

Methodological questionnaire

Statistics of employment, wages and hours of work derived from establishment surveys

The objective of this questionnaire is to obtain information about the most important features of the establishment survey(s) carried out in your country since 1990, that are used as sources of statistics of employment, wages and/or hours of work.

Please use as many questionnaires as there are establishment sources for these statistics. For each type of survey, please respond with reference to the latest (most recent) exercise. If you have any questions on which surveys should be covered by this questionnaire, please contact sources@ilo.org before completing the questionnaire. In case the most recent survey was conducted before 1990, please complete only section A. Identification.

This questionnaire is designed to require only a minimum of textual response. The use of pre-coded responses facilitates response but increases the number of pages in the questionnaire. The accompanying document provides international definitions and links to international classifications mentioned in this questionnaire.

We welcome any comments regarding this questionnaire (item J1. "Additional comments"). You can save and print the completed questionnaire at your convenience. Once finished, you can send it to us by clicking the submit button at the end of the questionnaire or by sending a saved copy of the completed questionnaire to sources@ilo.org.

Thank you for your cooperation.

A. Identification

A1. Country

A2. Title of the survey

A3. Organisation(s) responsible

A4. Website where additional information can be found:

Germany

Quarterly Earnings Survey

Federal Statistical Office of Germany

www.destatis.de

B1. Periodicity: The survey is carried out ...

 Once a year, 	continue to	B2
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 \bigcirc Two times a year/half yearly, continue to B2

- \odot Every quarter, continue to B2
- \bigcirc Every month, go to B3

C Every months, continue to B2

Г

C Every years, go to B3

 \bigcirc Ad hoc survey, continue to B2

Further comments	comments	nments		
or explanations (if	nations (if	ons (if		
needed):	:			

B2. Months of the survey: the survey is carried out in the following months ...

⊠January	🔀 February
🗙 March	⊠April
ХМау	⊠June
⊠July	⊠August
September	⊠October
November	X December

B3. Year the survey started: ²⁰⁰⁷

....

B4. Industry coverage: The survey includes establishments in the following ISIC rev. 4 groups

A. Agriculture, forestry and fishing	⊖ Yes	No	L. Real estate activities	Yes	$\bigcirc No$
B. Mining and quarrying	• Yes	∩No	M. Professional, scientific and technical	() Vac	
C. Manufacturing	• Yes	∩ No	activities	Yes	
D. Electricity, gas, steam and air conditioning supply	Yes	⊖ No	N. Administrative and support support service activities	• Yes	∩No
E. Water supply, sewerage, wast management and remediation act.	Yes	⊖ No	O. Public administration; compulsory social security	• Yes	∩No
F. Construction	• Yes	∩ No	O. Defense	• Yes	∩No
G. Wholesale and retail trade; repair of	C V.	O Ne	P. Education	• Yes	∩No
motor vehicles	Yes	() No	Q. Human health and social work activities	• Yes	∩No
H. Transportation and storage	• Yes	∩ No	R. Arts, entertainment and recreation	Yes	∩No
I. Accomodation and food service	C V.		S. Other service activities	• Yes	∩No
activities	Yes	() NO	T. Activities of household as employers	⊖ Yes	No
J. Information and communication	• Yes	⊖ No	U. Activities of extraterritorial organizations and bodies	⊖Yes	● No
K. Financial and insurance activities	• Yes	⊖ No			

Further commentsThe local units of sections O "public administration and defence; compulsory social security" and P "education" are not
questioned. The variables of those units are estimated on the basis of the statistics on public service personnel as well as
information from collective agreements.

B5 .	Size	coverage:	The surve	y covers
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○ All establishments of any size

• All establishments with at least $|_{10}$

workers/employees

Other size coverage: In the economic branches of "site preparation", "building installation", "building completion", "renting of construction or demolition equipment", "retail trade", "hotels and restaurants", "activities of travel agencies and

+

B6. Geographical coverage: The survey covers the ...

• Whole country

\bigcirc Whole country, excluding the following remote/marginal areas:	
○ Capital city (can include surrounding ar	eas)
○ The following main cities:	

○ Only urban areas

○ Other geographical coverage:

B7. Worker coverage: The survey covers the following status in employment categories

(a) All persons in the payroll	Yes	∩ No
(b) Only Paid employees	⊖Yes	No
(c) Only Manual / blue collar workers/wage earners/ production workers/ operatives, etc.	⊖ Yes	● No
(d) Only Non-manual /white collar/administrative workers	⊖ Yes	No
(e) Paid employees and working proprietors (i.e., own account workers or employers)	⊖Yes	No
(f) All persons engaged (Paid employees, working proprietors and unpaid family workers)	⊖ Yes	No

The following groups are included:

Pieceworkers	Yes	⊖ No	Apprentices	⊖ Yes	No
Part time employees	• Yes	∩ No	Trainees	• Yes	\bigcirc No
Seconded employees	• Yes	∩No	Employees absent from work the	∩ Yes	
Workers from temporary work agencies	Yes	∩ No	entire reference period without pay	Ules	
Casual and temporary employees	• Yes	⊖ No	Employees on probation	• Yes	\bigcirc No
Supervisors	• Yes	∩ No	Foreign employees	• Yes	\bigcirc No
Managers	Yes	∩ No	Workers paid on commission	Yes	∩No
Non-adults/workers below a certain age	Yes	∩ No	Homeworkers	Yes	$\bigcirc No$
Volunteer workers	⊖Yes	No	Subcontracted workers	• Yes	\bigcirc No

Other workers not mentioned above:

Further comments or explanations (if needed):

B8. Institutional sector coverage: The survey covers		
Establishments in the the private sector	• Yes	∩No
Establishments in the the public sector	• Yes	∩No
Unincorporated establishments	⊖Yes	No
Non-profit institutions	• Yes	∩No
Foreign establishments located within the country	• Yes	∩No
Establishments which did not operate part of the reference period	• Yes	∩No
National establishments located abroad	⊖ Yes	No

B9. Other coverage: The survey includes or excludes other types of establishments not already mentioned above

C. Concepts and operational definitions

C1. EMPLOYMENT

C1a. The survey measures EMPLOYMENT • Yes, continue to C1b • No, go to C2

C1b. Operational definition: EMPLOYME	NT relates to			
○ The total number of workers, on:	○ A specific day:			
	○ The month of the survey			
	○ The quarter of the survey			
	\bigcirc The whole year			
	Other:			
• The average number of workers during:	○ A specific pay period			
	○ The month of the survey			
	The quarter of the survey			
	\bigcirc The whole year			
	O Other:			
Other:				
C1c. The worker coverage is				
• The same as the survey coverage (c.f. B7	.)			
○ A different coverage:				
C1d. Further comments or explanations (if needed):				

C2. Earnings

🔿 No, go to C3a

C2b. EARNINGS relates to:

GROSS earnings (before any deductions are made by the employer in respect of taxes, contributions of employees to social security and pension schemes, union dues, life insurance premiums, etc.)

○ NET earnings -> Deductions are made for:

Workers' contributions to compulsory social security schemes \bigcirc Yes		
- Health related (Yes	∩No
- Pension	Yes	∩No
- Unemployment	Yes	∩No
Union dues (Yes	∩No
Advanced contributions to income tax (Yes	∩No

Other:

C2c. The worker coverage is ...

- The same as the survey coverage
- A different coverage:

C2d. and the reference period is ...

• The same reference period as employment

- A specific week
- $\bigcirc \mathsf{A}$ specific month
- \bigcirc Another reference period:

C2e. Earnings includes:

(a) Payments in kind	Yes	∩ No	Further comments or explanations (if needed):
(b) Cost of living allowances	Yes	∩No	
(c) Family allowance allowances	Yes	∩ No	
(d) Other allowances in cash	• Yes	∩No	
(e) Payments for time not worked	• Yes	⊖No	
(f) Overtime payments	• Yes	⊖ No	
(g) End of year bonuses	• Yes	∩ No	
(h) Profit sharing bonuses	• Yes	∩ No	
(i) Other regular bonuses paid every pay period	• Yes	⊖ No	
(j) Bonuses paid irregularly	• Yes	∩No	
(k) Payments for periods outside the reference period	• Yes	∩No	
(I) Payments for items required by the job	⊖ Yes	No	
(m) Tips and gratuities distributed by the employer	⊖ Yes	No	
(n) Severance and termination pay	⊖ Yes	No	
(o) Employers' contributions to workers' social security schemes	⊖ Yes	No	
(p) Other components not			·
mentioned above			

C3a. The survey measures WAGE F	ATES OYes, conti	nue to C3b	No, go to C4			
C3b. Time unit: WAGE RATES are r	equested	C3c. (Concept:			
C per hour		()	O Minimum or standard wage rates, fixed by or in pursuance of			
○ per day		laws O Yes (
⊖ per week			regulations	⊖Yes ⊖No		
O per month			collective agreements	⊖Yes ⊖No		
O other time unit:			arbitral awards	⊖Yes ⊖No		
		O Wa	age rates actually paid			
C3d. The worker coverage is		C3e. and th	ne reference period is			
○ The same as the survey coverage	e	◯ The same	e reference period as employr	nent		
⊂ A different coverage:		 A specific week A specific month Another reference period: 				
C3f. Wage rates includes:						
(a) Payments in kind	⊖ Yes ⊖	No				
(b) Cost of living allowances	⊖ Yes ⊖	No				
(c) Family allowances	⊖ Yes ⊖	No				
(d) Other allowances in cash	⊖Yes ⊖	No				

C3. Wage rates

(g) Other components not mentioned above	
Further comments explanations (if nee	

○Yes ○No

⊖Yes ⊖No

C4. Compensation of employees or Labour Cost

C4a. The survey measures	COMPENSATION OF	EMPLOYEES or
LABOUR COST		

C4b. The worker coverage is ...

(e) Payments for time not worked

(f) Overtime payments

- \bigcirc The same as the survey coverage
- \bigcirc A different coverage:

⊖Yes,	continue to C4b	No, go to C5
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C4c. and the reference period is ...

- The same reference period as employment
- $\bigcirc \mathsf{A}$ specific week
- A specific month

○ A different reference period:

C4d. Compensation of employees or Labour cost includes:

(a) Payments in kind		\bigcirc Yes	∩No	Further comments or explanations (if
(b) Cost of living allo	wances	\bigcirc Yes	∩ No	needed):
(c) Family allowance	allowances	⊖ Yes	⊖ No	
(d) Other allowances	in cash	\bigcirc Yes	∩ No	
(e) Payments for tim	e not worked	⊖ Yes	⊖ No	
(f) Overtime paymen	ts	⊖ Yes	⊖ No	
(g) End of year bonu	ses	⊖ Yes	⊖ No	
(h) Profit sharing bor	nuses	⊖ Yes	⊖ No	
(i) Other regular bon	uses paid every year	⊖ Yes	⊖ No	
(j) Bonuses paid irreg	gularly	⊖ Yes	⊖ No	
(k) Payments for per	iods outside the reference period	\bigcirc Yes	∩ No	
(I) Payments for item	ns required by the job	\bigcirc Yes	⊖ No	
(m) Tips and gratuiti	es distributed by the employer	⊖ Yes	⊖ No	
(n) Severance and te	rmination pay	⊖ Yes	⊖ No	
(o) Employers' contri	butions to workers' social security schemes	⊖Yes	⊖ No	
(p) Workers' social b	enefits provided by the employer	⊖Yes	⊖ No	
(q) Employers' cost o	f training	⊖Yes	⊖ No	
(r) Employers' expen	ses for welfare services	⊖Yes	⊖ No	
(s) Taxes paid by the	employer on employment payrolls,etc.	⊖Yes	⊖ No	
(t) Employment relat	ed subsidies received by the employer	⊖Yes	⊖ No	
(u) Other				
components not				

mentioned above

C5. Contractual/Normal hours of work

C5a. The survey measures CONTRACT	JAL/NORMAL HOURS C	DF WORK OYes, contin	nue to C5b		
C5b. CONTRACTUAL/NORMAL HOUR	S OF WORK relates to h	ours fixed by:			
Laws or regulations Collective agreements Establishments' internal regulations Other	 Yes Yes No Yes No 	C5c. Information is requested about normal ho) per day) per week) per pay period			
) per pay period			
C5d. Information is requested in	C5e. The reference pe	eriod is	C5f. And the worker coverage is		
○ Days	⊂ The same reference	e period as for wages	○ The same as for wages		
○ Half days	○ Another reference	period:	○ Another coverage:		
⊖ Hours					
○ Minutes					
Other time unit:					

○ No, go to C7

C6b. Information is requested in

ODays

○ Half days

Hours

○ Minutes

○ Other time unit:

C6c. The reference period is ...

• The same reference period as for wages ○ Another reference period:

C6d. And the worker coverage is ...

• The same workers as for wages

○ Another coverage:

C6e.	Hours	naid	for	includes	time	paid	due	to	
CUC.	i loui s	para	101	menuues	unic	paru	uuc	ιU	

(a) Overtime	• Yes	∩No	(h) Down time (including stand by time)	⊖Yes	No
- Paid at special rates	• Yes	∩No	(i) Time not worked (absence from work)	• Yes	∩No
- Paid at normal rates	• Yes	∩No	- Vacation time	• Yes	∩No
- Compensated with time off	∩Yes	No	- Sick leave	• Yes	∩No
(b) Work at home	• Yes	∩ No	- Occupational injuries	Yes	∩No
(c) Travelling time required by the job	Yes	∩ No	- Labour disputes	Yes	∩No
(d) Meal breaks	⊖ Yes	No	- Other time not worked	⊖ Yes	No
(e) Commuting time	∩Yes	No	(j) Other:		
(f) Time for preparation	Yes	∩No			
(g) Training time	Yes	∩ No			

Further comments or explanations (if needed):

○ Hours ○ Minutes

○ Other time unit:

C6f. The survey measures ABSENCE FROM WORK separately	\bigcirc Yes	No
C6g. The survey measures OVERTIME separately	⊖ Yes	No

C7. Hours actually worked

C7a. The survey measures HOURS ACTUALLY WORKED O Yes, continue to C7b O No, go to C8 **C7b.** Information is requested in **C7c.** The reference period is ... C7d. And the worker coverage is ... ○ Days ○ The same reference period as for wages ○ The same workers as for wages ○ Another reference period: ○ Half days ○ Another coverage:

C7e. Hours actually worked includes time paid due to

(a) Overtime	⊖ Yes	⊖ No	(h) Down tin	ne (including stand by time)	⊖ Yes	⊖ No
- Paid at special rates	⊖ Yes	⊖ No	(i) Time not v	worked (absence from work)	⊖ Yes	○No
- Paid at normal rates	⊖ Yes	⊖ No	- Vacation	time	∩Yes	∩No
- Compensated with time off	⊂ Yes	⊖ No	- Sick leav	е	⊂ Yes	∩No
- Unpaid and not compensated with time off	⊖ Yes	∩No	- Occupati	ional injuries	⊖Yes	∩No
(b) Work at home	⊖ Yes	⊖ No	- Labour d	lisputes	⊖ Yes	∩No
(c) Travelling time required by the job	∩ Yes	∩No	- Other tin	ne not worked	⊖ Yes	∩No
(d) Meal breaks	⊖ Yes	∩No	(j) Other:			
(e) Commuting time	⊖ Yes	∩No				
(f) Time for preparation	⊖ Yes	∩No				
(g) Training time	⊖ Yes	∩No	L			
Further comments or explanations (if needed): C7f. The survey measures ABSENCE FROM WOR C7g. The survey measures OVERTIME separately		tely	⊖ Yes ⊖ Yes			
	C8. O	ther to	pics			
C8a. The survey measures LABOUR TURNOVER	⊖Yes,	continu	e to C8b	● No, go to C9a		
C8b. LABOUR TURNOVER includes the following	g compon	nents				
Workers who were hired OYes						
Workers who were fired O Yes						
Workers who resigned O Yes						
Workers who retired 🛛 🔿 Yes	⊖ No					
Workers who retired OYes	∩ No					
	∩ No		C8d. and	the worker coverage is		
Other		У		me workers as hours paid/h	iours actua	lly
Other Other C8c. The reference period is The same reference period as hours paid/hou		у	⊖ ^{The sa} worke	me workers as hours paid/h	ours actua	lly
Other		У	⊖ ^{The sa} worke	me workers as hours paid/h d	ours actua	lly
Other			C The sa worke	me workers as hours paid/h d	ours actua	lly
Other	rs actuall		C The sa worke	ame workers as hours paid/h ad er coverage:	ours actua	lly
Other	rs actuall		C The sa worke	ame workers as hours paid/h ad er coverage:	ours actua	lly

D. Classifications

D1. Establishment size: 10-49; 50-99; 100-249; 250-4	The establishment size categories used to group establishments are 99: 500-999: 1000+
 ISIC rev 2 ISIC rev 3, 3.1 ISIC rev 4 NACE, NAICS National classification: Other: D2b. Number of groups of D2c. Computer assisted/2 D2d. If not using ISIC, it if Yes, to 	distinguished at the most detailed level when coding industry 372 groups automatic coding is used O Yes O No
	26. The most important deviations between the classification used and the international assification (at the Section - one digit - level) are:
D3a. Occupation: If info O ISCO-68 O ISCO-88 O ISCO-08 O National classification: O Other:	rmation by occupation is collected, the classification used to code occupation is (based on):
D3b. Number of groups of	distinguished at the most detailed level when coding occupation groups
D3c. Computer assisted/	automatic coding is used OYes ONo
D3d. If not using ISCO, it	is convertible to ISCO
Yes, to ISCO-68 ISCO-88 ISCO-08 No	D3e. The most important deviations between the classification used and the international classification (at the Major Group - one digit - level) are:

D4a. Labour cost components: If measuring labour cost, the classification of labour cost components is the Internationa Standard Classification of Labour Cost
○Yes ○No D4b. If no, the most important differences between the national classification and the international classification are:
Payments in kind (group IV) include Cost of workers' housing borne by employers (group V) and Cost of welfare services (group VIII)
Direct wages and salaries (group I) and Remuneration for time not worked (group II) are merged
Other differences:
D5. The survey uses other classifications, as follows:
Geographical regions
Legal status of the establishment (i.e., institutional sector, type of ownership, etc.).
Cooperatives are separetely identified OYes No
Others:
D6. Further comments or explanations (if needed):
E. Questionnaire design
E1. Number of questionnaires: the survey uses
One questionnaire
O Different types of questionnaires for different types of economic units:
○ One questionnaire for the economic unit as a whole, one for workers individually
Other:

E2. The unit(s) of observation: Information is obtained ...

For the establishment as a whole (go to E3)	Yes	∩No
For (groups of) occupations within the establishment (go to E3)	CYes	No
For each individual worker in the establishment (go to E4)	CYes	No
For a sample of workers in the establishment (go to E4)	⊖Yes	No

E3. The survey collects information separately by

Disaggregations	Employment	Wages concept (earnings, wage rates, etc	Working time concepts
Sex	X	X	X
Age group			
Education level categories			
Occupation			
Manual/non-manual			
Full-time/part-time	X	X	
Skilled/semi-skilled/unskilled	X	X	X
Casual/permanent worker			
Apprentices			
Adults/young workers			
Other disaggregation:	·····		

go to E5

E4. When information is obtained for individual workers, the survey collects information about their:

Sex

Age (adults/young)

- Education level
- Occupation
- □ Full time/part time schedule
- Casual/permanent status
- Apprentices
- Other information:

E5. Wage components: the survey obtains information separately for ...

	Wage rates	Earnings	Compensation of employees or labour cost
Payments in kind			
Cost of living allowances			
Family allowances			
Overtime payment			
Employers' social security contributions		•	
Workers' social security contributions			
Other deductions of workers (e.g., for income tax)			
Other:		\mathbf{X}	
Bonuses			

F. Sample design

F1. The sampling unit(s) is/are (all relevant options are indicated)
Establishment Employee Other: F2. The sample frame is (all relevant options are indicated)
Employee Other: F2. The sample frame is (all relevant options are indicated)
Other: F2. The sample frame is (all relevant options are indicated)
F2. The sample frame is (all relevant options are indicated)
⊠Business register
Employee or population register
Area frame
F3. The sources of information used to construct the register are (all relevant options are indicated)
Economic, Industrial, Establishment census
Agricultural census
🔀 Registers kept by the government
Industrial/bussines directories
Licence records
⊠Sales tax records
Income tax records
Unemployment insurance records
Pension coverage records
Other, namely:
Records of workers or employers' associations
Field operations
Other, namely:
F4. Frame coverage: The percentage of all paid employees and/or economic units covered by the sample frame
% of all employees, and/or % of all economic units
F5. Updating frequency: The sample frame is updated
C Every months
• Every 1 years
Continually
○ Not updated with a specific frequency
○ Never updated
F6. Type of sample
○ Complete enumeration, go to F10
• Random sample, go to F7
O Purposive sample, go to F10
○ Other, go to F10:

F7. The sample is stratified		
● Yes: ○ No		
⊠By region/location		
🔀 By industry		
By public and private sectors		
⊠By size (or number of workers) the strata are the same as those indicated in D1 above: ● Yes: ○ No		
Establishments above this size are included with certainty in the sample 1,000		
F8. Sample error - relative standard error for each concept (may be percentages or ranges of percentages) whole economy: 0,2%; NACE section level: 0,3% - 3,2%		
F9. Sample size: The number of economic untis and/or workers in the final sample (or an estimate of the relative size)		
40,500 economic units (establishments/enterprises) 7.7 % of economic units		
workers % of all workers		
F10. Further comments or explanations (if needed):		
G. Data collection		
G1. Method(s) of data collection: Data are collected through (more than one option may be selected)		
□ Personal interview G2. If personal or telephone interview, OYes ONo □ Telephone interview Computer assisted interview is used ONo ☑ Mail Image: Computer assisted interview is used ONo		
Online/web based questionnaire		
Other, namely:		
G3. Substitution of units		
• Yes, in case of non-response		
○ Yes, in other cases:		
○ No		
G4. Non response rate: Percentage of all units in the final sample that are not inteviewed		
% of all units		
G5. Timeliness: Number of days or months between the reference period and the release of the results		
85 days or months		
G6. Further		
comments or		

H. Estimates			
H1. Estimation procedures (more than one option may be	selected)	
I ake into account estimates from a previous reference period			
Use benchmark data			
For employment			
For wages			
For working time			
Adjust for seasonality			
Other adjustments, please sp	pecify		
H2 . If benchmark data are used the type of benchmark data us is:			
H3. Types of indicators produc	ed (more than one option o	an be selected)	
(a) Average earnings (per worker)	(b) Median earnings (per worker)	(c) Real earnings (per worker)	(d) Labour cost (per worker)
🗙 per year	🗌 per year	🗙 per year	🗌 per year
🗙 per month	🗌 per month	🗙 per month	🗌 per month
🗌 per week	🗌 per week	🗌 per week	🗌 per week
🗌 per day	🗌 per day	🗌 per day	🗌 per day
🗙 per hour (actual or paid)	per hour (actual or paid)	per hour (actual or paid)	per hour (actual or paid)
(e) Hours actually worked (per worker)	(f) Hours paid for (per worker)	(g) Overtime hours (per worker)	(h) Absence from work hours (per worker)
🗌 per year	🗌 per year	🗌 per year	🗌 per year
🗌 per month	🗌 per month	🗌 per month	🗌 per month
🗌 per week	🗙 per week	🗌 per week	🗌 per week
🗌 per day	🗌 per day	🗌 per day	🗌 per day
(i) Workers by levels of earnings	(j) Earnings	(k) Earnings in each decile/ quartile	(I) Workers by levels of hours (paid or actual)
Number of workers	Deciles	Average earnings	Number of workers
Percentage of workers	Quartiles	Median earnings	Percentage workers
(m) Wage indexes	(n) Other indicators produced:		
Simple unweighted index of	growth		
Laspeyres index with fixed o	occupational employment weig	ghts	
X Laspeyres index with indust	rial employment weights		
Other wage index:			
H4. The above indicators are ca	alculated for all workers cover	ed	

• Yes

 \bigcirc No, to a subset:

H5. Links to Laborsta series: Statistics from this survey are presented in the following LABORSTA series ...

- 2E Paid employment by economic activity
- 2F Paid employment in manufacturing
- X4A Hours of work by economic activity
- X 4B Hours of work in manufacturing
- × 5A Wages by economic activity
- ∑5B Wages in manufacturing
- 6A Labour cost in manufacturing
- OI Hours of work and wages in detailed occupations (October Inquiry)

H6. The statistics published in LABORSTA have the same coverage and follow the same definitions		
described above	Yes	∩No

If no , the main differences	
are as follows:	

I. Historical information

11. Main changes in this survey since 1990 that have led to breaks in the series

I2. Additional comments on the survey

Additional comments regarding the questionnaire

THANK YOU FOR COMPLETING THIS QUESTIONNAIRE

Submit by Email