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**BOSNIA AND HERZEGOVINA**

**LABOUR AND SOCIAL POLICY IN BOSNIA AND HERZEGOVINA: THE  
DEVELOPMENT OF POLICIES AND MEASURES FOR SOCIAL MITIGATION**

**Contract Number CNTR 00 1368A**

**FIELDWORK AND TECHNICAL REPORT**

**HOUSEHOLD SURVEY PANEL SERIES**

**WAVE 4**

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## List of Acronyms

BHAS	Agency for Statistics of Bosnia and Herzegovina (formerly ASBiH)
BiH	Bosnia and Herzegovina
BiHDS	Bosnia and Herzegovina Mid-Term Development Strategy
DfID	Department for International Development
EPPU	Economic and Policy Planning Unit
FBiH	The FBiH of Bosnia and Herzegovina
FBSTA	Field Based Survey Technical Advisor
FOS	Federal Office of Statistics (formerly, SIFBiH, Institute for Statistics for FBiH)
HSPS	Household Survey Panel Series (popularly titled – LiBiH - Living in BiH)
IBHI	Independent Bureau for Humanitarian Issues
ISER	Institute for Social and Economic Research, University of Essex, UK
RSIS	Republika Srpska Institute for Statistics (formerly, ISRS, Institute for Statistics of the RS)
ID	Person Number
IDD	Household Identifier
LID	Unique Personal Identifier
LSMS	Living Standards Measurement Survey
NSM	New Sample Member
OSM	Original Sample Member
SIG	Survey Implementation Group
UNDP	United Nations Development Programme
WB	World Bank

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# **LABOUR AND SOCIAL POLICY IN BOSNIA AND HERZEGOVINA: THE DEVELOPMENT OF POLICIES AND MEASURES FOR SOCIAL MITIGATION**

## **HOUSEHOLD SURVEY PANEL SERIES, WAVE 4**

### **I. Introduction**

In 2001, the World Bank, UNDP and DfID in co-operation with the Institute for Statistics of Republika Srpska (ISRS), the Statistics Institute of the FBiH (SIFBiH) and the Agency for Statistics of Bosnia and Herzegovina (ASBiH), carried out a Living Standards Measurement Survey (LSMS). The primary aim of the LSMS was to provide reliable data on income, employment, education, health and other key variables necessary for policy formulation within each entity and across BiH as a whole.

The Department for International Development, UK (DfID) contributed funding to the LSMS and provided funding for a further three years of data collection for a panel survey, known as the Household Survey Panel Series (HSPS) – and more popularly known as Living in BiH (LiBiH). Birks Sinclair and Associates in cooperation with the Independent Bureau for Humanitarian Issues (IBHI) were responsible for the management of the HSPS with technical advice and support provided by the Institute for Social and Economic Research (ISER), University of Essex, UK. The panel survey provides longitudinal data through re-interviewing approximately half the LSMS respondents for three years following the LSMS, in the autumns of 2002 and 2003 and the winter of 2004. The LSMS constitutes Wave 1 of the panel survey so there are four years of panel data available for analysis. For the purposes of this document we are using the following convention to describe the different rounds of the panel survey:

Wave 1	LSMS conducted in 2001 forms the baseline survey for the panel
Wave 2	Second interview of 50% of LSMS respondents in Autumn/ Winter 2002
Wave 3	Third interview with sub-sample respondents in Autumn/ Winter 2003
Wave 4	Fourth interview with sub-sample respondents in Winter 2004

The panel data allows the analysis of key transitions and events over this period such as labour market or geographical mobility and observations on the consequent outcomes for the well-being of individuals and households in the survey. The panel data provides information on income and labour market dynamics within FBiH and RS. A key policy area is developing strategies for the reduction of poverty within FBiH and RS. The panel will provide information on the extent to which continuous poverty and movements in and out of poverty are experienced by different types of households and individuals over the four year period. Most importantly, the co-variables associated with moves into and out of poverty and the relative risks of poverty for different people can be assessed. As such, the panel aims to provide data, which will inform the policy debates within BiH at a time of social reform and rapid change.

In order to develop base line (2004) data on poverty, incomes and socio-economic conditions, and to begin to monitor and evaluate the implementation of the BiHDS, EPPU commissioned a modified fourth round of the LiBiH Panel Survey.

## **II. Sampling**

### ***II.1 The Sample***

The Wave 4 sample comprised of 2882 households interviewed at Wave 3 (1309 in the RS and 1573 in FBiH). As at previous waves, sample households could not be replaced with any other households.

## **III. Panel design**

### ***III.1 Eligibility for inclusion***

The household and household membership definitions assume the same standard definitions used at Wave 3 (see Supervisor Instructions, Annex A). While the sample membership, status and eligibility for interview are as follows:

- i) All members of households interviewed at Wave 3 have been designated as original sample members (OSMs). OSMs include children within households even if they are too young for interview, i.e. younger than 15 years.
- ii) Any new members joining a household containing at least one OSM, are eligible for inclusion and are designated as new sample members (NSMs).
- iii) At each wave, all OSMs and NSMs are eligible for inclusion, apart from those who move out-of-scope (see discussion below).
- iv) All household members aged 15 or over are eligible for interview, including OSMs and NSMs.

### ***III.2 Following rules***

The panel design provides that sample members who move from their previous wave address must be traced and followed to their new address for interview. In some cases the whole household will move together but in other cases an individual member may move away from their previous wave household and form a new “split-off” household of their own. All sample members, OSMs and NSMs, are followed at each wave and an interview attempted. This method has the benefits of maintaining the maximum number of respondents within the panel and being relatively straightforward to implement in the field.

### ***III.3 Definition of ‘out-of-scope’***

It is important to maintain movers within the sample to maintain sample sizes and reduce attrition and also for substantive research on patterns of geographical mobility and migration. The rules for determining when a respondent is ‘out-of-scope’ are:

- i. Movers out of the country altogether i.e. outside BiH*

This category of mover is clear. Sample members moving to another country outside BiH will be out-of-scope for that year of the survey and ineligible for interview.

*ii. Movers between entities*

Respondents moving between entities are followed for interview. Personal details of “movers” are passed between the statistical institutes and an interviewer assigned in that entity.

*iii. Movers into institutions*

Although institutional addresses were not included in the original LSMS sample, Wave 4 individuals who have subsequently moved into some institutions are followed. The definitions for which institutions are included are found in the Supervisor Instructions.

*iv. Movers into the district of Brčko*

Are followed for interview. When coding, Brčko is treated as the entity from which the household moved.

#### **IV. Identifiers**

Individual level identifiers have been attached to all members of the Wave 4 households selected for the panel sample. There is a household level identifier (IDD) for the issued household and each member of that household has a person number (ID) within the household. The household level identifier is needed for each wave but does not necessarily need to be related to the previous wave identifier for a given household. Households change in composition over time, making the notion of a core household that endures over time problematic for a panel.

In addition to these wave specific household and person number identifiers, each sample member has a unique personal identifier (LID) attached to them. This identifier is the unique number that each sample member carries with them throughout the life of the panel, even if they move between different households. This is the key linking identifier to be used in analysis when matching together data for the same individual from different waves of the survey and is a critical variable.

#### **V. Feed-forward**

Details of the address at which respondents were found in the previous wave, together with a listing of household members found in each household at the last wave were fed-forward as the starting point for Wave 4 fieldwork. This “feed-forward” data also includes key variables required for correctly identifying individual sample members and includes the following:

**For each household:** Household ID (IDD); Full address details and phone number

**For each Original Sample Member:** Name; Person number (ID); unique personal identifier (LID); Sex; Date of birth

The sample details are held in an Access database and in order to ensure the confidentiality of respondents, personal details, names and addresses are held separately from the survey data collected during fieldwork. The IDD, LID and ID are the key linking variables between the two databases i.e. the name and address database and the survey database.

## **VI. Questionnaire design**

Approximately 70% of the questionnaire (Annex B) was based on the Wave 3 questionnaire, carrying forward core measures in order to measure change over time. However in order to develop base line (2004) data on poverty, incomes and socio-economic conditions, and to begin to monitor and evaluate the implementation of the BiHDS the Wave 4 questionnaire additionally contained the Wave 1 Consumption module and a few other LSMS items to allow direct comparability with the Wave 1 data.

## **VII. Mainstage Fieldwork Procedures**

From a total of 126 field staff, 15 were new to the survey at Wave 4. In November 2004, Supervisors and Interviewers were provided with the Questionnaire, a Control Form, a Movers Form, Interviewer or Supervisor Instructions (containing editing instructions) and completed examples.

### ***VII.1 Briefing Supervisors and Interviewers***

Three days of interviewer and supervisor briefing was delivered during the period 22-24 November 2004. All briefing sessions were conducted at the Hotel Italia in Sarajevo. The primary leaders for the sessions were the FBSTA (Rachel Smith) and Edin Sabanović (BHAS). All field staff were provided with Instructions which contained the basic information needed for survey administration, however, during the briefing this material was heavily supplemented with additional printed materials, forms and examples. Each session was conducted semi-formally, with opportunities for questions and answers as well as for further explanation and additional examples.

During each briefing session, the sample addresses were distributed to each interviewer and discussed with them in detail. Ample time was allowed for a clear understanding of the materials, quantity of work expected from each interviewer and the procedures to be followed in conducting the work. Prior to leaving the briefing session each interviewer thus had: an assignment, field administration forms and a supply of survey questionnaires.

Each interviewer was allocated, on average, 30 households. The main data collection period was scheduled for six weeks in length. New interviewers were provided with supplementary briefing by their respective Supervisor.

The importance of in-field quality control procedures was stressed throughout the briefing. Quality control procedures for the Supervisors included:

1. a review of all sample materials prior to assignment to each interviewer
2. strict control over the activities of a small group of interviewers (5 to 6 interviewers per Supervisor)
3. weekly updates and meetings with each interviewer
4. verification of 10% of the work of each interviewer via field visits or telephone contact with selected households
5. accounting for and editing of all data from each interviewer prior to data entry.



## ***VII.2 Minimising non-response***

The major problem for panel surveys is attrition, that is, the loss of respondents who either refuse to take any further part in the survey, are unable to be contacted during fieldwork, or who move and cannot be traced. Attrition in panel surveys is potentially damaging as the sample size for respondents with complete longitudinal records reduces over time and there is a danger of differential attrition introducing bias. The following procedures were applied in an attempt to reduce attrition.

## ***VII.3 Tracing Movers***

As at wave 3, interviewers were provided with tracking information collected at Wave 3. This process worked extremely well in enabling interviewers to find movers. Further tracing of movers was undertaken by the BHAS by Edin Šabanovic. At the end of fieldwork 21 movers had been sent to BHAS of which 12 (57%) had been successfully located and passed to an interviewer. This represents a good success rate, especially considering the short time period available in this process. (see Annex D: “movers form”)

## ***VII.4 Advance letter***

One advance letter per household was produced (Annex E). Production of the advance letter was part of the feed forward process and each letter was personally addressed to each sample household.

## ***VII.5 A gift***

As a small token of thanks for taking part in the panel, a calculator, was given to each person interviewed.

## ***VII.6 Quality Control***

At the end of fieldwork Supervisors had checked 230 households to confirm that an interview had taken place. Random telephone checks were made by IBHI to ensure the interviewers had called at addresses. In total 117 checks were made. The combination of checks made by Supervisors and the Project Assistant at IBHI resulted in a 12% sample check.

## ***VII.7 Editing***

Instructions for editing were provided in the Supervisors Instructions (Annex A). At Wave 4 supervisors were asked to take more time to edit every questionnaire returned by their interviewers. The SIG Fieldwork Managers examined every Control Form.

## **VIII. Survey Data Processing**

As at previous waves, CSPro was the chosen data entry software. The CSPro program consists of two main features intended to reduce the number of keying errors and to reduce the editing required following data entry:

Data entry screens that included all skip patterns.

Range checks for each question (allowing three exceptions for inappropriate, don't know and missing codes).

The Wave 4 data entry program had similar checks to the Wave 3 program - and DE staff were instructed to clear all anomalies with SIG fieldwork members. The program was tested prior to the commencement of data entry.

Twelve data entry staff were employed in each Field Office, as all had worked on previous waves training was not undertaken.

## IX. Response Rates and Weighting

The final response rates for Wave 4 are shown in Table 1. The level of cases that were unable to be traced is extremely low as are the whole household refusal or non-contact rates.

*Table 1: Final Wave 4 Response outcomes for all eligible households (including new households) by Entity*

	RS		FBIH		Total BiH	
	N	%	N	%	N	%
Interviewed households	1314	98.2	1523	93.3	2837	<b>95.5</b>
Untraced movers	5	0.4	17	1.1	22	0.8
Refused or Non Contact	19	1.4	92	5.6	111	3.7
<b>Total</b>	<b>1338</b>	<b>100</b>	<b>1632</b>	<b>100</b>	<b>2970</b>	<b>100</b>
Ineligible households*	40		29		69	
<b>Total</b>	<b>1378</b>		<b>1661</b>		<b>3039</b>	

\* Ineligible households include households who have moved abroad, whole households which have died or households that are too ill or old to be interviewed, etc.

## Weighting

The Wave 4 data contains the appropriate weights.

The establishment of weights and their application was undertaken by Fahrudin Memić (EPPU) in consultation with Dr. Peter Lynn (ISER) – a short report on this exercise is attached at Annex F.

## X. Documentation

Further documentation for the survey including survey questionnaires, interviewer instructions, coding frames for open-ended items and a cross-wave table of variable names for the Wave 1, 2 and Wave 3 data are available for users from:

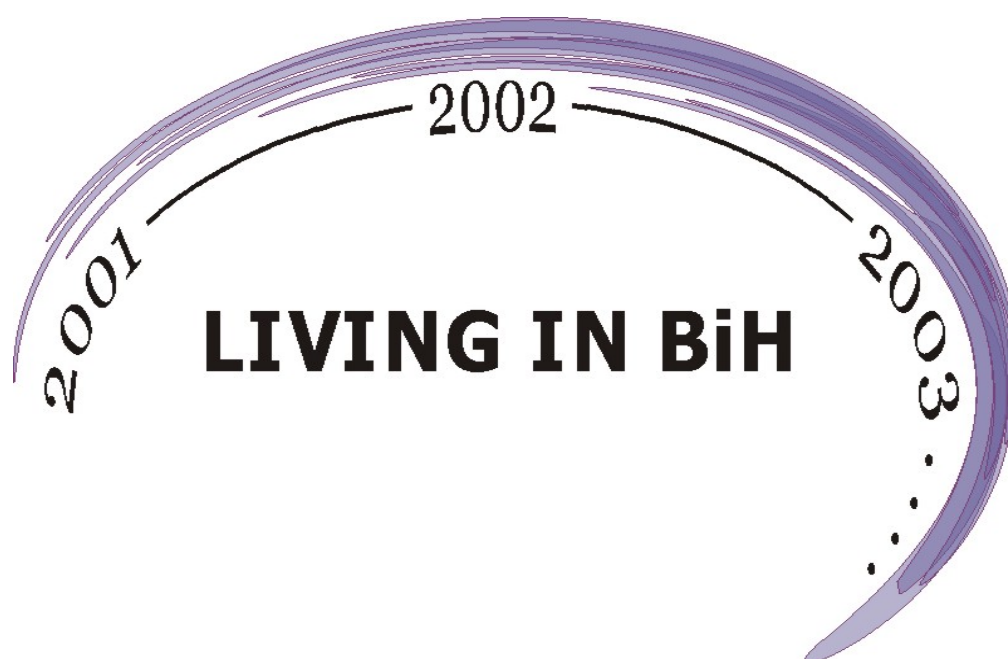
BHAS: [www.bhas.ba](http://www.bhas.ba)

FOS: [www.fzs.ba](http://www.fzs.ba)

RSIS: [www.rzs.rs.ba](http://www.rzs.rs.ba)

EPPU: [www.eppu.ba](http://www.eppu.ba)

# **SUPERVISOR INSTRUCTIONS**



## **WAVE 4**

**Republika Srpska  
Institute for Statistics**

**Agency for  
Statistics of BiH**

**Federal Office of  
Statistics**

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### USEFUL PHONE NUMBERS

<b>Bogdana Radić</b>	<b>051 212 272</b>	<b>Fehrija Mehić</b>	<b>033 206 452 lok 149</b>
<b>Vesna Grubiša</b>	<b>051 215 438</b>	<b>Dubravka Husić</b>	<b>033 206 452 lok 139</b>

## **WELCOME BACK!**

This year **LiBiH** is being commissioned to support EPPU who will use the data to provide accurate statistics to the Council of Ministers. Wave 4, as well as identifying the changes in our households during the past fourteen months, aims update the figures on the incidence of poverty that were created from the LSMS, back in the autumn of 2001. For those of you who worked on the LiBiH before the survey should be very straightforward. If you also worked on the LSMS in 2001 you will recognise some new questions. As usual the main tasks of Wave 4 are to:

1. Return to sample members from Wave 3.
2. Record current household membership, using the same household definition as Wave 3, noting all departures from the household and all new arrivals such as new spouses or partners, students returning to live with parents, or babies.
3. Interview all eligible adults i.e. all those **aged 15 before December 1st 2004**. This will include any children who have turned 15 since last year.
4. Collect tracking information to help us find them again next year if they move.
5. Help us find any sample members who have moved.

## **Publicity of LiBiH findings**

The “Living in BiH” Panel Study Final Report, 2004 was launched in September this year and had a lot of media attention, including:

1. Daily newspaper "Oslobodjenje" (Published article: Survey "Living in BiH"; 1 October 2004, 10th page)
2. Television of FBiH (TV Report broadcasted in central news at 19.30; 30 September 2004)
3. BHT 1 - Public BH TV service (TV Report broadcasted in central news at 19.00; 30 September 2004)
4. NTV Hayat (TV Report broadcasted in central news at 19.00, 30 September 2004)
5. TV OBN (TV Report broadcasted in central news at 20.00, 30 September 2004)
6. TV Pink BiH (TV Report, 30 September 2004)
7. FENA - Federal News Agency (Agency news, 30 September 2004)
8. Weekly magazine VALTER

For your interest the key findings of the surveys are included in the following pages. If you would like a copy of the full report we would be happy to send you one.

## **KEY FINDINGS FROM LIBIH**

### **Demographic and social situation in BiH**

- *At all three years of the survey, 2001 - 2003, the distributions of age, sex and marital status are similar.*
- *Those living in the RS are more likely than those living in the FBiH to be self-employed, be doing seasonal work, have fixed term contracts or to be working in a family business.*
- *Aggregate levels of unemployment in BiH have decreased over the three years by some three percent, a change which seems to be mainly due to an increase in self-employment and a slight reduction in the percentage describing themselves as a 'housewife'. This suggests more women with families may be starting to enter the labour force.*
- *Around 25% of people in BiH have no educational qualifications and only 3% have university level qualifications.*
- *5% of respondents in the RS and 7% of those in FBiH had gained a qualification between 2002 and 2003. These were primarily younger people and students.*
- *The trend over the three years suggests an increase in home ownership and, to a lesser extent, rented accommodation. The percentage of people in temporary accommodation has decreased and tenancy right holders have virtually disappeared over this period.*
- *Households in the RS are more likely than those in FBiH to have two or more people in employment in the household.*
- *30% of households in BiH had no-one in paid employment at the time of the survey in 2003.*

## **Housing, migration and geographical mobility**

- *65% of households in BiH reported having one or more problems with their current housing conditions.*
- *14% of households in BiH do not have running water in their accommodation and 18% percent have no sewerage.*
- *The percentage of households with access to the internet doubled between 2002 and 2003 and mobile phone ownership also doubled over this period.*
- *Mean housing costs per month increased in the FBiH between 2002 - 2003 but remained the same in the RS.*
- *Some suggestion that as mean incomes rise in the FBiH the cost of living is also rising, with expenditure on food and essential items increasing in the FBiH between 2001 - 2003.*
- *A non-monetary hardship scale suggests that households in the RS are generally worse off than those in the FBiH.*
- *The one third of households who have four or more problems with the condition of their accommodation have the lowest mean incomes and score worst on the hardship scale so suffer from multiple sources of deprivation.*
- *8% of people in BiH moved house between 2002 and 2003. Of those who said in 2002 that they expected to move in the coming year, only half had done so by the time of the interview in 2003.*
- *Changes in housing tenure between 2001 and 2003 suggest that households in BiH are moving towards more permanent types of tenure status as the levels of temporary and illegal occupations fall.*

## **Employment and unemployment**

- *Employment rates for the working age population (15-64 years) increased by almost 5% between 2001 and 2003 and unemployment rates fell by 3%.*
- *35% of people who were unemployed or out of the labour market in 2001 were in paid employment by 2003.*
- *10% of those who were in paid employment in 2001 were unemployed by 2003 and a further 8% had left the labour market altogether.*
- *BiH has seen a decline in agricultural occupations between 2001 - 2003 and an increase in sales and service occupations.*
- *The proportion of those in employment receiving health or pension benefits has increased.*
- *Men in BiH are more likely to be in paid employment than women.*
- *Younger people and those in good health are more likely to be employed. However, in the RS 14% of those aged 65 years or over were still in employment.*
- *People with no educational qualifications are least likely to be in paid employment followed by those with primary school education only.*
- *Those with no educational qualifications and older people are significantly less likely to have moved into employment from unemployment between 2001 - 2003.*
- *Temporary residents have improved their labour market situation over the three year period, particularly in the RS, where they were significantly more likely to have found employment.*



## **Income**

- *One third of households in the RS and one fifth of households in the FBiH were in the bottom income quartile in 2003.*
- *'Work rich' households where two or more people were in paid employment were significantly better off than other households, especially in the FBiH.*
- *The gender of the household head was associated with income levels, with female headed households being more likely to be in the bottom income quartile than male headed households. Male headed households were more likely than female headed households to be in the upper income quartile.*
- *People in the youngest age group (15-24 years) had low mean incomes, increasing in the middle years to peak in the 35-44 age group and then falling as people age and enter retirement.*
- *Women's incomes from all sources are significantly lower than men's incomes in BiH, possibly reflecting shorter working hours for women with women being located in less well-paying jobs.*
- *As the level of education held increases, so do income levels. Those with no qualifications or primary education only are significantly worse off than those with higher level qualifications.*
- *One quarter of households with dependent children under fifteen in BiH had no income from employment sources.*
- *Education level of the head of household for households with dependent children and whether any employment income were clearly associated. Almost half (44.3%) of households with dependent children where the head of the household had no qualifications had no income from employment.*
- *For BiH as a whole, the percentage of people saying they were living comfortably had increased from 2.6% at wave 2 to 3.7% at wave 3 while the percentage who were 'finding it very difficult' reduced slightly from 18% to 16.6% at wave 3.*

## **Poverty dynamics**

- *Using a definition of poverty as two-thirds of median income we can construct a poverty threshold for BiH. At wave 3, 34.7% of households in BiH were in poverty by our definition, 46.4% in the RS and 25.3% in the FBiH.*
- *Household composition has a significant effect on the likelihood of being in poverty with female headed households being more likely to be poor than male headed households.*
- *5.2% of households with dependent children and some employment income were under the poverty threshold, over two-thirds (67.8%) of households with dependent children and no employment income were in poverty.*
- *29.6% of children aged under fifteen in the RS and 17.1% of children in the FBiH were living in poverty at wave 3.*
- *There is a good deal of movement around the poverty threshold with just three-fifths of households were on the same side of the poverty threshold at all three waves.*
- *Over two-fifths (44.3%) of households in BiH never went below the poverty threshold over the three year period; 35.9% in the RS and 50.9% in the FBiH. By contrast, 16.7% of households were always under the threshold; 21.7% in the RS and 12.8% in the FBiH.*
- *Age, employment status, marital status and level of education were all associated with levels of poverty over the three years.*
- *Those with any form of educational qualification, those who were married and those who had moved in the last year were significantly less likely to fall into poverty.*
- *Being married had a positive effect on moving out of poverty compared to those who are never married. Any level of education and in particular a university level qualification in the FBiH significantly improved the likelihood of moving out of poverty.*

## **Health**

- *35% of respondents described their own health compared to others of their own age as fair, and a further 40% described their health as good or excellent. Just under one fifth said that their health was poor and only 5% said it was very poor.*
- *Half of those whose health was poor at wave 2 reported improved health and 38.8% of those with very poor health reported being in this category at wave 3.*
- *The majority of respondents (79.8%) had some form of health insurance, even though those in the FBiH were more likely to have this than those in the RS. In both entities, the proportion of respondents with health insurance had increased slightly since 2002, by 3.2% in the FBiH and 2.5% in the RS.*
- *In total 6.6% of respondents considered themselves to be disabled. The disabled were less likely to be either in employment or unemployed and more likely to be out of the labour market than able bodied respondents.*
- *One-third of respondents said they had smoked in the last seven days. The proportion is slightly higher in the FBiH (33.4%) than in the RS (30.3%) and men were more likely than women to be smokers.*
- *Around a quarter of those who were smoking at wave 2 had given up by wave 3 while one-eighth of those who were non-smokers at wave 2 had taken up smoking a year later.*
- *Respondents in the RS suffered from higher levels of psychological stress than those in the FBiH.*
- *Women reported higher levels of stress than men, possibly due to a greater willingness for women to admit to such feelings than men.*
- *Levels of psychological stress increased with age.*

## **Values, opinions and quality of life**

- *The majority of respondents in both entities disagreed that it was alright for people to live together rather than marrying.*
- *The majority of respondents in both entities agreed or strongly agreed that it was better to divorce than continue an unhappy marriage.*
- *Over one third of respondents agreed or strongly agreed that when there are children in the family, parents should stay together even if they don't get along, around one fifth had no view either way while the remaining half disagreed that parents should stay together for the sake of the children.*
- *Respondents tended to say that it was better for children if their parents were married rather than cohabiting.*
- *Almost all respondents in both entities either agreed or strongly agreed that adult children had an obligation to look after their elderly parents.*
- *The majority of respondents had at least one person who they could talk to and at least one person who could help them out in a crisis.*
- *Respondents were most likely to say they shared their private feelings and concerns with their spouse or partner, followed by a parent, child, friend, or brother or sister.*
- *People were most satisfied with their families, husband, wife or partner and least satisfied with their household income.*

## **THE ROLE OF SUPERVISORS**

The role of Supervisors is crucial to the success of the survey and you have some very important tasks to undertake as part of your work. In summary, your main responsibilities are to:

### **1. Train and undertake quality control checks on interviewers work.**

- i) Train any new interviewers.
- ii). Call, either by person or by phone, two of each interviewers sample to check that the interviewer did actually call at the address.
- ii) Conduct a visual edit of completed control forms and questionnaires to ensure that basic data is correctly captured. This visual edit is on the last page of the questionnaire.

### **2. Code open ended questions**

There are up to nine open ended questions to code in each questionnaire, they fall into the following categories:

**Occupation:** Module 3 question 12, Module 5 questions 5, 31 & 40, Module 6 question J6

**Industry:** Module 5 questions 6, 32 & 41, Module 6 question J7

**Municipality:** Module 8 questions 3 & 7

The coding frames are found at the end of this manual. If the interviewers have not provided enough information for you to be able to code the question, or it is illegible it is your responsibility to get further information from the interviewer to allow the question to be coded accurately.

### **3. Attempt to convert refusals when required;**

If, towards the end of fieldwork, the response rate is lower than acceptable Supervisors may be asked to try to convert and interview people who refused to an interviewer.

### **4. Other tasks**

Additional tasks of Supervisors include:

- delivering completed questionnaires to an agreed schedule;
- ensuring payment to the fieldwork team in accordance with agreed procedures.

## **THE SAMPLE AND FOLLOWING RULES**

The sample for the survey consists of the 2,882 households where all or some of the household members were interviewed – those households coded 10,11 or 12 in the household outcome on the Control Form.

Each person who was recorded as being in an interviewed household has been pre-printed on a Control Form. There is one Control Form for every household.

Every pre-printed person, including children and those not actually interviewed last year are called **ORIGINAL SAMPLE MEMBERS (OSM)**. All OSMS will be followed and accounted for. This doesn't necessarily mean that they will be interviewed. For example OSMS aged under 15 will not be interviewed. OSMS who move abroad will not be interviewed (but as they may return a year later we need to clearly record their current status on the Control Form). If OSMS live within BiH all attempts will be made to find them, and if they are adults, interview them.

The sample will also consist of **NEW SAMPLE MEMBERS (NSMs)**. NSMs are people that have come into a sample household since last year, Wave 3. These NSMs need to be included into the household (if they fit the household definition) and interviewed if they are 15 years or over.

## **THE DOCUMENTS**

**1. CONTROL FORM** This is a complex document but it is very important that you understand and complete it properly. It is with this document we can be sure about the location of every OSM. The table on page 2 lists everyone in the household. This will be used to record all household changes. Other information about household members is collected on page 3. After all the interviews have been completed you return to page 4 of the Control Form to complete the tracking information to help us find people if they move and the final individual outcome for each person in the household. Finally the household outcome is coded on Page 5 to allow fieldwork progress to be recorded by the Field Office.

**2. MOVERS FORM** This is used to give the Field Office details of OSMS who have moved either within or outside your area<sup>1</sup> but you cannot find them.

**3. QUESTIONNAIRE** The structure of the Wave 4 questionnaire is as follows:

**Module 1: Household Roster** – No change

**Module 2: Housing** – Very small change in content. But this year all questions are asked of each household, not just those who have moved address in last year. This provides an update of housing condition since the LSMS (2001).

**Module 3: Individual demographics and education** – A couple of new questions on education expenses.

**Module 4: Health** – No change

**Module 5: Employment** – Questions related to private businesses have been added to the end of this section.

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<sup>1</sup> The definition of “your area” is flexible and depends on the availability and workload of other interviewers and transport connections. Making contact with people who have moved will be determined by Supervisors.

**Module 6: Job History** – No change

**Module 7: Social protection and credit** – No change

**Module 8: Migration** - No change in content. But a few questions are asked of everyone, not just New Sample Members, providing an update of residence status since the LSMS.

**Module 9: Values and Opinions.** The Wave 2 questions have been used to compare changes in attitudes over a two-year period.

**Module 10: Consumption module** – exactly as at LSMS (asked of one household member only).

**Module 11: Agricultural activities** – a reduced version of the questions asked at the LSMS. (asked of one household member only).

Modules 2, 10 and 11 are asked of one household member **but the rest of the modules should be answered by each individual aged 15 or over before, 1st December 2004.**

The general rules regarding the questionnaire are as follows:

1. The questionnaire should be asked of each adult individually and ideally in private. Group interviewing is not encouraged as the information given is of poorer quality.
2. Respondents should be allowed to refuse individual questions if they choose. Do not pressurise respondents to answer every question. This could jeopardise their cooperation in future years.
3. If a respondent Doesn't Know an answer enter "N.Z" at that question.  
If a respondent Refuses a question enter "B.O" at that question.

## **MAKING CONTACT**

### **Contacting the Police**

Before making any calls in an area you should contact the local police station and give details of when and where you will be making your calls. You should give the police a copy of the introductory letter to respondents and ask them to get in touch with the Statistical Institute if they have any queries about the research. Don't start work until you have done this. It not only makes the police aware of the situation, but also gives you the confidence to suggest people call the police if they are in any doubt about your authenticity.

### **Finding Addresses**

In a few cases, either because respondents have moved or because you are working in a new area there may be problems with locating addresses. You should always have a map of your area. In addition:

1. Check with local residents.
2. Go to the local post office.
3. Contact the local police station.
4. Check local libraries for local maps.

### **Contacting the issued address**

On your first contact at a sample address you must first of all:

1. Check the address.
2. Tell the respondent your own name that are work on behalf of the Statistical Institute and show your identity card.
3. Tell the respondent that you are carrying out the **Living in BiH** survey you can also at this point refer to last year's interview.
4. Present the advance letter.
5. Check whether any of the sample members from last year are still present.
6. Give a brief introduction to the survey, mention that we wish to interview all people over 15, in several meetings if required and request an interview. Give a short introduction to the survey before giving them the letter, but you also should allow sufficient time for the respondent to read it, if they wish to, before continuing.

Under no circumstances must you ask all household members to be present at the same time for interview. **You MUST be prepared to be flexible and make more than one visit to the household if necessary.**



## **MAXIMISING RESPONSE**

The people on your sample list **cannot be replaced with any other individuals**. Even if they all refused you would not be given substitute addresses. This is why it is so important to convince people to take part and call several times to find those people who are rarely at home.

### **Dealing with refusals**

Refusal to continue taking part in the survey is a major problem for a panel survey. LiBiH is following the same people over the life of the survey and it is critical that we limit refusals as far as possible. It is only by keeping the co-operation of our sample members that the quality of the data can be ensured. We expect few refusals because refusers at Wave 2 were not issued this year. In addition, you know the names of most respondents and in most cases have personally interviewed them before.

### **Proxy information**

If a refusing person lives with someone who has been interviewed you may ask that person's permission to obtain some proxy information on him or her. If you are unable to do even this it is important that you note as fully as you can all details about the refusal. Some people are genuinely unable to be interviewed this year (e.g. because of serious illness) but are willing to be interviewed next year.

Record the reasons for all refusals on page 5 of your Control Form.

## **ENUMERATING THE WAVE 4 SAMPLE**

The issued sample this year consists of everyone who is listed on the pre-printed information. In most cases the person answering the door will be an OSM. While you can clarify with any other household member whether or not a sample member is resident at the address, you must not proceed to complete the Control Form until you can do so with an OSM. In addition, this person should actually have been interviewed last year. It would be inappropriate, for instance, to seek to complete the Control Form with a refusal from last year. In addition, your first individual interview should wherever possible be with a previous respondent.

### **Institutions**

You will also be interviewing people in institutions wherever possible. Students in hall of residence, people in homes, and so on will still count as eligible individuals. If they have moved from your area, then find out the name of the institution they have moved to and another interviewer will be allocated to them. The exceptions to this are military barracks, prisons and hospitals. If you are asked to approach an institution you should always do this through a warden or similar person in the first instance, if available. In cases of doubt, contact the Field Office and someone will telephone or write on your behalf, if a decision is taken to continue with an approach.

There are three parts to household enumeration:

1. Determining which OSMs from last year are still present.
2. Identifying all NSMs to the survey, i.e. unlisted members.
3. Identifying all OSMs who have left the household.

To know which unlisted members should or shouldn't be included in the household you will need to be very clear about the household definition. To remind you the definition of a household is as follows:

## **HOUSEHOLD DEFINITION**

**Household: This is the social unit comprised of one or a group of persons who join together to share shelter and food. In other words, the household is a group of persons who normally reside in the same dwelling unit or in part of it (live under the same roof), who are joined or not by blood ties, and who cook together (eat from the same pot).**

### **INCLUSIONS:**

- Person who is present at the moment of the interview if this is the place where he or she lives the majority of the year
- Person who is absent at the moment of the interview as long as their absence is less than three months in the past 12 months and this is the place where he or she lives the majority of the year
- Guests or other who reside in the household for more than three months during the last 12 months
- New born babies regardless of length of time in household
- Students who are absent for more than nine months but are being supported by household members

### **EXCLUSIONS:**

- Persons absent from the household for more than nine months
- Paid domestic servants
- Those who live in some other place the majority of the year, visitors or tourists who reside in the dwelling unit for less than three months
- Paying borders or renters
- Those who eat in the household but reside elsewhere, or live in the dwelling but eat habitually elsewhere
- Students who pay room and board in the household

## **THE CONTROL FORM**

Your sample is issued to you by means of the Control Form, which relates the names of OSMs to the address they live at. The Control Form is the key document for a number of functions crucial to the survey:

1. Checking on how household composition may have changed since Wave 3 - by identifying both those no longer resident in their Wave 3 households and NSMs who have joined the households of Wave 3 respondents - and then recording the reasons for and the dates of these changes.
2. Defining Wave 4 household membership and show who is eligible for interview at this Wave.
3. Identifying whether respondents have been interviewed before for routing in the Questionnaire.
4. Recording some details to help tracking and tracing future movers.
5. Recording individual and household interview outcomes.

## **Pre-printed information**

The pre-printed information on your Control Form contains the TID, your sample address and a list of people you should expect to find at that address.

## **TID (pre-printed in top left hand corner)**

This is the identification number, which is to be transferred to the Questionnaire. It is used to link documents and information both for members of the same households and for the same individuals across Waves. **It is essential that this number is transcribed both accurately and legibly.**

## **The TID consists of:**

<b>Wave No:</b>	This is the fourth Wave of the survey.
<b>Entity No.</b>	1 identifies RS and 2 identifies the Federation
<b>Serial No:</b>	A four digit number identifying the address.
<b>Household No:</b>	When the sample is issued at the beginning of fieldwork this will always be 1. Subsequently for split-off households this will be incremented to 2, 3,4 etc as appropriate.
<b>Check No:</b>	This is for checks made at the data entry stage

### **Issued Address (pre-printed)**

This is the last known address for the person(s) listed inside the Control Form.

### **Correction of Address or New Address Details**

There is a space here to write in any corrections that need to be made to the original pre-printed address. Please only enter data for corrections once you are sure that at least one of the people on your list still lives at the issued address. If the whole household has moved you will need this same space to enter details of the new address instead.

### **Address Status**

This is for you to code the status of the address. We need to know whether the household is now at a new address and if so this needs to be recorded in the box. If they are still at the old address and any corrections need to be made to the pre-printed address information these need to be recorded. Please ring the appropriate codes even for non-response households, i.e. refusals, non-contacts etc.

### **Interviewer and Supervisor number boxes**

The 'issued interviewer number' and 'issued supervisor number' should not be altered in any way, regardless of which interviewer finally interviews the household. Any amendments, due to re-issues from another area, or reissued refusals to a different interviewer should be entered in the 'final interviewer number' and 'final supervisor number'. The final box is for data entry operators only so please leave blank.

### **Call Record**

Record here all calls made. Use the end box to show 'no reply', 'made appointment', 'time of appointment', and to record progress - e.g. 'wife interviewed, husband in after 6pm only'. If no calls are made at a new address leave the boxes blank. **Please code personal calls only and not those made by telephone.**

## **RECORDING CURRENT HOUSEHOLD MEMBERSHIP**

**Questions 1-4: Pre-printed Name, LID, Sex and Date of Birth.** To record the current household composition you should go through each person listed in questions 1-4, checking with your respondent whether or not this person is still a member of the household.

**Question 5: Current status code.** Enter the relevant code in Question 5 (beginning obviously with your respondent). Check their name only from Question 1. The other details are only in case of doubt.

**Question 6: NSMs.** Once you have checked the status of each OSM you can ask whether any new people are now members of the household. To find out about NSMs ask: 'And does anyone else usually live here?'. **You must be clear about the household definition rules and exclude those who do not count as resident. Make sure that you do not miss**

**new born babies.** Add the FIRST NAME AND SURNAME of all NSMs at column 1 in the row immediately following the last listed member and code 1 in column 3.

**Question 7: Reason NSM joined the household.** Enter the reason why they are new to the household at column 4 and the date they joined the household at column 5. If the person joined the household because of marriage and the date of marriage is not the same as the date the person began living in the household then record the latter.

**Question 8: Reason Mover left the households.** Where at question 5 someone is coded as code 3, mover, ask why they left.

**Question 9: Date joined or left the household.**

**Page 3 is a roster to collect further details about all current household members. Therefore questions 10 to 20 relate to current residents only, including children, but not OSMs who have left the household.**

**Question 10:** This question determines if pre-printed sex from Wave 3 is correct

**Question 11:** If Wave 3 pre-printed sex is incorrect or it relates to a NSM the sex is recorded here.

**Question 12:** This question determines if pre-printed date of birth from Wave 3 is correct

**Question 13:** If Wave 3 pre-printed date of birth is incorrect or it relates to a NSM the date of birth is recorded here.

**Question 14:** Record the relationship to the Head of Household. **The HOH does not have to be person 01 or at the top of the household roster.**

## **DEFINTION OF HEAD OF HOUSEHOLD**

The Head of Household is the person the household designates as such, regardless of the reason (age, decision making, earnings, tradition, etc). The household members themselves based on their own criteria will identify the head of household. Most often, but not always, it will be the main provider for the household and someone who is familiar with all the activities and occupations of the household members. The head of household can be male or female.

**Question 15:** Code Marital Status for each current household member. 'Single' means never having been married. Please note: A current household relationship takes precedence over any other. The purpose of this question is to understand relationships within the household, (legal marital status is dealt with in the questionnaire). Thus a married person living apart from his or her spouse is coded as separated, not as married. A married but separated person living with someone else is coded as living together. A divorcee or widow who has remarried is coded as married, or as living together if cohabiting.

It is important not to code friends sharing accommodation as partners, but equally, there might be cases where couples appear at first sight only to be friends.

Those who describe themselves as living together with a partner of the same sex should be coded as living together.

**Questions 17 & 19. Father/Mother** Check for each current household member (where necessary) if each person's father and mother live in the household. Check that these are natural parents only. The purpose of this question is to ensure that we can distinguish between natural and step parents. It is quite common, for instance, for a mother to be natural and a father to be a stepfather. You will not of course need to ask the question where then can be no parent in the household (e.g. single person or couple only households) but always check in all potential cases of parentage.

**Questions 18 & 20. Father/Mother ID** Please take care to ensure you transcribe the correct number (i.e. the ID of the parent) to the row containing details of the child

**Questions 21:** Once you have completed columns 5 to 20 you should transfer the ID and name of current residents aged 15 or over to Module 1 at the back of the questionnaire.

**Interviews must be sought with all people aged 15 or over (this include people turning 15 before December 1st 2004).**

### **Creating new Control Forms for split off movers.**

For all split-off movers you will need to create a new Control Form(s) for those movers. You will need to:

1. Copy the TID exactly as recorded on the label, **except increment the household number by 1 for each split-off created from the original household.** For example, the issued household is household 1 and if two lodgers moved to different addresses the first split-off household you contacted would be household 2 and the second household 3. **Please leave the check number blank.**
2. Copy the issued address details and the TID from the pre-printed information from the 'Issued Address' box onto the 'Issued Address' box on a new Control Form. Enter the new address details into the 'Corrections or New Address' box.
3. Copy the pre-printed information for the individuals who have moved onto columns 1-4 on page 2 of the new Control Form. Do not transfer the IDs from the original household. The IDs for individuals on new Control Forms should start at 01 and increment as necessary. Take care to transfer the LID clearly and accurately as this number uniquely identifies each sample member.
4. Discuss with your supervisor if you should interview the movers in their new location. If they are allocated to you use the new Control Form. If they are given to another interviewer give the new Control Form to your supervisor to pass onto the new interviewer.

## **REJOINERS**

These are people who moved from their Wave 1 or Wave 2 households and then rejoined their Wave 4 household. They are not New Sample Members (NSMs) because they are existing sample members but they need to be dealt with in certain way. Experience from other panel surveys shows us that there are very few of these cases.

On the original Control Form the person should be coded as a mover '3' at question 5 of Page 2 of the Control Form, then fill in questions 8 and 9 for as for all movers. At Question 7 on Page 4 (final individual outcome) code '6' (moved). If this mover is the only person potentially to be interviewed in the household code the Household Outcome on Page 5 as '44' Household moved back to previous wave address. If other members in the household were interviewed code in the usual way.

On the new Control Form (i.e the Control Form for the household into which they have moved) they should be coded 1 at question 6 on Page 2 and their feed forward Name, PSID, sex and date of birth written in at questions 1 to 4 on Page 2. At question 5 they should be written in as "rejoiner" (Note: this does not appear on the Control Form) and then go to questions 7 and 8, Why did they join/leave the household and the date.

If the rejoiner has rejoined a household but the interviewer doesn't have the feed forward details, they should continue the interview and, before giving the Control Form to you, contact the field office and give them the name of the person. The field office will check their files and give the interviewer the feed forward information (PSID, sex and date of birth) that they need.

## **THE MOVERS FORM**

In your work pack you have some Movers Forms, which should be completed for any OSMs who have moved and for whom you cannot find a new address. This applies whether or not the household is eligible for interview this wave. For example, you may find someone has moved abroad but you do not know his or her new address details. In this case we would still like to have a Movers Form. If you have a mobile phone number or contact name of friend or family use this to find people before completing a Movers Form.

### **1. Whole Household Moves**

If it is immediately clear that the whole Wave 3 household has moved, either because the address is vacant or because you are told so by the new occupants, you should begin enquiries immediately to establish a new address, a telephone number, or other details which might be used to trace the moved household. If there are no new occupants at the address begin by asking neighbours. Remember always to show your ID card and refer to the survey, stress both confidentiality and the fact that you are expected to call. If neighbours do not know any new address check if they know of someone who might. If the issued address includes a telephone number you should check this too as some local movers transfer their existing number to their new address.

If the new address is unknown complete a Mover's Form and give it, with the Control Form, to your supervisor.

**If you get a new private address for all or any members of the household:**

Check whether or not it is within your area. If it is find the household and complete the Control Form.

Note: if you can obtain any local address for a household but some household members are untraced you should go to the new local address immediately, i.e. before returning a Movers Form for the untraced people. The new household may know where they are.

If the new address is outside your area give the Control Form to your supervisor.

**2. Split off moves**

If you are able to contact at least one member of the Wave 3 household, either at the issued address or at a new local address complete the Control Form. Use the household '1' Control Form for the first person/people found. Create additional Control Forms for all split-off movers.

**If the split-off address is unknown or not in your area:**

Complete a Movers Form and give it, **with the created Control Form(s)**, to your supervisor.

**Completing the Movers Form**

To complete the Movers Form transfer the TID from the Control Form. Remember, we need a Movers Form for any person you cannot trace, even if they are out-of scope.

You should do your best to get any forwarding details even if you cannot get a full address. A phone number, a contact address of a friend or relative, or even the name of the respondent's new town/county - anything can help. We ask you to code all the sources you have used to obtain forwarding details, whether successful or not. You must attempt all of these before a mover can be reported as untraceable.

You should ask any remaining persons at the address, any new occupants at the address and neighbours. Also you could use the phone directory, ask a postman/woman or at a local shop.

If you have no forwarding details please write any hints or clues that might enable the Field Office to trace people you have no forwarding details for. Once you have done this give the Movers Form with the appropriate Control Form to your supervisor.



## **THE QUESTIONNAIRE**

### **MODULE 1: CONNECTING INFORMATION**

**Column 1:** Remember to transfer the ID numbers as recorded on the Control Form even if these are not incremental. i.e. If there are three household members recorded on the Control Form but ID 02 has 'moved' the person numbers on Module 1 will be 01, 03. **It is VERY important that the order is the same as that on the Control Form. Do not list person 03 and then 01.**

### **MODULE 5: EMPLOYMENT**

- Q1** Income earning activity is any economic activity of a least one hour in the week (between Monday and Sunday). Employment does not only mean formal employment but also other types of work, which generate resources for living. Earning resources for a living does not mean exclusively work for salary or some earnings. Payment could be in kind or exchange of work.
- Q5** Respondents have to determine their main job. If a person has more than one job they choose the one, which they consider to be most important in terms of earning resources for a living.
- Q59** Where respondents are 'pensioner' (code 7) or 'housewife' (code 5) you should ensure that the date you get here is the date when they began their current spell of doing this exclusively rather than the date they first retired from work or married or had their children.
- Q70** Count all household members, including respondent

### **MODULE 6 EMPLOYMENT STATUS HISTORY**

You should obtain the respondent's employment status history by working backwards through the last twelve months. For each employment spell you will collect basic details about that job. Most respondents will not have changed their employment status at all during the last twelve months. The large majority of those that have changed will have done so only once.

You begin with what the respondent was doing immediately before their current status (i.e. their current job or spell of unemployment etc). First ask them for the answer from Showcard E which comes closest to what they were doing immediately before the date at Q60 and establish on what date that last status began.

In any cases of doubt the respondent should decide which description comes closest. Any regular work (e.g. usually every week no matter how few the hours) is employment even if they were also receiving benefits, a retirement pension or looking after a family at the same time.

Remember to include separate entries for any spell of **a week or longer**, even time spent between jobs doing nothing or on holiday.

Do not include ordinary holidays during jobs, holiday/leave entitlement used up at the end of a job or temporary sick leave.

### **What to include as jobs:**

The definitions of a single job for the purposes of the employment status history are:

- a period of time doing the same work with the same employer
- or a period of self-employment, freelancing or consultancy doing the same work
- or being employed by an agency to work for others (e.g. as a 'temp')

Include: Part-time and full-time jobs

Jobs abroad as well as in BiH

Main job only if two jobs simultaneously

Exclude: Jobs lasting less than a week

Holiday or vacation jobs, work experience or part-time jobs done while in full-time education

Second jobs done at the same time as main job

### **Count as a single job:**

- 1) a period of self-employment, freelancing or consultancy irrespective of number of clients or contracts.
- 2) a period of agency temping irrespective of the number of agencies worked for.

**J4** Count as different jobs with the same employer (Code 01) where:

Someone has been promoted;

A respondent has moved departments;

There has been a significant change in the job content, e.g., where the type of work done has changed or responsibilities for supervision have increased or decreased;

Teachers have changed schools within the same municipality.

Do not count as a different job where a respondent has only changed the number of hours worked by a small amount. However if they have changed their hours in that they have moved from working full time to part time or visa versa this should be recorded as a different job. Part time jobs are classified as less than 30 hours.

Count as employment Code 02 any period of employment other than doing a different job for the same employer in the period immediately proceeding.

Where a respondent has had two or more separate spells of working for the same employer during the year which were separated by intervening periods of, e.g., unemployment, maternity leave or working for someone else, then use code 02 for the earlier spell or spells.

Where a respondent's company changed ownership but his or her conditions of work remained the same, do not count as a change to different employer but treat as one continuous period of employment.

## **CODE FRAME 1: OCCUPATION**

**For use in the following questions:**

**Module 3, question 12**

**Module 5, questions 5, 31 & 40**

**Module 6 question J6**

### **LEGISLATIVE OFFICIALS, GOVERNMENT ADMINISTRATORS AND GOVERNMENT EXECUTIVES; MANAGERS**

- 11 Legislative officials, Government Administrators, Government executives other than government administrators
- 12 General Managers of big companies
- 13 General Managers of small companies

### **SCIENTISTS AND RESEARCHERS**

- 21 Physical scientists, chemist, physical science technicians
- 22 Medical doctors, Biologists, and Life sciences technicians
- 23 Teachers
- 24 Other scientists and researchers (social scientists and related workers)

### **TECHNICAL AND OTHER PROFESSIONAL OCCUPATIONS**

- 31 Technical and related workers
- 32 Technical and assistance in medical, veterinary, biology, biotechnology and related workers
- 33 Supervisors, Teachers and related workers
- 34 Commercial and administrative workers

### **CLERICAL WORKERS AND CASH DESK CASHIERS**

- 41 Clerical workers
- 42 Cash desk cashiers

### **SERVICE AND SALESMAN WORKERS**

- 51 Service workers
- 52 Salesman and demonstrators

### **AGRICULTURE, ANIMAL HUSBANDRY AND FORESTRY WORKERS, FISHERMAN AND HUNTERS**

- 61 Agriculture, animal husbandry and forestry workers fisherman

### **NON-INDUSTRIAL OCCUPATION**

- 71 Mining and civil engineering occupation
- 72 Machinery Fitters, Machine Assemblers Electrical Fitters, and Mechanics

- 73 Precision – Instrument Makers, Glass Formers, Printers
- 74 Non-industrial food processor, wood preparation workers, textile and leather makers

### **OPERATORS OF MACHINES AND VEHICLES**

- 81 Machine operators
- 82 Operators of equipment in processing industry and products assemblers
- 83 Drivers and operators of motor vehicles, movable machines and ship crew

### **SIMPLE OCCUPATIONS**

- 91 Selling and services workers
- 92 Agriculture, forestry and fishermen workers
- 93 Mining civil engineering processing and transport workers
- 94 Simple occupation not else classified

### **MILITARY OCCUPATIONS**

- 01. Military occupation

## **CODE FRAME 2: INDUSTRY**

**For use in the following questions:**

**Module 5, questions 6, 32 & 41**

**Module 6 question J7**

### **A     Agriculture, Hunting and Forestry**

- 01     Agriculture, Hunting and service industries
- 02     Forestry and related service activities

### **B     Fishing**

- 05     Fishing, Operation of fish hatcheries and fish farms

### **C     Mining**

- 10     Mining and agglomeration of hard coal
- 11     Extraction of crude petroleum and natural gas; service activities incidental to oil and gas extraction excluding surveying
- 12     Mining of uranium and thorium ores
- 13     Mining of iron ores
- 14     Mining of other ores and stones

### **D     Manufacturing Industries**

- 15     Manufacture of food and beverages
- 16     Manufacture of tobacco products
- 17     Manufacture of textile articles
- 18     Manufacture of garments, dyeing of fur
- 19     Tanning and dressing of leather, manufacture of luggage, handbags and the like, saddlery and harness
- 20     Manufacture of wood, of products of wood, of articles of cork, straw and plaiting material, except furniture
- 21     Manufacture of pulp, paper, and paperboard
- 22     Publishing and printing industries, reproduction of sound recording
- 23     Manufacture of coke oven products, refined petroleum products and nuclear fuel
- 24     Manufacture of chemicals, chemical products
- 25     Manufacture of rubber and plastic products
- 26     Manufacture of non-metal mineral products
- 27     Manufacture of metal
- 28     Manufacture of metal products, except for machines and equipment
- 29     Manufacture of machines and appliances
- 30     Manufacture of office equipment and computers
- 31     Manufacture of electrical machines and appliances
- 32     Manufacture of television and radio receivers, sound and video recording
- 33     Manufacture of medical and optical instruments
- 34     Manufacture of motor vehicles, trailers and semi-trailers

- 35 Manufacture of other transport equipment
- 36 Manufacture of furniture, other processing industry
- 37 Recycling

## **E Production of electricity, gas and water**

- 40 Production and distribution of electricity
- 41 Collection, distribution and purification of water

## **F Construction**

- 45 Construction

## **G Wholesale and Retail Traders, repairs to motor vehicles and domestic appliances**

- 50 Sale of motor vehicle parts and motorcycles, maintenance and repair of motorcycles
- 51 Wholesale and repair trades except for motor vehicles and motorcycles
- 52 Retail sale, except for trade of motor vehicle and motorcycle

## **H Hotels and restaurants**

- 55 Hotels and restaurants

## **I Transport, storage and communication**

- 60 Land transport, transport via pipelines
- 61 Sea and coastal water transport
- 62 Space transport
- 63 Supporting transport activities, travel agencies operations
- 64 Telecommunications

## **J Financial intermediation**

- 65 Financial intermediation, except insurance and pension funding
- 66 Insurance and pension funding, except social insurance
- 67 Activities auxiliary to financial intermediation

## **K Real estate, renting and business activities**

- 70 Real estate activities
- 71 Renting of machinery and equipment, personal and household goods
- 72 Computer and related activities
- 73 Research and development
- 74 Other business activity

## **L Public administration and defence, compulsory social insurance**

- 75 Public administration and defence, compulsory social insurance

**M      Education**

80      Education

**N      Health and social work**

85      Health and social work

**O      Other community, social and personal service activities**

90      Sewerage and refuse disposal, sanitation and similar activities

91      Activities of membership organisations

92      Recreations and sport activities

93      Other service activities

**P      Private household with employed persons**

95      Private household with employed persons

**Q      Extra-territorial organisations and bodies**

99      Extra-territorial organisations and bodies



## **CODE FRAME 3: MUNICIPALITY**

**For use in Module 8<sup>2</sup> questions 3 & 7**

### **FBiH**

<b>MUNICIPALITY</b>	<b>CODE</b>		
Banovići	10014	Maglaj	10534
Bihać	10049	Mosar-West	11401
Bosanska Krupa	20090	Mostar-Central zone	20669
Bosanski Petrovac	20120	Mostar-Jugozapad	21371
Bosansko Grahovo	10146	Mostar-North	11380
Brčko	10162	Mostar-Old Town	11398
Breza	10189	Mostar-South	21355
Bugojno	10197	Mostar-Southeast	21363
Busovača	10219	Neum	10685
Bužim	11240	Novi Grad	10871
Čapljina	10243	Novi Travnik	10774
Cazin	10227	Novo Sarajevo	20880
Čelić	11231	Odžak	20707
Centar	10839	Olovo	10715
Čitluk	10260	Orašje	20723
Doboj-Istok	11258	Pale	20898
Doboj-Jug	11266	Posušje	10731
Dobretići	11274	Prozor	10766
Domaljevac-Šamac	11282	Ravno	11304
Donji Vakuf	10294	Sanski Most	20812
Drvar	21053	Sapna	11312
Foča	20316	Široki Brijeg	10570
Fojnica	10324	Srebrenik	10987
Glamoč	10359	Stari Grad	20901
Goražde	20367	Stolac	20995
Gornji Vakuf	10375	Teočak	11339
Gračanica	20383	Tešanj	11045
Gradačac	10391	Tomislavgrad	10308
Grude	10405	Travnik	11061
Hadžići	10847	Trnovo	20910
Ilidža	20855	Tuzla	11088
Ilijaš	10863	Usora	21347
Jablanica	10421	Vareš	11100
Jajce	20430	Velika Kladuša	11118
Kakanj	10448	Visoko	11126
Kalesija	20456	Vitez	11142
Kiseljak	10472	Vogošća	10928
Kladanj	10499	Zavidovići	11177
Ključ	20502	Zenica	11185
Konjic	10529	Žepče	11207
Kreševo	10545	Živinice	11215
Kupres	20553		
Livno	10588		
Ljubuški	10626		
Lukavac	10600		

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<sup>2</sup> In the Federation any split municipalities begin with 2 instead of 1 so they can be more easily identified and 2 is the entity code for the Federation.

## **RS**

<b>MUNICIPALITY</b>	<b>CODE</b>		
Banja Luka	10022	(Srpski Sanski Most) Oštra Luka	10812
Berkovići	10995	(Srpski Stari Grad) Istočni Stari Grad	10901
Bijeljina	10057	(Srpsko Goražde) Ustiprača	10367
Bileća	10065	(Srpsko Novo Sarajevo) Lukavica	10880
Bratunac	10154	(Srpsko Orašje) Donji Žabar	10723
Brčko	10162	Šamac	10138
Čajniče	10235	Šekovići	11002
Čelinac	10251	Šipovo	11029
Derventa	10278	Teslić	11037
Doboj	10286	Trebinje	11070
Gacko	10332	Trnovo	10910
Gradiška	10081	Ugljevik	11096
Han Pijesak	10413	Višegrad	11134
Jezero	10430	Vlasenica	11169
Kalinovik	10464	Vukosavlje	10707
Kneževo	10936	Zvornik	11193
Kotor Varoš	10537		
Kozarska Dubica	10073		
Krupa na Uni	10090		
Laktaši	10561		
Ljubinje	10618		
Lopare	10596		
Milići	11363		
Modriča	10642		
Mrkonjić Grad	10677		
Nevesinje	10693		
Novi Grad	10111		
Osmaci	10456		
Pale	10898		
Pelagićevo	11347		
Petrovac	10120		
Petrovo	10383		
Prijedor	10740		
Prnjavor	10758		
Ribnik	10502		
Rogatica	10782		
Rudo	10804		
Skelani	11371		
Sokolac	10944		
Srbac	10952		
(Srbinje) Foča	10316		
Srebrenica	10979		
(Srpska Ilidža) Kasindo	10855		
(Srpska Kostajnica) Bos. Kostajnica	11355		
(Srpski Brod) Bosanski Brod	10103		
(Srpski Drvar) Istočni Drvar	11053		
(Srpski Kupres) Kupres	10553		
(Srpski Mostar) Istočni Mostar	10669		

ANNEX C W4 FID **CONTROL FORM**

Living in BiH, Wave 4

W4 Final  
Interviewer W4 Household  
Outcome **ISSUED ADDRESS**Street and  
number

Settlement

Municipality

Postcode

Telephone

**CORRECTION OF ADDRESS OR NEW ADDRESS DETAILS**Street and  
number

Settlement

Municipality

Postcode

Telephone

Code if moved across Entity.....1

If household moved (together or split off) write in current address and use this Control Form for the first person found.

Make new Control Forms for all split off movers including if moved out of scope.

When new address is known make new Control Forms for local and non local moves.

FOLLOW ALL LOCAL MOVES, RETURN NON LOCAL MOVES TO THE FIELD OFFICE.

COMPLETE A MOVERS FORM FOR ALL HOUSEHOLDS WHERE THE NEW ADDRESS IS UNKNOWN.

**ADDRESS STATUS**

Issued address - no corrections ..... 1

Issued address - with corrections ..... 2

New address - known ..... 3

New address - unknown or  
out of scope ..... 4ORIGINAL  
SUPERVISOR CODEORIGINAL  
INTERVIEWERFINAL  
SUPERVISORFINAL  
INTERVIEWERDATA ENTRY  
OPERATOR CODE**CALL RECORD**

	DAY AND DATE	TIME IN 24 HOURS	OUTCOME OF CALL
CALL 1			
CALL 2			
CALL 3			
CALL 4			
CALL 5			
CALL 6			



[illegible]

P N O	1. Is the preprinted name correct?  Yes....1 >> 3 No....2 NSM....3 >> 3  Code	2. What is the correct name?  ( ENTER NAME )  NAME	3. Do you have a friend or family member who would know where you are if you move?  Yes....1 No....2 >> 5  Code	4. What is this person called and what is his/her address?  ( ENTER NAME AND ADDRESS )  NAME AND ADDRESS	5. Do you have a mobile phone number that you could give me?  Yes....1 No....2 >> 7  Code	6. What is the mobile phone number?  ( ENTER NUMBER )  MOBILE PHONE NUMBER	7. CODE FOR ALL LISTED AT QUESTION 1, pg 2 INCLUDING NSM's? Interviewed.....1 Proxy.....2 Refused.....3 Non-contact.....4 Child under 15.....5 Moved.....6 Deceased.....7
01							
02							
03							
04							
05							
06							
07							
08							
09							
10							
11							
12							
13							
14							

<p>Is there anything that next year's interviewer should know about how to locate or interview this household?</p> <p>_____</p> <p>_____</p>	<p>Code:</p> <p>Yes.....1</p> <p>No.....2</p>
----------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------

HOUSEHOLD OUTCOME	Code:
<b><i>Interview at household?</i></b>	
Every eligible member of the household interviewed	10
Some interviewed and some proxied	11
Some interviewed or proxied and some non contact or refusal	12
<b><i>Why no interviews?</i></b>	
New address - no trace	20
Address occupied but no contact	21
Refused	22
Household infirm, disabled or elderly	40
Household institutionalised	41
Household moved out of scope	42
Whole household deceased	43
Household moved back to w2 address	44

<p>If code 22, write in the reason for refusal</p> <p>_____</p> <p>_____</p>	<p>Code:</p> <p>Present_1</p>
------------------------------------------------------------------------------	-------------------------------

## LIVING IN BiH - WAVE 4 - UNTRACED MOVERS FORM

**COMPLETE IF ANY OSM HAS MOVED AND YOU DON'T KNOW WHERE THEY ARE, OR THE PERSON HAS MOVED OUT OF THE COUNTRY OR ENTITY.**

**THIS FORM MUST BE RETURNED TO SUPERVISOR WITH APPROPRIATE CONTROL FORM.**

You must attempt to obtain details from all possible sources, including any remaining or new residents, as many neighbours as possible, the phone directory, or local shops.

Final Interviewer Number:    Interviewer Name:.....

**(FROM CONTROL FORM)**

TID: Wave No.  Entity No.  Serial No.    Household No.  Check No.   
 Date of move from issued address

You must do your best to get any details that will help locate movers, e.g. a contact address of a friend, relative or employer. Even if you only know the town or area the person has moved to this might help.

A. Circle here all sources attempted

Remaining sample member at address.....1  
 New occupants at address .....2  
 Neighbours .....3  
 Phone directory/post office .....4  
 Other .....5

**GIVE DETAILS  
AT B BELOW**

B. Give full details on all people/sources consulted (e.g. names of sample members, flat/house number of neighbours, other sources):

.....

.....

.....

.....

.....

.....

**IF LOCATING SPLIT-OFF MOVERS ENTER ADDITIONAL INFORMATION BELOW**

ID. Name of missing person Further information  
 of missing person

<input type="text"/> <input type="text"/>	..... .....	..... ..... .....
<input type="text"/> <input type="text"/>	..... .....	..... ..... .....



Date: 22.11.2004.

FID:

Interviewer no.:

Household Address

**"Living in Bosnia and Herzegovina" (LiBiH)**

Dear Mr/Ms ....

Last year you participated in the third year of the social survey called **"Living in Bosnia and Herzegovina" (LiBiH)**. Once again, the Survey was very successful and has already been accepted as one of the main sources of reliable data for social policy research in BiH. Thank you very much for supporting this work.

The aim of the **LiBiH** survey is to measure changes that occur in people's lives and for that reason we would like to interview you again. This year, the visit will be held later than usual and in some cases the interviewer will ask you to refer back to a period of 14 months ago. This will enable us to follow changes that occurred in your life since they last visited you. It is only by interviewing the same people that we get a reliable picture of change – we cannot replace you with anyone else. We hope, therefore, that you will agree to be interviewed again.

This year the interview should take longer for certain household members since we have included questions on consumption. For most of the household members, the interview will take the usual 25-35 minutes of your time, while for some it will take 60-70 minutes.

Again, I would like to give you my guarantee of total anonymity. It is not possible to identify you or your family from any of the information you provide us with. The information will only be used for statistical analysis. Efficient policies for improving people's lives can only be developed through creating a realistic picture of life in BiH.

It is always a pleasure to hear from you. If you have any additional queries about the survey, you can call us on tel... or tel... and we will be happy to answer your questions.

Best regards,

Director

(Signature & stamp)

Living in BiH is supported by the State Government and Entity Governments of BiH and is implemented by the Federal Office of Statistics, the Republic Institute for Statistics of the RS and the Agency for Statistics of BiH. Its is financed by the UK Government's Department for International Development (DfID)

## **ANNEX F    Weighting for LiBiH Wave 4**

The Wave 4 weights were produced using the Wave 3 weights that were adjusted for non response using a logit model. Dependent variables in the logit model were:

- age
- squared age
- entity
- dwelling type
- dwelling conditions.

1. For the new entrants in the Wave 4 (not present at Wave 3) a “fair share” algorithm was applied. For all 16+ years old members who were present in BiH in 2001 (non migrants) weights were calculated by dividing the total household weight by the number of household members (including new entrants). That weight was applied to all household members. Therefore the total household weight remained the same after weighting.

2. For migrants (not present in BiH in 2001) and 15 year old children weights were calculated by dividing the total household weight by the number of household members (excluding new entrants). That weight was applied only to new entrants. Therefore the total household weight changed after weighting.

In the very few cases where both types of new entrants were present the first method was applied excluding the migrants (not present in BiH in 2001) and 15 year old children from the calculation. Then the second algorithm was applied.