

**Documentation of the
Bundesbank Online Panel Pilot Survey of Firms**

Wave 1

Deutsche Bundesbank
Research Centre

Version: 1.0 (15.06.2020)

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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 on "keine Angabe" instead of answering the question
-9997	Don't know: The respondent clicked on "weiß nicht" 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-nonresponse
-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. In case 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]
<p>QUESTION: How have the following business metrics developed over the past month?</p> <p>1 = decreased significantly 2 = decreased slightly 3 = stayed roughly the same 4 = increased slightly 5 = increased significantly</p> <p>a Sales b Employment (measured in hours worked) c Access to intermediate inputs d Current trade payables e Current trade receivables f Short-term liquidity g Inventories (stock of intermediate products and finished goods)</p>			

Structure of the questionnaires and the dataset

Variable name	Topic	Wave 1	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 coronavirus pandemic	101	Pro
proddeclinepoint	Production decline due to coronavirus pandemic	102A	Pro
prodincreasepoint	Production increase due to coronavirus pandemic	102B	Pro
employcorona_[a-d]	Employment reactions to coronavirus pandemic	103	Pro
suppchain_[a-b]	Supply chain problems domestic or foreign	104	Pro
financingquali_[a-g]	Financing sources qualitative	105	Pro
creduse1_[a-b]	Credit use 1	004	Core
creduse2	Credit use 2	005A	Core
nocredreasons	Reasons for no credit	005B	Core
credkfw1_[a-b]	Credit guaranteed by the KfW requested	106	Pro
credkfw2	Credit guaranteed by the KfW request outcome	107A	Pro
nocredkfw	Reasons for no KfW credit	107B	Pro
liquiditycrisis	Liquidity during crisis	108	Pro
firmid	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
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
<p>Welcome to the survey of firms conducted on behalf of the Deutsche Bundesbank.</p> <p>Important information about the survey:</p> <ul style="list-style-type: none"> ▪ To navigate through the survey, please only use the “continue” button at the bottom of the questionnaire. 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 limitations in the design and ease of use. ▪ During the survey, there is no option to return to questions previously answered. If you would like to get an overview of the full questionnaire, you can find this on bundesbank.de/unternehmensstudie. <p>If you have any questions, problems or comments on the usability of the questionnaire, the forsa support team is available Monday to Friday from 09:00 to 18:00 on the free telephone number 0800 367 72 02 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 4396 or emailing unternehmensbefragung@bundesbank.de.</p>		

000	CORE	OPENING 2
<p>Thank you for taking the time to complete this survey. The Deutsche Bundesbank would like to know how the coronavirus crisis is affecting your enterprise and what your future expectations are.</p> <p>It will take around 15 minutes to answer the questions. Your answers will be treated in a confidential manner. Please help us by answering the questions as carefully as possible.</p>		

000	CORE	OPENING 3
<p>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, it is effectively anonymous. Published results are completely anonymous and therefore do not allow any conclusions to be drawn about 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 such research purposes that are related to the Bundesbank's tasks. You can find more information, details of contact persons for technical issues and selected results of the survey on the Bundesbank's website: www.bundesbank.de/pilot-survey-firms.</p> <p>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. 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.) You may of course decline to give your consent. However, we would ask you to take part in the survey and fill in the other information. Your information helps the Deutsche Bundesbank to fulfil its statutory tasks.</p>		

001	CORE	Perceptions qualitative	percmacroquali_[a-i]
<p>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 indicate a decrease."</p>			
<p>QUESTION: How have the following metrics developed in your enterprise over the past month?</p> <p>1 = decreased significantly 2 = decreased slightly 3 = stayed roughly the same 4 = increased slightly 5 = increased significantly</p> <p>a Sales 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)</p>			

002	CORE	Expectations qualitative	expmacroquali_[a-h]
<p>QUESTION: What developments do you expect in the following metrics in your enterprise over the next six months? Will ...</p> <p>1 = decrease significantly 2 = decrease slightly 3 = stay roughly the same 4 = increase slightly 5 = increase significantly</p> <p>a Sales 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</p>			

003	CORE	Perceived problems	percprob_[a-h]
Order of the first eight categories is generated randomly for each respondent.			
<p>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 you are expecting problems with the possibilities of using these sources, please enter a larger number."</p>			
<p>QUESTION: How problematic do you think the following aspects will be for your enterprise over the next six months?</p> <p>1 = no problem at all 2 -> 4 [no label] 5 = an extremely pressing problem</p> <p>Please select the answers that apply.</p> <ul style="list-style-type: none"> 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 h Closures or work restrictions due to the coronavirus pandemic 			

101	PRO	Production change due to coronavirus pandemic	● prodchange
<p>QUESTION: How has your production/business activity changed as a result of the coronavirus pandemic?</p> <p>1 = decreased 2 = stayed the same 3 = increased</p>			

102A	PRO	Production decline due to coronavirus pandemic	proddeclinepoint
<p>Input filter: 101 = 1</p> <p>Keep 101 visible when asking 102A</p>			
<p>QUESTION: Your production/business activity has decreased as a result of the coronavirus pandemic.</p> <p>How large was the decrease in your production/business activity as a result of the coronavirus pandemic in the month of May compared with a “normal” situation, e.g. in May 2019?</p> <p>Please enter a value in the input field.</p> <p>[Input field] percent [value range 1-100]</p>			

102B	PRO	Production increase due to coronavirus pandemic	prodincreasepoint
<p>Input filter: 101 = 3</p> <p>Keep 101 visible when asking 102B</p>			
<p>QUESTION: Your production/business activity has increased as a result of the coronavirus pandemic.</p> <p>How large was the increase in your production/business activity as a result of the coronavirus pandemic in the month of May compared with a “normal” situation, e.g. in May 2019?</p> <p>Please enter a value in the input field. [Value range 1-999]</p> <p>[Input field] percent</p> <p>If value > 100, query: “Are you sure that your production/business activity has increased by more than 100%, i.e. has more than doubled?” Option to change input on the next page.</p>			

103	PRO	Employment reactions to coronavirus pandemic	employcorona_[a-d]												
<p>[if 001_b = 1]</p> <p>At the beginning, you stated that employment in your enterprise has decreased significantly.</p> <p>[if 001_b = 2 3 4 5 -9997 -9998 and 002_b = 1]</p> <p>At the beginning, you stated that employment in your enterprise will probably decrease significantly.</p> <p>[if 002_b = 2 3 4 5 -9997 -9998]</p> <p>[No introductory text]</p> <p>QUESTION: As a result of the coronavirus pandemic, what percentage of your employees are or will probably be affected within the next six months by ...</p> <p>Please enter a value in each of the input fields (without decimal places).</p> <table data-bbox="215 813 1374 958"> <tr> <td>a</td> <td>Short-time work</td> <td>[Input field] percent</td> </tr> <tr> <td>b</td> <td>Wage/salary cuts</td> <td>[Input field] percent</td> </tr> <tr> <td>c</td> <td>Lay-offs</td> <td>[Input field] percent</td> </tr> <tr> <td>d</td> <td>Working from home</td> <td>[Input field] percent</td> </tr> </table>				a	Short-time work	[Input field] percent	b	Wage/salary cuts	[Input field] percent	c	Lay-offs	[Input field] percent	d	Working from home	[Input field] percent
a	Short-time work	[Input field] percent													
b	Wage/salary cuts	[Input field] percent													
c	Lay-offs	[Input field] percent													
d	Working from home	[Input field] percent													
<p>[if 002_b = 1 2 and 103_a and 103_c no positive value]: Error message</p> <p>“You stated previously that employment in your enterprise will probably decrease over the next six months. Here, for “short-time work” and “lay-offs”, you did not enter a positive value for the percentage of your employees who will be affected. Would you like to adjust your response? If not, simply click on “continue” again to keep the information as it is.</p>															

104	PRO	Supply chain problems domestic or foreign	suppchain_[a-b]
Input filter: 001_c = 1 2 and/or 002_c = 1 2 and/or 003_d = 4 5			
[if 001_c = 1 2]			
At the beginning, you stated that access to intermediate inputs has decreased.			
[if 001_c = 3 4 5 -9997 -9998 and 002_c = 1 2]			
At the beginning, you stated that access to intermediate inputs will probably decrease.			
[if 001_c = 3 4 5 -9997 -9998 and 002_c = 3 4 5 -9997 -9998] and 003_d = 4 5			
At the beginning, you stated that access to intermediate inputs is a pressing problem for your enterprise.			
QUESTION: Does this relate to deliveries from ...			
1 = Germany			
2 = abroad			
3 = Germany and abroad			
QUESTION: Is there a possibility of switching to alternative, immediately available goods?			
1 = no			
2 = yes, to goods from Germany			
3 = yes, to goods from abroad			
4 = yes, to goods from Germany and abroad			

105	PRO	Financing sources qualitative	financingquali_[a-g]
<p>After the term "government-sponsored loans", an info box (i) with the following definition is shown: "Government-sponsored loans include, for example, public sector support in the form of guarantees or reduced interest rates."</p>			
<p>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.</p>			
<p>QUESTION: How important were the following financing sources for your enterprise in March, April and May 2020?</p> <p>1 = not at all important 2 = not important 3 = occasionally important 4 = important 5 = very important</p> <p>For more information, please click on the (i) button.</p> <ul style="list-style-type: none"> a Retained earnings b Bank loans 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), leasing/rental purchase and factoring) 			

004	CORE	Credit use 1	creduse1_[a-b]
<p>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 KfW or by state promotional banks."</p>			
<p>QUESTION: In March, April or May 2020, did your enterprise negotiate with one or more banks with a view to taking out a loan or establishing a credit line?</p> <p>Note: this does not include any government-sponsored loans.</p> <p>1 = yes 2 = no</p> <p>a regardless of the coronavirus crisis b because of the coronavirus crisis</p>			

005A	CORE	Credit use 2	creduse2
<p>Input filter: creduse1_a = 1 and/or creduse1_b = 1</p> <p>Keep 004 visible when asking 005A/005B</p>			
<p>QUESTION: What was the outcome of the negotiations?</p> <p>Please select the answers that apply.</p> <p>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 ended without approval</p>			

005B	CORE	Reasons for no credit	nocredreasons
<p>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</p> <p>Keep 004 visible when asking 005A/005B</p>			
<p>QUESTION: What was the reason?</p> <p>Please select the answers that apply.</p> <p>1 = not required 2 = unlikely to be successful 3 = no longer required; planned borrowing postponed/cancelled due to current developments</p>			

106	PRO	Credit guaranteed by the KfW requested	credkfw1_[a-b]
<p>QUESTION: In March, April or May 2020, did your enterprise apply for a loan sponsored by KfW or the state promotional banks?</p> <p>1 = yes 2 = no</p> <p>a regardless of the coronavirus crisis b because of the coronavirus crisis</p>			

107A	PRO	Credit guaranteed by the KfW request outcome	credkfw2
<p>Input filter: credkfw1_a = 1 and/or credkfw1_b = 1</p> <p>Keep 106 visible when asking 107A</p>			
<p>QUESTION: What was the outcome of the negotiations?</p> <p>Please select the answers that apply.</p> <p>1 = loan/credit line was approved for the desired amount 2 = loan/credit line was approved for a smaller amount 3 = no decision has yet been made regarding the loan application 4 = loan negotiations ended without approval</p>			

107B	PRO	Reasons for no KfW credit	nocredkfw
<p>Input filter: credkfw1_a = 2 and credkfw1_b = 2; credkfw1_a = 2 and credkfw1_b = -9997 -9998; credkfw1_a = -9997 -9998 and credkfw1_b = 2</p> <p>Keep 106 visible when asking 107B</p>			
<p>QUESTION: What was the reason?</p> <p>1 = no need 2 = unlikely to be successful 3 = conditions of government-sponsored loans not suited to requirements</p>			

108	PRO	Liquidity during crisis	liquiditycrisis
<p>QUESTION: Do you expect the total volume of government support measures (e.g. KfW loans, Economic Stabilisation Fund, direct grants, liquidity assistance, etc.) and existing financing sources to be sufficient to ensure the supply of liquidity to your enterprise during the current coronavirus crisis?</p> <p>1 = the total amount will probably be sufficient to cope with the current crisis, even if the current restrictions are extended until the end of July. 2 = the total amount will probably be sufficient to cope with the current crisis, but only if the current restrictions are eased in June. 3 = even if the current restrictions are eased in June, the total amount will probably not be sufficient; further government support measures are needed. 4 = even if the current restrictions are eased in June, the total amount will probably not be sufficient; recourse to other financing sources is envisaged (e.g. bank loans, capital market issuance, trade finance, financing via affiliated enterprises, etc.). 5 = not possible to say.</p>			

firmid	DESCRIPT	Firm characteristics implicit	firmid
<p>In order to complete the information we collect, we need to categorise it. When evaluating the results of the survey, the Deutsche Bundesbank would therefore like to feed in data it has obtained through fulfilling its tasks and which are saved 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 questions relate to the size, balance sheet, legal form, economic sector and other structural details of your enterprise. We require your consent to feed these data into the survey data.</p> <p>The information is compiled at a data trustee unit – 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. Of course, your consent is 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.</p> <p>1 = yes, consent granted. 2 = no, consent not granted. 3 = I am not authorised to grant consent.</p>			

firmemploy	DESCRIPT	Firm characteristics explicit employment	firmemploy
<p>QUESTION: How many employees did your enterprise have on 31 December 2019?</p> <p>1 = 1 to 10 employees 2 = 11 to 50 employees 3 = 51 to 200 employees 4 = 201 to 1,000 employees 5 = over 1,000 employees</p>			

firmturnover	DESCRIPT	Firm characteristics explicit turnover	firmturnover
<p>Volume of business and value added (i.e. the enterprise's own performance) are key drivers of developments in employment. By volume of business, we generally mean sales (excluding VAT); for banks/credit institutions, we mean gross interest income, commission income and net trading income; for insurance corporations we mean gross contribution receipts.</p>			
<p>QUESTION: What was the volume of business of your enterprise in 2019?</p>			
<p>1 = €1 to €1 million</p>			
<p>2 = over €1 million and up to €7 million</p>			
<p>3 = over €7 million and up to €34 million</p>			
<p>4 = over €34 million and up to €229 million</p>			
<p>5 = over €229 million</p>			

firm sector	DESCRIP	Firm characteristics explicit economic sector	firmsector
<p>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."</p>			
<p>QUESTION: To which economic sector does your enterprise best belong?</p> <p>For more information, please click on the (i) button.</p> <p>1 = Agriculture, hunting and forestry, fishing 2 = Mining and quarrying, electricity and water supply 3 = Sewerage and waste management; recycling 4 = Food and beverages 5 = Non-durable consumer goods 6 = Producer goods 7 = Capital and durable consumer goods 8 = Construction 9 = Wholesale trade; sales, maintenance and repair of motor vehicles 10 = Retail trade 11 = Transport and storage 12 = Information and communication 13 = Accommodation and food services 14 = Financial and insurance services 15 = Professional, scientific and technical activities 16 = Education 17 = Human health and social work 18 = Other services 19 = Activities of membership organisations 20 = Public administration and defence; social security</p>			

firmregion	DESCRIPT	Firm characteristics explicit region	firmregion
<p>QUESTION: In which federal state is your enterprise's head office in Germany based?</p> <p>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</p>			

respondenttype	DESCRIPT	Characteristics of respondent	respondenttype_[a-k]
<p>We would now like to learn more about your role in your enterprise. Please select the answers that apply.</p> <p>QUESTION: In which area of your enterprise do you work?</p> <p>[a] management board [b] finance/controlling/accounting [c] sales/marketing/communication [d] another area (please specify): [Input field] respondenttype_e</p>			
<p>QUESTION: Which job title best describes your role?</p> <p>Please select the answers that apply.</p> <p>[f] owner/executive director/member of the management board/holder of a general commercial power of attorney [g] head of division [h] team leader [i] clerical officer [j] other (please specify): [Input field] respondenttype_k</p>			

006	CORE	Feedback questions	feedback_[a-b]
<p>We would now like you to answer a few questions regarding your assessment of the survey.</p> <p>QUESTION: How <u>difficult</u> did you find the survey overall?</p> <p>1 = very difficult 2 = rather difficult 3 = partly difficult/partly easy 4 = rather easy 5 = very easy</p>			
<p>QUESTION: How did you find <u>the length</u> of the survey?</p> <p>1 = far too long 2 = a little too long 3 = just right 4 = a little too short 5 = far too short</p>			

007	CORE	Open feedback question	feedbackopen
<p>Variable is not included in the scientific use file.</p>			
<p>QUESTION: If you have any suggestions or criticism about the survey, please let us know here:</p> <p>Please type your answer in the text field.</p> <p>[Input field]</p>			

008	CORE	Panel participation	panel
<p>QUESTION: 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 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.</p> <p>Your contact details will be kept separately from the questionnaire and solely for the purpose of this further survey. They will never be traced 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 officers and information about the rights of data subjects can be found in the general data protection notice at www.bundesbank.de/pilot-survey-firms.</p> <p>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.</p> <p>I agree that my address may be kept for further surveys: (Please select)</p> <p>1 = yes 2 = no</p>			

009	CORE	Contact	contact
<p>Input filter panel = 1</p> <p>QUESTION: So that we can get in touch with you more easily, please provide us with an email address which we can use to contact your enterprise regarding a further survey. This email address will not be used for any other purpose and will be treated like your other contact details.</p> <p>[Input field]</p>			