

D	Interview number				
(HAS TO BE UNIQUE - ONE NUMBER PER INTERVIEW)					

THE WORLD BANK
Enterprise Survey
Core Plus Manufacturing Module (2007)

A. CONTROL INFORMATION [TO BE COMPLETED BEFORE INTERVIEW]

A.0 Questionnaire a0	Module
Manufacturing	1

A.1 Country a1

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A.2 a2	Sampling Region
Tirana	1
Durrës	2
Elbasan	3
Fier	4
Vlora	5
Gjirokastra	6
Korca	7
Shkodra	8

A.3x City/town/village a3x

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A3a City/town/village local code a3a

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A.4 Industry		Sampling sector a4a	Screener sector a4b
Manufacturing	Food	15	15
	Textiles	17	17
	Garments	18	18
	Chemicals	24	24
	Plastics & rubber	25	25
	Non metallic mineral products	26	26
	Basic metals	27	27
	Fabricate metal products	28	28
	Machinery and equipment	29	29
	Electronics (31 & 32)	31	31
Other manufacturing	2	2	
Services	Retail	52	52
	Wholesale	51	51
Other	IT	72	72
	Hotels and restaurants	55	55
	Other services	50	50
	Construction	45	45
	Transport (60-64)	60	60

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

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

ALa.20 If the firm belongs to the category "Outward Processing Regime" ALa20

Yes	1
No	2

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

A.7 Establishment is part of a larger firm a7

Yes	1
No, a firm on its own	2

A.8 Type of establishment a8

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

A.9 Establishment financial statements prepared separately of HQ statements a9

Yes	1
No	2
Does not apply	-7

A.10 Establishment financial statements prepared separately of other establishments of same firm a10

Yes	1
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No	2
Does not apply	-7

A.11 If HQ, financial statements independent of the rest of establishments **a11**

Yes	1
No	2
Does not apply	-7

A.12 Interviewer code **a12**

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A.13 Supervisor code **a13**

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ALa21 Interviewed in the BEEPS Survey?

ALa21

Yes	1	Go to AL21a
No	2	

ALa21a If included in the BEEPS Survey, fill in the panel ID number

ALa21a

B	E	E	P	S				
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A.14 Time face-to-face interview begins:

Date (mm/dd)	Hour	Minutes	AM/PM

a14

(READ OUT): The goal of this survey is to gather information and opinions about the investment climate in Albania. Ultimately, the information gathered here will help the World Bank to develop policies and programs that enhance employment and economic growth. The information obtained here will be held in the strictest confidentiality. Neither your name nor the name of your business will be used in any document based on this survey.

B. GENERAL INFORMATION

(READ OUT ONLY IF THE ESTABLISHMENT IS PART OF A LARGER FIRM): We begin by asking four questions that apply to the firm, not the establishment.

B.1 | What is this firm’s current legal status? **(SHOW CARD 1)**

a. Publicly listed company	1	b1
b. Private held, limited liability company	2	
c. Sole proprietorship	3	
d. Partnership (Collective company)	4	
e. Limited partnership (Comandite company)	5	
f. Other (SPECIFY)	6	

B.2 | What percent of this firm is owned by each of the following: **(SHOW CARD 2 - CHECK TOTAL SUMS TO 100%)**

	Percent
a. Private domestic individuals, companies or organizations	b2a %
b. Private foreign individuals, companies or organizations	b2b %
c. Government/State	b2c %
d. Other (SPECIFY) b2x	b2d %
100%	

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

	Percent
Percent held by largest owner	b3 %

B.4 | Are any of the owners female?

Yes	1
No	2
Don’t know	-9

b4

(READ OUT IF ESTABLISHMENT IS PART OF A LARGER FIRM) I want to proceed by asking you about the establishment.

B.5 In what year did this establishment begin operations in this country? **(PLEASE CODE YEAR: YYYY)**

	Year
Year establishment began operations	b5
Don't know	-9

B.6 How many full-time employees did this establishment employ when it started operations? Please include all employees and managers (INTERVIEWER: include respondent when applicable)

	Number
Full-time employees at start-up	b6
Don't know	-9

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

Yes	1
No	2
Don't know	-9

b6a

B.6b In what year was this establishment formally registered? **(PLEASE CODE YEAR: YYYY)**

	Year
Year establishment formally registered	b6b
Never registered	-7
Don't know	-9

B.7 How many years of experience working in this sector does the top manager have?

	Years
Manager's experience in sector	b7
Less than one year	1
DK	-9

B.8	Does this establishment have an internationally-recognized quality certification?
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(READ OUT IF NECESSARY): Some examples are ISO 9000, 9002 or 14000, HACCP (FOR FOOD) AND AATCC (FOR TEXTILES)
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Yes	1
No	2
Still in process	-6
Don't know	-9

b8

C. INFRASTRUCTURE AND SERVICES

(READ OUT): Now, we turn to the establishment’s operations in fiscal year **2006**. The questions that follow assess how infrastructure and infrastructure services affect this establishment.

C.1 In fiscal year **2006**, did this establishment use its own transport to make shipments to its customers?

Yes	1	GO TO QUESTION C.3 GO TO QUESTION C.3
No	2	
Don’t know	-9	

c1

C.2 In fiscal year **2006**, what percent of shipments, in terms of all annual shipments to customers, were transported by this establishment’s own transport?

	Percent
Percent shipped with own transport	c2 %
Don’t know	-9

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

Yes	1	GO TO QUESTION C.6 GO TO QUESTION C.6
No	2	
Don’t know	-9	

c3

C.4 In reference to the application for an electrical connection, approximately what was the wait, in days, experienced to obtain that connection from the day this establishment applied for it to the day it received the service?

	Days
Wait for electrical connection	c4
Less than one day	1
Still in process	-6
Application denied	-5
Don’t know	-9

C.5 In reference to that application for an electrical connection, was an informal gift or payment expected or requested?

Yes	1	c5
No	2	
Don’t know	-9	
Refusal	-8	

C.6 Over fiscal year **2006**, did this establishment experience power outages?

Yes	1	GO TO QUESTION C.10 GO TO QUESTION C.10
No	2	
Don't know	-9	

c6

C.7 In a typical month, over fiscal year **2006**, how many power outages did this establishment experience?

	Incidents per month	IF 0, GO TO QUESTION C.10
Average number of power outages	c7	
Don't know	-9	

C.8 How long did the average power outage last?

	Hours
Average duration of power outage in hours	c8
Less than one hour	1
Don't know	-9

C.9 Please estimate the losses as percent of annual sales that resulted because of power outages or estimate total annual losses as a result of power outages? (**PROVIDE THE ANSWER IN % OR IN 'ALL', NOT BOTH**)

	Percent
a. Loss as percent of total annual sales due to power outages	c9a %
None/ No losses	0
Don't know	-9

	ALL
b. Total annual losses due to power outages	c9b
None/ No losses	0
Don't know	-9

C.10 Over the course of fiscal year **2006**, did this establishment own or share a generator?

Yes	1	GO TO QUESTION C.12 GO TO QUESTION C.12
No	2	
Don't know	-9	

c10

C.11 In fiscal year **2006**, what percent of this establishment's electricity came from a generator or generators that the establishment owned or shared?

	Percent
Percent electricity from generators	c11 %
Don't know	-9

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

Yes	1
No	2
Don't know	-9

GO TO QUESTION C.15
GO TO QUESTION C.15

c12

C.13 In reference to the application for a water connection, approximately what was the wait, in days, experienced to obtain that connection from the day this establishment applied for it to the day it received the service?

	Days
Wait for water connection	c13
Less than one day	1
Still in process	-6
Application denied	-5
Don't know	-9

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

Yes	1
No	2
Don't know	-9
Refusal	-8

c14

C.15 Over fiscal year **2006**, did this establishment experience insufficient water supply for production?

Yes	1
No	2
Don't know	-9

GO TO QUESTION C.18
GO TO QUESTION C.18

c15

C.16 In a typical month, over fiscal year **2006**, how many incidents of insufficient water supply did this establishment experience?

	Incidents per month
Average number of incidents	c16
Don't know	-9

IF 0, GO TO QUESTION C.18

C.17 In a typical month, over fiscal year **2006**, when this establishment experienced insufficient water supply for production, how long did the average water shortage last?

	Hours
Average duration of water shortage	c17
Less than one hour	1
Don't know	-9

C.18 In fiscal year **2006**, what percent of this establishment’s water supply, used in the production process, was from public sources?

	Percent
Water from public sources	c18 %
None/ no water from public sources	0
Don’t know	-9

C.19 Over the last two years, did this establishment submit an application to obtain a telephone connection?

Yes	1	GO TO QUESTION C.22 GO TO QUESTION C.22
No	2	
Don’t know	-9	

c19

ALC19b Where did this establishment apply for this telephone connection?

	Yes	No	Don’t know
1. Public operator (Albtelecom) ALc19b1	1	2	-9
2. Private operator ALc19b2	1	2	-9

C.20 In reference to the application for a telephone connection, approximately what was the wait, in days, experienced to obtain that connection from the day this establishment applied for it to the day it received the service?

	Days
Wait for telephone connection	c20
Less than one day	1
Still in process	-6
Denied	-5
Don’t know	-9

C.21 In reference to that application for a telephone connection, was an informal gift or payment expected or requested?

Yes	1	c21
No	2	
Don’t know	-9	
Refusal	-8	

C.22 At the present time, does this establishment use the following to communicate with its clients or suppliers?

(READ OUT)		Yes	No	Don’t know
1. E-mail	c22a	1	2	-9
2. Its own website	c22b	1	2	-9

C.30	Is electricity No Obstacle, a Minor Obstacle, a Moderate Obstacle, Major Obstacle, or a Very Severe Obstacle to the current operations of this establishment? (SHOW CARD 3)
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	No obstacle	Minor obstacle	Moderate obstacle	Major obstacle	Very Severe Obstacle	Don't Know	Does Not Apply
1. Electricity c30a	1	2	3	4	5	-9	-7

D. SALES AND SUPPLIES

(READ OUT): The next topic is about sales and supplies.

D.1 In fiscal year **2006**, what were this establishment’s two main products represented by the largest proportion of annual sales? Please provide its description, ISIC code and percent of total annual sales for each one **(SHOW CARD 4 - TOTAL DOES NOT NECESSARILY ADD UP TO 100%)**

	Description	Code	% of total sales
1. First	d1a1x	d1a2	d1a3
2. Second	d1b1x	d1b2	d1b3

D.2 In fiscal year **2006**, what were this establishment’s total annual sales?

	ALL
Last complete fiscal year’s total annual sales	d2

D.3 In fiscal year **2006**, what percent of this establishment’s sales were: **(SHOW CARD 5 – ASK FOLLOWING THE ORDER OF THE TABLE - CHECK TOTAL ADDS UP TO 100%)**

	Percent	
a. National sales	d3a %	IF 100, GO TO QUESTION D.10
b. Indirect exports [sold domestically to third party that exports products]	d3b %	IF 100, GO TO QUESTION D.8
c. Direct exports	d3c %	IF 0, GO TO QUESTION D.8
	100%	

D.4 In fiscal year 2006, when this establishment exported goods directly, what was the average number of days that it took from the time this establishment’s goods arrived to their main point of exit [e.g., port, airport] until the time these goods cleared customs?

D.5 And what was the longest number of days?

	Days
Average number of days to clear customs	d4
Longest number of days to clear customs	d5
Less than one day	1
Don’t know	-9

D.6 In fiscal year **2006**, what percent of the consignment value of the products exported directly was lost, if any, while in transit because of theft?

	as % of consignment value
Losses due to theft of direct exports	d6 %
No losses	0
Don't know	-9

D.7 In fiscal year **2006**, what percent of the consignment value of the products exported directly was lost, if any, while in transit because of breakage or spoilage?

	as % of consignment value
Losses due to breakage or spoilage	d7 %
No losses	0
Don't know	-9

D.8 In what year did this establishment first export directly or indirectly? **(PLEASE CODE YEAR: YYYY)**

	Year
Began exporting directly or indirectly	d8
Don't know	-9

ALD.8.a In fiscal year 2006, which three countries were the biggest destinations of this establishments' exports?

ALD.8.b And for each country, what percent of this establishment's total exports did this account for?

	ALD.8.a Country	ALD.8.b % of total exports	Not applicable	Don't know
1 st biggest country	ALd8a1	ALd8b1	-7	-9
2 nd biggest country	ALd8a2	ALd8b2	-7	-9
3 rd biggest country	ALd8a3	ALd8b3	-7	-9

ALD.8.c What is the most important source of information used to identify customers in foreign markets? (SHOW CARD 6 – ONE ANSWER ONLY)

ALd8c	
1. Chamber of Commerce	1
2. Government agencies	2
3. Trade fairs	3
4. Foreign trade companies	4
5. Other sources	5
6. Don't know	6

ALD.8.d Does this establishment export by contracting with exporting companies or distributors?

ALd8d		
Yes		1
No		2
Don't Know		-9

GO TO QUESTION D10
GO TO QUESTION D10

ALD.8.e What percentage of this establishment's total exports is contracted with exporting companies or distributors?

ALd8e	as %
% total exports is contracted	%
Don't know	-9

ALD.8.f What percentage of this establishment's total exports is contracted exclusively with foreign-owned exporting companies or distributors?

ALd8f	as % of total exports
	%
Don't know	-9

D.10 In fiscal year **2006**, what percent of the consignment value of products this establishment shipped to supply domestic markets was lost, if any, while in transit because of theft?

d10	as % of consignment value
Losses due to theft	%
No losses	0
Don't know	-9
Does not apply	-7

D.11 In fiscal year **2006**, what percent of the consignment value of products this establishment shipped to supply domestic markets was lost, if any, while in transit because of breakage or spoilage?

d11	as % of consignment value
Losses due to breakage or spoilage	%
No losses	0
Don't know	-9
Does not apply	-7

D.12	In fiscal year 2006 , as a proportion of all of the material inputs and/or supplies purchased that year, what percent of this establishment’s material inputs and/or supplies were: (CHECK THAT TOTAL SUMS TO 100%)
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(READ OUT)

	Percent	Don’t know
a. Material inputs and/or supplies of domestic origin	d12a %	-9
b. Material inputs and/or supplies of foreign origin	d12b %	-9
	100%	

IF 0, GO TO D.16

D.13	Of the material inputs and/or supplies purchased in fiscal year 2006 , were any of these imported directly?
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Yes	1
No	2
Don’t know	-9

GO TO QUESTION D.16

GO TO QUESTION D.16

d13

D.14	In fiscal year 2006 , when this establishment imported material inputs and/or supplies, what was the average number of days that it took from the time goods arrived to their point of entry (e.g. port, airport) until the time these goods could be claimed from customs?
D.15	And what was the longest time?

	Days
D.14 Average number of days to clear customs	d14
D.15 Longest number of days to clear customs	d15
Less than one day	1
Don’t know	-9

D.16	At the present time, when this establishment receives its main sales item, on average, how many days of inventory measured in days of sales, does this establishment keep? (IF RESPONDENT REQUIRES CLARIFICATION, DEFINE AS STOCK ON HAND)
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	Days
Days of inventory of most important input	d16
Don’t know	-9

D.30	<p>a. Is transport No Obstacle, a Minor Obstacle, a Moderate Obstacle, a Major Obstacle, or a Very Severe Obstacle to the current operations of this establishment?</p> <p>b. Do you think that customs and trade regulations are No Obstacle, a Minor Obstacle, a Moderate Obstacle, a Major Obstacle, or a Very Severe Obstacle to the current operations of this establishment? (INTERVIEWER: SHOW CARD 7)</p>
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	No obstacle	Minor obstacle	Moderate obstacle	Major obstacle	Very Severe Obstacle	Don’t Know	Does Not Apply
1. Transport d30a	1	2	3	4	5	-9	-7
2. Customs and trade regulations d30b	1	2	3	4	5	-9	-7

E. DEGREE OF COMPETITION

(READ OUT): Now we turn to the topic of competition and innovation.

E.1 From the beginning to the end of fiscal year **2006**, what was the main market in which this establishment sold its main product line or main line of services.

Local – [products sold mostly in same region where establishment is located]	1
National – [products sold mostly across nation where establishment is located]	2
International – [products sold mostly to nations outside country where establishment is located]	3
Don't know	-9

GO TO QUESTION E.12

GO TO QUESTION E.12

e1

E.2 For fiscal year **2006**, for the main market in which this establishment sold its main product, how many competitors did this establishment's main product/product line face?

None	1
One	2
2-5	3
More than 5	4
Don't know	-9

e2

E.3 From the beginning to the end of fiscal year 2006 have sales of this establishment's main product increased, remained the same, or decreased?

Increased	1
Remained the same	2
Decreased	3
Don't know	-9

e3

E.4 From the beginning to the end of fiscal year 2006 have prices of this establishment's main product increased, remained the same, or decreased?

Increased	1
Remained the same	2
Decreased	3
Don't know	-9

e4

E.12 In fiscal year **2006**, has this establishment reduced prices of its main product in response to price reductions by its domestic competitors?

Yes	1
No	2
Don't know	-9
Does not apply	-7

e12

E.13 In fiscal year **2006**, has this establishment reduced prices of its main product in response to price reductions by its foreign competitors?

Yes	1
No	2
Don't know	-9
Does not apply	-7

e13

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

Yes	1
No	2
Don't know	-9

e6

ALE.6a Has this establishment undertaken any of the following initiatives in the last 3 years? (READ OUT – ONE ANSWER PER LINE)

	Undertaken initiatives		
	Yes	No	Don't know
1. Developed a new product or product line ALe6a1	1	2	-9
2. Upgraded an existing product line ALe6a2	1	2	-9
3. Agreed to a new joint venture with foreign partner ALe6a3	1	2	-9
4. Outsourced a major production activity that was previously conducted in-house ALe6a4	1	2	-9

ALE.6b Has this establishment acquired new technology over the last 3 years that has either substantially changed the way the main product is produced or allowed the production of new products?

Yes	1
No	2
Don't know	-9

GO TO QUESTION ALE6d
GO TO QUESTION ALE6d

ALe6b

E.6c Which of the following was the most important way this establishment introduced this new technology? And which is the second the second most important way? (SHOW CARD 8)

	Code
1. With the purchase of new machinery or equipment	1
2. By hiring personnel skilled in the operation of the new technology	2
3. Licensing from international sources	3
4. Developed or adapted internally	4
5. Transferred from parent company	5
6. Other (SPECIFY)	6

Rank	Code	Don't know
Most important	e6c1	-9
Second most important	e6c2	-9

ALE.6d What proportion of the production equipment and machinery presently in use in this establishment was purchased abroad over the last three years?

	Percent
Production equipment and machinery purchased from abroad	ALe6d %
Don't know	-9

O.7 What percent of the workforce regularly use computers in their jobs in this establishment?

Percent of workforce that uses computers	o7 %
Don't know	-9
Not applicable	-7

E.11 Does this establishment compete against unregistered or informal firms?

Yes	1
No	2
Don't know	-9

e11

E.30 Do you think that the **practices of competitors in the informal sector** are No Obstacle, a Minor Obstacle, a Moderate Obstacle, a Major Obstacle, or a Very Severe Obstacle to the current operations of this establishment? (SHOW CARD 9)

	No obstacle	Minor obstacle	Moderate obstacle	Major obstacle	Very Severe Obstacle	Do Not Know	Does Not Apply
1. Practices of competitors in the informal sector e30	1	2	3	4	5	-9	-7

F. CAPACITY

(READ OUT): Let's move to something different now....

F.1 In fiscal year **2006**, what was this establishment's current output in comparison with the maximum output possible using its facilities at the time?

	Percent utilized
Level of utilization of facilities	f1 %
Don't know	-9

F.2 In fiscal year **2006**, how many hours per week did this establishment normally operate?

	Hours per week
Typical hours of operation in a week	f2
Don't know	-9

ALF.2.a In fiscal year 2006, did this establishment increase its capacity?

Yes	1
No	2
Don't know	-9

If YES, go to ALF.2c

ALf2a

ALF.2.b What obstacle, if any, do you perceive as the main impediment to increasing this establishment's capacity?
(SHOW CARD 10) **ALf2b**

Scarcity of materials, inputs	1
Inadequate working capital	2
Skilled worker shortage	4
Low demand or unfavorable market conditions	5
State or municipal policies	6
Was not necessary to increase capacity (SPONTANEOUS)	7
Other	8

ALF.2.c Over the next three years, is this establishment planning to increase, maintain or decrease its capacity?

ALf2c

Increase capacity	1	GO TO ALF.2c1
Maintain capacity	2	GO TO G1
Decrease capacity	3	GO TO ALF.2c2

ALF.2.c1 By what percentage do you intend to increase capacity in the next three years?

ALf2c1	Percentage
% increase capacity	%

ALF.2.c2	By what percentage do you intend to decrease capacity in the next three years?
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ALF.2.c2	Percentage
% decrease capacity	%

G. LAND

(READ OUT): We change to questions about land issues.

G.1 Of the land occupied by this establishment, what percent is: **(UNLESS RESPONDENT DOES NOT KNOW, CHECK TOTAL SUMS TO 100%)**

	Percent	Don't know
a. Owned by this establishment	g1a %	-9
b. Leased by this establishment	g1b %	-9
c. Other (SPECIFY) ALg1c	%	-9
d. It is a floor in a building	-7	-9
	100 %	

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

Yes	1
No	2
Don't know	-9

GO TO QUESTION G.30a
GO TO QUESTION G.30a

g2

G.3 In reference to the application for a construction-related permit, approximately what was the wait, in days, experienced to obtain that permit from the day this establishment applied for it to the day it was granted?

	Days
Wait for a construction-related permit	g3
Less than one day	1
Still in process	-6
Application denied	-5
Don't know	-9

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

Yes	1
No	2
Don't know	-9
REF	-8

g4

G.30a	Do you think that access to land is No Obstacle, a Minor Obstacle, a Moderate Obstacle, a Major Obstacle, or a Very Severe Obstacle to the current operations of this establishment? (SHOW CARD 11)
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ALG.30b	Do you think that property rights to land is No Obstacle, a Minor Obstacle, a Moderate Obstacle, a Major Obstacle, or a Very Severe Obstacle to the current operations of this establishment? (SHOW CARD 11)
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	No Obstacle	Minor obstacle	Moderate obstacle	Major obstacle	Very Severe Obstacle	Do Not Know	Does Not Apply
1. Access to land g30a	1	2	3	4	5	-9	-7
2. Property rights to land ALg30b	1	2	3	4	5	-9	-7

I. CRIME

(READ OUT): Let's change the subject.

I.1 In fiscal year **2006**, did this establishment pay for security, for example equipment, personnel, or professional security services?

Yes	1	GO TO QUESTION I.3 GO TO QUESTION I.3
No	2	
Don't know	-9	

i1

I.2 In fiscal year **2006**, what percent of its total annual sales is paid for security, or what is the total annual cost of security? (**PROVIDE THE ANSWER IN % OR IN 'ALL', NOT BOTH**)

	Percent
a. Percent of total annual sales for security	i2a %
Don't know	-9

	ALL
b. Total annual cost of security	i2b
Don't know	-9

I.3 In fiscal year **2006**, has this establishment experienced losses as a result of theft, robbery, vandalism or arson?

Yes	1	GO TO QUESTION I.30 GO TO QUESTION I.30
No	2	
Don't know	-9	

i3

I.4 For fiscal year **2006**, what are the estimated losses as a result of theft, robbery, vandalism or arson that occurred on this establishment's premises calculated as a percent of annual sales or the total annual value of the losses? (**PROVIDE THE ANSWER IN % OR IN 'ALL', NOT BOTH**)

	Percent
a. Losses from theft as percent of total annual sales	i4a %
Don't know	-9

	ALL
b. Total annual value of losses from theft	i4b
Don't know	-9

I.30	Do you think that crime, theft and disorder are No Obstacle, a Minor Obstacle, a Moderate Obstacle, a Major Obstacle, or a Very Severe Obstacle to the current operations of this establishment? (SHOW CARD 11)
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	No obstacle	Minor obstacle	Moderate obstacle	Major obstacle	Very Severe Obstacle	Do Not Know	Does Not Apply
1. Crime, theft and disorder i30	1	2	3	4	5	-9	-7

J. BUSINESS-GOVERNMENT RELATIONS

(READ OUT): The following questions assess how establishments, such as this one, deal with government rules and regulations.

J.1 I am going to read some statements that describe the courts and the way government officials interpret laws and regulations that affect this establishment’s business. For each statement, please tell me if you Strongly disagree, Tend to disagree, Tend to agree, or Strongly agree. **(SHOW CARD 12)**

[READ OUT]

	Strongly disagree	Tend to disagree	Tend to agree	Strongly agree	Don't know
1. “The court system is fair, impartial and uncorrupted” h7a	1	2	3	4	-9
2. “Government officials’ interpretations of the laws and regulations affecting this establishment are consistent and predictable.” J1a	1	2	3	4	-9

J.2 In a typical week over the last 12 months, what percentage of total senior management's time was spent in dealing with requirements imposed by government regulations?
[READ OUT IF NECESSARY: By senior management I mean managers, directors, and officers above direct supervisors of production/sales workers. Some examples of government regulations are taxes, customs, labor regulations, licensing and registration, including dealings with officials and completing forms]

	Percent
Senior management's time spent in dealing with regulations	j2 %
No time was spent	0
Don't know	-9

J.3 Over the last 12 months, was this establishment visited or inspected by tax officials?

Yes	1
No	2
Don't know	-9

GO TO QUESTION J.6a
GO TO QUESTION J.6a

j3

J.4 Over the last 12 months, how many times was this establishment either inspected by tax officials or required to meet with them?

	Number
Times inspected or met with tax officials	j4
Don't know	-9

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

Yes	1
No	2
Don't know	-9
REF	-8

j5

J.6a Over the last 12 months, has this establishment secured a government contract or attempted to secure a contract with the government?

Yes	1
No	2
Don't know	-9

GO TO QUESTION J.7
GO TO QUESTION J.7

j6a

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

	Percent
Percent of the contract value paid as informal payments or gifts	j6 %
No payments/gifts would be typically paid or expected	0
Refusal	-8
Don't know	-9

J.7 It is said that establishments are sometimes required to make gifts or informal payments to public officials to “get things done” with regard to customs, taxes, licenses, regulations, services etc. On average, what percent of total annual sales, or estimated total annual value, do establishments like this one pay in informal payments or gifts to public officials for this purpose? (**PROVIDE THE ANSWER IN % OR IN ‘ALL’, NOT BOTH**)

	Percent
a. Percent of total annual sales paid as informal payment	j7a %
No payments/gifts are paid	0
Refusal	-8
Don't know	-9

	ALL
b. Total annual informal payment	j7b
No payments/gifts are paid	0
Refusal	-8
Don't know	-9

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

Yes	1	
No	2	GO TO QUESTION J.13
Don't know	-9	GO TO QUESTION J.13

j10

J.11 In reference to the application for an import license, approximately what was the wait, in days, experienced to obtain that license from the day this establishment applied for it to the day it was granted?

	Days
Wait for import license	j11
Less than one day	1
Still in process	-6
Application denied	-5
Don't know	-9

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

Yes	1
No	2
Don't know	-9
REF	-8

j12

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

Yes	1	
No	2	GO TO QUESTION J.30
Don't know	-9	GO TO QUESTION J.30

j13

J.14 In reference to the application for an operating license, approximately what was the wait, in days, experienced to obtain that license from the day this establishment applied for it to the day it was granted?

	Days
Wait for operating license	j14
Less than one day	1
Still in process	-6
Application denied	-5
Don't know	-9

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

Yes	1
No	2
Don't know	-9
REF	-8

j15

J.30	As I list some factors that can affect the current operations of a business, please look at this card and tell me if you think that each factor is No Obstacle, a Minor Obstacle, a Moderate Obstacle, a Major Obstacle, or a Very Severe Obstacle to the current operations of this establishment. (SHOW CARD 13)
-------------	---

(READ OUT - ROTATE OPTIONS)

	No obstacle	Minor obstacle	Moderate obstacle	Major obstacle	Very Severe Obstacle	Do Not Know	Does Not Apply
1. Tax rates j30a	1	2	3	4	5	-9	-7
2. Tax administration j30b	1	2	3	4	5	-9	-7
3. Business licensing and permits j30c	1	2	3	4	5	-9	-7
4. Political instability j30e	1	2	3	4	5	-9	-7
5. Corruption j30f	1	2	3	4	5	-9	-7
6. Courts h30	1	2	3	4	5	-9	-7

K. FINANCE

(READ OUT): Let's move to another topic

K.1 In fiscal year **2006**, what percent, as a proportion of the value of total annual purchases of material inputs or services, were: **(SHOW CARD 13 – UNLESS DK, CHECK THAT TOTAL SUMS TO 100%)**

	Percent	Don't know
a. Paid for before the delivery?	k1a %	-9
b. Paid for on delivery?	k1b %	-9
c. Paid for after delivery?	k1c %	-9
	100%	

K.2 In fiscal year **2006**, what percent of this establishment's total annual sales of its goods or services were: **(SHOW CARD 14 – UNLESS 'DON'T KNOW' CHECK THAT TOTAL SUMS TO 100%)**

	Percent	Don't know
a. Paid for before the delivery?	k2a %	-9
b. Paid for on delivery?	k2b %	-9
c. Paid for after delivery?	k2c %	-9
	100 %	

K.3 Over fiscal year **2006**, please estimate the proportion of this establishment's working capital that was financed from each of the following sources? **(SHOW CARD 15 – UNLESS 'DON'T KNOW' CHECK THAT TOTAL SUMS TO 100%)**

	Percent Sources of Working Capital	Don't know
a. Internal funds/Retained earnings	k3a %	-9
b. Borrowed from private commercial banks	k3b %	-9
c. Borrowed from state-owned banks or government agencies	k3c %	-9
e. Borrowed from non-bank financial institutions	k3e %	-9
f. Purchases on credit from suppliers and advances from customers	k3f %	-9
ALk3hd1 Remittances	ALk3hd1 %	-9
ALk3hd. Other (moneylenders, friends, relatives, in Albania etc.)	ALk3hd %	-9
	100%	

K.4 In fiscal year **2006**, did this establishment purchase fixed assets, such as machinery, vehicles, equipment, land or buildings?

Yes	1	GO TO QUESTION K.6 GO TO QUESTION K.6
No	2	
Don't know	-9	

k4

N.5 In fiscal year **2006**, what was the total annual expenditure for purchases of...:

	ALL	Don't know
a. Machinery, vehicles and equipment (new and/or used)	n5a	-9
b. Land and buildings	n5b	-9

K.5 Over fiscal year **2006**, please estimate the proportion of this establishment's purchase of fixed assets that was financed from each of the following sources? (**SHOW CARD 16 – UNLESS DON'T KNOW CHECK THAT TOTAL SUMS TO 100%**)

	Percent Sources of Investment	Don't know
a. Internal funds/Retained earnings	k5a %	-9
i. Owners' contribution or issued new equity shares	k5i %	-9
j. Issued new debt (including commercial paper and debentures)	k5j %	-9
b. Borrowed from private commercial banks	k5b %	-9
c. Borrowed from state-owned banks or government agencies	k5c %	-9
e. Borrowed from non-bank financial institutions	k5e %	-9
f. Purchases on credit from suppliers and advances from customers	k5f %	-9
ALk5h1. Remittances	ALk5h1 %	-9
ALk5hd. Other (moneylenders, friends, relatives, in Albania etc)	ALk5hd %	-9
100%		

K.6 Now let's talk about the establishment's current position. At this time, does this establishment have a checking and/or saving account?

Yes	1	k6
No	2	
Don't know	-9	

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

Yes	1	k7
No	2	
Don't know	-9	

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

Yes	1
No	2
Don't know	-9

GO TO QUESTION K.16
GO TO QUESTION K.16

k8

K.9 Referring to the most recent line of credit or loan what type of financial institution granted this loan?
(SHOW CARD 17)

Private commercial banks	1
State-owned banks or government agency	2
Non-bank financial institutions which include microfinance institutions, credit cooperatives, credit unions, or finance companies	3
Other	4
Don't know	-9

k9

K.10 Referring only to this most recent line of credit or loan, in what year was the most recent line of credit or loan approved? **(PLEASE CODE YEAR: YYYY)**

	Year
Year most recent loan/line of credit approved	k10
Don't know	-9

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

	ALL
Size of most recent loan/line of credit approved	k11
Refusal	-8
Don't know	-9

K.12 Referring only to this most recent line of credit or loan, how much time, in months, was this establishment granted to pay off the loan or line of credit when it was received?

	Months
Months to pay off most recent loan loan/line of credit	k12
No time to pay back specified	-5
Don't know	-9

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

Yes	1
No	2
Don't know	-9

GO TO QUESTION K.16
GO TO QUESTION K.16

k13

K.14 Referring only to this most recent line of credit or loan, what type of collateral was required? **(SHOW CARD 18)**

(READ OUT)		Yes	No	Don't know
1. Land, buildings	k14a	1	2	-9
2. Machinery and equipment including movables	k14b	1	2	-9
3. Accounts receivable and inventories	k14c	1	2	-9
4. Personal assets of owner (house, etc.)	k14d	1	2	-9
5. Other collateral not included in categories above	k14e	1	2	-9

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

	Percent
Value of collateral as percent of loan/line of credit value	k15 %
Don't know	-9

K.16 Going back to the past, in fiscal year 2006, did this establishment apply for loans or lines of credit?

Yes	1	GO TO QUESTION K.18
No	2	
Don't know	-9	

k16

K.17 What was the main reason why this establishment did not apply for line of credit or loan in fiscal year 2006? **(SHOW CARD 19)**

No need for a loan – establishment has sufficient capital	1	GO TO QUESTION K.21
Application procedures for loans or line of credit are complex	2	GO TO QUESTION K.21
Interest rates are not favorable	3	GO TO QUESTION K.21
Collateral requirements for loans or line of credit are unattainable	4	GO TO QUESTION K.21
Size of loan and maturity are insufficient	5	GO TO QUESTION K.21
Did not think it would be approved	6	GO TO QUESTION K.21
Other	7	GO TO QUESTION K.21
Don't know	-9	GO TO QUESTION K.21

k17

K.18 In fiscal year 2006, how many times did this establishment apply for loans or lines of credit?

	Number
Loan applications submitted	k18
Don't know	-9

, **GO TO QUESTION K.21**

K.19 How many of those loan or line of credit applications were rejected?

	Number
Loan applications rejected	k19
Don't know	-9

K.21	In fiscal year 2006 , did this establishment have its annual financial statement checked and certified by an external auditor?
-------------	---

Yes	1
No	2
Don't know	-9

k21

K.30	Is access to financing , which includes availability and cost [interest rates, fees and collateral requirements], No Obstacle, a Minor Obstacle, a Moderate Obstacle, a Major Obstacle, or a Very Severe Obstacle to the current operations of this establishment? (SHOW CARD 20)
-------------	---

	No obstacle	Minor obstacle	Moderate obstacle	Major obstacle	Very Severe Obstacle	Do Not Know	Does Not Apply
1. Access to financing k30	1	2	3	4	5	-9	-7

L. LABOR

(READ OUT): Let's change the subject.

L.1 At the end of fiscal year **2006**, how many permanent, full-time employees did this establishment employ? Please include all employees and managers (**INTERVIEWER: include respondent if applicable**)

(READ OUT IF NECESSARY): Permanent employees are defined as all paid employees that are contracted for a term of one or more fiscal years and/or have a guaranteed renewal of their employment contract and that work 8 or more hours per day.

	Number
Permanent, full-time employees end of last complete fiscal year	11
Don't know	-9

L.2 At the end of **2004**, how many permanent, full-time employees did this establishment employ? Please include all employees and managers (**INTERVIEWER: include respondent if applicable**)

	Number
Permanent, full-time employees at the end of 2004	12
Not in business at the end of 2004	-7
Don't know	-9

L.3 At the end of fiscal year **2006**, how many permanent, full-time employees were: Please include all employees and managers (**INTERVIEWER: include respondent if applicable**)

	Number	Don't know
a. Production workers	13a	-9
b. Non-production workers [e.g., managers, administration, sales]	13b	-9

L.4 At the end of fiscal year **2006**, how many permanent, full-time employees were: (**READ OUT EACH CATEGORY**)

	Number	Don't know
a. Skilled production workers	14a	-9
b. Unskilled production workers	14b	-9

L.5 At the end of fiscal year **2006**, how many permanent full-time workers were? **(READ OUT EACH CATEGORY)**

	Number	Don't know
a. Female permanent full-time production workers	15a	-9
b. Female permanent full-time non-production workers	15b	-9

L.6 How many full-time seasonal or temporary employees did this establishment employ in fiscal year **2006**?

(READ OUT IF NECESSARY): Temporary/seasonal are defined as all paid short-term (i.e. for less than a fiscal year) employees with no guarantee of renewal of employment contract and that work 8 or more hours per day.

	Number	Don't know
Full-time seasonal/temporary workers employed last fiscal year	16	-9

IF 0, GO TO QUESTION L.9

L.8 What was the average length of employment in months of all full-time seasonal or temporary employees in fiscal year **2006**?

	Months
Average length of full-time seasonal/temporary employment	18
Less than one month	1
Don't know	-9

L.9 What is the average educational attainment of a typical production worker employed in this establishment? **(SHOW CARD 21)**

Elementary (1-4 years)	1
Mid school (5-8 years)	2
High school or vocational school (9-13 years)	3
Higher education (13 years and above of education)	4
Don't know	-9

19

L.10 Over fiscal year **2006**, did this establishment have formal training programs for its permanent, full-time employees?

Yes	1
No	2
Don't know	-9

GO TO QUESTION L.30
GO TO QUESTION L.30

110

L.11 Referring to the training programs run over fiscal year **2006**, what percent of permanent, full-time employees of the following category of workers received formal training?

	Percent	Not trained	Don't know
a. Production full-time permanent employees trained	I11a %	0	-9
b. Non-production full-time permanent employees trained	I11b %	0	-9

L.30 Are **labor regulations** No Obstacle, a Minor Obstacle, a Moderate Obstacle, a Major Obstacle, or a Very Severe Obstacle to the current operations of this establishment?
 Is an **inadequately educated workforce** No Obstacle, a Minor Obstacle, a Moderate Obstacle, a Major Obstacle, or a Very Severe Obstacle to the current operations of this establishment? (**SHOW CARD 22**)

	No Obstacle	Minor obstacle	Moderate obstacle	Major obstacle	Very Severe Obstacle	Do Not Know	Does Not Apply
1. Labor regulations I30a	1	2	3	4	5	-9	-7
2. Inadequately educated workforce I30b	1	2	3	4	5	-9	-7

M. INVESTMENT CLIMATE CONSTRAINTS TO THE ESTABLISHMENT AND REFORMS

(READ OUT): The next set of questions is designed to get your opinion about the investment climate that affects your operations.

M.1 You have indicated that several obstacles affect the operation and growth of this establishment. Here is a card with the obstacles I just listed (**SHOW CARD 23**). Please tell me the three that you think are currently the biggest problem, beginning with the worst of all three.

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

Rank	Obstacle number	Not applicable	Don't know
Most serious obstacle	m1a	-7	-9
Second most serious obstacle	m1b	-7	-9
Third most serious obstacle	m1c	-7	-9

Rotation order	m1d
Rotation A	1
Rotation B	2
Rotation C	3

N. PRODUCTIVITY

(READ OUT): The purpose of the following questions is to allow us to estimate the productivity of establishments like this one. Estimates are made at the aggregate level so the information you provide below will be compiled with the information from other establishments. It is important that this information be as accurate as possible.

Please provide the following information from the financial statements of this establishment.

N.1 In fiscal year **2006**, what percent of this establishment’s total annual sales came from the following activities: **(UNLESS DON’T KNOW CHECK THAT TOTAL SUMS TO 100%)**

	Percent	Don’t know
a. Manufacturing	n1a %	-9
b. Services	n1b %	-9
c. Other	n1c %	-9
	100%	

N.2 For fiscal year **2006**, please provide the following information about this establishment: **(SHOW CARD 24)**

	ALL	Don’t know
a. Total annual cost of labor (including wages, salaries, bonuses, social payments)	n2a	-9
e. Total annual cost of raw materials and intermediate goods used in production	n2e	-9
b. Total annual costs of electricity	n2b	-9
c. Total annual costs of communications services	n2c	-9
f. Total annual costs of fuel	n2f	-9
g. Total annual costs of transport for goods (not including fuel)	n2g	-9
h. Total annual costs of water	n2h	-9
d. Total annual cost of rental of land/buildings, equipment, furniture	n2d	-9

N.3 **At the end of the fiscal year 2004**, what were the total annual sales for this establishment?

	ALL
Total annual sales at the end of the fiscal year 2004	n3
Not in business at the end of the fiscal year 2004	-7
Don’t know	-9

N.4 Approximately, in fiscal year **2006**, what was the average monthly compensation, including benefits when applicable, for full-time production workers?

	a. Production worker
Average monthly compensation	n4
Don’t know	-9

N.6	What was the net book value, the value of assets after depreciation, of the following at the end of fiscal year 2006 ?
------------	---

	ALL	Don't know
a. Machinery, vehicles, and equipment	n6a	-9
b. Land and buildings	n6b	-9

N.7	If this establishment had to hypothetically purchase the land and buildings, and machinery and equipment in use now, as they are in their current condition, how much would it cost to purchase each of the following?
------------	--

	ALL	Don't know
a. Machinery, vehicles, and equipment	n7a	-9
b. Land and buildings	n7b	-9

THE SURVEY ENDS HERE
THANK YOU VERY MUCH FOR YOUR COOPERATION.

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

Date (mm/dd)	Hour	Minutes	AM/PM

a15

INTERVIEWERS PLEASE ANSWER AT END OF THE INTERVIEW:

A.15a1 Main respondent position in the firm:

Respondent's position in the firm	a15a1
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A.15a2 Main respondent years working in the firm: **(INTERVIEWER: IF LESS THAN ONE YEAR CODE '1', IF "REFUSAL" CODE '-8' - IF "DK" CODE '-9')**

Number of years working in the firm	a15a2
Less than one year	1
Refusal	-8
Don't know	-9

A.15a3 Main respondent gender:

Male	1	a15a3
Female	2	

A.15a4 Main respondent educational attainment: How old were you when you stopped full-time education? **(INT.: IF "STILL STUDYING", CODE '0' - IF "NO EDUCATION" CODE '1' - IF "REFUSAL" CODE '-8' - IF "DK" CODE '-9')**

How old when stopped full time education?	a15a4
Still studying	0
No education	1
Refusal	-8
Don't know	-9

A.15b1 **Second** respondent position in the firm: **(INTERVIEWER: IF ONLY ONE PERSON ANSWERED THE QUESTIONNAIRE, CODE -7)**

Respondent's position in the firm	a15b1
Not applicable	-7

A.15b2 Second respondent years working in the firm: **(INTERVIEWER: IF "LESS THAN ONE YEAR", CODE '1' - IF "REFUSAL" CODE '-8' - IF "DK" CODE '-9', IF NOT APPLICABLE CODE '-7')**

Number of years working in the firm	a15b2
Less than one year	1
Refusal	-8
Don't know	-9
Not applicable	-7

A.15b3 Second respondent gender:

Male	1	a15b3
Female	2	
Not applicable	-7	

A.15b4 Second respondent educational attainment: How old were you when you stopped full-time education? (INT.: IF "STILL STUDYING", CODE '0' - IF "NO EDUCATION" CODE '1' - IF "REFUSAL" CODE '-8' - IF "DK" CODE '-9' - IF ONLY ONE RESPONDENT, '-7')

How old when stopped full time education?	a15b4
Still studying	0
No education	1
Refusal	-8
Don't know	-9
Not applicable	-7

A.15c1 Third respondent position in the firm: (INTERVIEWER: IF ONLY ONE PERSON ANSWERED THE QUESTIONNAIRE, CODE -7)

Respondent's position in the firm	a15c1
Not applicable	-7

A.15c2 Third respondent years working in the firm: (INTERVIEWER: IF "LESS THAN ONE YEAR", CODE '1' - IF "REFUSAL" CODE '-8' IF "DK" CODE '-9', IF NOT APPLICABLE CODE '-7')

Number of years working in the firm	a15c2
Less than one year	1
Refusal	-8
Don't know	-9
Not applicable	-7

A.15c3 Third respondent gender: (INTERVIEWER: IF ONLY ONE PERSON ANSWERED THE QUESTIONNAIRE, CODE -7)

Male	1	a15c3
Female	2	
Not applicable	-7	

A.15c4	Third respondent educational attainment: How old were you when you stopped full-time education? (INT.: IF "STILL STUDYING", CODE '0' - IF "NO EDUCATION" CODE '1' - IF "REFUSAL" CODE '-8- IF "DK" CODE '-9- IF ONLY ONE RESPONDENT, '-7)
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How old when stopped full time education?	a15c4
Still studying	0
No education	1
Refusal	-8
Don't know	-9
Not applicable	-7

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

Truthful	1
Somewhat truthful	2
Not truthful	3

a16

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

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

a17

INTERVIEWER COMMENTS:

(Problems occurred/extraordinary circumstances which could influence results)

SUPERVISORS PLEASE ANSWER:

A.18 This questionnaire was completed in:

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

a18

A.19 If the questionnaire was completed in more than one visit or by different persons, estimate duration of the whole interview

Hour	Minutes

a19

MASTER MANUFACTURES NOVEMBER – Final

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