Documentation of the

Bundesbank Online Panel Firms (BOP-F)

Wave 4

Deutsche Bundesbank

Research Centre

Version 1.0 (3 February 2021)

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Notes

1. General coding

For all questions, the following codes apply.

-9999	Dropout: The respondent did not answer the question due to dropout
-9998	No answer: The respondent clicked "No answer" instead of answering the question
-9997	Don't know: The respondent clicked "Don't know" instead of answering the question
-9996	Does not apply: The respondent clicked "Does not apply to my enterprise" instead of answering the question
-6666	Does not apply: The question or response option was not shown to the respondent due to filters or prior item non-response
-5555	Recoded by BBk: A coding or data error that was recorded by the Bundesbank

2. Legend for question header

Each question header includes information on the name of the question, whether it was part of the core questionnaire ("Core"), included for a specific project ("Pro"), or part of descriptive statistics ("Descript"), the broad topic and the variable name(s).

Legend	Question name	Question source	Topic	Variable name
Example 1	003	Core	Perceived problems	percprob_[a-j]
Example 2	103	Pro	Supply chains qualitative	suppchains_[a-b]

3. Question filtering and coding

Coding details, filters and conditional redirects are highlighted by `Courier`. If questions are posed to all respondents, this is not explicitly stated. For filtered questions, the filter is listed at the top and refers to the question name, e.g.:

103	**Pro**	**Supply chain problems domestic or foreign**	**suppchain_[a-b]**
`Input filter: 001_d = 6 │ 7 │ 8 │ 9 │ 10`			

4. Variable names

Variable names are indicated in the top right corner. If the question has multiple items, the items are indicated by underscores and a letter. Enumeration letters correspond to variable names. The coding of the variables is numeric and indicates the scale.

001	**Core**	**Perceptions qualitative**	**percmacroquali_[a-g]**

QUESTION: How did the following metrics develop in your enterprise <u>over the past month</u>, i.e. from the end of August to the end of September 2020?

1 = Decreased significantly
2 = Decreased slightly
3 = Stayed roughly the same
4 = Increased slightly
5 = Increased significantly
-9996 = Does not apply to my enterprise

a   Turnover
b   Employment (measured in hours worked)
c   Access to intermediate inputs
d   Current trade receivables
e   Current trade payables
f   Short-term liquidity
g   Need for credit financing
h   Access to financing sources
i   Inventories (stock of intermediate products and finished goods)

Structure of the questionnaires and the dataset

Variable name	Topic	Wave 4	Origin
percmacroquali_[a-i]	Perceptions qualitative	001	Core
expmacroquali_[a-h]	Expectations qualitative	002	Core
percprob_[a-h]	Perceived problems	003	Core
prodchange	Production change due to COVID-19	401	Pro
proddeclinepoint	Production decline due to COVID-19	402A	Pro
prodincreasepoint	Production increase due to COVID-19	402B	Pro
pricechangequali_[a-e]	Price change	403	Pro
priceincreason1_[a-h]	Price increase reason 1	404A	Pro
priceincreason1_[a-f]	Price increase reason 2	404B	Pro
vateffectquali_[a-g]	VAT effect qualitative	405	Pro
financingquali_[a-g]	Financing sources qualitative	010	Core
creduse1_[a-b]	Credit use 1	004	Core
creduse2	Credit use 2	005A	Core
nocredreasons	Reasons for no credit	005B	Core
liquiditysourcequali_[a-j]	Liquidity sources	406	Pro
covidmeas1_[a-j]	COVID-19 support measures 1	407	Pro
covidmeas2_[a-h]	COVID-19 support measures 2	408	Pro
covidmeas3_[b-h]	COVID-19 support measures 3	409	Pro
remainliqui	Liquidity buffer	410	Pro
consent	Firm characteristics implicit	firmid	Descript
firmemploy	Firm characteristics explicit employment	firmemploy	Descript
firmturnover	Firm characteristics explicit turnover	firmturnover	Descript
firmsector	Firm characteristics explicit economic sector	firmsector	Descript
firmtype	Firm characteristics explicit ownership	firmtype	Descript
firmregion	Firm characteristics explicit region	firmregion	Descript
respondenttype_[a-k]	Characteristics of respondent	respondenttype	Descript
feedback_[a-b]	Feedback questions	006	Core
feedbackopen	Open feedback question	007	Core
panel	Panel participation	008	Core
contact	Contact	009	Core

000	Core	Opening 1

Welcome to the survey of firms conducted on behalf of the Deutsche Bundesbank.

Important information concerning the survey:

- To navigate through the survey, please only use the "Continue" button at the bottom of the screen. Please do <u>not</u> use the buttons in your browser or the back button on your phone or tablet.
- To ensure that the individual questions are displayed correctly, use an up-to-date browser such as Google Chrome, Mozilla Firefox (version 12 or later), Apple Safari (version 6 or later), Opera (version 20 or later) or Microsoft Edge. Using older browsers, particularly Internet Explorer 8 and earlier, can result in limited functionality in terms of design and ease of use.
- During the survey, there is **no** option to go back to questions previously answered. If you would like an overview of the full questionnaire, please visit https://www.bundesbank.de/en/bundesbank/research/pilot-survey-on-the-expectations-of-firms.

If you have any questions, problems or comments about navigating this questionnaire, you can contact the forsa Support Team from Monday to Friday between 09:00 and 18:00 on the free telephone number 0800 3677202 or by email at online-befragung@forsa.de. If you have any questions or comments on the content of the survey, please contact the Bundesbank's project team by calling +49 (0)69 9566 7623 or by email at unternehmensbefragung@bundesbank.de.

000	Core	Opening 2

Thank you for taking the time to complete this survey. The Deutsche Bundesbank would like to know how the coronavirus crisis has been affecting your enterprise over time and what you are currently expecting for the future.

It will take roughly 15 minutes to complete. Your answers will be treated confidentially. It will help us a great deal if you answer the questions as carefully as possible.

000	Core	Opening 3

The Deutsche Bundesbank attaches particular importance to protecting your data. All information you provide will be treated confidentially, in accordance with the legal provisions. Only a few employees at a Bundesbank data trustee will see your survey data after pseudonymisation. When Bundesbank employees receive your data, these data will be effectively anonymous. Published results are completely anonymous and therefore cannot be traced back to your enterprise. Your answers will help the Deutsche Bundesbank to fulfil its statutory tasks (to learn more about the Bundesbank's tasks, please click here). Only effectively anonymised data can be passed on to research institutions for research purposes that are related to the Bundesbank's tasks. You will find more information, details of how to contact the project team and selected results of the survey on the Bundesbank's website: https://www.bundesbank.de/en/bundesbank/research/pilot-survey-on-the-expectations-of-firms

Your participation in our survey is of course voluntary. By participating in this survey, you give your consent for your data to be stored, processed and shared for the purposes of the Deutsche Bundesbank fulfilling its tasks. You may withdraw your consent at any time. However, withdrawing your consent shall not affect the lawfulness of any processing that has taken place on the basis of this declaration of consent before it was withdrawn.

The following paragraph is shown only to newcomers, not to panelists:
During the survey, there will be two further requests for consent to link the survey data to business statistics and for another survey. (If you would like to know more about this, please click here.) Needless to say, you can choose not to consent to the above, though we would ask you to take part in the survey and fill in the other information. Your data will help the Deutsche Bundesbank fulfil its statutory tasks.

001	Core	Perceptions qualitative	percmacroquali_[a-i]

After the term "Access to financing sources", an info box (i) with the following definition is shown: "Access to financing sources describes the possibility of using various forms of external financing to finance your business activities, e.g. bank loans, trade credits, equity, debt securities or other financing instruments. If the possibilities of using these sources have deteriorated, please state "decreased"."

After the term "Access to intermediate inputs", an info box (i) with the following text is shown: "If access to intermediate inputs has deteriorated, please state "decreased"."

QUESTION: How did the following metrics develop in your enterprise in December 2020 compared with the previous month, i.e. November 2020?

1 = Decreased significantly

2 = Decreased slightly

3 = Stayed roughly the same

4 = Increased slightly

5 = Increased significantly

-9996 = Does not apply to my enterprise

a   Turnover

b   Employment (measured in hours worked)

c   Access to intermediate inputs

d   Current trade receivables

e   Current trade payables

f   Short-term liquidity

g   Need for credit financing

h   Access to financing sources

i   Inventories (stock of intermediate products and finished goods)

| 002 | Core | Expectations qualitative | expmacroquali_[a-h] |

QUESTION: How do you think the following metrics will develop in your enterprise <u>over the first six months</u> of this year, i.e. from the beginning of January to the end of June 2021, compared with the last six months of the previous year, i.e. from the beginning of July to the end of December 2020? Will …

1 = decrease significantly
2 = decrease slightly
3 = remain roughly the same
4 = increase slightly
5 = increase significantly
-9996 = Does not apply to my enterprise

a   turnover
b   employment (measured in hours worked)
c   access to intermediate inputs
d   current trade receivables
e   current trade payables
f   short-term liquidity
g   need for credit financing
h   sales prices in Germany

| 003 | Core | Perceived problems | percprob_[a-h] |

After the term "Access to financing sources", an info box (i) with the following definition is shown: "Access to financing sources describes the possibility of using various forms of external financing to finance your business activities, e.g. bank loans, trade credits, equity, debt securities or other financing instruments."

QUESTION: How problematic do you think the following aspects will be for your enterprise <u>over the first six months</u> of this year, i.e. from the beginning of January to the end of June 2021?

1 = No problem at all

2 -> 4 [no label]

5 = An extremely pressing problem

-9996 = Does not apply to my enterprise

Please select all answers that apply.

a   Lack of customer demand

b   High competitive pressure

c   Access to financing sources

d   Access to intermediate inputs

e   High production/labour costs

f   Availability of skilled workers and experienced managers

g   High level of regulation/government rules (**excluding** coronavirus-related restrictions/closures)

h   Closures or work restrictions due to the coronavirus pandemic

401	Pro	**Production change due to COVID-19**	prodchange

QUESTION: How did your production/business activity in December 2020 develop <u>as a result of the coronavirus pandemic</u> compared with the typical level of production/business activity in December, e.g. in 2019?

1 = Decreased
2 = Stayed roughly the same
3 = Increased
-9996 = Does not apply to my enterprise

402A	Pro	**Production decline due to COVID-19**	proddeclinepoint

Input filter: 401 = 1|2

Keep 401 visible when asking 402A

QUESTION: You indicated that your production/business activity decreased. How large was the decrease in your production/business activity in December 2020 <u>as a result of the coronavirus pandemic</u> compared with the typical level of production/business activity in December, e.g. in 2019?

Please enter a value in the input field.

[Input field] percent [value range 1-100]

402B	Pro	**Production increase due to COVID-19**	prodincreasepoint

Input filter: 401 = 4|5

Keep 401 visible when asking 402B

QUESTION: You indicated that your production/business activity increased. How large was the increase in your production/business activity in December 2020 <u>as a result of the coronavirus pandemic</u> compared with the typical level of production/business activity in December, e.g. in 2019?

Please enter a value in the input field. [Value range 1-999]

[Input field] percent

If value > 100, query: "Are you sure your production/business activity increased by more than 100%, i.e. it more than doubled?" Option to change input on the next page.

403	Pro	Price change	pricechangequali_[a-e]

After the term "gross prices", an info box (i) with the following text is shown: "If you only display your prices or quote them in contracts as net prices (i.e. excluding VAT), the question refers to the gross price, which is calculated by adding together the net price and the applicable VAT."

After the terms "VAT cut" and "VAT increase" in answers a and e, an info box (i) with the following text is shown: "The VAT cut took place on 1 July 2020 and the VAT increase on 1 January 2021. The question refers to any price changes you made in connection with the tax changes, even if you did not make them on these exact dates."

"Don't know" and "No answer" shown as soft prompts if no response selected and the participant clicked on "Continue"

QUESTION: How did gross prices (i.e. prices including VAT) develop on average for your customers (including other enterprises) across the entirety of your enterprise's products or services over the following periods?

1 = Decreased significantly

2 = Decreased slightly or decreased roughly in line with the VAT cut (question c)

3 = Stayed roughly the same

4 = Increased slightly or increased roughly in line with the VAT increase (question e)

5 = Increased significantly

-9996 = Does not apply to my enterprise

a   Over the period before the VAT cut until after the VAT increase

b   During the first lockdown in spring 2020 until before the VAT cut

c   In connection with the VAT cut in summer 2020

d   After the VAT cut until before the VAT increase

e   In connection with the VAT increase at the turn of 2020-21

404A	Pro	Price increase reason 1	priceincreason1_[a-h]

QUESTION: You indicated that your enterprise's gross prices [input from pricechangequali_e] [do not display "(question c)" or "(question e)" if answers 2 or 4 were selected] in connection with the VAT increase on 1 January 2021. How important were the following reasons for this?

1 = Not at all important

2 = Not important

3 = Neither unimportant nor important

4 = Important

5 = Very important

-9996 = Does not apply to my enterprise

a   Competitive pressure

b   Long-term customer loyalty (with corresponding impact on future profit)

c   Response by competitors: setting prices differently could have prompted competitors to respond to our detriment

d   Pricing as a means of safeguarding liquidity (e.g. stimulating demand or higher margins)

e   Changes in costs/cost expectations (e.g. labour, intermediate inputs, capital, hygiene measures)

f   Prices determined by existing long-term contracts

g   Targeted changes in inventories

h   Our enterprise offers products or services only to other enterprises

i   Other important reason (please specify) [input field] **vatincreason1_j**

404B	Pro	Price increase reason 2	priceincreason2_[a-f]

QUESTION: You indicated that the VAT increase does not apply to your enterprise's products or services. What are the reasons for this?

Please select all answers that apply.

0 = Category not selected

1 = Category selected

a   Our products or services are/our enterprise is exempt from VAT because :[Input field] **priceincreason2_e** [Participants are not required to state why they don't have to pay VAT]

b   The prices of our products or services are set (e.g. fixed book prices, official fee scale).

c   Our enterprise was closed due to government measures in connection with the coronavirus pandemic.

d   Other (please specify) :[Input field] **priceincreason2_f**

405	Pro	VAT effect qualitative	vateffectquali_[a-g]

QUESTION: How did the following metrics develop in your enterprise over the period of the temporary VAT cut (end of June 2020 to the end of 2020 or the last time before that when production or business activity took place)?

1 = Decreased significantly
2 = Decreased slightly
3 = Stayed roughly the same
4 = Increased slightly
5 = Increased significantly
-9996 = Does not apply to my enterprise

a   Short-term liquidity
b   Your enterprise's market share
c   Your enterprise's margins (i.e. prices exceeding marginal costs)
d   Your enterprise's profits
e   Inventories (stock of finished goods)
f   Gross prices (i.e. including VAT) of intermediate goods
g   Gross prices (i.e. including VAT) of your enterprise's competitors

010	Core	Financing sources qualitative	financingquali_[a-g]

QUESTION: Did your enterprise make use of the following financing instruments in October, November or December 2020?

1 = Yes

2 = No, but used prior to October 2020.

3 = No, not used prior to October 2020 either, but could become relevant in the future.

4 = No, never used and unlikely to be relevant in the future either.

For more information, please click the (i) button.

a   Retained earnings

b   Bank loans (excluding overdrafts)

c   Overdrafts

d   Government-sponsored loans

e   Trade credits (including advances and trade payables)

f   Equity

g   Other instruments (debt securities, other loans (including to affiliated enterprises), leases/hire purchase and factoring)

004	Core	Credit use 1		creduse1_[a-b]

After the term "government-sponsored loans", an info box (i) with the following definition is shown: "Government-sponsored loans include, for example, loans subsidised by the KfW Group or by state promotional banks."

QUESTION: In October, November or December 2020, did your enterprise negotiate with one or more banks with a view to taking out a loan or establishing a credit line?

Note: This does not include any government-sponsored loans.

1 = Yes

2 = No

a   Irrespective of the coronavirus crisis

b   Due to the coronavirus crisis

005A	Core	Credit use 2	creduse2

Input filter: creduse1_a = 1 and/or creduse1_b = 1

Keep 004 visible when asking 005A/005B

QUESTION: What was the outcome of the negotiations?

Please select all answers that apply.

1 = Loan/credit line was approved for the desired amount at the desired conditions (interest, collateral)

2 = Loan/credit line was approved for the desired amount but at less favourable conditions

3 = Loan/credit line was approved for a smaller amount, but at the desired conditions

4 = Loan/credit line was approved for a smaller amount and at less favourable conditions

5 = No decision has yet been made regarding the loan application.

6 = Loan negotiations concluded without a deal

005B	Core	Reasons for no credit	nocredreasons

Input filter: creduse1_a = 2 and creduse1_b = 2; creduse1_a = 2 and creduse1_b = -9997 | -9998; creduse1_a = -9997 | -9998 and creduse1_b = 2

Keep 004 visible when asking 005A/005B

QUESTION: What was the reason why you did not negotiate with banks in October, November and December 2020?

Please select all answers that apply.

1 = Not required

2 = Unlikely to be successful

3 = No longer required; planned borrowing postponed/cancelled due to current developments

406	Pro	Liquidity sources	liquiditysourcequali_[a-j]

Order of items a-h is generated randomly for each respondent.

For each individual answer, separate options "No answer" and "Don't know" are supplied as a soft prompt, i.e. after clicking "Continue" without having answered.

After the term "Labour costs", an info box (i) with the following text is shown: "E.g. Short-time work, wage cuts, redundancies."

After the term "Other", an info box (i) with the following text is shown: "Except for the financing sources already mentioned in a previous question (retained earnings, bank loans, overdrafts, government-sponsored loans, trade credits, equity, other instruments).

QUESTION: How important are the following measures, or how important have they been to date, in safeguarding liquidity in your enterprise during the coronavirus pandemic?

1 = Not at all important

2 = Not important

3 = Neither unimportant nor important

4 = Important

5 = Very important

-9996 = Does not apply to my enterprise

a   Not passing on temporary VAT cut or not passing it on in full

b   Raising prices

c   Cutting prices (including any reduction due to the VAT cut)

d   Increased sales of inventories of finished goods

e   Reducing labour costs/reducing production or the supply of services

f   Postponing or cancelling planned investments

g   Deferring payment obligations

h   Direct government transfer payments (e.g. compensation for lost turnover through "bridging aid")

i   Other measures (please specify) [Input field] liquiditysourcequali_j

407	Pro	COVID-19 support measures 1	covidmeas1_[a-j]

For each individual answer, separate options "No answer" and "Don't know" are supplied as a soft prompt, i.e. after clicking "Continue" without having answered.

QUESTION: Has your enterprise used the following government assistance measures since the onset of the coronavirus pandemic?

1 = Yes

2 = No, approval still pending

3 = No, as there is no need

4 = No, as not approved/not granted

5 = No, as this government assistance measure was not known about

-9996 = Does not apply to my enterprise

a Emergency aid (= grants from the Federal Government and/or the federal states, application deadline expired at the end of May 2020)

b Bridging aid (= grants under bridging aid packages I, II or III, as of July 2020)

c Extraordinary economic assistance in November/December (= Federal Government grants for parties severely affected by the lockdown as of November)

d Short-time work

e KfW special programme (= e.g. KfW Instant Loan or KfW Entrepreneur Loan)

f Deferral of tax payments (including increased scope to carry back losses) or social security contributions

g Guarantee programmes (= e.g. via guarantee banks or state government promotional institutions)

h Equity interests (= e.g. through the Federal Government's Economic Stabilisation Fund or the state governments' equity funds)

i Other measures (please specify) [input_field] covidmeas1_j

408	Pro	COVID-19 support measures 2	covidmeas2_[a-h]

Input filter: covidmeas1 = 1

List only answers a to h from 407, unless the participant answered 2,3,4,5 or -9996, in which case the answer should not be listed. It is important to stick to the same labels in 407 and 408 when coding the data, e.g. 407a -> 408a or 407h -> 408h, irrespective of how many answers are actually listed in 408.

QUESTION: And how important were the assistance measures you mentioned in the previous question for the continuation of your business activities?

1 = Not at all important

2 = Not important

3 = Neither unimportant nor important

4 = Important

5 = Very important

409	Pro	COVID-19 support measures 3	covidmeas3_[b-h]

Input filter: covidmeas1 = 1 & covidmeas2 ≠ 1 or covidmeas1 = 2

List only answers b to h from 407, unless the participant answered 2,3,4,5 or -9996, in which case the answer should not be listed. It is important to stick to the same labels in 407 and 409 when coding the data, e.g. 407a -> 409a or 407h -> 409h, irrespective of how many answers are actually listed in 409.

QUESTION: Assuming the following assistance measures are to be discontinued on the first day of next month, how well would your enterprise cope?

1 = Very well
2 -> 4 [no label]
5 = Very poorly

410	Pro	Liquidity buffer	remainliqui

After the question an info box (i) with the following definition is shown: "Liquid funds comprise funds – such as cash, bank balances, cheques etc. – that are used in particular to settle day-to-day business payments. If an enterprise no longer has enough liquid funds to cover its running costs, it may experience payment difficulties or even insolvency."

QUESTION: Based on the situation today and the most plausible scenario, for how long a period will your enterprise continue to have sufficient liquidity before having to discontinue or abandon its business activities?

Please select the answer that is most applicable.
1 = Up to one month
2 = Up to two months
3 = Up to six months
4 = Up to twelve months
5 = We generally have sufficient liquidity.
-9996 = Does not apply to my company.

consent	**Descript**	**Informed consent of matching**	consent
`Only new firms are to be asked`			

The information collected needs to be categorised in order to complete it. When evaluating the survey data, the Deutsche Bundesbank would therefore like to merge them with data it has on record to fulfil its tasks and which are kept in a separate database of enterprises at its premises in Frankfurt. If you do not consent to this, the Deutsche Bundesbank will rely on you to categorise this information yourself by means of additional questions. As you can see, these data relate to the size, balance sheet, legal form, economic sector and other structural details of your enterprise. Your consent is required to merge these data with the survey data.

The data records will be merged at a data trustee – the Deutsche Bundesbank's Research Data and Service Centre (RDSC). The security of your data is ensured when this information is subsequently processed at the RDSC. Your consent is of course voluntary. You may withdraw it at any time. However, withdrawing your consent shall not affect the lawfulness of any processing that has taken place on the basis of this declaration of consent before it was withdrawn.

1 = Yes, consent granted.
2 = No, consent not granted.
3 = I am not authorised to grant consent.

firmemploy	**Descript**	**Firm characteristics explicit employment**	**firmemploy**
`Only new firms are to be asked`			

QUESTION: How many employees did your enterprise have on 31 December 2019?

1 = 1 to 10 employees
2 = 11 to 50 employees
3 = 51 to 200 employees
4 = 201 to 1,000 employees
5 = More than 1,000 employees

firmturnover	**Descript**	**Firm characteristics explicit turnover**	**firmturnover**
`Only new firms are to be asked`			

Volume of business and value added (i.e. the economic value that your enterprise adds to its products or services) are key factors for determining employment growth. By volume of business, we generally mean turnover (excluding VAT); for banks/credit institutions, we mean gross interest and commission income and net trading income; for insurance corporations, we mean gross premiums written.

QUESTION: What was the volume of business of your enterprise in 2019?

1 = €1 to €1 million
2 = More than €1 million and up to €7 million
3 = More than €7 million and up to €34 million
4 = More than €34 million and up to €229 million

5 = More than €229 million

firmsector	Descript	Firm characteristics explicit economic sector	firmsector

After the term "Economic sector", an info box (i) with the following explanation is shown: "All economic sectors according to the IAB Establishment Panel classification are listed here."

QUESTION: To which economic sector does your enterprise best belong?

For more information, please click the (i) button.

1 = Agriculture, forestry and fishing

2 = Mining and quarrying, electricity, gas and water supply

3 = Sewerage and waste management

4 = Food products, beverages and tobacco

5 = Consumer products (excluding manufacture of timber products)

6 = Industrial goods (including manufacture of timber products)

7 = Capital and consumer goods

8 = Construction

9 = Wholesale, sale and repair of motor vehicles

10 = Retail

11 = Transportation and warehousing

12 = Information and communication

13 = Hotels and restaurants

14 = Financial and insurance activities

15 = Economic, scientific and freelance services

16 = Education

17 = Health and social services

18 = Other services

19 = Representations of interests

20 = Public administration, defence, social security

firmtype	Descript	Firm characteristics explicit ownership	firmtype

All firms are to be asked

QUESTION: How would you describe your enterprise, is it …?

Please select all answers that apply.

[a] an independent profit-driven enterprise that makes its own financial decisions

[b] a branch of another enterprise

[c] a subsidiary of another enterprise

[d] a non-profit institution

[e] a family business

firmregion	Descript	Firm characteristics explicit region	firmregion

QUESTION: In which federal state is your enterprise's head office in Germany based?

1 = Baden-Württemberg

2 = Bavaria

3 = Berlin

4 = Brandenburg

5 = Bremen

6 = Hamburg

7 = Hesse

8 = Mecklenburg-West Pomerania

9 = Lower Saxony

10 = North Rhine-Westphalia

11 = Rhineland-Palatinate

12 = Saarland

13 = Saxony

14 = Saxony-Anhalt

15 = Schleswig-Holstein

16 = Thuringia

Respondenttype	Descript	Characteristics of respondent	Respondenttype_[a-k]

All firms are to be asked

We would now like to learn more about you and your role in your enterprise.

Please select all answers that apply.

QUESTION: In which area of your enterprise do you work?

[a] Management board

[b] Finance/control/accounting

[c] Sales/marketing/communication

[d] Another area (please specify): [Input field] **respondenttype_e**

QUESTION: Which job title best describes your role?

Please select all answers that apply.

[f] Owner/executive director/member of the management board/holder of a general commercial power of attorney

(*Prokura*)

[g] Head of division

[h] Team leader

[i] Clerical officer

[j] Other (please specify): [Input field] **respondenttype_k**

006	Core	Feedback questions	feedback_[a-b]

We would now like you to answer a few questions regarding your assessment of the survey.

QUESTION: How difficult did you find the survey overall?

1 = Very difficult
2 = Somewhat difficult
3 = Partly difficult/partly easy
4 = Somewhat easy
5 = Very easy

QUESTION: How did you find the length of the survey?

1 = Far too long
2 = Somewhat too long
3 = Just right
4 = Somewhat too short
5 = Far too short

007	Core	Open feedback question	feedbackopen

Variable is not included in the scientific use file.

QUESTION: Do you have any comments, criticism or suggestions regarding the survey? If so, you can enter them here.

Please type your answer in the text field.

[Input field]

008	Core	Panel participation	panel

QUESTION: In order to find out how you continue to manage the crisis and how your enterprise develops over the next few years, going forward, we would like to invite you to complete a survey at intervals of one to six months. We will need to keep your contact details on file so that we can get in touch with you about the new survey. To do this, we require your consent under the Data Protection Act.

Your contact details will be kept separately from the questionnaire and solely for the purpose of this further survey. They will never be traced back to the answers you have provided. Your information will remain anonymous as described above and your data will never be passed on to third parties. Once the last survey is complete, your contact details will be permanently deleted. The data protection statement on the processing of personal contact details, as well as contact details for the data protection officer and information about the rights of data subjects can be found in the general data protection notice at www.bundesbank.de/unternehmensstudie.

We would be very grateful if you decided to continue participating in our research project. Of course, this is also voluntary and you can withdraw your consent at any time.

I agree that my address may be kept on file for further surveys: (please select)

1 = Yes
2 = No

009	Core	Contact	contact

QUESTION: To make it easier for us to contact you about a new survey, please give us an email address where we can contact your enterprise. This email address will not be used for any other purpose and will be treated like your other contact details.

[Input field]