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**INNOVATION, FIRM PERFORMANCE AND GENDER (IFPG) ISSUES
IN ENTERPRISES IN THE CARIBBEAN SURVEY**

2020

**BARBADOS, BELIZE, JAMAICA, GUYANA, SURINAME, ANTIGUA –
BARBUDA, DOMINICA, GRENADA, ST-KITTS AND NEVIS, SAINT
LUCIA, ST-VINCENT AND THE GRENADINES, THE BAHAMAS AND
TRINIDAD & TOBAGO**

SURVEY DESCRIPTION & TECHNICAL REPORT

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1. INTRODUCTION

The Inter-American Development Bank (IADB), in collaboration with Compete Caribbean, launched the Innovation, Firm Performance and Gender (IFPG) Issues Initiative. The purpose of the IFPG was to gather internationally comparable firm-level data on innovation, use of digital technologies, firm performance, gender and business management practices, implementing the IFPG Survey in 13 Caribbean Countries (Antigua and Barbuda, The Bahamas, Barbados, Belize, Dominica, Grenada, Guyana, Jamaica, St. Lucia, St. Kitts and Nevis, St. Vincent and the Grenadines, Trinidad and Tobago, and Suriname). Given the unexpected occurrence of the COVID-19 crisis and the social, economic and financial disruptions around the World, the IFPG Initiative expanded its goals in order to collect information that allows to measure the impact of this crisis on Caribbean enterprises. The IFPG survey targeted and interviewed close to 2000 respondents. Less than 30 percent of them were to have previously participated in the Caribbean Enterprise and Indicator Survey 2011 (CES 2011) that was conducted as part of the Latin American and Caribbean Enterprise Surveys (LACES) implemented jointly for the Inter-American Development Bank (IDB), Compete Caribbean, and the World Bank Group (WBG) and/or the PROductivity, TEchnology and INnovation survey (PROTEqIN 2013) conducted for the IDB and Compete Caribbean.

A Montreal-based consulting firm, which had implemented the LACES and the PROTEqIN surveys, was also mandated to implement the IFPG survey. The firm was responsible notably for the overall design, management, planning, and supervision of the survey. This included the questionnaire design, its supporting tools for use of CAPI and direct web-based survey completion during interviews, as well as the planning and monitoring of the entire fieldwork (covering sample framing, sample selection, training and supervising of interviewers, designing and implementing quality controls, validating and auditing questionnaires, supervising data entry where appropriate and finally data cleaning at the tail-end of the survey).

This report outlines and describes the project and the implementation of the survey. Its content is divided into two sections:

- the first section provides a general overview of the survey (section 2).
- the second focuses on the technical aspects of the survey (section 3).

2. DESCRIPTION OF THE SURVEY

OBJECTIVES

The IFPG survey intended to achieve the following objectives:

- To define a survey scope that is representative of the major economic sectors in each of the 13 countries included by the IFPG;
- To define a methodological approach that included the development of relevant, comparable indicators, adopting international standards and guidelines for collecting statistical data;
- To provide statistically significant business environment indicators that were comparable across countries;
- To collect data on business performance, innovative activities, technology use, management practices, and gender and business climate;
- To harmonize, as much as possible, the data collection on innovation in the Caribbean countries and territories to the guidelines of the Oslo Manual and the data collected by the Innovation Surveys routinely carried out throughout Latin America.

In addition to these objectives, the IFPG also aimed to achieve the following purposes:

- To collect data on COVID-19 crisis impact in seven areas: investment climate, marketing and sales, production and operation, innovation, human resources, finance, strategies and overall management;
- To gather information about establishment readiness and plans under natural or human caused disasters as well as their digital competency.

POPULATION TARGETED BY THE SURVEY

The final universe covered by the IFPG survey included the economic activities presented in Table 2. They correspond to the International Standard Industrial Classification, ISIC Revision 4 (sections and specific divisions).

The sample frames of Trinidad and Tobago, Guyana and Suriname were the only ones that considered the *sector B: Mining and Quarrying*, because it represents a non-negligible portion of these economies (between 6.3% and 21.5% of GDP).

Table 1 shows the population of establishments from which the sample for IFPG was drawn.

TABLE 1. TARGETED POPULATION

	Sampling Stratum			Total
	Mining & Quarrying, Manufacturing, Aquaculture and Fishing	Services, Retail, Arts and Entertainment, Management Consultancy, Office and Business Support, Waste Collection		
	Total	Total		
Country Jamaica	665	1,775		2,440
Antigua and Barbuda	176	1,951		2,127
Barbados	518	3,070		3,588
Dominica	116	908		1,024
Grenada	82	628		710
Guyana	242	718		960
St Kitts and Nevis	93	761		854
St Lucia	207	1,345		1,552
St Vincent	108	725		833
Suriname	351	1,395		1,746
Belize	248	1,452		1,700
The Bahamas	234	2,539		2,773
Trinidad and Tobago	1,366	5,762		7,128
Total	4,406	23,029		27,435

TABLE 2. SECTORS INCLUDED IN THE SAMPLE FRAMES

Industries			Strata	
ISIC Code	Industry Classification (Revision 4)		No.	ID
A	Agriculture, forestry and fishing	1 Crop and animal production, hunting and related service 3 Fishing and aquaculture	1	Strata 1: Mining & Quarrying, Manufacturing, Aquaculture and Fishing
B	Mining and Quarrying	5 Mining of coal and lignite 6 Extraction of crude petroleum and natural gas 7 Mining of metal ores 8 Other mining and quarrying 9 Mining support service activities		
C	Manufacturing	10 Manufacture of food products 11 Manufacture of beverages 12 Manufacture of tobacco products 14 Manufacture of wearing apparel 20 Manufacture of chemicals and chemical products 23 Manufacture of other non-metallic mineral products 28 Manufacture of machinery and equipment n.e.c. Rest of division of manufacturing		
D	Electricity, gas, steam and air conditioning supply	35 Electricity, gas, steam and air conditioning supply		
E	Water supply; sewerage, waste management and remediation activities	36 Water collection, treatment and supply 37 Sewerage 38 Waste collection, treatment and disposal activities; materials recovery 39 Remediation activities and other waste management services		
F	Construction	41 Construction of buildings 42 Civil engineering 43 Specialized construction activities		
H	Transport and Storage	49 Land transport and transport via pipelines 50 Water transport 51 Air transport 52 Warehousing and support activities for transportation 53 Postal and courier activities		
I	Accommodation and Food Services	55 Accommodation 56 Food and beverage service activities		
J	Information and Communication	59 Motion picture, video and television programme production, sound recording and music publishing activities 60 Broadcasting and programming activities 62 Computer programming, consultancy and related activities 63 Information service activities		
M	Professional, scientific and technical activities	70 Activities of head offices; management consultancy activities	2	Strata 2: Services, Retail, Arts and Entertainment, Management Consultancy, Office and Business Support, Waste Collection
N	Administrative and support service activities	79 Travel agency, tour operator, reservation service and related activities 82 Office administrative, office support and other business support activities		
R	Arts- entertainment and recreation	90 Creative, arts and entertainment activities 91 Libraries, archives, museums and other cultural activities 92 Gambling and betting activities 93 Sports activities and amusement and recreation activities		
G	Wholesale and Retail Trade, Motor Vehicle repairs	46 Wholesale trade, except of motor vehicles and motorcycles 47 Retail trade, except of motor vehicles and motorcycles		

SAMPLING

The IFPG survey aimed to design and implement comprehensive enterprise surveys in 13 countries, in a manner that is consistent with the requirements of international best practices, Caribbean lessons learned, and budgetary and time constraints. In line with this overall objective and constraints, the survey team estimated that *in fine* it will have to deliver a quality data set composed of a maximum of 1,260,000¹ data points – obtained by multiplying 1,800 respondents completing each a questionnaire of a maximum of 700 variables. Although some trade-offs were possible between *sample size* and *depth of questionnaires*, the IFPG was designed in a manner that respected the general ‘scope limitation’ of 1,260,000 data points.

The IFPG sample was drawn with a 90% confidence level and margin of error of 8.5%, and only two strata by country in order to meet the overall constraint of data points with a 700 variable questionnaire. Table 3 presents the structure and composition of the targeted sample.

TABLE 3. TARGETED SAMPLE

	Targeted sample by sampling Stratum			Total Targetered sample
	Mining & Quarrying, Manufacturing, Aquaculture and Fishing	Services, Retail, Arts and Entertainment, Management Consultancy, Office and Business Support, Waste Collection		
	Total	Total		
Jamaica	82	90	172	
Antigua and Barbuda	61	89	150	
Barbados	79	91	170	
Dominica	52	85	137	
Grenada	44	81	125	
Guyana	68	83	151	
St Kitts and Nevis	47	83	130	
St Lucia	64	88	152	
St Vincent	50	83	133	
Suriname	74	88	162	
Belize	68	88	156	
The Bahamas	67	90	157	
Trinidad and Tobago	88	92	180	
Total	844	1,131	1,975	

QUESTIONNAIRE DEVELOPMENT

Between 2014 and 2020, Economic Expertise & Consulting (EEC International) had developed a very comprehensive enterprise survey tool called BESTIN-OPM (for Benchmarking Strategy and Innovation – Operations, People, Money) which stood mid-way between a full case study of enterprises and a long-form survey. This tool had also been used in the Caribbean Region as well as in other countries of the world. The BESTIN-OPM tool stands now at more than 3,500 variables spanning over a 80-pages questionnaire that requires between 2 to 4 interviews per firm to be completed. Its dictionary of variables maps back very clearly to the LACES, the FINGEN, the PROTEqIN, the PROTEqIN (with Labor / Skills questions), and the IFPG – COVID Impact survey.

¹ This number of data points considers the initial scope of IFPG survey where COVID-19 impact, establishment readiness and plans under natural or human-caused disasters as well as digital competency questions were not yet included. The addition of these questions did not change the size or composition of the targeted sample.

The final IFPG questionnaire corresponds to a selection of questions drawn from the exhaustive BESTIN- OPM^{ES} questionnaire, with some minor adjustments requested by the IDB. This selection aimed to cover business performance, innovation activities and outcomes, use of technology, management practices, gender in the workplace, business environment, as well as basic firm data. This extract of questions allowed more specifically research on the following questions:

- assessment of performance of Caribbean firms;
- determinants of performance and of productivity in the Caribbean;
- innovation behavior and obstacles of Caribbean enterprises;
- digital technology use among businesses in the Caribbean;
- green innovation in the Caribbean;
- differences in firm productivity and performance according to gender of ownership and/or management;
- labor and management practices;
- business environment.

In addition to these topics, the final IFPG questionnaire included questions in order to:

- collect data on COVID-19 crisis impact in seven areas: investment climate, marketing and sales, production and operation, innovation, human resources, finance, strategies and overall management;
- gather information about establishment readiness and plans under natural or human caused disasters as well as their digital competency.

The initial IFPG questionnaire contained a selection of 700 variables. When the IFPG survey expanded its scope adding the COVID-19 impact, establishment readiness and plans under natural or human-caused disasters as well as the digital competency questions, the number of variables rose to 987.

Table 4 shows the structure of the IFPG questionnaire in terms of its sections. Appendix 1 exhibits the full questionnaire and its variables names. In addition, an equivalence of these variables with those covered by the BESTIN-OPM^{ES}, PROTEqIN, FINGEN and LACES surveys is available on request².

TABLE 4. SECTIONS OF IFPG QUESTIONNAIRE

SECTION	SIGLA AND NAME
A	Control information
AA	Cover page
B	General information
C	Investment Climate
D	Marketing and sales
E	Production and operations management
F	Innovation
G	Risk Management and security
H	Human resource management
I	Finance and accounting
J	Strategy and overall management
K	Feedback

² Address your request to info@groupeeci.com

TRAINING TO SUPERVISORS AND ENUMERATORS

Intensive training sessions were held face-to-face (when the epidemiological situation allowed it) and online through Zoom, Teams or Webex with EEC International team members in the Caribbean. The training sessions covered general study objectives, the specifics of each question, the procedure for filling out questionnaires, data capture issues, behavioral considerations, logistics and quality control.

The components for training included:

- an interview guide, presenting the universe targeted by the survey, the general principles of efficient interviewing in the context of a follow-up survey and the basic enumeration issues regarding the filling and verification of the questionnaires;
- a training questionnaire identifying the most common difficulties expected during interviewing, giving the appropriate clarifications, comments, examples and detailed explanations on some crucial concepts. The Project Coordinator went over the questionnaire with all participants, making sure that each question was clearly understood, that skip patterns and basic consistency issues were understood, and in general that each enumerator was fully qualified to implement the survey.

Simulated interviews allowed the Project Coordinator to anticipate problems that may be encountered and take steps to prepare the enumerators for handling such situations.

Once the enumerators had a thorough understanding of the questionnaires, they were asked to conduct a field test, carrying out one interview. The Project Coordinator then went over each questionnaire with the enumerators to clarify any problems and ensure that all questions were well understood.

THE PILOT SURVEY

In the context of this survey, the pre-test or pilot aimed at identifying if any of the following needed to be introduced:

- changes to the questionnaires;
- modifications to the training / instructions material to enumerators;
- modifications to the data-entry and data-control procedures in order to address country-specific issues;
- changes to the survey plan (based on duration of interview and/or quality of enumerators, or any other factors);
- adaptation of the sampling technique;
- any other changes to improve the delivery of the survey in general.

The pilot was carried out with 5 respondents in each country to determine if any changes should be introduced to the formulation of any question, their order or if any other aspect concerning the survey required adjustment. One of the major aspects that the survey covered was the confidentiality undertakings of the survey firm as well as of the IDB with respect to the information collected.

THE CONDUCT OF THE PILOT SURVEY

Potential respondents for the pilot were drawn from the universe presented in section Table 1. Respondents were approached during the daytime at different business hours of the day.

The approach used was fairly straightforward. Respondents were asked to participate in the pre-test. At the onset of the interview, the purpose of the survey was explained and the interview began. The interviews were broken into 2-3 parts.

THE MAJOR RESULTS OF THE PILOT

RESULTS IN TERMS OF THE QUESTIONS ASKED

In general, respondents clearly grasped the purpose of the survey, and many respondents were very confident their participation was useful, as the need for financial assistance was a recurring subject of conversation. In general, respondents also pleaded for increased information and communication once the survey was completed and the analysis generated. The overwhelming majority of participants in the pre-test, voiced their preoccupations on confidentiality – particularly in view of the very wide range of information that was being collected.

The bulk of the survey questions were well understood.

Initially, the survey questionnaire was to be implemented in a sequence of short interviews (possibly up to 5, lasting 20 to 30 minutes each), but during the course of the pilot, a single interview was deemed to be the better and smoother way to complete interviews, if respondents were available for an entire half-day. Consequently, during the planning of the survey post-pilot, appointment-making targeted a half-day availability from respondents. However, in light of the COVID-19 crisis and the fact that respondents were working remotely, the interviews were completed *in fine* in multiple interviews sessions most of the time. All the interviews were made over phone, Zoom, Webex, Teams, Skype or GOOGLE-Meet.

RESULTS IN TERMS OF THE TRAINING MATERIAL

As a consequence of the pilot and in light of the clarifications required by some of the questions, the instructions to enumerators were clarified. Also, the confidentiality undertakings of the ODB were further clarified and presented in a signed letter to respondents.

RESULTS IN TERMS OF THE DATA-ENTRY AND QUALITY CONTROL ROUTINES

As a consequence of the pilot and in light of the clarifications required by some of the questions, some data-entry issues were also clarified.

RESULTS IN TERMS OF THE SURVEY PLAN

There was no need to modify the execution plan as a result of the pilot, although implementation was adapted to the requirements of the pandemic.

METHODOLOGY AND QUALITY CONTROL

METHODOLOGY

The methodology followed included four overlapping phases:

- survey design and tool development, including the review and finalization of the questionnaires, the establishment of logical checks for data cleaning, the preparation of an enumerator training guide and the preparation of a training questionnaire.
- retaining the services of, and training enumerators and appointments takers in the Caribbean.
- survey implementation and continuous control in the field, including call-backs to respondents.
- data entry, control and final technical reports: data entry was continuous as the IFPG used the CAPI technique. Data was entered into a database using CSPRO during the interviews. The quality control procedures checked for the presence of data entry errors and inconsistencies. The errors and inconsistencies were flagged and the Project coordinator and supervisors were asked to perform the appropriate checks and re-contact the respondent when necessary.

QUALITY CONTROL

The IFPG-COVID Impact Survey implemented 5 levels of data quality control for surveys.

- **Level 1:** direct control over enumerators through call-backs of respondents or on-site direct controls.
- **Level 2:** direct control by the project coordinator and supervisors in 100% of cases to verify disclosed internal coherence requirements.
- **Levels 1 and 2** tests were implemented within 36 hours of the survey to allow eventual quick returns to primary source respondents.
- **Level 3:** data entry controls disallowing illegal values and maintaining filter questions and skip patterns.
- **Level 4:** post data entry controls on undisclosed internal coherence requirements.
- **Level 5:** post data entry controls testing for systematic enumerator or supervisory mistakes, regular and unexpected patterns of responses, unusual answers, outliers and, more generally, unexpected correlations.
- Levels 4 and 5 tests were conducted at EEC International's headquarters. Any cases requiring clarifications were sent back to the country manager who then contacted respondents. Level 5 tests were conducted once all the data was entered, and no problems were detected.

3. TECHNICAL REPORT

NON-RESPONSE

The final total non-response rate for the IFPG survey varied between 1% and 5% among the different surveyed countries. Refusal figures are presented in Appendix 2 (Table 8).

The non-response codes are described in Table 5.

TABLE 5. NON-RESPONSE CODES AND DESCRIPTION

Codes		Description
-44	Automatic skip	When the question is clearly not applicable to the particular situation of the establishment in a manner consistent and reflecting the skip patterns of the questionnaires
-66	Do not know	
-77	Not applicable	When the question is clearly not applicable to the particular situation of the establishment.
-88	Not provided	This is the value given to any missing information in the questionnaire for non-generated variables
-99	Refused to answer	

FINAL SAMPLE

Table 6 shows the final IFPG sample by country and stratum. The survey includes 1,979 respondents, 4 more than the targeted sample. The IFPG quality data set is composed of 1,953,273 data points – obtained by multiplying 1,979 respondents completing each a questionnaire of 987 variables.

IFPG survey requirements indicated that sample might include a proportion of panel respondents (less than or equal to 30 percent by country). Table 6 also shows that the IFPG final sample by country also meets this criterion.

TABLE 6. IFPG SAMPLE

Country	IFPG sample by sampling Stratum			Total IFPG sample	Panel Percentage of PANEL establishments (previously participated in LACES and/or PROTEqIN)	Variables		Total IFPG variables	Span of work Total units of information
	Mining & Quarrying, Manufacturing, Aquaculture and Fishing	Services, Retail, Arts and Entertainment, Management Consultancy, Office and Business Support, Waste Collection	Total			Initial IFPG scope	Expanded IFPG scope (COVID-19 impact, natural/human disasters and digital competency)		
	Total	Total			Total	Total			
Jamaica	82	90	172	10%	700	287	987	169,764	
Antigua and Barbuda	62	88	150	26%	700	287	987	148,050	
Barbados	79	91	170	26%	700	287	987	167,790	
Dominica	52	85	137	19%	700	287	987	135,219	
Grenada	43	81	124	23%	700	287	987	122,388	
Guyana	75	80	155	29%	700	287	987	152,985	
St Kitts and Nevis	45	85	130	12%	700	287	987	128,310	
St Lucia	64	88	152	17%	700	287	987	150,024	
St Vincent	53	80	133	29%	700	287	987	131,271	
Suriname	82	80	162	25%	700	287	987	159,894	
Belize	59	98	157	22%	700	287	987	154,959	
The Bahamas	67	90	157	20%	700	287	987	154,959	
Trinidad and Tobago	88	92	180	17%	700	287	987	177,660	
Total	851	1,128	1,979					1,953,273	

WEIGHTS

Since the sampling design of the IFPG survey was stratified and randomly drawn, individual observations of the data set could be weighted when making inferences about the population.

Table 7 summarizes the weight estimations for the IFPG survey in order to make generalizations of the population. The sampling strategy considered two strata. Then, the calculation process computes the weights for each one of these strata in each country. All the establishments in one country that have the same weight belong to the same strata.

The dataset includes three weight estimations by strata: weak, medium and strict. In general terms, every weight is defined as the ratio between the adjusted population from the frame after the drawn and the sample cases in the data set in each stratum. The non-common element among these weights is the adjusted population. The following formulas details how these weights are calculated, in particular, the type of drawn establishments considered to compute these adjusted populations.

NUMBER OF ESTABLISHMENTS DRAWN FROM THE FRAME

$$\text{Number of Establishments Drawn From The Frame}_i = \left(\begin{array}{c} \text{Sampled Cases in Data Set} \\ + \\ \text{Refusals} \\ + \\ \text{Closed establishments} \\ + \\ \text{Out - of - Service establishments} \\ + \\ \text{No - Answer establishments} \end{array} \right)_i$$

Where:

$$i = \text{strata} \left\{ \begin{array}{l} \text{Mining Quarrying, Manufacturing, Aquaculture and Fishing} \\ \text{or} \\ \text{Services, Retail, Arts and Entertainment, Management Consultancy,} \\ \text{Office and Business Support, Waste Collection} \end{array} \right.$$

WEAK WEIGHT ESTIMATION

$$\text{Weight: Weak}_i = \frac{\text{Population Adjusted: Weak Level}_i}{\text{Sampled Cases in Data Set}_i}$$

Where:

$$\text{Population Adjusted: Weak Level}_i = \frac{\text{Population from the frame}_i}{\text{Sampled Cases in Data Set}_i} * \left(1 - \frac{\text{Rate for Population Adjustment: Weak Level}_i}{\text{Sampled Cases in Data Set}_i} \right)$$

Where:

$$\text{Rate for Population Adjustment: Weak Level}_i = \frac{\text{Closed establishments}_i}{\left(\begin{array}{c} \text{Sampled Cases in Data Set} \\ + \\ \text{Refusals} \\ + \\ \text{Closed establishments} \end{array} \right)_i}$$

MEDIUM WEIGHT ESTIMATION

$$\text{Weight: Medium}_i = \frac{\text{Population Adjusted: Medium Level}_i}{\text{Sampled Cases in Data Set}_i}$$

Where:

$$\text{Population Adjusted: Medium Level}_i = \text{Population from the frame}_i * \left(1 - \text{Rate for Population Adjustment: Medium Level}_i \right)$$

Where:

$$\text{Rate for Population Adjustment: Medium Level}_i = \frac{\left(\begin{array}{c} \text{Closed establishments} \\ + \\ \text{Out - of - Service establishments} \end{array} \right)_i}{\left(\begin{array}{c} \text{Sampled Cases in Data Set} \\ + \\ \text{Refusals} \\ + \\ \text{Closed establishments} \\ + \\ \text{Out - of - Service establishments} \end{array} \right)_i}$$

STRICT WEIGHT ESTIMATION

$$\text{Weight: Strict}_i = \frac{\text{Population Adjusted: Strict Level}_i}{\text{Sampled Cases in Data Set}_i}$$

Where:

$$\text{Population Adjusted: Strict Level}_i = \text{Population from the frame}_i * \left(1 - \text{Rate for Population Adjustment: Strict Level}_i \right)$$

Where:

$$\text{Rate for Population Adjustment: Strict Level}_i = \frac{\left(\begin{array}{c} \text{Closed establishments} \\ + \\ \text{Out - of - Service establishments} \\ + \\ \text{No - Answer establishments} \end{array} \right)_i}{\left(\begin{array}{c} \text{Sampled Cases in Data Set} \\ + \\ \text{Refusals} \\ + \\ \text{Closed establishments} \\ + \\ \text{Out - of - Service establishments} \\ + \\ \text{No - Answer establishments} \end{array} \right)_i}$$

TABLE 7. SUMMARY WEIGHT CALCULATION

Summary weight calculation	Country														Total
	Jamaica	Antigua and Barbuda	Barbados	Dominica	Grenada	Guyana	St Kitts and Nevis	St Lucia	St Vincent	Suriname	Belize	The Bahamas	Trinidad and Tobago		
Mining & Quarrying, Manufacturing, Aquaculture and Fishing	Statistical Population	665	176	518	116	82	242	93	207	108	351	248	234	1,366	4,406
	Number Drawn From The Frame	93	72	94	62	48	86	54	71	62	97	72	77	102	990
	Sampled Cases in Data Set	82	62	79	52	43	75	45	64	53	82	59	67	88	851
	Refusals	2	1	5	3	1	3	2	1	2	5	4	3	4	36
	Closed	2	3	4	2	1	3	2	3	2	3	4	2	2	33
	Out-of-Service	4	2	3	2	1	2	2	2	3	3	2	3	4	33
	No-Answer	3	4	3	3	2	3	2	2	2	4	3	2	4	37
	Refusal Ratio	0.02	0.02	0.06	0.05	0.02	0.04	0.04	0.02	0.04	0.06	0.06	0.04	0.04	0.04
	Rate for Population Adjustment: Weak Level	0.02	0.05	0.05	0.04	0.02	0.04	0.06	0.03	0.04	0.03	0.06	0.03	0.02	0.04
	Population Adjusted: Weak Level	850	168	494	112	80	233	87	201	104	339	233	228	1,337	4,266
	Rate for Population Adjustment: Medium Level	0.07	0.07	0.08	0.07	0.04	0.06	0.10	0.06	0.08	0.06	0.09	0.07	0.06	0.07
	Population Adjusted: Medium Level	621	163	478	108	78	227	84	195	99	328	226	218	1,282	4,107
	Rate for Population Adjustment: Strict Level	0.10	0.13	0.11	0.11	0.08	0.09	0.13	0.08	0.11	0.10	0.13	0.09	0.10	0.10
	Population Adjusted: Strict Level	601	154	463	103	75	219	81	190	96	315	217	213	1,232	3,959
	Weight: Weak	7.926829	2.709677	6.253185	2.153846	1.860465	3.108667	1.933333	3.140625	1.962264	4.134146	3.949153	3.402985	15.193182	5.012926
Weight: Medium	7.573171	2.629032	6.050633	2.076923	1.813953	3.026667	1.866667	3.046875	1.867925	4.000000	3.830508	3.253731	14.568182	4.826087	
Weight: Strict	7.329268	2.483871	5.860759	1.980769	1.744186	2.920000	1.800000	2.968750	1.811321	3.841463	3.677966	3.179104	14.000000	4.652174	
Services, Retail, Arts and Entertainment, Management Consultancy, Office and Business Support, Waste Collection	Statistical Population	1,775	1,951	3,070	908	628	718	761	1,345	725	1,395	1,452	2,539	5,762	23,029
	Number Drawn From The Frame	103	100	100	94	87	91	99	99	89	94	112	105	104	1,277
	Sampled Cases in Data Set	90	88	91	85	81	80	85	88	80	80	98	90	92	1,128
	Refusals	3	4	2	3	1	2	6	2	1	4	3	5	2	38
	Closed	3	2	2	2	2	3	3	3	2	3	4	2	2	33
	Out-of-Service	5	3	2	2	1	3	2	2	2	4	3	5	4	38
	No-Answer	2	3	3	2	2	3	3	4	4	3	4	3	4	40
	Refusal Ratio	0.03	0.04	0.02	0.03	0.01	0.02	0.07	0.02	0.01	0.05	0.03	0.05	0.02	0.03
	Rate for Population Adjustment: Weak Level	0.03	0.02	0.02	0.02	0.02	0.04	0.03	0.03	0.02	0.03	0.04	0.02	0.02	0.03
	Population Adjusted: Weak Level	1,720	1,909	3,005	888	613	693	737	1,302	708	1,347	1,397	2,487	5,642	22,448
	Rate for Population Adjustment: Medium Level	0.08	0.05	0.04	0.04	0.04	0.07	0.05	0.05	0.05	0.08	0.06	0.07	0.06	0.06
	Population Adjusted: Medium Level	1,634	1,850	2,943	869	606	669	721	1,274	691	1,288	1,358	2,365	5,416	21,684
	Rate for Population Adjustment: Strict Level	0.10	0.08	0.07	0.06	0.06	0.10	0.08	0.09	0.09	0.11	0.10	0.10	0.10	0.09
	Population Adjusted: Strict Level	1,603	1,795	2,855	850	592	647	700	1,223	660	1,247	1,309	2,297	5,208	20,986
	Weight: Weak	19.111111	21.693182	33.021978	10.447059	7.567901	8.662500	8.670588	14.795455	8.850000	16.837500	14.255102	27.633333	61.326087	19.900709
Weight: Medium	18.155556	21.022727	32.340659	10.223529	7.481481	8.362500	8.482353	14.477273	8.637500	16.100000	13.857143	26.277778	58.869565	19.223404	
Weight: Strict	17.811111	20.397727	31.373626	10.000000	7.308642	8.087500	8.235294	13.897727	8.250000	15.587500	13.357143	25.522222	56.608696	18.604610	

APPENDIX 1: IFPG QUESTIONNAIRE

This appendix presents the IFPG questionnaire with 987 variables extracted from the BESTIN-OPM^{ES}.

MAIN QUESTIONNAIRE



INNOVATION - FIRM PERFORMANCE - GENDER

Issues in Enterprises in the Caribbean

Questionnaire ID							
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DECLARATION OF EEC CANADA

To be read to the representative of the establishment or of the firm

This survey has been designed and is being conducted by Etude Economique Conseil (EEC Canada) on behalf of the Inter-American Development Bank (The Bank). The survey in your country is part of a Caribbean-wide initiative that aims to collect information from country-wide representative samples of business establishments in 13 CARICOM countries, in order to enhance The Bank's understanding of the main issues affecting the competitiveness of the region's firms, and develop better instruments to support private sector development in the Caribbean.

Your establishment has been invited to participate in a comprehensive survey collecting data on numerous topics, including general information on your business, sales and marketing, production and operations, innovation projects, risks and safety / security issues, on human resources, financing strategies, and business strategy. Some questions will require you to provide numbers, while others will request your opinions / perceptions relative to many investment climate dimensions in your country as they affect or not your business.

Your participation to this survey is voluntary: you may refuse to participate entirely, or you may refuse to answer any question during the course of the interview.

The interview may last up to two and a half hours, and may be divided in numerous visits to accommodate your schedule, or to allow the participation of more than one respondent from your business / establishment. You can expect follow-up or control calls from EEC Canada and/or from The Bank.

All the information collected by EEC Canada will be provided to The Bank. The information collected through this exercise will be published by The Bank for the use of researchers and policymakers under the following conditions. **THE INTER-AMERICAN DEVELOPMENT BANK UNDERTAKES AND GUARANTEES THAT:**

- a) THE BANK WILL REMOVE FROM THE DATASET PRIOR TO ITS PUBLICATION ANY INFORMATION WHICH CAN DIRECTLY IDENTIFY YOUR FIRM AND/OR THE RESPONDENTS TO THIS SURVEY
- b) SIMILARLY, PRIOR TO THE PUBLICATION OF THE DATA SET, THE BANK WILL EITHER REMOVE FROM THE DATA SET OR ANONYMIZE ANY ANSWERS THAT CAN BE COMBINED TO IDENTIFY YOUR FIRM
- c) FURTHERMORE, PRECAUTIONS WILL BE TAKEN TO ENSURE THE PROTECTION OF FIRM / ESTABLISHMENT LEVEL OF DATA WHEN THERE ARE LESS THAN FIVE RESPONDENTS IN ANY PARTICULAR SECTOR / LOCATION/ SIZE CATEGORY
- d) UNDER NO CIRCUMSTANCES WILL THE BANK REPRODUCE, TRANSFER, PUBLISH OR OTHERWISE DISCLOSE ANY RESPONSES CAPTURED HEREIN WITHOUT ADHERING TO THESE SPECIFICATIONS.

DECLARATION OF THE REPRESENTATIVE OF THE ESTABLISHMENT OR OF THE FIRM

I read and understood the Declaration of EEC Canada, acting on behalf of the IDB (hereafter "Declaration"). I understand the overall description of the survey and accept that our establishment / firm will participate in the survey under the conditions described in the Declaration. I understand that the survey may be conducted with one or many decision makers of our establishment / firm, and that the interview time may take up to two and a half hours, and that EEC Canada or the Inter-American Development Bank may be conducting control calls at a later stage.

I understand that my participation to the survey is voluntary; that I may refuse to participate entirely and that I can refuse to answer any question during the course of the interview.

I understand the description of the survey and its confidentiality undertaking and agree to participate in the survey

OR

I refuse to participate in the survey

With this Declaration read and understood, I am consenting to participate in this survey:

Full name and surname (please print): _____

Signature: _____

Date: _____

Please do not hesitate to submit any questions you may have pertaining to this survey to EEC Canada at info@eecgroup.com

A1)

Country	country	Sampling stratification option (table A1a)	samp_strat_option	Sampling stratum	sampling_stratum
Sector code (table A1b)	sector	Is your firm considered by law as part of priority / essential sectors? (Y/N)		cov_prio_sector	
Interviewer code	intcode	Supervisor code	supcode	Supervisor callback (Y/N)	supcallback
Main interview date	Day (DD)	dd_start	Month (MM)	mm_start	Year (YYYY)
Establishment's name	est_name		Fiscal month	fiscalmonth	Last fiscal year
Address	est_adr				
City / Village	est_city		Main phone	est_tel	
GPS - Centroid of Sampling Geographic Unit	Latitude centroid	lat_centroid_gps		Longitude centroid	long_centroid_gps

Interview special codes			
Yes	1	Not applicable	-77
No	2	No answer	-88
Don't know	-66	Refuse to answer	-99

Increase (+) / Decrease (-)	
Increase (+)	1
Decrease (-)	2

A1a. Sampling stratification options			
1.Manufacturing and 2.Services	1	1.Food, 2.Other manufacturing, 3.Retail non-tourism, 4.Services excluding all kind of retail activities, hospitality and tourism, 5.Retail tourism and 6.Hospitality and tourism excluding all kind of retail activities	5
1.Manufacturing, 2.Retail and 3.Other services	2		
1.Manufacturing, 2.Hospitality and tourism and 3.Other services	3	1.Basic Metals/Fabricated Metals/Machinery & Equip, 2.Chemicals, Plastics & Rubber, 3.Food, 4.Other manufacturing, 5.Retail non-tourism, 6.Services excluding all kind of retail activities, hospitality and tourism, 7.Retail tourism and 8.Hospitality and tourism excluding all kind of retail activities	6
1.Manufacturing, 2.Retail non-tourism, 3.Services excluding all kind of retail activities, hospitality and tourism, 4.Retail tourism and 5.Hospitality and tourism excluding all kind of retail activities	4		
	Other, specify	samp_strat_option_x	7

A1b. Sector code			
Agriculture (1-3)	1000	Crafts, souvenirs, vendors, and tourism retail (47A)	2900
Mining and quarrying (5-9)	1100	Transportation and storage (excluding passenger transportation) (49-52)	3000
Food, beverage, tobacco (10-12)	1200	Passenger transportation(49-52A)	3100
Textiles (13)	1300	Accommodation (55)	3200
Garments & leather products (14-15)	1400	Food and beverage service activities (56)	3300
Wood products (except furniture), paper products, printing & recorded media (16-18)	1500	Information and communication (except tourism related ICT) (58-63)	3400
Coke and refined products, chemicals and chemical products, pharmaceutical, medicinal chemical and botanical products (19-21)	1600	Tourism related ICT (62-63A)	3500
Plastics & rubber and other non-metallic mineral products (22-23)	1700	Financial and insurance activities (64-66)	3600
Basic metals - fabricated metal products (except machinery) (24-25)	1800	Real estate (68)	3700
Computer and electronics (26)	1900	Other services (excluding tour operations, travel agencies, recreational activity providers, cultural activity providers, attraction sites) (69-82)	3800
Manufacturing of electrical equipment, machinery and other equipment (27-28)	2000	Activities of head offices; management consultancy activities (70)	3810
Vehicles and transportation equipment (29-30)	2100	Office administrative, office support and other business support activities (82)	3820
Furniture (31)	2200	Tour operations (7912)	3900
Other manufacturing (32)	2300	Travel agencies (7911)	4000
Electricity, gas, steam and air conditioning supply (35)	2400	Education (85)	4100
Water supply - sewage - waste management and remediation activities (36-39)	2500	Health services (86-88)	4200
Construction (41-43)	2600	Cultural activity providers (90-91)	4300
Wholesale (45-46)	2700	Recreational activity providers (92-93)	4400
Wholesale trade (except of motor vehicles and motorcycles) (46)	2710	Attraction sites (932)	4500
Retail (except crafts, souvenirs, vendors and retail of tourism-specific products) (47)	2800	Other personal services activities (95 - 96)	4600

A2)

Respondent information	Name	resp_name			Gender (table A2a)	resp_gen
	Mobile phone	resp_mobile	Email	resp_email	Website	website
Are you the main decision maker? (Y/N)						a2a
If no , what function do you have in the firm (table A2b)?						a2a1

A3)

Is your establishment part of larger firm?	Y/N	If “no”, skip to B1
If yes , how many establishments are part of the firm?	a3a1	
What type of establishment is this (table A3)?	a3a2	
Are this establishment’s financial statements prepared separately from the rest of the firm’s?	a3a3	
If no , how many establishments – including headquarters – are included in the financial statements?	a3a3a	

A2a. Gender	
Male	1
Female	2

A4. Impact	
Positive	1
Negative	2
Neutral	3

A2b. Respondent	
Marketing and sales	2
Production and operations management	3
Finance and accounting	4
Human resource	5

A3. Type of establishment	
Headquarters with no production/no sales at this location	1
Headquarters with production and/or sales at this location	2
Establishment physically separated from HQ and other establishments of the same firm	3
Establishment physically separated from HQ but with other establishments of the same firm	4

A4)

In light of the ongoing pandemic (coronavirus COVID-19), how would you qualify its overall impact on your establishment (table A4)?	cov_a4				
If the impact is positive or negative , since when has the COVID-19 crisis impacted your establishment?					
Day (DD)	cov_dd_start	Month (MM)	cov_mm_start	Year (YYYY)	cov_yy_start

A5)

Do you think that your establishment is likely to resume the normal course of its operations? (Y/N)	cov_a5
If yes , how many months do you expect will lapse from the moment you started to be impacted by the COVID-19 crisis until you resume your normal operations?	cov_a5a Months

A6)

How long do you think that the COVID-19 crisis will last?	cov_a6 Months
---	---------------

B1)

What is the current legal status of this firm (table B1)?	b1	If “sole proprietorship” (3) , skip to B3
---	-----------	---

B1. Firm's current legal status	
Shareholding company with shares trade in the stock market	1
Shareholding company with non-traded shares or shares traded privately	2
Sole proprietorship	3
Partnership (including limited liability companies)	4
Limited partnership	5
Other, specify	b1x

B2)

What percentage of this firm does the largest owner or owners own?	b2	%
--	-----------	---

B3) What percentage of this firm is owned by each of the following:

• Private domestic individuals, companies or organizations	b3a	%
• Private foreign individuals, companies or organizations	b3b	%
• Government/State	b3c	%
• Other	b3d	%
TOTAL	100%	

B4)

In what year did this establishment begin operations?	b4a
---	------------

B5)

How would you characterize the gender composition of the owners/shareholders of this firm (table B5a)?	b5a	If “all men” (1), skip to B6
If not equal to “all men” (1):	Y/N	
Is the largest owner/shareholder female?	b5b	
If yes, what was the main reason for her to invest in this business (table B5b)?	b5b1	
With regards to the largest female owner/shareholder:	Y/N	
Is she related to any of the other owners of this firm?	b5c	
What percentage of ownership does she own?	b5d %	
How many years of experience does she have working in this firm?	b5f years	

B5a. Gender composition	
All men	1
Predominantly men	2
Equally men and women	3
Predominantly women	4
All women	5

B5b. Reason to invest in this business	
Husband wanted her to invest in this this business	1
A male friend or relative wanted her to invest in this this business	2
A female friend or relative wanted her to invest in this this business	3
Her previous business failed	4
There was extra money available and she wanted to do something with it	5
Simply to earn more	6
She noted that there was a high demand for the product(s) / service(s) her business offers	7
Other	8

B6. Gender	
Male	1
Female	2

B6)

How would you characterize the gender composition of the management group of this firm (table B5a)?	b6a
What is the gender of the top manager (table B6)?	b6b
What is the gender of the person responsible for dealing with tax inspectors / authorities (table B6)?	b6c
What is the gender of the person responsible for dealing with banks / financial institutions (table B6)?	b6d
How many years of experience working in this sector does the top manager have?	b6e years

Interviewer reads: The following questions will be about this establishment only (unless otherwise specified in the question).

Interviewer: Now I am going to ask you a few questions on specific aspects of the operations of your establishment in the last fiscal year, or under normal / typical circumstances, and the eventual effects of the COVID-19 crisis. The purpose is to assess the specific impact of the COVID-19 crises on your operations.

C1)

Over the last two years, did this establishment submit an application to obtain:		If yes,	
		Approximately how many days did it take to obtain it from the day of the application to the day the service was received?	Was an informal gift or payment expected or requested?
	Y/N		Y/N
• an electrical connection?	c1a1	c1a2	day(s) c1a3
• a water connection?	c1b1	c1b2	day(s) c1b3
• a telephone connection?	c1c1	c1c2	day(s) c1c3
• an internet connection?	c1d1	c1d2	day(s) c1d3
• an import license?	c1e1	c1e2	day(s) c1e3
• a construction-related permit?	c1f1	c1f2	day(s) c1f3
• an operating license?	c1g1	c1g2	day(s) c1g3

C2)

Over the last fiscal year, did this establishment experience outages/interruptions for:		If yes,			
		In a typical month, how many?	How long on average (in hours)?	Estimated losses in annual sales (in % or value)	
	Y/N			%	LCU
• Power	c2a1	c2a2	c2a3	c2a4a	c2a4b
• Mobile phone connexion	c2b1	c2b2	c2b3	c2b4a	c2b4b
• Internet access	c2c1	c2c2	c2c3	c2c4a	c2c4b

C3)

It is said that establishments are sometimes required to make gifts or informal payments to public officials to “get things done” with regard to customs, taxes, licenses, regulations, services etc. On average, what percentage of total annual sales, or estimated total annual value, do establishments like this one pay in informal payments or gifts to public officials for this purpose?	c6a1	%	c6a2	LCU
---	------	---	------	-----

C4)

In a typical week over the last year, what percentage of total senior management’s time was spent on dealing with requirements imposed by government regulations?	c7	%
---	----	---

C5) Please rate each one of these factors as obstacles that can affect the current operations of your establishment (table C14)?

1	Telecommunications	c14a
2	Electricity	c14b
3	Transportation	c14c
4	Access to land for expansion / relocation	c14d
5	Tax rates	c14e
6	Tax administration	c14f
7	Customs and trade regulations	c14g
8	Labor regulations	c14h
9	Inadequately educated workforce	c14i
10	Business licensing and permits	c14j
11	Access to finance (e.g. collateral)	c14k
12	Cost of finance (e.g. interest rates)	c14l
13	Political environment	c14m
14	Macroeconomic environment (inflation, exchange rate, interest rate)	c14n
15	Corruption	c14o
16	Crime, theft and disorder	c14p
17	Practices of competitors in the informal sector	c14q
18	Access to digital payment (e.g. online sales, digital currency transfers, mobile wallet)	c14r

C14. Obstacle	
No obstacle	0
Minor obstacle	1
Moderate obstacle	2
Major obstacle	3
Very severe obstacle	4

C6)

Please indicate which elements of the previous list of issues constitute obstacles that can affect the current operations of your establishment (using codes 1 to 18):	In the absence of the COVID-19 crisis	Since the advent of the COVID-19 crisis
The most serious obstacle	c15a	cov_a7a
The second most serious obstacle	c15b	cov_a7b
The third most serious obstacle	c15c	cov_a7c

FOR THIS SECTION:

Which decision maker was the respondent (table CXa)?	cxa
--	-----

CXa. Respondent	
Main decision maker	1
Marketing and sales	2
Production and operations management	3
Finance and accounting	4
Human resource	5

D1) For the last fiscal year, fill out the following table about your establishment's main products/services and the percentage of total sales each represents

	Product (1) / Service (2)	Product / Service description	Product / Service code (CPC 2.1)	Percentage of total sales
First main product/service	d1a1	d1a1_desc		d1a2 %
Second main product/service	d1b1	d1b1_desc		d1b2 %
Rest of products/services	d1e1	Other		d1e2 %
			TOTAL	100%
Do you expect that the COVID-19 crisis will change the breakdown of total sales of your establishment's main products/services? (Y/N)			cov_b3	
If yes, please indicate this expected breakdown:			Percentage of total sales	
First main product/service			cov_b3a	%
Second main product/service			cov_b3b	%
Rest of products/services			cov_b3c	%
			TOTAL	100%

	Y/N	
Do you have a sales or marketing department?	d2a	
During your <u>last fiscal year</u> , how much did you spend on sales or marketing, in LCU or percentage of sales?	d2b1 LCU	d2b2 %

	Y/N
<u>At the present time</u> , does this establishment use mobile phones for its operations?	d4a
<u>At the present time</u> , does this establishment use e-mail to communicate with clients or suppliers?	d4b
<u>At the present time</u> , does this establishment use social media ?	d4c
<u>At the present time</u> , does this establishment use a website ?	d4d
In the <u>last fiscal year</u> , what percentage of your sales were paid online?	d4e %

D4) Which, if any, of the following best describes your marketing efforts during your last fiscal year?

	Did you dedicate efforts to any of the following?	If yes, What percentage of your annual marketing budget did you dedicate to it?
	Y/N	
Customer acquisition	d5c1	d5c2 %
Assessing potential sales	d5d1	d5d2 %
Developing and implementing promotion(s)	d5e1	d5e2 %
Developing and implementing advertising, of which:	d5f1	d5f2 %
Advertising in traditional media (radio, TV)	d5f1a	d5f2a %
Digital media (Google ads, Facebook, Instagram etc.)	d5f1b	d5f2b %
Other advertising efforts	d5f1c	d5f2c %

D5) For the last fiscal year, considering this establishment's main product line or service:

What was its main market (table D7a)?	d7a
What was its local market share?	d7b %
For the <u>last fiscal year</u> , considering this establishment's main market for its main product line or service:	
How would you describe the change in your quantities sold (table D7b)?	d7c
How would you describe the change in your prices (table D7b)?	d7d
Who was the principal buyer for this establishment's output (table D7d)?	d7f

D7a. Main market	
Local	1
National	2
International	3

D7b. Change	
Increased	1
Remained the same	2
Decreased	3

D7d. Principal buyer	
Your parent company or affiliated establishments	1
Large private firms (more than 100 employees)	2
Medium private firms (20 -100 employees)	3
Small private firms (less than 20 employees)	4
Individuals	5
Government or government agencies (including state-owned enterprises)	6
Other	7

D6) In the last fiscal year, considering this establishment's main product line or service and the competitive landscape:

	Y/N
Did this establishment compete against unregistered or informal firms?	d8a
Did this establishment compete against registered firms selling goods or services without records or receipt?	d8b
In the last fiscal year, how many competitors did you face (table D8)?	d8d

D8. Competitors	
None	1
One	2
Two to five	3
More than five	4

D7)

In the <u>last fiscal year</u> , what percentage of your establishment's sales were:	
Paid for before delivery	d11a %
Paid for on delivery	d11b %
Paid for after delivery	d11c %
Total	100%

D8)

In the <u>last fiscal year</u> , what percentage, as a proportion of the value of total annual purchases of material inputs or services, were:	
Paid for before delivery	d12a %
Paid for on delivery	d12b %
Paid for after delivery	d12c %
Total	100%

D9)

Have you heard of the following payment methods?	Y/N	If yes,			
		do you currently accept this payment method (table D13b)?	If no, you do not currently accept it, why not (table D13a)?	are you satisfied with it?	what percentage of sales does each payment method represent?
				Y/N	
Credit card	d13b1	d13b4	d13b5	d13b6	d13b7 %
Bank transfer	d13d1	d13d4	d13d5	d13d6	d13d7 %
Mobile money (e.g. ApplePay, Bitt)	d13e1	d13e4	d13e5	d13e6	d13e7 %
Electronic payments through a mobile phone	d13f1	d13f4	d13f5	d13f6	d13f7 %
Electronic payments through a money transfer service (e.g. Western Union)	d13g1	d13g4	d13g5	d13g6	d13g7 %
International processors such as Paypal, Stripe	d13i1	d13i4	d13i5	d13i6	d13i7 %
Cryptocurrency (e.g. Bitcoin, Ethereum)	d13j1	d13j4	d13j5	d13j6	d13j7 %

D13a. Main reason	
No need	1
I don't trust this type of service	2
I don't know enough about it	3
Not easy to use	4
Too expensive	5
My establishment doesn't qualify	6
Not accessible in my location	7
Other	8

D13b. Payment method	
Yes, only in person	1
Yes, only remotely	2
Yes, in person and remotely	3
No	4

D10)

In the last fiscal year, what percentage of this establishment's sales were:			
National sales	d14a %	of which, indirect exports (goods sold domestically to another firm who then exports them)	d14a1 %
Direct exports	d14b %	If = 0%, skip to D16, if > 0, in what year did you begin exporting directly?	d14b1
Total	100%	Do you expect that the COVID-19 crisis will impact the share of direct exports of your establishment? (Y/N)	cov_b4
		If yes, please estimate this impact to the share of direct exports relative to that of your last fiscal year?	Increase (+) / Decrease (-)
			cov_b4a_x
			Percentage
			cov_b4a %
Please list your main destination countries as a percentage of your direct exports:			
Name of country 1:	d14c1		d14c1a %
Name of country 2:	d14c2		d14c2a %

D11)

In the last fiscal year, what percentage of this establishment's material inputs or supplies were:		
Material inputs or supplies of domestic origin	d16a	%
Material inputs or supplies of foreign origin	d16b	%
TOTAL	100%	

FOR THIS SECTION:

Which decision maker was the respondent (table DXa)?	dx a
--	------

DXa. Respondent	
Main decision maker	1
Marketing and sales	2
Production and operations management	3
Finance and accounting	4
Human resource	5

E1A)

In the last fiscal year, what was your capacity utilization in percentage terms (see definition below)?	Percentage	
	e1b1	%
Do you expect that the COVID-19 crisis will impact the capacity utilization of your establishment? (Y/N)	cov_b1	
If yes, please estimate this impact in percentage terms relative to the capacity utilization in the last fiscal year?	Increase (+) / Decrease (-)	Percentage
	cov_b1a_x	cov_b1a %

Capacity utilization (in percentage terms) is the establishment's output produced as a proportion of the maximum output possible if using all available resources.

E1)

For your main product or service , how do you typically schedule production or operation (table E3a)?	e3a
What main method do you use to ensure production/operation teams are scheduled to work (table E3b)?	e3b
Do you review and streamline the various steps in your production/operation process? (Y/N)	e3c

E3a. Production scheduling	
Just-in-time	1
Pre-production based on projections of sales	2
Project based production	3
Batch production	4
Mass production	5
Continuous production	6
Other, specify	e3ax 7

E3b. Main scheduling method	
Assess and monitor capacity	1
Project planning	2
Use Kanban scheduling system	3
Use Supply Chain Management (SCM) systems	4
Use Electronic Data Interface (EDI)	5
Use Master Production Scheduling (MPS)	6
Use Materials Requirement Planning (MRP)	7
Other	8

E2)

	Y/N
Does this establishment have an internationally recognized quality certification?	e4a3

E3)

In the last fiscal year, what percentage of your purchases were conducted through e-commerce?	e9c
---	-----

Interviewer: Now I am going to ask you questions that have to do with recent phenomena characterizing operations or manufacturing.

E4)

To what extent do you consider that any or all of these phenomena may impact the way with which your business will be conducted (table E12a)?		If "no impact (1)" to all, skip next question
Increased volume of available data from all sources	e12a_a	
Increased computational power available to devices and networks	e12b_a	
Increased analytics capabilities and/or access to business intelligence	e12c_a	
Recourse to artificial intelligence in your sector	e12d_a	
Links between analytics and artificial intelligence	e12e_a	
Transferability of digital information to machines or physical world (advanced robotics, 3D printing etc.)	e12f_a	

E12a. Extent	
No impact	1
Minor	2
Moderate	3
High	4
Very high	5

E5)

Which part of your business do you expect to be impacted (table E12b)?	e12a_b
Do you foresee introducing changes because of these phenomena? (Y/N)	e12b_b
If yes, how ready are you in terms of: (table E12c)	
Equipment / machines	e12d_b
Financial resources	e12e_b
Knowledge	e12f_b
Human resources	e12g_b
If yes, who would you be introducing these changes with (table E12d)?	e12h_b

E12b. Part of business impacted	
Only peripheral aspects (heating, delivery, waste, etc.)	1
Only the core of the business (production, operations, finance, HR, marketing)	2
The entire process will be impacted	3
No impact	4

E12c. Extent of readiness	
Not ready at all	1
Will design a plan	2
Have a plan which we will be implementing	3
Have begun implementing a plan	4
Already taking advantage of opportunity	5

E12d. Undertaking challenges	
With private partners	1
With public partners	2
With a combination of private and public partners	3
In coordination with other industry / cluster participants	4
Alone	5

FOR THIS SECTION:

Which decision maker was the respondent (table EXa)?	exa
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EXa. Respondent					
Main decision maker	1	Production and operations management	3	Human resource	5
Marketing and sales	2	Finance and accounting	4		

THIS SECTION WILL ADDRESS ISSUES OF INNOVATION AS DEFINED IN THE OSLO MANUAL

An innovation is a new or improved product or process (or combination thereof) that differs significantly from your previous products or processes, and that you may have made available to the market or brought into use in your operations. An innovation can pertain to a good or service, (“new or significantly improved characteristics of the good or service offered to customers”), business process (“new or significantly improved methods, equipment and/or skills used to perform the service and dealing mainly with the implementation of new equipment, software and specific techniques or procedures”), a new marketing method (“the adoption of a new marketing concept that involves a significant change in the design of an existing product”), or a new organizational method in business practices, workplace organization or external relations (“involves the first use of new organizational methods in the firm’s business practices, workplace organization or external relations and dealing primarily with people and the organization of work”).

The **minimum requirement** for an innovation is that the product, process, marketing method or organizational method must be new (or significantly improved) to the firm. Note that many innovations may have characteristics that cross more than one type of innovation.

Innovation activities include all developmental, financial and commercial activities undertaken by you that are intended to result in an innovation for your firm. The firm may report one or more innovations during the last three years whether the respondent is individually or jointly responsible for the innovation. The firm may also report innovation efforts that have not yet resulted in an actual innovation (it is then considered an innovation-active firm).

CHANGES NOT CONSIDERED INNOVATIONS

Ceasing to use a process, a marketing method or an organization method, or to market a product: though it may improve the firm’s performance, to stop doing something is not an innovation

Simple capital replacement or extension: replacing machinery or software with identical models or models with minor extensions or add-ons are not innovations

Changes resulting purely from changes in factor prices: a change in the price of a product or service resulting exclusively from changes in the prices of production factors does not constitute an innovation

Customization: Simply offering various options, no matter how complex a single item may be, is not an innovation

Regular seasonal and other cyclical changes: Certain industries feature seasonal changes in the types of goods and services offered which may or may not feature changes in their appearance, however, these are not innovations

Trading of new or significantly improved products: Simply trading, handling or distributing new or significantly improved products is not an innovation

NOTE TO THE INTERVIEWER

*This section of the interview will explore strategies, incentives and barriers to innovation, by asking questions pertaining to the last 3 years about a. specific innovations, when they have occurred, b. innovation efforts and activities even if they have not resulted in effective innovations, and c. prevailing conditions and perceptions of managers when respondents do not engage in innovation activities at all. It can be tricky to determine what is innovation from what is not. Let the respondent explain in detail the innovation they have developed and/or implemented in the past three years. If this innovation represents **something never seen before** in the enterprise, the country or the world, use code 4. If it represents simply an **improvement** to existing goods or services, processes, marketing methods or organizational methods, use code 1. Otherwise use codes 2, and 3 where 3 represents a higher level of innovation. **In case of uncertainty of the level of innovation, relay your detailed description to the team leader and proceed with the interview.** Note that innovations in goods and services are regrouped under product innovations and that production process, marketing method or organizational method innovations are regrouped under process innovations.*

F1)	Y/N
Does this establishment have a department or a group of professionals dedicated to research and development (R&D comprises basic research, applied research, and experimental development)?	f1
If yes, how many persons are employed in this department or group of professionals?	f1a

F2)

	In the past three years, did your enterprise introduce any of the following? (Y/N)	If yes, who developed these innovations? (Y/N)				If yes, Has this innovation been impacted by the COVID-19 crisis (table F2)?	Since the advent of the COVID-19 crisis, has your enterprise attempted to develop or introduce any of the following? (Y/N)
		Your enterprise by itself	Your enterprise together with other enterprises or organizations	Your enterprise by adapting or modifying products originally developed by other enterprises or organizations	Other enterprises or organizations		
New or improved goods	f2_3a1	f2_3a2	f2_3a3	f2_3a4	f2_3a5	cov_e1a1a	cov_e1a1b
New or improved services	f2_3b1	f2_3b2	f2_3b3	f2_3b4	f2_3b5	cov_e1b1a	cov_e1b1b
Methods for producing goods or providing services (including methods for developing goods or services)	f2_3c1	f2_3c2	f2_3c3	f2_3c4	f2_3c5	cov_e1c1a	cov_e1c1b
Logistics, delivery or distribution methods	f2_3d1	f2_3d2	f2_3d3	f2_3d4	f2_3d5	cov_e1d1a	cov_e1d1b
Methods for information processing and communication	f2_3e1	f2_3e2	f2_3e3	f2_3e4	f2_3e5	cov_e1e1a	cov_e1e1b
Methods for accounting and other administrative operations	f2_3f1	f2_3f2	f2_3f3	f2_3f4	f2_3f5	cov_e1f1a	cov_e1f1b
Business practices for organizing procedures or external relations	f2_3g1	f2_3g2	f2_3g3	f2_3g4	f2_3g5	cov_e1g1a	cov_e1g1b
Methods for organizing work responsibility, decision making and human resource management	f2_3h1	f2_3h2	f2_3h3	f2_3h4	f2_3h5	cov_e1h1a	cov_e1h1b
Marketing methods for promotion, packaging, pricing, product	f2_3i1	f2_3i2	f2_3i3	f2_3i4	f2_3i5	cov_e1i1a	cov_e1i1b

F2. Impact on innovation	
No impact	1
Moderate impact	2
Major impact	3
Very severe impact	4

F2A)

As answered in question F2, if since the advent of the COVID-19 crisis, your enterprise has attempted or is developing innovations, who would you be developing this/these innovation(s) with?	
Your enterprise by itself? (Y/N)	cov_e2a
Your enterprise together with other enterprises or organizations? (Y/N)	cov_e2b
Your enterprise by adapting or modifying products originally developed by other enterprises or organizations? (Y/N)	cov_e2c
Other enterprises or organizations? (Y/N)	cov_e2d

F3)

As answered in question F2, if in the past three years, this establishment developed and/or introduced improvements in the marketing of its goods and services, the production process or the organizational method:	
Were these pertaining to the adoption of new methods for product placement in retail stores? (Y/N)	f4b
Were these pertaining to sales networks? (Y/N)	f4c
Were these pertaining to the development of franchising? (Y/N)	f4d
Were these pertaining to the development of online promotion, use of new media and techniques? (Y/N)	f4e
Were these pertaining to the development of online sales? (Y/N)	f4f
Were these pertaining to the adoption of new methods for pricing goods and services? (Y/N)	f4g
Did they concern other marketing improvements? (Y/N)	f4h
If yes, please specify	f4h1

F4)

In the past three years, how important were the following potential impacts in the introduction and/or development of this establishment's innovations (table F6)?	
It increased sales	f6b
It opened access to new markets	f6d
It improved the quality of goods /services	f6e
It reduced the average cost per unit of output	f6f
It increased capacity for producing goods and services	f6i
It improved health and safety and other working conditions	f6j
It improved supervision and accountability	f6k
Other	f6w

F6. Level of importance	
Not important	1
Slightly important	2
Important	3
Very important	4
Critical	5

F5)

Green innovation is an innovation leading to environmental improvements with or without intent

	In the past three years, did you achieve any of the following environmental improvements? (Y/N)	If yes,		Has this improvement been impacted by the COVID-19 crisis (table F5)?	Since the advent of the COVID-19 crisis, has your enterprise attempted to develop or introduce any of the following? (Y/N)
		Was it the result of the adoption of new technologies?	If yes, Was it intended?		
		Y/N	Y/N		
Reduced material use per unit of output	f6a1a	f6a1b	f6a1c	cov_e4a1a	cov_e4a1b
Reduced energy use per unit of output	f6a2a	f6a2b	f6a2c	cov_e4a2a	cov_e4a2b
Reduced CO2 'footprint' (total CO2 production) by your enterprise	f6a3a	f6a3b	f6a3c	cov_e4a3a	cov_e4a3b
Replaced materials with less polluting or hazardous substitutes	f6a4a	f6a4b	f6a4c	cov_e4a4a	cov_e4a4b
Reduced soil, water, noise, or air pollution	f6a5a	f6a5b	f6a5c	cov_e4a5a	cov_e4a5b
Recycled waste, water, or materials	f6a6a	f6a6b	f6a6c	cov_e4a6a	cov_e4a6b

F5. Impact on innovation			
No impact	1	Major impact	3
Moderate impact	2	Very severe impact	4

F6) As answered in question F5, if in the past three years, this establishment achieved one or more environmental improvements, were these environmental improvements achieved the result of any of the following?

	Y/N
Existing environmental regulations or taxes on pollution	f6b1a
Environmental regulations or taxes that you expected to be introduced in the future	f6b2a
Availability of government grants, subsidies or other financial incentives for environmental innovation	f6b3a
Current or expected market demand from your customers for environmental innovations	f6b4a
Voluntary codes or agreements for environmental good practice within your sector	f6b5a

F7)

In the past three years , in order to protect your innovation, did you successfully file or attempted to use any of the following?	Y/N
Patents	f7a1a
Trademark	f7a1b
Industrial design	f7a1c
Copyright registration	f7a1d
Denomination of origin	f7a1e
Utility model	f7a1f
Non-Disclosure Agreement (NDA) with employees	f7a1g
Non-Disclosure Agreement (NDA) with clients / suppliers / other outside parties	f7a1h
Once filed did you obtain or implement successfully, in your country ?	
Patents	f7a2a
Trademark	f7a2b
Industrial design	f7a2c
Copyright registration	f7a2d
Denomination of origin	f7a2e
Utility model	f7a2f
Non-Disclosure Agreement (NDA) with employees	f7a2g
Non-Disclosure Agreement (NDA) with clients / suppliers / other outside parties	f7a2h
Identify if any of the following other methods of protecting innovations have been used	
Controlling distribution networks	f7a4a
Pre-empting the market	f7a4b
Rendering the innovation unattractive to small volume competitors	f7a4c
Other	f7a4d
No need for added IP protection methods	f7a4e

F8)

For each of the last 3 fiscal years , how much did this establishment spend on innovation?	Product innovation		Process innovation	
Last fiscal year	f8a1_pi	LCU	f8c1_psi	LCU
One fiscal year ago	f8a2_pi	LCU	f8c2_psi	LCU
Two fiscal years ago	f8a3_pi	LCU	f8c3_psi	LCU

F9)

In the next two years:	Product innovation	Process innovation
Do you to plan to pursue innovations in your establishment? (Y/N)	f9a7_pi	f9b7_psi

F10)

In total for the last 3 fiscal years , was the development of innovations financed by:	Y/N	If yes,	
		What percentage of the total cost of innovation did it cover?	
The establishment's own resources (inclusive of loans)	f10a	f10a1	%
of which loans specifically contracted for innovations	f10b	f10b1	%
The resources of the establishment's private partners	f10c	f10c1	%
An access to public sources	f10d	f10d1	%
	TOTAL	100%	

F11)

Do you think that the following present any obstacle to the innovation activities of your establishment (table F11)?	In the absence of the COVID-19 crisis	Since the advent of the COVID-19 crisis
1 Current organizational/managerial culture	f11a1	cov_e3a1
2 Degree of self-confidence for innovation	f11a2	cov_e3a2
3 Level of available financial resources	f11a3	cov_e3a3
4 Qualification of employees	f11a4	cov_e3a4
8 Time to market	f11a8	cov_e3a8
14 Flexibility/openness of other companies of the sector for collaborative approaches	f11a14	cov_e3a14
15 Compliance requirements to international standards	f11a15	cov_e3a15
16 Level of perceived economic risks and unwillingness of enterprise to take risks	f11a16	cov_e3a16
17 Competitors too strong	f11a17	cov_e3a17
19 Past failures of innovation	f11a19	cov_e3a19
20 Market too small for the cost of innovation	f11a20	cov_e3a20
21 Labor force lacks skills required for innovation	f11a21	cov_e3a21
24 Intellectual property (IP) protection too complex - technically	f11a24	cov_e3a24
28 Financing of innovation is too costly	f11a28	cov_e3a28
29 Other, specify	f11a29x	f11a29

F11. Obstacle	
No obstacle	0
Minor obstacle	1
Moderate obstacle	2
Major obstacle	3
Very severe obstacle	4

FOR THIS SECTION:

Which decision maker was the respondent (table FXa)?	fxa
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FXa. Respondent	
Main decision maker	1
Marketing and sales	2
Production and operations management	3
Finance and accounting	4
Human resource	5

G1)		Y/N	
In the last fiscal year, did this establishment spend money for security, for example equipment, insurance, personnel, or professional security services?		g2a	
If yes , what percentage of this establishment's total annual sales was paid for security, for example equipment, personnel, or professional security services, or what was the total annual cost of security?	g2a1 %	g2a2	LCU
		Y/N	
In the last fiscal year, did this establishment experience losses as a result of theft, robbery, vandalism or arson?		g2b	
If yes , what were the estimated losses as a result of theft, robbery, vandalism or arson that occurred on this establishment's premises either as a percentage of total annual sales or as total annual losses?	g2b1 %	g2b2	LCU

G2) In the <u>last fiscal year</u> , did anyone commit or try to commit the following crimes in the premises of this establishment?	Category of incident (table G3)	If yes committed, approximate value of loss and damage?
Burglary / Attempted burglary (unlawful entry with intent to commit crime)	g3a	g3a5 LCU
Robbery / Attempted robbery (theft with use of force or fear, and presence of a victim)	g3c	g3c5 LCU
Deliberate damage/ vandalism	g3e	g3e5 LCU
Theft	g3f	g3f5 LCU
Assault and/or threats	g3g	g3g5 LCU

G3. Category of incident	
Yes committed	1
Yes attempted	2
No	3

FOR THIS SECTION:

Which decision maker was the respondent (table GXa)?	gxa
--	------------

GXa. Respondent	
Main decision maker	1
Marketing and sales	2
Production and operations management	3
Finance and accounting	4
Human resource	5

FOR THIS SECTION PLEASE REFER TO THE FOLLOWING DEFINITIONS

Skilled production workers	Persons involved directly in the production process or at a supervisor level and whom management considers to be skilled
Unskilled production workers	Persons involved in production processes but whom management considers to be unskilled
Non-production workers	Professional, support, administrative, sale employees and others
Management workers	Persons involved in the management of employees, and the leadership, strategy, improvement and growth of the enterprise
Temporary/seasonal workforce	All paid short-term (i.e. for less than a fiscal year) employees that work 8 or more hours per day with no guarantee of renewal of employment contract
Permanent workforce	All paid employees that work 8 or more hours per day and that are contracted for a term of one or more fiscal years and/or have a guaranteed renewal of their employment contract
Part-time workers	All paid workers that work less than 8 hours per day

H1)

How many full-time employees did this establishment employ when it started operations?	h1
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H2) FULL-TIME PERMANENT WORKFORCE of your establishment: last fiscal year and impact of the COVID-19 crisis:

Please describe the full-time permanent workforce of your establishment	Total workers	Average annual wage	Management	Production & non-production workers			
				Skilled	Unskilled		
Number/wage of employees at the end of <u>last fiscal year</u>	h2a1a	h2a2b LCU	h2a3	h2a4a1	h2a4b1		
• of which females		h2b2b LCU	h2b3	h2b4a1	h2b4b1		
• of which foreign nationals		h2c2b LCU	h2c3	h2c4a1	h2c4b1		
Do you expect that the COVID-19 crisis will impact the level and composition of the full-time permanent workforce (or average annual wage) of your establishment? (Y/N)					cov_d1		
If yes , by what percentage would the COVID-19 crisis impact the full-time permanent workforce of your establishment relative to the level at the end of last fiscal year?	Impact on the number/wage of employees			of which:			
	Type of impact (table H2)	Percentage	or Absolute value	impact on the number/wage of <u>female</u> employees			
	Type of impact (table H2)	Percentage	or Absolute value	Type of impact (table H2)	Percentage	or Absolute value	
Total workers	cov_d1a1a_x	cov_d1a1a %	cov_d1a1a_abs				
Average annual wage	cov_d1a2b_x	cov_d1a2b %	cov_d1a2b_abs	cov_d1b2b_x	cov_d1b2b %	cov_d1b2b_abs	
Management	cov_d1a3_x	cov_d1a3 %	cov_d1a3_abs	cov_d1b3_x	cov_d1b3 %	cov_d1b3_abs	
Production & non-production workers	Skilled	cov_d1a4a1_x	cov_d1a4a1 %	cov_d1a4a1_abs	cov_d1b4a1_x	cov_d1b4a1 %	cov_d1b4a1_abs
	Unskilled	cov_d1a4b1_x	cov_d1a4b1 %	cov_d1a4b1_abs	cov_d1b4b1_x	cov_d1b4b1 %	cov_d1b4b1_abs

H2. Type of impact					
Increase (+)	1	Decrease (-)	2	No change	3

H3) **FULL-TIME SEASONAL/TEMPORARY WORKFORCE** of your establishment: last fiscal year and impact of the COVID-19 crisis:

Please describe the full-time seasonal/temporary workforce of your establishment	Total workers	Average annual wage	Management	Production & non-production workers	
				Skilled	Unskilled
Number/wage of employees at the end of <u>last fiscal year</u>	h3a1a	h3a2b LCU	h3a3	h3a4a1	h3a4b1
• of which females		h3b2b LCU	h3b3	h3b4a1	h3b4b1
• of which foreign nationals		h3c2b LCU	h3c3	h3c4a1	h3c4b1
Average length of employment in months		h3d1 month(s)	h3d3 month(s)	h3d4a1 month(s)	h3d4b1 month(s)
Do you expect that the COVID-19 crisis will impact the level and composition of the full-time seasonal/temporary workforce (or average annual wage) of your establishment? (Y/N)					cov_d2
If yes , by what percentage would the COVID-19 crisis impact the full-time seasonal/temporary workforce of your establishment relative to the level at the end of last fiscal year?	Impact on the number/wage of employees			of which:	
				impact on the number/wage of <u>female</u> employees	
	Type of impact (table H3)	Percentage or Absolute value		Type of impact (table H3)	Percentage or Absolute value
Total workers	cov_d2a1a_x	cov_d2a1a % cov_d2a1a_abs			
Average annual wage	cov_d2a2b_x	cov_d2a2b % cov_d2a2b_abs		cov_d2b2b_x	cov_d2b2b % cov_d2b2b_abs
Management	cov_d2a3_x	cov_d2a3 % cov_d2a3_abs		cov_d2b3_x	cov_d2b3 % cov_d2b3_abs
Production & non-production workers	Skilled	cov_d2a4a1_x	cov_d2a4a1 % cov_d2a4a1_abs	cov_d2b4a1_x	cov_d2b4a1 % cov_d2b4a1_abs
	Unskilled	cov_d2a4b1_x	cov_d2a4b1 % cov_d2a4b1_abs	cov_d2b4b1_x	cov_d2b4b1 % cov_d2b4b1_abs

H3. Type of impact					
Increase (+)	1	Decrease (-)	2	No change	3

H4) **PART-TIME WORKERS** of your establishment: last fiscal year and impact of the COVID-19 crisis:

At the end of last fiscal year , how many part-time workers did you employ?	h4	
Do you expect that the COVID-19 crisis will impact the level of the part-time workforce of your establishment? (Y/N)	cov_d3	
If yes , by what percentage would the COVID-19 crisis impact the part-time workforce of your establishment?	Increase (+) / Decrease (-)	Percentage or Absolute value
	cov_d3a_x	cov_d3a % cov_d3a_abs

H5)

In your opinion, what percentage of total workforce is reported for payroll taxes and labor regulations in typical establishments of your sector?	h6 %
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H6)	Y/N
Do you offer your employees health and insurance coverage?	h10a
Do you give your employees maternity leave?	h10c
Do you give your employees paternity leave?	h10d

H7)	Y/N
Do you have a protocol in place to address workplace sexual harassment?	h11c

H8) Please specify the importance of the following factors in causing skills shortages for your establishment (table H19):

Potential cause of skills shortages	Importance
Shortage in number of local professionals trained by local institutions	h19a
Quality of the education and training offered by local educational institutions	h19b
Worker emigration	h19c
Professionals moving to other sectors of the economy or other enterprises	h19d
Lack of necessary personal, soft skills offered by local institutions	h19e
High expectations from new hires	h19f
Labour protection laws and regulations	h19g
Other	h19h

H19. Importance	
Not important	1
Slightly important	2
Important	3
Very important	4
Critical	5

H9)	Y/N
Does your establishment actively seek to employ, retain, develop and promote women?	h22a
If yes, does your establishment have any of the following measures in place to do so?	Y/N
Programs to help women balance work and family life	h22a1
Organizing opportunities for women to network amongst each other and share experiences	h22a2
Flexible working conditions, schedules and offering the possibility to work remotely	h22a3
Offering on-site childcare and related services	h22a4
Programs to ensure equal pay and benefits between men and women	h22a5
Establishing policies and quotas for hiring, promoting, training and developing women employees	h22a6

H10)	Y/N
Over the last three years, did this establishment receive any public support (financial or other types of assistance) for training-related activities? (Y/N)	h23c

H11)	
To what extent do you agree or disagree with the following statements describing your establishment (table H27)?	
Environmental dimensions are included in job descriptions	h27a
Employer concerns about greening are communicated during recruitment	h27b
Selected applicants are sufficiently aware of greening	h27c
New employees are familiarized with the greening efforts of the establishment	h27d
Right knowledge and skills about greening is imparted to each employee	h27e
Training needs analyses are executed to identify the green training needs of employees	h27f
Employee job performance is evaluated according to green-related criteria	h27g
A separate component for progress on greening is included in the performance feedback interview	h27h
Financial incentives are given to employees for good green job performance	h27i
Non-financial rewards such as praises and recognitions are given to employees for their greening	h27j
Greening related rules of conduct are formulated and published	h27k
A progressive disciplinary system is developed to punish employees who violate the rules of green conduct	h27l

H27. Extent of agreement	
Strongly agree	1
Tend to agree	2
Tend to disagree	3
Strongly disagree	4

FOR THIS SECTION:

Which decision maker was the respondent (table HXa)?	hxa
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HXa. Respondent	
Main decision maker	1
Marketing and sales	2
Production and operations management	3
Finance and accounting	4
Human resource	5

		Y/N			
Did this establishment have its annual financial statements checked and certified by an external auditor?		i4a			
Of the land or building occupied by this establishment, what percentage does it:		Land		Building	
Own		i4b1	%	i4b2	%
Lease		i4c1	%	i4c2	%
Other, specify	i4d1x	i4d2x		i4d1	%
			%	i4d2	%

	Short-term loans			Medium / long-term loans	Equity financing
	Line of credit	Overdraft facility	Credit card		
Does your establishment <u>currently</u> have this product?	i6a	i6b	i6c	i6d	i6e
If yes , what was the total outstanding value at the end of last fiscal year?	i6a1 LCU	i6b1 LCU	i6c1 LCU	i6d1 LCU	i6e1 LCU
For the most recent one:					
What year was it approved?	i6a1a	i6b1a	i6c1a	i6d1a	i6e1a
What was the amount at the time of approval?	i6a1b LCU	i6b1b LCU	i6c1b LCU	i6d1b LCU	i6e1b LCU
What is the average annual interest rate (or cost of capital)?	i6a1c %	i6b1c %	i6c1c %	i6d1c %	i6e1c %
What is the total duration (term) in months?	i6a1d	i6b1d	i6c1d	i6d1d	i6e1d
What type of financial institution granted the financing (table I6)?	i6a1e	i6b1e	i6c1e	i6d1e	i6e1e
	Y/N	Y/N	Y/N	Y/N	Y/N
Did your financial institution require collateral?	i6a1f	i6b1f	i6c1f	i6d1f	i6e1f
If yes , which of the following assets were required as collateral:					
Land, buildings	i6a1f1	i6b1f1	i6c1f1	i6d1f1	i6e1f1
Machinery and equipment including movables	i6a1f2	i6b1f2	i6c1f2	i6d1f2	i6e1f2
Accounts receivable and inventories	i6a1f3	i6b1f3	i6c1f3	i6d1f3	i6e1f3
Personal assets of owner (house, etc.)	i6a1f4	i6b1f4	i6c1f4	i6d1f4	i6e1f4
Other, specify i6a1f5x i6b1f5x i6c1f5x i6d1f5x i6e1f5x	i6a1f5	i6b1f5	i6c1f5	i6d1f5	i6e1f5
If yes , what was the approximate value of the collateral required as a percentage of the amount of the loan or line of credit?	i6a1g %	i6b1g %	i6c1g %	i6d1g %	i6e1g %
Will you increase the utilization of this financial product because of the COVID-19 crisis? (Y/N)	cov_c1a	cov_c1b	cov_c1c	cov_c1d	cov_c1e
If yes , by what percentage would you increase the utilization of this financial product relative to the outstanding value at the end of the last fiscal year?	cov_c1a1 %	cov_c1b1 %	cov_c1c1 %	cov_c1d1 %	cov_c1e1 %

I6. Type of financial institution			
Private commercial bank	1	Non-bank financial institutions (microfinance institution, credit cooperative, credit union, finance company)	3
State-owned bank and/or government agency	2	Other	4

13)

For your last fiscal year , have you applied for or requested any of the following?	Y/N	If no, why not (table I7a)?	If yes,		Estimate proportions of financing sources for:
			State the % of your request that was granted	If less than 100%, what reason was given (table I7b)?	Working capital (current assets) e.g. inventory, cash accounts and accounts receivable
Internal funds/Retained earnings					i7f1 %
Borrowed (loan or line of credit) from private commercial banks	i7a2	i7b2	i7d2 %	i7e2	i7f2 %
Borrowed (loan or line of credit) from state-owned banks and/or government agency	i7a3	i7b3	i7d3 %	i7e3	i7f3 %
Borrowed (loan or line of credit) from non-bank financial institutions	i7a4	i7b4	i7d4 %	i7e4	i7f4 %
Purchases on credit from suppliers and advances from customers	i7a5		i7d5 %		i7f5 %
Borrowed (loan) from family/friends	i7a6		i7d6 %		i7f6 %
Borrowed (loan) from informal sources (e.g. moneylenders)	i7a7		i7d7 %		i7f7 %
Angel Investors	i7a8		i7d8 %		i7f8 %
Venture Capitalists	i7a9		i7d9 %		i7f9 %
Private Equity	i7a10		i7d10 %		i7f10 %
Credit Cards	i7a11		i7d11 %		i7f11 %
Government provided or subsidized entity or program	i7a12		i7d12 %		i7f12 %
Issued new equity (shares)	i7a13		i7d13 %		
Issued new debt (including commercial paper and debentures)	i7a14		i7d14 %		
Funding from shareholder(s) liquid assets	i7a15		i7d15 %		i7f15 %
Funds borrowed by shareholder(s) and invested in firm	i7a16		i7d16 %		i7f16 %
Donations crowdfunding	i7a17		i7d17 %		i7f17 %
Rewards crowdfunding	i7a18		i7d18 %		i7f18 %
Equity crowdfunding	i7a19		i7d19 %		i7f19 %
Crowdlending	i7a20		i7d20 %		i7f20 %
Other, specify i7a21x	i7a21		i7d21 %		i7f21 %
Total					100%

I7a. Reason for not applying	
No need for a loan – establishment has sufficient capital	1
Application procedures for loans or line of credit are complex	2
Interest rates are not favourable	3
Collateral requirements for loans or line of credit are unattainable	4
Size of loan and maturity are insufficient	5
Did not think it would be approved	6
Other	7

I7b. Reason cited by lender	
Collateral or co-signers unacceptable	1
Insufficient profitability	2
Problems with credit history/report	3
Incompleteness of loan application	4
Concerns about level of debt already incurred	5
Other objections	6

I4)		Y/N	
<u>In the last fiscal year</u> , did you purchase fixed assets (e.g. machinery, vehicles, equipment, land, or buildings)?	i7b		If “no”, skip to I5
For your last fiscal year , please estimate the proportion of fixed asset financing from the sources below:		Financing of fixed assets	
Internal funds/Retained earnings		i7g1	%
Borrowed (loan or line of credit) from private commercial banks		i7g2	%
Borrowed (loan or line of credit) from state-owned banks and/or government agency		i7g3	%
Borrowed (loan or line of credit) from non-bank financial institutions		i7g4	%
Purchases on credit from suppliers and advances from customers		i7g5	%
Borrowed (loan) from family/friends		i7g6	%
Borrowed (loan) from informal sources (e.g. moneylenders)		i7g7	%
Angel Investors		i7g8	%
Venture Capitalists		i7g9	%
Private Equity		i7g10	%
Credit Cards		i7g11	%
Government provided or subsidized entity or program		i7g12	%
Issued new equity (shares)			
Issued new debt (including commercial paper and debentures)			
Funding from shareholder(s) liquid assets		i7g15	%
Funds borrowed by shareholder(s) and invested in firm		i7g16	%
Donations crowdfunding		i7g17	%
Rewards crowdfunding		i7g18	%
Equity crowdfunding		i7g19	%
Crowdlending		i7g20	%
Other, specify i7g21x		i7g21	%
		100%	

I5)

Do you expect that the COVID-19 crisis will impact the total sales of your establishment? (Y/N)	cov_b2		
If yes , please estimate this impact in percentage terms relative to the total sales in the last fiscal year?	Increase (+) / Decrease (-)		Percentage
	cov_b2a_x	cov_b2a	%
If decrease , how do you evaluate the risk level of bankruptcy/insolvency of your establishment due to the present crisis (table B2)?	cov_b2a1		
Please indicate the total sales of your establishment:	Two fiscal years ago (LCU)	One fiscal year ago (LCU)	Last fiscal year (LCU)
	i8a1	i8a2	i8a3

B2. Risk assessment	
No risk	1
Minor risk	2
Moderate risk	3
Major risk	4
Very severe risk	5

I6)

Please provide the following information on your establishment's costs:	Last fiscal year (LCU)
IF MANUFACTURING: Total cost of raw materials and intermediate goods used in production	i9a2
IF RETAIL: Total annual cost of finished goods and materials purchased to sell	
Total cost of labor, including wages, social payments, salaries and bonuses	i9b2
Total annual depreciation	i9c2
Total cost of rental of land/buildings, equipment, furniture	i9d2

I7)

Please provide the following information on your establishment's costs:	Last fiscal year (LCU)	
Electricity	i10a2	
Fuel	i10b2	
Water	i10c2	
Transportation for goods (not including fuel)	i10d2	
Communications services	i10e2	
Do you expect that the COVID-19 crisis will impact the intermediary consumption level of your establishment (<i>cost of raw materials and intermediate goods, electricity, water, fuel, transportation and communication services</i>)? (Y/N)	cov_b5b	
If yes , please estimate this impact in percentage terms relative to the intermediary consumption in the last fiscal year?	Increase (+) / Decrease (-)	
	cov_b5b1_x	cov_b5b1 %

I8)

How much did your establishment spend on purchases of:	Last fiscal year (LCU)
Machinery, vehicles and equipment (new and/or used)	i11a2
Land and buildings	i11b2

I9)

What was the net book value of the following assets at the end of last fiscal year?	Last fiscal year (LCU)
Machinery, vehicles and equipment	i12a2
Land and buildings	i12b2

I10)

	Working capital	Fixed assets
	Y/N	Y/N
In the absence of the COVID-19 crisis, would your firm have applied for additional working capital or fixed assets financing?	i14a	i14b
If yes:		
What amount would you have needed? (approximately)	i14a1 LCU	i14b1 LCU
What term would you have most likely requested (table I14)?	i14a2	i14b2
What is the annual interest rate (or financial cost) you expected to pay?	i14a3 %	i14b3 %
What is the maximum monthly payment you could have afforded to pay for the loan?	i14a4 LCU	i14b4 LCU
	Working capital	Fixed assets
Since the advent of the COVID-19 crisis, will your firm apply for working capital or fixed assets financing? (Y/N)	cov_c2a	cov_c2b
If yes:		
What amount will you need? (approximately)	cov_c2a1 LCU	cov_c2b1 LCU
What term will you most likely request (table I14)?	cov_c2a2	cov_c2b2
What is the annual interest rate (or financial cost) you expect to pay?	cov_c2a3 %	cov_c2b3 %
What is the maximum monthly payment you could afford to pay for the loan?	cov_c2a4 LCU	cov_c2b4 LCU

I14. Term	
Up to 3 months	1
3 to 6 months	2
6 months to 1 year	3
More than 1 year	4

I11)

Which of the following statements best describes the meaning of the term 'assets' for a company (table I17a)?	i17a
Which of the following statements best describes the meaning of the term 'liabilities' for a company (table I17b)?	i17b
Which of the following statements best describes the meaning of the term 'profits' for a company (table I17c)?	i17c

I17a. Meaning of assets	
Investments, machinery and inventory owned by a company	1
All that is owned by a company	2
Money and cash of the company	3

I17b. Meaning of liabilities	
Money owed to employees and others	1
Bank debt of the company	2
Sources of external funds of the company	3

I17c. Meaning of profits	
Difference between all revenue and all expenses / costs	1
Money for the next cycle of acquisitions	2
Surplus of cash in the bank from operations	3

THE NEXT QUESTION IS LIKE A QUIZ. IT IS NOT DESIGNED TO TRICK YOU SO IF YOU THINK YOU HAVE THE RIGHT ANSWER, YOU PROBABLY DO. IF YOU DON'T KNOW THE ANSWER, JUST SAY SO.

I12)

Suppose you obtained a 1,000 LCU loan. You make a fixed payment of 10 LCU each month. At a nominal annual interest rate of 12% (or 1% per month), how many years would it take to repay the amount you owe (table I20)?	i20
---	------------

I20. Investment options	
Less than 5 years	1
Between 5 and 10 years	2
Between 10 and 15 years	3
Never, you will continue to be in debt forever	4

FOR THIS SECTION:

Which decision maker was the respondent (table IXa)?	ixa
--	------------

IXa. Respondent	
Main decision maker	1
Marketing and sales	2
Production and operations management	3
Finance and accounting	4
Human resource	5

J1)

Please answer the following questions:	Do the following define the success of your establishment?	If yes,
	Y/N	Is this a short term or medium / long-term priority (table J1b)?
Attaining a pre-established level of profit	j1a1	j1a4
Gain market share	j1b1	j1b4
Grow / expand operations	j1c1	j1c4
Enter new market	j1d1	j1d4
Expand customer base	j1e1	j1e4
Expand range of services/products provided	j1f1	j1f4
Still being in business in 10 years	j1g1	j1g4
Providing employment for family	j1h1	j1h4
Providing employment for others outside the family	j1i1	j1i4

J1b. Term	
Short-term	1
Medium / long-term	2

J2)

When profits occur, do you systematically reinvest more than 50% in your establishment?	j2a
If yes, where do you mostly reinvest (table J2)?	j2a1

J2. Reinvest	
In physical assets	1
In human capital	2
In market or product development	3
In working capital	4

J3)

Do you think that the following would bring competitive advantages to your establishment (table J6)?	
Positive discrimination to promote gender equality in the workplace	j6e
Introducing in the workplace policies and programs to facilitate an equilibrium between family responsibilities and work requirements	j6f

J6. Competitive advantages	
No competitive advantage	0
Minor competitive advantage	1
Moderate competitive advantage	2
Major competitive advantage	3
Very strong competitive advantage	4

Interviewer: Now I am going to ask you a few questions on the strategies that your establishment has adopted to deal with the advent of the COVID-19 crisis

J4) To deal with the COVID-19 crisis, has your establishment put in place any of the following strategies with regards to the workforce:

		Y/N
1	Protection of employees	
	Design and implement a strategy for protecting the safety and the health of all its employees?	cov_f1
	If yes,	
	Is this strategy consistent with official public guidelines?	cov_f1a
	Is this strategy benchmarked against those adopted by other similar establishments?	cov_f1b
	Is this strategy revised / updated to account for changes in the COVID – 19 crisis?	cov_f1c
	Is this strategy monitored / controlled to ensure employees’ adherence to policies and guidelines?	cov_f1d
	Do you intend to maintain this strategy after the COVID – 19 crisis?	cov_f1e
	Did this strategy require:	
	Working remotely from home as much as possible?	cov_f1f
	If yes, did you have the network capacity to implement this work approach?	cov_f1f1
	Did you acquire equipment to allow your employees to adopt this work approach?	cov_f1f2
	Did you have the data security to allow this work approach?	cov_f1f3
	Did you have the control processes to allow this work approach?	cov_f1f4
	Did you provide any special support for the employees working remotely?	cov_f1f5
	Did you establish new communication processes with employees?	cov_f1f6
	Did you retain outside services to implement this strategy?	cov_f1f7
	Working on site with new safety measures on distancing and preventive health?	cov_f1g
	If yes, did you introduce additional shifts to decrease the density of workers by shift?	cov_f1g1
	Did you buy new equipment to implement this strategy?	cov_f1g2
	Did you have to modify the job descriptions?	cov_f1g3
	Did you have to train employees?	cov_f1g4
	Did you buy protection gear and material in sufficient quantity?	cov_f1g5

J5) To deal with the COVID-19 crisis, has your establishment put in place any of the following strategies with regards to sales, financing and supply chain:

		Y/N
2	Sales	
	Set and put in action measures to continue having sales?	cov_f2a
	If yes , do such measures relate to:	
	Securing the establishment's current clients?	cov_f2a1
	Developing new market segments?	cov_f2a2
	Finding new clients?	cov_f2a3
	Developing new products with the current infrastructure and technology of the establishment?	cov_f2a4
	Adapting the establishment's distribution network?	cov_f2a5
	Online sales?	cov_f2a6
	Receiving payments from clients online?	cov_f2a7
	Do you intend to maintain any of these measures after the COVID-19 crisis?	cov_f2a8
3	Financing	
	Implement measures to secure the establishment's financing sources for its operations?	cov_f2b
	If yes , these measures required:	
	Using internal funds or retained earnings?	cov_f2b1
	Borrowing from commercial banks, government agencies or non-bank financial institutions?	cov_f2b2
	Receiving advances from clients (pre-financing)?	cov_f2b3
	Purchasing on credit from suppliers?	cov_f2b4
	Partnering with other businesses?	cov_f2b5
	Selling some of the establishment's assets?	cov_f2b6
4	Supply chain	
	Implement measures to avoid disruptions on the supply chain?	cov_f2c
	If yes , these measures required:	
	Securing the supply of raw materials?	cov_f2c1
	Using the establishment's inventory?	cov_f2c2
	Looking and obtaining substitutes for supplies or materials?	cov_f2c3
	Establishing prices reduction agreements?	cov_f2c4
	Buying or paying supplies online?	cov_f2c5
	Do you intend to maintain any of these measures after the COVID-19 crisis?	cov_f2c6

Interviewer: Now I am going to ask you a few questions on your awareness about the availability of support programs on your country and your future needs for this kind of programs to ramp up your activities after the COVID-19 crisis.

J6)

Are you aware the following programs available in your country?	Y/N	If yes,		
		did your establishment apply for any of these programs?	If yes,	
			did your establishment obtain the support?	If no, why not? (table J8)
Programs to improve quality and obtain certification	j8a1	j8b1	j8c1	j8d1
Training programs for employees	j8a2	j8b2	j8c2	j8d2
Programs for cluster development	j8a3	j8b3	j8c3	j8d3
Tax credit programs for innovation	j8a4	j8b4	j8c4	j8d4
Subsidy programs for innovation	j8a5	j8b5	j8c5	j8d5
Technical assistance programs for technology adoption and management improvements	j8a6	j8b6	j8c6	j8d6
Entrepreneurial support programs	j8a7	j8b7	j8c7	j8d7
Export promotion programs	j8a8	j8b8	j8c8	j8d8
Gender equality support programs	j8a9	j8b9	j8c9	j8d9

J8. Reason for not obtaining support	
Project rejected	1
Financial conditions not attractive	2
Too much bureaucracy to access the program	3
Request documents too complex to fill	4
Disclosure requirements too transparent to third parties	5
Other	6

J7)

Will you require financial support to ramp up your operations <u>at the end of the COVID-19 crisis</u> ? (Y/N)				cov_g1
If yes, what kind of financial support will you need? (Y/N)	Medium / long-term loans	Line of credit	Equity financing	Government provided program
	cov_g1a	cov_g1b	cov_g1c	cov_g1d
If yes, what amount will you need?	cov_g1a1 LCU	cov_g1b1 LCU	cov_g1c1 LCU	cov_g1d1 LCU

J8)

Will you require technical support to ramp up your operations <u>at the end of the COVID-19 crisis</u> ? (Y/N)	cov_g2
If yes, what kind of technical support will you need?	Y/N
Technological and Innovation support programs	cov_g2a
Diversification of marketing and operations support programs	cov_g2b
Networking programs to:	
support market development	cov_g2c
develop new foreign markets or new clients	cov_g2d
maintain good supply relationships	cov_g2e
maintain access to financing	cov_g2f
maintain access to human resources	cov_g2g
Cluster development programs	cov_g2h
Training programs for employees oriented towards digitalization and online production and operation	cov_g2i
Human resource support oriented towards organizational changes	cov_g2j
Entrepreneurial support programs	cov_g2k
Export promotion programs	cov_g2l
Business development and strategies support programs	cov_g2m
Financial management and administration programs	cov_g2n
What amount will you need for the technical support? (approximately)	
	cov_g2o LCU

J9)	Y/N
Are you concerned that your normal business operations might be interrupted by a natural or human caused disaster?	g1a
Do you have a post disaster recovery plan in place to be able to resume operations?	g1a1a
If yes, does your plan cover the following:	Y/N
Employee safety until help arrives	g1a1a1
Communication with employees during disaster	g1a1a2
List of important phone numbers and addresses	g1a1a3
Assigned and clear responsibilities to employees	g1a1a4
Communication strategy to prevent loss of clients	g1a1a5
Rebuilding client lists	g1a1a6
Rebuilding supplier lists	g1a1a7
Retrieving access codes and credentials	g1a1a8
Retrieving contracts and critical documents	g1a1a9
Arrangements to move damaged production facilities elsewhere	g1a1a10
Do you protect the following critical company data on a remote server outside natural disaster areas?	Y/N
Accounting	g1a1b1
Client and supplier lists	g1a1b2
Contracts and purchase orders	g1a1b3
Sensitive client information e.g. credit card data etc.	g1a1b4
Other company data	g1a1b5
Have you ever conducted drills to test your recovery plan?	g1a1b
Do you have financial resources set aside specifically for the purpose of disaster recovery?	g1a1c
During previous disasters has your plan been put into use?	g1a1d
If yes, was this done successfully?	g1a1d1
If no, did you then modify?	g1a1d1a
Do you know which parts of your business need to be operational as quickly as possible following a disaster?	g1a1
Is your building able to withstand natural disasters, including damage protection for its contents and inventory?	g1a2
Would you be able to stay open for business in the case of natural disasters if you would not be able to access your markets, your primary place of business or basic utilities?	g1a3
Do you ensure your suppliers have post disaster recovery plans?	g1a4
Are you aware of an existing public disaster preparedness program?	g1b
If yes, have you had to use it in the past?	g1b1
If yes, how would you rate its efficacy (table G1)?	g1b1a
Are you aware of an existing public post-disaster recovery program?	g1c
If yes, have you had to use it in the past?	g1c1
If yes, how would you rate its efficacy (table G1)?	g1c1a

G1. Efficacy	
Very effective	1
Effective	2
Ineffective	3
Very ineffective	4

J10)

To what extent do you agree or disagree with the following statements describing your establishment (table J10)?	
Your establishment assesses information needs and in particular it critically evaluates the credibility and reliability of sources of data, information and digital content	cov_g4a
Your establishment adapts its searching strategy to find the most appropriate data, information and content in digital environments	cov_g4b
Your establishment has in place a system that explains to its employees how to access and navigate within data and content	cov_g4c
Your establishment maintains a variety of search strategies	cov_g4d
Your establishment adapts the management of information, data and content for appropriate retrieval and storage	cov_g4e
Your establishment assesses the most appropriate digital technologies to share information and content	cov_g4f
Your establishment maintains a variety of digital services in order to participate in the connected business world	cov_g4g
Your establishment utilizes a variety of digital tools and technologies for collaborative processes	cov_g4h
Your establishment evaluates the most appropriate ways of using and sharing personally identifiable information protecting its privacy that of its employees and of others	cov_g4i
Your establishment evaluates the appropriateness of privacy policy statements on how data are used.	cov_g4j
Your establishment chooses the most appropriate solutions to protect the environment from the impact of digital technologies and their use	cov_g4k
Your establishment assesses technical problems when using digital environments and operating digital devices	cov_g4l
Your establishment chooses the most appropriate digital tools and possible technological responses to solve its technological needs	cov_g4m
Your establishment provides training on digital competency to its employees	cov_g4n
Your establishment provides equipment and devices to fully deploy digital competency	cov_g4o

J10. Extent of agreement	
Strongly agree	1
Tend to agree	2
Tend to disagree	3
Strongly disagree	4

FOR THIS SECTION:

Which decision maker was the respondent (table JXa)?	jxa
--	-----

JXa. Respondent	
Main decision maker	1
Marketing and sales	2
Production and operations management	3
Finance and accounting	4
Human resource	5

PLEASE FILL THE FOLLOWING QUESTIONS ONCE THE INTERVIEW IS COMPLETE

FOR MAIN INTERVIEW ONLY		
Day (DD)	Month (MM)	Year (YYYY)
dd_end	mm_end	yy_end

K1)

I perceive the answers to questions regarding opinions and perceptions to be (table K1a)	k1a
The answers to questions regarding figures (table K1b)	k1b
This questionnaire was completed in (table K1c)	k1c
The interview was done through which mode (table K1d)?	k1d

K1a. Opinions and perceptions	
Truthful (reflect real opinions)	1
Somewhat truthful	2
Not truthful	3

K1b. Figures	
Are taken directly from establishments' records	1
Are estimates computed with some precision	2
Are arbitrary and unreliable numbers	3

K1c. Questionnaire	
One visit in face-to-face interview with one person	1
One visit in face-to-face interview with different managers/staff	2
Several interviews	3

K1d. Interview mode	
Face-to-face visit	1
Web-enabled	2
Telephone	3
Email	4
Videoconference	5
Combination	6

Interviewer comments

comments

APPENDIX 2: REFUSAL FIGURES

Table 8 presents Refusal figures.

TABLE 8. ESTIMATION OF MISSING VALUES AND NON-RESPONSE CODES

Variable	Label	Missing values				Effective missing values	Special codes			n	In % of total
		Blanks	Not provided (-88)	Automatic skip (-44)	Total		Not applicable (-77)	Don't know (-66)	Refused to answer (-99)		
TOTAL		2	10	792,924	792,936	12	61,485	78	875	965	0.05%
IDQUEST	IFPG identification	0	0	0	0	0	0	0	0	0	0.00%
COUNTRY	Country	0	0	0	0	0	0	0	0	0	0.00%
SAMPLING_STRATUM	Sampling Stratum	0	0	0	0	0	0	0	0	0	0.00%
SAMPLING_STRAT_OPTION	Sampling stratification options	0	0	0	0	0	0	0	0	0	0.00%
SAMPLING_STRAT_OPTION_X	Specify, sampling stratification options	0	0	0	0	0	0	0	0	0	0.00%
AGGREGATED_SECTOR	Aggregated sector	0	0	0	0	0	0	0	0	0	0.00%
INTCODE	Interviewer code	0	0	0	0	0	0	0	0	0	0.00%
SUPCODE	Supervisor code	0	0	0	0	0	0	0	0	0	0.00%
SUPCALLBACK	Supervisor callback	0	0	0	0	0	0	0	0	0	0.00%
DD_START	Main Interview Day (DD)	0	0	0	0	0	0	0	0	0	0.00%
MM_START	Main Interview Month (MM)	0	0	0	0	0	0	0	0	0	0.00%
YY_START	Main Interview Year (YYYY)	0	0	0	0	0	0	0	0	0	0.00%
FISCALMONTH	Fiscal Month	0	9	0	9	9	0	0	0	9	0.45%
FISCALYEAR	Last fiscal year	0	0	0	0	0	0	0	0	0	0.00%
A2A	Are you the main decision maker?	0	0	0	0	0	0	0	0	0	0.00%
A2A1	If no, what function do you have in the firm ?	0	0	1,733	1,733	0	0	0	0	0	0.00%
A3A	Is your establishment part of larger firm?	0	0	0	0	0	0	0	0	0	0.00%
A3A1	If yes, how many establishments are part of the firm?	0	0	1,676	1,676	0	0	0	0	0	0.00%

Variable	Label	Missing values				Effective missing values	Special codes			n	In % of total
		Blanks	Not provided (-88)	Automatic skip (-44)	Total		Not applicable (-77)	Don't know (-66)	Refused to answer (-99)		
A3A2	What type of establishment is this ?	0	0	1,676	1,676	0	0	0	0	0	0.00%
A3A3	Are this establishment?s financial statements prepared separately from the rest of the firm?s?	0	0	1,676	1,676	0	0	0	0	0	0.00%
A3A3A	If no, how many establishments ? including headquarters ? are included in the financial statements?	0	0	1,957	1,957	0	0	0	0	0	0.00%
COV_A4	In light of the ongoing pandemic (coronavirus COVID-19), how would you qualify its overall impact on your establishment?	0	0	0	0	0	0	0	0	0	0.00%
COV_DD_START	Day (DD)	0	0	143	143	0	0	0	0	0	0.00%
COV_MM_START	Month (MM)	0	0	143	143	0	0	0	0	0	0.00%
COV_YY_START	Year (YYYY)	0	0	143	143	0	0	0	0	0	0.00%
COV_A5	Do you think that your establishment is likely to resume the normal course of its operations? (Y/N)	0	0	0	0	0	0	0	0	0	0.00%
COV_A5A	If yes, how many months do you expect will lapse from the moment you started to be impacted by the COVID-19 crisis until you resume your normal operations?	0	0	470	470	0	143	0	0	0	0.00%
COV_A6	How long do you think that the COVID-19 crisis will last?	0	0	0	0	0	0	0	0	0	0.00%

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		Blanks	Not provided (-88)	Automatic skip (-44)	Total		Not applicable (-77)	Don't know (-66)	Refused to answer (-99)		
B1	What is the current legal status of this establishment ?	0	0	0	0	0	0	0	0	0	0.00%
B1X	What is the current legal status of this establishment ? OTHER, SPECIFY	0	0	1,978	1,978	0	0	0	0	0	0.00%
B2	What percentage of this firm does the largest owner or owners own?	0	0	869	869	0	0	0	0	0	0.00%
B3A	Private domestic individuals, companies or organizations	0	0	0	0	0	0	0	0	0	0.00%
B3B	Private foreign individuals, companies or organizations	0	0	0	0	0	0	0	0	0	0.00%
B3C	Government/State	0	0	0	0	0	0	0	0	0	0.00%
B3D	Other	0	0	0	0	0	0	0	0	0	0.00%
B4A	In what year did this establishment begin operations?	0	0	0	0	0	0	0	0	0	0.00%
B5A	How would you characterize the gender composition of the owners/shareholders of this firm ?	0	0	0	0	0	0	0	0	0	0.00%
B5B	Is the largest owner/shareholder female?	0	0	1,212	1,212	0	0	0	0	0	0.00%
B5B1	If yes, what was the main reason for her to start this business ?	0	0	1,532	1,532	0	0	0	0	0	0.00%
B5C	With regards to the largest female owner/shareholder: · Is she related to any of the other owners of this firm?	0	0	1,212	1,212	0	0	0	0	0	0.00%

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B5D	· What percentage of ownership does she own?	0	0	1,212	1,212	0	0	0	0	0	0.00%
B5F	· How many years of experience does she have working in this firm?	0	0	1,212	1,212	0	0	0	0	0	0.00%
B6A	How would you characterize the gender composition of the management group of this firm?	0	0	0	0	0	0	0	0	0	0.00%
B6B	What is the gender of the top manager ?	0	0	0	0	0	0	0	0	0	0.00%
B6C	What is the gender of the person responsible for dealing with tax inspectors / authorities ?	0	0	0	0	0	0	0	0	0	0.00%
B6D	What is the gender of the person responsible for dealing with banks / financial institutions ?	0	0	0	0	0	0	0	0	0	0.00%
B6E	How many years of experience working in this sector does the top manager have?	0	0	0	0	0	0	0	0	0	0.00%
C1A1	Over the last two years, did this establishment submit an application to obtain: an electrical connection?	0	0	0	0	0	0	0	0	0	0.00%
C1A2	An electrical connection - Approximately how many days did it take to obtain it from the day of the application to the day the service was received?	0	0	1,813	1,813	0	0	0	0	0	0.00%

Variable	Label	Missing values				Effective missing values	Special codes			n	In % of total
		Blanks	Not provided (-88)	Automatic skip (-44)	Total		Not applicable (-77)	Don't know (-66)	Refused to answer (-99)		
C1A3	An electrical connection - Was an informal gift or payment expected or requested?	0	0	1,813	1,813	0	0	0	0	0	0.00%
C1B1	Over the last two years, did this establishment submit an application to obtain: a water connection?	0	0	0	0	0	0	0	0	0	0.00%
C1B2	A water connection - Approximately how many days did it take to obtain it from the day of the application to the day the service was received?	0	0	1,884	1,884	0	0	0	0	0	0.00%
C1B3	A water connection - Was an informal gift or payment expected or requested?	0	0	1,884	1,884	0	0	0	0	0	0.00%
C1C1	Over the last two years, did this establishment submit an application to obtain: a telephone connection?	0	0	0	0	0	0	0	0	0	0.00%
C1C2	A telephone connection - Approximately how many days did it take to obtain it from the day of the application to the day the service was received?	0	0	1,811	1,811	0	0	0	0	0	0.00%
C1C3	A telephone connection - Was an informal gift or payment expected or requested?	0	0	1,811	1,811	0	0	0	0	0	0.00%
C1D1	Over the last two years, did this establishment submit an application to obtain: an internet connection?	0	0	0	0	0	0	0	0	0	0.00%

Variable	Label	Missing values				Effective missing values	Special codes			n	In % of total
		Blanks	Not provided (-88)	Automatic skip (-44)	Total		Not applicable (-77)	Don't know (-66)	Refused to answer (-99)		
C1D2	An internet connection - Approximately how many days did it take to obtain it from the day of the application to the day the service was received?	0	0	1,576	1,576	0	0	0	0	0	0.00%
C1D3	An internet connection - Was an informal gift or payment expected or requested?	0	0	1,576	1,576	0	0	0	0	0	0.00%
C1E1	Over the last two years, did this establishment submit an application to obtain: an import license?	0	0	0	0	0	0	0	0	0	0.00%
C1E2	An import license - Approximately how many days did it take to obtain it from the day of the application to the day the service was received?	0	0	1,639	1,639	0	0	0	0	0	0.00%
C1E3	An import license - Was an informal gift or payment expected or requested?	0	0	1,639	1,639	0	0	0	0	0	0.00%
C1F1	Over the last two years, did this establishment submit an application to obtain: a construction-related permit?	0	0	0	0	0	0	0	0	0	0.00%
C1F2	A construction-related permit - Approximately how many days did it take to obtain it from the day of the application to the day the service was received?	0	0	1,651	1,651	0	0	0	0	0	0.00%

Variable	Label	Missing values				Effective missing values	Special codes			n	In % of total
		Blanks	Not provided (-88)	Automatic skip (-44)	Total		Not applicable (-77)	Don't know (-66)	Refused to answer (-99)		
C1F3	A construction-related permit - Was an informal gift or payment expected or requested?	0	0	1,651	1,651	0	0	0	0	0	0.00%
C1G1	Over the last two years, did this establishment submit an application to obtain: an operating license?	0	0	0	0	0	0	0	0	0	0.00%
C1G2	An operating license - Approximately how many days did it take to obtain it from the day of the application to the day the service was received?	0	0	1,329	1,329	0	0	0	0	0	0.00%
C1G3	An operating license - Was an informal gift or payment expected or requested?	0	0	1,329	1,329	0	0	0	0	0	0.00%
C2A1	Over the last fiscal year, did this establishment experience outages/interruptions for: Power	0	0	0	0	0	0	0	0	0	0.00%
C2A2	Power - In a typical month, how many?	0	0	604	604	0	0	0	0	0	0.00%
C2A3	Power - How long on average (in hours)?	0	0	604	604	0	0	0	0	0	0.00%
C2A4A	Power - Estimated losses in annual sales in %	0	0	616	616	0	0	0	0	0	0.00%
C2A4B	Power - Estimated losses in annual sales in value	0	0	1,967	1,967	0	0	0	0	0	0.00%
C2B1	Over the last fiscal year, did this establishment experience outages/interruptions for: Mobile phone connexion	0	0	0	0	0	0	0	0	0	0.00%

Variable	Label	Missing values				Effective missing values	Special codes			n	In % of total
		Blanks	Not provided (-88)	Automatic skip (-44)	Total		Not applicable (-77)	Don't know (-66)	Refused to answer (-99)		
C2B2	Mobile phone connexion - In a typical month, how many?	0	0	1,488	1,488	0	0	0	0	0	0.00%
C2B3	Mobile phone connexion - How long on average (in hours)?	0	0	1,488	1,488	0	0	0	0	0	0.00%
C2B4A	Mobile phone connexion - Estimated losses in annual sales in %	0	0	1,488	1,488	0	0	0	0	0	0.00%
C2B4B	Mobile phone connexion - Estimated losses in annual sales in value	0	0	1,979	1,979	0	0	0	0	0	0.00%
C2C1	Over the last fiscal year, did this establishment experience outages/interruptions for: Internet access	0	0	0	0	0	0	0	0	0	0.00%
C2C2	Internet access - In a typical month, how many?	0	0	903	903	0	0	0	0	0	0.00%
C2C3	Internet access - How long on average (in hours)?	0	0	903	903	0	0	0	0	0	0.00%
C2C4A	Internet access - Estimated losses in annual sales in %	0	0	905	905	0	0	0	0	0	0.00%
C2C4B	Internet access - Estimated losses in annual sales in value	0	0	1,977	1,977	0	0	0	0	0	0.00%
C6A1	IN PERCENTAGE %	0	0	13	13	0	0	0	0	0	0.00%
C6A2	IN VALUE LCU	0	0	1,966	1,966	0	0	0	0	0	0.00%
C7	In a typical week over the last year, what percentage of total senior management's time was spent on dealing with requirements imposed by government regulations?	0	0	0	0	0	0	0	0	0	0.00%
C14A	Telecommunications	0	0	0	0	0	0	0	0	0	0.00%

Variable	Label	Missing values				Effective missing values	Special codes			n	In % of total
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C14B	Electricity	0	0	0	0	0	0	0	0	0	0.00%
C14C	Transportation	0	0	0	0	0	0	0	0	0	0.00%
C14D	Access to land for expansion / relocation	0	0	0	0	0	0	0	0	0	0.00%
C14E	Tax rates	0	0	0	0	0	0	0	0	0	0.00%
C14F	Tax administration	0	0	0	0	0	0	0	0	0	0.00%
C14G	Customs and trade regulations	0	0	0	0	0	0	0	0	0	0.00%
C14H	Labor regulations	0	0	0	0	0	0	0	0	0	0.00%
C14I	Inadequately educated workforce	0	0	0	0	0	0	0	0	0	0.00%
C14J	Business licensing and permits	0	0	0	0	0	0	0	0	0	0.00%
C14K	Access to finance (e.g. collateral)	0	0	0	0	0	0	0	0	0	0.00%
C14L	Cost of finance (e.g. interest rates)	0	0	0	0	0	0	0	0	0	0.00%
C14M	Political environment	0	0	0	0	0	0	0	0	0	0.00%
C14N	Macroeconomic environment (inflation, exchange rate, interest rate)	0	0	0	0	0	0	0	0	0	0.00%
C14O	Corruption	0	0	0	0	0	0	0	0	0	0.00%
C14P	Crime, theft and disorder	0	0	0	0	0	0	0	0	0	0.00%
C14Q	Practices of competitors in the informal sector	0	0	0	0	0	0	0	0	0	0.00%
C14R	Access to digital payment (e.g. online sales, digital currency transfers, mobile wallet)	0	0	0	0	0	0	0	0	0	0.00%
C15A	The most serious obstacle - In the absence of the COVID-19 crisis	0	0	0	0	0	0	0	0	0	0.00%

Variable	Label	Missing values				Effective missing values	Special codes			n	In % of total
		Blanks	Not provided (-88)	Automatic skip (-44)	Total		Not applicable (-77)	Don't know (-66)	Refused to answer (-99)		
C15B	The second most serious obstacle - In the absence of the COVID-19 crisis	0	0	0	0	0	0	0	0	0	0.00%
C15C	The third most serious obstacle - In the absence of the COVID-19 crisis	0	0	0	0	0	0	0	0	0	0.00%
COV_A7A	The most serious obstacle - Since the advent of the COVID-19 crisis	0	0	0	0	0	0	0	0	0	0.00%
COV_A7B	The second most serious obstacle - Since the advent of the COVID-19 crisis	0	0	0	0	0	0	0	0	0	0.00%
COV_A7C	The third most serious obstacle - Since the advent of the COVID-19 crisis	0	0	0	0	0	0	0	0	0	0.00%
CXA	Which decision maker was the respondent?	0	0	0	0	0	0	0	0	0	0.00%
D1A1	Product (1) / Service (2)	0	0	0	0	0	0	0	0	0	0.00%
D1B1	Product (1) / Service (2)	0	0	0	0	0	437	0	0	0	0.00%
D1E1	Product (1) / Service (2)	0	0	0	0	0	1,514	0	0	0	0.00%
D1A2	Percentage of total sales	0	0	0	0	0	0	0	0	0	0.00%
D1B2	Percentage of total sales	0	0	0	0	0	0	0	0	0	0.00%
D1E2	Percentage of total sales	0	0	0	0	0	0	0	0	0	0.00%
COV_B3	Do you expect that the COVID-19 crisis will change the breakdown of total sales of your establishment's main products/services?	0	0	0	0	0	0	0	0	0	0.00%
COV_B3A	Percentage of total sales - COVID-19 crisis	0	0	1,124	1,124	0	0	0	0	0	0.00%

Variable	Label	Missing values				Effective missing values	Special codes			n	In % of total
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COV_B3B	Percentage of total sales - COVID-19 crisis	0	0	1,124	1,124	0	0	0	0	0	0.00%
COV_B3C	Percentage of total sales - COVID-19 crisis	0	0	1,124	1,124	0	0	0	0	0	0.00%
D2A	Do you have a sales or marketing department?	0	0	0	0	0	0	0	0	0	0.00%
D2B1	During your last fiscal year, how much did you spend on sales or marketing, in LCU	0	0	1,763	1,763	0	0	0	0	0	0.00%
D2B2	During your last fiscal year, how much did you spend on sales or marketing, in percentage of sales	0	0	218	218	0	0	0	0	0	0.00%
D4A	Does this establishment currently use mobile phones for the operations of the establishment?	0	0	0	0	0	0	0	0	0	0.00%
D4B	At the present time, does this establishment use e-mail to communicate with clients or suppliers?	0	0	0	0	0	0	0	0	0	0.00%
D4C	At the present time, does this establishment use social media?	0	0	0	0	0	0	0	0	0	0.00%
D4D	At the present time, does this establishment use a website?	0	0	0	0	0	0	0	0	0	0.00%
D4E	In the last fiscal year, what percentage of your sales were paid online?	0	0	0	0	0	0	0	0	0	0.00%

Variable	Label	Missing values				Effective missing values	Special codes			n	In % of total
		Blanks	Not provided (-88)	Automatic skip (-44)	Total		Not applicable (-77)	Don't know (-66)	Refused to answer (-99)		
D5C1	Did you dedicate efforts to any of the following? Customer acquisition	0	0	0	0	0	0	0	0	0	0.00%
D5C2	Customer acquisition - If yes, What percentage of your annual marketing budget did you dedicate to it?	0	0	1,039	1,039	0	0	0	0	0	0.00%
D5D1	Did you dedicate efforts to any of the following? Assessing potential sales	0	0	0	0	0	0	0	0	0	0.00%
D5D2	Assessing potential sales - If yes, What percentage of your annual marketing budget did you dedicate to it?	0	0	1,181	1,181	0	0	0	0	0	0.00%
D5E1	Did you dedicate efforts to any of the following? Developing and implementing promotion(s)	0	0	0	0	0	0	0	0	0	0.00%
D5E2	Developing and implementing promotion(s) - If yes, What percentage of your annual marketing budget did you dedicate to it?	0	0	1,155	1,155	0	0	0	0	0	0.00%
D5F1	Did you dedicate efforts to any of the following? Developing and implementing advertising	0	0	0	0	0	0	0	0	0	0.00%
D5F2	Developing and implementing advertising - If yes, What percentage of your annual marketing budget did you dedicate to it?	0	0	498	498	0	0	0	0	0	0.00%

Variable	Label	Missing values				Effective missing values	Special codes			n	In % of total
		Blanks	Not provided (-88)	Automatic skip (-44)	Total		Not applicable (-77)	Don't know (-66)	Refused to answer (-99)		
D5F1A	Did you dedicate efforts to any of the following? Advertising in traditional media (radio, TV)	0	0	498	498	0	0	0	0	0	0.00%
D5F2A	Advertising in traditional media (radio, TV) - If yes, What percentage of your annual marketing budget did you dedicate to it?	0	0	675	675	0	0	0	0	0	0.00%
D5F1B	Did you dedicate efforts to any of the following? Digital media (Google ads, Facebook, Instagram etc.)	0	0	498	498	0	0	0	0	0	0.00%
D5F2B	Digital media (Google ads, Facebook, Instagram etc.) - If yes, What percentage of your annual marketing budget did you dedicate to it?	0	0	985	985	0	0	0	0	0	0.00%
D5F1C	Did you dedicate efforts to any of the following? Other advertising efforts	0	0	498	498	0	0	0	0	0	0.00%
D5F2C	Other advertising efforts - If yes, What percentage of your annual marketing budget did you dedicate to it?	0	0	1,219	1,219	0	0	0	0	0	0.00%
D7A	For the last fiscal year, considering this establishment's main product line What was its main market ?	0	0	0	0	0	0	0	0	0	0.00%
D7B	What was its local market share?	0	0	0	0	0	0	0	0	0	0.00%

Variable	Label	Missing values				Effective missing values	Special codes			n	In % of total
		Blanks	Not provided (-88)	Automatic skip (-44)	Total		Not applicable (-77)	Don't know (-66)	Refused to answer (-99)		
D7C	For the last fiscal year, considering this establishment's main market for its main product line How would you describe the change in your quantities sold ?	0	0	0	0	0	10	0	0	0	0.00%
D7D	How would you describe the change in your prices ?	0	0	0	0	0	10	0	0	0	0.00%
D7F	Who was the principal buyer for this establishment's output ?	0	0	0	0	0	0	0	0	0	0.00%
D8A	In the last fiscal year, considering this establishment's main product line and the competitive landscape Did this establishment compete against unregistered or informal firms?	0	0	0	0	0	0	0	0	0	0.00%
D8B	Did this establishment compete against registered firms selling goods or services without records or receipt?	0	0	0	0	0	0	0	0	0	0.00%
D8D	In the last fiscal year, how many competitors did you face ?	0	0	0	0	0	0	0	0	0	0.00%
D11A	Paid for before delivery	0	0	0	0	0	0	0	0	0	0.00%
D11B	Paid for on delivery	0	0	0	0	0	0	0	0	0	0.00%
D11C	Paid for after delivery	0	0	0	0	0	0	0	0	0	0.00%
D12A	Paid for before delivery	0	0	0	0	0	0	0	0	0	0.00%
D12B	Paid for on delivery	0	0	0	0	0	0	0	0	0	0.00%
D12C	Paid for after delivery	0	0	0	0	0	0	0	0	0	0.00%
D13B1	Have you heard of the following payment methods? Credit card	0	0	0	0	0	0	0	0	0	0.00%

Variable	Label	Missing values				Effective missing values	Special codes			n	In % of total
		Blanks	Not provided (-88)	Automatic skip (-44)	Total		Not applicable (-77)	Don't know (-66)	Refused to answer (-99)		
D13B4	Credit card - If yes, do you currently accept this payment method?	0	0	134	134	0	0	0	0	0	0.00%
D13B5	Credit card - If no, you do not currently accept it, why not ?	0	0	1,357	1,357	0	0	0	0	0	0.00%
D13B6	Credit card - If yes, are you satisfied with it?	0	0	756	756	0	0	0	0	0	0.00%
D13B7	Credit card - what percentage of sales does each payment method represent?	0	0	756	756	0	0	0	0	0	0.00%
D13D1	Have you heard of the following payment methods? Bank transfer	0	0	0	0	0	0	0	0	0	0.00%
D13D4	Bank transfer - If yes, do you currently accept this payment method?	0	0	258	258	0	0	0	0	0	0.00%
D13D5	Bank transfer - If no, you do not currently accept it, why not ?	0	0	866	866	0	0	0	0	0	0.00%
D13D6	Bank transfer - If yes, are you satisfied with it?	0	0	1,371	1,371	0	0	0	0	0	0.00%
D13D7	Bank transfer - what percentage of sales does each payment method represent?	0	0	1,370	1,370	0	0	0	0	0	0.00%
D13E1	Have you heard of the following payment methods? Mobile money (e.g. ApplePay, Bitt)	0	0	0	0	0	0	0	0	0	0.00%
D13E4	Mobile money (e.g. ApplePay, Bitt) - If yes, do you currently accept this payment method?	0	0	834	834	0	0	0	0	0	0.00%

Variable	Label	Missing values				Effective missing values	Special codes			n	In % of total
		Blanks	Not provided (-88)	Automatic skip (-44)	Total		Not applicable (-77)	Don't know (-66)	Refused to answer (-99)		
D13E5	Mobile money (e.g. ApplePay, Bitt) - If no, you do not currently accept it, why not ?	0	0	933	933	0	0	0	0	0	0.00%
D13E6	Mobile money (e.g. ApplePay, Bitt) - If yes, are you satisfied with it?	0	0	1,880	1,880	0	0	0	0	0	0.00%
D13E7	Mobile money (e.g. ApplePay, Bitt) - what percentage of sales does each payment method represent?	0	0	1,880	1,880	0	0	0	0	0	0.00%
D13F1	Have you heard of the following payment methods? Electronic payments through a mobile phone	0	0	0	0	0	0	0	0	0	0.00%
D13F4	Electronic payments through a mobile phone - If yes, do you currently accept this payment method?	0	0	1,043	1,043	0	0	0	0	0	0.00%
D13F5	Electronic payments through a mobile phone - If no, you do not currently accept it, why not ?	0	0	1,260	1,260	0	0	0	0	0	0.00%
D13F6	Electronic payments through a mobile phone - If yes, are you satisfied with it?	0	0	1,762	1,762	0	0	0	0	0	0.00%
D13F7	Electronic payments through a mobile phone - what percentage of sales does each payment method represent?	0	0	1,762	1,762	0	0	0	0	0	0.00%

Variable	Label	Missing values				Effective missing values	Special codes			n	In % of total
		Blanks	Not provided (-88)	Automatic skip (-44)	Total		Not applicable (-77)	Don't know (-66)	Refused to answer (-99)		
D13G1	Have you heard of the following payment methods? Electronic payments through a money transfer service (e.g. Western Union)	0	0	0	0	0	0	0	0	0	0.00%
D13G4	Electronic payments through a money transfer service (e.g. Western Union) - If yes, do you currently accept this payment method?	0	0	456	456	0	0	0	0	0	0.00%
D13G5	Electronic payments through a money transfer service (e.g. Western Union) - If no, you do not currently accept it, why not ?	0	0	635	635	0	0	0	0	0	0.00%
D13G6	Electronic payments through a money transfer service (e.g. Western Union) - If yes, are you satisfied with it?	0	0	1,800	1,800	0	0	0	0	0	0.00%
D13G7	Electronic payments through a money transfer service (e.g. Western Union) - what percentage of sales does each payment method represent?	0	0	1,800	1,800	0	0	0	0	0	0.00%
D13I1	Have you heard of the following payment methods? International processors such as Paypal, Stripe	0	0	0	0	0	0	0	0	0	0.00%

Variable	Label	Missing values				Effective missing values	Special codes			n	In % of total
		Blanks	Not provided (-88)	Automatic skip (-44)	Total		Not applicable (-77)	Don't know (-66)	Refused to answer (-99)		
D13I4	International processors such as Paypal, Stripe - If yes, do you currently accept this payment method?	0	0	1,252	1,252	0	0	0	0	0	0.00%
D13I5	International processors such as Paypal, Stripe - If no, you do not currently accept it, why not ?	0	0	1,391	1,391	0	0	0	0	0	0.00%
D13I6	International processors such as Paypal, Stripe - If yes, are you satisfied with it?	0	0	1,840	1,840	0	0	0	0	0	0.00%
D13I7	International processors such as Paypal, Stripe - what percentage of sales does each payment method represent?	0	0	1,840	1,840	0	0	0	0	0	0.00%
D13J1	Have you heard of the following payment methods? Cryptocurrency (e.g. Bitcoin, Ethereum)	0	0	0	0	0	0	0	0	0	0.00%
D13J4	Cryptocurrency (e.g. Bitcoin, Ethereum) - If yes, do you currently accept this payment method?	0	0	1,456	1,456	0	0	0	0	0	0.00%
D13J5	Cryptocurrency (e.g. Bitcoin, Ethereum) - If no, you do not currently accept it, why not ?	0	0	1,456	1,456	0	0	0	0	0	0.00%
D13J6	Cryptocurrency (e.g. Bitcoin, Ethereum) - If yes, are you satisfied with it?	0	0	1,979	1,979	0	0	0	0	0	0.00%

Variable	Label	Missing values				Effective missing values	Special codes			n	In % of total
		Blanks	Not provided (-88)	Automatic skip (-44)	Total		Not applicable (-77)	Don't know (-66)	Refused to answer (-99)		
D13J7	Cryptocurrency (e.g. Bitcoin, Ethereum) - what percentage of sales does each payment method represent?	0	0	1,979	1,979	0	0	0	0	0	0.00%
D14A	National sales	0	0	0	0	0	0	0	0	0	0.00%
D14A1	of which, indirect exports (goods sold domestically to another firm who then exports them)	0	0	14	14	0	0	47	0	47	2.37%
D14B	Direct exports	0	0	0	0	0	0	0	0	0	0.00%
D14B1	if > 0, in what year did you begin exporting directly?	0	0	1,261	1,261	0	0	0	0	0	0.00%
COV_B4	Do you expect that the COVID-19 crisis will impact the share of direct exports of your establishment?	0	0	1,261	1,261	0	0	0	0	0	0.00%
COV_B4A_X	Increase (+) / Decrease (-)	0	0	1,483	1,483	0	0	0	0	0	0.00%
COV_B4A	If yes, please estimate this impact to the share of direct exports relative to that of your last fiscal year?	0	0	1,483	1,483	0	0	0	0	0	0.00%
D14C1	Name of country 1:	0	0	1,261	1,261	0	0	0	0	0	0.00%
D14C1A	% of direct exports country 1	0	0	1,261	1,261	0	0	0	0	0	0.00%
D14C2	Name of country 2:	0	0	1,274	1,274	0	26	0	0	0	0.00%
D14C2A	% of direct exports country 1	0	0	1,275	1,275	0	26	0	0	0	0.00%
D16A	Material inputs or supplies of domestic origin	0	0	0	0	0	0	0	0	0	0.00%
D16B	Material inputs or supplies of foreign origin	0	0	0	0	0	0	0	0	0	0.00%
DXA	Which decision maker was the respondent ?	0	0	0	0	0	0	0	0	0	0.00%

Variable	Label	Missing values				Effective missing values	Special codes			n	In % of total
		Blanks	Not provided (-88)	Automatic skip (-44)	Total		Not applicable (-77)	Don't know (-66)	Refused to answer (-99)		
E1B1	In the last fiscal year, what was your capacity utilization in percentage terms?	0	0	0	0	0	0	0	0	0	0.00%
COV_B1	Do you expect that the COVID-19 crisis will impact the capacity utilization of your establishment?	0	0	0	0	0	0	0	0	0	0.00%
COV_B1A_X	If yes, please estimate this impact relative to the capacity utilization in the last fiscal year? Increase (+) / Decrease (-)	0	0	230	230	0	0	0	0	0	0.00%
COV_B1A	If yes, please estimate this impact in percentage terms relative to the capacity utilization in the last fiscal year?	0	0	230	230	0	0	0	0	0	0.00%
E3A	For your main product or service, how do you typically schedule production or operation?	0	0	0	0	0	0	0	0	0	0.00%
E3AX	Specify	0	0	1,941	1,941	0	0	0	0	0	0.00%
E3B	What main method do you use to ensure production/operation teams are scheduled to work?	0	0	0	0	0	0	0	0	0	0.00%
E3C	Do you review and streamline the various steps in your production/operation process?	0	0	0	0	0	0	0	0	0	0.00%
E4A3	Does this establishment have an internationally recognized quality certification?	0	0	0	0	0	0	0	0	0	0.00%

Variable	Label	Missing values				Effective missing values	Special codes			n	In % of total
		Blanks	Not provided (-88)	Automatic skip (-44)	Total		Not applicable (-77)	Don't know (-66)	Refused to answer (-99)		
E9C	In the last fiscal year, what percentage of your purchases were conducted through e-commerce?	0	0	0	0	0	0	0	0	0	0.00%
E12A_A	Increased volume of available data from all sources	0	0	0	0	0	0	0	0	0	0.00%
E12B_A	Increased computational power available to devices and networks	0	0	0	0	0	0	0	0	0	0.00%
E12C_A	Increased analytics capabilities and/or access to business intelligence	0	0	0	0	0	0	0	0	0	0.00%
E12D_A	Recourse to artificial intelligence in your sector	0	0	0	0	0	0	0	0	0	0.00%
E12E_A	Links between analytics and artificial intelligence	0	0	0	0	0	0	0	0	0	0.00%
E12F_A	Transferability of digital information to machines or physical world (advanced robotics, 3D printing etc.)	0	0	0	0	0	0	0	0	0	0.00%
E12A_B	Which part of your business do you expect to be impacted ?	0	0	931	931	0	0	0	0	0	0.00%
E12B_B	Do you foresee introducing changes because of these phenomena?	0	0	931	931	0	0	0	0	0	0.00%
E12D_B	Equipment / machines	0	0	1,523	1,523	0	0	0	0	0	0.00%
E12E_B	Financial resources	0	0	1,523	1,523	0	0	0	0	0	0.00%
E12F_B	Knowledge	0	0	1,523	1,523	0	0	0	0	0	0.00%
E12G_B	Human resources	0	0	1,523	1,523	0	0	0	0	0	0.00%

Variable	Label	Missing values				Effective missing values	Special codes			n	In % of total
		Blanks	Not provided (-88)	Automatic skip (-44)	Total		Not applicable (-77)	Don't know (-66)	Refused to answer (-99)		
E12H_B	If yes, who would you be introducing these changes with ?	0	0	1,523	1,523	0	0	0	0	0	0.00%
EXA	Which decision maker was the respondent ?	0	0	0	0	0	0	0	0	0	0.00%
F1	Does this establishment have a department or a group of professionals dedicated to research and development (R&D comprises basic research, applied research, and experimental development)?	0	0	0	0	0	0	0	0	0	0.00%
F1A	If yes, how many persons are employed in this department or group of professionals?	0	0	1,910	1,910	0	0	0	0	0	0.00%
F2_3A1	In the past three years, did your enterprise introduce any of the following: New or improved goods	0	0	0	0	0	0	0	0	0	0.00%
F2_3A2	New or improved goods - Your enterprise by itself	0	0	1,640	1,640	0	0	0	0	0	0.00%
F2_3A3	New or improved goods - Your enterprise together with other enterprises or organizations	0	0	1,640	1,640	0	0	0	0	0	0.00%
F2_3A4	New or improved goods - Your enterprise by adapting or modifying products originally developed by other enterprises or organizations	0	0	1,640	1,640	0	0	0	0	0	0.00%
F2_3A5	New or improved goods - Other enterprises or organizations	0	0	1,640	1,640	0	0	0	0	0	0.00%

Variable	Label	Missing values				Effective missing values	Special codes			n	In % of total
		Blanks	Not provided (-88)	Automatic skip (-44)	Total		Not applicable (-77)	Don't know (-66)	Refused to answer (-99)		
COV_E1A1A	New or improved goods - Has this innovation been impacted by the COVID-19 crisis ?	0	0	1,640	1,640	0	0	0	0	0	0.00%
COV_E1A1B	Since the advent of the COVID-19 crisis, has your enterprise attempted to develop or introduce any of the following? - New or improved goods	0	0	0	0	0	0	0	0	0	0.00%
F2_3B1	In the past three years, did your enterprise introduce any of the following: New or improved services	0	0	0	0	0	0	0	0	0	0.00%
F2_3B2	New or improved services - Your enterprise by itself	0	0	1,773	1,773	0	0	0	0	0	0.00%
F2_3B3	New or improved services - Your enterprise together with other enterprises or organizations	0	0	1,773	1,773	0	0	0	0	0	0.00%
F2_3B4	New or improved services - Your enterprise by adapting or modifying products originally developed by other enterprises or organizations	0	0	1,773	1,773	0	0	0	0	0	0.00%
F2_3B5	New or improved services - Other enterprises or organizations	0	0	1,773	1,773	0	0	0	0	0	0.00%
COV_E1B1A	New or improved services - Has this innovation been impacted by the COVID-19 crisis ?	0	0	1,773	1,773	0	0	0	0	0	0.00%

Variable	Label	Missing values				Effective missing values	Special codes			n	In % of total
		Blanks	Not provided (-88)	Automatic skip (-44)	Total		Not applicable (-77)	Don't know (-66)	Refused to answer (-99)		
COV_E1B1B	Since the advent of the COVID-19 crisis, has your enterprise attempted to develop or introduce any of the following? - New or improved services	0	0	0	0	0	0	0	0	0	0.00%
F2_3C1	In the past three years, did your enterprise introduce any of the following: Methods for producing goods or providing services	0	0	0	0	0	0	0	0	0	0.00%
F2_3C2	Methods for producing goods or providing services - Your enterprise by itself	0	0	1,716	1,716	0	0	0	0	0	0.00%
F2_3C3	Methods for producing goods or providing services - Your enterprise together with other enterprises or organizations	0	0	1,716	1,716	0	0	0	0	0	0.00%
F2_3C4	Methods for producing goods or providing services - Your enterprise by adapting or modifying products originally developed by other enterprises or organizations	0	0	1,716	1,716	0	0	0	0	0	0.00%
F2_3C5	Methods for producing goods or providing services - Other enterprises or organizations	0	0	1,716	1,716	0	0	0	0	0	0.00%

Variable	Label	Missing values				Effective missing values	Special codes			n	In % of total
		Blanks	Not provided (-88)	Automatic skip (-44)	Total		Not applicable (-77)	Don't know (-66)	Refused to answer (-99)		
COV_E1C1A	Methods for producing goods or providing services (including methods for developing goods or services) - Has this innovation been impacted by the COVID-19 crisis ?	0	0	1,716	1,716	0	0	0	0	0	0.00%
COV_E1C1B	Since the advent of the COVID-19 crisis, has your enterprise attempted to develop or introduce any of the following? - Methods for producing goods or providing services (including methods for developing goods or services)	0	0	0	0	0	0	0	0	0	0.00%
F2_3D1	In the past three years, did your enterprise introduce any of the following: Logistics, delivery or distribution methods	0	0	0	0	0	0	0	0	0	0.00%
F2_3D2	Logistics, delivery or distribution methods - Your enterprise by itself	0	0	1,821	1,821	0	0	0	0	0	0.00%
F2_3D3	Logistics, delivery or distribution methods - Your enterprise together with other enterprises or organizations	0	0	1,821	1,821	0	0	0	0	0	0.00%
F2_3D4	Logistics, delivery or distribution methods - Your enterprise by adapting or modifying products originally developed by other enterprises or organizations	0	0	1,821	1,821	0	0	0	0	0	0.00%

Variable	Label	Missing values				Effective missing values	Special codes			n	In % of total
		Blanks	Not provided (-88)	Automatic skip (-44)	Total		Not applicable (-77)	Don't know (-66)	Refused to answer (-99)		
F2_3D5	Logistics, delivery or distribution methods - Other enterprises or organizations	0	0	1,821	1,821	0	0	0	0	0	0.00%
COV_E1D1A	Logistics, delivery or distribution methods - Has this innovation been impacted by the COVID-19 crisis ?	0	0	1,821	1,821	0	0	0	0	0	0.00%
COV_E1D1B	Since the advent of the COVID-19 crisis, has your enterprise attempted to develop or introduce any of the following? - Logistics, delivery or distribution methods	0	0	0	0	0	0	0	0	0	0.00%
F2_3E1	In the past three years, did your enterprise introduce any of the following: Methods for information processing and communication	0	0	0	0	0	0	0	0	0	0.00%
F2_3E2	Methods for information processing and communication - Your enterprise by itself	0	0	1,838	1,838	0	0	0	0	0	0.00%
F2_3E3	Methods for information processing and communication - Your enterprise together with other enterprises or organizations	0	0	1,838	1,838	0	0	0	0	0	0.00%

Variable	Label	Missing values				Effective missing values	Special codes			n	In % of total
		Blanks	Not provided (-88)	Automatic skip (-44)	Total		Not applicable (-77)	Don't know (-66)	Refused to answer (-99)		
F2_3E4	Methods for information processing and communication - Your enterprise by adapting or modifying products originally developed by other enterprises or organizations	0	0	1,838	1,838	0	0	0	0	0	0.00%
F2_3E5	Methods for information processing and communication - Other enterprises or organizations	0	0	1,838	1,838	0	0	0	0	0	0.00%
COV_E1E1A	Methods for information processing and communication - Has this innovation been impacted by the COVID-19 crisis ?	0	0	1,838	1,838	0	0	0	0	0	0.00%
COV_E1E1B	Since the advent of the COVID-19 crisis, has your enterprise attempted to develop or introduce any of the following? - Methods for information processing and communication	0	0	0	0	0	0	0	0	0	0.00%
F2_3F1	In the past three years, did your enterprise introduce any of the following: Methods for accounting and other administrative operations	0	0	0	0	0	0	0	0	0	0.00%
F2_3F2	Methods for accounting and other administrative operations - Your enterprise by itself	0	0	1,859	1,859	0	0	0	0	0	0.00%

Variable	Label	Missing values				Effective missing values	Special codes			n	In % of total
		Blanks	Not provided (-88)	Automatic skip (-44)	Total		Not applicable (-77)	Don't know (-66)	Refused to answer (-99)		
F2_3F3	Methods for accounting and other administrative operations - Your enterprise together with other enterprises or organizations	0	0	1,859	1,859	0	0	0	0	0	0.00%
F2_3F4	Methods for accounting and other administrative operations - Your enterprise by adapting or modifying products originally developed by other enterprises or organizations	0	0	1,859	1,859	0	0	0	0	0	0.00%
F2_3F5	Methods for accounting and other administrative operations - Other enterprises or organizations	0	0	1,859	1,859	0	0	0	0	0	0.00%
COV_E1F1A	Methods for accounting and other administrative operations - Has this innovation been impacted by the COVID-19 crisis ?	0	0	1,859	1,859	0	0	0	0	0	0.00%
COV_E1F1B	Since the advent of the COVID-19 crisis, has your enterprise attempted to develop or introduce any of the following? - Methods for accounting and other administrative operations	0	0	0	0	0	0	0	0	0	0.00%
F2_3G1	In the past three years, did your enterprise introduce any of the following: Business practices for organizing procedures or external relations	0	0	0	0	0	0	0	0	0	0.00%

Variable	Label	Missing values				Effective missing values	Special codes			n	In % of total
		Blanks	Not provided (-88)	Automatic skip (-44)	Total		Not applicable (-77)	Don't know (-66)	Refused to answer (-99)		
F2_3G2	Business practices for organizing procedures or external relations - Your enterprise by itself	0	0	1,879	1,879	0	0	0	0	0	0.00%
F2_3G3	Business practices for organizing procedures or external relations - Your enterprise together with other enterprises or organizations	0	0	1,879	1,879	0	0	0	0	0	0.00%
F2_3G4	Business practices for organizing procedures or external relations - Your enterprise by adapting or modifying products originally developed by other enterprises or organizations	0	0	1,879	1,879	0	0	0	0	0	0.00%
F2_3G5	Business practices for organizing procedures or external relations - Other enterprises or organizations	0	0	1,879	1,879	0	0	0	0	0	0.00%
COV_E1G1A	Business practices for organizing procedures or external relations - Has this innovation been impacted by the COVID-19 crisis ?	0	0	1,879	1,879	0	0	0	0	0	0.00%

Variable	Label	Missing values				Effective missing values	Special codes			n	In % of total
		Blanks	Not provided (-88)	Automatic skip (-44)	Total		Not applicable (-77)	Don't know (-66)	Refused to answer (-99)		
COV_E1G1B	Since the advent of the COVID-19 crisis, has your enterprise attempted to develop or introduce any of the following? - Business practices for organizing procedures or external relations	0	0	0	0	0	0	0	0	0	0.00%
F2_3H1	In the past three years, did your enterprise introduce any of the following: Methods for organizing work responsibility, decision making and human resource management	0	0	0	0	0	0	0	0	0	0.00%
F2_3H2	Methods for organizing work responsibility, decision making and human resource management - Your enterprise by itself	0	0	1,875	1,875	0	0	0	0	0	0.00%
F2_3H3	Methods for organizing work responsibility, decision making and human resource management - Your enterprise together with other enterprises or organizations	0	0	1,875	1,875	0	0	0	0	0	0.00%

Variable	Label	Missing values				Effective missing values	Special codes			n	In % of total
		Blanks	Not provided (-88)	Automatic skip (-44)	Total		Not applicable (-77)	Don't know (-66)	Refused to answer (-99)		
F2_3H4	Methods for organizing work responsibility, decision making and human resource management - Your enterprise by adapting or modifying products originally developed by other enterprises or organizations	0	0	1,875	1,875	0	0	0	0	0	0.00%
F2_3H5	Methods for organizing work responsibility, decision making and human resource management - Other enterprises or organizations	0	0	1,875	1,875	0	0	0	0	0	0.00%
COV_E1H1A	Methods for organizing work responsibility, decision making and human resource management - Has this innovation been impacted by the COVID-19 crisis ?	0	0	1,875	1,875	0	0	0	0	0	0.00%
COV_E1H1B	Since the advent of the COVID-19 crisis, has your enterprise attempted to develop or introduce any of the following? - Methods for organizing work responsibility, decision making and human resource management	0	0	0	0	0	0	0	0	0	0.00%

Variable	Label	Missing values				Effective missing values	Special codes			n	In % of total
		Blanks	Not provided (-88)	Automatic skip (-44)	Total		Not applicable (-77)	Don't know (-66)	Refused to answer (-99)		
F2_311	In the past three years, did your enterprise introduce any of the following: Marketing methods for promotion, packaging, pricing, product	0	0	0	0	0	0	0	0	0	0.00%
F2_312	Marketing methods for promotion, packaging, pricing, product - Your enterprise by itself	0	0	1,659	1,659	0	0	0	0	0	0.00%
F2_313	Marketing methods for promotion, packaging, pricing, product - Your enterprise together with other enterprises or organizations	0	0	1,659	1,659	0	0	0	0	0	0.00%
F2_314	Marketing methods for promotion, packaging, pricing, product - Your enterprise by adapting or modifying products originally developed by other enterprises or organizations	0	0	1,659	1,659	0	0	0	0	0	0.00%
F2_315	Marketing methods for promotion, packaging, pricing, product - Other enterprises or organizations	0	0	1,659	1,659	0	0	0	0	0	0.00%
COV_E111A	Marketing methods for promotion, packaging, pricing, product - Has this innovation been impacted by the COVID-19 crisis ?	0	0	1,659	1,659	0	0	0	0	0	0.00%

Variable	Label	Missing values				Effective missing values	Special codes			n	In % of total
		Blanks	Not provided (-88)	Automatic skip (-44)	Total		Not applicable (-77)	Don't know (-66)	Refused to answer (-99)		
COV_E111B	Since the advent of the COVID-19 crisis, has your enterprise attempted to develop or introduce any of the following? - Marketing methods for promotion, packaging, pricing, product	0	0	0	0	0	0	0	0	0	0.00%
COV_E2A	Since the advent of the COVID-19 crisis, who would you be developing this/these innovation(s) with: Your enterprise by itself? (Y/N)	0	0	1,742	1,742	0	0	0	0	0	0.00%
COV_E2B	Since the advent of the COVID-19 crisis, who would you be developing this/these innovation(s) with: Your enterprise together with other enterprises or organizations? (Y/N)	0	0	1,742	1,742	0	0	0	0	0	0.00%
COV_E2C	Since the advent of the COVID-19 crisis, who would you be developing this/these innovation(s) with: Your enterprise by adapting or modifying products originally developed by other enterprises or organizations? (Y/N)	0	0	1,742	1,742	0	0	0	0	0	0.00%

Variable	Label	Missing values				Effective missing values	Special codes			n	In % of total
		Blanks	Not provided (-88)	Automatic skip (-44)	Total		Not applicable (-77)	Don't know (-66)	Refused to answer (-99)		
COV_E2D	Since the advent of the COVID-19 crisis, who would you be developing this/these innovation(s) with: Other enterprises or organizations? (Y/N)	0	0	1,742	1,742	0	0	0	0	0	0.00%
F4B	Were these pertaining to the adoption of new methods for product placement in retail stores?	0	0	1,403	1,403	0	0	0	0	0	0.00%
F4C	Were these pertaining to sales networks?	0	0	1,403	1,403	0	0	0	0	0	0.00%
F4D	Were these pertaining to the development of franchising?	0	0	1,403	1,403	0	0	0	0	0	0.00%
F4E	Were these pertaining to the development of online promotion, use of new media and techniques?	0	0	1,403	1,403	0	0	0	0	0	0.00%
F4F	Were these pertaining to the development of online sales?	0	0	1,403	1,403	0	0	0	0	0	0.00%
F4G	Were these pertaining to the adoption of new methods for pricing goods and services?	0	0	1,403	1,403	0	0	0	0	0	0.00%
F4H	Did they concern other marketing improvements?	0	0	1,403	1,403	0	0	0	0	0	0.00%
F4H1	If yes, please specify	0	0	1,970	1,970	0	0	0	0	0	0.00%
F6B	It increased sales	0	0	970	970	0	125	0	0	0	0.00%
F6D	It opened access to new markets	0	0	970	970	0	125	0	0	0	0.00%
F6E	It improved the quality of goods /services	0	0	970	970	0	125	0	0	0	0.00%

Variable	Label	Missing values				Effective missing values	Special codes			n	In % of total
		Blanks	Not provided (-88)	Automatic skip (-44)	Total		Not applicable (-77)	Don't know (-66)	Refused to answer (-99)		
F6F	It reduced the average cost per unit of output	0	0	970	970	0	125	0	0	0	0.00%
F6I	It increased capacity for producing goods and services	0	0	970	970	0	125	0	0	0	0.00%
F6J	It improved health and safety and other working conditions	0	0	970	970	0	125	0	0	0	0.00%
F6K	It improved supervision and accountability	0	0	970	970	0	125	0	0	0	0.00%
F6W	Other	0	0	970	970	0	125	0	0	0	0.00%
F6A1A	In the past three years, did you achieve any of the following environmental improvements? Reduced material use per unit of output	0	0	0	0	0	0	0	0	0	0.00%
F6A1B	Reduced material use per unit of output - Was it the result of the adoption of new technologies?	0	0	1,507	1,507	0	0	0	0	0	0.00%
F6A1C	Reduced material use per unit of output - Was it intended?	0	0	1,893	1,893	0	0	0	0	0	0.00%
COV_E4A1A	Reduced material use per unit of output - Has this improvement been impacted by the COVID-19 crisis?	0	0	1,506	1,506	0	0	0	0	0	0.00%
COV_E4A1B	Since the advent of the COVID-19 crisis, has your enterprise attempted to develop or introduce any of the following? - Reduced material use per unit of output	0	0	0	0	0	0	0	0	0	0.00%

Variable	Label	Missing values				Effective missing values	Special codes			n	In % of total
		Blanks	Not provided (-88)	Automatic skip (-44)	Total		Not applicable (-77)	Don't know (-66)	Refused to answer (-99)		
F6A2A	In the past three years, did you achieve any of the following environmental improvements? Reduced energy use per unit of output	0	0	0	0	0	0	0	0	0	0.00%
F6A2B	Reduced energy use per unit of output - Was it the result of the adoption of new technologies?	0	0	1,491	1,491	0	0	0	0	0	0.00%
F6A2C	Reduced energy use per unit of output - Was it intended?	0	0	1,708	1,708	0	0	0	0	0	0.00%
COV_E4A2A	Reduced energy use per unit of output - Has this improvement been impacted by the COVID-19 crisis?	0	0	1,491	1,491	0	0	0	0	0	0.00%
COV_E4A2B	Since the advent of the COVID-19 crisis, has your enterprise attempted to develop or introduce any of the following? - Reduced energy use per unit of output	0	0	0	0	0	0	0	0	0	0.00%
F6A3A	In the past three years, did you achieve any of the following environmental improvements? Reduced CO2 footprint	0	0	0	0	0	0	0	0	0	0.00%
F6A3B	Reduced CO2 footprint - Was it the result of the adoption of new technologies?	0	0	1,665	1,665	0	0	0	0	0	0.00%
F6A3C	Reduced CO2 footprint - Was it intended?	0	0	1,792	1,792	0	0	0	0	0	0.00%

Variable	Label	Missing values				Effective missing values	Special codes			n	In % of total
		Blanks	Not provided (-88)	Automatic skip (-44)	Total		Not applicable (-77)	Don't know (-66)	Refused to answer (-99)		
COV_E4A3A	Reduced CO2 'footprint' (total CO2 production) by your enterprise - Has this improvement been impacted by the COVID-19 crisis?	0	0	1,665	1,665	0	0	0	0	0	0.00%
COV_E4A3B	Since the advent of the COVID-19 crisis, has your enterprise attempted to develop or introduce any of the following? - Reduced CO2 'footprint' (total CO2 production) by your enterprise	0	0	0	0	0	0	0	0	0	0.00%
F6A4A	In the past three years, did you achieve any of the following environmental improvements? Replaced materials with less polluting	0	0	0	0	0	0	0	0	0	0.00%
F6A4B	Replaced materials with less polluting - Was it the result of the adoption of new technologies?	0	0	1,625	1,625	0	0	0	0	0	0.00%
F6A4C	Replaced materials with less polluting - Was it intended?	0	0	1,847	1,847	0	0	0	0	0	0.00%
COV_E4A4A	Replaced materials with less polluting or hazardous substitutes - Has this improvement been impacted by the COVID-19 crisis?	0	0	1,625	1,625	0	0	0	0	0	0.00%

Variable	Label	Missing values				Effective missing values	Special codes			n	In % of total
		Blanks	Not provided (-88)	Automatic skip (-44)	Total		Not applicable (-77)	Don't know (-66)	Refused to answer (-99)		
COV_E4A4B	Since the advent of the COVID-19 crisis, has your enterprise attempted to develop or introduce any of the following? - Replaced materials with less polluting or hazardous substitutes	0	0	0	0	0	0	0	0	0	0.00%
F6A5A	In the past three years, did you achieve any of the following environmental improvements? Reduced soil, water, noise, or air pollution	0	0	0	0	0	0	0	0	0	0.00%
F6A5B	Reduced soil, water, noise, or air pollution - Was it the result of the adoption of new technologies?	0	0	1,655	1,655	0	0	0	0	0	0.00%
F6A5C	Reduced soil, water, noise, or air pollution - Was it intended?	0	0	1,802	1,802	0	0	0	0	0	0.00%
COV_E4A5A	Reduced soil, water, noise, or air pollution - Has this improvement been impacted by the COVID-19 crisis?	0	0	1,655	1,655	0	0	0	0	0	0.00%
COV_E4A5B	Since the advent of the COVID-19 crisis, has your enterprise attempted to develop or introduce any of the following? - Reduced soil, water, noise, or air pollution	0	0	0	0	0	0	0	0	0	0.00%

Variable	Label	Missing values				Effective missing values	Special codes			n	In % of total
		Blanks	Not provided (-88)	Automatic skip (-44)	Total		Not applicable (-77)	Don't know (-66)	Refused to answer (-99)		
F6A6A	In the past three years, did you achieve any of the following environmental improvements? Recycled waste, water, or materials	0	0	0	0	0	0	0	0	0	0.00%
F6A6B	Recycled waste, water, or materials - Was it the result of the adoption of new technologies?	0	0	1,424	1,424	0	0	0	0	0	0.00%
F6A6C	Recycled waste, water, or materials - Was it intended?	0	0	1,904	1,904	0	0	0	0	0	0.00%
COV_E4A6A	Recycled waste, water, or materials - Has this improvement been impacted by the COVID-19 crisis?	0	0	1,424	1,424	0	0	0	0	0	0.00%
COV_E4A6B	Since the advent of the COVID-19 crisis, has your enterprise attempted to develop or introduce any of the following? - Recycled waste, water, or materials	0	0	0	0	0	0	0	0	0	0.00%
F6B1A	Existing environmental regulations or taxes on pollution	0	0	987	987	0	0	0	0	0	0.00%
F6B2A	Environmental regulations or taxes that you expected to be introduced in the future	0	0	987	987	0	0	0	0	0	0.00%
F6B3A	Availability of government grants, subsidies or other financial incentives for environmental innovation	0	0	987	987	0	0	0	0	0	0.00%

Variable	Label	Missing values				Effective missing values	Special codes			n	In % of total
		Blanks	Not provided (-88)	Automatic skip (-44)	Total		Not applicable (-77)	Don't know (-66)	Refused to answer (-99)		
F6B4A	Current or expected market demand from your customers for environmental innovations	0	0	987	987	0	0	0	0	0	0.00%
F6B5A	Voluntary codes or agreements for environmental good practice within your sector	0	0	987	987	0	0	0	0	0	0.00%
F7A1A	Patents	0	0	0	0	0	1,199	0	0	0	0.00%
F7A1B	Trademark	0	0	0	0	0	1,199	0	0	0	0.00%
F7A1C	Industrial design	0	0	0	0	0	1,199	0	0	0	0.00%
F7A1D	Copyright registration	0	0	0	0	0	1,199	0	0	0	0.00%
F7A1E	Denomination of origin	0	0	0	0	0	1,199	0	0	0	0.00%
F7A1F	Utility model	0	0	0	0	0	1,199	0	0	0	0.00%
F7A1G	Non-Disclosure Agreement (NDA) with employees	0	0	0	0	0	1,199	0	0	0	0.00%
F7A1H	Non-Disclosure Agreement (NDA) with clients / suppliers / other outside parties	0	0	0	0	0	1,199	0	0	0	0.00%
F7A2A	Patents	0	0	707	707	0	1,199	0	0	0	0.00%
F7A2B	Trademark	0	0	681	681	0	1,199	0	0	0	0.00%
F7A2C	Industrial design	0	0	779	779	0	1,199	0	0	0	0.00%
F7A2D	Copyright registration	0	0	772	772	0	1,199	0	0	0	0.00%
F7A2E	Denomination of origin	0	0	779	779	0	1,199	0	0	0	0.00%
F7A2F	Utility model	0	0	779	779	0	1,199	0	0	0	0.00%
F7A2G	Non-Disclosure Agreement (NDA) with employees	0	0	658	658	0	1,199	0	0	0	0.00%
F7A2H	Non-Disclosure Agreement (NDA) with clients / suppliers / other outside parties	0	0	695	695	0	1,199	0	0	0	0.00%
F7A4A	Controlling distribution networks	0	0	0	0	0	1,199	0	0	0	0.00%
F7A4B	Pre-empting the market	0	0	0	0	0	1,199	0	0	0	0.00%

Variable	Label	Missing values				Effective missing values	Special codes			n	In % of total
		Blanks	Not provided (-88)	Automatic skip (-44)	Total		Not applicable (-77)	Don't know (-66)	Refused to answer (-99)		
F7A4C	Rendering the innovation unattractive to small volume competitors	0	0	0	0	0	1,199	0	0	0	0.00%
F7A4D	Other	0	0	0	0	0	1,199	0	0	0	0.00%
F7A4E	No need for added IP protection methods	0	0	0	0	0	1,199	0	0	0	0.00%
F8A1_PI	Product innovation - Last fiscal year	0	0	0	0	0	0	0	0	0	0.00%
F8A2_PI	Product innovation - One fiscal year ago	0	0	0	0	0	4	0	0	0	0.00%
F8A3_PI	Product innovation - Two fiscal years ago	0	0	0	0	0	12	0	0	0	0.00%
F8C1_PSI	Process innovation - Last fiscal year	0	0	0	0	0	0	0	0	0	0.00%
F8C2_PSI	Process innovation - One fiscal year ago	0	0	0	0	0	4	0	0	0	0.00%
F8C3_PSI	Process innovation - Two fiscal years ago	0	0	0	0	0	12	0	0	0	0.00%
F9A7_PI	Do you to plan to pursue innovations in your establishment? - Product innovation	0	0	0	0	0	0	0	0	0	0.00%
F9B7_PSI	Do you to plan to pursue innovations in your establishment? - Process innovation	0	0	0	0	0	0	0	0	0	0.00%
F10A	The establishment?s own resources (inclusive of loans)	0	0	0	0	0	1,095	0	0	0	0.00%
F10A1	The establishment?s own resources (inclusive of loans) (%)	0	0	125	125	0	970	0	0	0	0.00%

Variable	Label	Missing values				Effective missing values	Special codes			n	In % of total
		Blanks	Not provided (-88)	Automatic skip (-44)	Total		Not applicable (-77)	Don't know (-66)	Refused to answer (-99)		
F10B	of which loans specifically contracted for innovations	0	0	125	125	0	970	0	0	0	0.00%
F10B1	of which loans specifically contracted for innovations (%)	0	0	843	843	0	970	0	0	0	0.00%
F10C	The resources of the establishment?s private partners	0	0	0	0	0	1,095	0	0	0	0.00%
F10C1	The resources of the establishment?s private partners (%)	0	0	551	551	0	970	0	0	0	0.00%
F10D	An access to public sources	0	0	0	0	0	1,095	0	0	0	0.00%
F10D1	An access to public sources (%)	0	0	972	972	0	970	0	0	0	0.00%
F11A1	Current organizational/managerial culture - In the absence of the COVID-19 crisis	0	0	0	0	0	0	0	0	0	0.00%
F11A2	Degree of self-confidence for innovation - In the absence of the COVID-19 crisis	0	0	0	0	0	0	0	0	0	0.00%
F11A3	Level of available financial resources - In the absence of the COVID-19 crisis	0	0	0	0	0	0	0	0	0	0.00%
F11A4	Qualification of employees - In the absence of the COVID-19 crisis	0	0	0	0	0	0	0	0	0	0.00%
F11A8	Time to market - In the absence of the COVID-19 crisis	0	0	0	0	0	0	0	0	0	0.00%

Variable	Label	Missing values				Effective missing values	Special codes			n	In % of total
		Blanks	Not provided (-88)	Automatic skip (-44)	Total		Not applicable (-77)	Don't know (-66)	Refused to answer (-99)		
F11A14	Flexibility/openness of other companies of the sector for collaborative approaches - In the absence of the COVID-19 crisis	0	0	0	0	0	0	0	0	0	0.00%
F11A15	Compliance requirements to international standards - In the absence of the COVID-19 crisis	0	0	0	0	0	0	0	0	0	0.00%
F11A16	Level of perceived economic risks and unwillingness of enterprise to take risks - In the absence of the COVID-19 crisis	0	0	0	0	0	0	0	0	0	0.00%
F11A17	Competitors too strong - In the absence of the COVID-19 crisis	0	0	0	0	0	0	0	0	0	0.00%
F11A19	Past failures of innovation - In the absence of the COVID-19 crisis	0	0	0	0	0	0	0	0	0	0.00%
F11A20	Market too small for the cost of innovation - In the absence of the COVID-19 crisis	0	0	0	0	0	0	0	0	0	0.00%
F11A21	Labor force lacks skills required for innovation - In the absence of the COVID-19 crisis	0	0	0	0	0	0	0	0	0	0.00%
F11A24	Intellectual property (IP) protection too complex - technically - In the absence of the COVID-19 crisis	0	0	0	0	0	0	0	0	0	0.00%
F11A28	Financing of innovation is too costly - In the absence of the COVID-19 crisis	0	0	0	0	0	0	0	0	0	0.00%

Variable	Label	Missing values				Effective missing values	Special codes			n	In % of total
		Blanks	Not provided (-88)	Automatic skip (-44)	Total		Not applicable (-77)	Don't know (-66)	Refused to answer (-99)		
F11A29	Other, specify - In the absence of the COVID-19 crisis	0	0	0	0	0	0	0	0	0	0.00%
F11A29X	Specify	0	0	1,952	1,952	0	0	0	0	0	0.00%
COV_E3A1	Current organizational/managerial culture - Since the advent of the COVID-19 crisis	0	0	0	0	0	0	0	0	0	0.00%
COV_E3A2	Degree of self-confidence for innovation - Since the advent of the COVID-19 crisis	0	0	0	0	0	0	0	0	0	0.00%
COV_E3A3	Level of available financial resources - Since the advent of the COVID-19 crisis	0	0	0	0	0	0	0	0	0	0.00%
COV_E3A4	Qualification of employees - Since the advent of the COVID-19 crisis	0	0	0	0	0	0	0	0	0	0.00%
COV_E3A8	Time to market - Since the advent of the COVID-19 crisis	0	0	0	0	0	0	0	0	0	0.00%
COV_E3A14	Flexibility/openness of other companies of the sector for collaborative approaches - Since the advent of the COVID-19 crisis	0	0	0	0	0	0	0	0	0	0.00%
COV_E3A15	Compliance requirements to international standards - Since the advent of the COVID-19 crisis	0	0	0	0	0	0	0	0	0	0.00%

Variable	Label	Missing values				Effective missing values	Special codes			n	In % of total
		Blanks	Not provided (-88)	Automatic skip (-44)	Total		Not applicable (-77)	Don't know (-66)	Refused to answer (-99)		
COV_E3A16	Level of perceived economic risks and unwillingness of enterprise to take risks - Since the advent of the COVID-19 crisis	0	0	0	0	0	0	0	0	0	0.00%
COV_E3A17	Competitors too strong - Since the advent of the COVID-19 crisis	0	0	0	0	0	0	0	0	0	0.00%
COV_E3A19	Past failures of innovation - Since the advent of the COVID-19 crisis	0	0	0	0	0	0	0	0	0	0.00%
COV_E3A20	Market too small for the cost of innovation - Since the advent of the COVID-19 crisis	0	0	0	0	0	0	0	0	0	0.00%
COV_E3A21	Labor force lacks skills required for innovation - Since the advent of the COVID-19 crisis	0	0	0	0	0	0	0	0	0	0.00%
COV_E3A24	Intellectual property (IP) protection too complex - technically - Since the advent of the COVID-19 crisis	0	0	0	0	0	0	0	0	0	0.00%
COV_E3A28	Financing of innovation is too costly - Since the advent of the COVID-19 crisis	0	0	0	0	0	0	0	0	0	0.00%
COV_E3A29	Other, specify - Since the advent of the COVID-19 crisis	0	0	0	0	0	0	0	0	0	0.00%
FXA	Which decision maker was the respondent?	0	0	0	0	0	0	0	0	0	0.00%

Variable	Label	Missing values				Effective missing values	Special codes			n	In % of total
		Blanks	Not provided (-88)	Automatic skip (-44)	Total		Not applicable (-77)	Don't know (-66)	Refused to answer (-99)		
G2A	In the last fiscal year, did this establishment spend money for security, for example equipment, insurance, personnel, or professional security services?	0	0	0	0	0	0	0	0	0	0.00%
G2A1	If yes, what percentage of this establishment's total annual sales was paid for security, for example equipment, personnel, or professional security services, or what was the total annual cost of security? PERCENTAGE	0	0	717	717	0	0	0	0	0	0.00%
G2A2	cost of security? LCU	0	0	1,787	1,787	0	0	0	0	0	0.00%
G2B	In the last fiscal year, did this establishment experience losses as a result of theft, robbery, vandalism or arson?	0	0	0	0	0	0	0	0	0	0.00%
G2B1	If yes, what were the estimated losses as a result of theft, robbery, vandalism or arson that occurred on this establishment's premises? PERCENTAGE	0	0	1,761	1,761	0	0	0	0	0	0.00%
G2B2	estimated losses? LCU	0	0	1,753	1,753	0	0	0	0	0	0.00%
G3A	Burglary / Attempted Burglary	0	0	0	0	0	0	0	0	0	0.00%
G3A5	Aproximate value (Burglary)	0	0	1,786	1,786	0	0	0	0	0	0.00%
G3C	Robbery / Attempted Robbery	0	0	0	0	0	0	0	0	0	0.00%
G3C5	Aproximate value (Robbery)	0	0	1,768	1,768	0	0	0	0	0	0.00%
G3E	Deliberate damage/ vandalism	0	0	0	0	0	0	0	0	0	0.00%

Variable	Label	Missing values				Effective missing values	Special codes			n	In % of total
		Blanks	Not provided (-88)	Automatic skip (-44)	Total		Not applicable (-77)	Don't know (-66)	Refused to answer (-99)		
G3E5	Aproximate value (Damage)	0	0	1,757	1,757	0	0	0	0	0	0.00%
G3F	Theft	0	0	0	0	0	0	0	0	0	0.00%
G3F5	Aproximate value (Theft)	0	0	1,667	1,667	0	0	0	0	0	0.00%
G3G	Assault and/or threats	0	0	0	0	0	0	0	0	0	0.00%
G3G5	Aproximate value (Assault/threats)	0	0	1,851	1,851	0	0	1	0	1	0.05%
GXA	Which decision maker was the respondent ?	0	0	0	0	0	0	0	0	0	0.00%
H1	How many full-time employees did this establishment employ when it started operations?	0	0	0	0	0	0	0	0	0	0.00%
H2A1A	Total workers Number	0	0	0	0	0	0	0	0	0	0.00%
H2A2B	Total Workers Average annual wage	0	0	0	0	0	0	0	2	2	0.10%
H2B2B	of which females Average annual wage	0	0	0	0	0	347	0	2	2	0.10%
H2C2B	of which foreign nationals Average annual wage	0	0	0	0	0	1,222	0	2	2	0.10%
H2A3	Number of employees at the end of last fiscal year Management	0	0	0	0	0	0	0	0	0	0.00%
H2B3	Number of employees at the end of last fiscal year Management of which females	0	0	0	0	0	0	0	0	0	0.00%
H2C3	Number of employees at the end of last fiscal year Management of which foreign nationals	0	0	0	0	0	0	0	0	0	0.00%

Variable	Label	Missing values				Effective missing values	Special codes			n	In % of total
		Blanks	Not provided (-88)	Automatic skip (-44)	Total		Not applicable (-77)	Don't know (-66)	Refused to answer (-99)		
H2A4A1	Production & non-production workers Skilled Number of employees at the end of last fiscal year	0	0	0	0	0	0	0	0	0	0.00%
H2B4A1	Production & non-production workers Skilled Number of employees at the end of last fiscal year of which females	0	0	0	0	0	0	0	0	0	0.00%
H2C4A1	Production & non-production workers Skilled Number of employees at the end of last fiscal year of which foreign nationals	0	0	0	0	0	0	0	0	0	0.00%
H2A4B1	Production & non-production workers Unskilled Number of employees at the end of last fiscal year	0	0	0	0	0	0	0	0	0	0.00%
H2B4B1	Production & non-production workers Unskilled of which females	0	0	0	0	0	0	0	0	0	0.00%
H2C4B1	Production & non-production workers Unskilled of which foreign nationals	0	0	0	0	0	0	0	0	0	0.00%
COV_D1	Do you expect that the COVID-19 crisis will impact the level and composition of the full-time permanent workforce (or average annual wage) of your establishment? (Y/N)	0	0	0	0	0	0	0	0	0	0.00%
COV_D1A1A_X	Total workers - Increase (+) / Decrease (-) / No change	0	0	711	711	0	0	0	0	0	0.00%

Variable	Label	Missing values				Effective missing values	Special codes			n	In % of total
		Blanks	Not provided (-88)	Automatic skip (-44)	Total		Not applicable (-77)	Don't know (-66)	Refused to answer (-99)		
COV_D1A1A	Total workers - Percentage	0	0	1,203	1,203	0	606	0	0	0	0.00%
COV_D1A1A_ABS	Total workers - Absolute	0	0	881	881	0	606	0	0	0	0.00%
COV_D1A2B_X	Average annual wage - Increase (+) / Decrease (-) / No change	0	0	711	711	0	0	0	0	0	0.00%
COV_D1A2B	Average annual wage - Percentage	0	0	711	711	0	100	0	0	0	0.00%
COV_D1A2B_ABS	Average annual wage - Absolute	0	0	1,879	1,879	0	100	0	0	0	0.00%
COV_D1B2B_X	Female average annual wage - Increase (+) / Decrease (-) / No change	0	0	711	711	0	0	0	0	0	0.00%
COV_D1B2B	Female average annual wage - Percentage	0	0	714	714	0	458	0	0	0	0.00%
COV_D1B2B_ABS	Female average annual wage - Absolute	0	0	1,518	1,518	0	458	0	0	0	0.00%
COV_D1A3_X	Management - Increase (+) / Decrease (-) / No change	0	0	711	711	0	0	0	0	0	0.00%
COV_D1A3	Management - Percentage	0	0	911	911	0	1,028	0	0	0	0.00%
COV_D1A3_ABS	Management - Absolute	0	0	751	751	0	1,028	0	0	0	0.00%
COV_D1B3_X	Female management - Increase (+) / Decrease (-) / No change	0	0	711	711	0	0	0	0	0	0.00%
COV_D1B3	Female management - Percentage	0	0	804	804	0	1,169	0	0	0	0.00%
COV_D1B3_ABS	Female management - Absolute	0	0	717	717	0	1,169	0	0	0	0.00%
COV_D1A4A1_X	Skilled - Increase (+) / Decrease (-) / No change	0	0	711	711	0	0	0	0	0	0.00%
COV_D1A4A1	Skilled - Percentage	0	0	1,425	1,425	0	527	0	0	0	0.00%
COV_D1A4A1_ABS	Skilled - Absolute	0	0	738	738	0	527	0	0	0	0.00%
COV_D1B4A1_X	Female Skilled - Increase (+) / Decrease (-) / No change	0	0	711	711	0	0	0	0	0	0.00%

Variable	Label	Missing values				Effective missing values	Special codes			n	In % of total
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COV_D1B4A1	Female Skilled - Percentage	0	0	1,073	1,073	0	898	0	0	0	0.00%
COV_D1B4A1_ABS	Female Skilled - Absolute	0	0	720	720	0	898	0	0	0	0.00%
COV_D1A4B1_X	Unskilled - Increase (+) / Decrease (-) / No change	0	0	711	711	0	0	0	0	0	0.00%
COV_D1A4B1	Unskilled - Percentage	0	0	1,208	1,208	0	764	0	0	0	0.00%
COV_D1A4B1_ABS	Unskilled - Absolute	0	0	718	718	0	764	0	0	0	0.00%
COV_D1B4B1_X	Female Unskilled - Increase (+) / Decrease (-) / No change	0	0	711	711	0	0	0	0	0	0.00%
COV_D1B4B1	Female Unskilled - Percentage	0	0	947	947	0	1,032	0	0	0	0.00%
COV_D1B4B1_ABS	Female Unskilled - Absolute	0	0	711	711	0	1,032	0	0	0	0.00%
H3A1A	Total workers Number of employees at the end of last fiscal year	0	0	0	0	0	0	0	0	0	0.00%
H3A2B	Total Workers Annual wage at the end of last fiscal year	0	0	0	0	0	747	0	0	0	0.00%
H3B2B	Total Workers Annual wage at the end of last fiscal year · of which females	0	0	0	0	0	1,145	0	0	0	0.00%
H3C2B	Total Workers Annual wage at the end of last fiscal year · of which foreign nationals	0	0	0	0	0	1,947	0	0	0	0.00%
H3D1	Total Workers Average length of employment in months	0	0	0	0	0	590	0	0	0	0.00%
H3A3	Management Number of employees at the end of last fiscal year	0	0	0	0	0	0	0	0	0	0.00%
H3B3	Management · of which females	0	0	0	0	0	0	0	0	0	0.00%
H3C3	Management · of which foreign nationals	0	0	0	0	0	0	0	0	0	0.00%

Variable	Label	Missing values				Effective missing values	Special codes			n	In % of total
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H3D3	Management Average length of employment in months	0	0	0	0	0	946	0	0	0	0.00%
H3A4A1	Production & non-production workers Skilled Number of employees at the end of last fiscal year	0	0	0	0	0	0	0	0	0	0.00%
H3B4A1	Production & non-production workers Skilled · of which females	0	0	0	0	0	0	0	0	0	0.00%
H3C4A1	Production & non-production workers Skilled · of which foreign nationals	0	0	0	0	0	0	0	0	0	0.00%
H3D4A1	Production & non-production workers Skilled Average length of employment in months	0	0	0	0	0	1,055	0	0	0	0.00%
H3A4B1	Production & non-production workers Unskilled Number of employees at the end of last fiscal year	0	0	0	0	0	0	0	0	0	0.00%
H3B4B1	Production & non-production workers Unskilled · of which females	0	0	0	0	0	0	0	0	0	0.00%
H3C4B1	Production & non-production workers Unskilled · of which foreign nationals	0	0	0	0	0	0	0	0	0	0.00%
H3D4B1	Production & non-production workers Unskilled Average length of employment in months	0	0	0	0	0	924	0	0	0	0.00%

Variable	Label	Missing values				Effective missing values	Special codes			n	In % of total
		Blanks	Not provided (-88)	Automatic skip (-44)	Total		Not applicable (-77)	Don't know (-66)	Refused to answer (-99)		
COV_D2	Do you expect that the COVID-19 crisis will impact the level and composition of the full-time seasonal/temporary workforce (or average annual wage) of your establishment? (Y/N)	0	0	0	0	0	0	0	0	0	0.00%
COV_D2A1A_X	Total workers - Increase (+) / Decrease (-) / No change	0	0	1,628	1,628	0	0	0	0	0	0.00%
COV_D2A1A	Total workers - Percentage	0	0	1,868	1,868	0	100	0	0	0	0.00%
COV_D2A1A_ABS	Total workers - Absolute	0	0	1,639	1,639	0	100	0	0	0	0.00%
COV_D2A2B_X	Average annual wage - Increase (+) / Decrease (-) / No change	0	0	1,628	1,628	0	0	0	0	0	0.00%
COV_D2A2B	Average annual wage - Percentage	0	0	1,628	1,628	0	6	0	0	0	0.00%
COV_D2A2B_ABS	Average annual wage - Absolute	0	0	1,973	1,973	0	6	0	0	0	0.00%
COV_D2B2B_X	Female average annual wage - Increase (+) / Decrease (-) / No change	0	0	1,628	1,628	0	0	0	0	0	0.00%
COV_D2B2B	Female average annual wage - Percentage	0	0	1,630	1,630	0	146	0	0	0	0.00%
COV_D2B2B_ABS	Female average annual wage - Absolute	0	0	1,831	1,831	0	146	0	0	0	0.00%
COV_D2A3_X	Management - Increase (+) / Decrease (-) / No change	0	0	1,628	1,628	0	0	0	0	0	0.00%
COV_D2A3	Management - Percentage	0	0	1,733	1,733	0	246	0	0	0	0.00%
COV_D2A3_ABS	Management - Absolute	0	0	1,628	1,628	0	246	0	0	0	0.00%
COV_D2B3_X	Female management - Increase (+) / Decrease (-) / No change	0	0	1,628	1,628	0	0	0	0	0	0.00%
COV_D2B3	Female management - Percentage	0	0	1,690	1,690	0	289	0	0	0	0.00%

Variable	Label	Missing values				Effective missing values	Special codes			n	In % of total
		Blanks	Not provided (-88)	Automatic skip (-44)	Total		Not applicable (-77)	Don't know (-66)	Refused to answer (-99)		
COV_D2B3_ABS	Female management - Absolute	0	0	1,628	1,628	0	289	0	0	0	0.00%
COV_D2A4A1_X	Skilled - Increase (+) / Decrease (-) / No change	0	0	1,628	1,628	0	2	1	0	1	0.05%
COV_D2A4A1	Skilled - Percentage	0	0	1,902	1,902	0	74	0	0	0	0.00%
COV_D2A4A1_ABS	Skilled - Absolute	0	0	1,632	1,632	0	72	0	0	0	0.00%
COV_D2B4A1_X	Female Skilled - Increase (+) / Decrease (-) / No change	0	0	1,628	1,628	0	2	1	0	1	0.05%
COV_D2B4A1	Female Skilled - Percentage	0	0	1,711	1,711	0	267	0	0	0	0.00%
COV_D2B4A1_ABS	Female Skilled - Absolute	0	0	1,630	1,630	0	265	0	0	0	0.00%
COV_D2A4B1_X	Unskilled - Increase (+) / Decrease (-) / No change	0	0	1,641	1,641	0	3	1	0	1	0.05%
COV_D2A4B1	Unskilled - Percentage	0	0	1,876	1,876	0	102	0	0	0	0.00%
COV_D2A4B1_ABS	Unskilled - Absolute	0	0	1,643	1,643	0	99	0	0	0	0.00%
COV_D2B4B1_X	Female Unskilled - Increase (+) / Decrease (-) / No change	0	0	1,641	1,641	0	3	1	0	1	0.05%
COV_D2B4B1	Female Unskilled - Percentage	0	0	1,783	1,783	0	195	0	0	0	0.00%
COV_D2B4B1_ABS	Female Unskilled - Absolute	0	0	1,643	1,643	0	192	0	0	0	0.00%
H4	At the end of last fiscal year, how many part-time workers did you employ?	0	0	0	0	0	2	0	0	0	0.00%
COV_D3	Do you expect that the COVID-19 crisis will impact the level of the part-time workforce of your establishment?	0	0	0	0	0	0	0	0	0	0.00%
COV_D3A_X	Part-time workforce - Increase (+) / Decrease (-)	0	0	1,181	1,181	0	0	0	0	0	0.00%
COV_D3A	If yes, by what percentage would the COVID-19 crisis impact the part-time workforce of your establishment?	0	0	1,822	1,822	0	0	0	0	0	0.00%
COV_D3A_ABS	Part-time workforce - Absolute	0	0	1,338	1,338	0	0	0	0	0	0.00%

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H6	In your opinion, what percentage of total workforce is reported for payroll taxes and labor regulations in typical establishments of your sector?	0	0	0	0	0	0	17	0	17	0.86%
H10A	Do you offer your employees health and insurance coverage?	0	0	0	0	0	0	0	0	0	0.00%
H10C	Do you give your employees maternity leave?	0	0	0	0	0	0	0	0	0	0.00%
H10D	Do you give your employees paternity leave?	0	0	0	0	0	0	0	0	0	0.00%
H11C	Do you have a protocol in place to address workplace sexual harassment?	0	0	0	0	0	0	0	0	0	0.00%
H19A	Shortage in number of local professionals trained by local institutions	0	0	0	0	0	0	0	0	0	0.00%
H19B	Quality of the education and training offered by local educational institutions	0	0	0	0	0	0	0	0	0	0.00%
H19C	Worker emigration	0	0	0	0	0	0	0	0	0	0.00%
H19D	Professionals moving to other sectors of the economy or other enterprises	0	0	0	0	0	0	0	0	0	0.00%
H19E	Lack of necessary personal, soft skills offered by local institutions	0	0	0	0	0	0	0	0	0	0.00%
H19F	High expectations from new hires	0	0	0	0	0	0	0	0	0	0.00%
H19G	Labour protection laws and regulations	0	0	0	0	0	0	0	0	0	0.00%

Variable	Label	Missing values				Effective missing values	Special codes			n	In % of total
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H19H	Other	0	0	0	0	0	0	0	0	0	0.00%
H22A	Does your establishment actively seek to employ, retain, develop and promote women?	0	0	0	0	0	0	0	0	0	0.00%
H22A1	If yes, does your establishment have any of the following measures in place to do so? Programs to help women balance work and family life	0	0	1,574	1,574	0	0	0	0	0	0.00%
H22A2	Organizing opportunities for women to network amongst each other and share experiences	0	0	1,574	1,574	0	0	0	0	0	0.00%
H22A3	Flexible working conditions, schedules and offering the possibility to work remotely	0	0	1,574	1,574	0	0	0	0	0	0.00%
H22A4	Offering on-site childcare and related services	0	0	1,574	1,574	0	0	0	0	0	0.00%
H22A5	Programs to ensure equal pay and benefits between men and women	0	0	1,574	1,574	0	0	0	0	0	0.00%
H22A6	Establishing policies and quotas for hiring, promoting, training and developing women employees	0	0	1,574	1,574	0	0	0	0	0	0.00%
H23C	Over the last three years, did this establishment receive any public support (financial or other types of assistance) for training-related activities?	0	0	0	0	0	0	0	0	0	0.00%

Variable	Label	Missing values				Effective missing values	Special codes			n	In % of total
		Blanks	Not provided (-88)	Automatic skip (-44)	Total		Not applicable (-77)	Don't know (-66)	Refused to answer (-99)		
H27A	Environmental dimensions are included in job descriptions	0	0	0	0	0	0	0	0	0	0.00%
H27B	Employer concerns about greening are communicated during recruitment	0	0	0	0	0	0	0	0	0	0.00%
H27C	Selected applicants are sufficiently aware of greening	0	0	0	0	0	0	0	0	0	0.00%
H27D	New employees are familiarized with the greening efforts of the establishment	0	0	0	0	0	0	0	0	0	0.00%
H27E	Right knowledge and skills about greening is imparted to each employee	0	0	0	0	0	0	0	0	0	0.00%
H27F	Training needs analyses are executed to identify the green training needs of employees	0	0	0	0	0	0	0	0	0	0.00%
H27G	Employee job performance is evaluated according to green-related criteria	0	0	0	0	0	0	0	0	0	0.00%
H27H	A separate component for progress on greening is included in the performance feedback interview	0	0	0	0	0	0	0	0	0	0.00%
H27I	Financial incentives are given to employees for good green job performance	0	0	0	0	0	0	0	0	0	0.00%
H27J	Non-financial rewards such as praises and recognitions are given to employees for their greening	0	0	0	0	0	0	0	0	0	0.00%

Variable	Label	Missing values				Effective missing values	Special codes			n	In % of total
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H27K	Greening related rules of conduct are formulated and published	0	0	0	0	0	0	0	0	0	0.00%
H27L	A progressive disciplinary system is developed to punish employees who violate the rules of green conduct	0	0	0	0	0	0	0	0	0	0.00%
HXA	Which decision maker was the respondent ?	0	0	0	0	0	0	0	0	0	0.00%
I4A	Did this establishment have its annual financial statements checked and certified by an external auditor?	0	0	0	0	0	0	0	0	0	0.00%
I4B1	Of the land or building occupied by this establishment, what percentage does it: Own LAND	0	0	0	0	0	0	0	0	0	0.00%
I4C1	Of the land or building occupied by this establishment, what percentage does it: Lease LAND	0	0	0	0	0	0	0	0	0	0.00%
I4D1	Of the land or building occupied by this establishment, what percentage does it: Other LAND	0	0	0	0	0	0	0	0	0	0.00%
I4D1X	Other, specify LAND	0	0	1,957	1,957	0	0	0	0	0	0.00%
I4B2	Of the land or building occupied by this establishment, what percentage does it: Own BUILDING	0	0	0	0	0	0	0	0	0	0.00%
I4C2	Of the land or building occupied by this establishment, what percentage does it: Lease BUILDING	0	0	0	0	0	0	0	0	0	0.00%

Variable	Label	Missing values				Effective missing values	Special codes			n	In % of total
		Blanks	Not provided (-88)	Automatic skip (-44)	Total		Not applicable (-77)	Don't know (-66)	Refused to answer (-99)		
I4D2	Of the land or building occupied by this establishment, what percentage does it: Other BUILDING	0	0	0	0	0	0	0	0	0	0.00%
I4D2X	Other, specify BUILDING	0	0	1,966	1,966	0	0	0	0	0	0.00%
I6A	Does your establishment currently have this product? Line of credit	0	0	0	0	0	0	0	0	0	0.00%
I6A1	Line of credit - If yes, what was the total outstanding value at the end of last fiscal year?	0	0	1,718	1,718	0	0	0	2	2	0.10%
I6A1A	Line of credit - What year was it approved?	0	0	1,718	1,718	0	0	0	1	1	0.05%
I6A1B	Line of credit - What was the amount at the time of approval?	0	0	1,718	1,718	0	0	0	2	2	0.10%
I6A1C	Line of credit - What is the average annual interest rate (or cost of capital)?	0	0	1,718	1,718	0	0	0	1	1	0.05%
I6A1D	Line of credit - What is the total duration (term) in months?	0	0	1,718	1,718	0	0	0	1	1	0.05%
I6A1E	Line of credit - What type of financial institution granted the financing (table I6)?	0	0	1,718	1,718	0	0	0	1	1	0.05%
I6A1F	Line of credit - Did your financial institution require collateral?	0	0	1,718	1,718	0	0	0	1	1	0.05%
I6A1F1	Line of credit - Land, buildings	0	0	1,779	1,779	0	0	0	1	1	0.05%
I6A1F2	Line of credit - Machinery and equipment including movables	0	0	1,779	1,779	0	0	0	1	1	0.05%
I6A1F3	Line of credit - Accounts receivable and inventories	0	0	1,779	1,779	0	0	0	1	1	0.05%

Variable	Label	Missing values				Effective missing values	Special codes			n	In % of total
		Blanks	Not provided (-88)	Automatic skip (-44)	Total		Not applicable (-77)	Don't know (-66)	Refused to answer (-99)		
I6A1F4	Line of credit - Personal assets of owner (house, etc.)	0	0	1,779	1,779	0	0	0	1	1	0.05%
I6A1F5	Line of credit - Other, specify	0	0	1,779	1,779	0	0	0	1	1	0.05%
I6A1F5X	Line of credit - Specify	0	0	1,974	1,974	0	0	0	1	1	0.05%
I6A1G	Line of credit - If yes, what was the approximate value of the collateral required as a percentage of the amount of the loan or line of credit?	0	0	1,779	1,779	0	0	0	1	1	0.05%
COV_C1A	Line of credit - Will you increase the utilization of this financial product because of the COVID-19 crisis?	0	0	1,718	1,718	0	0	0	0	0	0.00%
COV_C1A1	Line of credit - If yes, by what percentage would you increase the utilization of this financial product relative to the outstanding value at the end of the last fiscal year?	0	0	1,887	1,887	0	0	1	0	1	0.05%
I6B	Does your establishment currently have this product? Overdraft facility	0	0	0	0	0	0	0	0	0	0.00%
I6B1	Overdraft facility - If yes, what was the total outstanding value at the end of last fiscal year?	0	0	1,425	1,425	0	0	0	0	0	0.00%
I6B1A	Overdraft facility - What year was it approved?	0	0	1,425	1,425	0	0	0	0	0	0.00%
I6B1B	Overdraft facility - What was the amount at the time of approval?	0	0	1,425	1,425	0	0	0	0	0	0.00%

Variable	Label	Missing values				Effective missing values	Special codes			n	In % of total
		Blanks	Not provided (-88)	Automatic skip (-44)	Total		Not applicable (-77)	Don't know (-66)	Refused to answer (-99)		
I6B1C	Overdraft facility - What is the average annual interest rate (or cost of capital)?	0	0	1,425	1,425	0	0	0	0	0	0.00%
I6B1D	Overdraft facility - What is the total duration (term) in months?	0	0	1,425	1,425	0	0	0	0	0	0.00%
I6B1E	Overdraft facility - What type of financial institution granted the financing (table I6)?	0	0	1,425	1,425	0	0	0	0	0	0.00%
I6B1F	Overdraft facility - Did your financial institution require collateral?	0	0	1,425	1,425	0	0	0	0	0	0.00%
I6B1F1	Overdraft facility - Land, buildings	0	0	1,626	1,626	0	0	0	0	0	0.00%
I6B1F2	Overdraft facility - Machinery and equipment including movables	0	0	1,626	1,626	0	0	0	0	0	0.00%
I6B1F3	Overdraft facility - Accounts receivable and inventories	0	0	1,626	1,626	0	0	0	0	0	0.00%
I6B1F4	Overdraft facility - Personal assets of owner (house, etc.)	0	0	1,626	1,626	0	0	0	0	0	0.00%
I6B1F5	Overdraft facility - Other, specify	0	0	1,626	1,626	0	0	0	0	0	0.00%
I6B1F5X	Overdraft facility - Specify	0	0	1,970	1,970	0	0	0	0	0	0.00%
I6B1G	Overdraft facility - If yes, what was the approximate value of the collateral required as a percentage of the amount of the loan or line of credit?	0	0	1,626	1,626	0	0	0	0	0	0.00%
COV_C1B	Overdraft facility - Will you increase the utilization of this financial product because of the COVID-19 crisis?	0	0	1,425	1,425	0	0	0	0	0	0.00%

Variable	Label	Missing values				Effective missing values	Special codes			n	In % of total
		Blanks	Not provided (-88)	Automatic skip (-44)	Total		Not applicable (-77)	Don't know (-66)	Refused to answer (-99)		
COV_C1B1	Overdraft facility - If yes, by what percentage would you increase the utilization of this financial product relative to the outstanding value at the end of the last fiscal year?	0	0	1,761	1,761	0	0	0	0	0	0.00%
I6C	Does your establishment currently have this product? Credit card	0	0	0	0	0	0	0	0	0	0.00%
I6C1	Credit card - If yes, what was the total outstanding value at the end of last fiscal year?	0	0	1,584	1,584	0	0	0	0	0	0.00%
I6C1A	Credit card - What year was it approved?	0	0	1,584	1,584	0	0	0	0	0	0.00%
I6C1B	Credit card - What was the amount at the time of approval?	0	0	1,584	1,584	0	0	0	0	0	0.00%
I6C1C	Credit card - What is the average annual interest rate (or cost of capital)?	0	0	1,584	1,584	0	0	0	0	0	0.00%
I6C1D	Credit card - What is the total duration (term) in months?	0	0	1,584	1,584	0	0	0	0	0	0.00%
I6C1E	Credit card - What type of financial institution granted the financing (table I6)?	0	0	1,584	1,584	0	0	0	0	0	0.00%
I6C1F	Credit card - Did your financial institution require collateral?	0	0	1,584	1,584	0	0	0	0	0	0.00%
I6C1F1	Credit card - Land, buildings	0	0	1,964	1,964	0	0	0	0	0	0.00%
I6C1F2	Credit card - Machinery and equipment including movables	0	0	1,964	1,964	0	0	0	0	0	0.00%
I6C1F3	Credit card - Accounts receivable and inventories	0	0	1,964	1,964	0	0	0	0	0	0.00%

Variable	Label	Missing values				Effective missing values	Special codes			n	In % of total
		Blanks	Not provided (-88)	Automatic skip (-44)	Total		Not applicable (-77)	Don't know (-66)	Refused to answer (-99)		
I6C1F4	Credit card - Personal assets of owner (house, etc.)	0	0	1,964	1,964	0	0	0	0	0	0.00%
I6C1F5	Credit card - Other, specify	0	0	1,964	1,964	0	0	0	0	0	0.00%
I6C1F5X	Credit card - Specify	0	0	1,976	1,976	0	0	0	0	0	0.00%
I6C1G	Credit card - If yes, what was the approximate value of the collateral required as a percentage of the amount of the loan or line of credit?	0	0	1,964	1,964	0	0	0	0	0	0.00%
COV_C1C	Credit card - Will you increase the utilization of this financial product because of the COVID-19 crisis?	0	0	1,584	1,584	0	0	0	0	0	0.00%
COV_C1C1	Credit card - If yes, by what percentage would you increase the utilization of this financial product relative to the outstanding value at the end of the last fiscal year?	0	0	1,873	1,873	0	0	0	0	0	0.00%
I6D	Does your establishment currently have this product? Medium / long-term loans	0	0	0	0	0	0	0	0	0	0.00%
I6D1	Medium / long-term loans - If yes, what was the total outstanding value at the end of last fiscal year?	0	0	1,659	1,659	0	0	0	3	3	0.15%
I6D1A	Medium / long-term loans - What year was it approved?	0	0	1,659	1,659	0	0	0	3	3	0.15%
I6D1B	Medium / long-term loans - What was the amount at the time of approval?	0	0	1,659	1,659	0	0	0	3	3	0.15%

Variable	Label	Missing values				Effective missing values	Special codes			n	In % of total
		Blanks	Not provided (-88)	Automatic skip (-44)	Total		Not applicable (-77)	Don't know (-66)	Refused to answer (-99)		
I6D1C	Medium / long-term loans - What is the average annual interest rate (or cost of capital)?	0	0	1,659	1,659	0	0	0	3	3	0.15%
I6D1D	Medium / long-term loans - What is the total duration (term) in months?	0	0	1,659	1,659	0	0	0	3	3	0.15%
I6D1E	Medium / long-term loans - What type of financial institution granted the financing (table I6)?	0	0	1,659	1,659	0	0	0	3	3	0.15%
I6D1F	Medium / long-term loans - Did your financial institution require collateral?	0	0	1,659	1,659	0	0	0	3	3	0.15%
I6D1F1	Medium / long-term loans - Land, buildings	0	0	1,662	1,662	0	0	0	3	3	0.15%
I6D1F2	Medium / long-term loans - Machinery and equipment including movables	0	0	1,662	1,662	0	0	0	3	3	0.15%
I6D1F3	Medium / long-term loans - Accounts receivable and inventories	0	0	1,662	1,662	0	0	0	3	3	0.15%
I6D1F4	Medium / long-term loans - Personal assets of owner (house, etc.)	0	0	1,662	1,662	0	0	0	3	3	0.15%
I6D1F5	Medium / long-term loans - Other, specify	0	0	1,662	1,662	0	0	0	3	3	0.15%
I6D1F5X	Medium / long-term loans - Specify	0	0	1,967	1,967	0	0	0	3	3	0.15%

Variable	Label	Missing values				Effective missing values	Special codes			n	In % of total
		Blanks	Not provided (-88)	Automatic skip (-44)	Total		Not applicable (-77)	Don't know (-66)	Refused to answer (-99)		
I6D1G	Medium / long-term loans - If yes, what was the approximate value of the collateral required as a percentage of the amount of the loan or line of credit?	0	0	1,662	1,662	0	0	0	3	3	0.15%
COV_C1D	Medium / long-term loans - Will you increase the utilization of this financial product because of the COVID-19 crisis?	0	0	1,659	1,659	0	0	0	0	0	0.00%
COV_C1D1	Medium / long-term loans - If yes, by what percentage would you increase the utilization of this financial product relative to the outstanding value at the end of the last fiscal year?	0	0	1,967	1,967	0	0	0	0	0	0.00%
I6E	Does your establishment currently have this product? Equity financing	0	0	0	0	0	0	0	0	0	0.00%
I6E1	Equity financing - If yes, what was the total outstanding value at the end of last fiscal year?	0	0	1,974	1,974	0	0	0	0	0	0.00%
I6E1A	Equity financing - What year was it approved?	0	0	1,974	1,974	0	0	0	0	0	0.00%
I6E1B	Equity financing - What was the amount at the time of approval?	0	0	1,974	1,974	0	0	0	0	0	0.00%
I6E1C	Equity financing - What is the average annual interest rate (or cost of capital)?	0	0	1,974	1,974	0	0	0	0	0	0.00%
I6E1D	Equity financing - What is the total duration (term) in months?	0	0	1,974	1,974	0	0	0	0	0	0.00%

Variable	Label	Missing values				Effective missing values	Special codes			n	In % of total
		Blanks	Not provided (-88)	Automatic skip (-44)	Total		Not applicable (-77)	Don't know (-66)	Refused to answer (-99)		
I6E1E	Equity financing - What type of financial institution granted the financing (table I6)?	0	0	1,974	1,974	0	0	0	0	0	0.00%
I6E1F	Equity financing - Did your financial institution require collateral?	0	0	1,974	1,974	0	0	0	0	0	0.00%
I6E1F1	Equity financing - Land, buildings	0	0	1,979	1,979	0	0	0	0	0	0.00%
I6E1F2	Equity financing - Machinery and equipment including movables	0	0	1,979	1,979	0	0	0	0	0	0.00%
I6E1F3	Equity financing - Accounts receivable and inventories	0	0	1,979	1,979	0	0	0	0	0	0.00%
I6E1F4	Equity financing - Personal assets of owner (house, etc.)	0	0	1,979	1,979	0	0	0	0	0	0.00%
I6E1F5	Equity financing - Other, specify	0	0	1,979	1,979	0	0	0	0	0	0.00%
I6E1F5X	Equity financing - Specify	0	0	1,979	1,979	0	0	0	0	0	0.00%
I6E1G	Equity financing - If yes, what was the approximate value of the collateral required as a percentage of the amount of the loan or line of credit?	0	0	1,979	1,979	0	0	0	0	0	0.00%
COV_C1E	Equity financing - Will you increase the utilization of this financial product because of the COVID-19 crisis?	0	0	1,974	1,974	0	0	0	0	0	0.00%

Variable	Label	Missing values				Effective missing values	Special codes			n	In % of total
		Blanks	Not provided (-88)	Automatic skip (-44)	Total		Not applicable (-77)	Don't know (-66)	Refused to answer (-99)		
COV_C1E1	Equity financing - If yes, by what percentage would you increase the utilization of this financial product relative to the outstanding value at the end of the last fiscal year?	0	0	1,979	1,979	0	0	0	0	0	0.00%
I7A2	For your last fiscal year, have you applied for or requested any of the following? Borrowed (loan or line of credit) from private commercial banks	0	0	0	0	0	0	0	0	0	0.00%
I7B2	Borrowed (loan or line of credit) from private commercial banks - If no, why not ?	0	0	92	92	0	0	0	0	0	0.00%
I7D2	Borrowed (loan or line of credit) from private commercial banks - State the % of your request that was granted	0	0	1,887	1,887	0	0	0	0	0	0.00%
I7E2	Borrowed (loan or line of credit) from private commercial banks - If less than 100%, what reason was given	0	0	1,951	1,951	0	0	0	0	0	0.00%
I7A3	For your last fiscal year, have you applied for or requested any of the following? Borrowed (loan or line of credit) from state-owned banks and/or government agency	0	0	0	0	0	0	0	0	0	0.00%

Variable	Label	Missing values				Effective missing values	Special codes			n	In % of total
		Blanks	Not provided (-88)	Automatic skip (-44)	Total		Not applicable (-77)	Don't know (-66)	Refused to answer (-99)		
I7B3	Borrowed (loan or line of credit) from state-owned banks and/or government agency - If no, why not ?	0	0	0	0	0	0	0	0	0	0.00%
I7D3	Borrowed (loan or line of credit) from state-owned banks and/or government agency - State the % of your request that was granted	0	0	1,979	1,979	0	0	0	0	0	0.00%
I7E3	Borrowed (loan or line of credit) from state-owned banks and/or government agency - If less than 100%, what reason was given	0	0	1,972	1,972	0	0	0	0	0	0.00%
I7A4	For your last fiscal year, have you applied for or requested any of the following? Borrowed (loan or line of credit) from non-bank financial institutions	0	0	0	0	0	0	0	0	0	0.00%
I7B4	Borrowed (loan or line of credit) from non-bank financial institutions - If no, why not ?	0	0	0	0	0	0	0	0	0	0.00%
I7D4	Borrowed (loan or line of credit) from non-bank financial institutions - State the % of your request that was granted	0	0	1,979	1,979	0	0	0	0	0	0.00%
I7E4	Borrowed (loan or line of credit) from non-bank financial institutions - If less than 100%, what reason was given	0	0	1,979	1,979	0	0	0	0	0	0.00%

Variable	Label	Missing values				Effective missing values	Special codes			n	In % of total
		Blanks	Not provided (-88)	Automatic skip (-44)	Total		Not applicable (-77)	Don't know (-66)	Refused to answer (-99)		
I7A5	For your last fiscal year, have you applied for or requested any of the following? Purchases on credit from suppliers and advances from customers	0	0	0	0	0	0	0	0	0	0.00%
I7D5	Purchases on credit from suppliers and advances from customers - State the % of your request that was granted	0	0	313	313	0	0	0	0	0	0.00%
I7A6	For your last fiscal year, have you applied for or requested any of the following? Borrowed (loan) from family/friends	0	0	0	0	0	0	0	0	0	0.00%
I7D6	Borrowed (loan) from family/friends - State the % of your request that was granted	0	0	1,941	1,941	0	0	0	0	0	0.00%
I7A7	For your last fiscal year, have you applied for or requested any of the following? Borrowed (loan) from informal sources (e.g. moneylenders)	0	0	0	0	0	0	0	0	0	0.00%
I7D7	Borrowed (loan) from informal sources (e.g. moneylenders) - State the % of your request that was granted	0	0	1,896	1,896	0	0	0	0	0	0.00%
I7A8	For your last fiscal year, have you applied for or requested any of the following? Angel Investors	0	0	0	0	0	0	0	0	0	0.00%
I7D8	Angel Investors - State the % of your request that was granted	0	0	1,979	1,979	0	0	0	0	0	0.00%

Variable	Label	Missing values				Effective missing values	Special codes			n	In % of total
		Blanks	Not provided (-88)	Automatic skip (-44)	Total		Not applicable (-77)	Don't know (-66)	Refused to answer (-99)		
I7A9	For your last fiscal year, have you applied for or requested any of the following? Venture Capitalists	0	0	0	0	0	0	0	0	0	0.00%
I7D9	Venture Capitalists - State the % of your request that was granted	0	0	1,979	1,979	0	0	0	0	0	0.00%
I7A10	For your last fiscal year, have you applied for or requested any of the following? Private Equity	0	0	0	0	0	0	0	0	0	0.00%
I7D10	Private Equity - State the % of your request that was granted	0	0	1,959	1,959	0	0	0	0	0	0.00%
I7A11	For your last fiscal year, have you applied for or requested any of the following? Credit Cards	0	0	0	0	0	0	0	0	0	0.00%
I7D11	Credit Cards - State the % of your request that was granted	0	0	1,927	1,927	0	0	0	0	0	0.00%
I7A12	For your last fiscal year, have you applied for or requested any of the following? Government provided or subsidized entity or program	0	0	0	0	0	0	0	0	0	0.00%
I7D12	Government provided or subsidized entity or program - State the % of your request that was granted	0	0	1,979	1,979	0	0	0	0	0	0.00%

Variable	Label	Missing values				Effective missing values	Special codes			n	In % of total
		Blanks	Not provided (-88)	Automatic skip (-44)	Total		Not applicable (-77)	Don't know (-66)	Refused to answer (-99)		
I7A13	For your last fiscal year, have you applied for or requested any of the following? Issued new equity (shares)	0	0	0	0	0	0	0	0	0	0.00%
I7D13	Issued new equity (shares) - State the % of your request that was granted	0	0	1,979	1,979	0	0	0	0	0	0.00%
I7A14	For your last fiscal year, have you applied for or requested any of the following? Issued new debt (including commercial paper and debentures)	0	0	0	0	0	0	0	0	0	0.00%
I7D14	Issued new debt (including commercial paper and debentures) - State the % of your request that was granted	0	0	1,979	1,979	0	0	0	0	0	0.00%
I7A15	For your last fiscal year, have you applied for or requested any of the following? Funding from shareholder(s) liquid assets	0	0	0	0	0	0	0	0	0	0.00%
I7D15	Funding from shareholder(s) liquid assets - State the % of your request that was granted	0	0	1,866	1,866	0	0	0	0	0	0.00%
I7A16	For your last fiscal year, have you applied for or requested any of the following? Funds borrowed by shareholder(s) and invested in firm	0	0	0	0	0	0	0	0	0	0.00%

Variable	Label	Missing values				Effective missing values	Special codes			n	In % of total
		Blanks	Not provided (-88)	Automatic skip (-44)	Total		Not applicable (-77)	Don't know (-66)	Refused to answer (-99)		
I7D16	Funds borrowed by shareholder(s) and invested in firm - State the % of your request that was granted	0	0	1,972	1,972	0	0	0	0	0	0.00%
I7A17	For your last fiscal year, have you applied for or requested any of the following? Donations crowdfunding	0	0	0	0	0	0	0	0	0	0.00%
I7D17	Donations crowdfunding - State the % of your request that was granted	0	0	1,979	1,979	0	0	0	0	0	0.00%
I7A18	For your last fiscal year, have you applied for or requested any of the following? Rewards crowdfunding	0	0	0	0	0	0	0	0	0	0.00%
I7D18	Rewards crowdfunding - State the % of your request that was granted	0	0	1,979	1,979	0	0	0	0	0	0.00%
I7A19	For your last fiscal year, have you applied for or requested any of the following? Equity crowdfunding	0	0	0	0	0	0	0	0	0	0.00%
I7D19	Equity crowdfunding - State the % of your request that was granted	0	0	1,979	1,979	0	0	0	0	0	0.00%
I7A20	For your last fiscal year, have you applied for or requested any of the following? Crowdlending	0	0	0	0	0	0	0	0	0	0.00%
I7D20	Crowdlending - State the % of your request that was granted	0	0	1,979	1,979	0	0	0	0	0	0.00%

Variable	Label	Missing values				Effective missing values	Special codes			n	In % of total
		Blanks	Not provided (-88)	Automatic skip (-44)	Total		Not applicable (-77)	Don't know (-66)	Refused to answer (-99)		
I7A21	For your last fiscal year, have you applied for or requested any of the following? Other, specify	0	0	0	0	0	0	0	0	0	0.00%
I7A21X	Specify	0	0	1,978	1,978	0	0	0	0	0	0.00%
I7D21	Other - State the % of your request that was granted	0	0	1,978	1,978	0	0	0	0	0	0.00%
I7F1	Internal funds/Retained earnings - Working capital (current assets)	2	0	0	2	2	0	0	0	2	0.10%
I7F2	Borrowed (loan or line of credit) from private commercial banks - Working capital (current assets)	0	0	0	0	0	0	0	0	0	0.00%
I7F3	Borrowed (loan or line of credit) from state-owned banks and/or government agency - Working capital (current assets)	0	0	0	0	0	0	0	0	0	0.00%
I7F4	Borrowed (loan or line of credit) from non-bank financial institutions - Working capital (current assets)	0	0	0	0	0	0	0	0	0	0.00%
I7F5	Purchases on credit from suppliers and advances from customers - Working capital (current assets)	0	0	0	0	0	0	0	0	0	0.00%
I7F6	Borrowed (loan) from family/friends - Working capital (current assets)	0	0	0	0	0	0	0	0	0	0.00%
I7F7	Borrowed (loan) from informal sources (e.g. moneylenders) - Working capital (current assets)	0	0	0	0	0	0	0	0	0	0.00%

Variable	Label	Missing values				Effective missing values	Special codes			n	In % of total
		Blanks	Not provided (-88)	Automatic skip (-44)	Total		Not applicable (-77)	Don't know (-66)	Refused to answer (-99)		
I7F8	Angel Investors - Working capital (current assets)	0	0	0	0	0	0	0	0	0	0.00%
I7F9	Venture Capitalists - Working capital (current assets)	0	0	0	0	0	0	0	0	0	0.00%
I7F10	Private Equity - Working capital (current assets)	0	0	0	0	0	0	0	0	0	0.00%
I7F11	Credit Cards - Working capital (current assets)	0	0	0	0	0	0	0	0	0	0.00%
I7F12	Government provided or subsidized entity or program - Working capital (current assets)	0	0	0	0	0	0	0	0	0	0.00%
I7F15	Funding from shareholder(s) liquid assets - Working capital (current assets)	0	0	0	0	0	0	0	0	0	0.00%
I7F16	Funds borrowed by shareholder(s) and invested in firm - Working capital (current assets)	0	0	0	0	0	0	0	0	0	0.00%
I7F17	Donations crowdfunding - Working capital (current assets)	0	0	0	0	0	0	0	0	0	0.00%
I7F18	Rewards crowdfunding - Working capital (current assets)	0	0	0	0	0	0	0	0	0	0.00%
I7F19	Equity crowdfunding - Working capital (current assets)	0	0	0	0	0	0	0	0	0	0.00%
I7F20	Crowdlending - Working capital (current assets)	0	0	0	0	0	0	0	0	0	0.00%
I7F21	Other - Working capital (current assets)	0	0	0	0	0	0	0	0	0	0.00%

Variable	Label	Missing values				Effective missing values	Special codes			n	In % of total
		Blanks	Not provided (-88)	Automatic skip (-44)	Total		Not applicable (-77)	Don't know (-66)	Refused to answer (-99)		
I7B	In the last fiscal year, did you purchase fixed assets (e.g. machinery, vehicles, equipment, land, or buildings)?	0	0	0	0	0	0	0	0	0	0.00%
I7G1	Internal funds/Retained earnings	0	0	1,353	1,353	0	0	0	0	0	0.00%
I7G2	Borrowed (loan or line of credit) from private commercial banks	0	0	1,353	1,353	0	0	0	0	0	0.00%
I7G3	Borrowed (loan or line of credit) from state-owned banks and/or government agency	0	0	1,353	1,353	0	0	0	0	0	0.00%
I7G4	Borrowed (loan or line of credit) from non-bank financial institutions	0	0	1,352	1,352	0	0	0	0	0	0.00%
I7G5	Purchases on credit from suppliers and advances from customers	0	0	1,353	1,353	0	0	0	0	0	0.00%
I7G6	Borrowed (loan) from family/friends	0	0	1,353	1,353	0	0	0	0	0	0.00%
I7G7	Borrowed (loan) from informal sources (e.g. moneylenders)	0	0	1,353	1,353	0	0	0	0	0	0.00%
I7G8	Angel Investors	0	0	1,353	1,353	0	0	0	0	0	0.00%
I7G9	Venture Capitalists	0	0	1,353	1,353	0	0	0	0	0	0.00%
I7G10	Private Equity	0	0	1,353	1,353	0	0	0	0	0	0.00%
I7G11	Credit Cards	0	0	1,353	1,353	0	0	0	0	0	0.00%
I7G12	Government provided or subsidized entity or program	0	0	1,353	1,353	0	0	0	0	0	0.00%
I7G15	Funding from shareholder(s) liquid assets	0	0	1,353	1,353	0	0	0	0	0	0.00%

Variable	Label	Missing values				Effective missing values	Special codes			n	In % of total
		Blanks	Not provided (-88)	Automatic skip (-44)	Total		Not applicable (-77)	Don't know (-66)	Refused to answer (-99)		
I7G16	Funds borrowed by shareholder(s) and invested in firm	0	0	1,353	1,353	0	0	0	0	0	0.00%
I7G17	Donations crowdfunding	0	0	1,353	1,353	0	0	0	0	0	0.00%
I7G18	Rewards crowdfunding	0	0	1,353	1,353	0	0	0	0	0	0.00%
I7G19	Equity crowdfunding	0	0	1,353	1,353	0	0	0	0	0	0.00%
I7G20	Crowdlending	0	0	1,353	1,353	0	0	0	0	0	0.00%
I7G21	Other, specify	0	0	1,353	1,353	0	0	0	0	0	0.00%
I7G21X	Specify	0	0	1,978	1,978	0	0	0	0	0	0.00%
COV_B2	Do you expect that the COVID-19 crisis will impact the total sales of your establishment?	0	0	0	0	0	0	0	0	0	0.00%
COV_B2A_X	Increase (+) / Decrease (-)	0	0	161	161	0	0	0	0	0	0.00%
COV_B2A	If yes, please estimate this impact in percentage terms relative to the total sales in the last fiscal year?	0	0	161	161	0	0	0	11	11	0.56%
COV_B2A1	If decrease, how do you evaluate the risk level of bankruptcy/insolvency of your establishment due to the present crisis ?	0	0	225	225	0	0	0	0	0	0.00%
I8A1	What were the total sales of your establishment in: Two fiscal years ago (LCU)	0	0	0	0	0	23	0	48	48	2.43%
I8A2	One fiscal year ago (LCU)	0	0	0	0	0	11	0	49	49	2.48%
I8A3	Last fiscal year (LCU)	0	0	0	0	0	0	0	50	50	2.53%

Variable	Label	Missing values				Effective missing values	Special codes			n	In % of total
		Blanks	Not provided (-88)	Automatic skip (-44)	Total		Not applicable (-77)	Don't know (-66)	Refused to answer (-99)		
I9A2	Last fiscal year (LCU) Please provide the following information on your establishment's costs: Total cost of raw materials / finished goods	0	0	0	0	0	0	0	49	49	2.48%
I9B2	Last fiscal year (LCU) · Total cost of labor, including wages, social payments, salaries and bonuses	0	0	0	0	0	0	0	45	45	2.27%
I9C2	Last fiscal year (LCU) · Total annual depreciation	0	0	0	0	0	0	0	50	50	2.53%
I9D2	Last fiscal year (LCU) · Total cost of rental of land/buildings, equipment, furniture	0	0	0	0	0	0	0	43	43	2.17%
I10A2	Last fiscal year (LCU) Please provide the following information on your establishment's costs: Electricity	0	0	0	0	0	0	0	46	46	2.32%
I10B2	Last fiscal year (LCU) · Fuel	0	0	0	0	0	0	0	46	46	2.32%
I10C2	Last fiscal year (LCU) · Water	0	0	0	0	0	0	0	46	46	2.32%
I10D2	Last fiscal year (LCU) · Transportation for goods (not including fuel)	0	0	0	0	0	0	0	46	46	2.32%
I10E2	Last fiscal year (LCU) · Communications services	0	0	0	0	0	0	0	46	46	2.32%

Variable	Label	Missing values				Effective missing values	Special codes			n	In % of total
		Blanks	Not provided (-88)	Automatic skip (-44)	Total		Not applicable (-77)	Don't know (-66)	Refused to answer (-99)		
COV_B5A	In the last fiscal year, what was your establishment's intermediary consumption level (cost of raw materials and intermediate goods, electricity, water, fuel, transportation and communication services)	0	0	0	0	0	0	0	50	50	2.53%
COV_B5B	Do you expect that the COVID-19 crisis will impact the intermediary consumption level of your establishment (cost of raw materials and intermediate goods, electricity, water, fuel, transportation and communication services)?	0	0	0	0	0	0	0	12	12	0.61%
COV_B5B1_X	Increase (+) / Decrease (-)	0	0	392	392	0	0	0	0	0	0.00%
COV_B5B1	If yes, please estimate this impact in percentage terms relative to the intermediary consumption in the last fiscal year?	0	0	392	392	0	0	0	0	0	0.00%
I11A2	Last fiscal year (LCU) How much did your establishment spend on purchases of: Machinery, vehicles and equipment (new and/or used)	0	0	0	0	0	0	0	39	39	1.97%
I11B2	Last fiscal year (LCU) Land and buildings	0	0	0	0	0	0	0	39	39	1.97%
I12A2	Net Book Value Machinery	0	0	0	0	0	0	0	47	47	2.37%
I12B2	Net Book Value Land and Buildings	0	0	0	0	0	0	0	47	47	2.37%

Variable	Label	Missing values				Effective missing values	Special codes			n	In % of total
		Blanks	Not provided (-88)	Automatic skip (-44)	Total		Not applicable (-77)	Don't know (-66)	Refused to answer (-99)		
I14A	In the absence of the COVID-19 crisis - Working capital In the next 12 months, would your firm have applied for working capital or fixed assets financing?	0	0	0	0	0	0	0	0	0	0.00%
I14A1	WC: What amount would you have needed? (approximately)	0	0	1,880	1,880	0	0	0	0	0	0.00%
I14A2	WC: What term would you have most likely requested ?	0	0	1,880	1,880	0	0	0	0	0	0.00%
I14A3	WC: What is the annual interest rate (or financial cost) you expected to pay?	0	0	1,880	1,880	0	0	0	0	0	0.00%
I14A4	WC: What is the maximum monthly payment you could have afforded to pay for the loan?	0	0	1,880	1,880	0	0	0	2	2	0.10%
COV_C2A	Since the advent of the COVID-19 crisis - Working capital In the next 12 months, will your firm apply for working capital or fixed assets financing?	0	0	0	0	0	0	0	0	0	0.00%
COV_C2A1	WC: What amount will you need? (approximately)	0	0	1,852	1,852	0	0	0	0	0	0.00%
COV_C2A2	WC: What term will you most likely request ?	0	0	1,852	1,852	0	0	0	0	0	0.00%
COV_C2A3	WC: What is the annual interest rate (or financial cost) you expect to pay?	0	0	1,852	1,852	0	0	0	0	0	0.00%
COV_C2A4	WC: What is the maximum monthly payment you could afford to pay for the loan?	0	0	1,852	1,852	0	0	0	0	0	0.00%

Variable	Label	Missing values				Effective missing values	Special codes			n	In % of total
		Blanks	Not provided (-88)	Automatic skip (-44)	Total		Not applicable (-77)	Don't know (-66)	Refused to answer (-99)		
I14B	In the absence of the COVID-19 crisis - Fixed assets In the next 12 months, would your firm have applied for working capital or fixed assets financing?	0	0	0	0	0	0	0	0	0	0.00%
I14B1	FA: What amount would you have needed? (approximately)	0	0	1,929	1,929	0	0	0	0	0	0.00%
I14B2	FA: What term would you have most likely requested ?	0	0	1,929	1,929	0	0	0	0	0	0.00%
I14B3	FA: What is the annual interest rate (or financial cost) you expected to pay?	0	0	1,929	1,929	0	0	0	0	0	0.00%
I14B4	FA: What is the maximum monthly payment you could have afforded to pay for the loan?	0	0	1,929	1,929	0	0	0	0	0	0.00%
COV_C2B	Since the advent of the COVID-19 crisis - Fixed assets In the next 12 months, will your firm apply for working capital or fixed assets financing?	0	0	0	0	0	0	0	0	0	0.00%
COV_C2B1	FA: What amount will you need? (approximately)	0	0	1,929	1,929	0	0	0	0	0	0.00%
COV_C2B2	FA: What term will you most likely request ?	0	0	1,929	1,929	0	0	0	0	0	0.00%
COV_C2B3	FA: What is the annual interest rate (or financial cost) you expect to pay?	0	0	1,929	1,929	0	0	0	0	0	0.00%
COV_C2B4	FA: What is the maximum monthly payment you could afford to pay for the loan?	0	0	1,929	1,929	0	0	0	0	0	0.00%

Variable	Label	Missing values				Effective missing values	Special codes			n	In % of total
		Blanks	Not provided (-88)	Automatic skip (-44)	Total		Not applicable (-77)	Don't know (-66)	Refused to answer (-99)		
I17A	Which of the following statements best describes the meaning of the term ?assets? for a company ?	0	0	0	0	0	0	0	0	0	0.00%
I17B	Which of the following statements best describes the meaning of the term ?liabilities? for a company ?	0	0	0	0	0	0	0	0	0	0.00%
I17C	Which of the following statements best describes the meaning of the term ?profits? for a company ?	0	0	0	0	0	0	0	0	0	0.00%
I20	Suppose you obtained a 1,000 LCU loan. You make a fixed payment of 10 LCU each month. At a nominal annual interest rate of 12% (or 1% per month), how many years would it take to repay the amount you owe ?	0	0	0	0	0	0	0	0	0	0.00%
IXA	Which decision maker was the respondent ?	0	0	0	0	0	0	0	0	0	0.00%
J1A1	Attaining a pre-established level of profit	0	0	0	0	0	0	0	0	0	0.00%
J1A4	Short, medium or long-term - Attaining a pre-established level of profit	0	0	606	606	0	0	0	0	0	0.00%
J1B1	Gain market share	0	0	0	0	0	0	0	0	0	0.00%
J1B4	Short, medium or long-term - Gain market share	0	0	1,205	1,205	0	0	0	0	0	0.00%
J1C1	Grow / expand operations	0	0	0	0	0	0	0	0	0	0.00%

Variable	Label	Missing values				Effective missing values	Special codes			n	In % of total
		Blanks	Not provided (-88)	Automatic skip (-44)	Total		Not applicable (-77)	Don't know (-66)	Refused to answer (-99)		
J1C4	Short, medium or long-term - Grow / expand operations	0	0	1,186	1,186	0	0	0	0	0	0.00%
J1D1	Enter new market	0	0	0	0	0	0	0	0	0	0.00%
J1D4	Short, medium or long-term - Enter new market	0	0	1,358	1,358	0	0	0	0	0	0.00%
J1E1	Expand customer base	0	0	0	0	0	0	0	0	0	0.00%
J1E4	Short, medium or long-term - Expand customer base	0	0	1,192	1,192	0	0	0	0	0	0.00%
J1F1	Expand range of services/products provided	0	0	0	0	0	0	0	0	0	0.00%
J1F4	Short, medium or long-term - Expand range of services/products provided	0	0	1,280	1,280	0	0	0	0	0	0.00%
J1G1	Still being in business in 10 years	0	0	0	0	0	0	0	0	0	0.00%
J1G4	Short, medium or long-term -Still being in business in 10 years	0	0	1,095	1,095	0	0	0	0	0	0.00%
J1H1	Providing employment for family	0	0	0	0	0	0	0	0	0	0.00%
J1H4	Short, medium or long-term - Providing employment for family	0	0	1,333	1,333	0	0	0	0	0	0.00%
J1I1	Providing employment for others outside the family	0	0	0	0	0	0	0	0	0	0.00%
J1I4	Short, medium or long-term - Providing employment for others outside the family	0	0	1,149	1,149	0	0	0	0	0	0.00%
J2A	When profits occur, do you systematically reinvest more than 50% in your establishment?	0	0	0	0	0	0	0	0	0	0.00%

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J2A1	If yes, where do you mostly reinvest ?	0	0	844	844	0	0	0	0	0	0.00%
J6E	Positive discrimination to promote gender equality in the workplace	0	0	0	0	0	0	0	0	0	0.00%
J6F	Introducing in the workplace policies and programs to facilitate an equilibrium between family responsibilities and work requirements	0	0	0	0	0	0	0	0	0	0.00%
COV_F1	Design and implement a strategy for protecting the safety and the health of all its employees?	0	0	0	0	0	0	0	0	0	0.00%
COV_F1A	Is this strategy consistent with official public guidelines?	0	0	325	325	0	0	0	0	0	0.00%
COV_F1B	Is this strategy benchmarked against those adopted by other similar establishments?	0	0	325	325	0	0	0	0	0	0.00%
COV_F1C	Is this strategy revised / updated to account for changes in the COVID ? 19 crisis?	0	0	325	325	0	0	0	0	0	0.00%
COV_F1D	Is this strategy monitored / controlled to ensure employees? adherence to policies and guidelines?	0	0	325	325	0	0	0	0	0	0.00%
COV_F1E	Do you intend to maintain this strategy after the COVID ? 19 crisis?	0	0	325	325	0	0	0	0	0	0.00%
COV_F1F	Working remotely from home as much as possible?	0	0	325	325	0	0	0	0	0	0.00%

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COV_F1F1	If yes, did you have the network capacity to implement this work approach?	0	0	1,415	1,415	0	0	0	0	0	0.00%
COV_F1F2	Did you acquire equipment to allow your employees to adopt this work approach?	0	0	1,415	1,415	0	0	0	0	0	0.00%
COV_F1F3	Did you have the data security to allow this work approach?	0	0	1,415	1,415	0	0	0	0	0	0.00%
COV_F1F4	Did you have the control processes to allow this work approach?	0	0	1,415	1,415	0	0	0	0	0	0.00%
COV_F1F5	Did you provide any special support for the employees working remotely?	0	0	1,415	1,415	0	0	0	0	0	0.00%
COV_F1F6	Did you establish new communication processes with employees?	0	0	1,415	1,415	0	0	0	0	0	0.00%
COV_F1F7	Did you retain outside services to implement this strategy?	0	0	1,415	1,415	0	0	0	0	0	0.00%
COV_F1G	Working on site with new safety measures on distancing and preventive health?	0	0	325	325	0	0	0	0	0	0.00%
COV_F1G1	If yes, did you introduce additional shifts to decrease the density of workers by shift?	0	0	366	366	0	0	0	0	0	0.00%
COV_F1G2	Did you buy new equipment to implement this strategy?	0	0	366	366	0	0	0	0	0	0.00%
COV_F1G3	Did you have to modify the job descriptions?	0	0	366	366	0	0	0	0	0	0.00%
COV_F1G4	Did you have to train employees?	0	0	366	366	0	0	0	0	0	0.00%

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COV_F1G5	Did you buy protection gear and material in sufficient quantity?	0	0	366	366	0	0	0	0	0	0.00%
COV_F2A	Set and put in action measures to continue having sales?	0	0	0	0	0	0	0	0	0	0.00%
COV_F2A1	Securing the establishment?s current clients?	0	0	645	645	0	0	0	0	0	0.00%
COV_F2A2	Developing new market segments?	0	0	645	645	0	0	0	0	0	0.00%
COV_F2A3	Finding new clients?	0	0	645	645	0	0	0	0	0	0.00%
COV_F2A4	Developing new products with the current infrastructure and technology of the establishment?	0	0	645	645	0	0	0	0	0	0.00%
COV_F2A5	Adapting the establishment?s distribution network?	0	0	645	645	0	0	0	0	0	0.00%
COV_F2A6	Online sales?	0	0	645	645	0	0	0	0	0	0.00%
COV_F2A7	Receiving payments from clients online?	0	0	645	645	0	0	0	0	0	0.00%
COV_F2A8	Do you intend to maintain any of these measures after the COVID-19 crisis?	0	0	645	645	0	0	0	0	0	0.00%
COV_F2B	Implement measures to secure the establishment?s financing sources for its operations?	0	0	0	0	0	0	0	0	0	0.00%
COV_F2B1	Using internal funds or retained earnings?	0	0	1,402	1,402	0	0	0	0	0	0.00%
COV_F2B2	Borrowing from commercial banks, government agencies or non-bank financial institutions?	0	0	1,402	1,402	0	0	0	0	0	0.00%
COV_F2B3	Receiving advances from clients (pre-financing)?	0	0	1,402	1,402	0	0	0	0	0	0.00%

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COV_F2B4	Purchasing on credit from suppliers?	0	0	1,402	1,402	0	0	0	0	0	0.00%
COV_F2B5	Partnering with other businesses?	0	0	1,402	1,402	0	0	0	0	0	0.00%
COV_F2B6	Selling some of the establishment's assets?	0	0	1,402	1,402	0	0	0	0	0	0.00%
COV_F2C	Implement measures to avoid disruptions on the supply chain?	0	0	0	0	0	0	0	0	0	0.00%
COV_F2C1	Securing the supply of raw materials?	0	0	1,534	1,534	0	0	0	0	0	0.00%
COV_F2C2	Using the establishment's inventory?	0	0	1,547	1,547	0	0	0	0	0	0.00%
COV_F2C3	Looking and obtaining substitutes for supplies or materials?	0	0	1,547	1,547	0	0	0	0	0	0.00%
COV_F2C4	Establishing prices reduction agreements?	0	0	1,547	1,547	0	0	0	0	0	0.00%
COV_F2C5	Buying or paying supplies online?	0	0	1,547	1,547	0	0	0	0	0	0.00%
COV_F2C6	Do you intend to maintain any of these measures after the COVID-19 crisis?	0	0	1,547	1,547	0	0	0	0	0	0.00%
J8A1	Are you aware the following programs available in your country? Programs to improve quality and obtain certification	0	0	0	0	0	0	0	0	0	0.00%
J8B1	Programs to improve quality and obtain certification - did your establishment apply for any of these programs?	0	0	1,765	1,765	0	0	0	0	0	0.00%

Variable	Label	Missing values				Effective missing values	Special codes			n	In % of total
		Blanks	Not provided (-88)	Automatic skip (-44)	Total		Not applicable (-77)	Don't know (-66)	Refused to answer (-99)		
J8C1	Programs to improve quality and obtain certification - did your establishment obtain the support?	0	0	1,926	1,926	0	0	0	0	0	0.00%
J8D1	Programs to improve quality and obtain certification - why not?	0	0	1,965	1,965	0	0	0	0	0	0.00%
J8A2	Are you aware the following programs available in your country? Training programs for employees	0	0	0	0	0	0	0	0	0	0.00%
J8B2	Training programs for employees - did your establishment apply for any of these programs?	0	0	799	799	0	0	0	0	0	0.00%
J8C2	Training programs for employees - did your establishment obtain the support?	0	0	1,509	1,509	0	0	0	0	0	0.00%
J8D2	Training programs for employees - why not?	0	0	1,787	1,787	0	0	0	0	0	0.00%
J8A3	Are you aware the following programs available in your country? Programs for cluster development	0	0	0	0	0	0	0	0	0	0.00%
J8B3	Programs for cluster development - did your establishment apply for any of these programs?	0	0	1,020	1,020	0	0	0	0	0	0.00%

Variable	Label	Missing values				Effective missing values	Special codes			n	In % of total
		Blanks	Not provided (-88)	Automatic skip (-44)	Total		Not applicable (-77)	Don't know (-66)	Refused to answer (-99)		
J8C3	Programs for cluster development - did your establishment obtain the support?	0	0	1,863	1,863	0	0	0	0	0	0.00%
J8D3	Programs for cluster development - why not?	0	0	1,893	1,893	0	0	0	0	0	0.00%
J8A4	Are you aware the following programs available in your country? Tax credit programs for innovation	0	0	0	0	0	0	0	0	0	0.00%
J8B4	Tax credit programs for innovation - did your establishment apply for any of these programs?	0	0	1,802	1,802	0	0	0	0	0	0.00%
J8C4	Tax credit programs for innovation - did your establishment obtain the support?	0	0	1,905	1,905	0	0	0	0	0	0.00%
J8D4	Tax credit programs for innovation - why not?	0	0	1,927	1,927	0	0	0	0	0	0.00%
J8A5	Are you aware the following programs available in your country? Subsidy programs for innovation	0	0	0	0	0	0	0	0	0	0.00%
J8B5	Subsidy programs for innovation - did your establishment apply for any of these programs?	0	0	1,759	1,759	0	0	0	0	0	0.00%

Variable	Label	Missing values				Effective missing values	Special codes			n	In % of total
		Blanks	Not provided (-88)	Automatic skip (-44)	Total		Not applicable (-77)	Don't know (-66)	Refused to answer (-99)		
J8C5	Subsidy programs for innovation - did your establishment obtain the support?	0	0	1,874	1,874	0	0	0	0	0	0.00%
J8D5	Subsidy programs for innovation - why not?	0	0	1,917	1,917	0	0	0	0	0	0.00%
J8A6	Are you aware the following programs available in your country? Technical assistance programs for technology adoption and management improvements	0	0	0	0	0	0	0	0	0	0.00%
J8B6	Technical assistance programs for technology adoption and management improvements - did your establishment apply for any of these programs?	0	0	1,704	1,704	0	0	0	0	0	0.00%
J8C6	Technical assistance programs for technology adoption and management improvements - did your establishment obtain the support?	0	0	1,873	1,873	0	0	0	0	0	0.00%
J8D6	Technical assistance programs for technology adoption and management improvements - why not?	0	0	1,898	1,898	0	0	0	0	0	0.00%
J8A7	Are you aware the following programs available in your country? Entrepreneurial support programs	0	0	0	0	0	0	0	0	0	0.00%

Variable	Label	Missing values				Effective missing values	Special codes			n	In % of total
		Blanks	Not provided (-88)	Automatic skip (-44)	Total		Not applicable (-77)	Don't know (-66)	Refused to answer (-99)		
J8B7	Entrepreneurial support programs - did your establishment apply for any of these programs?	0	0	900	900	0	0	0	0	0	0.00%
J8C7	Entrepreneurial support programs - did your establishment obtain the support?	0	0	1,781	1,781	0	0	0	0	0	0.00%
J8D7	Entrepreneurial support programs - why not?	0	0	1,843	1,843	0	0	0	0	0	0.00%
J8A8	Are you aware the following programs available in your country? Export promotion programs	0	0	0	0	0	0	0	0	0	0.00%
J8B8	Export promotion programs - did your establishment apply for any of these programs?	0	0	924	924	0	0	0	0	0	0.00%
J8C8	Export promotion programs - did your establishment obtain the support?	0	0	1,830	1,830	0	0	0	0	0	0.00%
J8D8	Export promotion programs - why not?	0	0	1,877	1,877	0	0	0	0	0	0.00%
J8A9	Are you aware the following programs available in your country? Gender equality support programs	0	0	0	0	0	0	0	0	0	0.00%
J8B9	Gender equality support programs - did your establishment apply for any of these programs?	0	0	1,716	1,716	0	0	0	0	0	0.00%

Variable	Label	Missing values				Effective missing values	Special codes			n	In % of total
		Blanks	Not provided (-88)	Automatic skip (-44)	Total		Not applicable (-77)	Don't know (-66)	Refused to answer (-99)		
J8C9	Gender equality support programs - did your establishment obtain the support?	0	0	1,885	1,885	0	0	0	0	0	0.00%
J8D9	Gender equality support programs - why not?	0	0	1,933	1,933	0	0	0	0	0	0.00%
COV_G1	Will you require financial support to ramp up your operations at the end of the COVID-19 crisis?	0	0	0	0	0	0	0	0	0	0.00%
COV_G1A	If yes, what kind of financial support will you need? Medium / long-term loans	0	0	1,513	1,513	0	0	0	0	0	0.00%
COV_G1A1	What amount will you need?Medium / long-term loans	0	0	1,770	1,770	0	0	4	0	4	0.20%
COV_G1B	If yes, what kind of financial support will you need? Line of credit	0	0	1,513	1,513	0	0	0	0	0	0.00%
COV_G1B1	What amount will you need?Line of credit	0	0	1,834	1,834	0	0	1	0	1	0.05%
COV_G1C	If yes, what kind of financial support will you need? Equity financing	0	0	1,513	1,513	0	0	0	0	0	0.00%
COV_G1C1	What amount will you need? Equity financing	0	0	1,961	1,961	0	0	0	0	0	0.00%
COV_G1D	If yes, what kind of financial support will you need? Government provided program	0	0	1,513	1,513	0	0	0	0	0	0.00%
COV_G1D1	What amount will you need? Government provided program	0	0	1,686	1,686	0	0	0	0	0	0.00%

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COV_G2	Will you require technical support to ramp up your operations at the end of the COVID-19 crisis?	0	0	0	0	0	0	0	0	0	0.00%
COV_G2A	Technological and Innovation support programs	0	0	1,249	1,249	0	0	0	0	0	0.00%
COV_G2B	Diversification of marketing and operations support programs	0	0	1,249	1,249	0	0	0	0	0	0.00%
COV_G2C	support market development	0	0	1,249	1,249	0	0	0	0	0	0.00%
COV_G2D	develop new foreign markets or new clients	0	0	1,249	1,249	0	0	0	0	0	0.00%
COV_G2E	maintain good supply relationships	0	0	1,249	1,249	0	0	0	0	0	0.00%
COV_G2F	maintain access to financing	0	0	1,249	1,249	0	0	0	0	0	0.00%
COV_G2G	maintain access to human resources	0	0	1,249	1,249	0	0	0	0	0	0.00%
COV_G2H	Cluster development programs	0	0	1,249	1,249	0	0	0	0	0	0.00%
COV_G2I	Training programs for employees oriented towards digitalization and online production and operation	0	0	1,249	1,249	0	0	0	0	0	0.00%
COV_G2J	Human resource support oriented towards organizational changes	0	0	1,249	1,249	0	0	0	0	0	0.00%
COV_G2K	Entrepreneurial support programs	0	0	1,249	1,249	0	0	0	0	0	0.00%
COV_G2L	Export promotion programs	0	0	1,249	1,249	0	0	0	0	0	0.00%
COV_G2M	Business development and strategies support programs	0	0	1,249	1,249	0	0	0	0	0	0.00%
COV_G2N	Financial management and administration programs	0	0	1,249	1,249	0	0	0	0	0	0.00%

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COV_G2O	What amount will you need for the technical support? (approximately)	0	0	1,249	1,249	0	0	0	0	0	0.00%
G1A	Are you concerned that your normal business operations might be interrupted by a natural or human caused disaster?	0	0	0	0	0	0	0	0	0	0.00%
G1A1A	Do you have a post disaster recovery plan in place to be able to resume operations?	0	0	0	0	0	0	0	0	0	0.00%
G1A1A1	Employee safety until help arrives	0	0	1,377	1,377	0	0	0	0	0	0.00%
G1A1A2	Communication with employees during disaster	0	0	1,377	1,377	0	0	0	0	0	0.00%
G1A1A3	List of important phone numbers and addresses	0	0	1,377	1,377	0	0	0	0	0	0.00%
G1A1A4	Assigned and clear responsibilities to employees	0	0	1,377	1,377	0	0	0	0	0	0.00%
G1A1A5	Communication strategy to prevent loss of clients	0	0	1,377	1,377	0	0	0	0	0	0.00%
G1A1A6	Rebuilding client lists	0	0	1,377	1,377	0	0	0	0	0	0.00%
G1A1A7	Rebuilding supplier lists	0	0	1,377	1,377	0	0	0	0	0	0.00%
G1A1A8	Retrieving access codes and credentials	0	0	1,377	1,377	0	0	0	0	0	0.00%
G1A1A9	Retrieving contracts and critical documents	0	0	1,377	1,377	0	0	0	0	0	0.00%
G1A1A10	Arrangements to move damaged production facilities elsewhere	0	0	1,377	1,377	0	0	0	0	0	0.00%
G1A1B1	Accounting	0	0	1,377	1,377	0	0	0	0	0	0.00%

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G1A1B2	Client and supplier lists	0	0	1,377	1,377	0	0	0	0	0	0.00%
G1A1B3	Contracts and purchase orders	0	0	1,377	1,377	0	0	0	0	0	0.00%
G1A1B4	Sensitive client information e.g. credit card data etc.	0	0	1,377	1,377	0	0	0	0	0	0.00%
G1A1B5	Other company data	0	0	1,377	1,377	0	0	0	0	0	0.00%
G1A1B	Have you ever conducted drills to test your recovery plan?	0	0	1,377	1,377	0	0	0	0	0	0.00%
G1A1C	Do you have financial resources set aside specifically for the purpose of disaster recovery?	0	0	1,377	1,377	0	0	0	0	0	0.00%
G1A1D	During previous disasters has your plan been put into use?	0	0	1,377	1,377	0	0	0	0	0	0.00%
G1A1D1	If yes, was this done successfully?	0	0	1,783	1,783	0	0	0	0	0	0.00%
G1A1D1A	If no, did you then modify	0	0	1,908	1,908	0	0	0	0	0	0.00%
G1A1	Do you know which parts of your business need to be operational as quickly as possible following a disaster?	0	0	0	0	0	0	0	0	0	0.00%
G1A2	Is your building able to withstand natural disasters, including damage protection for its contents and inventory?	0	0	0	0	0	0	3	0	3	0.15%
G1A3	Would you be able to stay open for business in the case of natural disasters if you would not be able to access your markets, your primary place of business or basic utilities?	0	0	0	0	0	0	0	0	0	0.00%

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G1A4	Do you ensure your suppliers have post disaster recovery plans?	0	0	0	0	0	0	0	0	0	0.00%
G1B	Are you aware of an existing public disaster preparedness program?	0	0	0	0	0	0	0	0	0	0.00%
G1B1	If yes, have you had to use it in the past?	0	0	989	989	0	0	0	0	0	0.00%
G1B1A	If yes, how would you rate its efficacy (table G1)?	0	0	1,721	1,721	0	0	0	0	0	0.00%
G1C	Are you aware of an existing public post-disaster recovery program?	0	0	0	0	0	0	0	0	0	0.00%
G1C1	If yes, have you had to use it in the past?	0	0	1,363	1,363	0	0	0	0	0	0.00%
G1C1A	If yes, how would you rate its efficacy (table G1)?	0	0	1,837	1,837	0	0	0	0	0	0.00%
COV_G4A	Your establishment assesses information needs and in particular it critically evaluates the credibility and reliability of sources of data, information and digital content	0	0	0	0	0	0	0	0	0	0.00%
COV_G4B	Your establishment adapts its searching strategy to find the most appropriate data, information and content in digital environments	0	0	0	0	0	0	0	0	0	0.00%

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COV_G4C	Your establishment has in place a system that explains to its employees how to access and navigate within data and content	0	0	0	0	0	0	0	0	0	0.00%
COV_G4D	Your establishment maintains a variety of search strategies	0	0	0	0	0	0	0	0	0	0.00%
COV_G4E	Your establishment adapts the management of information, data and content for appropriate retrieval and storage	0	0	0	0	0	0	0	0	0	0.00%
COV_G4F	Your establishment assesses the most appropriate digital technologies to share information and content	0	0	0	0	0	0	0	0	0	0.00%
COV_G4G	Your establishment maintains a variety of digital services in order to participate in the connected business world	0	0	0	0	0	0	0	0	0	0.00%
COV_G4H	Your establishment utilizes a variety of digital tools and technologies for collaborative processes	0	0	0	0	0	0	0	0	0	0.00%
COV_G4I	Your establishment evaluates the most appropriate ways of using and sharing personally identifiable information protecting its privacy that of its employees and of others	0	0	0	0	0	0	0	0	0	0.00%

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COV_G4J	Your establishment evaluates the appropriateness of privacy policy statements on how data are used.	0	0	0	0	0	0	0	0	0	0.00%
COV_G4K	Your establishment chooses the most appropriate solutions to protect the environment from the impact of digital technologies and their use	0	0	0	0	0	0	0	0	0	0.00%
COV_G4L	Your establishment assesses technical problems when using digital environments and operating digital devices	0	0	0	0	0	0	0	0	0	0.00%
COV_G4M	Your establishment chooses the most appropriate digital tools and possible technological responses to solve its technological needs	0	0	0	0	0	0	0	0	0	0.00%
COV_G4N	Your establishment provides training on digital competency to its employees	0	0	0	0	0	0	0	0	0	0.00%
COV_G4O	Your establishment provides equipment and devices to fully deploy digital competency	0	0	0	0	0	0	0	0	0	0.00%
JXA	Which decision maker was the respondent ?	0	1	0	1	1	0	0	0	1	0.05%
DD_END	FOR MAIN INTERVIEW ONLY Day (DD)	0	0	0	0	0	0	0	0	0	0.00%
MM_END	Month (MM)	0	0	0	0	0	0	0	0	0	0.00%
YY_END	Year (YYYY)	0	0	0	0	0	0	0	0	0	0.00%

Variable	Label	Missing values				Effective missing values	Special codes			n	In % of total
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K1A	I perceive the answers to questions regarding opinions and perceptions to be	0	0	0	0	0	0	0	0	0	0.00%
K1B	The answers to questions regarding figures	0	0	0	0	0	0	0	0	0	0.00%
K1C	This questionnaire was completed in	0	0	0	0	0	0	0	0	0	0.00%
K1D	The interview was done through which mode ?	0	0	0	0	0	0	0	0	0	0.00%
COMMENTS	Interviewer comments	0	0	0	0	0	0	0	0	0	0
COV_COMMENTS	Interviewer comments COVID portion	0	0	0	0	0	0	0	0	0	0
W_WEAK_IFPG	Weight: Weak	0	0	0	0	0	0	0	0	0	0
W_MEDIUM_IFPG	Weight: Medium	0	0	0	0	0	0	0	0	0	0
W_STRICT_IFPG	Weight: Strict	0	0	0	0	0	0	0	0	0	0