

# The Egyptian Industrial Firm Behavior Survey (2020/21)

15<sup>th</sup> November 2020

**Form 2: for firms that have exited the market or those temporarily closed**

All data are confidential and will only be used for research purposes

Amirah El-Haddad designed the two questionnaires for open and closed firms, with inputs from May Gadallah and Chahir Zaki. Zakaria Othman conducted the sampling. CDB collected the data. The German Institute of Development and Sustainability (IDOS) provided the financial contribution under MENA project #: 9002101 directly funded by the Federal Ministry of Economic Cooperation and Development (Germany), the BMZ. ERF cleaned and harmonized the respective data files for public access through OAMDI, 2023

Introduction to the interviewee: Good morning, my name is ..... We are conducting a survey to assessing COVID virus impact on the industrial sector and how companies will respond to the crisis. Your participation is important to us, and will help guide the government to adopt the most beneficial policies for the sector and your establishment during the crisis. We guarantee the confidentiality of your data.

**Screening Questions:**

F1	What is the current status of this establishment? Record the status on a card to remind you by the answer in order to determine the followed skip pattern	Exited the market.....1															
		Temporarily closed.....2															
		<input type="text"/>															
F2	When did the establishment temporary close or exit the market? * If day is not known, respondent gives an approximate answer. * Complete the form with "all" temporarily closed firms. * For firms that exited the market: do not complete the form if firm closed on or before 30 April 2020, i.e. the firm must have been operating before Corona and at least a month after Corona. But complete 1.1-1.10 and what you can by yourself from section's 1 identification questions	<table border="1"> <tr> <td colspan="2">1. Day</td> <td colspan="2">2. Month</td> <td colspan="2">3. Year</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </table>				1. Day		2. Month		3. Year		<input type="text"/>					
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<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>												

**Administrative questions:** The interviewer answers the questions for any establishment that did not fully complete this form, either for respondent's refusal, or establishment closure before April 2020, or for any other reason described below.

No.	Questions	Code
A1	Is the establishment data fully collected? This question will be entered after completing the interview	Yes.....1 → A4 No.....2
A2	Did the respondent refuse to answer this questionnaire?	Yes.....1 No.....2 <input type="text"/>
A3	What is the state of this establishment?	Demolished.....1
		Has not been located.....2
		Converted into a house.....3
		Different institution was found.....4
		Closed on or before 30 April 2020.....5
		Other (mention).....6
A4	Please specify the dates of all interviews	First interview    Day...1    Month..2    Year....3 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
		Second interview    Day...1    Month..2    Year....3 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
		Third interview    Day...1    Month..2    Year....3 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
A5	Interviewer's name	
A6	Interviewer's number	
A7	Interviewer's notes	

**Form 2 for firms that exited the market or those temporarily closed**

**1. Identification data (applicable law, region and sector) same as open form except for the wording of 1.26-1.32 wording**

**1.1 to 1.10 to be completed by the enumerator prior to the interview.  
Establishment manager answers starting from 1.11.**

1A	Respondent name																																																							
1B	Respondent phone number																																																							
1C	Respondent title																																																							
1.1.	Establishment CDB ID	<input type="text"/>																																																						
1.2.	Establishment name	..... .....																																																						
1.3.	Chairman / managing director name	..... .....																																																						
1.4.	Establishment full address	..... .....																																																						
1.5.	Establishment phone number	..... .....																																																						
1.6.	Email	.....																																																						
1.7.	Administration address if different from the establishment address	..... .....																																																						
1.8.	Governorate <input type="text"/>	<table border="1"> <thead> <tr> <th>Code</th> <th>Governorate</th> </tr> </thead> <tbody> <tr><td>01</td><td>Cairo</td></tr> <tr><td>02</td><td>Alexandria</td></tr> <tr><td>03</td><td>Port Said</td></tr> <tr><td>04</td><td>Suez</td></tr> <tr><td>05</td><td>Damietta</td></tr> <tr><td>06</td><td>Dakahlia</td></tr> <tr><td>07</td><td>Sharqia</td></tr> <tr><td>08</td><td>Qalyubia</td></tr> <tr><td>09</td><td>Kafr El Sheikh</td></tr> <tr><td>010</td><td>Gharbia</td></tr> <tr><td>011</td><td>Monufia</td></tr> <tr><td>012</td><td>Behira</td></tr> <tr><td>013</td><td>Ismailia</td></tr> <tr><td>014</td><td>Giza</td></tr> <tr><td>015</td><td>Bani Sweif</td></tr> <tr><td>016</td><td>Fayoum</td></tr> <tr><td>017</td><td>Minya</td></tr> <tr><td>018</td><td>Asyut</td></tr> <tr><td>019</td><td>Sohag</td></tr> <tr><td>020</td><td>Qena</td></tr> <tr><td>021</td><td>Aswan</td></tr> <tr><td>022</td><td>Luxor</td></tr> <tr><td>023</td><td>The Red Sea</td></tr> <tr><td>024</td><td>New Valley</td></tr> <tr><td>025</td><td>Matrouh</td></tr> <tr><td>026</td><td>North Sinai</td></tr> </tbody> </table>	Code	Governorate	01	Cairo	02	Alexandria	03	Port Said	04	Suez	05	Damietta	06	Dakahlia	07	Sharqia	08	Qalyubia	09	Kafr El Sheikh	010	Gharbia	011	Monufia	012	Behira	013	Ismailia	014	Giza	015	Bani Sweif	016	Fayoum	017	Minya	018	Asyut	019	Sohag	020	Qena	021	Aswan	022	Luxor	023	The Red Sea	024	New Valley	025	Matrouh	026	North Sinai
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		027	South Sinai	
1.9.	Establishment type	Main establishment with branches.....1		
		Main establishment without branches. 2 → 1.12		
		Branch of a local establishment .....3		
		Branch of a foreign establishment.....4		
		An independent establishment.....5 → 1.12		
1.10.	Number of branches?			branches
1.11.	Name of the parent (or holding) company?			
1.12.	Establishment year (what year did this establishment start operating?)	If after 2018 do not complete the interview		
1.13.	Is this establishment located in a free zone?	yes.....1	no.....2	<input type="checkbox"/>
1.14.	Is this establishment located in an industrial zone?	yes.....1	no.....2	<input type="checkbox"/>
1.15.	Is this establishment located in a technological zone?	yes.....1	no.....2	<input type="checkbox"/>
1.16.	Is this establishment located in a Qualifying Industrial Zone (QIZ)?	yes.....1	no.....2	<input type="checkbox"/>
1.17.	Is this establishment located in a special economic zone?	yes.....1	no.....2	<input type="checkbox"/> → 1.20
1.18.	Is this establishment located in	North West Suez Special Economic Zone.....1		
		Suez Canal Economic Zone (SCZone) 2015...2		
		Golden Triangle Econ. Zone (GTZone) 2017..3		
1.19.	Is this establishment located in a private or public zone?	private.....1	public.....2	<input type="checkbox"/>
1.20.	If this establishment is located in any of the previously mentioned zones, is this zone managed by its own board of directors?	yes.....1	no.....2	<input type="checkbox"/>
1.21.	Is the developer of this zone primarily a foreigner?	yes.....1	no.....2 → 1.23	<input type="checkbox"/>
1.22.	What nationality?	Chinese.....1 Russian.....2 European.....3 American.....4 Arab.....5 Other (mention).....6		
1.23.	Is this a governmental sector or public business sector establishment?	yes.....1	no.....2	<input type="checkbox"/>
1.24.	What is the legal status of this establishment?	sole proprietorship.....1		
		limited shares partnership.....2		
		limited liability.....3		
		general partnership .....4		
		limited partnership.....5		
		shareholding company with tradeable shares in the stock market.....6		

		shareholding company with non-tradable shares or with privately tradable shares.....7		
		Other (mention).....8		
1.25.	What law does this establishment follow?	Investment Law No. 8 of 1997.....1		
		Investment Zone Law No. 19 of 2007.....2		
		Special Economic Zones (SEZ) Law No. 83 of 2002.....3		
		Law No. 27 of 2015.....4		
		QIZ agreement of 2004.....5		
		Other (mention) .....6		
1.26.	Did this establishment have a commercial register before temporary closure or market exit?	Yes ..... 1 No ..... 2 → 1.30		
1.27.	Since when?	year		
1.28.	Did the establishment have an operating license before temporary closure or market exit?	Yes.....1 No.....2 → 1.32		
1.29.	When did the establishment start obtaining an operating license?	the year		
1.30.	Did the establishment have a tax record before temporary closure or market exit?	Yes.....1 No.....2 → 1.32		
1.31.	Since when?	the year		
1.32.	Did the establishment have regular accounting records before temporary closure or market exit?	Yes.....1 No.....2		
1.33.	What is the main activity of this establishment?  Interviewer: record the main activity in detail.  <input type="text"/>	<b>Code</b>	<b>Sector</b>	
		State the activity	1.35.1.....	
		10	Manufacture of food products (meat – dairy products – fats and oils – juices and tea)	
		11	Manufacture of beverages (mineral water – alcoholic beverages – soft drinks)	
		12	Manufacture of tobacco products (processing of an agricultural product, tobacco, into a form suitable for final consumption)	
		13	Manufacture of textiles (e.g. household linen, blankets, rugs, cordage etc.) don't include wearing apparel	
		14	Manufacture of wearing apparel (all items of clothing in all materials)	
		15	Manufacture of leather and related products (transformation of hides into leather – fabricating leather into products for final consumption as footwear and luggage – includes leather substitutes)	
		16	Manufacture of wood and of products of wood and cork, except furniture; manufacture of articles of straw and plaiting materials (all wood products except manufacture of furniture)	
17	Manufacture of paper and paper products (manufacture of paper and paperboard etc. – paper and paperboard articles as envelopes and containers of paper)			

		18	Printing and reproduction of recorded media (printing of products, such as newspapers, books, and periodicals – reproduction copies of compact discs and tapes)
		19	Manufacture of coke and refined petroleum products (transformation of crude petroleum and coal into usable products and characteristic products e.g. coke, butane, kerosene etc. – manufacture of coke oven products)
		20	Manufacture of chemicals and chemical products (fertilizers, plastics and rubber – organic compounds and alcohols – pesticides and soap – toilet preparations – paints)
		21	Manufacture of pharmaceuticals, medicinal chemical and botanical products
		22	Manufacture of rubber and plastics products (all products made of rubber and plastics e.g. tyres and rubber surfaces – tubes and pipes – reservoirs – tableware)
		23	Manufacture of other non-metallic mineral products (glass – porcelain – brick – building materials and porcelain tableware – cement and lime)
		24	Manufacture of basic metals (manufacture of iron and steel – manufacture of precious metals – casting of metals)
		25	Manufacture of fabricated metal products, except machinery and equipment (weapons and ammunition – reservoirs and boilers – metal frameworks or skeletons for towers and bridges)
		26	Manufacture of computers, electronic and optical products (components and key boards – computer peripherals – communication devices – measuring equipment, navigation devices, monitoring instruments, and watches)
		27	Manufacture of electrical equipment (manufacture of products that generate and distribute electrical power – motors, generators and electrical transformers – manufacture of batteries – fiber optic cables – light equipment – household appliances)
		28	Manufacture of machinery and equipment n.e.c. (multi-function devices – engines and turbines except for plane engines and car engines – hydraulic components – gears – blast furnaces – office machines)
		29	Manufacture of motor vehicles, trailers and semi-trailers (automobiles and trucks – structures and trailers)
		30	Manufacture of other transport equipment (ships and boats – tractors – space and aerial vehicles – bikes and motorbikes)
		31	furniture (furniture and wood products, n.e.c.)
		32	Other manufacturing (jewelry – musical instruments – sportive tools – games and toys – dentistry tools and equipment)
		33	Repair and installation of machinery and equipment (repair of fabricated metal products, machinery – repair of electronic – repair of electrical equipment – installation of industrial machinery and equipment)

<b>1.34.</b>	Establishment location GPS		
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If closure date in F2 is before May 1, 2020, close the form after documenting the establishment's location

## 2. Establishment Size and Employment

2A	Respondant's name	
2B	Respondant's phone number	
2C	Respondant's job title	

The manager may refer you to other managers to answer the questions. Include the full name and the position in your notes for each section. The same as the open form except for column 2.2.3 which does not exist for closed forms.

No.	Questions	Code																				
2.1.	Issued capital at time of establishment <b>complete only one, i.e. allow respondent to choose currency</b>									LE	2.1.1.											
										\$	2.1.2.											
2.2.	Total employment (including all employees and managers)	<b>2.2.1.</b> At 1 <sup>st</sup> year of operation If s/he does not remember, use the last s/he remembers and mention year					<b>2.2.2.</b> In the last completed financial year (LCFY) prior to Corona.															
		<table border="1" style="width: 100%; height: 20px;"> <tr> <td></td><td></td><td></td><td></td><td></td> </tr> </table>										<table border="1" style="width: 100%; height: 20px;"> <tr> <td></td><td></td><td></td><td></td><td></td> </tr> </table>										
<b>2.2.2.1.</b> The year if s/he does not remember the first year ↓					<table border="1" style="width: 100%; height: 20px;"> <tr> <td></td><td></td><td></td><td></td><td></td> </tr> </table>																	
2.3.	Give average employees' numbers by formality status (formal/informal)? <b>Note: informal empl. are those</b> 1) without a work contract and/or 2) without social security insurance <b>The respondent is reminded of the number in 2.2</b>	<b>2.3.1.</b> Formal	<b>2.3.2.</b> Informal			<b>2.3.3.</b> Formal	<b>2.3.4.</b> Informal															
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2.4.	Give the distribution of employees on average by formality status? <b>Note: informal empl. are those</b> 1) without a work contract and/or 2) without social security insurance	<b>2.4.1.</b> Formal	<b>2.4.2.</b> Informal			<b>2.4.3.</b> Formal	<b>2.4.4.</b> Informal															
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<p style="color: red; font-weight: bold;">Ensure that the total is 100%</p>		<p style="color: red; font-weight: bold;">Ensure that the total is 100%</p>																				
2.5.	Give numbers of employees on average in the stated periods by production status (i.e. production/non-production workers). <b>Prod.: a technical worker or factory worker</b> * NonProd: manager, accountant ... desk work more generally <b>The respondent is reminded of the number in 2.2</b>	<b>2.5.1.</b> Prod.	<b>2.5.2.</b> NonProd			<b>2.5.3.</b> Prod.	<b>2.5.4.</b> NonProd															
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<b>2.6.</b>	Give the distribution of employees on average between production and non-production employment? <b>Prod.: a technical worker or factory worker</b> <b>* NonProd: manager, accountant ... desk work more generally</b>	<table border="1" style="margin: auto; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;"><b>2.6.1.</b></td> <td style="width: 50%; text-align: center;"><b>2.6.2.</b></td> </tr> <tr> <td style="text-align: center;">Prod.</td> <td style="text-align: center;">NonProd</td> </tr> <tr> <td style="text-align: center;">      %</td> <td style="text-align: center;">      %</td> </tr> </table> Check adds up to 100%	<b>2.6.1.</b>	<b>2.6.2.</b>	Prod.	NonProd	%	%	<table border="1" style="margin: auto; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;"><b>2.6.3.</b></td> <td style="width: 50%; text-align: center;"><b>2.6.4.</b></td> </tr> <tr> <td style="text-align: center;">Prod.</td> <td style="text-align: center;">NonProd</td> </tr> <tr> <td style="text-align: center;">      %</td> <td style="text-align: center;">      %</td> </tr> </table> Check adds up to 100%	<b>2.6.3.</b>	<b>2.6.4.</b>	Prod.	NonProd	%	%
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Prod.	NonProd														
%	%														
<b>2.6.3.</b>	<b>2.6.4.</b>														
Prod.	NonProd														
%	%														
<b>2.7.</b>	Give average numbers of employees by fulltime/part-time status? <b>Part-time means either:</b> 1) Works only for some days of the week and/or 2) Works a daily number of hours less than that for full-time employment in the establishment and/or 3) Works number of months less than that for full-time employment. <b>The respondent is reminded of the number in 2.2</b>	<table border="1" style="margin: auto; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;"><b>2.7.1.</b></td> <td style="width: 50%; text-align: center;"><b>2.7.2.</b></td> </tr> <tr> <td style="text-align: center;">F</td> <td style="text-align: center;">P</td> </tr> <tr> <td style="text-align: center;">       </td> <td style="text-align: center;">       </td> </tr> </table> Ensure that the sum of the two types adds up to the sum of the corresponding period in 2.2	<b>2.7.1.</b>	<b>2.7.2.</b>	F	P			<table border="1" style="margin: auto; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;"><b>2.7.3.</b></td> <td style="width: 50%; text-align: center;"><b>2.7.4.</b></td> </tr> <tr> <td style="text-align: center;">F</td> <td style="text-align: center;">P</td> </tr> <tr> <td style="text-align: center;">       </td> <td style="text-align: center;">       </td> </tr> </table> Ensure that the sum of the two types adds up to the sum of the corresponding period in 2.2	<b>2.7.3.</b>	<b>2.7.4.</b>	F	P		
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<b>2.8.</b>	What is the distribution of employees on average by full- and part-time status?	<table border="1" style="margin: auto; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;"><b>2.8.1.</b></td> <td style="width: 50%; text-align: center;"><b>2.8.2.</b></td> </tr> <tr> <td style="text-align: center;">F</td> <td style="text-align: center;">P</td> </tr> <tr> <td style="text-align: center;">      %</td> <td style="text-align: center;">      %</td> </tr> </table> Check adds up to 100%	<b>2.8.1.</b>	<b>2.8.2.</b>	F	P	%	%	<table border="1" style="margin: auto; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;"><b>2.8.3.</b></td> <td style="width: 50%; text-align: center;"><b>2.8.4.</b></td> </tr> <tr> <td style="text-align: center;">F</td> <td style="text-align: center;">P</td> </tr> <tr> <td style="text-align: center;">      %</td> <td style="text-align: center;">      %</td> </tr> </table> Check adds up to 100%	<b>2.8.3.</b>	<b>2.8.4.</b>	F	P	%	%
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F	P														
%	%														
<b>2.8.3.</b>	<b>2.8.4.</b>														
F	P														
%	%														
<b>2.9.</b>	Give average numbers of employees by gender? <b>The respondent is reminded of the number in 2.2</b>	<table border="1" style="margin: auto; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;"><b>2.9.1.</b></td> <td style="width: 50%; text-align: center;"><b>2.9.2.</b></td> </tr> <tr> <td style="text-align: center;">Males</td> <td style="text-align: center;">Females</td> </tr> <tr> <td style="text-align: center;">       </td> <td style="text-align: center;">       </td> </tr> </table> Ensure that the sum of the two types adds up to the sum of the corresponding period in 2.2	<b>2.9.1.</b>	<b>2.9.2.</b>	Males	Females			<table border="1" style="margin: auto; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;"><b>2.9.3.</b></td> <td style="width: 50%; text-align: center;"><b>2.9.4.</b></td> </tr> <tr> <td style="text-align: center;">Males</td> <td style="text-align: center;">Females</td> </tr> <tr> <td style="text-align: center;">       </td> <td style="text-align: center;">       </td> </tr> </table> Ensure that the sum of the two types adds up to the sum of the corresponding period in 2.2	<b>2.9.3.</b>	<b>2.9.4.</b>	Males	Females		
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<b>2.9.3.</b>	<b>2.9.4.</b>														
Males	Females														
<b>2.10.</b>	What is the distribution of employees on average by gender?	<table border="1" style="margin: auto; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;"><b>2.10.1.</b></td> <td style="width: 50%; text-align: center;"><b>2.10.2.</b></td> </tr> <tr> <td style="text-align: center;">Males</td> <td style="text-align: center;">Females</td> </tr> <tr> <td style="text-align: center;">      %</td> <td style="text-align: center;">      %</td> </tr> </table> Check adds up to 100%	<b>2.10.1.</b>	<b>2.10.2.</b>	Males	Females	%	%	<table border="1" style="margin: auto; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;"><b>2.10.3.</b></td> <td style="width: 50%; text-align: center;"><b>2.10.4.</b></td> </tr> <tr> <td style="text-align: center;">Males</td> <td style="text-align: center;">Females</td> </tr> <tr> <td style="text-align: center;">      %</td> <td style="text-align: center;">      %</td> </tr> </table> Check adds up to 100%	<b>2.10.3.</b>	<b>2.10.4.</b>	Males	Females	%	%
<b>2.10.1.</b>	<b>2.10.2.</b>														
Males	Females														
%	%														
<b>2.10.3.</b>	<b>2.10.4.</b>														
Males	Females														
%	%														
<b>2.11.</b>	What is total employment in the last month before closure? (including all employees and managers)	<table border="1" style="margin: auto; border-collapse: collapse;"> <tr> <td style="width: 25%;">       </td> <td style="width: 25%;">       </td> <td style="width: 25%;">       </td> <td style="width: 25%;">       </td> </tr> </table>													

**3. State of the establishment since COVID and expectations regarding exit, entry and operation (different from open form)**

3A	Respondant's name	
3B	Respondant's phone number	
3C	Respondant's job title	

No.	Questions	Code
3.1.	Has the establishment been temporarily closed for any period since the beginning of the COVID crisis?	Yes.....1 No.....2 →3.5
3.2.	How many times has this establishment temporarily closed since the start of the crisis? Include the current temporarily closure	Once.....1 Twice.....2 Three.....3 Other (mention).....4 <input type="text"/>
3.3.	For how long did the first closure last? <b>Answer units:</b> Day ..... 1 week ..... 2 month ..... 3	3.3.1 code
		3.3.2 number
		<input type="text"/>
3.4.	At what date exactly did you start your 1 <sup>st</sup> closure? <b>If the day is not known, an approximate answer is given for the day.</b>	3.4.1 day
		3.4.2 month
		3.4.3 year
		<input type="text"/>
3.5.	Give the date for the <b>last time</b> the establishment exited the market or was temporarily closed? <b>If the day is not known, an approximate answer is given for the day.</b> <b>If it was temporarily closed once, this date will match the date in 3.4.</b>	3.5.1 day
		3.5.2 month
		3.5.3 year
		<input type="text"/>
3.6.	What is the current status of this establishment?	Exited the market.....1 →3.10 Temporarily closed.....2 <input type="text"/>
3.7.	How long do you expect the establishment will need to be able to resume operation?	1-2 months ...1 3-4 months .. 2 5-6 months..3 6 months to a year ..... 4 one year ..... 5 2 years ..... 6 other (mention)..... 7 <input type="text"/>
3.8.	<b>In your estimate</b> , how long will you be able to continue paying salaries in full after resuming operation?	1-2 months.....1 3-4 months ..... 2 5-6 months ..... 3 6 months to a year ..... 4 one year ..... 5 2 years .....6 I don't expect to ever stop paying.....7 other (mention)..... 8 <input type="text"/>
3.9.	<b>In your estimate</b> in case the establishment resumes operation, how long will it hold up for before exiting the market completely?	1-2 months.....1 3-4 months ..... 2 5-6 months ..... 3 6 months to a year ..... 4 one year ..... 5 2 years .....6 I don't <b>expect to ever exit the market</b> .....7 other (mention)..... 8 <input type="text"/>

3.10.	How have sales changed since the beginning of the COVID crisis?	increased....1    didn't change....2    decreased ....3	<input type="text"/>
3.11.	Did you offer any price reductions after the COVID crisis?	Yes.....1    No.....2	<input type="text"/>

**4. Changes in investment, production, revenues, financial conditions, numbers of workers, working hours and working remotely in response to COVID (different from open form)**

4A	Respondant's name	
4B	Respondant's phone number	
4C	Respondant's job title	

No.	Questions		Code
4.1.	Did you intend to make some expansions before the COVID crisis?	Yes.....1    No.....2 →4.3	
4.2.	Pertaining to these expansions, do you intend on	undertaking them as planned ..... 1 postponing or scaling down expansions.....2 canceling expansions altogether ..... 3	
4.3.	Did you reduce working hours during the COVID crisis and before closure? <b>The exact reason for hours' reduction is not the focus of this question (whether due to the lockdown or another reason). What matters is whether there was a reduction in the first place.</b>	Yes.....1    No.....2 →4.7	
4.4.	For how many times did you reduce working hours since the beginning of the crisis?	Once...1    Twice...2    Three times...3    More than 3 times..4	
4.5.	By what percentage did you cumulatively reduce working hours on average, compared to the financial year preceding the crisis? <b>It does not matter the reason for the reduction (because of the prohibition or succession, what matters is the percentage of reduction).</b>	<input type="text"/> <input type="text"/> <input type="text"/> %	
4.6.	On average by how much have working hours been cumulatively reduced compared to the financial year preceding the crisis? <b>Give all that apply</b>	<b>Possible options</b>	<b>4.6.1</b>
			<b>Code</b>
			<b>number</b>
	number of hours per day....1	1.	1.
	number of days per week....2	2.	2.
	number of weeks per month3	3.	3.
4.7.		4.7.1 at this establishment's location	<input type="text"/> <input type="text"/> <input type="text"/> % <b>If it is 100% →4.10</b>

	Directly prior to closure, what proportion of this establishment's total output was being produced XX? <b>insert one of the following three options instead of XX</b> <b>Ensure that the total of answers reaches 100%.</b>				4.7.2 remotely (due to lockdown measures)		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> %	
					4.7.3 other (mention)		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> %	
4.8.	Have you sent any of the workers to work <b>remotely</b> during CORONA and before establishment closure?				Yes.....1 No.....2 →4.10			
4.9.	What is the total <b>number of workers</b> working <u>remotely</u> <b>after CORONA and before closure</b> ? What is their distribution between the different groups? * If there are no workers working remotely in this category, insert 0. In the absence of workers in a particular category at all, place n.a. * The number in 4.9.1 cannot be greater than the number in 2.11 That is, the total number of remote workers shown in 4.9.1 cannot exceed the number of employment shown in 2.11							
4.9.1	4.9.2	4.9.3	4.9.4	4.9.5	4.9.6	4.9.7	4.9.8	4.9.9
Total	females	males	Prod	Non prod	formal	informal	full time	part time
	This sum should equal the value in 4.9.1		This sum should equal the value in 4.9.1		This sum should equal the value in 4.9.1		This sum should equal the value in 4.9.1	
4.10.	Have you <b>laid off</b> any employees during CORONA crisis before establishment closure?				Yes.....1 No.....2 →4.14			
4.11.	What is the total <b>number of employees</b> who have been <b>laid off</b> since the beginning of the Corona crisis and before closure? What is their distribution between the different groups? i.e. how many have you laid off since the beginning of the crisis? *in case no worker has been laid off in a specific category insert 0. If there was no employment in any particular category in the first place insert n.a. *The number in 4.11.1 cannot be greater than the number in 2.11							
4.11.1	4.11.2	4.11.3	4.11.4	4.11.5	4.11.6	4.11.7	4.11.8	4.11.9
Total	females	males	Prod	Non prod	formal	informal	full time	part time
	This sum should equal the value of 4.11.1		This sum should equal the value of 4.11.1		This sum should equal the value of 4.11.1		This sum should equal the value of 4.11.1	
4.12.	If the establishment is to re-operate, are you planning on bringing back <b>all</b> employees at the end of the CORONA crisis? <b>Ask this question only</b> if the answer to question 4.10 is yes = 1. That is, if any worker has been laid off before permanent or temporary closure.				Yes.....1 →4.14 No.....2 Can't determine.... →4.14		<input type="text"/>	
4.13.	Which categories/types of labor will not be brought back? <b>Choose all that apply</b>				<b>Labor category</b>			<b>Code</b>
					Informal employment.....1			
					Formal employment.....2			

		Males.....3	
		Females.....4	
		Production workers.....5	
		Non-production workers .....6	
		Skilled workers.....7	
		Unskilled workers.....8	
		Part-time employment.....9	
		Full-time employment.....10	
		Seasonal employment.....11	
		Other.....12	
<b>4.14.</b>	On average, have <b>total monthly wages including basic salary or any bonus or commission the employee receives</b> changed during the CORONA crisis and before closure compared to the previous financial year before the crisis?	Yes.....1      No.....2 → <b>4.18</b>	

**4.15.** On average, what is the percentage change in **total monthly wages** (basic salary + any bonus or commission paid to the worker) before closure compared to the average total wages in the last financial year prior to the pandemic? And in your view what changes in total wages occurred for the different groups?  
**If wages have declined insert a negative sign before the percentage, for example - 20%, and if they have increased insert + 20%. Do not write the number without a clear specification of + or -**

<b>4.15.1</b>	<b>4.15.2</b>	<b>4.15.3</b>	<b>4.15.4</b>	<b>4.15.5</b>	<b>4.15.6</b>	<b>4.15.7</b>	<b>4.15.8</b>	<b>4.15.9</b>
<b>Total</b>	females	males	Prod.	Non prod.	formal	informal	full time	part time
	%	%	%	%	%	%	%	%

**4.16.** Compared to the last completed financial (LCFY) year prior to the CORONA crisis:

<b>4.16.1.</b>		<b>4.16.2.</b>	
<b>Compared to the last completed financial year prior to the CORONA crisis:</b>		<b>By what percentage did XXX decrease or increase compared to the last completed financial year prior to the CORONA crisis.</b>	
Has XXX <b>Replace XXX with the 4 options shown below.</b>			
decreased ..... 1			
remained unchanged ..... 2			
increased..... 3			
1. Production quantity before shut down	a. <input type="text"/> <b>If answer is 2 →4.16.1.2</b>	b. <input type="text"/> <input type="text"/> <input type="text"/> %	
2. Value of production or sales before shut down	a. <input type="text"/> <b>If answer is 2 →4.16.1.3</b>	b. <input type="text"/> <input type="text"/> <input type="text"/> %	

	3. Export quantity before shut down	a. <input style="width: 40px;" type="text"/>	b. <input style="width: 40px;" type="text"/> <input style="width: 40px;" type="text"/> <input style="width: 40px;" type="text"/> %
		If answer is 2 or n.a. <b>→4.16.1.4</b> Insert n.a. if there hasn't been any exports either prior or after the crisis.	
	4. Value of exports	a. <input style="width: 40px;" type="text"/>	b. <input style="width: 40px;" type="text"/> <input style="width: 40px;" type="text"/> <input style="width: 40px;" type="text"/> %
		If answer is 2 or n.a. <b>→4.17</b> Insert n.a. if there hasn't been any exports either prior or after the crisis.	
<b>4.17.</b>	Did you switch to producing new products before closure other than those produced before the crisis?	Yes.....1 No.....2 <b>→4.19</b>	
<b>4.18.</b>	Switched from product X to product Y? <span style="color: red;">Give some examples</span>	<b>a. From product</b>	<b>b. To product</b>
		1.	2.
		3.	4.
		5.	6.
		<b>a. Prior to Corona</b>	<b>b. After Corona</b>
<b>4.19.</b>	Has this establishment taken any bank loans during the indicated periods?	Yes.....1 No.....2 <input style="width: 40px;" type="text"/>	Yes.....1 No.....2 <input style="width: 40px;" type="text"/>
<b>4.20.</b>	Did you make any profits during the indicated periods?	Yes.....1 No.....2 <input style="width: 40px;" type="text"/>	Yes.....1 No.....2 <input style="width: 40px;" type="text"/>
<b>4.21.</b>	Has the demand for your products increased, decreased or remained unchanged? Decreased ..... 1 Not changed ..... 2 Increased ..... 3	a. <b>Prior to Corona compared to the preceding years</b>  <input style="width: 40px;" type="text"/>	b. <b>After Corona and before closure compared to the last completed financial year prior to Corona</b>  <input style="width: 40px;" type="text"/>
<b>4.22.</b>	On average, give establishment productive capacity utilization during the indicated periods.	a. Prior to Corona <input style="width: 40px;" type="text"/> <input style="width: 40px;" type="text"/> <input style="width: 40px;" type="text"/> % If the answer 100% <b>skip question 4.23.a</b>	b. After Corona and just before closure <input style="width: 40px;" type="text"/> <input style="width: 40px;" type="text"/> <input style="width: 40px;" type="text"/> % If the answer 100% <b>skip question 4.23.b</b>
<b>4.23.</b>	What is the <b>most important reason</b> for not utilizing the establishment's full productive capacity? <span style="color: red;">Choose the most important reason only. Note that causes 6 and 7 cannot be applied in 4.23.a.</span>		
		<b>a. Prior to Corona</b>	<b>b. After Corona and just before closure</b>
	1. insufficient demand for my products ..... 1		
	2. increase in input prices.....2		
	3. unavailability of production inputs ..... 3		

4. insufficient financial liquidity .....	4								
5. limited access to electricity .....	5								
6. fear of getting infected with the Corona virus.....	6								
7. due to the lockdown.....	7								
8. other (mention) .....	8								
4.24. Give average monthly revenue during the last financial year prior to the Corona outbreak. <b>If respondent gives annual revenue, divide the number by 12 to calculate monthly revenue.</b>								LE	4.24.1.
								\$	4.24.2.
4.25. Give average monthly revenue during this financial year since the Corona crisis and before closure? <b>Note that the work may have been for very few months, so we ask about the average monthly revenue since Corona and before temporary closure or exiting market.</b>								LE	4.25.1.
								\$	4.25.2.

**5. Transmission channels of the COVID crisis: commercial, financial, health, trade, logistics and administrative constraints (the same as the open form except for the skip pattern)**

5A	Respondant's name	
5B	Respondant's phone number	
5C	Respondant's job title	
<p><b>5.1.</b> On a scale from 0-10, with 0 being “no problem at all” and 10 being “extremely problematic”, how serious were the problems the firm faced just before closure as a result of the Corona crisis?  <b>Absolutely no problem at all → 0.....10 ← extremely problematic</b>  <b>If problem does not apply to the establishment insert n.a. *show 5A card</b></p>		
	1. sufficient financial liquidity (to pay wages, rent, utilities, supplies, installments & other payments).	
	2. ability to access to affordable financial products and services with reasonable conditions	
	3. renegotiation of bank loans' conditions taken out prior to the Corona crisis taken loans. <b>(insert n.a. if the establishment has not taken out any loans. That is, the answer to question 4.19.a is no = 2)</b>	
	4. concern over potential levied penalties <b>if tax is not paid on time</b>	
	5. concern over potential penalties <b>if earlier debt service is not paid on time</b> (e.g. either from banks or other financial intermediaries). <b>(insert n.a. if the establishment has never taken out any loans prior to Corona. That is the answer to question 4.19.a is no = 2)</b>	
	6. inability/delayed product delivery to your domestic clients	
	7. ability to <b>find alternative distribution channels</b> to reach your clients	
	8. reduction/cancellation of previous orders from your Egyptian clients	
	9. reduction/cancellation of previous orders from your foreign clients <b>(insert n.a. if not dealing with foreign clients)</b>	
	10. ability to find alternative clients	
	11. delays in receiving payments from your clients	

12. establishment ability to procure the necessary products and services for operation from the domestic market	
13. ability to find alternative domestic suppliers	
14. customs delays on your imported inputs	
15. other Egyptian government restrictions imposed on your imported inputs other than customs	
16. ability to pay for your imported inputs	
17. foreign countries' imposed restrictions on exporting products to your country/establishment	
18. Egyptian customs delays on your <b>exported products</b> to other countries.	
19. Other Egyptian restrictions imposed on your exported products (e.g. bans on exports)	
20. foreign country imposed restrictions on your exported products (e.g. bans on imports in the receiving country)	
21. depletion of raw materials inventory	
22. depletion of products inventory	
23. fear of infection with the Corona virus among managers and workers of your establishment	
24. actual infection of your employees with the Corona virus	
25. predictability of imposed taxation	

**6. Ownership and management characteristics (pertain prior to the crisis and closure)**

6A	Respondant's name	
6B	Respondant's phone number	
6C	Respondant's job title	

No.	Questions	Code	
<b>6.1.</b>	How was this establishment originally established?  <input type="checkbox"/>	as a private sector company .....1	
		As a privatized state-owned firm.....2	
		a private subsidiary of a former state-owned firm.....3	
		state-owned firm.....4	
		other (mention).....5	
<b>6.2.</b>	What percentage of this establishment is owned by each of the following: <b>The total answer should sum 100%</b>	<b>Private domestic</b> individuals, companies, or organizations	<b>6.2.1</b> <input type="text"/> <input type="text"/> <input type="text"/> % <b>If 100% →6.4</b>
		<b>Private foreign</b> individuals, companies or organizations	<b>6.2.2</b> <input type="text"/> <input type="text"/> <input type="text"/> % <b>If 6.2.1+6.2.2= 100% →6.4</b>

		Government or state	6.2.3 <input style="width: 20px; height: 15px;" type="text"/> <input style="width: 20px; height: 15px;" type="text"/> %
6.3.	What are the nationalities of all foreign owners and their share in <b>total foreign ownership value</b> ?  Note that reference here is to foreign ownership. Total shares should add up to 100%. Please start with the nationality with the largest ownership share.	<b>Nationality</b>	
		<b>Share of all foreigners</b>	
		6.3.1. <input style="width: 20px; height: 15px;" type="text"/> <input style="width: 20px; height: 15px;" type="text"/> %	
		6.3.2. <input style="width: 20px; height: 15px;" type="text"/> <input style="width: 20px; height: 15px;" type="text"/> %	
		6.3.3. <input style="width: 20px; height: 15px;" type="text"/> <input style="width: 20px; height: 15px;" type="text"/> %	
		other (mention)	6.3.4. <input style="width: 20px; height: 15px;" type="text"/> <input style="width: 20px; height: 15px;" type="text"/> %
6.4.	Are there any females amongst establishment owners?	yes.....1	no.....2 → 6.7 <input style="width: 20px; height: 15px;" type="text"/>
6.5.	Is the principal owner, or one of the principal owners, a woman? (the principal owner is the person or persons with the largest ownership share)	yes.....1	no.....2 <input style="width: 20px; height: 15px;" type="text"/>
6.6.	What is the ownership share of women in this establishment?	<input style="width: 20px; height: 15px;" type="text"/> <input style="width: 20px; height: 15px;" type="text"/> %	
6.7.	Are there any women in top management?	yes.....1	no.....2 <input style="width: 20px; height: 15px;" type="text"/>
6.8.	How many years of experience of working <b>in this sector</b> does the top manager have?	<input style="width: 20px; height: 15px;" type="text"/> <input style="width: 20px; height: 15px;" type="text"/> years	
6.9.	What is the highest level of education completed by the top manager?	read and write.....1 → 7.1	
		primary education .....2 → 7.1	
		preparatory education.....3 → 7.1	
		secondary school including vocational ....4 → 7.1	
		bachelor's degree .....5	
		Masters degree.....6	
		PhD .....7	
		other (mention).....8	
6.10	From what university did the top manager receive the highest degree?	Cairo University.....1	
		Ain Shams University.....2	
		Other public Egyptian university...3	
		American University .....4	
		Other private Egyptian university...5	
		Foreign University.....6 (mention)	
		Other.....7 (mention)	
		<input style="width: 20px; height: 15px;" type="text"/>	
6.11		MBA.....1	

What is the top manager's field of education?	Other (mention).....2			

### 7. Innovation (pertain prior to the crisis)

7A	Respondant's name	
7B	Respondant's phone number	
7C	Respondant's job title	

No.	Questions	Code																				
7.1.	Did this establishment have an R&D department, unit or someone who works on R&D before closure?	yes.....1 no.....2 <input type="checkbox"/>																				
7.2.	During the last few years prior to Corona, had this establishment spent on R&D other than market research surveys, whether undertaken by this establishment directly or by companies it contracted with?	yes.....1 no.....2 → 7.5 <input type="checkbox"/>																				
7.3.	<b>Since the establishment of the firm on average and before Corona</b> , how much has the establishment spent <b>annually</b> on R&D, whether within the establishment or by those contracted with? <b>The respondent is allowed to choose his/her preferred currency.</b>	<table border="1" style="width: 100%;"> <tr> <td><input type="text"/></td> <td>LE</td> <td><b>7.3.1.</b></td> </tr> <tr> <td><input type="text"/></td> <td>\$</td> <td><b>7.3.2.</b></td> </tr> </table>	<input type="text"/>	LE	<b>7.3.1.</b>	<input type="text"/>	\$	<b>7.3.2.</b>														
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	LE	<b>7.3.1.</b>													
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$	<b>7.3.2.</b>													
7.4.	<b>Since establishment on average and before Corona</b> , what is the share of total expenditure (indicated in 7.3) on R&D directed to each of the following? <b>Total shares should add up to a 100%.</b>	7.4.1. Products <input type="text"/> <input type="text"/> <input type="text"/> %																				
		7.4.2. Machines <input type="text"/> <input type="text"/> <input type="text"/> %																				
		7.4.3 Design <input type="text"/> <input type="text"/> <input type="text"/> %																				
		7.4.4 Marketing <input type="text"/> <input type="text"/> <input type="text"/> %																				
		7.4.5 Production processes <input type="text"/> <input type="text"/> <input type="text"/> %																				
7.5.	Since establishment, has there been any development in the following aspects: <b>New production processes include new methods or processes in product manufacturing or in service provision; in transport and logistics or in distribution processes of inputs, products, or services; or in activities supporting production processes.</b>	7.5.1. Products Yes..1 No.. 2 <input type="checkbox"/>																				
		7.5.2. Machines Yes..1 No.. 2 <input type="checkbox"/>																				
		7.5.3 The design Yes..1 No.. 2 <input type="checkbox"/>																				
		7.5.4 Marketing Yes..1 No.. 2 <input type="checkbox"/>																				
		7.5.5 Production processes Yes.1 No.2 <b>If all answers are No → 7.7</b>																				
7.6.	7.6.1. What is the number and description of the <b>most</b> important developed item (7.5.1, 7.5.3, 7.5.2, etc...) <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> ..... .....	7.6.2. How did this establishment develop the <b>most</b> important new or significantly improved product, machine or service? by <b>reproducing</b> a product or service already sold or provided by another firm.....1																				

	<p>.....</p> <p>.....</p> <p>.....</p>	<p>by <b>modifying</b> a product or service already sold or provided by another firm.....2</p> <p>the establishment created this innovative product or service..... 3</p> <p>other .....4</p>														
7.7.	<p>Did this establishment receive any kind of R&amp;D support <u>prior to Corona</u>, and/or did the establishment cooperate with any entity to develop the newly developed or improved product(s) and/or service(s)? <b>A 'yes' response to either parts of the question suffices to raise the following question.</b></p>	<p>yes.....1    no.....2 → <b>next section</b></p> <p style="text-align: center;"><input type="checkbox"/></p>														
7.8.	<p>What type of entity or institution provided this support or cooperated with the establishment? <b>List all that apply. Start with the most important.</b></p> <table border="1" style="margin-left: 20px;"> <tr> <td>1.</td> <td>2.</td> <td>3.</td> <td>.4</td> <td>.5</td> <td>.6</td> <td>.7</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>	1.	2.	3.	.4	.5	.6	.7								<p>Egy. governmental (e.g. research or academic).....1</p> <p>Foreign governmental (e.g. research or academic)..2</p> <p>Local parent company ..... 3</p> <p>Foreign parent company ..... 4</p> <p>Egyptian consulting firm ..... 5</p> <p>Foreign consulting firm ..... 6</p> <p>Egyptian Technology Centers ..... 7</p> <p>The Egyptian establishment to which you sell your products .....8</p> <p>The foreign establishment to which you sell your products ..... 9</p> <p>Egyptian non-governmental organization (NGO).10</p> <p>Foreign NGO ..... 11</p> <p>International organization (such as the World Bank, EBRD, IFC) ..... 12</p> <p>Other (<b>mention</b>)..... 13</p>
1.	2.	3.	.4	.5	.6	.7										

7.9.	What is the name of the institution (s) that provided this support? .....		
7.10.	What was the form of that support?  yes.....1 no.....2	<b>Form of support</b>	<b>Code</b>
		1. financial (money)	
		2. technical	
		3. machines or equipment	
		4. other (mention)	

**8. Management Practices and Use of IT (pertains to the period prior to the crisis and closure)**

8A	Respondant's name	
8B	Respondant's phone number	
8C	Respondant's job title	

No.	Questions	Code
8.1.	In the last few years prior to Corona and before closure, what best describes how it was dealt with when a problem in the production process arose?	we fixed it but did not take further action .....1
		we fixed it and took action to make sure it did not happen again.....2
		we fixed it and took action to make sure it did not happen again, and have undertaken continuous improvement processes to allow the anticipation of similar problems.....3
		no action was taken .....4
		other (mention).....5
8.2.	Prior to Corona did this establishment monitor any performance indicators?	yes.....1 no.....2 → 8.4 <input type="checkbox"/>
8.3.	In the last few years prior to Corona and before closure, how many performance indicators were monitored at this establishment?	1-2 indicators.....1
		3-9 indicators .....2
		10 or more indicators .....3 <input type="checkbox"/>
8.4.	In the years prior to Corona and before closure did the establishment specify any performance indicators or <b>production targets</b> ?	yes.....1 no.....2 → 8.8 <input type="checkbox"/>

	Examples of production targets: production volume, quality, efficiency, waste, and on-time delivery.													
8.5.	What best describes the time frame of production targets before closure?	main focus was on the short term, less than one year.....1												
		main focus was on long term, one year or more.....2												
		combination of short-term and long-term targets.....3												
		I don't think about the time frame at all.....4												
		<input type="checkbox"/>												
8.6.	How easy was it for the establishment to achieve the specified production targets?	achieved without much effort.....1												
		achieved with some effort.....2												
		achieved with a reasonable amount of effort...3												
		achieved with quite a lot of effort.....4												
		achieved with extraordinary effort.....5												
		the targets were not achieved.....6												
8.7.	Who is most aware of this establishment's production targets? Choose only one	only senior managers.....1												
		most managers and <b>some</b> production workers....2												
		most managers and <b>most</b> production workers.....3												
		all managers and <b>most</b> production workers.....4												
		<input type="checkbox"/>												
8.8.	In any of the years preceding the corona crisis and before closure, did managers receive any performance bonus?	yes.....1    no.....2 → 8.10 <input type="checkbox"/>												
8.9.	What are managers' performance bonus <b>mostly</b> based on? Provide the most important one	their own performance.....1												
		their team's performance.....2												
		the establishment's performance....3												
		the firm's performance .....4												
		if the establishment is not part of a multi-establishment firm, do not use this option												
		other (mention).....5												
8.10.	What is the primary way non-managers are promoted at this establishment? List the most important, then less important: <table border="1" style="display: inline-table; vertical-align: middle;"> <tr> <td>1.</td><td>2.</td><td>3.</td><td>4.</td><td>5.</td><td>6.</td> </tr> <tr> <td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td> </tr> </table>	1.	2.	3.	4.	5.	6.	<input type="checkbox"/>	based solely on performance and ability.....1					
		1.	2.	3.	4.	5.	6.							
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
		based on <b>the length of employment at this establishment</b> ...2												
		based on <b>family ties</b> .....3												
non-managers are typically not promoted.....4														
<input type="checkbox"/>														

		three is no hierarchy in this establishment.....5	
		other.....6	
8.11.	Typically prior to Corona, how long did it take to fire an under-performing non-manager?	within 6 months of identifying underperformance..1	
		after 6 months of identifying underperformance....2	
		this rarely happens.....3	
		Not applicable. ....n.a	
8.12.	Did this establishment ever have a government or state official among its managers, owners, or board of directors?	yes.....1 no.....2	
8.13.	Which of the following technologies are used in this establishment prior to closure? <b>yes.....1 no....2</b>		
	8.13.1. Computer <input type="checkbox"/> If 2 → 8.13.2	database of customers and suppliers	a.
		accounting software	b.
		production programs.....mention	c.
		other.....mention	d.
	8.13.2. Internet <input type="checkbox"/> If 2 → 8.13.3	marketing on social media/online	a.
		own website	b.
		gathering information on market needs (market research)	c.
		other.....mention	d.
	8.13.3. internal information link networks		
	8.13.4. distributed machine control systems		
	8.13.5. quality control systems		
8.13.6. security and safety systems (e.g. in case of fire...etc.)			
8.13.7. safe-kill systems (e.g. emergency stop (e-stop) systems, to prevent worker injury)			
8.13.8. Autonomous machines (industrial robots) Ask only if 8.13.1 & 8.13.2 ==1			
8.13.9. 3D-printing Ask only if 8.13.1 & 8.13.2 ==1			

**9. Production Costs (pertains to the period prior to the crisis and closure)**

9A	Respondant's name	
9B	Respondant's phone number	
9C	Respondant's job title	

<b>9.1.</b>	Prior to Corona and prior to closure, how much were the average annual productions costs of this establishment? (include non-incurred costs to the annual costs)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	LE	<b>9.1.1.</b>		
		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$	<b>9.1.2.</b>		
<b>Respondent is allowed to choose the currency</b>											
<b>9.2.</b>	On average what is the share in yearly production costs spent on:  <b>All should sum to 100%</b>	<b>9.2.1.</b> energy (electricity, gas, fuel)									
		<input type="text"/>	<input type="text"/>	<input type="text"/>							%
		<b>9.2.2.</b> wages and salaries									
		<input type="text"/>	<input type="text"/>	<input type="text"/>							%
		<b>(all including the director's)</b>									
<b>9.2.3.</b> land rental (actual or shadow price)											
<input type="text"/>	<input type="text"/>	<input type="text"/>							%		
<b>9.2.4.</b> intermediate inputs and production supplies											
<input type="text"/>	<input type="text"/>	<input type="text"/>							%		
<b>9.2.5.</b> other (mention)											
<input type="text"/>	<input type="text"/>	<input type="text"/>							%		

**10. Obstacles to Operation (pertains to the period prior to the crisis and “before closure and after the crisis”)**

10A	Respondant’s name	
10B	Respondant’s phone number	
10C	Respondant’s job title	

<b>10.1.</b> On a scale from 0-10, with 0 being “no problem at all” and 10 being “extremely problematic”, how serious are these constraints to firm operation? <b>no problem at all → 0.....10 ← extremely problematic</b> <b>If the obstacle does not apply to the establishment insert n.a. * Show respondent card 10A</b>									
Constraints		a. <u>Before</u> corona crisis			b. <u>After</u> the crisis				
1.	Access to finance (if didn’t seek financing, insert n.a.)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
2.	Disputes with clients	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
3.	Disputes with suppliers	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
4.	Any other disputes in the courts not mentioned in either 2. or 3.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
5.	Government administration of the tax system	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
6.	Tax rates	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
7.	Work licenses and permits	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
8.	Corruption (such as bribes)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
9.	Political stability	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
10.	Commercial and customs laws	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
11.	Unskilled manpower[original numbering was wrong (was 12)]	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		

12. Labor turnover rate (i.e. walk off and leave company quickly/regularly)				
13. Workers' recurrent absenteeism				
14. Strict labor laws				
15. Limited market demand on my products				
16. Skills of those in charge of managing the project				
17. Available information on raw material and product markets				
18. Availability of high-quality inputs and production supplies				
19. Permanent marketing outlets				
20. Technical support to marketing operations abroad				
21. Participation in exhibitions				
22. Competition from other formal competitors in the market				
23. Competition from other informal competitors (under the ladder)				
24. Access to and quality of public utilities (such as water, gas, electricity, roads, public transport, security)				
25. Availability of foreign exchange				

**10.2.** On a scale from 0-10, with 0 being “no problem at all” and 10 being “extremely problematic”, how serious were these constraints to firm operation **within your establishment’s geographical area**?  
**No problem at all → 0.....10 ← extremely problematic**  
*Give the respondent all options so s/he can see them on the card and think for a minute before answering. If the constraint does not apply to the establishment insert n.a.*

<b>Constraints</b>	<b>10.2.1. Before corona crisis</b>	<b>10.2.2. After Corona crisis</b>
1. public transport (availability, quality and price)		
2. sewage and sanitation		
3. water for production purposes		
4. repeated electricity cuts and shortages		
5. natural gas		
6. high utility and services prices		
7. road conditions		
8. security in your area (e.g. crime and theft)		
9. Internet connection		
10. other (mention)		

**10.3.** On a scale from 0-10, with 0 being “no problem at all” and 10 being “extremely problematic”, how serious were the problems you experienced with the following institutions?  
**No problem at all → 0.....10 ← extremely problematic**  
*If the establishment did not deal with the mentioned institution insert n.a.*

<b>Institution</b>	<b>10.3.1. Before corona crisis</b>	<b>10.3.2. After the crisis</b>
1. Civil Defense		
2. Ministry of Environment		
3. Ministry of Social Solidarity		
4. Ministry of Manpower		

5. Local councils / governorate		
6. Ministry of Health		
7. Industrial Development Authority		
8. Industrial Control Authority		
9. The Egyptian General Authority for Standardization and Quality		
10. Ministry of Trade and Industry		

**10.4.** On a scale from 0-10, with 0 being “an extremely poor service” and 10 being “an excellent service”, what is your assessment of the quality of the service provided by each of the following?  
**extremely poor service → 0..... ←10 excellent service**

**Insert n.a. if respondent is not familiar with their services**

<b>Entity</b>	<b>10.4.1. Before corona crisis</b>	<b>10.4.2. After the crisis</b>
1. Chamber of Commerce		
2. Chamber of Industry		
3. Micro, small and medium Enterprise Development Agency (EDA)		
4. Federation of Egyptian Industries		
5. Industrial Training Council (ITC)		
6. Industrial Modernization Center (IMC)		
7. Institute of Productivity Efficiency		
8. Technology centers		
9. Any other institutions affiliated with the Ministry of Industry (mention)		

**11. Feeding industries, production, exports, marketing and global value chains**

11A	Respondant’s name	
11B	Respondant’s phone number	
11C	Respondant’s job title	

**Inform the respondent that all questions of this module pertain to the LCFY prior to Corona and closure.**

<b>11.1.</b> What was the value of all your inputs of production during the LCFY prior to Corona?																	LE	<b>11.1.1</b>
																	\$	<b>11.1.2</b>



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					questions for this supplier.			
					<p>c. <b>The third most important supplier for the most important input</b></p> <p>1 .....</p> <p>If from Egypt, ask:</p> <p>2. Is the input sold to you by your supplier originally imported?</p> <p><input type="checkbox"/> Yes.....1 <input type="checkbox"/> No.....2</p>	<p>c. <input type="text"/> <input type="text"/> <input type="text"/> %</p> <p>c. yes...1 → next input No....2</p>	<p>c.....</p> <p>.....</p> <p>.....</p>	
2. The second most important input	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<p>Yes ..... 1 → 11.3 No ..... 2</p> <p><input type="text"/></p>	<p>a. <b>The most important supplier for the second most important input</b></p> <p>1.....</p> <p>If from Egypt, ask:</p> <p>2. Is the input sold to you by your supplier originally imported?</p> <p>Yes.....1 No....2</p> <p><input type="text"/></p>	<p>a. <input type="text"/> <input type="text"/> %</p> <p>a. * If 100% insert a zero in 11.2.2.6.b and 11.2.2.6.c, and *do not ask about the 2<sup>nd</sup> or 3<sup>rd</sup> supplier *Continue asking the remaining questions for this supplier.</p> <p>a. Yes...1 → next supplier no....2</p>	<p>a.....</p> <p>.....</p> <p>.....</p>
.....					<p>b. <b>The second most important supplier for the second most important input</b></p> <p>1.....</p> <p>If from Egypt, ask:</p> <p>2. Is the input sold to you by your</p>	<p>b. <input type="text"/> <input type="text"/> <input type="text"/> %</p> <p>* If the sum of 11.2.2.6.a and 11.2.2.6.b = 100% → *Insert a zero in 11.2.2.6.c * *Do not ask the 3<sup>rd</sup> clients' questions. *continue asking</p> <p>b. Yes...1 → next supplier No....2</p>	<p>b.....</p> <p>.....</p> <p>.....</p>	
.....								

				<p>supplier originally imported?          Yes...1 No....2</p> <input type="checkbox"/>	<p>the remaining questions for this supplier.</p>		
				<p>c. <b><u>The third most important supplier for the second most important input</u></b>          1 .....</p> <p>If from Egypt, ask:          2 Is the input sold to</p> <input type="checkbox"/> <p>you by your supplier originally imported?          Yes...1 No....2</p>	<p>c. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> %</p>	<p>c. yes...1 → 11.3          No....2</p>	<p>c.....          .....          .....</p>





	20	Manufacture of chemicals and chemical products
	21	Manufacture of pharmaceuticals, medicinal chemical and botanical products
	22	Manufacture of rubber and plastics products
	23	Manufacture of other non-metallic mineral products
	24	Manufacture of basic metals
	25	Manufacture of fabricated metal products, except machinery and equipment
	26	Manufacture of computers, electronic and optical products
	27	Manufacture of electrical equipment
	28	Manufacture of machinery and equipment n.e.c.
	29	Manufacture of motor vehicles, trailers and semi-trailers
	30	Manufacture of other transport equipment
	31	Furniture (furniture and wood products, not elsewhere classified)
	32	Other manufacturing
	33	Repair and installation of machinery and equipment
	34	other





			3. Industry code from 11.11 above <input type="text"/>	that s/he buys from you? Yes...1 No...2 <input type="checkbox"/>	* and continue asking the remaining questions for this client.				establish.... ..... .....
				b. The second most <b>important client</b> for the second most <b>important product</b> 1..... <b>If from Egypt, ask:</b> 2. Does this client export the most important product that s/he buys from you? Yes...1 No...2 <input type="checkbox"/>	b. <input type="text"/> <input type="text"/> <input type="text"/> % * If the sum of 11.2.12.7.a and 11.2.12.7.b = 100% → *insert zero in 11.2.12.7.c *and do not ask about the 3 <sup>rd</sup> client for this product. *continue asking the remaining questions for this client.	b. Yes...1 No.....2 <input type="checkbox"/>	b. Yes ..... 1 → 11.12.11 for this client No ..... 2 <input type="checkbox"/>	b..... ..... .....	b. 1. Yes ..... 1 No... ..... 2 → next client <input type="checkbox"/> 2. Name of the lead establish.... ..... .....
				c. The third most <b>important client</b> for the second most <b>important product</b> 1..... <b>If from Egypt, ask:</b> 2. Does this client export the most important product that s/he buys from you? Yes...1 No...2 <input type="checkbox"/>	c. <input type="text"/> <input type="text"/> <input type="text"/> %	c. Yes...1 No.....2 <input type="checkbox"/>	c. Yes ..... 1 → 11.12.11 for this client. No ..... 2 <input type="checkbox"/>	c..... ..... .....	c. 1. Yes ..... 1 No... ..... 2 → next section <input type="checkbox"/> 2. Name of the lead establish.... ..... .....

## 12.Export Obstacles

<b>12A</b>	Respondant's name	
<b>12B</b>	Respondant's phone number	
<b>12C</b>	Respondant's job title	

<b>12.1. This question is only directed to non-exporters (i.e. those who answered no (2) to both questions 11.7 and 11.9) Ask: Why don't you export any of your products? Please state the most important reason.</b>	Limited production ..... 1
	The local market is more attractive ..... 2
	Difficulty in finding suitable foreign markets .....3
	My products don't meet the export requirements...4
	others ( <b>mention</b> ) ..... 5

Important note: Until the end of this section:

1. "Non-exporters" should be excluded from answering the rest of this section (those who answered no = 2 to 'both' questions 11.7 and 11.9 meaning those who have never exported and therefore sell all their production on the Egyptian local market).
2. Everyone who answered question 11.7 with No... 2 should be excluded from answering the prior Corona questions.
3. Everyone who answered question 11.9 with No...2 should be excluded from answering the after Corona questions.

**12.2** What are the most important ports and airports that you use when exporting?

**\*If s/he doesn't know, insert dk = don't know**

<b>a.</b> In the last financial year <b>before</b> Corona	<b>b.</b> After corona
<b>1.</b> .....	<b>1.</b> .....
<b>2.</b> .....	<b>2.</b> .....
<b>3.</b> .....	<b>3.</b> .....

**12.3.** Rank the indicated obstacles in order of importance, and list the three biggest obstacles that you consider to be among the most impeding to your exports. **\* Show 12A card.**

1. Your produced products don't meet the export specifications	<p><b>a. before corona</b></p> <p><b>1</b> Biggest obstacle</p> <div style="text-align: center;"><input type="text"/></div> <p><b>2</b> Second biggest obstacle</p> <div style="text-align: center;"><input type="text"/></div> <p><b>3</b> Third biggest obstacle</p>	<p><b>b. after corona</b></p> <p><b>1</b> Biggest obstacle</p> <div style="text-align: center;"><input type="text"/></div> <p><b>2</b> Second biggest obstacle</p> <div style="text-align: center;"><input type="text"/></div> <p><b>3</b> Third biggest obstacle</p>
2. Exporting my products is not authorized by the government		
3. Technical barriers to trade in Egypt		
4. Sanitary and phytosanitary measures in Egypt		
5. Inspections in Egypt		
6. Bureaucratic and red tape barriers in Egypt		
7. Limited connections with lead firms in GVCs		
8. Limited profit margins in exporting markets		
9. Tough competition in export markets		
10. High shipping costs		
11. Presence of special product shipping requirements		

12. Closure of international ports or airports					
13. other (mention)					

**12.4** From the seven options indicated below, which are the **top 3 barriers** you face **at your destination markets**? **Order from top barrier to bottom. Show 12B card**

	<b>a.</b> <b>Before</b> corona crisis			<b>b.</b> <b>After</b> Corona crisis		
	Top barrier	2 <sup>nd</sup> top barrier	3 <sup>rd</sup> top barrier	Top barrier	2 <sup>nd</sup> top barrier	3 <sup>rd</sup> top barrier
1. High tariffs						
2. Rules of origin						
3. Technical barriers to trade						
4. Sanitary and phytosanitary measures						
5. Inspections						
6. Bureaucratic and red tape barriers						
7. High shipping cost						
8. Other (mention)						

**12.5** If you face tough competition in your destination markets, please specify the nationality of your competitors. **If you do not face competition enter n.a.**

<b>a.</b> <b>Before</b> corona crisis	<b>b.</b> <b>After</b> Corona crisis
1. ....	1. ....
2. ....	2. ....
3. ....	3. ....
4. Other (mention).....	4. Other (mention).....

### 13. Worker Training Prior to Corona

13A	Respondant's name	
13B	Respondant's phone number	
13C	Respondant's job title	

<b>13.1</b>	Does this establishment provide training for its workers?	yes.....1    no.....2 → 13.3	<input style="width: 40px; height: 20px;" type="checkbox"/>												
<b>13.2</b>	How are your technical employees trained?	By the most experienced employees ..... 1													
	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 15%;">1.</td> <td style="width: 15%;">2.</td> <td style="width: 15%;">3.</td> <td style="width: 15%;">4.</td> <td style="width: 15%;">5.</td> <td style="width: 15%;">6.</td> </tr> <tr> <td style="height: 20px;"></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>	1.	2.	3.	4.	5.	6.							By foreign experts affiliated with this establishment...2	
	1.	2.	3.	4.	5.	6.									
	Indicate all that applies. <b>Show 13A card</b>		By foreign experts affiliated with the parent company.3												
By Egyptian experts affiliated with this establishment.4															
By Egy. experts affiliated with the parent company... 5															

		In-house professional training ..... 6
		Private training centers not affiliated with this establishment..... 7
		By independent experts not affiliated with this establishment..... 8
		Government institutions..... 9
		By the Egyptian establishment (establishments) to which you sell your products ..... 10
		By the foreign establishment (establishments) to which you sell your products ..... 11
		Other ( <b>mention</b> ) ..... 12
<b>13.3</b>	How significant are the following topics in training your employees prior to Corona?  On a scale from 0-5, with 0 being “unimportant” and 5 being “extremely important”.	1. technical/occupational and professional skills <input type="checkbox"/>
		2. soft and personal skills <input type="checkbox"/>
		3. digital skills (e.g. computer) <input type="checkbox"/>
		4. other skills ( <b>mention</b> ) <input type="checkbox"/>
<b>13.4</b>	In your view, how important will the following training topics be in the coming years?  On a scale from 0-5, with 0 being “unimportant” and 5 being “extremely important”.	1. technical/occupational and professional skills <input type="checkbox"/>
		2. soft and personal skills <input type="checkbox"/>
		3. digital skills (e.g. computer) <input type="checkbox"/>
		4. other skills ( <b>mention</b> ) <input type="checkbox"/>

### 14. Government Support

14A	Respondant’s name	
14B	Respondant’s phone number	
<b>14C</b>	Respondant’s job title	

<b>14.1.</b> On average, did the establishment receive any of the indicated types of government support during the indicated periods? <b>Yes ..... 1      No ..... 2      Not applicable..... n.a</b>		
Type of support	a. Since establishment until the start of the Corona crisis	b. After corona

1. Financial support towards feasibility studies									
2. Financial support towards purchasing or renting land									
3. Financial support with legal fees									
4. Financial support towards workers' insurance payments									
5. Financial support towards relocating expenses									
6. Financial support to participate in exhibitions abroad									
7. Technical support towards submitting and preparing tenders, bids and auctions									
8. Technical support towards the production process									
9. Postponement of bank loans repayment									
10. Reduction or discount on bank loans									
11. Export drawback system									
12. Government paying out old dues with the state									
13. Delay in loan service payments after the due date									
14. Tax payments deferral (income / sales)									
15. Reduction or exemption from tax payments (income / sales)									
16. General financial support									
17. Financial support for t									
18.									
19. he Corona crisis									
20. Other (mention)									
14.2. In which month or months in 2020 have you received the Corona related financial support? *indicate all months * Exclude everyone who answered no to 14.1.17	Apr.	May	Jun.	Jul.	Aug.	Sept	Oct.	Nov.	Dec
14.3. If you are located in a special industrial or economic zone, did you receive any support from the country that developed the zone during the indicated periods? Yes ..... 1      No ..... 2 → 14.5      Not applicable..... n.a.....3 → 14.5									
14.4. What kind of support did you receive?	a. Since establishment until the start of the Corona crisis				b. After corona				
1. Financial support towards feasibility studies									
2. Financial support towards purchasing or renting land									
3. Financial support with legal fees									
4. Financial support towards workers' insurance payments									
5. Financial support towards relocating expenses									
6. Financial support to participate in exhibitions abroad									
7. Technical support towards submitting and preparing tenders, bids and auctions									
8. Technical support towards the production process									

9. Postponement of bank loans repayment				
10. Reduction or discount on bank loans				
11. Export drawback system				
11. Government paying out old dues with the state				
12. Tax payments deferral (income / sales)				
13. Reduction or exemption from tax payments (income / sales)				
14. General financial support				
15. Other				
<b>14.5.</b> Is the zone developer a Chinese? Yes ..... 1 No ..... 2 → end the interview				
<b>14.6.</b> If the zone developer was Chinese did you receive support from any of the following Chinese institutions:				
1. Chinese Ministry of commerce (MOFCOM)	<b>14.6.1.1</b> yes.....1 no.....2 → 14.6.2.1 <input type="checkbox"/>		<b>14.6.1.2</b> How? Describe the support ..... ..... ..... ...	
2. Chinese Ministry of Finance	<b>14.6.2.1</b> yes.....1 no.....2 → 14.6.3.1 <input type="checkbox"/>		<b>14.6.2.2</b> How? Describe the support ..... ..... ..... ....	
3. Chinese fund for African SME	<b>14.6.3.1</b> yes.....1 no.....2 → 14.6.4.1 <input type="checkbox"/>		<b>14.6.3.2</b> How? Describe the support ..... ..... ..... .....	
4. Any other Chinese institutions?	<b>14.6.4.1</b> yes....1 no...2 → end the interview <input type="checkbox"/>		<b>14.6.4.2</b> How? Describe the support ..... ..... ..... .....	