

QUESTIONNAIRE NUMBER **id**
 RECORD NUMBER **recnumber**
 PREFERENCE NUMBER **preference**

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THE WORLD BANK
 SWEDEN Enterprise Survey
Manufacturing Module (2014)

A. CONTROL INFORMATION [TO BE COMPLETED BEFORE INTERVIEW]

A.0 Questionnaire a0	Module
Manufacturing	1

A.1 Country
a1

A.1a Language
a1a

A.2	Sampling Region a2
Stockholm-Solna	1
Borås, Göteborg, Jönköping, Trollhättan-Vänersborg	2
Malmö-Lund	3
Linköping, Örebro, Karlstad, Västerås	4

A.3a	Screening Region (coded ex post) a3a
Stockholm-Solna	1
Borås, Göteborg, Jönköping, Trollhättan-Vänersborg	2
Malmö-Lund	3
Linköping, Örebro, Karlstad, Västerås	4

A.3x Name of city/town/village
a3x

A.3b Is this city the official capital city?	a3b
Yes	1
No	2

A.3c Is this city the main business city?	a3c
Yes	1
No	2

A.3 Size of locality a3	
City with population over 1 million	2
Over 250.000 to 1 million	3
50.000 to 250.000	4
Less than 50.000	5

A4a Industry	Sampling sector a4a
Fabricated metals	1
Machinery and equipment	2
Other manufacturing	3
Automotive services	4
Other services	5
Retail	6

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A.4 Industry

	Screener sector a4b
Manufacturing :Section D	Food 15
	Tobacco 16
	Textiles 17
	Garments 18
	Leather 19
	Wood 20
	Paper 21
	Publishing, printing, and Recorded media 22
	Refined petroleum product 23
	Chemicals 24
	Plastics & rubber 25
	Non metallic mineral products 26
	Basic metals 27
	Fabricated metal products 28
	Machinery and equipment (29 & 30) 29
	Electronics (31 & 32) 31
	Precision instruments 33
	Transport machines (34&35) 34
	Furniture 36
	Recycling 37
Retail	Retail 52
Other Services	Wholesale 51
	IT 72
	Hotel and restaurants: section H 55
	Services of motor vehicles 50
	Construction Section F: 45
	Transport Section I: (60-64) 60

A.8a Type of establishment

a8a

HQ with production and/or sales in this location	1
Establishment other than HQ	2
DOES NOT APPLY	-7

A.9 Are establishment's financial statements prepared separately from HQ's statements?

a9

Yes	1
No	2
DOES NOT APPLY	-7

A.10 Are establishment's financial statements prepared separately from other establishments of the same firm?

a10

Yes	1
No	2
DOES NOT APPLY	-7

A.11 If HQ, are financial statements independent from the rest of establishments?

a11

Yes	1
No	2

A.11a How many establishments are included in the financial statements, including headquarters?

a11a

Number of establishments in the financial statements	a11a
DON'T KNOW	-9

A.6 Size

	Sampling size a6a	Screener Size a6b
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.7a

Number of establishments that form the firm	a7a
DON'T KNOW	-9

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GPS Coordinates	
Degrees North (Latitude)	lat
Degrees East (Longitude)	lon

A.12 Interviewer code

a12

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A.13 Supervisor code

a13

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A.14 Time face-to-face interview begins:

Day (dd)	Month (mm)	Year (yyyy)	Hour (00 to 23)	Minutes (00 to 59)
a14d	a14m	a14y	a14h	a14min

READ THE FOLLOWING TO THE RESPONDENT BEFORE PROCEEDING.

The goal of this survey is to gather information and opinions about the business environment in **Sweden**. The information gathered here will help to develop new policies and programs that promote private sector development. As this survey is conducted globally, some questions that may sound out of context in Sweden are necessary for global comparability.

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 THE FOLLOWING INTRODUCTORY SENTENCE ONLY IF A7 = 1 (yes):

The first few questions apply to the firm which your establishment is part of.

B.1 What is this firm's current legal status? **SHOW CARD 1**

Shareholding company with shares trade in the stock market	1
Shareholding company with non-traded shares or shares traded privately	2
Sole proprietorship	3
Partnership	4
Limited partnership	5
OTHER (SPONTANEOUS-SPECIFY) <u> b1x </u>	6
DON'T KNOW (SPONTANEOUS)	-9

GO TO B.2

b1

INTERVIEWER: PLEASE NOTE WHEN **b1 IS 3 (SOLE PROPRIETORSHIP), WRITE 100% FOR QUESTION **b3**.**

QUESTIONNAIRE NUMBER

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B.3 What percentage of this firm does the largest owner own?

	Percent
Percentage held by largest owner	b3 %
DON'T KNOW (SPONTANEOUS)	-9

*IF =>50% GO
TO B2*

SB.3 Do four or less owners together own 50 percent or more of the share of this firms?

Yes	1
No	2
DON'T KNOW (SPONTANEOUS)	-9

sb3

B.2 What percentage of this firm is owned by each of the following: **SHOW CARD 2**

	Percent	DON'T KNOW (SPONTANEOUS)
Private domestic individuals, companies or organizations	b2a %	-9
Private foreign individuals, companies or organizations	b2b %	-9
Government or State	b2c %	-9
Other	b2d %	-9
	100%	

*IF 100% END
INTERVIEW*

**INTERVIEWER: CHECK THAT TOTAL SUMS TO 100%
(UNLESS RESPONDENT DOES NOT KNOW)**

B.4 Amongst the owners of the firm, are there any females?

Yes	1
No	2
DON'T KNOW (SPONTANEOUS)	-9

SKIP TO B.5

SKIP TO B.5

b4

B.4a What percentage of the firm is owned by females?

	Percent
Percentage of female ownership	b4a%
DON'T KNOW (SPONTANEOUS)	-9

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READ ONLY IF A7=1 (yes)

I want to proceed by asking you about this establishment only.

B.5 In what year did this establishment begin operations?

	Year
Year establishment began operations	b5
DON'T KNOW (SPONTANEOUS)	-9

INTERVIEWER: PROVIDE FOUR DIGITS FOR YEAR

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 (SPONTANEOUS)	-9

SB.9 Was any of the following factors a reason for this establishment's decision to locate in the current location?

Reasons	Yes	No	DON'T KNOW (SPONT.)
Availability of workforce sb9a	1	2	-9
Local constructions permits and regulations sb9b	1	2	-9
Access to markets for products, inputs and customers sb9c	1	2	-9
Transportation costs sb9d	1	2	-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
DON'T KNOW (SPONTANEOUS)	-9

B.7a Is the Top Manager female?

Yes	1
No	2
DON'T KNOW (SPONTANEOUS)	-9

b7a

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SB.7b How many managers are currently employed in this establishment, including the Top Manager?

	Number
Number of managers in the establishment	sb7b
DON'T KNOW	-9

IF 1 GO TO B.8

SB.7c What is the percentage of women managers out of all managers employed by this establishment?

	Percent
Percentage of women managers	sb7c %
DON'T KNOW (SPONTANEOUS)	-9

B.8 Does this establishment have an internationally-recognized quality certification?
(**INTERVIEWER: SOME EXAMPLES ARE ISO 9000 or 14000, or HACCP**)

Yes	1
No	2
STILL IN PROCESS	-6
DON'T KNOW (SPONTANEOUS)	-9

SKIP TO C.3

SKIP TO C.3

b8

B.8x Please specify the internationally-recognized quality certifications

Specify Certifications	b8x
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C. INFRASTRUCTURE AND SERVICES

READ THE FOLLOWING TO THE RESPONDENT BEFORE PROCEEDING.

Now, we turn to the establishment's operations

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

Yes	1
No	2
DON'T KNOW (SPONTANEOUS)	-9

GO TO QUESTION C.12

GO TO QUESTION C.12

c3

C.4 In reference to that application for an electrical connection, approximately how many days did it take to obtain it from the day of the application to the day the service was received?

	Days
Wait for electrical connection	c4
LESS THAN ONE DAY	1
STILL IN PROCESS	-6
APPLICATION DENIED	-5
DON'T KNOW (SPONTANEOUS)	-9

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

Yes	1
No	2
DON'T KNOW (SPONTANEOUS)	-9
REFUSAL (SPONTANEOUS)	-8

c5

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 (SPONTANEOUS)	-9

GO TO QUESTION C.22b

GO TO QUESTION C.22b

c12

QUESTIONNAIRE NUMBER

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C.13	In reference to that application for a water connection, approximately how many days did it take to obtain it from the day of the application to the day the service was received?
-------------	--

	Days
Wait for water connection	c13
LESS THAN ONE DAY	1
STILL IN PROCESS	-6
APPLICATION DENIED	-5
DON'T KNOW (SPONTANEOUS)	-9

C.14	In reference to that application for a water connection, was an informal gift or payment expected or requested?
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Yes	1
No	2
DON'T KNOW (SPONTANEOUS)	-9
REFUSAL (SPONTANENOUS)	-8

c14

C.22b	At the present time, does this establishment have its own website?
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Yes	1
No	2
DON'T KNOW (SPONTANEOUS)	-9

c22b

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D. SALES AND SUPPLIES

READ THE FOLLOWING TO THE RESPONDENT BEFORE PROCEEDING:

The next topic to be covered is how and where this establishment makes its sales.

A.20 What is the period of the **last complete fiscal year** for this firm?

SHOW CARD A20

January 1, 2013 - December 31, 2013	1	<i>GO TO D1a1</i>
July 1, 2012 - June 30, 2013	2	<i>GO TO D1a1</i>
September 1, 2012 - August 31, 2013	3	<i>GO TO D1a1</i>
May 1, 2012 – April 30 2013	4	<i>GO TO D1a1</i>
Other	5	<i>GO TO A20.a</i>
		a20

A.20a What is the period of the **last complete fiscal year** for this firm?

Fiscal Year Begins

Day (dd)	Month (mm)	Year (yyyy)
a20dstart	a20mstart	a20ystart

Fiscal Year Ends

Day (dd)	Month (mm)	Year (yyyy)
a20dend	a20mend	a20yend

D.1a1 During the last complete fiscal year, what was this establishment's main activity and product, that is, the activity and product that represented the largest proportion of annual sales?

ENUMERATOR: PLEASE SPECIFY THE ACTIVITY AND PRODUCT IN DETAIL, FOR EX., "LEATHER SHOE MANUFACTURING" NOT JUST SHOES' MANUFACTURING

Description

	d1a1x
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INTERVIEWER: THE FOLLOWING QUESTION IS NOT PART OF THE INTERVIEW. IT WILL BE FILLED OUT IN THE OFFICE

D.1a2

PLEASE CHOOSE THE 4-DIGIT ISIC REV. 3.1 CODE THAT BEST APPLIES TO THE ESTABLISHMENT'S MAIN ACTIVITY AND PRODUCT.

**CODE OF THE MAIN PRODUCT
AND ACTIVITY**

Code**d1a2****D.1a3**

What percentage of total sales does the main activity or product represent?

	Percent
Percentage of sales represented by main product or activity	d1a3
DON'T KNOW (SPONTANEOUS)	-9

INTERVIEWER: PLEASE NOTE THAT THE NEXT QUESTION REFERS TO THE TOTAL SALES OF ALL PRODUCTS AND SERVICES

D.2

During the last complete fiscal year, what were this establishment's total annual sales for **ALL** products and services?

	SEKs
Last complete fiscal year's total sales	d2
DON'T KNOW (SPONTANEOUS)	-9
PLEASE ALSO WRITE OUT THE NUMBER (i.e. 50,000 as Fifty Thousand)	
	d2x

N.3

Looking back at the end of three fiscal years ago, what were total annual sales for this establishment?

	SEKs
Total annual sales three years ago	n3
IF ESTABLISHMENT WAS NOT IN BUSINESS THREE YEARS AGO	-7
DON'T KNOW (SPONTANEOUS)	-9
PLEASE ALSO WRITE OUT THE NUMBER (i.e. 50,000 as Fifty Thousand)	
	n3x

QUESTIONNAIRE NUMBER

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D.3 Coming back to last complete fiscal year, what percentage of this establishment's sales were:
(INTERVIEWER: SKIP PATTERNS MUST BE FOLLOWED IN THE ORDER THEY APPEAR IN THE TABLE)
SHOW CARD 3

	Percent	DON'T KNOW (SPONTANEOUS)
National sales	d3a %	-9
Indirect exports (sold domestically to third party that exports products)	d3b %	-9
Direct exports	d3c %	-9
	100%	

IF 100, GO TO QUESTION D.10

IF 100, GO TO QUESTION D.8

IF 0, GO TO QUESTION D.8

**INTERVIEWER: CHECK THAT TOTAL SUMS TO 100%
 (UNLESS RESPONDENT DOES NOT KNOW)**

D.4 During the last complete fiscal year, when this establishment exported goods directly, how many days did it take on average from the time this establishment's goods arrived at their main point of exit (e.g., port, airport) until the time these goods cleared customs?

	Days
Average number of days to clear customs	d4
LESS THAN ONE DAY	1
DON'T KNOW (SPONTANEOUS)	-9
DOES NOT APPLY	-7

D.6 During the last complete fiscal year, what percentage of the value of the products exported directly was lost while in transit because of theft?

	Percent
Losses due to theft as percentage of the value of the products	d6 %
NO LOSSES	0
DON'T KNOW (SPONTANEOUS)	-9
DOES NOT APPLY	-7

D.7 During the last complete fiscal year, what percentage of the value of the products exported directly was lost while in transit because of breakage or spoilage?

	Percent
Losses due to breakage or spoilage as percentage of the value of the products	d7 %
NO LOSSES	0
DON'T KNOW (SPONTANEOUS)	-9
DOES NOT APPLY	-7

D.8 In which year did this establishment first export directly or indirectly?

	Year
Began exporting directly or indirectly	d8

QUESTIONNAIRE NUMBER

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DON'T KNOW (SPONTANEOUS)

-9

INTERVIEWER: WRITE YEAR USING 4 DIGITS

D.10	During the last complete fiscal year, what percentage of the value of products this establishment shipped to supply domestic markets was lost while in transit because of theft?
-------------	--

	Percent
Losses due to theft as percentage of the value of the products	d10 %
NO LOSSES	0
DON'T KNOW (SPONTANEOUS)	-9
NO INTERNAL SHIPMENTS MADE (DOES NOT APPLY)	-7

**GO TO QUESTION
D.12**

D.11	During the last complete fiscal year, what percentage of value of products this establishment shipped to supply domestic markets was lost while in transit because of breakage or spoilage?
-------------	---

	Percent
Losses due to breakage or spoilage as percentage of the value of the products	d11 %
NO LOSSES	0
DON'T KNOW (SPONTANEOUS)	-9
NO INTERNAL SHIPMENTS MADE (DOES NOT APPLY)	-7

D.12	During the last complete fiscal year, as a proportion of all material inputs or supplies purchased that year, what percentage of this establishment's material inputs or supplies were: SHOW CARD 4
-------------	--

	Percent	DON'T KNOW (SPONTANEOUS)
Material inputs or supplies of domestic origin	d12a %	-9
Material inputs or supplies of foreign origin	d12b %	-9
	100%	

**IF 0, GO TO QUESTION
D.16**

**INTERVIEWER: CHECK THAT TOTAL SUMS TO 100%
(UNLESS RESPONDENT DOES NOT KNOW)**

D.13	Were any of the material inputs or supplies purchased during the last complete fiscal year, imported directly?
-------------	--

Yes	1
No	2
DON'T KNOW (SPONTANEOUS)	-9

**GO TO QUESTION D.16
GO TO QUESTION D.16**

d13

D.14	During the last complete fiscal year, when this establishment imported material inputs or supplies, how many days did it take on average from the time these goods arrived to their point of entry (e.g. port, airport) until the time these goods could be claimed from customs?
-------------	---

Days

QUESTIONNAIRE NUMBER

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Average number of days to clear customs	d14
LESS THAN ONE DAY	1
DON'T KNOW (SPONTANEOUS)	-9

D.16	At the present time, when this establishment receives delivery of its most important input, on average, how many days of inventory, measured in days of production, does this establishment keep? (INTERVIEWER: IF RESPONDENT REQUIRES CLARIFICATION, DEFINE AS STOCK ON HAND)
-------------	--

	Days
Days of inventory of most important input	d16
DON'T KNOW (SPONTANEOUS)	-9

D.30	Using the response options on the card; To what degree is Transport an obstacle to the current operations of this establishment? SHOW CARD 5 Using the response options on the card; To what degree is Customs and Trade Regulation an obstacle to the current operations of this establishment? SHOW CARD 5
-------------	---

		No obstacle	Minor obstacle	Moderate obstacle	Major obstacle	Very Severe Obstacle	(SPONTANEOUS)	
							DON'T KNOW	DOES NOT APPLY
Transport	d30a	0	1	2	3	4	-9	-7
Customs and trade regulations	d30b	0	1	2	3	4	-9	-7

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E. DEGREE OF COMPETITION

E.1	During the last complete fiscal year, which of the following was the main market in which this establishment sold its main product? SHOW CARD 6
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Local – main product sold mostly in same municipality where establishment is located	1
National – main product sold mostly across the country where establishment is located	2
International	3
DON'T KNOW (SPONTANEOUS)	-9

GO TO QUESTION E.6
GO TO QUESTION E.6

e1

E.2	During the last complete fiscal year, for the main market in which this establishment sold its main product, how many competitors did this establishment's main product face?
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Number of competitors	e2b
TOO MANY TO COUNT	-4
DON'T KNOW (SPONTANEOUS)	-9

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

Yes	1
No	2
DON'T KNOW (SPONTANEOUS)	-9

e6

E.11	Does this establishment compete against unregistered or informal firms?
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Yes	1
No	2
DON'T KNOW (SPONTANEOUS)	-9

e11

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H. INNOVATION

READ THE FOLLOWING TO THE RESPONDENT BEFORE PROCEEDING

And now we switch to a different topic. In this section “new” means new to the establishment but not necessarily new to the market.

INTERVIEWER: SHOW CARDS IN THIS SECTION CONTAIN EXAMPLES OF INNOVATIONS. THEY ARE MEANT AS EXAMPLES ONLY - THEY DO NOT CONTAIN ALL POSSIBLE INNOVATIONS.

H.1 During the last three years, has this establishment introduced new or significantly improved products or services?
SHOW CARD 8

Yes	1
No	2
DON'T KNOW (SPONTANEOUS)	-9

GO TO QUESTION H.3

GO TO QUESTION H.3

h1

H.2 Were any of these new or significantly improved products or services also new for the establishment's main market?

Yes	1
No	2
DON'T KNOW (SPONTANEOUS)	-9

h2

H.3 During the last three years, has this establishment introduced any new or significantly improved methods of manufacturing products or offering services? **SHOW CARD 9**

Yes	1
No	2
DON'T KNOW (SPONTANEOUS)	-9

h3

H.4a During the last three years, has this establishment introduced any new or significantly improved logistics, delivery, or distribution methods for inputs, products, or services?
SHOW CARD 10

Yes	1
No	2
DON'T KNOW (SPONTANEOUS)	-9

h4a

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H.4b	During the last three years, has this establishment introduced any new or significantly improved supporting activities for your processes, such as maintenance systems or operations for purchasing, accounting, or computing? SHOW CARD 11
-------------	---

Yes	1
No	2
DON'T KNOW (SPONTANEOUS)	-9

h4b

H.5	During the last three years, has this establishment introduced any new or significantly improved organizational structures or management practices? SHOW CARD 12
------------	---

Yes	1
No	2
DON'T KNOW (SPONTANEOUS)	-9

h5

H.6	During the last three years, has this establishment introduced new or significantly improved marketing methods? SHOW CARD 13
------------	---

Yes	1
No	2
DON'T KNOW (SPONTANEOUS)	-9

h6

H.7	During the last three years, did this establishment spend on formal research and development activities, either in-house or contracted with other companies, excluding market research surveys? SHOW CARD 14
------------	--

Yes	1
No	2
DON'T KNOW (SPONTANEOUS)	-9

h7

H.8	During last fiscal year, how much did this establishment spend on formal research and development activities, either in-house or contracted with other companies?
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	SEK
Cost of formal research and development activities	h8
NONE (SPONTANEOUS)	0
DON'T KNOW (SPONTANEOUS)	-9

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F. CAPACITY

F.1	During the last complete fiscal year, what was this establishment's output produced as a proportion of the maximum output possible if using all the resources available (capacity utilization)?
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	Percent
Capacity utilization	f1 %
DON'T KNOW (SPONTANEOUS)	-9

F.2	During the last complete fiscal year, how many hours per week did this establishment normally operate? (INTERVIEWER: RESPONSE CANNOT BE GREATER THAN 168 HOURS)
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	Hours
Typical hours of operation in a week	f2
DON'T KNOW (SPONTANEOUS)	-9

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G. LAND AND PERMITS

G.6	Of the buildings occupied by this establishment, what percentage is owned and what percentage is rented or leased? SHOW CARD 15
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	Percent	DON'T KNOW (SPONTANEOUS)
Owned by this establishment	g6a %	-9
Rented or leased by this establishment	g6b %	-9
Other	g6c %	-9
	100%	

**INTERVIEWER: CHECK THAT TOTAL SUMS TO 100%
UNLESS RESPONDENT DOES NOT KNOW)**

G.1	Of the land occupied by this establishment, what percent is: SHOW CARD 15
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	Percent	DON'T KNOW (SPONTANEOUS)	DOES NOT APPLY IS A FLOOR IN A BUILDING (SPONTANEOUS)
Owned by this establishment	g1a %	-9	-7
Rented or leased by this establishment	g1b %	-9	-7
Other	g1c %	-9	-7
	100%		

**INTERVIEWER: CHECK THAT TOTAL SUMS TO 100%
UNLESS RESPONDENT DOES NOT KNOW OR IF ESTABLISHMENT OCCUPIES A FLOOR IN A BUILDING**

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

Yes	1	
No	2	GO TO QUESTION G.30
DON'T KNOW (SPONTANEOUS)	-9	GO TO QUESTION G.30
	g2	

G.3	In reference to that application for a construction-related permit, approximately how many days did it take to obtain it from the day of the application to the day the permit 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 (SPONTANEOUS)	-9

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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 (SPONTANEOUS)	-9
REFUSAL (SPONTANEOUS)	-8

g4

SG.5 In reference to that application for a construction-related permit what was the total time, in days, spent by employees to comply with the required procedures and regulations?

	Days
Total number of days spent in dealing with construction permits and regulations	sg5
NO TIME WAS SPENT	0
DON'T KNOW (SPONTANEOUS)	-9

SG.6 Did this establishment use the services of external consultants or experts to deal with procedures and regulations required to apply for a construction related permit

Yes	1
No	2
DON'T KNOW (SPONTANEOUS)	-9

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

sg6

SG.7 What was the total cost of these external consultants or experts?

	SEK
Total cost of external consultants or experts	sg7
NONE (SPONTANEOUS)	0
DON'T KNOW (SPONTANEOUS)	-9

G.30 Using the response options on the card; To what degree is **Access to Land** an obstacle to the current operations of this establishment? **SHOW CARD 16**

						(SPONTANEOUS)	
						DON'T KNOW	DOES NOT APPLY
						-9	-7
Access to land	g30a	0	1	2	3	4	

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I. CRIME**READ THE FOLLOWING TO THE RESPONDENT BEFORE PROCEEDING:****We now turn to another topic.**

I.1 During the last complete fiscal year, did this establishment pay for security, for example equipment, personnel, or professional security services?

Yes	1
No	2
DON'T KNOW (SPONTANEOUS)	-9

GO TO QUESTION I.3**GO TO QUESTION I.3****i1**

I.2 During the last complete fiscal year, what percentage of this establishment's total annual sales was paid for security, or what was the total annual cost of security?

	Percent
Percentage of total annual sales for security	i2a %
DON'T KNOW (SPONTANEOUS)	-9

PROVIDE EITHER ONE OR THE OTHER, NOT BOTH

	SEKs
Total annual cost of security	i2b
DON'T KNOW (SPONTANEOUS)	-9

I.3 During the last complete fiscal year, did this establishment experience losses as a result of theft, robbery, vandalism or arson on this establishment's premises?

Yes	1
No	2
DON'T KNOW (SPONTANEOUS)	-9

GO TO QUESTION I.30**GO TO QUESTION I.30****i3**

I.4 During the last complete fiscal year, what were the estimated losses as a result of theft, robbery, vandalism or arson that occurred on this establishment's premises either as a percentage of total annual sales or as total annual losses?

	Percent
Losses as percentage of total annual sales	i4a %
DON'T KNOW (SPONTANEOUS)	-9

PROVIDE EITHER ONE OR THE OTHER, NOT BOTH

	SEKs
Total annual value of losses	i4b
DON'T KNOW (SPONTANEOUS)	-9

[illegible][illegible]

Using the response options on the card; To what degree is **Crime, Theft and Disorder** an obstacle to the current operations of this establishment? **SHOW CARD 16**

Crime, theft and disorder	i30	0	1	2	3	4	-9	-7
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K. FINANCE

READ THE FOLLOWING TO THE RESPONDENT BEFORE PROCEEDING:

I would like to ask you a few questions about how you finance the operations of this establishment.

K.3	During the last complete fiscal year, please estimate the proportion of this establishment's working capital, that is the funds available for day-to-day operations, that was financed from each of the following sources? SHOW CARD 17
------------	--

	Percent	DON'T KNOW (SPONTANEOUS)
Internal funds or retained earnings	k3a %	-9
Borrowed from banks: private and state-owned	k3bc %	-9
Borrowed from non-bank financial institutions which include, credit cooperatives, credit unions, finance companies, or finance institutions	k3e %	-9
Issued bonds	k3g %	-9
Purchases on credit from suppliers and advances from customers	k3f %	-9
Other, moneylenders, friends, relatives, etc.	k3hd %	-9
	100%	

**INTERVIEWER: CHECK THAT TOTAL SUMS TO 100%
(UNLESS RESPONDENT DOES NOT KNOW)**

K.4	During the last complete fiscal year, did this establishment purchase any new or used fixed assets, such as machinery, vehicles, equipment, land or buildings?
------------	--

Yes	1
No	2
DON'T KNOW (SPONTANEOUS)	-9

GO TO QUESTION K.7
GO TO QUESTION K.7

k4

QUESTIONNAIRE NUMBER

--	--	--	--	--	--	--	--	--	--

N.5	During the last complete fiscal year, how much did this establishment spend on purchases of: INTERVIEWER: READ OUT
------------	--

	SEKs	DON'T KNOW (SPONTANEOUS)
New or used machinery, vehicles, and equipment	n5a	-9
Land and buildings	n5b	-9

K.5	During the last complete fiscal year, please estimate the proportion of this establishment's total purchase of fixed assets that was financed from each of the following sources: SHOW CARD 17
------------	--

	Percent	DON'T KNOW (SPONTANEOUS)
Internal funds or retained earnings	k5a %	-9
Owners' contribution or issued new equity shares	k5i %	-9
Borrowed from banks: private and state-owned	k5bc %	-9
Borrowed from non-bank financial institutions	k5e %	-9
Issued bonds	k5g %	-9
Purchases on credit from suppliers and advances from customers	k5f %	-9
Other, moneylenders, friends, relatives, bonds, etc	k5hdj %	-9
	100%	

**INTERVIEWER: CHECK THAT TOTAL SUMS TO 100%
(UNLESS RESPONDENT DOES NOT KNOW)**

K.7	Now let's talk about the establishment's present situation. At this time, does this establishment have an overdraft facility?
------------	---

Yes	1
No	2
DON'T KNOW (SPONTANEOUS)	-9

k7

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

Yes	1
No	2
DON'T KNOW (SPONTANEOUS)	-9

GO TO QUESTION K.15d
GO TO QUESTION K.15d

k8

K.9	Referring to the most recent line of credit or loan, what type of financial institution granted this loan? SHOW CARD 18
------------	--

Private commercial banks	1
State-owned banks or government agency	2
Non-bank financial institutions	3

QUESTIONNAIRE NUMBER

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Other	4
DON'T KNOW (SPONTANEOUS)	-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?
-------------	--

	Year
Year most recent line of credit or loan approved	k10
DON'T KNOW (SPONTANEOUS)	-9

INTERVIEWER: PROVIDE FOUR DIGITS FOR YEAR

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

	SEKs
Size of most recent line of credit or loan approved	k11
REFUSAL (SPONTANEOUS)	-8
DON'T KNOW (SPONTANEOUS)	-9

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

Yes	1	GO TO QUESTION K.15b GO TO QUESTION K.15b
No	2	
DON'T KNOW (SPONTANEOUS)	-9	
k13		

K.14	Referring only to this most recent line of credit or loan, what type of collateral was required? INTERVIEWER: READ OUT
-------------	---

Collateral		Yes	No	DON'T KNOW (SPONTANEOUS)
Land, buildings under ownership of the establishment	k14a	1	2	-9
Machinery and equipment including movables	k14b	1	2	-9
Accounts receivable and inventories	k14c	1	2	-9
Personal assets of owner (house, etc.)	k14d	1	2	-9
Other forms of collateral not included in the 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?
-------------	---

	SEKs
Value of collateral	k15a
DON'T KNOW (SPONTANEOUS)	-9

QUESTIONNAIRE NUMBER

--	--	--	--	--	--	--	--	--	--

K.15b What is the total number of open lines of credit or outstanding loans held by this establishment?

	Number	
Total number of open lines of credit or outstanding loans	k15b	<i>IF 1, GO TO QUESTION K.15d</i>
DON'T KNOW (SPONTANEOUS)	-9	<i>GO TO QUESTION K.15d</i>

K.15c What is the total value of open lines of credit or outstanding loans held by this establishment?

	SEKs
Total value of open lines of credit or outstanding loans	k15c
REFUSAL (SPONTANEOUS)	-8
DON'T KNOW (SPONTANEOUS)	-9

K.15d At this time, does the owner or owners of this establishment have any outstanding personal loans that are used to finance this establishment's business activities?

Yes	1
No	2
DON'T KNOW (SPONTANEOUS)	-9

k15d

K.16 Referring again to the last complete fiscal year, did this establishment apply for any lines of credit or loans?

Yes	1	<i>GO TO QUESTION K.20a1</i>
No	2	
DON'T KNOW (SPONTANEOUS)	-9	<i>GO TO QUESTION K.21</i>

k16

K.17 What was the **main** reason why this establishment did not apply for any line of credit or loan?
SHOW CARD 19

No need for a loan - establishment had sufficient capital	1	<i>GO TO QUESTION K.21</i>
Application procedures were complex	2	<i>GO TO QUESTION K.21</i>
Interest rates were not favorable	3	<i>GO TO QUESTION K.21</i>
Collateral requirements were too high	4	<i>GO TO QUESTION K.21</i>
Size of loan and maturity were insufficient	5	<i>GO TO QUESTION K.21</i>
Did not think it would be approved	6	<i>GO TO QUESTION K.21</i>
Other	7	<i>GO TO QUESTION K.21</i>
DON'T KNOW (SPONTANEOUS)	-9	<i>GO TO QUESTION K.21</i>

k17

[illegible]

K.20a1	Referring only to this most recent application for a line of credit or loan, what was the outcome of that application? SHOW CARD 20
---------------	--

Application was approved in full	1
Application was approved only in part	2
Application was rejected	3
Application was withdrawn	4
APPLICATION STILL IN PROCESS	-6
DON'T KNOW (SPONTANEOUS)	-9

k20a1

K.21	During the last complete fiscal year, did this establishment have its annual financial statements checked and certified by an external auditor?
-------------	---

Yes	1
No	2
DON'T KNOW (SPONTANEOUS)	-9

k21

K.30	Using the response options on the card; To what degree is Access to Finance an obstacle to the current operations of this establishment? SHOW CARD 21
-------------	---

						(SPONTANEOUS)		
		No obstacle	Minor obstacle	Moderate obstacle	Major obstacle	Very Severe Obstacle	DON'T KNOW	DOES NOT APPLY
Access to finance	k30	0	1	2	3	4	-9	-7

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J. BUSINESS-GOVERNMENT RELATIONS**READ THE FOLLOWING TO THE RESPONDENT BEFORE PROCEEDING:**

The following questions assess how establishments, such as this one, deal with government officials and their agencies.

J.2	In a typical week over the last year, what percentage of total senior management's time was spent on dealing with requirements imposed by government regulations? (By senior management I mean managers, directors, and officers above direct supervisors of production or sales workers. Some examples of government regulations are taxes, customs, labor regulations, licensing and registration, including dealing with officials and completing forms)
------------	--

	Percent
Senior management's time spent on dealing with regulations	j2 %
NO TIME WAS SPENT	0
DON'T KNOW (SPONTANEOUS)	-9

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

Yes	1	
No	2	GO TO QUESTION J.6a
DON'T KNOW (SPONTANEOUS)	-9	GO TO QUESTION J.6a
		j3

J.4	Over the last year, 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 (SPONTANEOUS)	-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 (SPONTANEOUS)	-9	
REFUSAL (SPONTANEOUS)	-8	
		j5

J.6a	Over the last year, has this establishment secured or attempted to secure a government contract?
-------------	--

Yes	1	
No	2	GO TO QUESTION J.10
DON'T KNOW (SPONTANEOUS)	-9	GO TO QUESTION J.10
		j6a

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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 %
DON'T KNOW (SPONTANEOUS)	-9
REFUSAL (SPONTANEOUS)	-8
NO PAYMENTS	0

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 (SPONTANEOUS)	-9	GO TO QUESTION J.13
		j10

J.11 Approximately how many days did it take to obtain this import license from the day of the application 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 (SPONTANEOUS)	-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 (SPONTANEOUS)	-9	
REFUSAL (SPONTANEOUS)	-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 (SPONTANEOUS)	-9	GO TO QUESTION J.30
		j13

QUESTIONNAIRE NUMBER

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J.14	Approximately how many days did it take to obtain this operating license from the day of the application 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 (SPONTANEOUS)	-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 (SPONTANEOUS)	-9
REFUSAL (SPONTANEOUS)	-8

j15

J.30	Using the response options on the card; To what degree is/are [INSERT OPTION] an obstacle to the current operations of this establishment? SHOW CARD 21
-------------	--

ROTATE OPTIONS						(SPONTANEOUS)	
	No obstacle	Minor obstacle	Moderate obstacle	Major obstacle	Very Severe Obstacle	DON'T KNOW	DOES NOT APPLY
Tax rates j30a	0	1	2	3	4	-9	-7
Complexity of corporate tax rules sj30g	0	1	2	3	4	-9	-7
Frequency of changes in corporate tax rules sj30h	0	1	2	3	4	-9	-7
Business licensing and permits j30c	0	1	2	3	4	-9	-7
Political instability j30e	0	1	2	3	4	-9	-7
Corruption j30f	0	1	2	3	4	-9	-7
Courts h30	0	1	2	3	4	-9	-7

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L. LABOR**READ THE FOLLOWING TO THE RESPONDENT BEFORE PROCEEDING:**

Now I would like to ask you a few questions about this establishment's labor force.

- L.1** At the end of the last complete fiscal year, how many individuals worked in this establishment with full-time open-ended contracts and how many with full-time fixed-term contracts of at least one year? Please include all employees and managers
(Full-time employees with open-ended contracts are defined as paid employees that are contracted with no terms or periods defined in the contract itself and that work a full shift
Full-time employees with fixed-term contracts also work for a full shift but are contracted with a term of one year or more) **(INTERVIEWER: INCLUDE INTERVIEWEE IF APPLICABLE).**

	Number	DON'T KNOW (SPONT.)
Open-ended, full-time workers at the end of last complete fiscal year	11a	-9
Fixed-term, full-time workers at the end of last complete fiscal year	s11b	-9

- L.2a** Looking back, at the end of three fiscal years ago, how many individuals worked in this establishment with full-time open-ended contract and how many with full-time fixed-term contract of at least one year? Please include all employees and managers **(INTERVIEWER: INCLUDE INTERVIEWEE IF APPLICABLE).**

	Number	DON'T KNOW (SPONT.)	ESTAB. WAS NOT IN BUSINESS THREE FISCAL YEARS AGO
Open ended, full-time workers at the end of three fiscal years ago	12a	-9	-7
Fixed-term, full-time workers at the end of three fiscal years ago	s12b	-9	-7

- SL.3** Between last fiscal year and three fiscal years ago how many fixed-term full-time contracts had a total duration of two years?

	Number
Number of fixed-term contracts with total duration of two years	s13
DON'T KNOW (SPONTANEOUS)	-9

IF =0 GO TO SL.6

- SL.4** Between last fiscal year and three fiscal years ago what percentage of fixed-term contracts that reached the duration of two years was converted into open-ended contracts ?

	Percent
Percentage of two years fixed-term contracts converted into open-ended contract	s14
DON'T KNOW (SPONTANEOUS)	-9

IF =100 GO TO QUESTION SL.6

QUESTIONNAIRE NUMBER

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SL.5	If regulation had permitted it, would this establishment have renewed or extended any of the fixed-term contracts beyond the allowed two-year period?
-------------	---

Yes	1
No	2
DON'T KNOW (SPONTANEOUS)	-9

sl5

SL.6	For which of the following age categories, if any, does this establishment use fixed-term contracts more often? SHOW CARD 22
-------------	--

	Age
Less than 26 years	1
26-65	2
66+	3
NONE OF THEM	5
DON'T KNOW (SPONTANEOUS)	-9
	sl6

L.3	Coming back to last fiscal year, how many, full-time individuals with either open ended or fixed-term contracts in this establishment were: (INTERVIEWER: READ EACH CATEGORY)
------------	--

	Number	DON'T KNOW (SPONTANEOUS)
Production workers	l3a	-9
Non-production workers [e.g., managers, administration, sales]	l3b	-9

L.4	At the end of last fiscal year, how many full-time individuals working in this establishment with either open ended or fixed-term contracts were: INTERVIEWER: READ EACH CATEGORY
------------	--

		Number	DON'T KNOW (SPONTANEOUS)
Production	Skilled workers	l4a	-9
	Unskilled workers	l4b	-9
Non-production	Skilled workers [e.g., managers, administration, sales]	sl4c	-9
	Unskilled workers	sl4d	-9

SL.7	At the end of last fiscal year, how many full-time individuals working in this establishment with either open ended or fixed-term contracts were female?
-------------	--

	Number
Female open ended or fixed-term full-time workers	sl7
DON'T KNOW (SPONTANEOUS)	-9

IF 0 GO TO L.6

QUESTIONNAIRE NUMBER

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SL.8	At the end of the last complete fiscal year, how many female permanent full-time individuals working in this establishment with either open ended or fixed-term contracts were?
-------------	---

		Number	DON'T KNOW (SPONT.)
Production Female	Skilled workers	sl8a	-9
	Unskilled workers	sl8b	-9
Non-production Female	Skilled workers	sl8c	-9
	Unskilled workers	sl8d	-9

L.6	How many full-time seasonal or <u>temporary</u> employees did this establishment employ during last complete fiscal year? (Full-time, seasonal or temporary workers are all paid short-term (i.e. for less than a year) employees with no guarantee of renewal of contract employment and work full-time)
------------	--

	Number
Full-time seasonal or temporary workers employed last fiscal year	16
NO FULL-TIME SEASONAL OR TEMPORARY WORKERS	0
DON'T KNOW (SPONTANEOUS)	-9

GO TO QUESTION L.9a

GO TO QUESTION L.9a

L.6a	How many full-time seasonal or temporary employees employed during last complete fiscal year were female?
-------------	---

	Number
Full-time female seasonal or temporary workers employed last fiscal year	16a
DON'T KNOW (SPONTANEOUS)	-9

L.8	What was the average length of employment of all full-time temporary employees during last fiscal year?
------------	---

	Months
Average length full-time seasonal or temporary employment last fiscal year, in months	18
LESS THAN ONE MONTH	1
DON'T KNOW (SPONTANEOUS)	-9

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INTERVIEWER READ THE FOLLOWING

The next questions will refer to individuals with either open-ended or fixed-term contract as permanent employees

L.9a	What is the average number of years of education of a typical permanent (open-ended or fixed-term) full-time production worker employed in this establishment?
-------------	--

	Number
Average number of years of education of typical production worker	19a
DON'T KNOW (SPONTANEOUS)	-9

L.9a2	What is the average number of years of education of a typical female permanent (open-ended or fixed-term) full-time production worker employed in this establishment?
--------------	---

	Number
Average number of years of education of typical female production worker	19a2
DON'T KNOW (SPONTANEOUS)	-9
NO FEMALE PRODUCTION WORKERS	-7

L.9b	What is the percentage of permanent (open-ended or fixed-term) full-time workers who completed secondary school?
-------------	--

	Percent
Percentage of full time permanent workers who completed secondary school	19b
DON'T KNOW (SPONTANEOUS)	-9

SL.9	What is the percentage of permanent (open-ended or fixed-term) full time workers who has at least a bachelor degree?
-------------	--

	Percent
Full time permanent workers with a bachelor degree or more	sl9%
DON'T KNOW (SPONTANEOUS)	-9

L.10	During the last complete fiscal year, did this establishment have formal training programs for its permanent (open-ended or fixed-term), full-time employees?
-------------	---

Yes	1
No	2
DON'T KNOW (SPONTANEOUS)	-9

GO TO QUESTION SL10

GO TO QUESTION SL10

110

QUESTIONNAIRE NUMBER

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L.11	Referring to the training programs run during the last complete fiscal year, what percentage of permanent (open-ended or fixed-term), full-time employees of the following categories received formal training?
-------------	---

	Percent	IF NO EMPLOYEES IN A CATEGORY WERE TRAINED	DON'T KNOW (SPONT.)
Production full-time permanent employees trained	l11a %	0	-9
Non-production full-time permanent employees trained	l11b %	0	-9

SL.10	At the end of last complete fiscal year, how many individuals worked in this establishment with part-time contracts either open-ended or fixed-term? Please include all employees and managers (Part-time employees are defined as paid employees that work less than a full shift) (INTERVIEWER: INCLUDE INTERVIEWEE IF APPLICABLE).
--------------	---

	Number	
Part-time workers end of last fiscal year	sl10	IF 0 GO TO QUESTION SL.12
DON'T KNOW (SPONTANEOUS)	-9	GO TO QUESTION SL.12

SL.11	How many part-time employees with either open-ended or fixed-term contract employed at the end of last complete fiscal year were female?
--------------	--

	Number
Female part-time workers with open-ended or fixed-term contract employed during last fiscal year	sl11
DON'T KNOW (SPONTANEOUS)	-9

LABOR MARKET FLOW

SL.12	Over the last two years, did any of these factors prevent this establishment from expanding the workforce? Please consider both open-ended and fixed-term workers. READ OUT
--------------	--

Factors	Yes	No	DON'T KNOW (SPONT.)
Taxes and contribution rates sl12a	1	2	-9
Labor regulations about hiring and firing sl12b	1	2	-9
Market demand sl12c	1	2	-9

SL.13	Over the last two years, how many full-time workers did this establishment hire either with open-ended or fixed-term contract?
--------------	--

	Number	
Permanent, full-time workers hired	sl13	IF 0 GO TO SL.16
DON'T KNOW (SPONTANEOUS)	-9	GO TO SL.16

QUESTIONNAIRE NUMBER

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SL.14	Over the last two years, how many of the newly hired were in each of the following age categories?
--------------	--

	Number	DON'T KNOW (SPONT.)
Less than 26	s114a	-9
26-65	s114b	-9
66+	s114c	-9

SL.15	Over the last two years, how many of these were re-hired after being terminated for redundancy?
--------------	---

	Number
Permanent, full-time workers re-hired after being terminated for redundancy	s115
DON'T KNOW (SPONTANEOUS)	-9

SL.16	Over the last two years, how many permanent full-time workers were terminated or left this establishment, regardless of the reason?
--------------	---

	Number	
Number of permanent full-time workers terminated or left	s116	IF 0 GO TO SL.19a
DON'T KNOW (SPONTANEOUS)	-9	GO TO SL.19a

SL.17	Over the last two years, were any of the permanent full-time workers of this establishment terminated or left due to lack of demand?
--------------	--

Yes	1
No	2
DON'T KNOW (SPONTANEOUS)	-9

s117

SL.18	Over the last two years, were any of the permanent full-time workers of this establishment terminated or left due to lack of the required skills?
--------------	---

Yes	1
No	2
DON'T KNOW (SPONTANEOUS)	-9

s118

QUESTIONNAIRE NUMBER

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SL.18a	Over the last two years, were any of the permanent full-time workers of this establishment terminated or left due to poor performance?
---------------	--

Yes	1
No	2
DON'T KNOW (SPONTANEOUS)	-9

sl18a

SL.19	Over the last two years, did this establishment make use of the exemptions from priority rules for redundancy granted by the law to firms with up to 10 employees?
--------------	--

Yes	1
No	2
DON'T KNOW (SPONTANEOUS)	-9
DOESN'T APPLY	-7

sl19

SL.19a	Over the last two years, did this establishment negotiate, either successfully or unsuccessfully, exemptions from priority rules for redundancy with labor unions?
---------------	--

Yes, negotiated successfully	1
Yes, negotiated but unsuccessfully	2
No	3
DON'T KNOW (SPONTANEOUS)	-9
DOESN'T APPLY	-7

sl19a

SL.20	Over the last two years, did this establishment reassign or provide retraining to employees that the establishment wanted to make redundant?
--------------	--

Yes	1
No	2
DON'T KNOW (SPONTANEOUS)	-9

GO TO QUESTION SL.22

GO TO QUESTION SL.22

sl20

SL.21	Over the last two years, how much did this establishment spend on retraining and/or reassigning employees that the establishment wanted to make redundant?
--------------	--

	SEK
Amount spent on retraining/reassigning workers	sl21
DON'T KNOW (SPONTANEOUS)	-9

QUESTIONNAIRE NUMBER

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SL.22	Over the last two years, if regulations had permitted it, would this establishment have terminated or left employees due to lack of necessary skill?
--------------	--

Yes	1
No	2
DON'T KNOW (SPONTANEOUS)	-9

sl22

SL.22a	Over the last two years, how many employees were in this establishment payroll without working?
---------------	---

	Number
Number of employees in the establishment payroll without working	sl22a
DON'T KNOW (SPONTANEOUS)	-9

FRICTIONS IN LABOR MARKETS

SL.23	Over the last two years, did this establishment have any vacancies?
--------------	---

Yes	1
No	2
DON'T KNOW (SPONTANEOUS)	-9

GO TO QUESTION L.30

GO TO QUESTION L.30

sl23

	SL.24 How many of these vacancies were in the [insert category]?	SL.25 How many of these vacancies were filled?	SL.26 What was the average number of weeks required to fill these vacancies?
	Number	Number	Number
Skilled non-production workers	sl24b	sl25b	sl26b
DON'T KNOW (SPONT.)	-9	-9	-9
DOESN'T APPLY		-7	-7
Unskilled non-production workers	sl24c	sl25c	sl26c
DON'T KNOW (SPONT.)	-9	-9	-9
DOESN'T APPLY		-7	-7
Skilled production workers	sl24d	sl25d	sl26d
DON'T KNOW (SPONT.)	-9	-9	-9
DOESN'T APPLY		-7	-7
Unskilled production workers	sl24e	sl25e	sl26e
DON'T KNOW (SPONT.)	-9	-9	-9
DOESN'T APPLY		-7	-7

QUESTIONNAIRE NUMBER

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INTERVIEWER: IF ANY OF THE CATEGORIES IN SL24 =0 OR DON'T KNOW, THEN RECORD -7 IN CORRESPONDING VARIABLE IN SL25 AND SL26

SL.27 Over the last two years, using this card, please indicate the degree of difficulty in finding employees that have the following skills: **SHOW CARD 23**

Skill	Very easy	Easy	Difficult	Very difficult	DON'T KNOW (SPONT.)	DOESN'T APPLY (SPONT.)
Interpersonal and communication skills sl27a	1	2	3	4	-9	-7
Writing skills sl27b	1	2	3	4	-9	-7
Work ethic and commitment sl27c	1	2	3	4	-9	-7
Fluency in Swedish sl27d	1	2	3	4	-9	-7
Foreign language skills sl27e	1	2	3	4	-9	-7
Computer skills or general IT skills sl27f	1	2	3	4	-9	-7
Technical skills, other than computers, vocational, or job-specific skills sl27g	1	2	3	4	-9	-7

SL.28 How many unfilled vacancies does this establishment currently have?

	Number
Establishment current unfilled vacancies sl28	
DON'T KNOW (SPONTANEOUS)	-9

**IF 0 GO TO L.30
GO TO L.30**

SL.29 Have any of these unfilled vacancies being vacant for more than four months?

Yes	1
No	2
DON'T KNOW (SPONTANEOUS)	-9

sl29

SL.30 What is the main reason for currently unfilled vacancies **[READ OUT]**?

Lack of applicants	1
Applicants do not have required qualifications	2
Other	3
DON'T KNOW (SPONTANEOUS)	-9

sl30

QUESTIONNAIRE NUMBER

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L.30	Using the response options on the card; To what degree is/are [INSERT OPTION] an obstacle to the current operations of this establishment? SHOW CARD 25
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	No obstacle	Minor obstacle	Moderat e obstacle	Major obstacle	Very Severe Obstacle	DO NOT KNOW (SPONT.)	DOES NOT APPLY (SPONT.)
Duration limit of fixed-term contracts sl30a	0	1	2	3	4	-9	-7
Rules and regulations on redundant workers sl30c	0	1	2	3	4	-9	-7
Access to places to live sl30h	0	1	2	3	4	-9	-7
Inadequately educated workforce l30b	0	1	2	3	4	-9	-7

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M. BUSINESS ENVIRONMENT

READ THE FOLLOWING TO THE RESPONDENT BEFORE PROCEEDING:

M.1	By looking at card [insert card number] can you tell me which of the elements of the business environment included in the list, if any, currently represents the biggest obstacle faced by this establishment SHOW CARD 26 INTERVIEWER: DO NOT READ OUT
------------	--

1-Access to finance
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

Biggest obstacle	m1a
DON'T KNOW (SPONTANEOUS)	-9
DOES NOT APPLY (SPONTANEOUS)	-7

Rotation (option 1, 2 or 3)	m1d
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N. PERFORMANCE

READ THE FOLLOWING TO THE RESPONDENT BEFORE PROCEEDING:

Now, we would like to ask you a few questions about the financial results of this establishment. It is important that this information be as accurate as possible. The individual data are treated as confidential – the identity of your establishment will not be revealed at any point. Please provide the following information from the financial statements of this establishment.

N.2	From this establishment's Income Statement for last complete fiscal year, please provide the following information: SHOW CARD 27
------------	---

	SEKs	DON'T KNOW (SPONTANEOUS)
Total annual cost of labor including wages, salaries, bonuses, social security payments	n2a	-9
Total annual cost of raw materials and intermediate goods used in production	n2e	-9
Total annual costs of fuel	n2f	-9
Total annual costs of electricity	n2b	-9
Total costs of production	n2p	-9

N.6	From this establishment's Balance Sheet for last complete fiscal year, what was the net book value, that is the value of assets after depreciation, of the following:
------------	---

	SEKs	DON'T KNOW (SPONTANEOUS)
Machinery, vehicles, and equipment	n6a	-9
Land and buildings	n6b	-9

N.7	Hypothetically, if this establishment were to purchase the assets it uses now , in their current condition and regardless of whether the establishment owns them or not, how much would they cost, independently of whether they are owned, rented or leased?
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	SEKs	DON'T KNOW (SPONTANEOUS)
Machinery, vehicles, and equipment	n7a	-9
Land and buildings	n7b	-9

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A.15a Please complete the following information about the interviewee(s)

	Position in the firm	Years with the firm	Gender
Main respondent	a15a1ax	a15a2a	a15a3
Second respondent	a15a1bx	a15a2b	a15b3
Third respondent	a15a1cx	a15a2c	a15c3

ENTER 1 WHEN YEARS WITH THE FIRM IS LESS THAN ONE. FOR GENDER 1: MALE, 2: FEMALE

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

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

Day (dd)	Month (mm)	Year (yyyy)	Hour (00 to 23)	Minutes (00 to 59)
a15d	a15m	a15y	a15h	a15min

INTERVIEWERS PLEASE ANSWER AT END OF THE INTERVIEW:

A.16	It is my perception that the responses to the questions regarding opinions and perceptions:
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Truthful	1
Somewhat truthful	2
Not truthful	3

a16

A.17	The responses 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
Are in some case taken from books in some case estimates	4

a17

INTERVIEWER COMMENTS:

a17x

QUESTIONNAIRE NUMBER

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(Problems occurred/extraordinary circumstances which could influence results)

SUPERVISORS PLEASE ANSWER:

A.18	This questionnaire was completed in:
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One visit in face-to-face interview with one person	1
One visit in face-to-face interview with different managers/staff	2
Several visits	3

GO TO A.18a

a18

A.19	If option 2 or 3 in A.18 , estimate duration of the whole interview
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Hour	Minutes

a19h

a19m

A.18a	Was web-link application used to complete the interview?
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No	1
Yes for section L only	2
Yes for section N only	3
Yes for both section L and section N	4

a18a