. upon the completed enumeration, on each page of the Control List in the boxes provided the enumerator shall fill in the data related to this page: number of recorded households (number of correctly filled rows), number of recorded households for which codes are entered in column 16, and number of agricultural holdings (number of completed forms of Questionnaire for agricultural holding) as difference of data in boxes 1 and 2.

On the Control List last page, in the boxes provided, the enumerator shall enter the following summarised data:

1. The total number of households on the assigned List of households with own account agricultural production;
2. The total number of households recorded in the Control List, i.e. the number of properly filled rows (the enumerator shall sum up the data entered in respective boxes on each page: 1.1 + 1.2 + 1.10);

3. The total number of households recorded in the Control List that have not been enumerated due to one of the stated reasons – entered code in column 16 (the enumerator shall sum up the data entered in respective boxes on each page: 2.1 + 2.2 ... + 2.10);
4. The total number of agricultural holdings (number of completed forms of Questionnaire for agricultural holding): 3.1 + 3.2 ... + 3.10).

Having entered these data, the enumerator shall check up whether the material is complete according to the instructions from the Control List and check up the summarised data under number 4 by counting the filled in Questionnaire forms.

The enumerator is obligated to officially return the entire issued census material, that is, to hand it over to the municipal instructor, at the previously scheduled time.

The box shall be handed over containing the following materials:

- ▶ Map, photograph copy (if any) and description of boundaries of the enumeration area;
- ▶ The List of households with own-account agricultural production;
- ▶ Control List;
- ▶ Valid filled in Questionnaire forms in the order from the Control List;
- ▶ Enumerator Authorisation;
- ▶ Work Report (A-10);
- ▶ Reminder;
- ▶ Empty questionnaires and filled in however void questionnaires are to be handed over in a separate folder.

The Enumerator is obligated to remedy, together with the instructor, any omissions the instructor identified in the course of reviewing the materials.

A correctly filled in Questionnaire will be considered the Questionnaire form correctly filled in legible handwriting, which is not creased or damaged and which is clean. A Questionnaire form that has been damaged or stained shall be copied.

The enumerator and municipal instructor shall put their signatures to confirm the accuracy and completeness of the provided material, when upon the enumerator is officially released from his/her duty.

2. Sorting the census materials for handover to regional supervisors

After the completed enumeration, the person in charge is obligated to check up the completeness of the coverage in relation to the Register of Legal Entities and officially hand over the complete census materials to the head of the regional department (regional supervisor).

The following materials shall be handed over:

- ▶ Register of Legal Entities;
- ▶ Enumeration of Legal Entities Work Report (A-13) filled in;
- ▶ Valid filled in Questionnaire forms in the order of entry;
- ▶ Authorisation for person responsible for enumeration of legal entities;
- ▶ Authorisations for enumerators additionally engaged;
- ▶ Empty questionnaires and filled in however void questionnaires (handed over in a separate folder).

3. Census materials handover

After the completed check up and the receipt of the materials from the enumerator, the municipal instructor shall hand over the census materials to the municipality census commissions stored in boxes and sorted in the above defined order. In principle, municipal instructors shall be officially released when the municipal commission has received the census materials that they provide from all assigned enumerators. Those instructors that were entrusted by the commissions also with certain tasks after the receipt of the materials (e.g. taking part as controllers or supervisors, etc. in quality control of the data collected during the Census) shall be released from duties only after they accomplish these tasks.

The reports by enumerators, municipal instructors and republic instructors (forms A-10, A-11 and A-12) shall be stored in separate folders properly marked on covers (*Reports*), and these folders shall be handed over to the republic instructor – a census commission member, who will further pass it to the regional supervisor – the head of the SORS regional department for the covered territory.

The census commissions are obligated to forward in due course the received and checked materials to the Statistical Office of the Republic of Serbia. The census commissions shall be officially released from duties after they provide the SORS with the complete census materials and all envisaged calculations and reports on the spending of the assigned funds for the Census of Agriculture.

After the completed control of the census materials provided by the enumeration of legal entities, the regional supervisor shall forward the census materials to the Statistical Office of the Republic of Serbia in Belgrade, together with the reports by the direct participants implementing the Census, together with the attached their own report – Republic instructors and persons responsible for enumeration of legal entities – Work Report (A-14).

LOCAL MEASUREMENTS RECALCULATED INTO HECTARES AND ARES

1 katastarsko jutro (kj) = 58 a = 5755 m²

1 motika = 7 a

1 lanac (sremski) = 72 a = 7192 m²

1 livada = 1 kosa = 1 ralo - ralica = 25 a

1 kvadratni hvat (khv) = 0,036 a = 3,6 m² 100 khv = 3,6 a

1 plug zemlje = 1 dan oranja = 40 a

1 dunum = 1 šinik = 10 a = 1000 m²

1 čerek = 4,5 a

1 dulum (leskovački) = 16 a = 1600 m²

CALCULATION TABLE: KATASTARSKO JUTRO/LANAC – HECTARE / ARE

<i>Jutro</i>	ha	a	<i>Jutro</i>	ha	a	<i>Jutro</i>	ha	a	<i>Lanac</i>	ha	a	<i>Lanac</i>	ha	a	<i>Lanac</i>	ha	a
0.25		14	36	20	72	74	42	59	0.25		18	36	25	89	74	53	22
0.50		29	37	21	29	75	43	16	0.50		36	37	26	61	75	53	94
0.75		43	38	21	87	76	43	74	0.75		54	38	27	33	76	54	66
1		58	39	22	44	77	44	31	1		72	39	28	05	77	55	38
2	1	15	40	23	2	78	44	89	2	1	44	40	28	77	78	56	10
3	1	73	41	23	60	79	45	46	3	2	16	41	29	49	79	56	82
4	2	30	42	24	17	80	46	4	4	2	88	42	30	21	80	57	54
5	2	88	43	24	75	81	46	62	5	3	60	43	30	93	81	58	26
6	3	45	44	25	32	82	47	19	6	4	32	44	31	64	82	58	97
7	4	3	45	25	90	83	47	77	7	5	03	45	32	36	83	59	69
8	4	60	46	26	47	84	48	34	8	5	75	46	33	08	84	60	41
9	5	18	47	27	5	85	48	92	9	6	47	47	33	80	85	61	13
10	5	76	48	27	62	86	49	49	10	7	19	48	34	52	86	61	85
11	6	33	49	28	20	87	50	7	11	7	91	49	35	24	87	62	57
12	6	91	50	28	78	88	50	64	12	8	63	50	35	96	88	63	29
13	7	48	51	29	35	89	51	22	13	9	35	51	36	68	89	64	01
14	8	6	52	29	93	90	51	80	14	10	07	52	37	40	90	64	73
15	8	63	53	30	50	91	52	37	15	10	79	53	38	12	91	65	45
16	9	21	54	31	8	92	52	95	16	11	51	54	38	84	92	66	17
17	9	78	55	31	65	93	53	52	17	12	23	55	39	56	93	66	89
18	10	36	56	32	23	94	54	10	18	12	95	56	40	28	94	67	60
19	10	93	57	32	80	95	54	67	19	13	66	57	40	99	95	68	32
20	11	51	58	33	38	96	55	25	20	14	38	58	41	71	96	69	04
21	12	9	59	33	95	97	55	82	21	15	10	59	42	43	97	69	76
22	12	66	60	34	53	98	56	40	22	15	82	60	43	15	98	70	48
23	13	24	61	35	11	99	56	97	23	16	54	61	43	87	99	71	20
24	13	81	62	35	68	100	57	55	24	17	26	62	44	59	100	71	92
25	14	39	63	36	26	200	115	10	25	17	98	63	45	31	200	143	84
26	14	96	64	36	83	300	172	65	26	18	70	64	46	03	300	215	76
27	15	54	65	37	41	400	230	20	27	19	42	65	46	75	400	287	68
28	16	11	66	37	98	500	287	75	28	20	14	66	47	47	500	359	60
29	16	69	67	38	56	600	345	30	29	20	86	67	48	19	600	431	52
30	17	26	68	39	13	700	402	85	30	21	58	68	48	91	700	503	44
31	17	84	69	39	71	800	460	40	31	22	30	69	49	62	800	575	36
32	18	42	70	40	28	900	517	95	32	23	01	70	50	34	900	647	28
33	18	99	71	40	86	1000	575	50	33	23	73	71	51	06	1000	719	20
34	19	57	72	41	44				34	24	45	72	51	78			
35	20	14	73	42	01				35	25	17	73	52	50			