



Infratest Burke Sozialforschung

The IAB Establishment Panel

Employment Trends

Employer Survey 1998
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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IMPORTANT INSTRUCTIONS FOR THE INTERVIEWER
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Which OPERATING UNIT OF THE ESTABLISHMENT is to be interviewed for the survey?

*The complete interview should be held with the operating unit or office whose **address and number of employees** is indicated on the accompanying **address record**. Should the establishment not be in a position to deliver the required information on this specific operating unit, because the information is available only for a larger or a smaller operating unit, please give a short description of the unit actually interviewed on the back of the address record.*

All information given in the questionnaire must refer to the same operating unit.

Question 1 can be used to verify the proper selection of the operating unit:

- *for establishments participating for the first time:* Please transfer the reference figure from the address record to control field A (left column under the address field). This figure indicates the **the number of employees liable to social security contributions who are registered with the social insurance agencies** on the reference date (30 June 1997). The number of employees liable to social security in 1997 indicated in Question 1 must be consistent with this figure. Otherwise, the reason for the inconsistency must be explained on the back of the address record. Control field B is not filled in for establishments participating for the first time.
- *for establishments which have already participated in the survey:* Please transfer the reference figures from the address record to control fields A and B (left column under the address field). These are **the notifications made by the establishment in the previous year** on the reference date (30 June 1997). The numbers of employees indicated in Question 1 this year must be consistent with these figures. Otherwise, the reason for the inconsistency must be explained on the back of the address record.

Who is employed SUBJECT TO SOCIAL SECURITY?

*Employees subject to social security are **workers, employees and trainees** who are liable to health, pension and/ or unemployment insurance or whose contributions to pension insurance is partly paid by the employer. The following forms of employment are **not** considered liable to social security: civil servants, self-employed persons, unpaid family workers and so-called "marginal" part-time workers.¹*

¹A "marginal" part-time worker is a person who is

- either employed only short-term (i.e. for a maximum of 2 month or 50 days per year)
- or has agreed working hours of less than 15 hours and a monthly paid maximum wage of DM 620,- (1998) and DM 610,-(1997) for the old German federal states or rather DM 520,-(1998 and 1997) for the new German federal states.

EMPLOYMENT DEVELOPMENT

Interviewer: Submit list 1! Transfer figures from address record to control fields A and, if required, B!

1. How many persons, categorized according to the employment groups listed, were employed by this establishment/ office on 30 June 1997 and how have these figures developed by 30 June 1998?

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

	control field acc. (address record)	Total 30/06/97	Total 30/06/98
<ul style="list-style-type: none"> ● Employees liable to social security (see explanation on page 2) 			
Workers and employees	
Trainees/ apprentices	
Subtotal: Employees liable to social security	A:
<ul style="list-style-type: none"> ● Employees not liable to social security 			
Civil servants incl. candidates for civil service	
Working Proprietors and unpaid family workers	
Others (e.g. marginal part time workers)	
<ul style="list-style-type: none"> ● Total number of employees 	B:

2. Were parts of this establishment closed down or relocated with other company units during the period from 1 July 97 to 30 June 98, or separated and continued as independent businesses?

Interviewer: Several answers possible!

- Yes, closed down
- Yes, relocated
- Yes, separated
- None of these → go to Question 4!

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

Interviewer: If none, please enter "0"!

..... Employees

4. 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 6!

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

..... employees

6. What are your employment prospects for the forthcoming year? Do you expect the total number of employees to remain constant by June 1999, 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

BUSINESS POLICY AND PERFORMANCE

7. Please indicate whether the following instruments exist in your establishment/ office:

Interviewer: Present list 2 and tick where applicable.

- A Staff requirement set out in writing
- B Stipulated procedure for staff recruitment
- C Job descriptions for most of the existing jobs
- D Written personnel reviews
- E In-house/company agreement on the promotion of gender mainstreaming
- F Employee share ownership and profit-sharing schemes
- G Investment planning set out in writing
- H Production or sales planning set out in writing
- I Plans for the changeover to the euro

8a. Please give your assessment of the profit situation of your business in the current fiscal year (1998)?

8b. How was profitability in the last financial year 1997?

	In the current year 1998	in the last financial year 1997
very good	<input type="checkbox"/>	<input type="checkbox"/>
good	<input type="checkbox"/>	<input type="checkbox"/>
satisfactory	<input type="checkbox"/>	<input type="checkbox"/>
sufficient	<input type="checkbox"/>	<input type="checkbox"/>
unsatisfactory	<input type="checkbox"/>	<input type="checkbox"/>
Not applicable (since civil service, public utility institution, etc.)	<input type="checkbox"/>	→ go to Question 10!

9. How do you rate the pressure from competition your establishment has to deal with? Is there.....

- no pressure from competition at all?
- minor pressure from competition?
- medium pressure from competition?
- substantial pressure from competition?

10. 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)

11. What was your turnover in the last fiscal year (normally the year 1997)?

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: DM

12. How do you expect the business volume to develop in the current year, 1998, as compared to 1997?

- It is expected to remain constant
- It is expected to increase
- It is expected to decrease } to an approx. total number of employees of
- Don't know at present

13. Please classify according to Question 10:

- "Sales" ticked
- Another box ticked → go to Question 18!

14. Let us review the last fiscal year (1997): What share of sales was attributed to intermediate inputs and external costs in 1997, i.e. all raw materials and supplies purchased from other businesses or institutions, merchandise, wage work, external services, rents and other costs (e.g. advertising and agency expenses, travel costs, commissions, royalties, postal charges, insurance premiums, testing costs, consultancy fees, bank charges, contributions to chambers of trade and commerce and professional associations)?

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

Share of intermediate inputs in the total sales 1997.....approx. %

I do not know

15. Please indicate the share of sales achieved in 1997 attributable to the regions listed below.

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

- Old West German states..... approx. %
- New German states (East Germany) incl. Berlin..... approx. %
- European Monetary Union states (excl. Germany):
Austria, Belgium, Finland, France, Greece, Ireland, Italy,
Luxembourg, the Netherlands, Portugal and Spain..... approx. %
- Other foreign countries..... approx. %
- Total sales..... 100 %

**16. Let us assume that there was an extensive demand in 1997:
Would your company have managed to achieve a turnover increase with the
resources then available (personnel, plant equipment, buildings)?
Or would you have required additional staff and equipment in order to do so?**

- Increase in turnover would have been possible with existing resources
- Would have required additional staff → go to Question 18!
- Would have required additional equipment → go to Question 18!

**17. By what percentage could you have increased turnover in 1997 with
the given human and other resources?**

approx.% higher turnover

OPERATIONAL INVESTMENT

**18. Has your establishment invested in one or several of the following areas in
the last financial year 1997?**

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 20!

**19a. What was the approximate sum total of
all investments in 1997?**

If exact values are not available an estimate will suffice.

Sum of all investments in 1997 approx.
DM

**19b. What share of total investments made was
attributed to the expansion of your establishment?..... approx. %**

20. How do you expect the investment volume to develop in 1998 and 1999 respectively compared to the last year? The investment volume is likely to ...

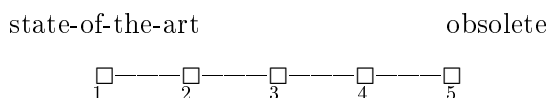
Will the investment volume...	1998	1999
Remain more or less constant	<input type="checkbox"/>	<input type="checkbox"/>
rather increased	<input type="checkbox"/>	<input type="checkbox"/>
rather decreased	<input type="checkbox"/>	<input type="checkbox"/>
Don't know yet	<input type="checkbox"/>	<input type="checkbox"/>

21. Can you estimate the total amount of investments for 1998?

Sum of all investments in 1998 approx. DM
 No investments planned
 No information available

22. 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.

"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.



INNOVATIONS IN THE ESTABLISHMENT

23. Has your enterprise improved or further developed a product that has been part of its range for over than two years in total?

- Yes
- No

24a. Has your company, in the last two years, started to offer a product/service that had been on the market previously?

- Yes
- No → go to question 25!

24b. What percentage of total turnover (see questions 10/11) drew these new products/ services in 1997?

approx. %

25a. 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 → go to question 26!

25b. What percentage of total turnover (see questions 10/11) drew these new products/ services in 1997?

approx. %

26. Has one of the following changes taken place within your establishment/ office in the last two years?

Interviewer: Submit list 3 and tick where applicable! More than one alternative is possible.

- A More reliance on internal labour
- B Expansion of purchase of products and services from external sources
- C Restructuring of procurement and distribution channels and/or of customer relations
- D Restructuring of departments or areas of activities
- E Downward shifting of responsibilities and decisions
- F Introduction of team work/ working groups with their own responsibilities
- G Introduction of units/departments carrying out their own cost and result calculations
- H Ecological measures in enterprise (e.g. eco, product and materials balances, eco audit)
- I Improvement of quality management
- J Others (please specify)
- K None

27. Do you have an R and D department?

- Yes
- No → go to question 30!
- This is the responsibility of another unit within your enterprise → go to question 30!

28. Research and development is often carried out in cooperation with others. How does it work in your case?

Interviewer: Take out list 4 and tick where applicable!

- A We cooperate with clients
- B We cooperate with suppliers
- C We cooperate with competitors
- D We cooperate with universities/universities of applied sciences
- E We cooperate with consulting firms (management consultants consulting engineers)
- F Other partner
- G Not applicable, no cooperation with research and development

29. How many employees are working on R and D measures full-time or part-time within your company - irrespective of the fact that you have or do not have your own R and D department?

..... approx. full-time

..... approx. part-time

30. Is your establishment involved in market research activities?

- Yes
- No → go to question 32!
- This is the responsibility of another unit within your enterprise → go to question 32!

31. How many employees in your establishment are fully or at least partly occupied with tasks related to market research - irrespective of whether a department explicitly exists for this purpose?

approx. employees who work solely on market research tasks

approx. who work in part on market research tasks

GOVERNMENT ASSISTANCE

32. Which of the following employment subsidies and allowances did your enterprise receive by the employment agency or other government institutions in 1997?

Interviewer: Present list 5 and tick as applicable!

- A Subsidies for people employed under job-creation measures
- B Wage subsidies acc. to § 242s and 249h of the Employment Promotion Act
- C Wage subsidies for older employees
- D Subsidies for on-the-job training
- E Reintegration subsidy
- F Vocational rehabilitation schemes
- G Recruitment subsidies for new businesses (e.g. in acc. with § 55a of the Employment Promotion Act)
- H Job opportunities programme for the long-term unemployed
- I Other wage subsidies (e.g. on the Laender level), which are.....
- J **None** → go to Question 35!

33. How many employees were subsidised by these salary allowances in 1997 overall?..... approx. Employees

34. How many employees did receive support through government-organized job-creation measures or structural adjustment projects in 1997?..... approx. Employees

35. Which of the following investment and materials subsidies were granted to your establishment/office in 1997?

Interviewer: Present list 6 and tick as applicable!

- A Funds of the joint programme to develop the "regional economic structure"
- B Subsidies from Federal programmes (e.g. personnel expenses subsidy programme)
- C Funds of state programmes (e.g. support for medium-sized enterprises)
- D Subsidies from EU support programmes
- E Tax relief (e.g. investment subsidies or special depreciations)
- F Other subsidies, e.g. financial aid from the Deutsche Ausgleichsbank (DtA), the Reconstruction Loan Corporation (Kreditanstalt für Wiederaufbau - KfW) or the European Investment Bank (EIB)
- G **None** → go to Question 37!

36. Please indicate the total amount of investment and materials subsidies for 1997..... approx.DM

VOCATIONAL TRAINING AND TRAINEESHIP

37. Is this establishment/ office qualified to provide professional training in compliance with the statutory provisions in force?

Interviewer: if required, please point out that statutory provisions also include competent instructors and a suitable training environment!

- Yes, the establishment complies with these provisions
- Yes, in association with other units/ offices or industry-wide institutions
- No → go to Question 45!

38. Is Vocational training carried out in accordance with one of the following regulations?

Interviewer: Submit list 7 and tick where applicable!

- Yes, according to the Vocational Training Act (BBIG) / Handicrafts Regulation Act (HWO)
- Yes, according to other regulations (e.g. for apprenticed professions in the health service or professions in social care and social education)
- Yes, according to regulations for traineeship of candidates for civil service
- No, not offering traineeships → go to Question 44!

39a. How many new traineeships had you offered for the vocational training year 1997/1998? Please also consider all training stipulations on this list.

Interviewer: The vocational training year 1997/1998 is normally considered to begin on 1 August 1997 and end on 31 July 1998. Present list 7! Please enter "0" if not applicable!

Traineeships offered for the vocational training year 1997/1998:

39b. How many traineeships were women?

40a. Did any of the trainees who had concluded traineeship contracts with your establishment successfully complete their vocational training in 1998?

Please also include trainees who are still expected to complete their training successfully in 1998!

- Yes
- No → go to Question 41!

40b. How many altogether?

Number of trainees who had successfully completed their training:

40c. How many were offered a position within your or another enterprise?

Interviewer: Please enter "0" if no trainee were offered a position!

Number of trainees who continue working at this company:

41. Has this establishment/office concluded any traineeship contracts for the currently expiring vocational training year 1998/1999?

Interviewer: The vocational training year 1998/1999 is normally considered to begin on 1 August 1998 and end on 31 July 1999.

- Yes**
- No**, the traineeship contract were concluded by another unit/ office → go to Question 44!
- No**, no new traineeship contracts for 1998/1999→ go to Question 43!

42a. How many contracts for trainees were signed already for the vocational year 1998/1999?

Interviewer: Read out and enter respective figures. Please enter "0" if one of the contract groups mentioned does not exist.

Contracts for the vocational year 1998/1999...

- According BBIG vocational training law /HW craft trades law
- According to other regulations (e.g., health services, police)
- As civil servant aspirants

42b. How many traineeships were registered with the employment agency?

Number of traineeships notified to federal employment office

43a. Do you plan to conclude any (further) traineeship contracts for the vocational training year 1998/1999?

- Yes
- No→ go to Question 44!

43b. How many trainees will you recruit in 1998/1999 overall?

43c. How many traineeships were registered with the employment agency?

Number of traineeships notified to federal employment office

44. How is vocational training expected to develop in your establishment over the next 2 years?

Vocational training activities will be.....

- continued...
- expanded....
- reduced.....
- suspended.....
- initialized/revived.....

PERSONNEL STRUCTURE

45. The following questions refer to the personnel structure of your establishment.

Interviewer: Present list 8 and leave until Question 55! Please enter "0" if an employment group does not exist. If applicable, employees indicated under "other employees not subject to social security" (e.g. marginal part-time workers) and "unpaid family workers" in Question 1 are to be distributed among the employment groups listed here.

Please indicate how the total number of employees counted on 30 June 1998 (acc. to Question 1) is distributed among the following employment groups. Please also indicate the number of women among them.

	Total No. of men + women	No. of women
Please transfer the total number of employees on 30 June 1998 from Question 1	
This includes...		
Unskilled or semi-skilled workers
Skilled workers
Employees/ civil servants for menial ¹⁾ jobs, requiring no specific vocational education
Employees/ civil servants for qualified ²⁾ jobs, - requiring a vocational qualification or comparable training on the job or relevant professional experience
- requiring a university degree or higher education		
Working proprietors, directors, managers
Trainees/ apprentices
Candidates for civil service
Total =		
Total number of employees (Please check this figure)

Footnotes: 1) Menial jobs do normally not 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.

46. Does the total number of employees mentioned in Question 45 also include...

46a. Part-time workers?

If so, please indicate the total number of part-time workers

		Total	No. of women
Yes	<input type="checkbox"/>
No	<input type="checkbox"/>		

46b. Fixed-term employment?

This does not include trainees!

If so, please indicate the total number of fixed-term employment and the number of women among them.

		Total	No. of women
Yes	<input type="checkbox"/>
No	<input type="checkbox"/>		

How many of the fixed-term employed have been supported through Employment Agency job creation measures or with wage subsidies?

46c. marginal part-time workers who are not bound to social security

If so, please indicate the total number of marginal part-time workers who are not bound to social security?¹⁾

		Total
Yes	<input type="checkbox"/>
No	<input type="checkbox"/>	

¹A "marginal" part-time worker is a person who is
 - either employed only short-term (i.e. for a maximum of 2 month or 50 days per year)
 - or has agreed working hours of less than 15 hours and a monthly paid maximum wage of DM 620,- (1998) and DM 610,-(1997) for the old German federal states or rather DM 520,- (1998 and 1997) for the new German federal states.

47a. In addition to the total number of employees indicated in Question 45, did you also employ staff from the following employment groups on 30 June 1998?

47b. 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"/>	

PERSONNEL RECRUITMENT IN THE FIRST HALF OF 1998

48a. Did you recruit staff in the first half of 1998?

Extending the contracts of trainees and temporary employees is not to be counted as new recruitment.

- Yes → go to Question 49!
- No

48b. If "No", were you willing to recruit staff or were no new staff required?

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

49. How many new employees did you hire in the first half of 1998?

49a. Please indicate the total number of new recruitments plus their distribution between the various groups of employees listed.

49b. Please indicate the total number of women among them.

	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)

50a. How many of the recruited staff were recruited as temporary staff in the first half of 1998?

If so, please indicate the total number and the number of women among them.

	Total	No. of women
Temporary staff

50b. How many of those fixed-term employments were subsidized by public funding? (Wage subsidies, job-creation measures or structural adjustment measures)?

Publicly-funded fixed-term employments.....

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.

CURRENT PERSONNEL RECRUITMENT

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

- Yes
- No → go to Question 54!

52a. How many vacancies have you planned to be filled immediately? Please indicate the total number and break it down into the employment groups listed.

52b. 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)

53. How many of this immediately required workforce are to be recruited in order to...

- retain the current workforce (replacements)
- increase workforce (increased demand)

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

- Yes
- No → go to Question 57!

55a. How many employees are you looking for with a view to hiring them at a later date?

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

55b. 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)

56. How many of this immediately required workforce are to be recruited in order to...

- retain the current workforce (replacements)
- increase workforce (increased demand)

PERSONNEL OUTFLOW IN THE FIRST HALF OF 1998

57. Did you register any staff leaving your establishment/office in the first half of 1998?

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 59!

58a. Please indicate the total number of employees who have left your establishment! How many of them were female?

58b. Please distribute the total number of employees who left among the following reasons for leaving.

Interviewer: Present list 9!

	Total	No. of women
a. Total number of employees who left
b. Reason for leaving:		
Resignation on the part of the employee	
Resignation on the part of the employment	
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 or before reaching the stipulated pension age, occupational invalidity/ disability	
Other, namely	

SALARIES AND WAGES

59. Is this establishment bound by ...

- An industry-wide wage agreement
- A company agreement concluded by the establishment and the trade unions
- Not bound by a collective agreement → go to Question 61!

60. If this establishment is not bound by a collective agreement:
a. If you take the currently valid wage agreement as a basis, do you pay salaries and wages above the collectively agreed scale?

- Yes
- No → go to Question 61!

b. If so, please approximate the percentage rate by which the salaries and wages paid by your company exceeds the collectively agreed scale. approx. %

61. Please indicate the total amount of gross pay effected by your establishment in the month of June 1998 (excluding employer's social security contribution and holiday allowance)?

Total gross pay in June 1998: DM

OPERATIONAL WORKING HOURS

62. What are the working hours per week for full-time employees at present?
 Working hours per week:.....

63. Please categorize your employees according to their agreed weekly working time. Please state proportion!

Interviewer: Present list 10! If exact values are not available an estimate will suffice.!

- Proportion full-time..... approx. %
- Proportion part-time > 24 h weekly..... approx. %
- Proportion part time > 15-24 h weekly..... approx. %
- Proportion part time < 15 h weekly..... approx. %
- Proportion part-time no fixed hours of work..... approx. %
- Total = all employees..... 100 %

64. Did employees work overtime in the first half of 1998?

- Yes
- NO → go to Question 67!

65. What percentage of your employees worked overtime in the first half of 1998?

approx. % I can't say

66a. How many extra hours in first half of 1998 in total?

approx. % I can't say

66b. Please state the amount of paid extra hours?

approx. % I can't say

WORK AND STAFF COUNCIL

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

- Yes
- No

68. Interviewer: Please tick according to address record.

- The establishment/office took part in the employer survey on "Employment Trends" in one of the previous years (1996 or 1997) → go to Question 79!
- 1998 is the first time the establishment/office took part in the employer survey "Employment Trends"

GENERAL INFORMATION ON THE ESTABLISHMENT/ OFFICE

69. What is the legal form of your establishment?

Interviewer: Present list 11!

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

70. Please choose one of the following categories:

The establishment is located in...

- Old federal German states or West Berlin
- New federal German states or East Berlin → go to Question 73!

Questions 71 to 72 only for old federal German states and West Berlin

71. Was this establishment/office founded in 1960 or before or later? Please state the year if later

- Before 1960 → go to Question 78!
- 1960 and later (please specify date)

72. Is the establishment to be considered a real start-up business or was it spun off an existing company? Or did the establishment change it's proprietor?

- Start-up → go to Question 78!
- Spin-off → go to Question 78!
- Change of proprietor → go to Question 78!

Questions 73-77 only for new federal German states and Ost Berlin

73. Did this establishment/office exist before January 1, 1990?

- Yes
- No → go to Question 76!

74. If so, in what form?

Interviewer: Read out!

- VEB (nationally owned enterprise)/ public facility in the GDR
- Part of a VEB or a public facility
- Cooperative
- Private establishment

75. Is this establishment being administered by the trustee agency?

- Yes
- No

76. Is your business mainly or exclusively...

- Eastern German property
- Western German property
- Foreign property
- Public property
- There is no principal shareholder
- Unknown

77. For how long has this establishment/office existed in its current legal form?

Since

All establishments participating for the first time

78. 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!

a. Is this still up-to-date?

- Yes → go to Question 79!
- No

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

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)
.....

79. The establishment surveyed is ...

- an **independent** company or an independent organization **without** other places of business → go to Question 80!
- the **head office** of an enterprise or an organization with other places of business/ offices/ branches → go to Question 80!
- a **place of business/ office/ branch** of a larger enterprise or organization → go to Question 83!
- a regional or specific **middle-level authority** of a multi-level company or a multi-level authority/ organization → go to Question 83!

FOREIGN INVESTMENT

80. Does your establishment have direct holdings in companies abroad?

- No holdings → go to Question 83!
- Yes
- Not applicable (since civil service, public utility institution, etc.) → go to Question 83!

81a. In which of the following country groups do you have direct holdings in companies?

Interviewer: Submit list 12!

If several answers were given:

81b. And which of those country groups were most important in terms of the total amount of foreign investments?

	a) all applicable	b) most important Only one answer
A European Union and Switzerland/ Norway	<input type="checkbox"/>	<input type="checkbox"/>
B Other European countries (including the regions of the former Soviet Union)	<input type="checkbox"/>	<input type="checkbox"/>
C Overseas industrialized countries (U.S., Canada, Australia, New Zealand, Japan)	<input type="checkbox"/>	<input type="checkbox"/>
D South Korea, Singapore, Thailand, Taiwan, Hongkong, Malaysia	<input type="checkbox"/>	<input type="checkbox"/>
E Other countries	<input type="checkbox"/>	<input type="checkbox"/>

82. Please answer in reference to the most important country group: Which of the following aspects were decisive for the investments made in this region?

Interviewer: Submit list 13!

- A Penetration of new markets
- B To safeguard existing markets
- C Better procurement options
- D Technological transfer
- E Lower labour costs
- F Lower taxes
- G Longer working hours
- H Longer machine running times
- I Minimization of exchange rate risks
- J Avoidance of import restrictions (protectionism)
- K Fewer administrative regulations
- L Fewer environmental requirements
- M Others, which are

BUSINESS START-UP SUPPORT

83. If this establishment was founded after 01/01/1990:

Were any of the company founders granted a bridging allowance (acc. to § 55a of the Federal Promotion Act and § 57 of the German Social Code Book III) by the Federal Employment Agency?

- Yes
- No
- Not applicable, since the establishment was founded before 1990

