

The IAB Establishment Panel

Employment Trends

Employer Survey 1994
on behalf of the Federal Employment Agency
(Bundesagentur für Arbeit)

Your answers will be treated confidentially in compliance with the current data protection legislation and will be anonymized for analysis to ensure that individual establishments or organizations may not be traced.

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Establishments which have already participated in the survey in previous years start with Question 1. New establishments start with Question 7 - please first complete the additional questionnaire.

EMPLOYMENT DEVELOPMENT

1. You were kind enough to participate in our survey before. Today, we would like to follow up the employment trends in previously surveyed establishments. All information given in this questionnaire should refer to the organizational unit which took part in the panel last year. According to your indications, this establishment counted the following number of employees as per 30/06/1993:

Interviewer: The following indications should refer to this organizational unit.

Total	Employees liable to social security
-------	--

Number of employees on 30.6.1993
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2. How has employment developed in the meantime? Please indicate the total number of employees as per 30/06/1994. How many of these were liable to social security?

Total	Employees liable to social security
-------	--

Number of employees on 30.6.1994
----------------------------------	-------	-------

3. Were parts of this establishment closed down or relocated with other company units during the period from 1 July 1993 to 30 June 1994, or separated and continued as independent businesses?

Interviewer: Several answers possible!

- Yes, closed down
- Yes, relocated
- Yes, separated
- None of these → go to Question 5!

4. How many employees left the company due to these measures?

..... Employees

5. Conversely, were there any organizational developments that resulted in the integration of other establishments or establishment units into your company?

- Yes
- No → go to Question 7!

6. How many employees were allowed to keep their jobs after integrating them into your enterprise? employees

7. What are your employment prospects for the forthcoming year? Do you expect the total number of employees to remain constant by June 1995, or do you think it will increase or decrease?

In case of estimated increase/ decrease: What is the approximate expected total number of employees? We expect that the level of employment...

- Will be approx. constant
- Will increase
- Will decrease } to an approx. total number of employees of
- Not sure at present

8. What kind of problems with human resources management do you expect for your establishment/office during the next two years? Please tick where applicable in the list!

Interviewer: Take out list 1 and tick where applicable!

- A Too high staff level
- B High turnover
- C Staff shortage
- D Shortage of junior employees
- E Drain off of specialized personnel
- F Difficulties in finding the required specialized personnel on the labor market
- G High percentage of older employed persons
- H Organizational problems as far as motherhood and maternity leave are concerned
- I High demand for further training and qualification
- J Lack of motivation in the workplace
- K High rate of lost work time and absence due to illness
- L Other problems with human resources management, namely.....
- No** problems with human resources management

9. Let us think ahead: What is your prediction about the development of your employment figures in 5 years' time:

- It is likely to increase considerably (by over 10%)
- It is likely to increase moderately (up to 10%)
- It is likely to be more or less constant
- It is likely to decrease moderately (up to 10%)
- It is likely to decrease considerably (by over 10%)
- Don't know/ impossible to predict
- Not applicable, establishment will probably no longer exist

BUSINESS POLICY AND PERFORMANCE
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10. What business goals are most important for you as of now?
a. Please name all those from this list that are applicable!
b. If several are named: what goal is the most important at the current moment?

Interviewer: Present list no. 2! In column a) Tick all applicable goals! In column b) Tick one goal only!

	a.	b.
	important	the most important
A Change range of services or products	<input type="checkbox"/>	<input type="checkbox"/>
B Improve the quality of the services and products on offer	<input type="checkbox"/>	<input type="checkbox"/>
C Improve customer service	<input type="checkbox"/>	<input type="checkbox"/>
D Intensify PR/advertising/marketing activities	<input type="checkbox"/>	<input type="checkbox"/>
E Restructure corporate organisation	<input type="checkbox"/>	<input type="checkbox"/>
F Technological modernisation within company	<input type="checkbox"/>	<input type="checkbox"/>
G Develop and expand R and D activities	<input type="checkbox"/>	<input type="checkbox"/>
H Better qualified employees	<input type="checkbox"/>	<input type="checkbox"/>
I Downsize staff	<input type="checkbox"/>	<input type="checkbox"/>
J Increase staff numbers	<input type="checkbox"/>	<input type="checkbox"/>
K Other goals, namely:	<input type="checkbox"/>	<input type="checkbox"/>

11. Please give your assessment of the profit situation of your business in the current fiscal year (1994)?

- very good
- good
- satisfactory
- sufficient
- unsatisfactory
- Not applicable (since civil service, public utility institution, etc.)

12. The business volume and the value added, which together account for the internal labour of a company, are important decisive factors for the employment development of an establishment.

According to our definition, the business volume is expressed...

Interviewer: Please name and tick the applicable designation.

for general establishments by the sales
(exclusive sales tax)

for banks/ financial institutions by the total assets

for insurance companies by the total premium paid
(inclusive premium tax)

for non industrial organizations,
regional and local authorities,
etc. by the budget volume
(administration and
property budget)

13. What was your turnover in the last fiscal year (normally the year 1993)?

Statements should be given only for the business unit in question (not e.g. for larger units including different locations).

If the value cannot be indicated exactly, an approximation will suffice.

Approximate amount:

If "sales" was selected in question 12, please proceed to question 14; In all other cases, please proceed with question 16!

14. What percentage of the turnover for 1995 of this establishment was made abroad?

If exact values are not available, an estimate will suffice.

Percentage of exports in 1993 turnover approx. %

- No foreign turnover
- I don't know

15. What share of sales was attributed to intermediate inputs and external costs in 1993, i.e. all raw materials and supplies purchased from other businesses or institutions, merchandise, wage work, external services, rents and other costs?

If exact values are not available, an estimate will suffice.

Share of intermediate inputs in the total sales 1993..... approx. %

- I don't know

16. How did the sales volume for this enterprise develop in 1993 in comparison to the previous year?

And what development is expected for 1994 and 1995?

Compared with 1992, did the sales volume for the business year 1993 ...

- Remained constant
Increased
Decreased } approx. %

Compared with 1993, is the sales volume for the business year 1994 expected to ...

- It is expected to remain constant
It is expected to increase
It is expected to decrease } approx. %
Don't know at present

And compared with 1994, is the sales volume for the business year 1995 expected to ...

- It is expected to remain constant
It is expected to increase
It is expected to decrease } approx. %
Don't know at present

The following questions refer to investments:

17. Has your establishment invested in one or several of the following areas in the last financial year 1993?

Interviewer: Read out and tick all applicable investment areas!

- Real estate and buildings
 EPD, information and communication Technology
 Production facilities, furniture and office equipment
 Means of transport, transportation systems
 No investments made → go to Question 22!

18. In relation to your largest single investment: In which of the aforementioned areas was this investment made? Was it...

Interviewer: Only one answer possible!

- Real estate and buildings
 EPD, information and communication Technology
 Production facilities, furniture and office equipment
 Means of transport, transportation systems

19a. What goals were you pursuing with this highest single investment? Please indicate using the list provided!

b. And which of these goals was the most important?

Interviewer: Present list no. 2! In column a) Tick all applicable goals! In column b) Tick one goal only!

	a.	b.
	true	most important
A Capacity expansion	<input type="checkbox"/>	<input type="checkbox"/>
B Replacement/Modernization	<input type="checkbox"/>	<input type="checkbox"/>
C Reducing manpower requirements	<input type="checkbox"/>	<input type="checkbox"/>
D Cost reduction	<input type="checkbox"/>	<input type="checkbox"/>
E Improvement of labor conditions	<input type="checkbox"/>	<input type="checkbox"/>
F Legal requirements	<input type="checkbox"/>	<input type="checkbox"/>
G Other goals, namely:	<input type="checkbox"/>	<input type="checkbox"/>

20. What amount did you invest (for single investment) in 1993?

If exact values are not available, an estimate will suffice.

Amount of investment approx. DM

21. Total amount of investments in 1993?

If exact values are not available, an estimate will suffice.

Total amount of investment in 1993 approx. DM

22. How do you expect the investment volume to develop in 1994 and 1995 respectively compared to each last year? The investment volume is likely to ...

	1994	1995
Remain more or less constant	<input type="checkbox"/>	<input type="checkbox"/>
Increase	<input type="checkbox"/>	<input type="checkbox"/>
Decrease	<input type="checkbox"/>	<input type="checkbox"/>
Don't know yet	<input type="checkbox"/>	<input type="checkbox"/>

23. Can you estimate the total amount of investments for 1994?

Sum of all investments in 1994 approx. DM
 No information available
 No investments planned

24. Did your establishment/ organization claim the following state subsidies in 1994?

Interviewer: Present list 4! Tick where applicable!

- A Funding from the German joint programme for the improvement of regional economic structures (GRW)
- B Other state funding (from Federal Government, German federal states, ERP)
- C Communal funding (investment and settlement allowances)
- D Funding from chambers and/or trade organizations
Funding from the Federal Employment Agency, namely:
- E - Settling-in allowance
- F - Reintegration subsidies
- G - Professional rehabilitation
- H - Special programmes (e.g. job-opportunities for the long-term unemployed)
- I - Job-creation measures
- K Other funding (please specify)
- No such funding

25. Please indicate the total amount of gross pay effected by your establishment in the month of June 1994 (excluding employer's social security contribution and holiday allowance)?

Total gross pay in June 1994: DM

CONTACT WITH EMPLOYMENT CENTER

26. On which of the following occasions do you utilise the services of the employment office either regularly or occasionally?

	regularly	occasionally	never
Staff recruitment / job placement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Placement of traineeships/ careers advice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Applying for short-time working allowance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Applying for other financial benefits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

27. There are different ways for local employment offices to publish information on their range of services. Which one do you prefer?

More than one answer possible.

- Information material in writing
- Personal advice/ visits to establishments
- Computer-aided information systems
- Not interested in information

28. Are you familiar with the vacancies information service (Stelleninformationssystem SIS) of the Federal Employment Agency?

- Yes
- No

Have you utilised this service...

- regularly?
- occasionally?
- never (so far)?

29. If you use the employment office's job placement service: are the following statements applicable to your establishment?

	Applicable	Not applicable
• The employment office ...		
is in regular contact with our establishment	<input type="checkbox"/>	<input type="checkbox"/>
pre-selects applicants according to our requirements	<input type="checkbox"/>	<input type="checkbox"/>
quickly reacts to our inquiries	<input type="checkbox"/>	<input type="checkbox"/>
helps us cut down on staff recruitment expenses	<input type="checkbox"/>	<input type="checkbox"/>
is familiar with our establishment	<input type="checkbox"/>	<input type="checkbox"/>
We do not cooperate with the employment office	<input type="checkbox"/>	<input type="checkbox"/>

30. If you have had a negative experience with the employment office, please describe the problems briefly using keywords.

.....
.....

- No negative experience....

VOCATIONAL TRAINING AND TRAINEESHIP
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31. Does this establishment/ organization offer traineeships?

- Yes
- No → go to Question 40!

Only in-house trainees are counted here, i.e. trainees who have signed a contract with the panel establishment/ organization! Candidates for civil service are not referred to here!

32. Have you signed contracts with trainees for the vocational training year 1993/94?

- Yes → go to Question 33!
- No

If not:

Would you have liked to offer traineeships or was there no demand/ capacity for trainees?

- Would have liked to offer traineeships → go to Question 35!
- No demand/capacity → go to Question 37!

33. How many traineeships had you offered for the vocational training year 1993/94?.

Total men + women no of women

Number

34. Had you planned to employ additional trainees for the vocational training year 1993/94?

- Yes
- No → go to Question 37!

35. How many trainees had you planned to employ in addition?

Number:

36. Did you receive applications for these positions?

- Yes
- No

37. How many of the trainees who had concluded traineeship contracts with your establishment successfully complete their vocational training in 1994?

Number in total

38. How many traineeships do you plan to offer in the forthcoming vocational training year 1994/95 (including new traineeship contracts already signed)?

Number in total

None → go to Question 40!

39. How many contracts for trainees were signed already?

Number of contracts

PERSONNEL STRUCTURE

40. The following questions refer to the personnel structure of your establishment, divided into different levels of qualification. Beforehand, we would like to ask you to give us some information about the personnel structure of your enterprise.

*Interviewer: Present list 5! Please enter "0" if an employment group does not exist.
For explanation: Menial jobs do normally not require any vocational training. Qualified employees are normally required to successfully complete vocational training or have the equivalent professional experience. Also the managing staff belongs to the employees with qualified jobs.*

Please indicate how the total number of employees counted on 30 June 1994 is distributed among the following employment groups.

	Total No. of men + women
Trainees (only in-house trainee contracts, not including applicants for civil service)
Unskilled or semi-skilled workers
Skilled workers
Employees/ civil servants for <u>menial</u> jobs
Employees/ civil servants for <u>qualified</u> jobs
Candidates for civil service
Working proprietors

The total number must be concordant with the indication made for 30/06/1994 in Question 2 and Question Z1 of the additional questionnaire for new panel establishments.

	women
41. How many of these were women?

	total total women
42. How many were part-time employees?

And how many of these worked less than 20 hours/week
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43. How many employees had fixed-term contracts? Trainees are not referred to!
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44. In addition to the total number of employees indicated in Question 39, did you also employ staff from the following employment groups on 30 June 1995? If so, how many approximately?

			Total
a. Casual workers, trainees	Yes	<input type="checkbox"/> → namely:	
	No	<input type="checkbox"/>	
b. Freelancers under contract for services	Yes	<input type="checkbox"/> → namely:	
	No	<input type="checkbox"/>	
c. Agency Workers	Yes	<input type="checkbox"/> → namely:	
	No	<input type="checkbox"/>	

45. How many employees are presently on parental leave?

Number:.....

PERSONNEL RECRUITMENT IN THE FIRST HALF OF 1994

46. Did you recruit staff in the first half of 1994? Extending the contracts of trainees and temporary employees is not to be counted as new recruitment.

- Yes → go to Question 47!
- No

If "No", were you willing to recruit staff or were no new staff required?

- I was willing to recruit staff → go to Question 49!
- No new staff required → go to Question 51!

47. Please indicate the total number of new recruitments in the first half of 1994.

Interviewer: Present list 6 and keep it until Question 49! Please enter "0" if an employment group does not exist!

- a. Please indicate the total number and categorize additionally into the different employment groups!
- b. How many of the hired employees were placed by the employment agency?
- c. Regardless of whether someone was recruited through the Employment Office: How many of employed persons were - to your knowledge - previously unemployed?

	Total	unskilled or semi-skilled workers	skilled workers	low-skilled employees civil servants	qualified employees civil servants
a) Employees/ workforce
Don't know	<input type="checkbox"/>				
b) placed by the employment agency
Don't know	<input type="checkbox"/>				
c) previously unemployed
Don't know	<input type="checkbox"/>				

48. Were you willing to recruit additional staff or did you have no further requirements for new staff?

- Yes
- No → go to Question 51!

**49. Please estimate how many positions were left open during the first half of 1994?
Please indicate the total number and categorize additionally into the different employment groups!**

	Total	unskilled or semi-skilled workers	skilled workers	low-skilled employees/ civil servants	qualified employees civil servants
Positions that were left open

50. Did you receive applications for these positions?

- Yes
- No

PERSONNEL OUTFLOW IN THE FIRST HALF OF 1994

51. Did you register any staff leaving your establishment/office in the first half of 1994?

i.e. persons leaving for reasons of dismissal, redundancy, transfer to other organizations within the establishment, end of period of training, retirement, expiration of temporary employment or death. Please note: employment is continued during periods of maternity leave, parental leave (previously: childcare leave), military or civil service, and during the release phase of progressive retirement.

- Yes
- No → go to Question 53!

52. Please indicate the total number of employees who have left your establishment! Please distribute the total number of employees who left among the following reasons for leaving.

Interviewer: Present list 7!

	Total
Total number of employees who left
Reason for leaving:	
Resignation on the part of the employee
Dismissal on the part of the employee
Leaving after termination of the in-company training
Expiration of a temporary employment contract
Termination of a contract by mutual agreement (also to be attributed to a social compensation plan)
Transfer to another organization within the Establishment
Retirement after reaching the stipulated pension age
Other, namely:.....

SHORT-TIME WORK/EXTRA HOURS IN THE FIRST HALF OF 1994
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53. Did you have to make use of short-time work in the first half of 1994?

- Yes
- No → go to Question 54!

If yes, how many work hours were canceled due to this?

Hours not worked due to short-time work

- Can't say at the moment

54. Did the personnel at your company work extra hours in first half of 1994?

- Yes
- No → go to Question 56!

55. How many hours of overtime were approximately worked in the first half of 1994?

Please indicate the figures as far as available/ accessible:

Total overtime, overtime compensated with time off in lieu and paid overtime.

	Total overtime	overtime compensated with time off in lieu	paid overtime
Approx. number of hours
Does not exist	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Don't know	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CURRENT PERSONNEL RECRUITMENT

56. Are you currently looking for staff (not including trainees) for immediate employment?

- Yes
- No → go to Question 58!

57. How many vacancies have you planned to be filled immediately?
a. Please indicate the total number and break it down into the employment groups listed.

Interviewer: Present list 8 and keep displayed until question 59.

b. How many of these vacancies are registered with the employment agency?

	Total	unskilled or semi-skilled workers	skilled workers	low-skilled employees/ civil servants ¹⁾	qualified employees civil servants ²⁾
a) Vacant positions (immediate)
b) Notified to employment office (immediate)

Footnotes: 1) Low-skilled employees do not normally require any vocational training. 2) Qualified employees are normally required to successfully complete vocational training or have the equivalent professional experience. This also includes employees in managerial positions.

58. Are you looking for personnel at present with a view to hiring them at a later date?

- Yes
- No → go to Question 60!

59. How many employees are you looking for with a view to hiring them at a later date?

a. Please indicate the total number and break it down into the occupational categories listed.

b. How many of these vacancies are registered with the employment agency?

	Total	unskilled or semi-skilled workers	skilled workers	low-skilled employees/ civil servants ¹⁾	qualified employees civil servants ²⁾
a) Vacant positions (immediate)
b) Notified to employment office (immediate)

Footnotes: 1) Low-skilled employees do not normally require any vocational training. 2) Qualified employees are normally required to successfully complete vocational training or have the equivalent professional experience. This also includes employees in managerial positions.

IN-COMPANY TRAINING

60. Did your establishment/ office support training courses in the first half of 1994?

To be more precise, did you release staff for the purpose of participating in internal or external training courses and did your establishment cover the expense for these in full or at least in part?

- Yes, staff was released and expenses were covered
- Neither release of staff nor covering of expenses → go to Question 62!

61a. How many employees - not including management staff - took part in these employee training measures in the first half of 1994?

Employees who have taken part more than once are to be counted once only.

62b. How many of these were women?

- a) Number of participants.....
- b) Number of women among them.....

IN OUR OWN INTEREST

62. Finally, we would like to ask you to assess our work.

a. Did you find the interview interesting in terms of its contents?

"1" is for "very interesting", "6" "not interesting at all".

— — — — —
1 2 3 4 5 6

b. Was it exhausting to answer the questionnaire?

"1" is for "not exhausting at all", "6" is for "extremely exhausting"

— — — — —
1 2 3 4 5 6

c. Prior to this interview, we sent you a brief summary of the results of last year's survey ("Employment Trends No. 1" and "Employment Trends No. 2").

Did you personally receive these information brochures?

- Yes
- No → go to Question 63!

d. Did you find these information brochures interesting?

"1" is for "very interesting", "6" is for "not interesting at all"

— — — — —
1 2 3 4 5 6

63. Do you have any suggestions or recommendations you might wish to make? Which questions from the topical field of "employment trends" do you regard most important?

Thank you very much for your assistance

PERSONNEL LEVEL 1993-1994

The complete interview should be held with the organizational unit or office whose address, establishment number and number of employees subject to social security is indicated on the accompanying address record. Should the establishment not be in a position to deliver the information required on this specific organizational unit, because information on personnel movement, sales/ business volume and investments is only available for a bigger or a smaller organizational unit, please give a brief description of the unit actually interviewed on the back of the address record. All information given in the questionnaire must refer to the organizational unit described in the address record.

Z1. In order to identify a survey establishment, we have so far referred to employees liable to social security only. The total number of employees in the establishment may, however, be substantially higher. Please therefore complete the following list as far as applicable:

Interviewer: Present list Z1!

How many persons, categorized according to the employment groups listed, were employed by this establishment/ office on 30 June 1993 and how have these figures developed by 30 June 1994?

Also including part-time workers! Please enter "0" for non existent groups!

	Total 30/06/93	Total 30/06/94
● Employees liable to social security		
Workers
Employees
Trainees/ apprentices
Subtotal: Employees liable to social security*)
● Employees not liable to social security...		
Civil servants incl. candidates for civil service
Working Proprietors
Unpaid family workers
Others
● Total number of employees

*The sub-total of employees subject to social security on 30/06/1993 should be concordant with the number indicated on the (top) rear of the address record! Otherwise the reason must be explained under B - D on the back of the address record.

GENERAL INFORMATION ON THE ESTABLISHMENT

Z2. What was the year of foundation of this establishment/ organization?
It was founded in 19....

Z3. Is the establishment to be considered a real start-up business or was it spun off an existing company?

- Start-up
- Spin-off

Z4. The establishment surveyed is ...

- an **independent** company or an independent organization **without** other places of business
- a **place of business/ office/ branch** of a larger enterprise or organization
- the **head office** of an enterprise or an organization with other places of business/ offices/ branches
- a regional or specific **middle-level authority** of a multi-level company or a multi-level authority/ organization

Z5. What is the legal form of your establishment?

- Individually-owned firm (with full liability of one person)
- Partnership (limited partnership, general partnership, partnership under the Civil Code)
- Limited liability company or limited commercial partnership with a limited company as a partner
- Company limited by shares (public limited company, partnership limited by shares)
- Public corporation, public law foundation, institution, authority or office
- Other legal form (e.g. association or cooperative)

Z6. Does your establishment have a works or staff council?

- Yes
- No

Z7. According to the establishment identification number registered with the Federal Employment Agency this establishment was assigned to the following industry:

Interviewer: Please read out what was indicated on the front of the address record!

Is this still up-to-date?

- Yes → go to Question Z8!
- No

If not, please indicate which branch of the industry your establishment is now active in using the industry classification table on the next page.

Interviewer: present page 3 of the questionnaire and fill in the appropriate industry code!

Industry classification No.:

Code No.:

01 Agriculture, hunting and forestry; growing of vegetables, farming of animals; fishing

02 Mining and quarrying; electricity, gas and water supply

Manufacturing

- 03 Manufacture of **chemicals** and refined petroleum products
- 04 Manufacture of **rubber** and **plastic** products
- 05 Manufacture of other **non-metallic mineral** products
- 06 Manufacture of **basic metals** and manufactured metal products

Investment goods

- 07 Manufacture of **structural metal** products, Manufacture of rail vehicles, ventilation and heating systems
- 08 Manufacture of **machinery** and **equipment** (not including office machinery)
- 09 Manufacture of **vehicles** and motor cycles
- 10 Building and repairing of **ships and boats**; manufacture of **aircraft**
- 11 Manufacture and repair of **electrical, equipment** office machinery and computers
- 12 Manufacture of **precision** and **optical** equipment, watches, clocks, **jewelry, games** and toys

Consumer goods

- 13 Manufacture of **wood** and **wood products**
- 14 Manufacture of **pulp, paper** and paper products, **printing, publishing**
- 15 Manufacture of **textiles** and **textile products**, armchairs, sofas and couches; tanning and dressing of **leather**
- 16 Manufacture of **food** products

Construction

- 17 **Building of complete constructions** or parts (including erection of roofs and frames, roof covering)
- 18 Building **installations** and building completion
- 19 **Trade: Wholesale, retail trade, retail sale via mail order houses**
- 20 **Transport and Communication**

Financial intermediation

- 21 **Monetary** and other financial intermediation
- 22 **Insurance and pension funding**

Other services

- 23 **Hotels and restaurants**
- 24 **Residential homes** for children, single parents old people and other social work activities with accommodation
- 25 **Washing** and dry-cleaning of textile and fur products, hairdressing, and other body treatments
- 26 **Educational institutions**, universities, schools
- 27 **Publishing, artistic and literary creation** and interpretation, activities of theatre ensembles, motion picture and video activities, **radio and television** activities
- 28 **Human health and veterinary** activities, medical practice and hospital activities **rehabilitation centres**
- 29 **Legal, accounting**, book-keeping and auditing activities, **advertising**, market research
- 30 **Architectural and engineering** activities and related technical consultancy, **laboratories**
- 31 **Real estate activities**, asset consulting
- 32 **Commercial advertising**, photographic activities
- 33 **Hygienic institutions**, operation of baths, street cleaning, collection and treatment of waste, sewage treatment, funeral and related activities, operation of cemeteries and crematoriums
- 34 **Pawnbroking**, renting of automobiles and other machinery and equipment
- 35 **Other services** such as: labour recruitment and provision of personnel, service of marriage bureaux, credit rating, secretarial and translation activities security activities, courier services, packaging activities, fair and amusement park activities gambling and betting activities

Non-industrial organizations, private households

- 36 **Organizations**, activities of trade, political organizations, non-profit organizations
- 37 Activities of **churches** and other religious and ideological organizations
- 38 **Private households**

Local authority, compulsory social security activities

- 39 General **public service** activities (including diplomatic and consular missions of foreign states)
- 40 **Public security** law and order activities, defence activities
- 41 **Compulsory social security** activities

Other

(Please give details)
.....

Z8. Do you have an R and D department?

- Yes
- No
- This is the responsibility of another unit within the enterprise

Z9. Is your establishment involved in market research activities?

- Yes
- No
- This is the responsibility of another unit within your enterprise

Z10. Has your enterprise improved or further developed a product that has been part of its line for longer than two years in total?

- Yes
- No

Z11. Has your company, in the last two years, started to offer a product/service that had been on the market before?

- Yes
- No

Z12. Have you started to offer a completely new product within the last two years for which a new market had to be created?

- Yes
- No

Z13. How do you assess to overall technical state of the plant and machinery, furniture and office equipment of this establishment compared to other establishments in the same industry? Please give your assessment using the scale below.

Interviewer: Present list Z2!

"1" indicates that the establishment has state-of-the-art equipment.
"5" indicates that the equipment is obsolete.
Please use the boxes inbetween to grade your assessment as appropriate.

state-of-the-art obsolete

□-----□-----□-----□-----□

1 2 3 4 5

Please continue with Question 7 in the main questionnaire.

.....
List No. Serial No. Wave Account No.

I hereby confirm that the interview was performed in a correct and proper manner and that the "Declaration on Data Protection" was handed to the interviewee.

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Place Date Signature of the interviewer