



Republic of Serbia  
Statistical Office of the Republic of Serbia



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## **FARM STRUCTURE SURVEY 2018**

# **METHODOLOGICAL INSTRUCTIONS**

Belgrade, 2018

Methodological Instructions: Farm Structure Survey, 2018

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## **FOREWORD**

In addition to the Census of Agriculture, the Farm Structure Survey represents a key survey which collects data on the funds and structure of agricultural holdings. It is conducted at a three-year interval, between two censuses of agriculture, and it constitutes the basic source of data for the updating of the Statistical register of agricultural holdings, whose updatedness directly influences the quality of the data of the agricultural statistics.

The results obtained through the Survey are of great significance for the users of the data, particularly the Ministry of Agriculture, Forestry and Water Management, aimed at analyzing the situation in the agriculture of the Republic of Serbia and introducing agrarian policy measures.

These instructions contain all the necessary explanations and the basic principles of the organization and conduction of the Survey.

In Belgrade, 2018

Director  
Dr Miladin Kovačević



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## I. GENERAL PART

### 1. Importance and goals of conducting the Farm Structure Survey

Taking into account that the data collected by the Farm Structure Survey play a key role in the designing, implementation and monitoring of the EU agricultural policy, in order to attain harmonisation with the *acquis communautaire* the Statistical office of the Republic of Serbia (the Statistical Office) planned in its Agricultural Statistics Development Strategy 2014–2018 to conduct a Farm Structure Survey (the Survey) in 2018. The obtained data will be of significance for the creation of the national agrarian policy, as well as for providing a basis for the functioning of the agricultural statistics system.

In addition to the Census of Agriculture, the Farm Structure Survey represents a key survey which collects data on the funds and structure of agricultural holdings. The Survey is conducted at a three-year interval, between two censuses of agriculture. The data from the Survey constitutes the basis for the updating of the Statistical Register of Agricultural Holdings (SRAH), whose updatedness directly influences the quality of all the statistical surveys that collect data on the annual agricultural production, prepare the economic accounts in agriculture and the typology of the agricultural holdings. These data are important for the Ministry of Agriculture, Forestry and Water Management (the Ministry of Agriculture) for the conducting of the Farm Accountancy Data Network (FADN) survey and monitoring the applied agrarian policy measures.

Other than the stated, the results obtained through the Survey will be beneficial for all other users of agricultural statistics data, i.e., to the faculties of agriculture, institutes and professional public.

### 2. Legal grounds

The Farm Structure Survey is conducted in compliance with the Official Statistics Law ("The Official Gazette of the RS," no. 104/09 and 24/11) and the Regulation on the Setting of the Plan for the Official Statistics for the Year 2018 ("The Official Gazette of the RS," no. 120/17).

The applied instruments, coverage, characteristics and standardisation of the concept and definitions are in compliance with the (*Regulation (EC) No 1166/2008 of the European Parliament and of the Council of 19 November 2008, on farm structure surveys and survey on agricultural production methods; Regulation (EC) No 1200/2009, Regulation (EU) No 715/2014*) and the Eurostat methodology.

### 3. Clarification of some notions and expressions

**Agricultural holding** is a technically and economically single unit which has a single management and at which a company, agricultural cooperative, institution or some other legal company, an entrepreneur or a family agricultural holding undertake agricultural activities as their primary or secondary activity.

**Family agricultural holding** (family holding) is any family or other community of persons who live together and jointly use their income for meeting their basic life needs (including single households), whose members (one or more of them) undertake agricultural activities, either as their primary or secondary activity, which has single management, jointly uses the

production means (land, machinery and buildings) and the work of its members, whose holder is a natural person and:

- ▶ **cultivates – uses 50 and more ares of agricultural land** at which it undertakes agricultural activities, regardless of whether this production is intended for the market or not, or
- ▶ **cultivates – uses less than 50 ares of agricultural land, but** undertakes intensive crop, fruit, vineyard, vegetable and flower production (including also production in glass and plastic greenhouses), mushroom and livestock production, that is, **undertakes agricultural activities intended for the market**, or
- ▶ **breeds at least:**
  - two bovine animals units, or
  - one bovine animals unit and two small animal units (pigs, goats, sheep – together), or
  - five sheep units or five goat units, or
  - three pig units, or
  - four small animal units (pigs, goats, sheep – together), or
  - 50 poultry units, or
  - 20 bee colonies.

**Agricultural holdings with legal personality** are:

- ▶ companies, agricultural cooperatives and other forms of organisations with a legal person status and entrepreneurs enlisted at the Business Registers Agency as predominantly undertaking agricultural activities,
- ▶ companies, agricultural cooperatives and other forms of organisations with a legal person status and entrepreneurs registered for some other activity which have organisational units that undertake agricultural activities.

**Activities** that define an agricultural holding, according to the Activity Classification, are as follows:

- ▶ growing of annual, bi-annual and permanent crops (activities within branches 01.1 and 01.2);
- ▶ growing of planting material (branch 01.3);
- ▶ wine production from own grapes (group 11.02);
- ▶ animal breeding (branch 01.4, whereas that from group 01.49 – *breeding of other animals*, entails only the breeding of ostriches, emus and rabbits, as well as breeding of bees, and production of honey and bee wax);
- ▶ mixed agricultural production (branch 01.5), and
- ▶ maintaining of agricultural areas in good agricultural and ecological state (activity within group 01.61). All other service activities in agriculture and post-harvest activities (branch 01.6) do not define an agricultural holding if only they are undertaken.



**Location of the holding** is the place in which the entire agricultural production or its major part are conducted. This is usually the place where the agricultural facilities/buildings intended for agricultural production are located (e.g., facilities for the placement of livestock, greenhouse, cold storage for the placement of agricultural products, the biggest administration building, etc.) or the biggest area of the used agricultural land.

**Holder of the family holding** is the person (a natural person) who is economically and legally accountable for the work of the holding and in whose name the said holding functions, that is, the person who undertakes the operating risks.

**Administrator or manager at the holding** is the person in charge of making and implementing daily decisions related to production and finances of the holding.

**Used agricultural land** consists of:

- ▶ agricultural land in the kitchen garden,
- ▶ arable land and gardens (including fallow land),
- ▶ permanent crops – orchards, vineyards, nurseries, basket willow plantings, timothy grass areas, carob bean areas, areas in which truffles are grown, as well as tree plantings made for sale (Christmas trees), and
- ▶ meadows and pastures which the holding regularly cultivates – uses.

**Annual Work Unit (AWU)** is a measurement unit which represents the quantity of human labour used for undertaking agricultural activities at each holding. This unit represents an equivalent of the labour of a single person, i.e., the full work time within a year: eight hours a day, 225 working days.

#### 4. Reporting units and coverage

The observation units are agricultural holdings on the territory of the Republic of Serbia that undertake agricultural activities and are listed in the SRAH.

A representative sample of 20% of the agricultural holdings (120,000) has been selected from within the SRAH. The family agricultural holdings and the holdings of entrepreneurs are interviewed in line with the address of residence of the holder of the holding.

Before the selection of the sample, the SRAH had been updated on the basis of the available sources: statistical surveys, administrative registers and findings from the field provided by the agricultural advisory and expert services.

#### 5. Object of the Survey

The object of the Survey is the structural data of agricultural holdings: agricultural land by use and ownership categories, livestock by types and categories and beehives, agricultural machinery, organic production, labour force at the holdings and the gainful activities of the holdings, level of production for the market, as well as data on the applied methods of agricultural production (irrigation, cultivation and maintaining of the land, use of organic fertilizers, etc.).

In addition to the structural data, the 2018 Survey will also collect data on agricultural production in 2017/18.

## 6. Data collection method

- 6.1. The data on the family holdings and the holdings of entrepreneurs are collected by the interview method applied in the field using the List of Agricultural Holdings (the List) compiled on the basis of the selected sample. The interviewers feed the data directly into the electronic Questionnaire on the laptop (the CAPI method).
- 6.2. The holdings of companies, agricultural cooperatives and other forms of organisations that have the status of a legal person autonomously feed the data into the web-Questionnaire on the basis of the bookkeeping and other records they dispose with (the CAWI method).
- 6.3 The data on organic production will be taken over from administrative sources, that is, from the official records of the Ministry of Agriculture.

## 7. Testing of the selected methodological and organisational solutions

Within the scope of the preparatory activities, a pilot survey was conducted in 2017 in order to verify: the organisation, methodology, technical solution for the appearance of the electronic Questionnaire, completeness of the instructions for the filling out of the Questionnaire, and the time required for the training and interviewing of the holdings. The pilot survey constituted the basis for the selection of the most suitable methodological, organisational and technical solutions for the conducting of the Survey.

## 8. Critical moment and the tune (period) of the interviewing

The Farm Structure Survey is conducted from 1 October to 30 November 2018.

The critical moment is 30 September 2018 at 24 hrs, i.e., at midnight between 30 September and 1 October 2018.

No changes that have taken place after the critical moment will be put into the Questionnaire.

The reference period of the Survey refers to:

- a) the date of the critical moment (30 September 2018), for the data on:
  - ▶ the available land, and
  - ▶ number of livestock;
- b) agricultural year (from 1 October 2017 to 30 September 2018), that is, the last 12 months from the date of the critical moment, for the data on:
  - ▶ the use of agricultural land,
  - ▶ the use of organic fertilizers,
  - ▶ organic production,
  - ▶ used machinery,
  - ▶ production methods in agriculture,

- ▶ labour force,
- ▶ non-agricultural gainful activities at the holding,
- ▶ use and sale of own agricultural products, and
- ▶ attained plant and livestock production.

## 9. Interviewing language

The interviewing is done using an electronic Questionnaire in the Serbian language, written in the Latin script. In order to ensure better understanding of the questions by members of the national minorities in the Republic of Serbia, the translation of the Questionnaire into the languages of the most numerous national minorities will also be provided.

## 10. Data protection

The personal and other data collected within the scope of the Survey constitute official statistical data and as such they deemed secret and are subject to special protection that will be ensured in all the phases of the implementation of the survey.

The secrecy of individual data is guaranteed by the Law on Official Statistics. The data are published only in aggregate form.

Any misuse of the official statistical data entails tortuous liability, in compliance with the Law.

## 11. Processing and publishing of the results

The processing and publishing of the data, as well as the publishing of separate studies, will be done by the Statistical Office. The results of the survey will be published not later than by 30 September 2019 and they will be available in the database at the website of the Statistical Office ([www.stat.gov.rs](http://www.stat.gov.rs)).

## 12. Financing

The financing of this survey has been provided from the EU pre-accession funds within the IPA 2016 National Programme and from the budget of the Republic of Serbia. The preparatory activities for the Survey were done within the IPA 2015 multi-beneficiary project.

# II. ORGANISATION OF THE CONDUCTING OF THE SURVEY

## 1. Organisational structure and tasks

**The Group for the Survey Implementation** coordinates all the activities in all the phases of the conducting of the Survey. It is in charge of the training of regional coordinators and the control of the execution of the procedures in connection with all the necessary activities on the

territory of the RS. It organises the processing and the publishing of the data of the Survey, as well as the forwarding of the data to Eurostat.

**Regional coordinators** (32) are the heads of the regional offices (RO) of the Statistical Office, the City Administration of the City of Belgrade – the statistical sector, head of the Novi Pazar Statistics Group and their deputies who are in charge of the organisation and conducting of the Survey on the territory covered by the relevant RO (City of Belgrade and Novi Pazar), including preparatory activities, selection and training of controllers and interviewers, distribution and taking over of the equipment (in line with the Procedure for the issuing and returning of equipment), as well as other tasks (submission of worksheets for the payment of controllers and interviewers, travel orders, etc.).

Their role is to monitor, control and provide expert assistance and to supply in a timely fashion all additional clarifications and information to all the persons carrying out the Survey on the basis of the procedures and instructions received from the Group for the Survey Implementation.

**controllers** (69) are the persons implementing the Survey whose task is to control the work of the interviewers (51) and to monitor the interviewing of the holdings of legal persons (19).

Period of engaging the controllers: from 11 September to 7 December 2018. A regional coordinator may, if necessary, engage a controller for undertaking other activities even after the stated period.

The duties and tasks of the controllers in charge of monitoring the work of interviewers are the following:

- ▶ before the beginning of the implementation of the Survey in the field
  - to be present at a three-day training for controllers,
  - to take part in the training for interviewers;
- ▶ during the implementation of the Survey in the field
  - to control the work and provide expert assistance to the assigned interviewers (on an average 10),
  - to monitor the work of the interviewers using the application for the input and help them solve all doubtful or unclear cases,
  - to check successively the filled out forms using the IST application, to control the completeness and accuracy of the input data,
  - in order to ensure a better quality of the data, to maintain regular contact by phone with the interviewers and, if necessary, to hold a joint meeting with the assigned interviewers during the first week of the interviewing in order to establish if there are any systematic errors and in order to agree on the uniformed application of the methodological instructions,
  - to implement all the delegated tasks timely, accurately and efficiently and to inform regularly the regional coordinator on their work, as well as on the course of the foreseen activities,
  - to propose to the regional coordinator to replace the interviewer whose work, even with the provided assistance and given warning, is not satisfactory and endangers the quality of the data obtained through the Survey,
  - to inform the regional coordinator of the problems that have appeared, regardless of whether they have solved the problems themselves or expect the regional coordinator to do it;

- to print the controller worksheet from the IST application on 20 October 2018, as the first statement of facts in order to have the payment arranged for all the questionnaires with responses 1 and 3 that have arrived to the base by 19 October at midnight. Organises the signing of the worksheet by the interviewer and submits it to the regional coordinator.
- ▶ after the completion of the implementation of the Survey in the field
  - to print the controller worksheet from the IST application for the second statement of facts in order to have the payment arranged for all the questionnaires with responses 1 and 3 that have arrived to the base after 19 October at midnight. Organises the signing of the worksheet by the interviewer and submits it to the regional coordinator.
  - to organise the returning of the equipment (bag with a laptop, charger and mouse) and the List of Holdings by the interviewers within seven days, at the order of the regional coordinator.

The duties and tasks of the controllers in charge of monitoring the interviewing of the holdings of legal persons are as follows:

- ▶ before the beginning of the implementation of the Survey in the field
  - to update the Address List of the holdings of legal persons,
  - to attend a three-day training for controller,
  - to take part in the training for interviewers, if assigned for this task by the regional coordinators,
  - to forward an information letter to each legal person, with the contact data of the controller (the contact person) in the period from 21 September–28 September 2018.
- ▶ during the implementation of the Survey in the field
  - to forward by email on 1 October the necessary instructions to each legal person (instructions for the filling out of the questionnaire and the Methodological Instructions),
  - to monitor the course of self-interviewing by using the application in the IST, by setting up a report,
  - if there is anything unclear during the filling out of the web-Questionnaire, to provide the methodological and technical clarifications to the holdings of legal persons,
  - to control the input data by using the application in the IST and to conduct the identification of any errors in the material,
  - if they identify any errors in the input material, to contact the holdings and help them correct the errors,
  - after two weeks from the beginning of the interviewing, the controllers have the obligation to send a reminder to the holdings that have not filled out their report in the web-form and after three weeks from the beginning of the interviewing – to contact them by phone and establish the reason for the non-response,
  - If the holdings of legal persons cannot fill out the report themselves, they are under obligation to provide assistance during the feeding of the data into the web-Questionnaire, including also a visit to the holding, if that is necessary,

- to inform the regional coordinator on their work, as well as on the course of the foreseen activities and any possible problems.

A detailed procedure for the work of the controllers may be found in a separate document.

**Interviewers** (536) are direct implementers of the Survey in the field. They are engaged on the basis of a public call and they are in charge of interviewing family holdings and holdings of entrepreneurs on the basis of the assigned List of Holdings, in line with the prescribed instructions and instructions received from the controller to whom they need to report about their work. Their duties and tasks are as follows:

- ▶ to attend a three-day training,
- ▶ to interview family agricultural holdings and holdings of entrepreneurs in the field and to put the obtained data into the electronic Questionnaire,
- ▶ in case of a need for additional clarifications, they contact their controller or they call the Statistical Office's Info Centre, and
- ▶ to discharge the assigned equipment (bag with a laptop, charger and mouse) and to return the List within seven days after the completion of the interviewing, in line with the instructions of the controller.

Period of engaging the interviewers: from 24 September to 7 December 2018 (the work is done also on a weekend).

Before the beginning of and during the Survey, the functioning of an **Info Centre** will be organized at the Statistical Office with a task to provide all the necessary information to the population and the implementers of the Survey by phone, as well as by email.

Period of engaging the operators: from 28 September to 1 December 2018 – they work in shifts from 07.30 until 19.00 hrs (the work is done also on a weekend).

## 2. Selection of the direct implementers of the Survey

On 15 August 2018, the Statistical Office will publish the public call for the applications of candidates for the work in the Survey in the public media at the state and the local levels, and on the site of the Statistical Office, thus ensuring that the population on the entire territory of the Republic is informed. The candidates may apply solely at the site of the Statistical Office, by filling out an electronic application.

The selection of candidates will be done by the regional coordinators on the basis of the number of points and interviews with the candidates.

Detailed explanations regarding the conditions which the candidates must meet, as well as the manner of selection of the direct implementers of the Survey, may be found in the document "Procedure for the selection of the interviewers," which is available at the site of the Statistical Office.

## 3. Training

Before the beginning of the Survey, there will be training organised for the direct implementers, by levels, in order to ensure a uniformed approach to the interpretation and application of the methodology. Particular attention will be paid to the input of the data into the electronic Questionnaire. In addition to the presentation of the Survey's methodology, the training also includes practical exercises.

The training is intended for:

- ▶ regional coordinators and interviewers of the pilot survey,
- ▶ controllers, and
- ▶ interviewers.

The training of the regional coordinators will be done by the methodologists of the Agriculture and forestry statistics division, while the regional coordinators are in charge of the training of the controllers and interviewers.

#### 4. Deadline schedule

<b>Deadline</b>	<b>Task</b>	<b>Implementer</b>
15–17.11.2017	Training for regional coordinators	Group for the Implementation of the Survey
1.2– 20.3.2018	Updating of the SRAH	Statistical Office and the PSSS
Until 10.4.2018	Creating of the sample	Sample methodology and the data quality control division
Until 30.5.2018	Creation of the application for the input of data	Agriculture and forestry statistics division and the IT department
23–30.4.2018	Compiling of the Lists of Holdings covered by the Survey	Agriculture and forestry statistics division and the IT department
3–25.5.2018	Determining the necessary number of the interviewers	Regional coordinators
15.8.2018	Public call for the candidates	Statistical Office – legal department
15–21.8.2018	Receiving applications from the candidates	Candidates for the controllers and interviewers
24.8.2018	Publishing of the list of candidates invited for an interview	Regional coordinators
27–31.8.2018	Interview with the selected candidates	Regional coordinators
4.9.2018.	Publishing of the preliminary list of the selected controllers and interviewers	Agriculture and forestry statistics division and the IT department
5.9.2018.	Deadline for filing complaints	Candidates
6.9.2018	Consideration of the complaints	Legal department of the Statistical Office
7.9.2018	Publishing of the final list of the selected direct participants for the work in the Survey	Statistical Office and regional coordinators
11–14.9.2018	Training for the controllers	Regional coordinators
24–27.9.2018	Training for the interviewers	Regional coordinators and the controllers
21.9–28.9.2018	Sending of information letters to the holdings covered by the Survey	Logistical support RO of the Statistical Office
28.9 – 1.12.2018	Work of the Info Centre	Statistical Office's operators
1.10 – 30.11.2018	Interviewing and control of the	Interviewers and controllers

Deadline	Task	Implementer
	work in the field	
Until 30.6.2019	Processing and validation of the data	Agriculture and forestry statistics division and the IT
9.2019	Publishing of the Survey's results on the site of the Statistical Office	Agriculture and forestry statistics division
Until 30.9.2019	Forwarding of the final results of the Survey to Eurostat	Agriculture and forestry statistics division
Until 30.10.2019	Publishing of special publications	Statistical Office

### III. WORK OF THE INTERVIEWERS

#### 1. Access to the data input application

The data collected from the holdings are fed directly into the electronic questionnaire that may be found in the laptop. In order to access the Questionnaire, it is necessary to do the following:

- Click on the UNICAPI icon that may be found on the screen of the laptop



A panel will appear that will contain only two icons: IST and OTHER (*OCTAJO*). For the needs of this survey, it is necessary to click on IST. If you have an internet access at the moment when this panel is being opened, there will be an automatic updating of the programme, provided there is a newer version on the server.



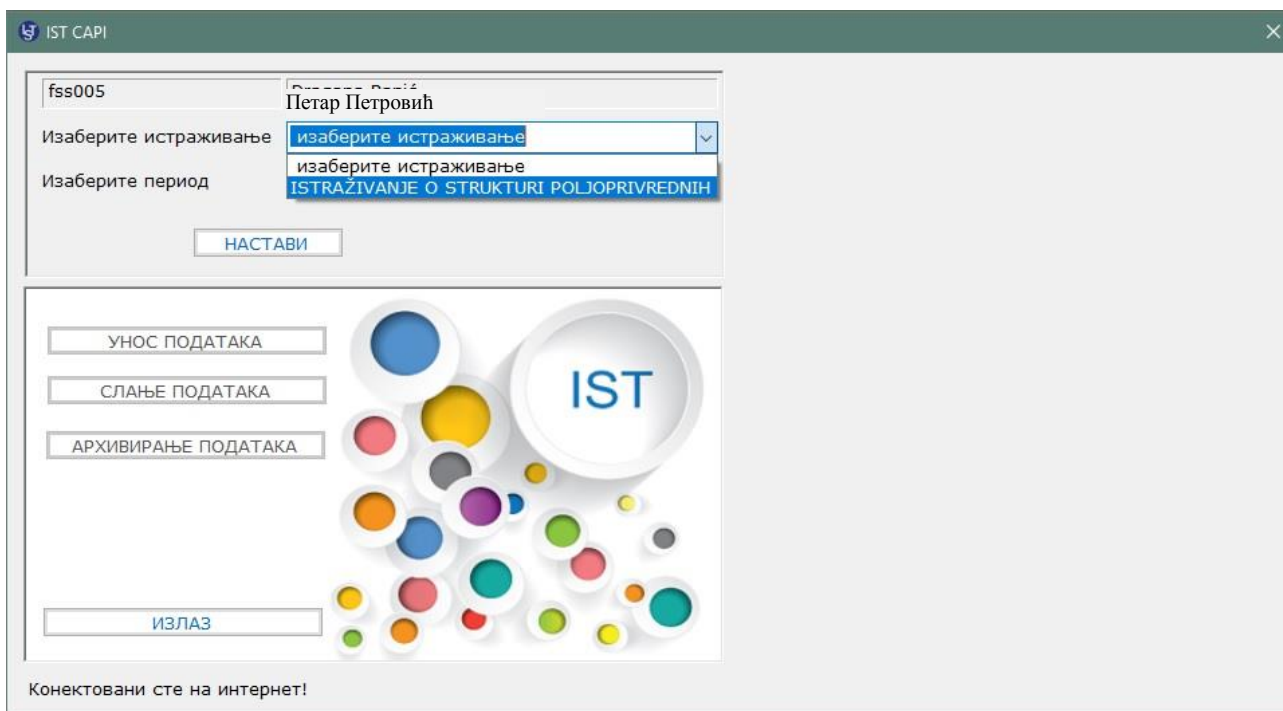


By clicking on the IST icon, you will get a panel where you need to type in your username and password that were assigned to you by the Statistical Office and then you need to click on the item LOGIN (ЛОГОВАЊЕ).

**When the interviewer logs in for the first time, it is necessary that the computer has an internet connection.**

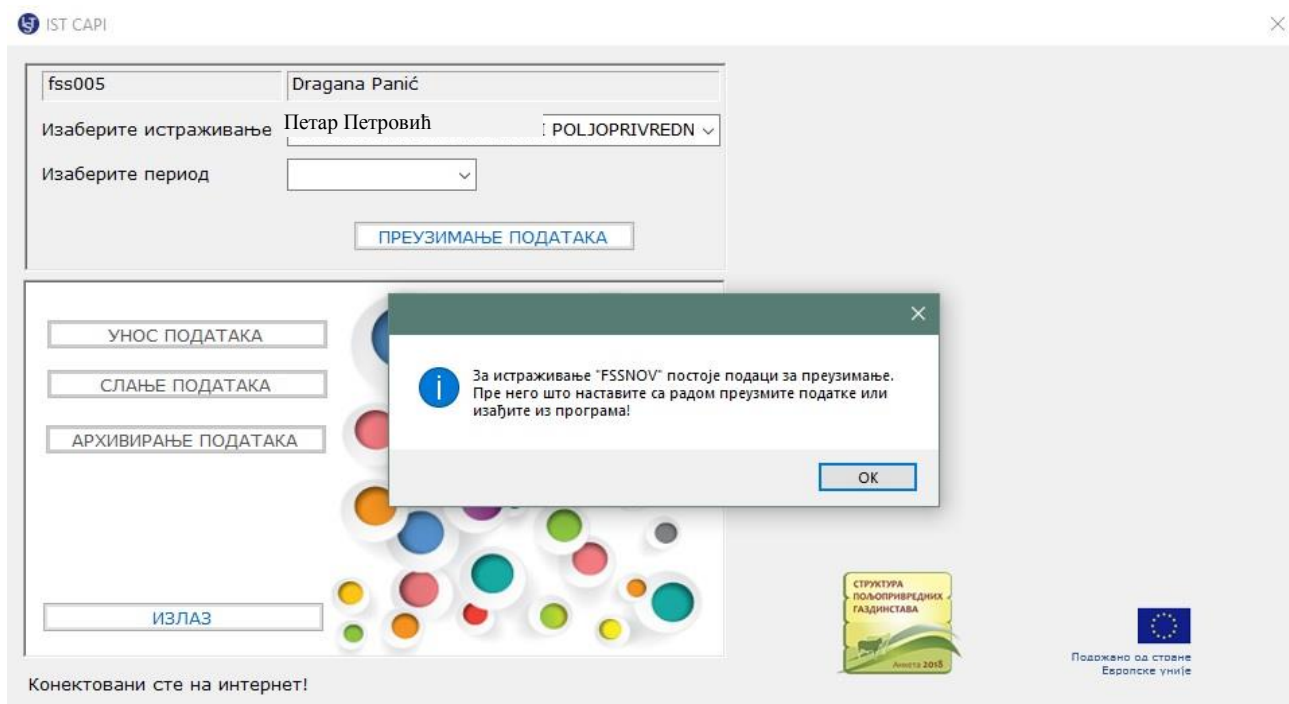


In the next panel, you should first select the survey on the drop-down menu: "Farm Structure Survey."



After the selection of the survey, the possible scenarios are the following:

1. If the computer does not have an internet connection and it is not possible to download data from the server:
  - There is a base for the selected survey and the icon "CONTINUE" (*НАСТАВИ*) is available;
  - There is a no base for the selected survey and the interviewer receives a message to address the administrator in charge. The only option is "EXIT" (*ИЗЛАЗ*) from the programme.
2. If the computer has an internet connection:
  - There is a base for the selected survey, there is no package for the downloading from the server and the icon "CONTINUE" (*НАСТАВИ*) is available;
  - There is a no base for the selected survey and there are no data to be downloaded, so the interviewer receives a message to address the administrator in charge. The only option is "EXIT" (*ИЗЛАЗ*) from the programme;
  - There are data for the selected survey to be downloaded and the interviewer gets a message about it.



In that case the only available options are "DOWNLOAD THE DATA" (*ПРЕУЗИМАЊЕ ПОДАТАКА*) and "EXIT" (*ИЗЛАЗ*) from the programme.



It is necessary to click on "DOWNLOAD THE DATA" (*ПРЕУЗИМАЊЕ ПОДАТАКА*), wait for the downloading process to end and in the case that everything went well, a message appears

confirming the successful downloading of data and the icon "CONTINUE" (НАСТАВИ) is available.

If there was an error, the interviewer would get a message that the downloading was not successful and that it should be tried again.

After the selection of the survey and the possible downloading of the data, if the option "CONTINUE" (НАСТАВИ) is available, then the period of the survey "12.2018" should be selected first and then, you should click on the icon "CONTINUE" (НАСТАВИ).

After this, you should check whether the data are harmonized (irrespective of the internet connection). If they are, the icon "DATA INPUT" (УНОС ПОДАТАКА) becomes available and if not, then you get a message that the data are not synchronized and that it is necessary to contact the administrator in charge.

The option "SENDING OF DATA" (СЛАЊЕ ПОДАТАКА) is available only if the computer has an internet connection.

If it is available, click on the icon "DATA INPUT" (УНОС ПОДАТАКА).

A panel from the IST application will open on the screen.



- You should select the option "Input" (УНОС) on this panel, after which the first panel of the Questionnaire will open.

## 2. Interviewing procedure

Before the beginning of the training, the interviewer will sign a Contract for the Interviewer, will sign out the equipment and will receive the necessary material and equipment for the training and the work in the field:

- Instructions for the interviewing,

- ▶ Bag with a laptop, charger and mouse, and a writing kit (a pen and a notebook),
- ▶ List of Agricultural Holdings (the List),
- ▶ A number of printed Questionnaires (10),
- ▶ Multi-lingual collection of the questionnaire (whoever needs it),
- ▶ Identification card, and
- ▶ Information about the new visit of the interviewer.

Directly before the beginning of the work in the field, the interviewer will get acquainted with the List. In the heading of the List there is the name and surname of the interviewer, the username and password he/she uses in order to access the application on the laptop and the controller's code. The data contained in the List may also be found in the application for the input of data – the address book.

The interviewing is done in line with the place of residence of the holder of the agricultural holding. The List constitutes the basis for the work in the field and it contains: the number of the holding within the List, the identification of the agricultural holding (PIG), name, surname and the personal ID number of the holder of the holding, the address of the residence of the holder of the holding (street and number), code and name of the municipality and the settlement on the territory of which the holder of the selected agricultural holding lives and the phone number.

Anketar: FSS70001										
Redni broj	PIG	Opština	Naselje	Ulica	Broj	Ime i prezime	JMBG	Telefon	Mobilni	Napomena
1	2130004586	Bogatić	Badovinci	Braće Đurića	**	Srboljub T****	*****	015425***		
2	2130002807	Bogatić	Badovinci	Braće Đurića	**	Budimir R****	*****	01542****		
3	2130002819	Bogatić	Badovinci	Braće Đurića	**	Slobodan K****	*****	01542****		
4	2130004602	Bogatić	Badovinci	Braće Đurića	**	Ljubiša B*****	*****	015425***	064387****	

The interviewer is not under obligation to stick to the sequence of the holdings in the List, but he/she must go to each selected holding, regardless of how much time and effort that visit may require, and interview the holding. During his/her work in the field, the interviewer needs to adhere to the directives provided in these instructions, as well as the directives received during the training.

After coming to the holding, the interviewer needs to show his/her identification card and explain the **reason for his/her coming emphasizing that this concerns the collection of data solely for statistical purposes**. Then, he/she fills out the Questionnaire on the laptop on the basis of the statement of the holder of the holding or another member of the holding who is acquainted with the operations of the holding.

**It is necessary to always take to the field a fully charged battery of the laptop, as well as the charger in order to recharge the battery if there is a need for that.**

All the holdings selected for the sample will be informed by a letter about the visit of the interviewer. If the interviewer, however, does not find anybody at the address during the visit, it is necessary to leave the Information about a new visit, in order to announce his/her next visit.

If the List provides the telephone number of the holding, it would be best if the interviewer calls beforehand in order to announce his/her visit.

In case that during the field work, for any reason whatsoever, it is not possible to put in the data into the electronic Questionnaire, the printed version should then be used. The data from the printed Questionnaire need to be fed into the application (the electronic Questionnaire) once the conditions are fine for that.

**It needs to be duly noted that the assigned equipment (the laptop) is to be used solely for the interviewing and that it must not be used for any other purposes, which is also emphasized in the Contract signed by the interviewer.**

### 3. Technique for the filling out of the Questionnaire

The Questionnaire is filled out by putting the numeric values into the foreseen fields, selecting the options in the drop-down menu or by marking the response in the foreseen field (by putting in number 1).

It is possible to move around the Questionnaire typing on the "Enter" key or using the mouse or the touchpad on the laptop's keyboard.

If it is necessary to change the identification data of the holding, the changes are made using the Latin script. It is necessary to select the Latin script in the language menu.

The data are fed in the measurement units, selected or marked in the Questionnaire.

The Questionnaire supports the input of the data on the surface areas in the local measurement units: *katastarsko jutro*, *lanac (sremski)*, *kvadratni hvat*, *dunum*, *šinik*, *dulum (leskovački)*, *motika*, *livada*, *kosa*, *plug zemlje* and *čerek*.

If only the value is put into the field for the surface area, e.g., number 2 into the field "Wheat," the application will presume that the area is expressed in hectares – 2 hectares.

If the relevant abbreviation is put next to the number, with no space, by pressing the key **F6**, the application will calculate the local measurement unit into hectares and the field will show the area in hectares. In each field where it is necessary to have the calculation of the local measurement units into hectares, in addition to the value, it is necessary to also put in the abbreviation for the relevant measurement unit and then press the key **F6**.

The list of the abbreviations for the calculation of the local measurements units into hectares:

<i>katastarsko jutro</i>	ju
<i>lanac (sremski)</i>	la
<i>kvadratni hvat</i>	hv
<i>dunum</i>	dn
<i>šinik</i>	si
<i>dulum (leskovački)</i>	dl
<i>motika</i>	mo
<i>livada</i>	li
<i>kosa</i>	ko



plug zemlje	pl
čerek	ce

**Note:** For the areas under mushrooms (*code* 91) and the areas for vegetables in the kitchen gardens and vegetables in glass and plastic greenhouses (question 13 – Chapter Land, Part II) the area must be expressed in square metres (m<sup>2</sup>).

If there is no occurrence (there is no data), the field is left empty. Only in the case of production, if a crop has been sowed, but there has been no production, then a zero should be put in. This rule also applies to the question: "Assess the area of arable land and gardens that were not covered by the planned crop rotation" (*code* 187), where it is also necessary to put in the value of zero, if the entire area of the arable land and gardens has been covered by the planned crop rotation or the holding does not cultivate arable land and gardens.

When writing decimal numbers, it is important to use a point.

In the case of some questions, where this is clearly marked, the responses are given only for the family holding or only for the legal person / entrepreneur. In the case of all other questions, the responses are provided for each holding regardless of its legal status.

Each field in the Questionnaire in which data need to be written is marked by a code. This is important because in the warning message, as well as in the clarification of errors in the logical control, codes of the fields to which the message refers will be marked (there is an error).

A warning message may appear on the screen and this message signals that an error has been made when inputting the data or that it is necessary to fill out a mandatory field.

When the warning message appears saying that there has been an error during the input, the error needs to be corrected, but even if it is not done at the time, the application allows for the work to continue.

In the case when a warning message appears saying that it concerns a mandatory field, then the application will not allow for the work to continue and the field to which the message refers must be filled out.

After the completion of inputting the data in a chapter, before moving on to the next chapter, it is mandatory to perform a logical control, which will be signalled by the application itself. The logical control is activated by selecting the option "LK" (ЛК) which is located in the upper right corner of the screen. The activation of the logical control will identify all the errors in that chapter that need to be corrected. Otherwise, the questionnaires will not be considered valid.

**The explanation of the error** appears when you pass with the cursor across the red field with the marked number of the error.

УХОС - ISTRAŽIVANJE O STRUKTURI POLJOPRIVREDNIH GAZDINSTAVA U 2018. GODINI : V\_POGL\_02

Год	Мес	PIG	Redni broj
2018	05	1110000001	0

T044 - T : ZEMLJIŠTE I DEO

T050 - T

T044 - T : Površina korišćenog poljoprivrednog zemljišta (polje 80) mora biti jednak zbiru polja 81, 82 i 83

Having performed the control of the input data and having corrected any possible errors, you should select the option "Save and go to the next record" (*Сачувај и иди на следећи слог*), which is located in the upper right corner of the screen. This will allow you to return to the initial panel of the Questionnaire and select the next chapter to be filled out.

The screenshot shows a window with three buttons in a row: "Сачувај" (Save), "Сачувај и иди на следећи слог" (Save and go to the next record), and "Излаз" (Exit). Below the "Сачувај" button are two checkboxes, the first of which is checked. Below the "Сачувај и иди на следећи слог" button is the label "ЛК".

When the inputting of the entire Questionnaire has been completed, you should select the option "LK" (*ЛК*) on the initial panel (if you do not do it, the programme will remind you to do so) and then the option "Save and go to the next record" (*Сачувај и иди на следећи слог*), after which the data will disappear from the screen which will mean that the Questionnaire has been put in. By selecting the option "Exit" (*Излаз*) you get out from the panel for the input of data.

#### 4. Input of the data into the application

By entering the Questionnaire, the initial panel will appear on the screen. This panel contains the GENERAL DATA of the holding and the list of the Questionnaire's chapters:

- Land Part I
- Land Part II
- Irrigation, use of organic fertilizers, and land cultivation and maintaining
- Livestock, bees and other animals
- Agricultural machinery
- Labour force and activities of the holding, and other data on the holding

From the List of the Holdings he/she has received the interviewer should put the PIG into the relevant field.

The screenshot shows a form with the following fields: "Год" (Year) with value "2018", "Ме" (Month) with value "5", "PIG" (highlighted with a red circle), and "Redni broj" (Serial number). Below the form is a section titled "ОПШТИ ПОДАЦИ" (General Data) with a dropdown menu for "Pravni status gazdinstva" (Legal status of the holding).

By typing in the first several figures of the PIG number and by pressing the key "Enter," you will open the Address Book on the drop-down menu from which you need to select the holding that is being interviewed. Then you need to use the **key "Enter"** (not the mouse) in order to move through the fields, until you get to the field "Holding's response." This way, you will automatically fill out: the number, the time and the date of filling out the Questionnaire, the legal status of the holding and the available identification data on the holder of the agricultural holding or the data on the entrepreneur (depending on the status of the holding).



With the next pressing on the key "Enter," the cursor will move to the field "Holding's response," which **mandatorily needs to be filled out**. This time, from the drop-down menu, you need to select one of the offered options.

**Holding's response** – You must select one of the offered options in the drop-down menu, depending on the situation in the field which may be different from the expected one, since holdings are prone to changes, such as, for instance, disappearance (dissolution) of the holding, move, division of the holding, etc. It may also be expected that a certain number of holdings will refuse to cooperate.

Odziv gazdinstva
1. Gazdinstvo se anketira
2. Gazdinstvo se ne bavi poljoprivrednom proizvodnjom
3. Gazdinstvo se više ne bavi poljoprivrednom proizvodnjom, ali se bavilo u periodu od 1.10.2016. do 30.09.2017.
4. Odsutni članovi gazdinstva
5. Napuštena kuća - ugaseno gazdinstvo
6. Nepoznata adresa
7. Gazdinstvo odbilo saradnju

1. If the interviewer finds the holding from the List and that holding undertakes agricultural activities and does not refuse to cooperate, in the case of the question "Holding's response", you should select **The holding is interviewed**.

In the case when the holder and the other members of the holding have moved, but are still in the same settlement, the holding should be located and interviewed. The interviewer should choose the option **The holding is interviewed** and when putting in the identification data, he/she should write the new address of residence of the holder of the holding (i.e., he/she should correct the data that automatically appear in the application).

2. If the holding no longer undertakes agricultural activities and did not undertake agricultural activities in 2017/2018 (from 1.10.2017 through 30.9.2018), the option to be selected is **The holding does not undertake agricultural activities**.
3. If on the date of the critical moment the holding does not undertake agricultural activity, but undertook agricultural activity from 1.10.2017 through 30.9.2018, the option to be selected is **The holding no longer undertakes agricultural activity, but undertook agricultural activity from 1.10.2017 through 30.9.2018**.
4. If in the period during the interviewing, even after several attempts (it is necessary to try at least three times), it was not possible to establish a contact with members of the holding, whether the members of the holding were absent (the reasons for the absence may be different, e.g., living abroad, being a guest somewhere, etc.) or they could not participate in the Survey, the option to be selected is **Absent members of the holding**.

If this option is selected, it is necessary to answer the question: "In the opinion of the interviewer, does the holding undertake agricultural activities?" The answer "Yes" should be selected if visible signs of agricultural activity may be observed.

5. If the household has been liquidated – it no longer exist – an abandoned house, the option to be selected is **Abandoned house – liquidated household**.

6. **Unknown address** – This option should be selected in the case when the interviewer cannot locate the holding using the address from the List.
7. If the holding refuses cooperation even with all the attempts and warning that any refusal to provide data or the providing of inaccurate data entails tortuous liability, the option to be selected is **The holding has refused cooperation**.

If this option is selected, it is necessary to answer the question: "In the opinion of the interviewer, does the holding undertake agricultural activities?" The answer "Yes" should be selected if visible signs of agricultural activity may be observed.

**After the inputting of the relevant number of the option for the holding's response it is mandatory to press the key "Enter."**

**In the cases of the holding's response 1 and 3, the interviewer continues to fill out the Questionnaire.**

For the holdings for which option 3 has been selected, all the data on the agricultural production from 1.10.2017 through 30.9.2018 will be fed into the Questionnaire, regardless of whether the holding has any livestock or any land available on the date of the critical moment or not.

**In the other cases, the Questionnaire is not filled out and the interviewer may move to the next holding from the List.**

**For each holding from the List, the following fields in the Questionnaire must be filled out: PIG (agricultural holding's identification number) and the response to the question *Holding's response*, regardless of whether the holding is interviewed (options 1 and 3) or there is any other reason for not filling out the Questionnaire (options 2 and from 4 to 7).**

**It is mandatory** to check whether the identification data on the screen correspond to the data that are in the List for the given PIG (there may be an error when selecting the PIG number), **and then, when talking with the respondent, it is necessary to verify the accuracy of the given data and, if needed, do the possible corrections or supplements** (using the Latin script).

In order to verify or input the accurate personal ID number of the holder of the family agricultural holding, the interviewer should request the personal ID document for the personal identification of the holder of the holding or another document from which it is possible to get the personal ID number.

If there has been a change in the legal status of the holding (it is no longer a family holding, but has changed its legal status into an entrepreneur or a legal person, or *vice versa*), it is necessary to change the status in the drop-down menu "Holding's legal status." After the change of the status, by pressing the key "Enter" the application will offer a modification. By inputting a new adequate piece of data, the data that have been automatically fed into the first two rows will be deleted.

Other data that are contained in the part "Identification data of the holding" will not be deleted and they may be changed if necessary.

The data on the location of the holding (name of the municipality and settlement) must be checked or written into the application if they have not been entered, regardless of whether

these data are the same or they differ from the data on the address of residence of the holder of the holding/seat of the legal person/entrepreneur.

**Note:**

In the case when the respondent states that there has been a division of the holding, it is necessary first to check whether this really concerns the setting up of a new holding (see the definition of holding on page 7). It may happen that the situation is such that the members of the holding no longer live together, at the same address, but they still use the same resources (land, machinery and labour force) for undertaking agricultural activities. In that case, this is still just one single holding. If according to the statement of the respondent this still concerns two or more holdings, the interviewer needs to act in the following manner:

- Fill out the Questionnaire for the holding found according to the address from the List. If necessary, change the identification data (name of the holder of the holding). The holding according to the address from the List is considered the "old" holding, while the holding that is at another address will be considered the newly-created one;
- Ask the respondent for the address data, the name and surname of the holder of the newly-created holding;
- It is necessary first to input the newly-created holding into the electronic address book, which is done in the following manner:
  - On the panel of the IST application, select the option "INPUT" (УНОС) which is in the part of the "Consultation" (КОНСУЛТАЦИОНЕ) (see the picture below).
  - In the initial panel, put in the PIG of the holding that has been divided (copy the existing PIG from the List), put "1" into the field "number", while in the adjacent empty field copy the controller code from the heading of the List, and then using the Latin script fill in the identification data of the new holding if they are known.
  - If the newly-created holding is in the same settlement, it should be visited and interviewed in the same manner as the other holdings from the List, with an addition that the value 1 needs to be put into the field "number" in the initial panel in the application, next to the PIG from the List. It is mandatory to check with the respondent all previously input identification data.

If a holding got divided into more than two holdings, the number 2, 3... up to n ("n" being the number of newly-created holdings) needs to be input for each newly-created holding.

## Chapter: Land, Part I

After the completion of the input of the holding’s response and after the verification of the identification data, the logical control is activated and the first chapter of the Questionnaire is selected and that is “Land Part I.”

Opština lokacije	Naselje lokacije						
<table border="1"> <tr> <td>ZEMLIŠTE I DEO</td> </tr> <tr> <td>ZEMLIŠTE II DEO</td> </tr> <tr> <td>NAVODNJAVANJE, UPOTREBA DUŠIČAVIH, OBRADA I ODRŽAVANJE ZEMLIŠTA</td> </tr> <tr> <td>STOKA, PČELE I DRUGE ŽIVOTINJE</td> </tr> <tr> <td>POLJOPRIVREDNA MEHANIZACIJA</td> </tr> <tr> <td>RADNA SNAGA I AKTIVNOSTI GAZDINSTVA I OSTALI PODACI O GAZDINSTVU</td> </tr> </table>		ZEMLIŠTE I DEO	ZEMLIŠTE II DEO	NAVODNJAVANJE, UPOTREBA DUŠIČAVIH, OBRADA I ODRŽAVANJE ZEMLIŠTA	STOKA, PČELE I DRUGE ŽIVOTINJE	POLJOPRIVREDNA MEHANIZACIJA	RADNA SNAGA I AKTIVNOSTI GAZDINSTVA I OSTALI PODACI O GAZDINSTVU
ZEMLIŠTE I DEO							
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POLJOPRIVREDNA MEHANIZACIJA							
RADNA SNAGA I AKTIVNOSTI GAZDINSTVA I OSTALI PODACI O GAZDINSTVU							

### 1. Available land

The data on the available land refers to the situation as of the date of the critical moment (30 September 2018) and to the land on the territory of the Republic of Serbia.

The areas are shown in hectares (ha), with two digits after the decimal point, regardless of whether that data is fed in hectares or some other local measurement unit, as explained in more detail on page 22. In the application, the local units are calculated on the basis of the “Measurement calculation table,” that may be found at the end of these instructions (Annex 3).

**Owned land (code 9) – All owned land** of all members of the family holding, that is, the land owned by the legal person / entrepreneur is written in the questionnaire, regardless of whether the land has been leased or belongs to a cooperative, or whether it is cultivated or not, that is, whether it is suitable for agricultural production or not. This can be: arable land and vegetable gardens, pasture and meadows, orchards, vineyards and other plantings, wooded areas, kitchen garden, land under buildings, roads and other owned land. The total area of the own land also includes the land for which there are no legal documents (usurped land, etc.). The interviewer will put in the data on the area of the owned land on the basis of the statement of the person giving the data.

**Land held under a lease (code 10)** – The total area of all the land taken from the others in order to be used on the basis of a written or verbal agreement (held under a lease) will be written in the questionnaire, regardless of the type of the lease (for money, tenancy, share leasing, free of charge, etc.). **The common land** (rough grazing and grassland) that is used for the grazing of livestock, regardless of the type of lease, **is not calculated into the land held under.**

**Leased land (code 11)** – The total area of all the land leased to the others in order to be used (leased for money, as tenancy, share leasing, free of charge, etc.) will be written into the questionnaire. **The land leased by the local self-government units** does not include the common land (rough grazing and grassland) that was given to the others for the grazing of livestock, regardless of the type of lease.

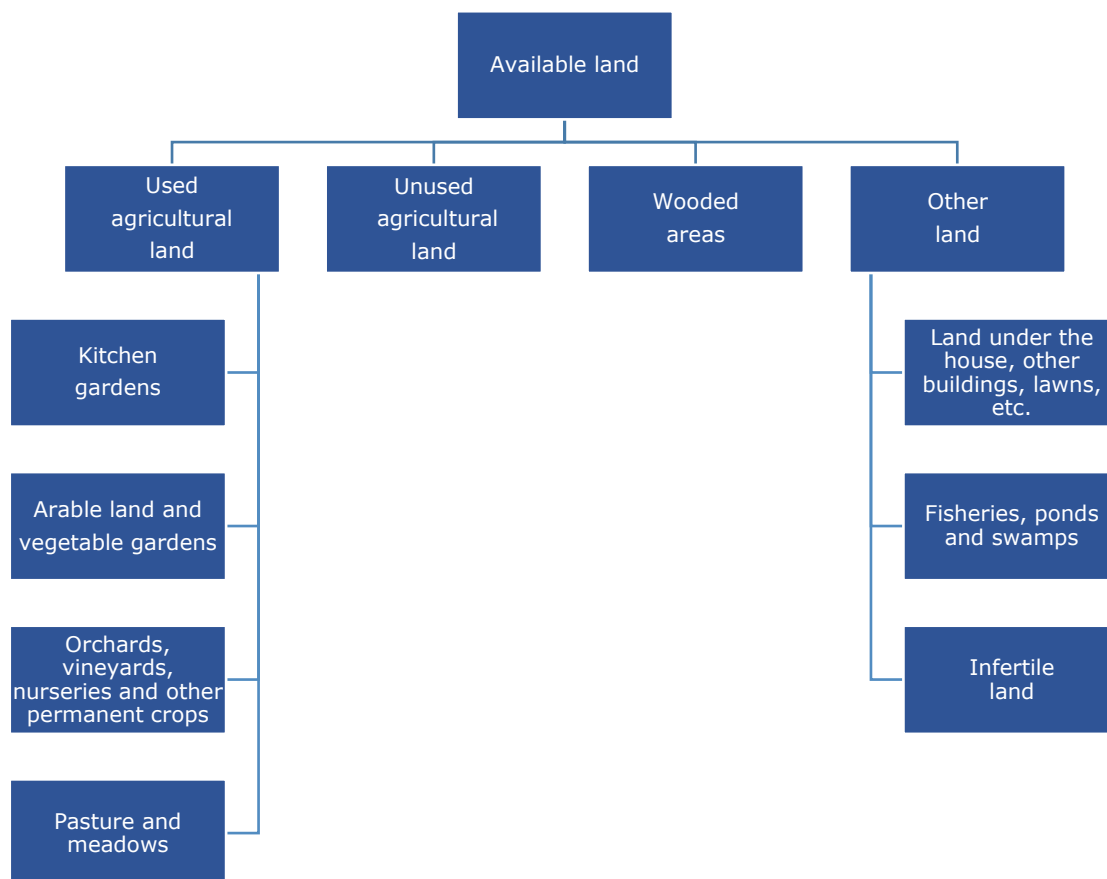
**Available land (code 12)** means all the owned land of all members of the holding, that is, owned by a legal person / entrepreneur that has not been leased to the others, as well as the land held under a lease (to be used), which the holding disposes with as of 30 September 2018.



The total area of the available land is obtained when the leased land (*code 11*) is subtracted from the sum of the areas of the owned land (*code 9*) and the land held under a lease (*code 10*), as is noted in the Questionnaire.

**By filling in the data into the fields under codes 9–11, the field under code 12, “Available land – total,” will be automatically calculated.**

The available land comprises: used agricultural land (agricultural land in the kitchen garden, arable land and vegetable gardens, permanent crops, pasture and meadows), unused agricultural land, wooded areas and other land (land under buildings, roads, yards, fisheries, ponds, swamps, rocky areas – rocks and other areas unsuitable for agricultural production).



If the holding disposed with land (there is data under code 12), the interviewer moves on to question 2 (*Kitchen garden*). If the does not dispose with any land, then the interviewer moves on to question 11 (*What is the effective area from which mushrooms are harvested, under code 91*).

**Note:** In case that in the certain periods of the observed agricultural year the same land was used by different holdings, i.e., the land that was used in one period of the year has been sold or given to another holding for use (leased), the use of that land will be shown only in the case of the holding that disposes with it as of the date of the critical moment (30 September 2018).

In case that as of 30 September 2018 the holding disposes with land that was not used in the agricultural year 2017/2018 (bought land or land held under a lease to be used in the following agricultural year), the data for such land should be written within question 1 (*Available land*), and then it should be shown under code 67 (*Fallow land*).

**Land categories, agricultural 2017/2018**

Out of the area of the total available land as of 30 September 2018 (data under code 12), the interviewer should provide the area of the land under the given categories, in the appropriate measurement units, according to the use in the agricultural year 2017/2018 (from 1 October 2017 through 30 September 2018).

**2. Kitchen garden** (code 13) – For the needs of the Survey, the kitchen garden will mean the agricultural area used for growing agricultural products **intended for the own consumption of the members of the holding**, whereas the holding may only temporarily sell the surplus products from the kitchen garden which is usually separated from the other agricultural area and is mostly located beside the house.

However, if the products intended for sale were grown on an area beside the house (whether outdoor or under protective cover), then this area must be covered by another, appropriate category of the used land (arable land and vegetable gardens, orchards, vineyards, nurseries, other permanent crops outdoor, permanent crops in protected space), even if a part of these products is used by members of the holding for their own needs. If the crops used for the feeding of livestock were grown in this area, even though the livestock was intended for own food of the members of the holding, this area is covered by another, appropriate category of the used land, e.g., within fodder crops.

The area in which the following – vegetables, fruits (individual trees), grapes (smaller number of vines), etc. – was grown **for their own needs of the members of the holding** (usually up to 20 ares for the family holdings) in the observed agricultural year will be written in the questionnaire. The legal persons / entrepreneurs also provide the data on the area in which they grow products intended to be used by their employees or their members (prisons, monasteries, schools, etc.). The area is written down **in hectares** (ha).

**Note:** **The kitchen garden does not include the area around the house under decorative flowers and plants, lawns, etc. (area for rest and recreation). These areas are written down in question 9 – *Other land* (code 87), together with the areas under the house, other buildings and roads (paths) in the house lot.**

**Example:** *The house lot has the area of 10 ares. In the observed agricultural year, beside the house the holding grew vegetables (lettuce) in a plastic greenhouse, for sale, in the area of 3 ares. In the area of 1 are, they grew onions (50 m<sup>2</sup>) and carrots (50 m<sup>2</sup>) for the food of the members of the holding. The other area is under the lawn and the house.*

The Questionnaire needs to be filled out in the following manner:

The kitchen garden includes only the area under vegetables that are grown for the food of the members of the holding – 1 are, which is 0.01 hectare.

Under code 13 the interviewer needs to write down 0.01.

Since the vegetables in the plastic greenhouse was grown for sale, the area under lettuce (3 ares = 0.03 hectare) will be shown within the appropriate category arable land and vegetable garden under codes 50 and 51 (*Vegetables, melons and strawberries – total code 50 and under code 51 – Under glass or other (accessible) protective cover*).

The areas and the production for each type of the grown vegetables separately (lettuce, onions and carrots) need to be shown in table 13, in the appropriate columns, depending on the purpose and the manner of growing.



## ZEMLJIŠTE PO KATEGORIJAMA KORIŠĆENJA U POLJOPRIVREDNOJ 2017/2018.g

## 2. OKUĆNICA - POVRŠINA

13. Okućnica	0.01	ha
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**Note:** The area under a kitchen garden that is less than an are may be written in the application, but it will be automatically shown as 0.00.

**3. Arable land and vegetable gardens** – The data refer to the area of the land (column 1) that was regularly cultivated in the period of the observed agricultural year, while the crops were sowed/planted in line with the established order (crop rotation), including the land under permanent crops on arable land, as well as the resting land (fallow land). Also, it is important to put into column 2 the data on the achieved production from the recorded areas, in kilograms. The data for the areas in column 1 are expressed in hectares, and they may be written either in hectares or in some other, local measurement unit that is calculated into hectares. The input of the other, local measurement units has been explained in detail on page 23.

**Note:** If there is data on the areas under crops (column 1), column 2 – on the achieved production must also be filled out and the application is going to make a warning about this. If there was no production on account of bad weather conditions or for some other reason, the interviewer should write a zero into column 2.

If some crop has been on a piece of arable land for five or more years (e.g., a mixture of grasses), then that area is not considered arable land, but rather it is covered by some other, corresponding category of used land (e.g., grassland). However, the areas under certain permanent crops, e.g., strawberries, roses, hops, etc., are to be included into arable land and vegetable gardens even if they have been occupying the land for more than five years.

The areas that were under the following in the previous agricultural year are to be recorded within question 3 (*Arable land and vegetable gardens*):

- ▶ cereals,
- ▶ pulses (for dry beans),
- ▶ potatoes,
- ▶ sugar beet,
- ▶ industrial crops,
- ▶ vegetables, melons and strawberries,
- ▶ flowers and ornamental plants,
- ▶ fodder plants,
- ▶ seed and seedlings,



- ▶ other crops on arable land and in vegetable gardens, and
- ▶ fallow land.

The achieved production is also shown.

**The arable land and vegetable gardens that were not used in the observed period for economic, social and other reasons belong to unused agricultural land (code 84).**

The areas in which the seed and seedlings were produced for the needs of the holding are classified within the relevant type of crop. The area in which the seed and seedlings were produced for sale are to be recorded under code **65**, except for the areas under cereals, pulses, potatoes and oil seed crops, as marked on the Questionnaire in the note.

**Note:** If one and the same area of arable land and vegetable garden was used in the observed period for different crops and plantings (at the same time or one after the other), it is shown **only once**, under the main crop (the crop with the highest production value). If the production value does not determine the main crop, then the crop that took up the area of the land for the longest period of time in the observed period will be taken as the main crop. The production areas are shown only in the case of the areas under vegetables (Table 13), which means that the areas need to be shown as many times as the number of times there was a harvest.

The data for the questions under *codes 15–21* refer to the area of land under cereals that are harvested dry for the grain, regardless of the use (including the cereals that are used for the production of energy and for the production of the seed for sale). The areas under cereals that are harvested green for the purpose of the livestock feed are recorded within the scope of the fodder plants (e.g., silage maize, *code 57*).

**Common wheat and spelt (code 15)** – The areas that were under common wheat and spelt are shown (column 1), regardless of the time of the sowing (winter or spring crop) and the achieved production (column 2).

**Durum wheat (code 15a)** – The areas and the production of hard wheat are shown.

**Rye (code 16).**

**Barley (code 17)** – Both winter and spring barley are covered.

**Oats (code 18).**

**Grain maize (code 19).**

**Triticale (code 19a)**

**Other cereals for the production of grain (code 20)** – The other cereals for the production of grain include millet, buckwheat, sorghum, meslin, etc. The area and the achieved production of the said cultivated crops are shown cumulatively.

**Cereals – total (code 21)** – The sum of the areas under cereals is shown, from *code 15* to *code 20*, as marked on the Questionnaire. By inputting data into the fields under *codes 15–20* the field under *code 21* **will be automatically calculated**.

The data for the questions under *codes 22–25* refer to the areas in which pulses harvested dry for the grain were produced in the observed period, regardless of their use (including the pulses that are used for the production of energy and the production of the seed for sale). The areas from which green pulses are harvested are shown within the scope of vegetables (e.g., peas for the green seed, *code 46*) or within the scope of fodder plants (e.g., fodder pea – other fodder leguminous plants, *code 60*).

**Pea for dry beans (code 22)** – The areas and the production of peas whose purpose was the production of the dry seed are shown.

**Beans (code 23)** – If the beans are the main crop, then the area is written down.

**Other pulses (code 24)** – The areas and production of other pulses such as broad beans, lentils, chickpeas, etc., are written down. If several different crops were cultivated, the areas and the production are shown cumulatively.

**Pulses – total (code 25)** – This represents the sum of the areas under pulses from *code 22 to code 24*, as marked in the Questionnaire. By inputting data into the fields under *codes 22–24*, the field under *code 25* **will be automatically calculated**.

**Potatoes (including early potatoes) (code 26)** – The areas under potatoes include both the early and the late potatoes. This also includes the areas under seed potatoes for sale, as well as the areas for the production of energy.

**Sugar beet (code 27)** – Without the areas for the production of seed for sale.

The data for the questions under *codes 28–38* refer to the areas that were under the crops grown for industrial processing (including the crops for the production of energy) in the observed period.

**Tobacco (code 28)**.

**Hop (code 29)**.

**Rapeseed (code 30)** – This also includes the area for the production of seed for sale.

**Sunflower (code 32)** – This also includes the area for the production of seed for sale.

**Soybean (code 33)** – This also includes the area for the production of seed for sale.

**Other oil seed crops (code 34)** – This includes poppies, sesame, castor beans, peanuts and other crops. This also includes the area for the production of seed for sale.

**Aromatic plants, medicinal and culinary plants (code 36)** – The plants or parts of plants used in pharmaceuticals or as seasonings. The aromatic and medicinal plants include the following: anis, lavender, mint, camomile, lemon balm, sage, great yellow gentian, parsley, basil, mustard, oregano, marjoram, coriander, chives, etc.

**Other industrial crops (code 37)** – This group includes e.g. chicory, as well as the crops whose cultivation is intended solely for obtaining energy. If several different crops were cultivated, the areas and the production are shown cumulatively.

**Industrial crops – total (code 38)** – This represents a sum of the areas under industrial crops from *code 28 to code 37*, as marked in the Questionnaire. By filling out data into the fields under *codes 28–37* the field under *code 38* **will be automatically calculated**.

**Vegetables, melons and strawberries – total (code 50)** – The data refer to the areas which were under fresh vegetables, strawberries and melons (cantaloupes and watermelons), in the

observed period, regardless of the manner of cultivation (outdoor, under low or high protection cover). The areas under mushrooms are not included, but the areas under sweet corn and popcorn are included.

Out of this:

**Under glass or other (accessible) protective cover (code 51)** – This is used to show the areas under vegetables that are all the time or during most of the time of the growing period in glass greenhouses or under fixed or mobile high protective cover (glass, hard or flexible plastics), that is accessible for people to work in them and that may have the usual installations (devices for irrigation, heating, ventilation, lighting, etc.).

The areas under crops that are grown for a while under glass or plastic protective cover and then outdoors will be recorded as the areas under glass or other (accessible) protective cover, unless the period of growing these crops in protected space was extremely brief.

**If the same area under the said protection cover was used several times in the observed period, it is recorded only once. Also, in the case of multi-floor glass greenhouses, only the ground plan area will be taken into account.**

**Outdoor, for the production in fresh state (code 52)** – Out of the total area (code 50) the area outdoor or under low (inaccessible) protective cover in which vegetables intended for the production in fresh state was grown should be shown separately. The low protective cover means: small greenhouses, areas under low tunnels that are inaccessible for work, as well as areas under thin plastics or fabric laid down on the ground, protective plant bells, etc.

**Outdoor, for industrial processing (code 53)** – The areas from the open field or under low protective cover in which vegetable cultivars are grown that are mostly intended for industrial processing.

**Flowers and ornamental plants (code 54)** – This is used for showing the areas that were under flowers and ornamental plants (excluding nurseries) in the observed period.

Out of this: **under glass or other (accessible) protective cover (code 55)** – Flowers and ornamental plants that are all the time or during most of the time of the growing period in glass greenhouses or under fixed or mobile high protective cover (glass, hard or flexible plastics).

The data for the questions under codes 56–64 refer to the areas in which in the observed period there were annual or permanent crops intended mostly for the feeding of livestock (fodder plants).

This is used for recording the areas that were, in the observed period, under fodder plants in rotation with other crops for up to five years. These may be the plants that are recorded as the areas that are harvested green (regardless of whether they were used as hay, silage or fresh, or for the production of energy), e.g., field pea, alfalfa/clover, etc., as well as root fodder plants (e.g., fodder beet, fodder cabbage and kale).

**Mixtures of grasses (code 56)** – The areas under the mixtures of grasses are the areas sowed with individual single or permanent grasses (permanent sorghum, ryegrass, brome grass, timothy grass, meadow fescue, love-lies-bleeding, Sudan grass, yellow oat-grass, etc.), or their mixtures, or the mixtures of grasses and clovers, or the mixtures of grasses and cereals (triticale), intended for grazing, hay or silage.

**Silage maize (code 57)** – This is used to record the area sowed with maize that is used in green state for the feeding of livestock, or for silage, or for the production of energy.

**Alfalfa/clover (code 59)** – the new or the old cultivation, regardless of the cultivar.

**Other fodder leguminous plants (code 60)** – Leguminous plants that are harvested green (as a whole plant), mostly for livestock feed, not mentioned so far, e.g., fodder pea, common vetch, lupine, field beans, bird's foot trefoil, field melilot, ervil, chickling vetch, etc.

**Other plants harvested green (code 61)** – Other field crops intended mostly as livestock feed, that have not been mentioned so far, such as e.g., annual cereals (annual sorghum, foxtail millet, millet, etc.).

**Fodder beet (code 62).**

**Other fodder roots and brassicas (code 63)** – Other fodder roots and brassicas that are harvested for the feeding of livestock, regardless of whether the root or the stem are used, such as for instance: yam, garden turnip, fodder carrot and parsnip, fodder cabbage and kale, Jerusalem artichoke, fodder rapeseed, etc. If several different crops were cultivated, the areas and the production are shown cumulatively.

**Fodder plants – total (code 64)** – The areas under fodder plants are added up, from code 56 to code 63, as marked in the Questionnaire. By inserting data into the fields under *codes 56–63* the field under code 64 **will be automatically calculated**.

**Seed and seedlings for sale (code 65)** – This is used to record the areas of arable land where seed and seedlings for sale are produced. **This does not include** the areas for the seed of cereals, potatoes, pulses and oil seed plants, or the areas where seeds and seedlings for the needs of the holding are grown (e.g., seedlings for the production of vegetables at the holding are included into the relevant species of vegetables).

**Other crops at arable land and in vegetable gardens (code 66)** – This includes the crops of lesser economic importance that cannot be classified into some other category that has been mentioned so far.

**Fallow land (code 67)** – The fallow land means the areas of arable land and vegetable gardens that were not used for agricultural production in the period of the observed agricultural year, but were left to "rest" for a year and then they get into the crop rotation (black and green fallow). Black fallow means only a ploughed area, while green fallow means the area that has been ploughed and sowed for green manure (clover, lupine, etc.).

However, if the areas are left to "rest" under annual or permanent crops that are used for the feeding of livestock in the period from one to five years, they are recorded within the relevant type of fodder plants (*codes 56–63*). If the areas of arable land and vegetable garden are used for five and more years for the mowing of hay or for the grazing of livestock, regardless of whether they have been sown or left to develop themselves (to get overgrowth), they will be classified into the relevant category – pasture and meadow.

**Note:** The areas of arable land and vegetable garden that are left to "rest" for more than a year and are not used will be classified as unused agricultural land (*code 84*).

**Used area of arable land and vegetable garden – total (code 68)** constitutes a sum of the areas under codes: 21, 25, 26, 27, 38, 50, 54, 64, 65, 66 and 67 and **it will be calculated automatically**.

**4. Pasture and meadows (codes 69–72)** are the areas used for mowing or the grazing of livestock for five or more years or are used for the production of energy. Pasture and meadows that were not mowed or used for the grazing of the livestock or for the production of energy in the observed agricultural year are included into unused agricultural land (code 84).

**Meadows (code 69)** – This is used to record the areas covered in grass that are regularly mowed for a number of years (five and more) in order to get hay. The areas of natural and sowed meadows (artificial meadows) are expressed cumulatively.

**Pasture (excluding rough grazing) (code 70)** – This includes pasture that is used for intensive grazing of livestock. It shows the lowland, mountainous and woodland pasture on good soil or on the medium-quality soil. It does not include pasture for rough grazing (see the explanation below).

**Pasture for rough grazing (code 71)** – This includes mostly the pasture with low yield, that is on the poor-quality soil (karst, old clear-cut areas, degraded, devastated and similar forests, if grazing and browsing are not prohibited there), as well as the pasture that is above the upper limit of forest vegetation and that cannot be used for the grazing of a larger number of livestock nor can they be used several times during a year.

**Pasture and meadows – total (code 72)** represent a sum of the areas from code 69 to code 71, as marked in the Questionnaire. By inserting data into the fields under codes 69–71 the field under code 72 **will be automatically calculated**.

**5. Permanent crops (codes 73–79)** represent the plantings of fruits and berries, vineyards, nurseries and other plantings (e.g., Christmas tree plantings) that are not grown within the scope of a plant rotation system. They occupy the land over a longer period of time and render yield over the course of several years.

The area under trees that were originally planted in order to produce timber, but are systematically used on an annual basis (the fruits are picked) before being cut down (e.g., cherry trees, chestnut trees, etc.), is enumerated within the scope of permanent crops and not as wooded area.

The areas under crops such as, e.g., strawberries, roses, hops, etc., are included into the category of *arable land and vegetable gardens*, even if they take up the land over the course of more than five years.

The areas under permanent crops that are no longer produced (neglected crops) are included into unused agricultural land (code 84).

Permanent crops may be outdoor (codes 73–77) or in protected space (code 78).

**Orchards and the areas under berries (code 73)** constitute the areas in which fruit trees or berries have been planted: raspberries, blackberries, blueberries, currents, cranberries, mulberries, gooseberries, etc. (**except strawberries**) and serve for the production of fruits.

This is used to record the areas of all the orchards, productive and young ones, regardless of how the trees have been arranged, what the distance between the trees is and whether agrotechnical cultivation measures are applied or not, i.e., regardless of whether the orchards

are grown as plantations or not. If other crops were grown between the rows of fruit trees, the area under these crops is also calculated into the area of the orchard.

The orchard area does not include the areas under individual fruit trees in kitchen gardens and other areas.

**Vineyards (code 74)** are the lands where vine-stocks are grown in a training system. This is used to record the area under vines, bearing and young.

If other crops were cultivated in a vineyard, between the vine-stocks, the area under those crops is also calculated into the area of the vineyard.

The areas under individual vine-stocks in kitchen gardens and other areas is not included.

**Nurseries (code 75)** – This entails the area of agricultural land where there is production of young ligneous plants – seedlings, earmarked for subsequent replanting. They encompass together:

- ▶ fruit nurseries – cultivation of fruit seedlings;
- ▶ vine nurseries – cultivation of vine seedlings;
- ▶ forest tree nurseries – commercial nurseries of forest trees, in a forest or outside of it, as well as
- ▶ nurseries of forest trees which the holding cultivated for its own needs outside wooded area. The nurseries within forests which the holding cultivated for its own needs are included in wooded areas (code 85);
- ▶ nurseries of ornamental plants – cultivation of seedlings for planting in gardens, parks, along roads (hedges, roses and other ornamental shrubs and ornamental conifers).

**Other permanent crops grown outdoors (code 76)** – This is used to record the areas under the crops not mentioned so far grown outdoors, such as e.g., the areas under basket willows, timothy grass, carob beans, areas in which truffles are grown, as well as the areas under the plantings of trees grown for sale (Christmas trees).

**Permanent crops in protected space (code 78)** – This is used to show the areas of permanent crops in glass and plastic greenhouses in the observed period (if there were any such areas).

**Permanent crops – total (code 79)** – The data under codes: 73 + 74 + 75 + 76 + 78, are added up, as marked in the Questionnaire, while **the calculation is automatic**.

**6. Used agricultural land – total (code 80)** represents a sum of the used areas: kitchen garden (code 13), arable land and vegetable garden (code 68), pasture and meadows (code 72) and permanent crops (code 79). The field under code 80 **will be automatically calculated**.

Out of this:

**Owned (code 81)** – Out of the total used agricultural land, only the used agricultural land owned by all members of the holding is shown. This area must not be larger than the area shown under code 9.

**Land held under a lease against money or payment in kind (code 82)** – This shows the total area of the land that was taken from the others in the observed agricultural year in order



to be used (held under a lease), on the basis of a rent agreed in advance (against money or payment in kind), for which there is a (written or verbal) lease agreement.

**Land held under a lease in another way (share leasing, free of charge, etc.) (code 83)**

– This is used to record the area of the land that was used in the observed agricultural year on the basis of a written or verbal agreement based on half-half share (share leasing) or free of charge or some other way (except against money or payment in kind).

- ▶ The use of land on a half-half basis means that the owner and the lessee of the land share the production (the value of the products or the products themselves) in exactly agreed shares.
- ▶ The free of charge use of the land means the use of, for instance, abandoned land (e.g., the household lives in a city or abroad and, based on an agreement, the land is cultivated by a relative, neighbour or somebody else).
- ▶ The use of the land in some other way would be, for instance, use with an obligation to do some other job, etc.

**Note:** The sum of the data under codes 81, 82 and 83 must be equal to the data provided under code 80, Used agricultural land – total, as is marked on the Questionnaire. The sum of the data under codes 82 and 83 may be equal to the data under code 10 or less than it.

**7. Unused agricultural land (code 84)** represents the agricultural area which the given holding disposed with as of the date of the critical moment, but which was not used in the observed agricultural year for economic, social or other reasons (e.g., flooded land). This land may be brought back into the cultivation process by using the resources the holding disposes with or by leasing.

**8. Wooded area (code 85)** represents the area under forest trees and forest shrubs, including the plantations of poplars within or outside the forest, nurseries of forest trees for the own needs of the holding within the forests, protective zones, as well as the forest infrastructure (forest roads, timber storages, etc.).

**This does not include:**

- ▶ walnut and chestnut trees that are grown mostly for their fruits,
- ▶ other plantations of trees that are not forest trees and willow plantations,
- ▶ the areas under isolated trees in small groups or in order (trees in line),
- ▶ parks, garden and unused scarce pasture,
- ▶ swards and marshes,
- ▶ commercial nurseries of forest trees regardless of whether they are on forest land or outside of it, as well as uncommercial nurseries of forest trees grown for the own needs of the holding, outside forest land,
- ▶ commercial nurseries of Christmas trees outside forest land (trees grown on agricultural land).

Out of this: **in a short rotation (lifespan)** (*code 86*) – This entails plantations of trees which in a short period of time (20 years or less) give their final product (e.g., poplar, black locust and other trees), regardless of whether this is an energy product or a product for industrial processing.

**9. Other land** (*code 87*) – This means the land of the holding under buildings, roads, yards, flower gardens and lawns, fisheries, ponds, swamps, rocks, unfertile areas, sand areas and other areas unsuitable for agricultural production, which the holding disposed with during the observed period.

Out of this: **fisheries** (*code 88*) – The water area made for the breeding of fish and brood stock is recorded, regardless of the type.

**10. Available land of the holding – total** (*code 89*) represents a sum of the total used agricultural land, unused agricultural land, wooded area and other land (the data under codes: 80 + 84 + 85 + 87 are added up). The field under code 89 **will be automatically calculated**.

**Note:** The area of the available land of the holding – total (*code 89*) must be equal to the area show in question 1 (*code 12*).

**11. What is the effective area from which mushrooms are picked?** (*code 91*) – What is written down is the effective area **in m<sup>2</sup>** (the area of bags, shelves, etc.) in which mushrooms were grown in the observed agricultural year, and this encompasses buildings that were specifically built or adapted for the growing, underground facilities, caves, cellars, etc. If the area was used several times during the observed period, it will be calculated only once. This does not include the areas under truffles that are grown outdoors (they are recorded under code 76 – other outdoor permanent crops).

**Note:** The area under mushrooms must be expressed in **m<sup>2</sup>** and it is not possible to use an option of the recalculation of the measurement units.

**12. What is the area under the crops that are used for the production of energy?** (*code 92*) – This is used to record the area used for the cultivation of crops intended for the production of the biofuel. These may be cereals, pulses, soybean, rapeseed, potatoes, fodder plants, hay from pasture and meadows, etc. This area has already been covered by the presented area of the used agricultural land, within the scope of the relevant crop or plantation.

## Chapter: Land, Part II

**13. The areas under vegetables, melons and strawberries** – The data for the questions under codes 39–49 refer to the production areas and the production of fresh vegetables, strawberries and melons (cantaloupes and watermelons), classified by the manner of growing: in the kitchen garden – for the own needs of the members of the holding (columns 1 and 2), in glass and plastic greenhouses (columns 3 and 4) and outdoors (columns 5 and 6).

Some kinds of vegetables have a short vegetative period, which allows for even several harvests from the same area in the observed year. For this reason, what needs to be shown in



the table is the **production area**, that is, the cumulative area that was used (several times) in the observed period for the production of the given kind of vegetable.

**It is important to pay attention to the measurement units; the areas under vegetables in the kitchen garden and in greenhouses are recorded solely in square metres (m<sup>2</sup>), i.e., there is no possibility for the application to recalculate the measurement unit.**

Tomato (*code 39*).

Cabbage and kale (*code 40*).

Pepper (*code 41*) – This is used to record the areas under industrial and vegetable pepper.

Onion (*code 42*).

Garlic (*code 43*).

Cauliflower (*code 44*).

Carrot (*code 45*).

Pea for green beans (*code 46*) – This is used to record the areas under peas for fresh green beans, intended mostly for human consumption.

Cucumber (*code 49a*).

Other fresh vegetables (*code 47*) – The other fresh vegetables means green beans, lettuce, beetroots, spinach, chard, broccoli, courgettes, aubergines, parsnip, kohlrabi, celeriac, radishes, pumpkins, sweet corn and popcorn, etc.

Melons (*code 48*) – This is used to record the areas under cantaloupes and watermelons – total.

Strawberries (*code 49*).

**Note:**

If there is some data in the field under code 50 "Vegetables, melons and strawberries – total," then the data on the grown kind of vegetables, melons and strawberries must also be shown in table 13 "The areas under vegetables, melons and strawberries" within columns 3-6.

#### 14. Orchards and the areas under berries

Plantation orchards mean those plantations where contemporary agro-technical measures are regularly applied and that have been built on larger areas, using plantation systems, i.e., with a certain distance between the rows of trees, which enables mechanised processing.

Extensive (traditional) orchards are semi-intensive or extensive orchard plantations that sometimes contain trees of different kinds of fruits with different density of planting.

This is used to record the areas (fertile and young) and the production of plantation and extensive orchards in total (columns 1 and 2) for each kind of fruit separately (*codes 102–117*). Columns 3 and 4 are used to write down **only** the area and the production of plantation orchards for each kind of fruit separately.

**Other kinds of fruit (code 113)** – This is used to write down the total area under the trees of other kinds of fruit, e.g., kiwi, figs, medlars, etc. (column 1), while the production is not recorded.

**Other berries (code 117)** – This is used to record the areas (total and fertile) in which other kinds of berries were grown, e.g., currents, cranberries, mulberries, gooseberries, etc., (**except strawberries**), while the production is not recorded.

**Total (code 120)** – This constitutes a sum of the areas of all fruit kinds of orchards in total (column 1) and a sum of all fruit kinds of plantation orchards (column 3) that will be automatically calculated.

**Note:** The area of the orchards and the area under berries – total (code 120) must be equal to the area written under code 73.

## 15. Vineyards

Plantation vineyards mean those plantations where contemporary agro-technical measures are regularly applied and that have been built on larger areas using plantation systems, i.e., with a certain distance between the rows of vine-stocks, which enables mechanised processing.

Extensive (traditional) vineyards are semi-intensive or extensive vine plantations in which it is usually not possible to have mechanised processing.

This is used to record the area (fertile and young) and the production of plantation and extensive vineyards in total in columns 1 and 2, and out of this the area and the production of plantation vineyards (columns 3 and 4) separately for the grape cultivars used for the production of wine with protected designation of origin, the cultivars for the production of red/rose wine, cultivars for the production of white wine and cultivars of table grape (for eating), that were grown in the observed period.

**Grape cultivars for the production of wine with protected designation of origin (code 121)** are the cultivars of grapevine that are protected and **registered** for the production of wine with designation of origin, that were grown in the observed period.

**Grape cultivars for the production of red/rose wine (code 121a).**

**Grape cultivars for the production of white wine (code 121b).**

**Table grape cultivars (for eating) (code 123)** are grown for the grapes to be used in a fresh state (consumption cultivars).

**Total (code 124)** – The sum of the areas and production under codes 121–123 will be calculated automatically.

**Note:** The area of vineyard – total (code 124) must be equal to the area of vineyard under code 74.

## Chapter: Irrigation, use of organic fertilizers, and land cultivation and maintaining

### Irrigation

Irrigation is a hydro-technical measure aimed at improving the physical properties of the soil by adding water in order to achieve optimal moisture during the vegetation of crops and plantings, thus ensuring optimal yields. Irrigation may be applied during one vegetation phase or during the entire vegetative period.

The data in this chapter refer to the irrigated used agricultural area (in hectares), the irrigation method and the source of the water for irrigation.

This includes the area that were irrigated at least once during the observed period.

**Note:** The areas irrigated several times are covered only once.

#### 1. What is the total area of the used agricultural land that can be irrigated? (code 140)

This is used to write down the total area of the used agricultural land that could be irrigated in the agricultural year 2017/2018 using the equipment and the quantity of water that was usually at the disposal of the holding, regardless of whether the holding did irrigate or not. The possibility to irrigate primarily refers to the availability of water that could be used for irrigation. The equipment that may be used for bringing water to the land may be own or somebody else's, regardless of the type of equipment.

**Note:** The shown area may not be larger than the area of the used agricultural land of the holding – total (code 80).

#### 2. State the area irrigated in 2017/2018 by the types of crops and plantings

This is used to record the area of land – by the stated types of crops and plantings (codes 143–157) – that was irrigated in the observed agricultural year.

This is used to show the area of land only **under the main crops and plantings** that were irrigated at least once in the observed period. The area irrigated several times is to be covered only once. The areas under greenhouses also need to be **included**, while the area under kitchen garden is not included.

**Note:** The shown area may not be larger than the area of the used agricultural land of the holding – total (code 80) or larger than the area of the used agricultural land that can be irrigated (code 140). The irrigated areas under the stated categories of crops and plantings may not be larger than the relevant areas shown in chapter Land I.

**Other irrigated area (code 157)** – This entails the areas under other crops on arable land and in gardens, e.g., tobacco, hop, soybean, aromatic plants, medicinal and culinary plants, flowers, as well as the areas under other permanent outdoor plantings, e.g., nurseries, basket willows, the areas under Christmas trees planted for commercial purposes, etc.

### 3. In which way was the irrigation done?

This shows the method (one or several of them) that was used for the irrigation of the areas in the observed period and it refers to the irrigation of the area in the kitchen garden. It is possible to mark several responses. It is necessary to write "1" in the field next to the selected irrigation method. If there are stated irrigated areas under codes 143–157, there must also be at least one irrigation method marked.

**Surface (code 158)** – The method of bringing water over the ground, either by flooding the entire area or by guiding the water through small furrows (small canals) between the rows of crops, using the gravitation. It is usually used for the irrigation in the vegetable production.

**Sprinkler (code 159)** – The method of irrigating crops by sprinkling water using high-pressure sprinklers, like rain, over the field. This includes all irrigation systems (stable, semi-stable and mobile ones). It is applied in the field production.

**Drip (code 160)** – The so-called micro-irrigation: the irrigation method where water is brought low to the plants, drop by drop or by using micro-sprinklers or by creating mist-like conditions. The biggest application is in the irrigation of fruits and other plantings, then in vegetable growing, and the smallest application is in the field production.

### 4. Which is the main source of the irrigation water?

The holding may use one source for the irrigation or several of them, depending on the weather conditions or other reasons. In case that the observed agricultural year was a rainy one and there was no irrigation, the **main source** of water that would be used for irrigation during the usual or dry year is provided.

It is possible to mark only one response ("1" needs to be written down).

**Underground waters at the holding (code 162)** – The sources of water located at the holding. The water used for irrigation comes from drilled or dug wells, or from the source of a free watercourse, etc. In addition to the needs related to irrigation, these sources may also be used for the other needs of the holding.

**Surface waters at the holding (code 163)** – Natural ponds or artificial dams that are in their entirety located at the holding or are used by only one holding. These may also be reservoirs where rainfall or underground water are collected. If the underground water is collected at the dam only during the irrigation season, then it is written down as the underground water (code 162).

**Surface waters outside the holding (code 164)** – Lakes, rivers and other watercourses that are not artificially made for the needs of irrigation.

**Water from the waterworks (code 165)** – Water for irrigation comes from the communal waterworks network and it is usually charged for. This also includes the cases when the water from the waterworks is used to fill up reservoirs and tanks which are then transferred to the fields for irrigation.

**Other sources (code 166)** – This is used to write down the sources that have not been covered by the previous responses. This entails sources where water cannot be used directly, but has to undergo a certain (physical or chemical) treatment (e.g., salt springs, waste water, etc.).

### Use of manure

The use of manure means an agro-technical measure of adding certain organic matters (solid manure, liquid manure or dung) to the soil in order to improve the growth of the plants and increase the yield.

The data refer to the use of organic fertilizer in the agricultural year 2017/2018.

### 1. Did the holding produce manure? (code 173)

Select one of the options ("Yes" or "No") from the drop-down menu. The option "Yes" will be selected if the holding produced organic manure (regardless of the type) and then the interviewer should move on to question 2. If the selected response was "No," then the interviewer moves on to question 3.

### 2. State what quantity of the manure produced at the holding was delivered from the holding to other persons (code 174)

Out of the total quantity of manure (regardless of the type) produced at the holding, it needs to be stated what quantity of the manure is (in tons) that was dispatched from the holding in the observed agricultural year, i.e., the quantity that was sold or removed for the purpose of industrial processing or for the need of a direct use of the manure by another holding.

### 3. State what quantity of manure was acquired from the holdings of other persons (code 174a)

State the quantity of the manure (in tons) acquired for the needs of the holding from other persons.

### 4. Techniques for using manure

It is necessary to show (in percentages) which technique was used for applying the available manure at the holding. The available manure means: the manure produced at the holding + acquired from other holdings – the manure dispatched from the holding.

Spreading of manure (regardless whether this is solid manure, liquid manure or dung) across the area of land without using special machineries may be: without ploughing or by ploughing after 24 hours (code 500), by spreading and ploughing within 4 hours (code 501) and by spreading and ploughing after 4 to 24 hours – (code 502).

The spreading of liquid manure and dung in parallel furrows may be done using: a unit with tubes for direct application (tanks with pulled tubes) (code 503), or a unit with pulled tubes with a pedal so that the manure does not get into contact with the leaves of the plants (code 504).



code 503



code 504

The injecting of liquid manure or dung using a technique that enables inserting (injecting) it into canals made in the ground in order to reduce the emission of ammonia and prevent occurrence of unpleasant smells may be: shallow (up to 50 mm of depth), into shallow open furrows (*code 505*), or deep (up to 150 mm of depth), into deep furrows that are closed after the application (*code 506*).

## Cultivation and maintenance of soil, 2017/2018

### 1. Which type of cultivation was applied on arable land and in gardens in the observed agricultural year?

This is used to show the areas of arable land and vegetable gardens by the stated methods of soil cultivation between the harvest and the next sowing in the observed agricultural year. The question refers only to the areas under main crops (the area is shown only once), without the areas under glass or other (accessible) protective cover and without the areas of used arable land and vegetable gardens that were not sowed/cultivated in the observed year (the areas under permanent crops and plantings on arable land and in gardens, e.g., the areas under clover, alfalfa, strawberries, hops, roses, etc.).

**Traditional cultivation (deep ploughing)** (*code 180*) means basic soil cultivation, i.e., deep ploughing (turning over of soil using mouldboard or tiller ploughs).

**Protective cultivation (shallow cultivation without the turning over of soil)** (*code 181*) means leaving plant residue on the surface of the soil (at least 30%) in order to control the erosion and organic fertilisation, while the mechanical cultivation is done without the turning over of the soil (low – shallow cultivation of soil). It may be done using heavy cultivators, disk harrows, tine harrows, grubbers and chisel plough.



Chisel plough

**Without cultivation** (*code 182*) – It means that there was no soil cultivation between the harvest and the sowing. The crops are sowed directly into the soil (seeders for direct sowing) that was not cultivated after the harvest. The control of weeds is done using herbicides or other methods (without cultivation).



Seeder for direct sowing

**Note:**

The sum of the data under codes 180, 181 and 182 may be equal to the data on the used arable land and in vegetable garden – total (*code 68*) or less than that (it cannot be more).

### 2. In which way was the arable land and vegetable garden conserved (protection/covering) during the winter period of the observed agricultural year?



Conservation means the methods applied in the protection and maintenance of soil in order to prevent its depletion (impoverishment) during the observed agricultural year, i.e., the covering of arable land and vegetable garden during the winter period. It is necessary to state the data on the areas of arable land and in vegetable garden by the conservation method, without the areas under glass or other (accessible) protective cover and without the areas of used arable land and vegetable gardens that were not sowed/cultivated in the observed year (the areas under permanent crops and plantings on arable land and in vegetable gardens, e.g., the areas under clover, alfalfa, strawberries, hops, roses, etc.).

**Winter crops (code 183)** – This means the area on which winter crops (e.g., winter wheat) that are harvested or used for livestock grazing were sowed in autumn.

**Protective crops (code 184)** – This means the area where special crops were sowed in order to prevent the erosion effect or reduce nutritive elements in the soil since, otherwise, it would be barren and prone to different adverse actions. The fields are ploughed before the spring sowing (they are not harvested or used for livestock grazing). Their economic significance is low and their main goal is to protect the soil.

**Plant residue (straw and stubble) (code 185)** – This means the area under plant residue from the previous season (stubble, sugar beet leaves, etc.), as well as the area subsequently covered by parts of plants (e.g., the area covered with straw). The soil cultivation methods in this case are normally applied in spring.

**Land without covering (code 186)** – the area of land that was cultivated in autumn, but was not sowed or protected during winter, but rather left barren until the spring sowing. Arable land and vegetable gardens in which the cultivation method left more than 10% of plant residue on the surface are recorded under code 185.

**Note:** The sum of the data under codes 183, 184, 185 and 186 may be equal to the data on the used area of arable land and vegetable garden – total (code 68) or less than that (it must not be more). The sum of the data under codes 183, 184, 185 and 186 is equal to the sum of the data under codes 180, 181 and 182.

### **3. Estimate the area of arable land and vegetable garden that was not covered by the planned crop rotation in the observed agricultural year (code 187)**

Crop rotation is a procedure of alternating cultivation of different plant cultures (outdoors or under low protection) in line with a planned scheme and over a sequence of consecutive years, so that the same plant culture is not on the same land in every season (e.g., wheat – barley – rye – wheat ...) and the producer plans in advance which crops will be on which plot of land in the following season.

Out of the total area of arable land and vegetable garden, what needs to be expressed here are the percentages of the area on which the same cultures were grown for more than three years, the so-called monoculture (e.g., strawberries, clover, hops, roses, etc.), as well as the area that was under some other, unplanned in terms of rotation plant culture for climate, economic or other reasons and on which the crop rotation system was not applied. If the entire area of arable land and vegetable garden was covered by the planned crop rotation or the holding does not cultivate arable land and vegetable gardens, the interviewer should write a zero in the field under code 187.

The areas under greenhouses, as well as the areas under mixture of grasses should be excluded from the areas not covered by crop rotation.

The question refers only to the areas under main crops (the area should be calculated only once).

**Example:** The holding has 12 ha of arable land and vegetable garden at its disposal. On 10 ha the crops changed within the scope of a four-year rotation: barley – maize – wheat – sunflower. In the observed agricultural year, instead of sunflower, for economic reason, the holding sowed soybean. They used the rest of the area to grow strawberries (1 ha) outdoors and vegetables in a greenhouse (1 ha).

The area of arable land and vegetable garden that was not covered by the planned crop rotation will be calculated in the following way: 10 ha (under, unplanned in terms of rotation, soybean) + 1 ha (under strawberries – monoculture) = 11 ha.

The area under greenhouse (1 ha) is not calculated into the area of arable land and vegetable garden not covered by crop rotation.

Taking into consideration that the percentage of the area of arable land and vegetable garden not covered by planned crop rotation is to be put into the Questionnaire, it should be calculated in the following way:  $11/12 \cdot 100 = 96.7$ .

The value of 97 (rounded-up value) should be written into the Questionnaire.

## Chapter: Livestock, bees and other animals

This is used to record all the livestock (own and other people's) and to show the total number by species and categories, as well as other animals bred for the purpose of the production of meat, eggs and wool (but not for the purpose of hunting) and honey production, that is, for the purpose of earning income, that were located at the holding at the critical moment of the Survey, as of 30 September 2018. Other people's animals means the animals that are owned by legal persons or other natural persons, but are located at the given holding for fattening, keeping, grazing, etc.

The own livestock of the holding that was at the time of the critical moment of the Survey located at other legal or natural persons' for fattening, keeping, etc., or the livestock in transit (e.g., females or males present at the given holding for the purpose of copulation should not be written down here.

If the livestock was outside the holding for grazing at the time of the critical moment of the Survey (e.g., at joint pasture or is being transferred from one pasture to another), it is recorded as if being at the holding.



What is not recorded here are pets and animals bred at the holding out of hobby, animals not used for production or earning income, except for riding horses, racing horses and horses bred at the holding but used only for the recreation of the members of the family agricultural holding.

**Example:** As of the date of the critical moment of the Survey, there were 5 cows and 12 steers at the holding. The steers are owned by a legal person with which there is a contract on fattening.

Both cows and steers should be recorded in the Questionnaire. The total number of bovine animals at the holding (*code 199*) will be 17.

### **1. Does the holding breed livestock, bees and other animals as of 30 September 2018? (*code 191*)**

Select the appropriate response in the field. If the answer is "Yes," move on to question 2. If the answer is "No," move on to question 14.

### **2. Bovine animals**

Bovine animals up to 1 year of age – total (*code 192*) – The total number of calves and young bovine animals less than one year old, regardless of the gender and whether they are kept for breeding or for slaughtering.

Bovine animals aged 1 to 2 years:

Males (*code 193*) – Regardless of whether they are kept for breeding or for slaughtering;

Females (*code 194*) – Regardless of whether they are kept for breeding or for slaughtering. This excludes the heads that calved which are shown within the appropriate category of cows (bovine animals two years and over).

Bovine animals two years and over:

Males (*code 195*) kept for breeding or for slaughtering;

Heifers (*code 196*) – Females that did not calve (including pregnant cows) and that are kept for breeding or for slaughtering;

Cows are the females that have calved at least once (including the females aged from 1 to 2 years that have calved), i.e., pregnant cows, already calved cows and barren cows.

Dairy cows (*code 197*) – Cows whose milk is mostly used for human consumption or processing. This also includes dry cows, as well as the culled dairy cows, regardless of whether they are fattened in the period from the last lactation to the slaughter;

Other cows (*code 198*) – Cows whose milk is mostly used for the feeding of calves – "nurturing cows," that is, the cows that are mostly kept for the breeding of calves (in the system of cow-calf), as well as the cows used for labour (towage). This includes dry and culled other cows.

**Note:** The sum of dairy cows (*code 197*) and other cows (*code 198*) represents the total number of cows at the holding.

Bovine animals – total (*code 199*) – Total number of bovine animals at the holding is automatically calculated as the sum of the data under codes: 192, 193, 194, 195, 196, 197 and 198, as marked in the Questionnaire. The interviewer should make sure that he/she has verified with the respondent that the obtained result corresponds to the number of bovine animals at the holding.

Out of the total number of bovine animals (*code 199*), the following are shown separately:

Pregnant heifers (*code 200*) are females aged 1 year or more that are pregnant and that are expected to deliver their first calves.

**Note:** The number of pregnant heifers (*code 200*) cannot be higher than the sum of the number of females aged 1–2 (*code 194*) and the heifers two years and over (*code 196*).

Breeding bulls (*code 201*) – Male uncastrated breeding heads aged 1 year or more;

Oxen (*code 202*) – Male castrated heads aged 1 year or more, mostly used for labour and towage.

**Note:** The total number of breeding bulls (*code 201*) and oxen (*code 202*) cannot be higher than the total number of male heads aged 1 year or more (The sum of the data under codes 193 and 195).

Bovine animals for fattening (*code 203*) – Total number of bovine animals used for fattening, regardless of the gender, age and the manner of fattening, in order to be slaughtered after reaching a certain bodily mass.

**Note:** The sum of the number of pregnant heifers (*code 200*), breeding bulls (*code 201*), oxen (*code 202*) and bovine animals for fattening (*code 203*) may not be higher than the number of bovine animals – total (*code 199*).

**3. Buffalos (*code 204*)** – Female and male adults and young.

#### **4. Pigs**

Piglets having a live weight of under 20 kg (*code 205*) – Number of piglets of both gender having a live weight of under 20 kg, regardless of whether they suck or not.

Pigs from 20 to 49 kg (*code 206*) – Male and female, regardless of whether they are kept for fattening or breeding.

Fattening pigs weighing 50 kg and over – Number of heads of both genders weighing 50 kg and over that are kept for slaughter (including boards and sows culled from breeding) and classified into the following weight categories:

50–79 kg (*code 207*);

80–109 kg (*code 208*);

110 kg and over (*code 209*).

Breeding pigs weighing 50 kg and over – Number of heads of both genders weighing 50 kg and over kept for breeding or used for breeding (except boars and sows culled from breeding) that are classified into the following categories:

Male yearlings (*code 210*) are young males selected for breeding that have still not been used in breeding;

Female yearlings (*code 211*) are young females selected for breeding that have still not farrowed;

Out of this: pregnant yearlings (*code 212*) – Out of the total number of female yearlings, the number of pregnant, young, females that are pregnant for the first time and that are expected to deliver their first piglets;

**Note:** The number of pregnant yearlings (*code 212*) cannot be higher than the number of female yearlings (*code 211*).

Sows (*code 213*) are adult females that have farrowed at least once, except the culled sows.

Boars (*code 214*) are adult males used in breeding, except the culled boars.

Pigs – total (*code 215*) – Total number of pigs at the holding, irrespective of the purpose of the rearing and keeping, is automatically calculated as the sum of the data under codes: 205, 206, 207, 208, 209, 210, 211, 213 and 214, as marked in the Questionnaire. The interviewer should make sure that he/she has verified with the respondent that the obtained result corresponds to the number of pigs at the holding.

Out of the total number of pigs under code 215, the following are shown separately:

Store pigs (*code 216*) – Total number of heads used for fattening, regardless of the gender, age and the manner of fattening, in order to be slaughtered after reaching a certain bodily mass. These may also be pigs weighing under 50 kg except suckling pigs.

**Note:** The number of store pigs cannot be less than the total number of store pigs weighing 50 kg and over (The sum of the data under codes 207, 208 and 209) or more than the total number of pigs at the holding (*code 215*).

## 5. Sheep

Lambs (*code 217*) – Total number of lambs of both genders up to 1 year, regardless of the purpose of their breeding.

Breeding females (*code 218*) are the females aged over 1 that have lambed at least once (including the culled ones), as well as the heads covered for the first time that are expected to deliver their first young ones.

Rams (*code 219*) are adult males aged over 1 that are used for breeding.

Other sheep (*code 220*) – Total number of sheep not covered by the previous categories (other sheep before first copulation, castrated males and barren sheep).

Sheep – total (*code 221*) – Total number of sheep at the holding which is automatically calculated as the sum of the data under codes: 217, 218, 219 and 220, as marked in the

Questionnaire. The interviewer should make sure that he/she has verified with the respondent if the obtained result corresponds to the number of sheep at the holding.

## 6. Goats

Kids (*code 222*) – Total number of kids up to 1 year of age, regardless of the gender and the purpose of the rearing.

Breeding females (*code 223*) are the females aged over 1 that have kidded at least once (including the culled ones), as well as the heads covered for the first time that are expected to deliver their first young ones.

Bucks (*code 224*) are adult males aged over one that are used for breeding.

Other goats (*code 225*) – Total number of goats not covered by the previous categories (kids over one year of age that have not been covered and barren goats).

Goats – total (*code 226*) – Total number of goats at the holding is automatically calculated as the sum of the data under codes: 222, 223, 224 and 225, as marked in the Questionnaire. The interviewer should make sure that he/she has verified with the respondent if the obtained result corresponds to the number of goats at the holding.

**7. Horses** (*code 227*) – Total number of horses at the holding, regardless of the gender, age and the purpose of the rearing.

**8. Donkeys, hinnies and mules** (*code 228*) – All categories of donkeys, hinnies and mules in total, regardless of their gender, age and purpose of the rearing: young and adult, female and male.

## 9. Poultry

Broilers (*code 229*) – A chicken of heavy line hybrid reared under intense conditions for the production of meat which reaches 1.8–2 (or more) kg of live weight in 6–8 weeks, when it is slaughtered. Day-old chicks are not included.

Laying hens (*code 230*) – Number of hens that have reached certain laying maturity, that is, the time when they start to lay eggs (the reason why they are reared), regardless of whether the laid eggs are used for brooding or human consumption (consumption eggs). This also includes culled hens.

Other young birds of the type of chicken and roosters (*code 231*) – Other types of chicken not covered by the previous responses (chickens and roosters), except day-old chicks.

Turkeys (*code 232*) – Female and male adults and young ones – total, except day-old birds.

Ducks (*code 233*) – Female and male adults and young ones – total, except day-old birds.

Geese (*code 234*) – Female and male adults and young ones – total, except day-old birds.

Guinea fowl (*code 235*) – Female and male adults and young ones – total, except day-old birds.

Other birds reared at the holding (*code 236*) – Female and male adults of the other birds reared at the holding for the production of meat, eggs (not for the purpose of hunting or for hobby) not covered by the previous species (pheasant-chicks, quails, pigeons, etc.).

Poultry – total (*code 237*) – Young (except day-old birds) and adult birds of all types of poultry, of both genders, which is automatically calculated as the sum of the data under codes 229–236, as marked in the Questionnaire. The interviewer should make sure that he/she has

verified with the respondent if the obtained result corresponds to the number of poultry at the holding.

**10. Rabbits** – Total number of females for breeding (*code 238*).

**11. Ostriches (code 239)** – Female and male adults and young ones – total, except day-old birds.

**12. Bees** – total number of bee colonies (*code 240*) – Total number of bee colonies in hives, regardless of the type of hive. One or more bee colonies may be found in a hive, so that the total number of hives (the sum of the data under codes 241 and 242) need not be equal to the total number of bee colonies.

Movable-comb hives (*code 241*) – Total number of beehives that have movable combs from which combs with honey are usually extracted several times during a year.

Hives with non-movable combs (*code 242*) – Total number of beehives that have non-movable combs from which honey can be extracted only once a year (skeps).

**13. Does the holding breed some other unmentioned types of animals? (code 243)**

Select the appropriate response in the field. Other unmentioned types of animals may be, e.g., rabbits – males and rabbits for fattening, wild pigs and deer bred for the production of meat. Other unmentioned types of animals does not include e.g., nutrias and other fur animals, snails, silkworm, California red worm, etc., or home pets, or animals bred for the purpose of hunting.

**14. Livestock grazing**

Was the livestock of the holding taken for grazing in the last 12 months? (*code 244*)

The question refers to the species or the categories of livestock that has a significant impact on the production of the agricultural holding, regardless of where the grazing took place. If the answer is "Yes", continue with the questions on grazing. If the answer is "No", move on to question 15.

The area used for the grazing of livestock, without the area of the common land (*code 245*)

This refers to the areas under meadows, pastures and mixtures of grasses that were used for livestock grazing (whether they are the holding's own or leased), without the areas on the common land (on common grasslands and pastures).

The time the livestock spent grazing, except for the time spent on grazing on the common land (*code 246*)

This refers to the approximate time (in months) which the animals spent grazing (two hours a day is considered a minimum for including a day of grazing). If a different number of animal species or categories were grazing at different times, the longest period is recorded. If the time spent grazing is less than a month, then 1 (1) is written down. The time spent grazing on common land is excluded.

The number of livestock grazing on common land (*code 247*) – The number of heads of livestock is written down, by the listed species, where each head – in the case that it grazed several times during the observed year – is recorded only once.

The time the livestock spent grazing on the common land (*code 248*) refers to the approximate time (in months) the animals spent grazing on common land (two hours a day is considered a minimum for including a day of grazing). If a different number of animal species

or categories were grazing at different times, the longest period is recorded. If the time spent grazing is less than a month, then 1 (1) is written down.

## 15. Processing of farm products

In the case of milk production, what needs to be shown is the total number of cows (*code 520*), sheep (*code 521*) and goats (*code 522*) that were milked in the last 12 months, regardless of whether they were at the holding as of 30 September, as well as the total quantity of the produced milk, by species (cow, sheep, goat). If the quantity of the obtained cow, sheep and goat milk at the holding cannot be ascertained exactly, this data should be reached in the following way: establish the daily quantity of the produced milk and multiply this with the number of milking days in the observed year, for each milked animal of the appropriate category (cow, sheep, goat). By adding up the annual quantity of produced milk per milked animal (cow or sheep or goat), we get the total quantity of the given type of milk produced at the holding. All of the produced milk is shown regardless of whether it was used for human consumption, processing or for the feeding of young animals. The intervals of the expected annual milk production per milked animal are provided in the table.

**Example:** Two cows and three sheep were milked at the holding in the last 12 months. One cow was milked for 10 months (around 300 days) and its daily production of milk was around 14 l. The other cow was milked for three months (around 90 days), with the daily milk production of around 12 l.

In the case of code 520, write 2 into column 1 (*number of animals*). Into column 2 (*litres*), write down the total production of cow's milk at the holding in the observed period (5208):  $300 \cdot 14 \text{ l} + 90 \cdot 12 \text{ l} = 5280 \text{ l}$ .

Each sheep was milked for 150 days. They produced daily 1.5 l each.

In the case of code 521, write 3 into column 1 (*number of animals*). The total production of sheep's milk in the last 12 months is:  $3 \cdot 150 \cdot 1.5 \text{ l} = 675 \text{ l}$ . Write down 675 into column 2.

In the case of the production of milk products, what needs to be shown is the quantity (in kg) of the produced cheese (*code 523*), kaymak (*code 524*), cream (*code 525*), butter (*code 526*), skimmed milk (*code 527*) and other unmentioned milk products (*code 528*) at the holding in the last 12 months, regardless of whether the production is intended for the needs of the holding or for sale. The other unmentioned milk products include, e.g., yoghurt, liquid yoghurt, etc. The produced quantity of skimmed milk is to be shown only in the case that the skimmed milk, obtained as a by-product in the course of the production of, e.g., cream, kaymak or butter, was not used for the production of some other milk product (e.g., cheese), but was used as a final product. When filling out this table, it is important to bear in mind the quantity of milk required for obtaining a certain milk product. The milk norms for obtaining the most frequent milk products in Serbia are provided in the table. Deviations from the norm are possible depending on the type and quality of raw milk.

In the case of egg production, what needs to be shown is the data on the average number of laying hens (*code 529*) that laid eggs in the last 12 months (regardless of whether they were at the holding on 30 September or not), as well as on the total number of laid eggs (*code 530*). The average number of laying hens is the number of laying hens that were usually at the holding in the observed year. This may be calculated in the following way: e.g., in the first six months of the observed year there were 20 laying hens and in the second half there were 10 of them. The average number of laying hens is  $(20+10)/2=15$ . If the question on the total number of laid eggs cannot be answered right away, what needs to be established is the

number of obtained (laid) eggs per laying hen and then multiply that number with the average number of laying hens. The interval of the expected annual egg production per laying hen is provided in the table.

Out of the total number of laid eggs in the observed year, the number of consumable eggs (*code 530a*), i.e., number of eggs intended for human consumption or processing, including sold consumable eggs, consumable eggs given as a gift, etc. This does not include eggs intended for the production of day-old chicks (eggs for brooding, incubation).

In the case of wool production, what needs to be shown is the number of sheared sheep (*code 531*) at the holding, as well as the quantity (in kg) of the removed wool (*code 532*) in the last 12 months, regardless of whether the sheep were at the holding as of 30 September or not. If the total quantity of the removed wool in the observed year cannot be established, this piece of data may be obtained in the following way: establish the quantity of the removed, unwashed wool per animal and multiply it with the number of the sheared sheep. It is possible to input a decimal number for the quantity of removed wool. The interval of the expected annual wool production per sheared sheep is provided in the table.

In the case of honey production, what needs to be shown is the data on the total number of beehives (*code 533*) from which honey was extracted in the last 12 months, as well as the data on the total quantity (in kg) of obtained honey (*code 534*), regardless of whether the beehives were at the holding as of 30 September or not. The interval of the expected annual honey production is provided in the table.

**Note:** It is possible to have minor deviations from the provided intervals of the expected annual production.

## Chapter: Agricultural machinery

Table 1, "Machinery," should be used to write down only the **number of the own** single-axle tractors (cultivators), double-axle tractors and combine harvesters which the given holding **used** for the agricultural services at the holding in the observed agricultural year. The machinery not used is not recorded.

The agricultural machinery of the others (the listed types) that was used in the observed period includes:

- ▶ agricultural machinery owned by another holding, cooperative or person providing services (or leasing the machinery), etc., which the given holding took under lease with accompanying workforce or without it;
- ▶ agricultural machinery which the holding owns (shares) together with another holding (one or more) which, as of the date of the critical moment, was not located at the holding;
- ▶ agricultural machinery that was owned by the given holding, used for a while in the observed period and then sold in the same period.



The machinery owned by two or more holdings is recorded as the own machinery of the holding at which it was located as of the date of the critical moment.

**Single-axle tractors (cultivators)** (code 268) include manual single-axle tractors, cultivators and power tillers with a seat or without it.



**Double-axle tractors** should be shown by their power:

**Up to 18 kW** (up to 24 HP) (code **270**);

**19–37 kW** (25–50 HP) (code **271**);

**38–66 kW** (51–90 HP) (code **272**);

**67–88 kW** (91–120 HP) (code **273**);

**89 kW and over** (121 and more HP) (code **274**).



**Double-axle tractors – total** (code **269**) include all double-axle tractors – wheelers and crawlers, regardless of the make, fuel consumption and kind, as well as the scope of works in agriculture.

The sum of the data under codes 270–274 is equal to the number of double-axle tractors – total (code 269), which will be **calculated automatically**.

**Universal grain combine harvester** (code **275**) – Self-propelled machine for single-phase harvest of field crops (cereals and oil seeds).

**Field forage harvesters** (code **276**) intended for cutting plants and preparation of forage. This includes self-propelled, pulled and carried field forage harvesters.

**Other combine harvesters** (code **277**) – Other combine harvesters include: maize picker, combine harvesters for vegetable, fruits, sugar beet, seed maize, sweet corn, etc.



Maize picker

The table needs to be filled out in the following way:

- ▶ The number needs to be written down in columns from 2 to 7, classified by the age intervals for each listed type of machinery.  
The first column (total) will be calculated automatically.
- ▶ Write down the data for double-axle tractors by their power (under codes 270–274).  
The row "Total" (code **269**) will be **automatically calculated**.
- ▶ For each offered type of machinery in column 8, it is important to mark the row (check the field) depending on whether the holding used somebody else's machinery in the observed period or not.

## Chapter: Labour force and activities of the holding, and other data on the holding

### Labour force at the holding

#### 1. Members of the holding and permanently employed at the holding



**Note:** The table is filled out only for family holding.

The data are fed for the holder of the holding, regardless of whether he undertook agricultural activities in the observed agricultural year or not.

The data for the spouse, other members of the family and relatives are written only for those who undertook agricultural activities at the holding in the observed period and are over 15.

Also, it is important to write down in the table the data for permanently employed people at the holding who are not members of the family or relatives, but who undertook agricultural activities in the observed period.

**Agricultural activities** include:

- ▶ field work – ploughing, sowing, collective of hay, harvest, maintenance of orchards and vineyards, picking fruits and grapes, etc.;
- ▶ breeding of animals – preparation and distribution of food, milking, care of the animals;
- ▶ organisation of the production and management – purchases, sale of the holding's products, accounting in connection with the holding, etc.;
- ▶ all affairs at the holding in connection with the storing, processing and preparation of products for the market (ensiling of feed, cleaning, packaging, etc.);
- ▶ maintenance of agricultural facilities and machinery, transportation of the goods to the farmers' market, preparation and sale of own agricultural products at the farmers' market, etc.;
- ▶ production of wine out of own grapes.

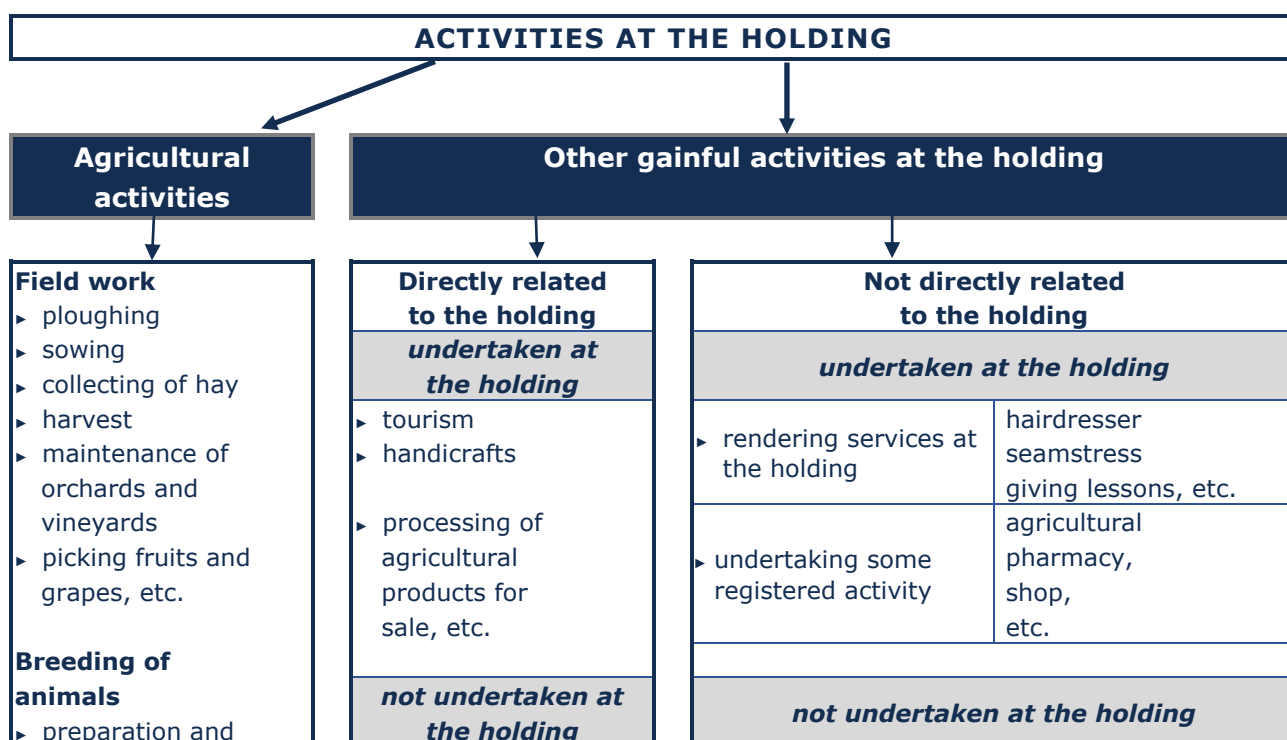
**Agricultural activities do not include:**

- ▶ house work (washing, cooking, cleaning, preparing preserves, etc.);
- ▶ processing of agricultural products (except for the production of wine out of own grapes);
- ▶ activities in connection with forestry, hunting, fishing or fish breeding, regardless of whether these are undertaken at the holding or not;
- ▶ other gainful activities.

**Other gainful activities** include all the activities that are not agricultural activities at the holding, but have an economic impact on the holding. They may be:

- ▶ activities directly related to the holding – the resources of the holding are used: land areas, agricultural buildings, machinery, equipment, labour force or agricultural products, which may be:
  - *undertaken at the holding* (non-agricultural activities such as tourism, handicraft, processing of agricultural products for sale – except for the processing of grapes for wine production in the case when the quantity of the processed grapes is solely or mostly from the own production, etc.),

- *not undertaken at the holding* (contracted agricultural and non-agricultural work, e.g., work with the own combine harvester);
- ▶ activities not directly related to the holding – the resources of the holding are not directly used, except for the labour force of the holding, which may be:
  - *undertaken at the holding* – e.g., hairdresser or seamstress that render services at the holding, tradesman-a member of the holding works at their own shop (which does not sell the holding’s products) or at an agricultural pharmacy that is located at the holding, giving lessons at the holding – training by a member of the holding, etc.
  - *not undertaken at the holding* – any other employment of the members of the holding such as, e.g., work at a bank, in a factory, administration, education, etc.



<p>distribution of food</p> <ul style="list-style-type: none"> <li>▶ milking</li> <li>▶ care of the animals, etc.</li> </ul> <p><b>Organisation and conducting of the production</b></p> <ul style="list-style-type: none"> <li>▶ purchases</li> <li>▶ sale of the holding's products</li> <li>▶ maintenance of agricultural buildings</li> <li>▶ preparation (washing, packaging, sorting),</li> <li>▶ transportation and sale of own agricultural products at a farmer's market, etc.</li> </ul> <p><b>Production of wine out of own grapes</b></p>	<ul style="list-style-type: none"> <li>▶ agricultural and non-agricultural work under contract (work with own machines), etc.</li> </ul>	<ul style="list-style-type: none"> <li>▶ other work within formal and informal employment:</li> </ul>	<ul style="list-style-type: none"> <li>at a bank</li> <li>in a factory</li> <li>in administration</li> <li>in education, etc.</li> </ul>
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**Members of the holding (code 354–367)** include the holder of the holding, members of the family and relatives of the holder of the holding (married and unmarried spouse, children, parents, the in-laws or adopted members, as well as brothers and sisters of the holder of the holding and the spouse) who work at the holding, regardless of whether they live at the holding (whether they belong to another household) and whether they are paid in some way for their work at the holding or not.

**For the members of the family and relatives of the holder of the holding who undertook agricultural activity at the holding (code 356–367)** it is necessary to write down the figure in the appropriate row in the pre-column which refers to the kinship of the member with the holder of the holding. The codes may be found in the header of the table.

**Permanently employed at the holding who are not members of the family or relatives (code 368–373)** are all those persons who regularly perform agricultural work at the holding and receive compensation for such work (salary, daily wages, assistance, payment in kind, etc.) from the holding, but who are not members of the family of the holder of the holding or relatives, regardless of whether the holding pays social contributions for their engagement (whether they are registered with the relevant services or not).

**Gender** (column 1) – Write down code 1 for male or code 2 for female gender.

**Full years of life** (column 2) – Write down the full years of life as of the date of the critical moment.

**Note:** What is written first are the data on the gender and full years of life for all the members of the holding and the permanently employed at the holding, and only then the other data for each recorded person are written down in the table (starting with the holder of the holding).

**Who makes the daily decisions on agricultural production?** (column 3)

**1** is written for the person who organises the agricultural production and who is responsible for making the daily financial and production decisions at the holding (administrator or manager at the holding). The administrator or manager at the holding can be: holder of the holding, any other member of the holding, as well as a permanently employed person at the holding. **It is possible to mark only one response.**

**How many days in the observed period and the average number of hours per day the person used for undertaking agricultural activities at the holding?** (columns 4 and 5)

The respondent estimates the number of days and the average number of hours per day which each person used for undertaking agricultural activities at the holding in the observed period.

**Doing of the house work is not included.**

**Note:** When estimating the time used for undertaking agricultural activities at the holding, it is necessary to pay attention to which activities are indeed the agricultural activities at the holding, as well as to the seasonal character of the activities (how much work was done during winter and how much during summer), to the holidays, sick-leave, etc.

The holder of the holding need not undertake agricultural activity at the

holding. However, if the holder of the holding is at the same time the administrator or manager, this means that he undertook agricultural activity at the holding and in that case the input of data on the time used for undertaking these activities is mandatory.

**Did the person undertake another gainful activity in the same period that is related to the holding?** (column 6)

Write down the code of one of the offered options (in the header of the table) depending on whether the person, in addition to the agricultural activities, also undertook another gainful activity in the observed period (another profitable activity) that is related to the holding, as follows:

- ▶ **Yes**, more than agricultural activities at the holding – (more time was used for undertaking another gainful activity) – **code 1**;
- ▶ **Yes**, less than agricultural activities at the holding – (less time was used for undertaking another gainful activity) – **code 2**;
- ▶ **No**, in the case that the person did not undertake another profitable activity except the agricultural activity at the holding – **code 3**.

**Did the person undertake another gainful activity in the same period that is not related to the holding?** (column 7)

**Note:** If the person undertook several other gainful activities in the observed period, the response is given for that other gainful activity for the undertaking of which **the most time** was used.

Write down the code of one of the offered options (in the header of the table) depending on whether the person, in addition to the agricultural activities, also undertook another gainful activity in the observed period (another profitable activity) that is not related to the holding, as follows:

- ▶ **Yes**, more than agricultural activities at the holding – (more time was used for undertaking another gainful activity) – **code 1**;
- ▶ **Yes**, less than agricultural activities at the holding – (less time was used for undertaking another gainful activity) – **code 2**;
- ▶ **No**, in the case that the person did not undertake another profitable activity except the agricultural activity at the holding – **code 3**.

**Note:** When filling out columns 6 and 7 it is necessary to pay attention to which other gainful activities are related to the holding and which are not related to the holding.

**Example:** The holder of the holding (who at the same time also makes the daily decisions on the agricultural production at the holding) was born on 11 February 1952. In the observed agricultural year, during the spring and summer months, he undertook activities related to field work and vegetable growing (around 200 days – six hours a day), while in the winter months he was mostly busy around the livestock (around 100 days – three hours a day). In the observed agricultural year the wife of the holder of the holding mostly did the following work: she fed the livestock and milked the cow (in the winter months this was done by her husband), she prepared products for the sale at the farmers' market (she washed and sorted vegetables and fruits several times a week, three hours a day every time, during spring and summer, around 95 days), she made cheese for sale (around 300 days – one hour a day), made preserves and did other house work. She was away visiting family for 16 days. She was born on 21 December 1956.

By 30 September 2018 the holder of the holding has full 65 years of life and his wife 60 (write down the data into the relevant rows in column 2). As the holder of the holding also makes the daily decisions at the holding, the interviewer should write 1 into the relevant row (column 3).

In the observed agricultural year the holder of the holding worked around 300 days (200 + 100). The number of hours is established in the following way:  $[(200 \times 6 + 100 \times 3) / 300 = 5]$ . 300 is written into column 4, while 5 is written into column 5. Code 3 (response "No") is written in columns 6 and 7.

The agricultural activities of the wife include: feeding of the livestock, milking of the cows and preparation of products for the farmers' market. The number of days used for these activities is established in the following way: the wife does not do the said jobs in winter months (December, January, February, a part of March, i.e., for around 100 days). The number of days when she did not work (100 days) and 16 days that she was away should be deduced from the total number of days in a year  $(365 - 100 - 16) = 249$ . The estimate is that the wife undertook agricultural activities for 249 days.

249 is written down in column 4.

The number of hours is established in the following way: feeding of the livestock and milking of the cows  $(365 - 100 - 16)$  at 3 hours a day  $249 \times 3 = 747$  of used hours, then preparation of products for the farmers' market around 95 days at 3 hours a day  $95 \times 3 = 285$  of used hours. The average number of hours is calculated in the following way:  $(747 + 285) / 249 = 4.14$ , which is approximately 4 hours.

4 is written into column 5.

The wife of the holder of the holding made cheese for sale, which is another gainful activity related to the holding. In the observed agricultural year, the wife used less time for this activity (300 hours) than for undertaking agricultural activities  $(747 + 285 = 1032)$  hours, so that code 2 (response "Yes, less than agricultural activities") is written into column 6, while code 3 (response "No") is written into column.

RADNA SNAGA I AKTIVNOSTI GAZDINSTVA, 2017/2018								
Na pitanje 1 odgovara samo porodično gazdinstvo								
1. Članovi gazdinstva i stalno zaposleni na gazdinstvu - lica starija od 15 godina koja su obavljala poljoprivrednu aktivnost u 2017/2018								
1.....Sin/ćerka 2.....Otac/majka 3.....Brat/sestra 4.....Svekar/svekrva 5.....Tast/tašta 6.....Deda/baba 7.....Unuk/unuka 8.....Zet/snaha 9.....Ostali srodnici (stric/strina, ujak/ujna i sl.)	Šifra	Pol muški 1 ženski 2 (upisati šifru)	Navršene godine starosti	Ko donosi dnevne odluke o poljoprivrednoj proizvodnji (moguće obeležiti samo 1 odgovor)	Koliko je dana i prosečno sati po danu lice obavljalo poljoprivredne aktivnosti na gazdinstvu		Da li je lice u istom periodu obavljalo druge aktivnosti koje donose prihod, a u vezi su sa gazdinstvom Da, više nego poljoprivredne....1 Da, manje nego poljoprivredne.2 Ne .....3	Da li je lice u istom periodu obavljalo druge aktivnosti koje donose prihod, a nisu u vezi sa gazdinstvom Da, više nego poljoprivredne....1 Da, manje nego poljoprivredne.2 Ne .....3
					broj dana	prosečno sati dnevno		
		(1)	(2)	(3)	(4)	(5)	(6)	(7)
Nosilac gazdinstva	354	1	65	1	300	5	3	3
Supružnik nosioca gazdinstva	355	2	60		249	4	2	3
Č	356							

## 2. Employed by gender and the number of working days used for undertaking agricultural activities at the holding (code 374–378)

**Note:** Questions 2 and 3 are responded only by legal persons/entrepreneurs. The data refer only to persons who undertook agricultural activities in the observed period.

The number of employees and the total number of days used for undertaking agricultural activities in the observed period is recorded, by gender and the given intervals of the number of working days, while it is important to pay attention to sick-leaves and absences, holidays, etc. Also, it is important to pay attention to everything that belongs to agricultural activities.

Particular attention needs to be paid to the fact that these activities, in line with the explanation, also include, for instance, bookkeeping and keeping of other records of the joint services in connection with agricultural production.

The cumulative data for columns 1, 2, 3 and 4 will be **automatically calculated** in the row under code **379**, as marked in the Questionnaire.

**3. Data on the person who makes the daily decisions on the agricultural production at the holding of the legal person / entrepreneur (administrator or manager)** – The basic data are written down on the person who makes the daily decisions and organises the agricultural production at the holding. This may be the head of production or, in case there are several heads of different aspects of agricultural production, the person who is in charge of the organisation of the overall agricultural production at the holding. **Only one person may be the manager – administrator.**

**Gender (code 380)** – Select an option from the drop-down menu.

**Full years of life (code 381)** – Write down the full years of life as of the date of the critical moment.

**Total number of working days in the observed period (code 382)** – What is written down is the number of working days used for agricultural activities and it is important to pay attention to sick-leaves and absences, holidays, etc.

**Note:** The data on the seasonal labour force, persons engaged on the basis of a contract and the level of training (questions 4–7) are put in both for family holding and for the holdings of legal persons / entrepreneurs, and they are mandatory.

**4. Did the holding engage seasonal labour force? (code 383)** – Seasonal workers means persons who are not members of the holding nor are they permanently employed at the holding, who were occasionally (seasonally) engaged at the holding in the observed agricultural year, against monetary or any other type of compensation or free of charge (e.g., mutual aid, work of students at school holdings, work of prisoners and any other unpaid work).

If option “Yes” is selected, the interviewer writes down the total number of working days (calculated at eight hours) when the temporarily (seasonally) engaged labour force was engaged, classified into male (code 384) and female (code 384a) seasonal labour force.

If the seasonal workers worked for more than eight hours a day, it is calculated as if they worked eight hours (full working day). If the seasonal workers were engaged for less than eight hours a day, then all the hours need to be added up and divided by eight.

Out of this: **free of charge (mutual aid, work of students at school holdings, work of prisoners, etc.)** – If the holding engaged seasonal labour force free of charge, the option “Yes” is selected and then the total number of working days is written down (calculated at eight hours), classified into male (code 386) and female (code 386a) seasonal labour force.

If seasonal labour force was not engaged at the holding, option “No” will be selected.

**Example:** *In the last 12 months the holding engaged seasonal labour force against monetary compensation, as follows: for the hoeing of maize (two male workers, three days, 10 hours a day), for the mowing of meadow (two male workers, one day, four hours, twice during the year) and for the picking of fruits three workers (two women and one man, six days, 10 hours a day). The holding did not engage free seasonal labour force or other persons on a basis of a contract.*

The total number of working days is calculated in the following way:

- for the hoeing of maize: 2 workers x 3 days (over 8 hours of work is calculated as 8 hours, i.e., as a full working day) = 6 days - men
- for the mowing of meadow: [(2 workers x 1 day x 4 hours) x 2 times a year] / 8 = (8 x 2) / 8 = 2 days - men
- for the picking of fruits: 2 women x 6 days (over 8 hours of work is calculated as 8 hours, i.e., as a full working day) = 12 days;
- for the picking of fruits: 1 man x 6 days (over 8 hours of work is calculated as 8 hours, i.e., as a full working day) = 6 days;

Total number of working days of the seasonally engaged persons – men: 6 + 2 + 6 = 14. Number 14 is written down as regards question 4 (code 384).

Total number of working days of the seasonally engaged persons – women: 12. Number 12 is written down as regards question 4 (code 384a).

In the fields under codes 385 and 387, response “No” is selected.



				Muškarci		Žene
				Ukupan broj dana		Ukupan broj dana
<b>4. Da li je gazdinstvo angažovalo sezonsku radnu snagu</b>	383	DA	384	14	384a	12
....Od toga: besplatno (moba)	385	NE	386		386a	
<b>5. Da li je gazdinstvo angažovalo druga lica na osnovu ugovora</b>	387	NE	388		388a	

## 5. Did the holding engage other persons under contract?

If the answer is "Yes", an option in the drop-down menu is selected and then the total number of working days (calculated at eight hours) is written down, classified into male (*code 388*) and female (*code 388a*) persons engaged under contract (see explanation and example for the calculation of the total number of working days of the seasonally engaged persons).

If no other persons were engaged under contract, the option "No" is selected.

Other persons engaged under contract are the persons engaged for the work at the holding by a third party (they were not directly engaged by the holding), on the basis of a signed contract on cooperation, providing of specialised services, etc. The compensation for the work of these persons is mostly paid out by the party that referred them to the holding in the first place.

**Example:** *Because of an overhaul of the greenhouse, the holding used the services of an enterprise dealing with the production and assembly of greenhouses, which, for the purpose, engaged and sent male workers (3). The workers worked two days for eight hours a day.*

Three workers will be considered as persons engaged under contract and their working days will be calculated in the following way:

$$3 \text{ workers} \times 2 \text{ days} = 6 \text{ days}$$

In the case of question 5 select option "Yes" in the field under code 387 and then write number 6 into the field under code 388.

## 6. Level of training of the person who takes daily decisions on agricultural production

refers to the person that has already been marked as the administrator or manager. The training of the administrator or manager means the highest level of training attained by the critical moment.

Number **1** is written into the relevant field. It is possible to mark only one response:

**Only practical agricultural experience (code 389)** – This means completed primary education at the most with no agricultural training;

**Completed agricultural training (code 390)** – In addition to regular schooling (primary and secondary school, college and university), one or more agricultural training courses;

**Completed secondary agricultural school (code 391)** – This means secondary agricultural or veterinary school with no agricultural training;

**Completed other secondary school (code 392)** – With no agricultural training;

**Completed agricultural college or faculty (code 393)** – This means agricultural or veterinary faculty or college in these areas with no agricultural training courses;

**Completed another college or another faculty (code 394)** – With no agricultural training.

**7. Did the person who makes the daily decisions on agricultural production attend a training course in connection with agricultural activities or other activities in connection with the holding in the last 12 months? (code 395)**

The training means attending seminars, training courses or some other form of training that provides a lecturer or a relevant institution, the primary goal of which is acquiring new knowledge regarding agricultural activities or other activities in connection with the holding. If the person attended training, option "Yes" is selected. If not, then option "No" is selected.

**Other gainful activities of the holding**

**8. Did the holding undertake other gainful activities related to the holding? (code 396)**

This is used to establish if any activities that are not agricultural, but are directly linked to the holding and that brought income were also undertaken in the agricultural year 2017/2018.

**This does not include activities in connection with the processing of agricultural products for the own consumption of the holding.**

The processing of primary agricultural products (milk, fruits, vegetables, etc.) into secondary products (cheese, kaymak, sausages, jam, brandy, etc.) intended for sale, that takes place at the holding, regardless of whether the raw materials were produced at the holding or were brought from the others, will be considered another gainful activity related to the holding and will be recorded in the relevant question. The production of wine is another gainful activity related to the holding, if the holding processed a quantity of bought grapes that was larger than the grapes from their own production.

If other gainful activities related to the holding were undertaken, option "Yes" is selected in the field under code 396 and then number **1** is written **into the field next to the activity that was undertaken**. It is possible to mark several responses.

**Meat processing (code 397)** – This means production of fresh and durable meat products, curing of meat, etc. for sale.

**Milk processing (code 398)** – This means production of cheese and other milk products for sale.

**Fruit and vegetable processing (code 399)** – This means, e.g.: drying, fruit and vegetable processing, production of wine in the case that the holding processed a quantity of bought grapes that was larger than the grapes from their own production, production of juices, jams, brandy, etc. for sale.

**Processing of other agricultural products (code 400)** – This refers to the processing of other primary agricultural products, e.g., production of animal feed (concentrate), etc., for sale.

**Wood processing (code 401)** – This means processing of raw wood for sale while using the labour force from the holding, machines and equipment which the holding otherwise uses for agricultural production, e.g., cutting of trees and production of firewood or lumber, while the further processing of wood (such as, for instance, furniture production) is classified as "handicraft."

**Forestry activities (code 402)** – This means any work in forestry that brings income to the holding, while using the labour force from the holding, the machines and equipment which the holding otherwise uses for agricultural production (e.g., protection of woods against the vermin using own agricultural machines – sprayers, against compensation).

**Tourism (code 403)** – Accommodation and other activities in connection with tourism (all activities in tourism, accommodation and catering services, visiting of the holding organised for tourists or other groups of visitors, sports and leisure), while using the land, buildings, labour force and other resources from the holding (e.g., agricultural products for the food for the tourists).

**Handicraft (code 404)** – This is recorded if the members of the holding make handicraft for sale (e.g., weaving baskets, crochet and knitting, making souvenirs, furniture, toys, etc.), while using the resources of the holding, irrespective of the way in which these products are sold.

**Energy production for renewable energy sources (code 405)** – This means production and sale of energy obtained using the energy of the wind, by incinerating hay, producing biogas, etc. If the holding uses the energy obtained in this way solely for their own needs, this activity should not be recorded. The sale of agricultural products for the production of energy or leasing of land for the installation of the relevant equipment is also not included.

**Aquaculture (code 406)** – Breeding of fish in fisheries, for sale. This does not include activities in connection with fishing.

**Contractual work** – This means work using the labour force from the holding, the machines and equipment that belong to the holding, against compensation, as follows:

**Agricultural work (code 407)** – Providing services with own machines, e.g., using combine harvesters, ploughing, etc. (both with a formal and without a formal contract);

**Non-agricultural work (code 408)** – Clearing of snow, ecological service, etc.

**Provision of health, social or educational services (code 408a)** – This means educational or pedagogical work on farm, services related to care of old people, children and/or persons with disabilities, as well as providing accommodation services for pets, etc.

**Other, so far unmentioned activities (code 409)** – These activities include, e.g., leasing (taking under lease of) **agricultural facilities** of the holding that are not used for the purpose in some period during the year. Leasing land does not belong to another gainful activity related to the holding.

**If there is response "Yes" to question 8, state the share of the income from those activities within the scope of the total income of the holding (code 410)** – The total income of the holding includes the income from agricultural activities and other gainful activities directly related to the holding, as well as direct payments (subsidies realised on the basis of agricultural production, e.g., for milk production). This excludes income from activities not related to the holding (income on the basis of employment, social benefits, etc.), as well as subsidies received for investments during the observed period, i.e., during the agricultural year 2017/2018. The share of the income is expressed in percentages (%), on the basis of the estimate of the respondent.

## Other data on the holding

**Note:** Responses to questions 1, 2 and 3 are given only for the family holding. The responses to all other questions in this chapter are given for each holding, regardless of their legal status.

**1. Did the holding sell its own agricultural products in the agricultural year 2017/2018? (code 411)**

Select response "Yes" if the holding occasionally or permanently sold agricultural products it produced itself, regardless of whether it sold primary agricultural products or processed agricultural products produced at the holding from their own primary products.

The primary agricultural products may be: livestock, eggs, milk, wool, goat fibres, honey, manure, cereals, sugar beet and other industrial crops, fodder plants, potatoes, vegetables, including mushrooms, strawberries, melons, flowers and ornamental plants, seed and seedlings, hay from meadows and pasture, fruits (including berries), grapes, wine made from own grapes, etc.

Processed agricultural products may be: milk products (cheese, kaymak, butter, yoghurt), brandy, preserves, preserved meat products, other dry products (e.g., dry fruits), etc.

Select response "No" if the holding occasionally or permanently sold processed agricultural products not produced from their own primary products or if it did not sell its own agricultural products.

**2. Was more than a half of the total sale of agricultural products of the holding realized by selling to direct consumers? (code 412)**

If in the observed period the holding sold more than a half (more than 50%) of the products from their own production at the farmers' market, that is, directly to consumers (natural persons – not to restaurants, hospitals, etc.), response "Yes" is selected. Otherwise, response "No" is written down. The response is recorded on the basis of the estimate of the respondent.

**3. Was more own agricultural products used at the holding than what was sold? (code 413)**

If the holding used for its own needs more than a half (more than 50%) of the value of the products from its own production, i.e., it used more for the food of the members of the holding, for the feeding of livestock, etc. than what was sold in the observed period, then option "Yes" is selected. Otherwise, option "No" is selected. The response is written on the basis of the assessment of the respondent.

**4. Does the holding use a computer for keeping records on its agricultural operations? (code 419)**

If the holding uses a computer for keeping records on its operations, option "Yes" is selected. If the answer is negative, then option "No" is selected.

**5. Are accounting records kept at the holding?**

Select response "Yes" from the drop-down menu if accounting books on the agricultural activities at the holding are kept by the members of the holding or, as the rendering of service, by hiring a third person.

#### **6. Is the holding listed in the Holding Register of the Ministry of Agriculture, Forestry and Water Management? (code 421)**

Response "Yes" should be selected in the case that the holding is registered and then the registration number (12 figures) of the holding should be written down (code 422).

The holding is registered if there are data on the holding in the Holding Register of the Ministry of Agriculture, Forestry and Management for the current year, regardless of whether they were renewed with a request from the holding by 1 March of the current year or whether they were taken over from the previous year in case there had been no changes in the agricultural production (Rulebook on the amendments and supplements of the Rulebook on the manner and conditions for the enlisting and keeping of the register of agricultural holdings, application forms for the enlistment and renewal of the registration and the annexes, documentation that is attached to the application, manner of keeping the data, as well as on the conditions for the passive status of the agricultural holding, "The Official Gazette of the RS," no. 97/11).

#### **7. Does the holding do organic production or is it in the phase of moving to organic production? (code 720)**

The holding is doing organic production if it produces plant and animal products applying organic production methods (prescribed by the Law on Organic Production, "The Official Gazette of the RS," no. 30/10), for which it has the official certificate verifying that they were produced using organic production methods. The holding is in the phase of moving to organic production if it applies organic production methods, but the period of transition – transformation from the conventional to the organic production – has not been completed yet and it cannot be considered that the production has been fully aligned with the organic production principles defined by the law, i.e., that the products are certified.

Response "Yes" should be selected only for the holdings that have the official certificate that they produce plant and animal products applying organic production methods or that they are in the phase of moving to organic production.

### **5. Sending of the data to the base**

After the completion of inputting the data into all the chapters of the Questionnaire, by selecting option "Exit," the filled out Questionnaire will be saved in the laptop's memory.

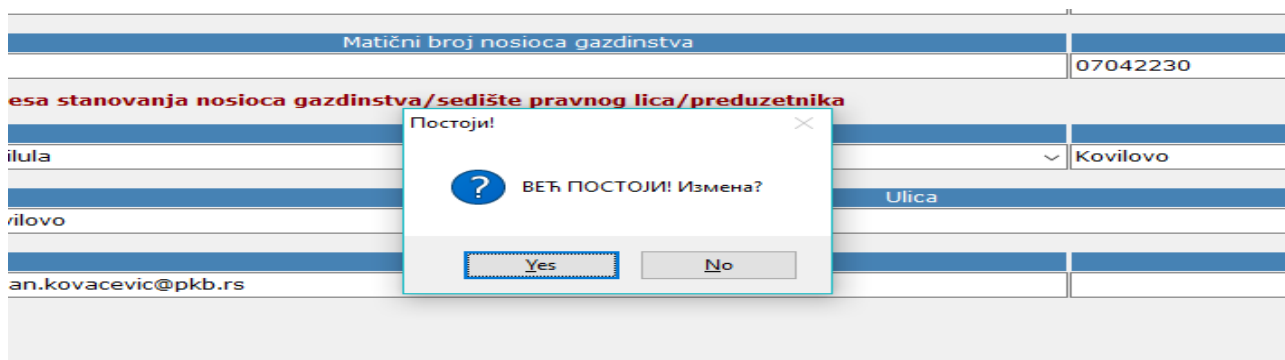
When an internet access has been established, the interviewer should do the sending of the data to the base by selection option "Sending of data" (*Слање података*) which is on the panel that appears after the logging in the application.

On the same panel there is information on whether there is an internet connection or not and information on whether the sending of the data has been successful or not.

By clicking on option "Sending of data," all the questionnaires that have been saved in the laptop's memory by then will be sent.

If it is necessary to make any change in the already sent questionnaires, this is also possible after the data have already been sent. The changes are done in the following way:

- Insert the PIG of the holding for which the data are being changed;
- The panel will show the following message:



- Select option "Yes" and make the changes where necessary (just like filling out the Questionnaire for the first time).

When sending the data the next time, the modified Questionnaire will replace the previous one.

## **IV. WORK AFTER THE COMPLETION OF THE INTERVIEWING**

### **Interviewer**

After the interviewer has visited all of the assigned holdings and has sent a Questionnaire for each holding from the List back to the base, he/she has completed the interviewing. All the questionnaires must be properly filled out (with no errors) and with the mandatory fields filled out (PIG and "Holding's response").





Within seven days from the completion of the interviewing, following the instructions of the controller, the interviewer returns the assigned equipment (bag with the laptop, charger and mouse) and the List. Also, the interviewer is under obligation to sign the worksheet of the controller, thus confirming the number of properly filled-out Questionnaires in the Survey.

### **Controller**

After the interviewing has been completed by all assigned interviewers and after the entire material has been checked (all the errors in the Questionnaires have been corrected), the controller is under obligation, at the request of the regional coordinator, to organise the return of the equipment and the signing of the worksheet of the controller. The controller needs to return the equipment of the interviewers, as well as the signed worksheet used for the execution of the payment, to the regional coordinator within seven days after the completion of the interviewing.

## **ANNEXES**

### **Annex 1**

 РЕПУБЛИКА СРБИЈА РЕПУБЛИЧКИ ЗАВОД ЗА СТАТИСТИКУ		Образац ФСС  ПОДРЖАНО ОД СТРАНЕ ЕВРОПСКЕ УНИЈЕ
<h2 style="margin: 0;">Анкета о структури пољопривредних газдинстава 2018.</h2>		
	<p style="font-size: small; margin: 0;">Ово истраживање се спроводи на основу Плана статистичких истраживања за 2018. годину.          Подаци добијени овим извештајем користеће се искључиво у статистичке сврхе и неће се објављивати као појединачни.          (Закон о званичној статистици, „Службени гласник РС”, број 104/09)</p>	

## ПОГЛАВЉЕ 1

## ОПШТИ ПОДАЦИ О ГАЗДИНСТВУ

## ОДЗИВ ГАЗДИНСТВА

- 1  Газдинство се анкетира
- 2  Газдинство се не бави пољопривредном производњом
- 3  Газдинство се више не бави пољопривредном производњом, али се бавило у периоду 01.10.2017 – 30.09.2018.
- 4  Одсутни чланови газдинства
- 5  Напуштена кућа – угашено газдинство
- 6  Непозната адреса
- 7  Газдинство одбило сарадњу

Да ли се по мишљењу анкетара газдинство бави пољопривредном производњом?  Да  Не

*(Одговара се само ако је одзив 4 или 7)*

## Правни статус газдинства

- Породично газдинство  Правно лице  Предузетник

## ИДЕНТИФИКАЦИОНИ ПОДАЦИ ГАЗДИНСТВА

Породично газдинство	Правно лице/предузетник
Име и презиме носиоца газдинства <input style="width: 95%;" type="text"/>	Назив правног лица или организационог дела/предузетника <input style="width: 95%;" type="text"/>
Матични број носиоца газдинства <input style="width: 95%;" type="text"/>	Матични број правног лица/предузетника <input style="width: 95%;" type="text"/>
<b>Адреса становања носиоца газдинства/седиште правног лица/предузетника</b>	
Општина <input style="width: 95%;" type="text"/>	Насеље <input style="width: 95%;" type="text"/>
Улица <input style="width: 95%;" type="text"/>	Кућни број <input style="width: 20%;" type="text"/>
E-mail <input style="width: 95%;" type="text"/>	Фиксни телефон <input style="width: 95%;" type="text"/>
	Мобилни телефон <input style="width: 95%;" type="text"/>
<b>Локација газдинства</b>	
Општина <input style="width: 95%;" type="text"/>	Насеље <input style="width: 95%;" type="text"/>

1



## ПОГЛАВЉЕ 2

## ПОЉОПРИВРЕДНО ЗЕМЉИШТЕ

## 1 Распољиво земљиште – површина на дан 30.09.2018, ha

1 ha = 100 a, 1a = 100 m<sup>2</sup>

Земљиште у власништву	9	<input type="text"/>	+
Земљиште узето у закуп	10	<input type="text"/>	+
Земљиште дато у закуп	11	<input type="text"/>	-
<b>Распољиво земљиште – укупно</b>	<b>12</b>	<input type="text"/>	<b>=</b>

## Земљиште по категоријама коришћења у пољопривредној 2017/2018. г.

## 2 Окунница – површина

13  ha

## 3 Оранице и баште

1) Укључене су и површине за производњу семена за њрогају  
2) Искључене су површине за производњу семена жишарица, махунарки, кромпира и усева за производњу уља

		Површина, ha		Производња, kg
Пшеница и крупник 1)	15	<input type="text"/>	+	<input type="text"/>
Дурум пшеница 1)	15a	<input type="text"/>	+	<input type="text"/>
Раж 1)	16	<input type="text"/>	+	<input type="text"/>
Јечам 1)	17	<input type="text"/>	+	<input type="text"/>
Овас 1)	18	<input type="text"/>	+	<input type="text"/>
Кукуруз за зрно 1)	19	<input type="text"/>	+	<input type="text"/>
Тритикале 1)	19a	<input type="text"/>	+	<input type="text"/>
Остала жита за зрно 1)	20	<input type="text"/>	+	<input type="text"/>
<b>Жита – укупно</b>	<b>21</b>	<input type="text"/>	<b>=</b>	<input type="text"/>
Грашак за суво зрно 1)	22	<input type="text"/>	+	<input type="text"/>
Пасуљ 1)	23	<input type="text"/>	+	<input type="text"/>
Остале махунарке 1)	24	<input type="text"/>	+	<input type="text"/>
<b>Махунарке – укупно</b>	<b>25</b>	<input type="text"/>	<b>=</b>	<input type="text"/>
<b>Кромпир, укључујући и рани 1)</b>	<b>26</b>	<input type="text"/>		<input type="text"/>
<b>Шећерна репа</b>	<b>27</b>	<input type="text"/>		<input type="text"/>
Дуван	28	<input type="text"/>	+	<input type="text"/>
Хмељ	29	<input type="text"/>	+	<input type="text"/>
Уљана репица 1)	30	<input type="text"/>	+	<input type="text"/>
Сунцокрет 1)	32	<input type="text"/>	+	<input type="text"/>
Соја 1)	33	<input type="text"/>	+	<input type="text"/>
Остали усеви за производњу уља 1)	34	<input type="text"/>	+	<input type="text"/>
Лековито, ароматично и зачинско биље 1)	36	<input type="text"/>	+	<input type="text"/>
Остало индустријско биље 1)	37	<input type="text"/>	+	<input type="text"/>
<b>Индустријско биље – укупно</b>	<b>38</b>	<input type="text"/>	<b>=</b>	<input type="text"/>

		Површина, ha	Производња, kg
<b>Поврће, бостан и јагоде – укупно (51 + 52 + 53)</b>	50	<input type="text"/>	
<i>Од њога:</i>			
под стакленицима и пластеницима	51	<input type="text"/>	
на отвореном, за потрошњу у свежем стању	52	<input type="text"/>	
на отвореном, за индустријску прераду	53	<input type="text"/>	
<b>Цвеће и украсно биље</b>	54	<input type="text"/>	
<i>Од њога:</i>			
под стакленицима и пластеницима	55	<input type="text"/>	
Мешавина трава	56	<input type="text"/>	+
Кукуруз за силажу	57	<input type="text"/>	+
Луцерка/детелина	59	<input type="text"/>	+
Остале крмне легуминозе	60	<input type="text"/>	+
Остало биље које се жање зелено	61	<input type="text"/>	+
Сточна репа	62	<input type="text"/>	+
Остало коренасто и зељасто крмно биље	63	<input type="text"/>	+
<b>Крмно биље – укупно</b>	64	<input type="text"/>	=
<b>Семенски и садни материјал за продају 2)</b>	65	<input type="text"/>	
<b>Остали усеви на ораницама и баштама</b>	66	<input type="text"/>	
<b>Угари</b>	67	<input type="text"/>	
<b>Коришћена површина ораница и башта – укупно</b> (21 + 25 + 26 + 27 + 38 + 50 + 54 + 64 + 65 + 66 + 67)	68	<input type="text"/>	

			Површина, ha
<b>4 Ливаде и пашњаци</b>			
Ливаде	69	<input type="text"/>	+
Пашњаци (без пашњака за оскудну испашу)	70	<input type="text"/>	+
Пашњаци за оскудну испашу	71	<input type="text"/>	+
<b>Ливаде и пашњаци – укупно</b>	72	<input type="text"/>	=
<b>5 Вишегодишњи засади</b>			
Воћњаци и површине под бобичастим воћем (= 120)	73	<input type="text"/>	+
Виногради (= 124)	74	<input type="text"/>	+
Расадници	75	<input type="text"/>	+
Остали вишегодишњи засади на отвореном	76	<input type="text"/>	+
Вишегодишњи засади у заштићеном простору	78	<input type="text"/>	+
<b>Вишегодишњи засади – укупно</b>	79	<input type="text"/>	=
<b>6 Коришћено пољопривредно земљиште – укупно</b> (13 + 68 + 72 + 79)	80	<input type="text"/>	=
<i>Од њога:</i>			
у власништву	81	<input type="text"/>	+
земљиште узето у закуп за новац или у природи	82	<input type="text"/>	+
земљиште узето у закуп на други начин (напола, бесплатно и сл.)	83	<input type="text"/>	+
<b>7 Некоришћено пољопривредно земљиште</b>	84	<input type="text"/>	
<b>8 Површина под шумом</b>	85	<input type="text"/>	
<i>Од њога:</i>			
у краткој ротацији (опходњи)	86	<input type="text"/>	
<b>9 Остало земљиште</b>	87	<input type="text"/>	
<i>Од њога:</i>			
рибњаци	88	<input type="text"/>	
<b>10 Расположено земљиште газдинства</b> (80 + 84 + 85 + 87) (= 12)	89	<input type="text"/>	
<b>11 Колика је ефективна површина са које се убирају печурке?</b>	91	<input type="text"/>	m <sup>2</sup>
<b>12 Колика је површина под усевима који се користе за производњу енергије?</b>	92	<input type="text"/>	ha

**13 Површине под поврћем, бостаном и јагодама**

		Поврће на окућници		Поврће у стакленицима и пластеницима		Поврће на отвореном	
		производна површина, m <sup>2</sup>	производња, kg	производна површина, m <sup>2</sup>	производња, kg	производна површина, ha	производња, kg
		(1)	(2)	(3)	(4)	(5)	(6)
Парадајз	39						
Купус и кељ	40						
Паприка	41						
Лук црни	42						
Лук бели	43						
Карфиол	44						
Шаргарепа	45						
Грашак за зелено зрно	46						
Краставци	49а						
Остало поврће	47						
Диње и лубенице	48						
Јагоде	49						

**14 Воћњаци и површине под бобичастим воћем**

(Уписану површину воћњака под шифром 73 разврстајте по воћним врстама)

		Воћњаци – укупно		од којих: плантажни воћњаци	
		површина, ha	производња, kg	површина, ha	производња, kg
		(1)	(2)	(3)	(4)
Јабуре	102				
Крушке	103				
Брескве	104				
Нектарине	104а				
Кајсије	105				
Трешње	106				
Вишње	107				
Шљиве	108				
Дуње	109				
Ораси	110				
Лешници	111				
Бадеми	112				
Остале воћне врсте	113				
Малине	114				
Купине	115				
Боровнице	116				
Друго бобичасто воће	117				
<b>Укупно (= 73)</b>	120				

15	Виногради <i>(Уписану површину винограда под шифром 74 разврстајући по сортама грожђа)</i>	Виногради – укупно		ог њога: плантажни виногради	
		површина, ha	производња, kg	површина, ha	производња, kg
		(1)	(2)	(3)	(4)
	Сорте грожђа за производњу вина са географским пореклом	121			
	Сорте за производњу црвеног/розе вина	121a			
	Сорте за производњу белог вина	121b			
	Сорте грожђа за јело	123			
	<b>Укупно (= 74)</b>	<b>124</b>			

## ПОГЛАВЉЕ 3

## НАВОДЊАВАЊЕ, УПОТРЕБА ТУБРИВА, ОБРАДА И ОДРЖАВАЊЕ ЗЕМЉИШТА

## Наводњавање

1 Колика је укупна површина коришћеног пољопривредног земљишта коју је могуће наводњавати? 140  ha

2 Навести наводњавану површину у 2017/2018. години по врстама усева и засада

*(Односи се само на површине под главним усевама и засадама)*

	Површина, ha		Површина, ha
Жита за производњу зрна	143	Сунцокрет	149
<i>Ог њога:</i> кукуруз	144	Поврће, бостан и јагоде	151
Махунарке	145	Крмно биље	152
Кромпир	146	Воћњаци и површине под бобичастим воћем	155
Шећерна репа	147	Виногради	156
Уљана репица	148	Остала наводњавана површина	157

3 На који начин је извршено наводњавање?

*(Могуће је обележити више одговора)*

- 158  Површински  
159  Орошавањем  
160  Кап по кап

4 Који је главни извор воде за наводњавање?

*(Могуће је обележити само један одговор)*

- 162  Подземне воде на газдинству  
163  Површинске воде на газдинству  
164  Површинске воде ван газдинства  
165  Вода из водовода  
166  Остали извори

## Употреба стајњака, пољопривредна 2017/2018. г.

1 Да ли је газдинство произвело стајњак? 173  Да  Не

2 Навести колика је количина стајњака произведеног на газдинству испоручена са газдинства другим лицима 174  t

3 Навести колика је количина стајњака набављена од газдинства других лица 174a  t

4 Технике употребе стајњака

*(Процент укупног стајњака на газдинству (произведено + набављено – испоручено) употребљен на газдинству различитим расположивим техникама)*

	%
Растурање стајњака без заоравања или заоравање након 24 сата	500 <input type="text"/>
Растурање стајњака и заоравање у року од 4 сата	501 <input type="text"/>
Растурање стајњака и заоравање након 4 до 24 сата	502 <input type="text"/>
Употребом прикључка са цревима за непосредни унос течног стајњака (цистерна са вученим цревима)	503 <input type="text"/>
Употребом прикључка са вученим цревима са папучицом за унос течног стајњака испод склопа	504 <input type="text"/>
Убризгавањем течног стајњака у земљиште – плитко	505 <input type="text"/>
Убризгавањем течног стајњака у земљиште – дубоко	506 <input type="text"/>

## Обрада и одржавање земљишта, пољопривредна 2017/2018. г.

1 Која врста обраде је примењена на ораницама и баштама?		ha
<i>(Без површина под стакленицима и пласћеницима, као и површина под вишегодишњим усевима и засадима на ораницама и баштама, које нису сејане – обрађиване у посматраној пољопривредној години)</i>		
Традиционална обрада (дубоко орање)	180	<input type="text"/>
Заштитна обрада (плитка обрада без превртања земљишта)	181	<input type="text"/>
Без обраде	182	<input type="text"/>
2 На који начин је извршена конзервација ораница и башта у зимском периоду?		ha
<i>(Без површина под стакленицима и пласћеницима, као и површина под вишегодишњим усевима и засадима на ораницама и баштама, које нису сејане – обрађиване у посматраној пољопривредној години)</i>		
Озимим усевима	183	<input type="text"/>
Заштитним усевима	184	<input type="text"/>
Биљним остацима (слама или стрњика)	185	<input type="text"/>
Земљиште без покривача	186	<input type="text"/>
3 Проценити површину ораница и башта која није обухваћена планираним плодоредом		187 <input type="text"/> %
<i>(Односи се на површине ораница и башта под истим усевима и засадима шпри године и дуже, као и на засејане површине ораница и башта на којима је дошло до одступања од планиране сејве – укључно)</i>		

## ПОГЛАВЉЕ 4

## СТОКА, ПЧЕЛЕ И ДРУГЕ ЖИВОТИЊЕ

1 Да ли газдинство гаји стоку, пчеле и друге животиње на дан 30. септембра 2018. године?		191	<input type="checkbox"/> Да	<input type="checkbox"/> Не
2 Говеда		Број	4 Свиње	
Говеда до једне године старости – укупно	192	<input type="text"/> +	Прасад масе мање од 20 kg	205 <input type="text"/> +
Говеда 1–2 године старости			Свиње масе 20–49 kg	206 <input type="text"/> +
Мушка грла	193	<input type="text"/> +	Товне свиње масе 50 или више kg (укључена излучена приплодна грла)	
Женска грла	194	<input type="text"/> +	50–79 kg	207 <input type="text"/> +
Говеда старости две године или више			80–109 kg	208 <input type="text"/> +
Мушка грла	195	<input type="text"/> +	110 и више kg	209 <input type="text"/> +
Јунице	196	<input type="text"/> +	Приплодне свиње масе 50 или више kg (без излучених приплодних грла)	
Музне краве	197	<input type="text"/> +	Мушка назимад	210 <input type="text"/> +
Остале краве	198	<input type="text"/> +	Женска назимад	211 <input type="text"/> +
Говеда – укупно	199	<input type="text"/> =	Од њога: супрасне назимице	212 <input type="text"/> +
Од њога: стеоне јунице	200	<input type="text"/> +	Крмаче	213 <input type="text"/> +
бикови за приплод	201	<input type="text"/> +	Нерастови	214 <input type="text"/> +
волови	202	<input type="text"/> +	Свиње – укупно	215 <input type="text"/> =
говеда у тову	203	<input type="text"/> +	Од њога: у тову	216 <input type="text"/>
3 Биволи	204	<input type="text"/>		

<b>5 Овце</b>	Број		<b>9 Живина</b>	Број	
Јагњад и шиљејад	217	<input type="text"/>	Бројлери	229	<input type="text"/>
Женска приплодна грла	218	<input type="text"/>	Кокешке носиље	230	<input type="text"/>
Овнови	219	<input type="text"/>	Остали подмладак врсте кокоши и петлови	231	<input type="text"/>
Остала грла	220	<input type="text"/>	Ђурке	232	<input type="text"/>
<b>Овце – укупно</b>	<b>221</b>	<input type="text"/>	Патке	233	<input type="text"/>
<b>6 Козе</b>			Гуске	234	<input type="text"/>
Јарад	222	<input type="text"/>	Морке	235	<input type="text"/>
Женска приплодна грла	223	<input type="text"/>	Остале птице гајене на газдинству	236	<input type="text"/>
Јарци	224	<input type="text"/>	<b>Живина – укупно</b>	<b>237</b>	<input type="text"/>
Остала грла	225	<input type="text"/>	<b>10 Кунићи</b>		
<b>Козе – укупно</b>	<b>226</b>	<input type="text"/>	Кунићи – укупан број женки за приплод	238	<input type="text"/>
<b>7 Коњи</b>	227	<input type="text"/>	<b>11 Нојеви</b>	239	<input type="text"/>
<b>8 Магарци, мазге и муле</b>	228	<input type="text"/>			
<b>12 Пчеле</b>	Пчеле – укупан број пчелињих друштава			240	<input type="text"/>
	Кошнице са покретним саћем			241	<input type="text"/>
	Кошнице са непокретним саћем			242	<input type="text"/>
<b>13 Да ли газдинство гаји друге непоменуте врсте животиња?</b>				243	<input type="checkbox"/> Да <input type="checkbox"/> Не
<b>14 Испаша стоке</b>					
Да ли је стока газдинства била на испашу у последњих 12 месеци?	244	<input type="checkbox"/> Да <input type="checkbox"/> Не			
Површина коришћена за испашу стоке без површине заједничког земљишта	245	<input type="text"/>	га		
			Број месеци		
Време које је стока провела на испашу не укључујући оно проведено на заједничком земљишту	246	<input type="text"/>			
			Говеда	Овце	Козе
			(1)	(2)	(3)
Број стоке која је била на испашу на заједничком земљишту	247	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
					грла
					Број месеци
Време које је стока провела на испашу на заједничком земљишту	248	<input type="text"/>			
<b>15 Производња сточарских производа, пољопривредна 2017/2018. г.</b>					
		Млеко	Интервали очекиване производње, по грлу		Млечни производи, kg
		музена грла, број	произведено млека, литара		
		(1)	(2)		
Краве	520	<input type="text"/>	<input type="text"/>	100–7.500 литара	Сир 523 <input type="text"/>
Овце	521	<input type="text"/>	<input type="text"/>	10–600 литара	Кајмак 524 <input type="text"/>
Козе	522	<input type="text"/>	<input type="text"/>	10–800 литара	Павлака 525 <input type="text"/>
					Маслац 526 <input type="text"/>
					Обрано млеко 527 <input type="text"/>
					Остали производи 528 <input type="text"/>
		5–10 литара млека = 1 kg сира		10 литара млека = 1,6 kg сира и 0,25 kg кајмака	

Јаја		Интервали очекиване производње	
Кокошке носиље, просечан број	529	<input type="text"/>	
Произведено јаја, комада	530	<input type="text"/>	10–300 комада по кокошки
<i>Од Шоџа:</i> конзумна јаја	530а	<input type="text"/>	
Вуна			
Стрижене овце, број	531	<input type="text"/>	
Острижено вуне, kg	532	<input type="text"/>	0,1–2 kg по овци
Мед			
Кошнице пчела, број	533	<input type="text"/>	
Произведено меда, kg	534	<input type="text"/>	1–30 kg по кошници

## ПОГЛАВЉЕ 5

## ПОЉОПРИВРЕДНА МЕХАНИЗАЦИЈА

		Властина, коришћена у 2017/2018. години						Туђа	
		број према старости							
		укупно	1 год.	1–5	6–10	11–15	16–20		преко 20
<b>Једноосовински трактори</b> (мотокултиватори)	268	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	+	<input type="checkbox"/> Да <input type="checkbox"/> Не
<b>Двоосовински трактори</b>									
До 18 kW (до 24 KS)	270	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	+	<input type="checkbox"/> Да <input type="checkbox"/> Не
19–37 kW (25–50 KS)	271	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	+	<input type="checkbox"/> Да <input type="checkbox"/> Не
38–66 kW (51–90 KS)	272	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	+	<input type="checkbox"/> Да <input type="checkbox"/> Не
67–88 kW (91–120 KS)	273	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	+	<input type="checkbox"/> Да <input type="checkbox"/> Не
89 и више kW (121 и више KS)	274	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	+	<input type="checkbox"/> Да <input type="checkbox"/> Не
Укупно	269	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	=	
Универзални житни комбајни	275	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="checkbox"/> Да <input type="checkbox"/> Не
Силажни комбајни	276	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="checkbox"/> Да <input type="checkbox"/> Не
Остали комбајни	277	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="checkbox"/> Да <input type="checkbox"/> Не

Радна снага и активности газдинства

На њихињање 1 одговара само њородично газдинство

1 Чланови газдинства и стално запослени на газдинству – лица старија од 15 година која су обављала пољопривредну активност у 2017/2018. г.

Шифра	Пол мушки 1 женски 2 <i>(уписати шифру)</i>	Навршене године старости	Ко даноси дневне одлуке о пољопривредној производњи <i>(могуће обележити само 1 одговор)</i>	Колико је дана и просечно сати по дану лице обављало пољопривредне активности на газдинству		Да ли је лице у истом периоду обављало друге активности које доносе приход, а у вези су са газдинством		
				број дана	просечно сати дневно	Да, више него пољопривредне Да, мање него пољопривредне Не	1 2 3	Да, више него пољопривредне Да, мање него пољопривредне Не
	(1)	(2)	(3)	(4)	(5)	(6)		
Носилац газдинства	354							
Супружник носиоца газдинства	355							
Чланови породице и рођаци који су обављали пољопривредне активности на газдинству	356							
	357							
	358							
	359							
	360							
	361							
	362							
	363							
	364							
Стално запослени на газдинству који нису чланови породице нити рођаци	365							
	366							
	367							
	368							
	369							
	370							
	371							
	372							
	373							



## На питања 2 и 3 одговара само једно лице/једна фирма

**2** Запослени према полу и броју радних дана искоришћених за обављање пољопривредних активности на газдинству <sup>1)</sup>

1) Укључи и податке о лицу које доноси дневне одлуке о пољопривредној производњи (управник или менаџер)

Интервали радних дана		Мушкарци		Жене	
		број запослених	укупан број радних дана	број запослених	укупан број радних дана
		(1)	(2)	(3)	(4)
Мање од 56	374				
56–112	375				
113–168	376				
169–224	377				
225 и више	378				
Укупно	379				

**3** Подаци о лицу које доноси дневне одлуке о пољопривредној производњи (управник или менаџер)

Пол 380  Мушки  Женски      Навршене године старости 381

Укупан број радних дана у посматраном периоду 382

**4** Да ли је газдинство ангажовало сезонску радну снагу?

Од којих:

бесплатно (моба)

	Мушкарци укупан број дана	Жене укупан број дана
383 <input type="checkbox"/> Да <input type="checkbox"/> Не	384 <input type="text"/>	384а <input type="text"/>
385 <input type="checkbox"/> Да <input type="checkbox"/> Не	386 <input type="text"/>	386а <input type="text"/>
387 <input type="checkbox"/> Да <input type="checkbox"/> Не	388 <input type="text"/>	388а <input type="text"/>

**5** Да ли је газдинство ангажовало друга лица на основу уговора?**6** Ниво обучености лица које доноси дневне одлуке о пољопривредној производњи

(Могуће је обележити само један одговор)

389  Само пољопривредно искуство стечено праксом      392  Завршена друга средња школа

390  Завршени курсеви из области пољопривреде      393  Завршена виша школа или факултет из области пољопривреде

391  Завршена средња школа из области пољопривреде      394  Завршена друга виша школа или други факултет

**7** Да ли је лице које доноси дневне одлуке у последњих 12 месеци похађало неку обуку у вези са пољопривредним активностима или другим активностима у вези са газдинством?395  Да  Не**8** Да ли је газдинство обављало друге активности у вези са газдинством које су доносиле приход?396  Да  Не

(Могуће је обележити више одговора)

397  Прерада меса

398  Прерада млека

399  Прерада воћа и поврћа

400  Прерада других пољопривредних производа

401  Обрада дрвета

402  Активности у шумарству

403  Туризам

404  Народна радност

405  Производња енергије из обновљивих извора енергије

406  Узгој рибе

## Рад на основу уговора

407  У области пољопривреде

408  У другој области

408а  Пружање здравствених, социјалних или едукативних услуга

409  Друге, досад непоменуте активности

**9** Уколико постоји одговор „Да“ на питање 8, навести учешће прихода од тих активности у укупном приходу газдинства410  %

Остали подаци о газдинству, пољопривредна 2017/2018. г.			
<i>На питања 1, 2 и 3 одговара само јуродично газдинство</i>			
<b>1</b>	<b>Да ли је газдинство продавало сопствене пољопривредне производе у пољопривредној 2017/2018?</b>	411	<input type="checkbox"/> Да <input type="checkbox"/> Не
<b>2</b>	<b>Да ли је више од половине укупне продаје пољопривредних производа газдинства остварено продајом непосредним потрошачима?</b>	412	<input type="checkbox"/> Да <input type="checkbox"/> Не
<b>3</b>	<b>Да ли је на газдинству потрошено више сопвених пољопривредних производа него што је продато?</b>	413	<input type="checkbox"/> Да <input type="checkbox"/> Не
<b>4</b>	<b>Да ли газдинство користи рачунар за вођење евиденције о пољопривредном пословању?</b>	419	<input type="checkbox"/> Да <input type="checkbox"/> Не
<b>5</b>	<b>Да ли се води рачуноводствена евиденција на газдинству?</b>	419а	<input type="checkbox"/> Да <input type="checkbox"/> Не
<b>6</b>	<b>Да ли је газдинство регистровано у Регистру газдинстава Министарства пољопривреде?</b>	421	<input type="checkbox"/> Да <input type="checkbox"/> Не
<b>Регистарски број газдинства</b>		<b>422</b>	<input type="text"/>
<b>7</b>	<b>Да ли се газдинство бави органском производњом или је у фази преласка на органску производњу?</b>	720	<input type="checkbox"/> Да <input type="checkbox"/> Не
<i>(Одговор „Да“ само за газдинства која поседују званичан сертификатац да производе биљне и животињске производе применом метода органске производње)</i>			

Најомена анкетара:

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## Annex 2

### Example of a duly completed Family Agricultural Holding Questionnaire

The example that follows below constitutes an illustration of a duly completed Questionnaire. All the data on the agricultural holding have been invented, but they illustrate a realistic picture of what may be encountered in the field.

#### Data of an agricultural holding

On the basis of the Holding List he has received, the interviewer (interviewer code FSS77017) first visits the holding of Nikola Đorđević that has accepted to cooperate.

By checking the data from the address list it has been confirmed by the holder of the family holding of Nikola Đorđević that all the identification data from the address list are true to the existing state, as follows:

- personal ID number: 2411963720049;
- address at which he lives together with the family in the municipality of Velika Plana, settlement Markovac, Niška street, no. 7;
- the seat of his agricultural holding is at the same address;
- home phone number: 026/334981 and mobile phone number 063/1797941.

The question which the interviewer asked about the available land was provided with the following answers:

- the owned holding has 15 hectares;
- the holding leased 28 hectares against monetary compensation for the purpose of agricultural production.

The household of Nikola Đorđević lives in a 100-square metre house and owns 4 ares of agricultural land adjacent to the house in which they grow vegetables solely for their own consumption, as follows:

- tomato in 2 ares – the total production 280 kg,
- onion in 2 ares – the total production 120 kg.

In the agricultural year 2017/18, the holding grew the following crops on arable land and in vegetable gardens:

- wheat in 25 hectares, average yield 4.8 t/ha;
- grain maize in 8 hectares, average yield 7.3 t/ha;
- sunflower in 4 hectares, average yield 3.1 t/ha.

In addition, the holding has 2 hectares of plantation orchards where there are:

- apples in 1.2 hectares – the total production 16,920 kg;
- apricots in 80 ares – the total production 4,480 kg.

The holding also disposes with a hectare of plantation vineyards which are all mature (grape cultivars for the production of wine with geographical indication) in which it produces 5,800 kg of grapes.

The unused agricultural land of the holding is 5 ares. Also, the holding owns a forest with the surface area of 2.9 hectares.

Out of the total available land the holding can irrigate 15 hectares, out of which 8 hectares of the area under maize was irrigated last year.

The irrigation was done by sprinklers and the main source of water for irrigation was the water from a well.

The holding produced manure and the total quantity of manure was used up by spreading across the area of land with ploughing following after one day. No manure was acquired from other holdings. The cultivation of land in the area of 37 hectares was done in the traditional way. 25 hectares were under winter crops, while 12 hectares of land was without any protection during the winter period. The area of arable land and vegetable garden covered by the planned crop rotation was 25%.

In addition to the plant production, the holding also breeds livestock. At the holding there are:

- 2 males bovine animals over 2 (breeding bulls);
- 2 dairy cows over 2;
- 30 piglets up to 19 kg;
- 15 fattening pigs weighing 50–79 kg;
- 15 fattening pigs weighing 80–109 kg;
- 10 sows;
- out of the total number, 60 pigs are fattened;
- 20 broilers.

The holding got 5000 litres of milk from the two dairy cows and they used the milk to produce cheese and kaymak, as follows:

- 650 kg of cheese;
- 100 kg of kaymak.

The holding's livestock was not out grazing in the last 12 months.

When undertaking agricultural activities the holding uses only its own agricultural machinery, as follows:

- two own double-axle tractors with 55 kW power, 3 and 4 years old;
- one own universal grain combine harvester, 15 years old.

The holding also has a 55 kW tractor, over 20 years old, that is not used for undertaking agricultural activities.

There are five members at the holding of Nikola Đorđević:

- Nikola Đorđević, the holder of the holding, aged 55;
- Jelena Đorđević, wife of the holder of the holding, aged 54;
- Dragan Đorđević, son of the holder of the holding, aged 27;
- Marija Đorđević, daughter-in-law of the holder of the holding, aged 25;

- Ivana Đorđević, daughter of the holder of the holding, aged 14.

All the members of the family agricultural holding had agricultural activities at the holding. They undertook the following activities:

- Nikola Đorđević, who is the holder of the holding and makes the daily decisions on agricultural production, worked 330 days of the year undertaking agricultural activities, 8 hours a day on an average, and he did not undertake any other gainful activities;
- his wife Jelena worked 270 days, 5 hours a day on an average, doing the following: feeding of the livestock and selling agricultural products at the farmers' market. She also worked on the processing of milk and the processing of fruits and vegetables which the holding sells (around 90 days, 4 hours a day on an average).
- son of the holder of the holding undertook agricultural activities at the holding for a total of 330 days, 6 hours a day on an average. At the same time, he transported fruits and vegetables from the holding to the point of sale and back, for 120 days, 1 hour a day on an average.
- daughter-in-law of the holder of the holding worked 150 days, 1 hour a day on an average, milking the cows and feeding the livestock at the holding. In addition to these activities, she also helped with the making of cheese (200 days – one hour a day). She earns additional income by working at a hairdresser salon in the village (225 days – 6 hours a day).
- daughter of the holder of the holding occasionally worked on picking fruits and in addition to these activities she also undertook activities related to the processing of milk, fruit and vegetable at the holding.

For the needs of cutting and picking fruits and grapes, the holding hired three seasonal workers (two men and a woman). The total number of working days of the hired workers for the given needs was 90 days (each worker at 30 working days). Also, the holding hires from time to time another worker (man) in order to help with occasional agricultural activities that are present at the holding. The total number of working days of this worker was 35. All workers were hired without contract and were paid for undertaking the said activities.

Nikola manages the affairs at the holding on the basis of practical agricultural experience and in the last 12 months he did not attend any training in connection with agricultural or other activities related to the holding.

In its activities, the holding deals with the processing of milk, fruits and vegetables, and the income from these activities is 30% of the total income earned by the holding.

The members of the holding did not consume for their own needs more than a half of the total value of the products obtained at the holding and not more than a half of the total sale was realized through the sale to direct consumers, that is, the produced grapes and apples were sold as wholesale.

The holding has a computer, but it does not use it for keeping any agricultural records of the operations, since the holding does not keep either accounting or agricultural records of the operations.

The holding is listed in the Register of the Ministry of Agriculture and its registration number is 002563198792.

No organic production is present at the holding and there are no plans to move to this type of production.

### How to fill out the questionnaire properly on the basis of the provided example

By entering the questionnaire, the initial panel will show up on the screen.

From the Holding List he has received, the interviewer should put the PIG number into the appropriate field.

УНОС - ИСТРАЖИВАЊЕ О СТРУКТУРИ ПОЛЈОПРИВРЕДНИХ ГАЗДИНСТАВА У 2018. ГОДИНИ - V\_OPSTIPODACI

Год	Ме	PIG	Редни број
2018	01	1110000001	0

OPŠTI PODACI

By entering the first several figures of the PIG number and by pressing the “Enter” key, the Address List will open in a drop-down menu from which the interviewer should select the holding that is being interviewed.

Then, the interviewer should use the “Enter” key to move across the fields until he gets to the field “Holding’s response.”

By checking the data from the address list, it has been established that all of the identification data correspond to the existing state, so it is not necessary to make any corrections.

Since Nikola Đorđević accepted to be interviewed, option 1 (The holding is interviewed) should be selected from the drop-down menu in the field “Holding’s response” and then the interviewer should move on to the first chapter of the Questionnaire.

**ODZIV GAZDINSTVA**

1. Gazdinstvo se anketira

Da li se po mišljenju anketara gazdinstvo bavi poljoprivrednom proizvodnjom (odgovara se samo ako je odziv 4 ili 7)

Pravni status gazdinstva

Porodično gazdinstvo

IDENTIFIKACIONI PODACI GAZDINSTVA

Porodično gazdinstvo		Pravno lice/preduzetnik	
Ime i prezime nosioca gazdinstva		Naziv pravnog lica ili organizacionog dela/preduzetnika	
NIKOLA ĐORĐEVIĆ			
Matični broj nosioca gazdinstva		Matični broj pravnog lica/preduzetnika	
2411963720049			

Adresa stanovanja nosioca gazdinstva/sedište pravnog lica/preduzetnika

Opština		Naselje	
Velika Plana		Markovac	
Ulica		Kućni broj	
NIŠKA		7	
E-mail		Fiksni telefon	
		026334981	
		Mobilni telefon	
		0631797941	

Lokacija gazdinstva

Opština lokacije		Naselje lokacije	
Velika Plana		Markovac	

Napomena anketara

The chapters in the Questionnaire are linked by a logical control<sup>1</sup>, so it is necessary to fill out the Questionnaire in the order of the chapters.

The data on available land, as given by the respondent, should be written in the chapter Land Part I, with question no. 1. In our example, the respondent expressed the area of land in hectares and it was not necessary to use the possibility to recalculate measurement units.

Question no. 1 should be filled out in the following way:

<b>1. RASPOLOŽIVO ZEMLJIŠTE - POVRŠINA NA DAN 30.09, ha</b>		<b>1 ha = 100 a, 1 a = 100 m<sup>2</sup></b>
9. Zemljište u vlasništvu	15	+
10. Zemljište uzeto u zakup	28	+
11. Zemljište dato u zakup		-
<b>12. Raspoloživo zemljište-ukupno</b>	<b>43</b>	<b>=</b>

Kitchen garden means the area, usually by the house, in which the holding grows agricultural products for their own needs, while the holding may still occasionally sell the surplus of products from that area. In our case, the surface area of the kitchen garden is 4 ares, which, recalculated into hectares, is 0.04 ha since the respondent said that the given vegetables are grown only for the own consumption of the holding.

Question no. 2 should be filled out in the following way:

<b>2. OKUĆNICA - POVRŠINA</b>	
13. Okućnica	0.04 ha

Questions from 3 to 6 are filled out in line with the answer of the respondent, while making sure that in addition to the area the production is written as well.

The questions should be filled out in the following way:

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<sup>1</sup> The logical control serves for the identification of errors and their timely correction, thus facilitating the work in the field and subsequent data processing. For instance, if the respondent said that he disposes with a total of 10 ha of used agricultural land, but later says that he sowed wheat in 15 ha, the logical control will warn about the error that must be corrected. The completion of the work in each chapter is done by clicking onto the logical control, by correcting any possible errors, by saving and moving on to the next chapter or the record.

15. Pšenica i krupnik 1)	25	+	120000
15a. Durum pšenica 1)		+	
16. Raž 1)		+	
17. Ječam 1)		+	
18. Ovas 1)		+	
19. Kukuruz za zrno 1)	8	+	58400
19a. Triticale		+	
20. Ostala žita za zrno 1)		+	
<b>21. Žita - ukupno</b>	<b>33</b>	<b>=</b>	
22. Grašak za suvo zrno 1)		+	
23. Pasulj 1)		+	
24. Ostale mahunarke 1)		+	
<b>25. Mahunarke ukupno</b>	<b>0</b>	<b>=</b>	
<b>26. Krompir (uključujući i rani) 1)</b>			
<b>27. Šecerna repa</b>			
28. Duvan		+	
29. Hmelj		+	
30. Uljana repica 1)		+	
32. Suncokret 1)	4	+	12400
33. Soja 1)		+	
34. Ostali usevi za proizvodnju ulja 1)		+	
36. Lekovito, aromatično i začinsko bilje		+	
37. Ostalo industrijsko bilje		+	
<b>38. Industrijsko bilje - ukupno</b>	<b>4</b>	<b>=</b>	
<b>50. Povrće, bostan i jagode - ukupno (51+52+53)</b>			
51. Pod staklenicima i plastenicima			
52. Na otvorenom, za potrošnju u svežem stanju			
53. Na otvorenom, za industrijsku preradu			
<b>54. Cveće i ukrasno bilje</b>			
55. Od toga : Pod staklenicima i plastenicima			
56. Mešavina trava		+	
57. Kukuruz za silažu		+	
59. Lucerka/detelina		+	
60. Ostale krmne leguminoze		+	
61. Ostalo bilje koje se žanje zeleno		+	
62. Stočna repa		+	
63. Ostalo korenasto i zeljasto krmno bilje		+	
<b>64. Krmno bilje - ukupno</b>	<b>0</b>	<b>=</b>	
<b>65. Semenski i sadni materijal za prodaju 2)</b>			
<b>66. Ostali usevi na oranicama i baštama</b>			



<b>67. Ugari</b>		
<b>68. Korišćena površina oranica i bašta - ukupno</b>	37	
(21+25+26+27+38+50+54+64+65+66+67)		
<b>4. LIVADE I PAŠNJACI</b>		
69. Livade		+
70. Pašnjaci (bez pašnjaka za oskudnu ispašu)		+
71. Pašnjaci za oskudnu ispašu		+
<b>72. Livade i pašnjaci - ukupno</b>	0	=
<b>5. VIŠEGODIŠNJI ZASADI</b>		
73. Voćnjaci i površine pod bobičastim voćem	2	+
74. Vinogradi (=124)	1	+
75. Rasadnici		+
76. Ostali stalni zasadi na otvorenom		+
78. Višegodišnji zasadi u zaštićenom prostoru		+
<b>79. Višegodišnji zasadi ukupno</b>	3	=
<b>6. KORIŠĆENO POLJOPRIVREDNO ZEMLJIŠTE</b>		
<b>80. Korišćeno zemljište - ukupno</b>	40.04	=

All the cumulative rows in the Questionnaire will be automatically calculated, as it may be seen in the figure as well.

In the case of question no. 6, it is important to pay attention that solely the data on used agricultural land are written in the fields under codes 81–83. Taking into consideration that the respondent said that for the purpose of undertaking agricultural activities, the holding took 28 hectares under least against monetary compensation, this data is written into the field under code 82. In this case the data under code 81 is obtained as the difference between the used agricultural land (code 80 which is automatically calculated) and the data written into the field under code 82, which in our example is 12.04 hectares.

<b>6. KORIŠĆENO POLJOPRIVREDNO ZEMLJIŠTE</b>		
<b>80. Korišćeno zemljište - ukupno</b>	40.04	=
(13+68+72+79)		
81. Od toga: U vlasništvu	12.04	+
82. Zemljište uzeto u zakup za novac ili u naturi	28	+
83. Zemljište uzeto u zakup na drugi način (napola, besplatno i sl.)		+

It has already been said in the example that the holding owns 15 hectares of available agricultural land, but uses only 12.04 (obtained through the shown calculation). In any case, the sum of the fields under codes 81, 82 and 83 must be equal to the area in the field under code 80, which will be also noted in a message produced by the application.

The difference in the area between the available owned land (15 hectares) and the used agricultural owned land (12.04 hectares) will be distributed within questions from 7 to 9:

<b>6. KORIŠĆENO POLJOPRIVREDNO ZEMLJIŠTE</b>		
<b>80. Korišćeno zemljište - ukupno</b>	40.04	=
(13+68+72+79)		
81. Od toga: U vlasništvu	12.04	+
82. Zemljište uzeto u zakup za novac ili u naturi	28	+
83. Zemljište uzeto u zakup na drugi način (napola, besplatno i sl.)		+
<b>7. NEKORIŠĆENO POLJOPRIVREDNO ZEMLJIŠTE</b>		
84. Nekorišćeno poljoprivredno zemljište	0.05	
<b>8. POVRŠINA POD ŠUMOM</b>		
85. Površina pod šumom	2.9	
86. Od toga : u kratkoj rotaciji (ophodnji)		
<b>9. OSTALO ZEMLJIŠTE</b>		
87. Ostalo zemljište	0.01	
88. Od toga: ribnjaci		
<b>10. RASPOLOŽIVO ZEMLJIŠTE GAZDINSTVA-UKUPNO</b>		
89. Raspoloživo zemljište gazdinstva - ukupno	43.00	
(80+84+85+87)(=12)		

It is important to note that within the scope of question no. 9, the area under the house – 100 m<sup>2</sup>, which is 0.01 hectares, is written into the field under code 87.

In the second chapter, Land Part II, it is necessary to classify vegetables, fruits and vineyards by types/cultivars and write down the data on the areas and the production. In our example, the holding grows vegetables in the kitchen garden (tomatoes and onions), so the areas and the production for the given types of vegetables are written into table no. 13, columns 1 and 2. The difference in comparison to the previous chapter is that the area under vegetables in the kitchen garden must be expressed m<sup>2</sup>. In the task, the holding disposes with 2 ares of tomatoes and 2 ares of onions, so it is necessary to transfer the ares into m<sup>2</sup>, which in our case amounts to 200 m<sup>2</sup>.

**13. POVRŠINE POD POVRĆEM, BOSTANOM I JAGODAMA**

	Povrće na okućnici		Povrće u staklenicima i plastenicima		Povrće na otvorenom	
	Proizvodna površina,m2	proizvodnja,kg	Proizvodna površina,m2	proizvodnja,kg	Proizvodna površina,ha	proizvodnja,kg
39. Paradajz	200	280				
40. Kupus i kelj						
41. Paprika						
42. Luk crni	200	80				
43. Luk beli						
44. Karfiol						
45. Šargarepa						
46. Grašak za zeleno zrno						
49a. Krastavci						
47. Ostalo povrće						
48. Dinje i lubenice						
49. Jagode						

**14. VOĆNJACI I POVRŠINE POD BOBIČASTIM VOĆEM**

	Voćnjaci-ukupno		od toga:plantažni voćnjaci	
	površina,ha	proizvodnja,kg	površina,ha	proizvodnja,kg
	(1)	(2)	(3)	(4)
102. Jabuke	1.2	16920	1.2	16920
103. Kruške				
104. Breskve				
104a. Nektarine				
105. Kajsije	0.8	4480	0.8	4880
106. Trešnje				
107. Višnje				
108. Šljive				
109. Dunje				
110. Orasi				
111. Lešnici				
112. Bademi				
113. Ostale voćne vrste				
114. Maline				
115. Kupine				
116. Borovnice				

117. Drugo bobičasto voće					
<b>120. UKUPNO(=73)</b>	2.0		2.0		
<b>Polje p073 je:</b>	<b>2</b>				
<b>15. VINOGRADI</b>					
		Vinogradi-ukupno		od toga:plantažni vinogradi	
		Površina,ha	proizvodnja,kg	površina,ha	proizvodnja,kg
		(1)	(2)	(3)	(4)
121. Sorte grožda za proizvodnju vina sa geografskim poreklom	1	5800		1	5800
121a. Sorte za proizvodnju crvenog/roze vina					
121b. Sorte za proizvodnju belog vina					
123. Stone sorte grožda (za jelo)					
<b>124. UKUPNO(=74)</b>	1	5800		1	5800
<b>Polje p074 je:</b>	<b>1</b>				
Napomena anketara					

In order to prevent errors when filling out tables 14 and 15, as well as during the filling out of the irrigated areas in chapter 3, fixed auxiliary fields have been created which show the values already filled out in chapter 1.

As for the questions on irrigation, use of manure, cultivation and maintenance of soil in chapter 3, the respondent provided clear answers that need to be inserted. In the case of question no. 4, the water from the well is recorded as the underground water at the holding – and the field under code 162 is filled out.

It is important to pay attention to the note that is provided under the said questions 1 and 2, which means that the sum of the data in the fields under codes from 180 to 182 and from 183 to 186 must be less than the total area of arable land and vegetable garden under code 68, as well as that the sums of the data in these fields must be equal.

The data in our example are filled out in the following way:

NAVODNJAVANJE			
			Površina ha
<b>1. Kolika je ukupna površina korišćenog poljoprivrednog zemljišta koju je moguće navodnjavati</b>		140	15
<b>2. Navesti navodnjavanu površinu po vrstama useva i zasada (odnosi se samo na površine pod glavnim usevima i zasadima)</b>			
		Površina ha	Moguće ha
143. Žita za proizvodnju zrna	8		33
144. Od toga: Kukuruz	8		8
145. Mahunarke			0
146. Krompir			
147. Šećerna repa			
148. Uljana repica			
149. Suncokret			4
151. Povrće, bostan i jagode			0
152. Krmno bilje			0
155. Voćnjaci i površine pod bobičastim voćem			2
156. Vinogradi			1
157. Ostala navodnjavana površina			0.0004
<b>3. Na koji način je izvršeno navodnjavanje (Moguće je obeležiti više odgovora)</b>			
	158	<input checked="" type="checkbox"/>	Površinski
	159	<input type="checkbox"/>	Orošavanjem
	160	<input type="checkbox"/>	Kap po kap
<b>4. Koji je glavni izvor vode za navodnjavanje (Moguće je obeležiti samo jedan odgovor)</b>			
	162	<input checked="" type="checkbox"/>	Podzemne vode na gazdinstvu
	163	<input type="checkbox"/>	Površinske vode na gazdinstvu
	164	<input type="checkbox"/>	Površinske vode van gazdinstva
	165	<input type="checkbox"/>	Voda iz vodovoda
	166	<input type="checkbox"/>	Ostali izvori
<b>UPOTREBA STAJNJAKA, 2017/2018</b>			
<b>1. Da li je gazdinstvo proizvelo stajnjak</b>		173	DA ▾
<b>2. Navesti kolika je količina stajnjaka proizvedenog na gazdinstvu isporučeno sa gazdinstva drugim licima</b>		174	t

<b>3. Navesti kolika je količina stajnjaka nabavljena od gazdinstava drugih lica</b>		174a	t
<b>4. Tehnike upotrebe organskih đubriva (Procenat ukupnog organskog đubriva na gazdinstvu (proizvedeno + nabavljeno - isporučeno) upotrebljen na gazdinstvu različitim raspoloživim tehnikama)</b>			
			%
Rasturanje đubriva bez zaoravanja ili zaoravanje nakon 24 sata	500	100	
Rasturanje đubriva i zaoravanje u roku od 4 sata	501		
Rasturanje đubriva i zaoravanje nakon 4 do 24 sata	502		
Upotrebom priključka sa crevima za neposredni unos tečnog đubriva (cisterna sa vučenim crevima)	503		
Upotrebom priključka sa vučenim crevima sa papučicom za unos tečnog đubriva ispod sklopa	504		
Ubrizgavanjem tečnog organskog đubriva u zemljište - plitko	505		
Ubrizgavanjem tečnog organskog đubriva u zemljište - duboko	506		
<b>OBRAĐA I ODRŽAVANJE ZEMLJIŠTA, poljoprivredna 2017/2018</b>			
<b>1. Koja vrsta obrade je primenjena na oranicama i baštama (Bez površina pod staklenicima i plastenicima, kao i površina pod višegodišnjim usevima i zasadima na oranicama i baštama, koje nisu sejane - obrađivane u posmatranoj poljoprivrednoj godini)</b>			
			Površina ha
Tradicionalna obrada (duboko oranje)	180	37	
Zaštitna obrada (plitka obrada bez prevrtanja zemljišta)	181		
Bez obrade	182		
<b>2. Na koji način je izvršena konzervacija oranica i bašta u zimskom periodu (Bez površina pod staklenicima i plastenicima, kao i površina pod višegodišnjim usevima i zasadima na oranicama i baštama, koje nisu sejane - obrađivane u posmatranoj poljoprivrednoj godini)</b>			
			Površina ha
Ozimim usevima	183	25	
Zaštitnim usevima	184		
Biljnim ostacima (slama ili strnjika)	185		
Zemljište bez pokrivača	186	12	
			%
<b>3. Proceniti površinu oranica i bašta koja nije obuhvaćena planiranim plodoredom (Odnosi se na površine oranica i bašta pod istim usevima i zasadima tri godine i duže, kao i na zasejane površine oranica i bašta na kojima je došlo do odstupanja od planirane setve - ukupno)</b>	187	25	
Napomena anketara			

The holding also has livestock. The number of livestock per categories and age is written down in chapter 4 – Livestock, bees and other animals, in line with the answers of the respondent. It is important to bear in mind that the number of livestock is observed as of the date of the critical moment of the Survey, while the production refers to the entire agricultural year. Because of this, it is possible that a holding, for instance, has no bovine animals as of 30 September, but did have milk production during the observed year. In our case, the holding has 2 dairy cows that produced 5000 l of milk. By processing the milk, the holding got 650 kg of cheese and 100 kg of kaymak.

Don't forget that at the end of each chapter you need to do the LC and correct the errors, if any!

STOKA, PČELE I DRUGE ŽIVOTINJE		
STOKA, PČELE I DRUGE ŽIVOTINJE		
1. Da li gazdinstvo gaji stoku, pčele i druge životinje na dan 30. septembar 2018.		191 DA ▾
<b>2. GOVEDA</b>	<b>BROJ</b>	
192. GOVEDA do jedne godine starosti - UKUPNO		+
<b>Goveda 1 - 2 godine starosti</b>		
193. od 1-2 godina - muška grla		+
194. od 1-2 godina - ženska grla		+
<b>Goveda starosti 2 godine ili više</b>		
195. starosti 2 godine ili više - muška grla	2	+
196. starosti 2 godine ili više - junice		+
197. starosti 2 godine ili više - muzne krave	2	+
198. starosti 2 godine ili više - ostale krave		+
<b>199. GOVEDA - UKUPNO</b>	<b>4</b>	<b>=</b>
200. Od toga:   steone junice		
201.   bikovi za priplod	2	
202.   volovi		
203.   goveda u tovu		
<b>3. BIVOLI</b>		
204. Bivoli		
<b>4. SVINJE</b>		
205. Prasad mase manje od 20kg	30	+
206. Svinje mase 20-49kg		+
Tovne svinje mase 50 ili više kg (uključena izlučena priplodna grla)		
207. 50-79kg	15	+
208. 80-109kg	15	+
209. 110 i više kg		+
Priplodne svinje mase 50 ili više kg (bez izlučenih priplodnih grla)		
210. Muška nazimad		+
211. Ženska nazimad		+
212. Od toga: Suprasne nazimice		
213. Krmače	10	+
214. Nerastovi		+
<b>215. SVINJE - UKUPNO</b>	<b>70</b>	<b>=</b>
216. Od toga: u tovu	60	

<b>5. OVCE</b>	<b>BROJ</b>	
217. Jagnjad i šilježad		+
218. Ženska priplodna grla		+
219. Ovnovi		+
220. Ostala grla		+
<b>221. OVCE-UKUPNO</b>	0	=
<b>6. KOZE</b>		
222. Jarad		+
223. Ženska priplodna grla		+
224. Jarci		+
225. Ostala grla		+
<b>226. KOZE-UKUPNO</b>	0	=
<b>7. KONJI</b>		
227. Konji		
<b>8. MAGARCI, MAZGE I MULE</b>		
228. Magarci,mazge i mule		
<b>9. ŽIVINA</b>		
229. Brojleri	20	+
230. Kokoške nosilje		+
231. Ostali podmladak vrste kokoši i petlovi		+
232. Čurke		+
233. Patke		+
234. Guske		+
235. Morke		+
236. Ostale ptice gajene na gazdinstvu		+
<b>237. ŽIVINA-UKUPNO</b>	20	=
<b>10. KUNIĆI</b>		
238. Kunići - ukupan broj ženki za priplod		
<b>11. NOJEVI</b>		
239. Nojevi		
<b>12. PČELE</b>		
240. Pčele-ukupan broj pčelinjih društava		
241. Košnice sa pokretnim saćem		
242. Košnice sa nepokretnim saćem		



<b>13. Da li gazdinstvo gaji druge nepomenute vrste životinja</b>		243	NE	▼
<b>14. ISPAŠA STOKE</b>				
Da li je stoka gazdinstva bila na ispaši u poslednjih 12 meseci		244	NE	▼
Površina korišćena za ispašu stoku bez površine zajedničkog zemljišta, ha		245		
Vreme koje je stoka provela na ispaši ne uključujući ono provedeno na zajedn. zemljištu		246		broj meseci
			Goveda (1)	Ovce (2)
				Koze (3)
Broj stoke koja je bila na ispaši na zajedn. zemljištu		247		
				grla
Vreme koje je stoka provela na ispaši na zajedničkom zemljištu		248		broj meseci
<b>15. PROIZVODNJA STOČARSKIH PROIZVODA, poljoprivredna 2017/2018.g</b>				
<b>Proizvodnja mleka</b>				
	broj grla (1)	litara (2)	Intervali očekivane proizvodnje	
520. Muzene krave	2	5000	100 - 7500 lit	
521. Muzene ovce			10 - 600 lit	
522. Muzene koze			10 - 800 lit	
5 - 10 litara mleka = 1 kg sira				
10 litara mleka = 1.6 kg sira i 0.25 kg kajmaka				
<b>Proizvodnja mlečnih proizvoda</b>				
				kilograma
523. Sir				650
524. Kajmak				100
525. Pavlaka				
526. Maslac				
527. Obrano mleko				
528. Ostali proizvodi				
<b>Proizvodnja jaja</b>				Interval očekivane proizvodnje jaja po kokoški
529. Prosečan broj kokošaka nosilja				
530. Proizvedeno jaja, komada				10 - 300 komada
530a. Od toga: konzumna jaja				

<b>Proizvodnja vune</b>		Interval očekivane proizvodnje vune po ovci
531. Broj striženih ovaca		
532. Ostriženo vune, kg		0.1 - 2 kg
<b>Proizvodnja meda, 2016/2017</b>		Interval očekivane proizvodnje meda po košnici
533. Broj košnica pčela		
534. Proizvodnja meda, kg		1 - 30 kg

As for machinery, in our example the holding used its own machinery for undertaking agricultural activities. It is necessary in chapter 5 to fill out the data on the machinery used at the holding, by age and power (for tractors). A tractor that is not used for undertaking agricultural activities should not be written down.

Taking into consideration that the holding in the example did not use the machinery of the others, column 8 "Others" should not be filled out.

1. MEHANIZACIJA								
	Vlastita, korišćena u 2017/2018. godini							Tuda
	ukupno	broj prema starosti						
		1 godina	1 do 5	6 do 10	11 do 15	16 do 20	preko 20	
268. Jednoosovinski traktori (motokultivatori)	0							<input type="checkbox"/>
DVOOSOVINSKI TRAKTORI								
270. Do 18 kW (do 24 KS)	0							<input type="checkbox"/>
271. 19 - 37 kW (25-50 KS)	0							<input type="checkbox"/>
272. 38 - 66 kW (51-90 KS)	2		2					<input type="checkbox"/>
273. 67 - 88 kW (91-120 KS)	0							<input type="checkbox"/>
274. 89 i više kW) 121 i više KS)	0							<input type="checkbox"/>
269. Ukupno	2	0	2	0	0	0	0	
275. Univerzalni žitni kombajni	1				1			<input type="checkbox"/>
276. Silažni kombajni	0							<input type="checkbox"/>
277. Ostali kombajni	0							<input type="checkbox"/>
Napomena anketara								

The last chapter in the Questionnaire refers to the labour force, activities of the holding and other data on the holding. Particular attention in this chapter needs to be paid to which activities are agricultural and to determining the time used for their undertaking.

In our example, the holder of the holding, who at the same time is also the administrator (makes the daily decisions on agricultural production), undertakes only the agricultural activity at the holding and the overall working days and hours are written down under code 354 in columns (4) and (5). However, the wife of the holder undertook agricultural activities at the holding for 270 days, with 5 hours a day on an average (feeding of the livestock and sale of agricultural products at the farmers' market). In addition to these activities, she also worked on the processing of milk and the processing of fruits and vegetables which belongs to other activities related to the holding (around 90 days, at 4 hours a day on an average). In this case, only the days and the hours are written into columns (4) and (5), i.e., the time used for undertaking agricultural activities at the holding (270 days, 5 hours a day on an average), which does not include other activities undertaken by the wife of the holder, such as the processing of milk, fruits and vegetables.

In order to fill out column (6), it is necessary to compare the time used for other gainful activities related to the holding with the time used for undertaking agricultural activities at the holding. In our example, number 3 is written for the holder of the holding, while number 2 is written for his wife since she undertook other gainful activities related to the holding, but less

than the time spent undertaking agricultural activities:  $270 \times 5 = 1350$  hours used for agricultural activities, which is more than  $(90 \times 4) = 360$  hours used for other gainful activities related to the holding.

In the case of the son of the holder of the holding, the interviewer needs to pay attention to the fact that the total number of days used for undertaking agricultural activities is 330, as well as to the fact that the transportation of own agricultural products using own vehicle also belongs to agricultural activities (see pages 54 and 55). In our example the son undertook agricultural activities at the holding for a total of 330 days, which also includes the activities related to the transportation of own agricultural products using own vehicle. The total number of days for undertaking agricultural activities is 330 days. The average number of hours per day is established in the following way:  $(330 \times 6 + 120 \times 1) / 330 = 6.36$ , which is approximately 6 hours a day.

330 should be written into column (4) and 6 into column (5).

In the case of the daughter-in-law, the interviewer should do the following: since she undertook agricultural activities at the holding for 150 days at 1 hour a day, 150 is written into column (5), while 1 is written into column (6). Also, the daughter-in-law undertook another gainful activity related to the holding (she helped with the making of cheese) for 200 days at one hour a day. Since she used more time for this than for agricultural activities, what needs to be written into column (6) is 1.

In addition to these activities, the daughter-in-law also worked at a hairdresser salon for 225 days at 6 hours a day, so 1 is also written into column (7), since the undertaking of this activity required more time than the undertaking of agricultural activities.

The activities of the daughter of the holder of the holding are not taken into consideration, since these questions refer only to persons over 15.

The data in our example are filled out in the following way:

RADNA SNAGA I AKTIVNOSTI GAZDINSTVA, 2017/2018										
Na pitanje 1 odgovara samo porodično gazdinstvo										
1. Članovi gazdinstva i stalno zaposleni na gazdinstvu - lica starija od 15 godina koja su obavljala poljoprivrednu aktivnost u 2017/2018										
1.....Sin/ćerka 2.....Otac/majka 3.....Brat/sestra 4.....Svekar/svekrva 5.....Tast/tašta 6.....Deda/baba 7.....Unuk/unuka 8.....Zet/snaha 9.....Ostali srodnici (stric/strina, ujak/ujna i sl.)	Šifra	Pol muški 1 ženski 2 (upisati šifru)	Navršene godine starosti	Ko donosi dnevne odluke o poljoprivrednoj proizvodnji (moguće obeležiti samo 1 odgovor)	Koliko je dana i prosečno sati po danu lice obavljalo poljoprivredne aktivnosti na gazdinstvu		Da li je lice u istom periodu obavljalo druge aktivnosti koje donose prihod, a u vezi su sa gazdinstvom Da, više nego poljoprivredne....1 Da, manje nego poljoprivredne.2 Ne .....3	Da li je lice u istom periodu obavljalo druge aktivnosti koje donose prihod, a nisu u vezi sa gazdinstvom Da, više nego poljoprivredne....1 Da, manje nego poljoprivredne.2 Ne .....3		
					broj dana	prosečno sati dnevno			(6)	(7)
		(1)	(2)	(3)	(4)	(5)	(6)	(7)		
Nosilac gazdinstva	354	1	55	1	330	8	3	3		
Supružnik nosioca gazdinstva	355	2	54		270	5	2	3		
Č 1	356	1	27		330	6	3	3		
L 8	357	2	25		150	1	1	1		
A	358									
N	359									
P	360									
O	361									
R	362									
O	363									
D	364									
I	365									
C	366									
E	367									
STALNO	368									
ZAPOSLjeni	369									
NA GAZDINSTVU	370									
KOJI NISU	371									
ČLANOVI PORODICE	372									
NITI ROĐACI	373									

Questions numbers 2 and 3 are not filled out in this case, since we are talking about a family agricultural holding here.

In the case of question number 4, the interviewer needs to pay attention to the sex of the hired seasonal labour force and to whether they were paid or not.

It is necessary to add up the days of the engaged male labour force (two workers at 30 days = 60 days + one worker 35 days = 60+35).

In the case of question number 8, it is important always to pay attention to what the respondents said in the case of question (table) number 1, which refers to the members of the holding.

In our example, the interviewer should write down the processing of milk, and fruits and vegetables, carried out by the wife and the daughter-in-law.

The data in our example are filled out in the following way:

						Muškarci	Žene	
						Ukupan broj dana	Ukupan broj dana	
<b>4. Da li je gazdinstvo angažovalo sezonsku radnu snagu</b>			383	DA	384	95	384a 30	
.....Od toga: besplatno (moba)			385	NE	386		386a	
<b>5. Da li je gazdinstvo angažovalo druga lica na osnovu ugovora</b>			387	NE	388		388a	
<b>6. Nivo obučenosti lica koje donosi dnevne odluke o poljoprivrednoj proizvodnji (Moguće obeležiti samo jedan odgovor)</b>								
389	1	Samo poljoprivredno iskustvo stečeno praksom						
390		Završeni kursevi iz oblasti poljoprivrede						
391		Završena srednja škola iz oblasti poljoprivrede						
392		Završena druga srednja škola						
393		Završena viša škola ili fakultet iz oblasti poljoprivrede						
394		Završena druga viša škola ili drugi fakultet						
<b>7. Da li je lice koje donosi dnevne odluke u poslednjih 12 meseci pohađalo neku obuku u vezi sa poljoprivrednim aktivnostima ili drugim aktivnostima u vezi sa gazdinstvom</b>							395	NE
<b>8. Da li je gazdinstvo obavljalo druge aktivnosti u vezi sa gazdinstvom koje su donosile prihod (Moguće je obeležiti više odgovora)</b>							396	DA
		397. Prerada mesa						
		398. Prerada mleka				1		
		399. Prerada voća i povrća				1		
		400. Prerada drugih poljoprivrednih proizvoda						
		401. Obrada drveta						
		402. Aktivnosti u šumarstvu						
		403. Turizam						
		404. Narodna radinost						
		405. Proizvodnja energije iz obnovljivih izvora energije						
		406. Uzgoj ribe						
		<b>Rad na osnovu ugovora</b>						
		407. U oblasti poljoprivrede						
		408. U drugoj oblasti						
		408a. Pružanje zdravstvenih, socijalnih ili edukativnih usluga						
		409. Druge, dosad nepomenute aktivnosti						
<b>9. Ukoliko postoji odgovor "Da" na pitanje 8, navesti učešće prihoda od tih aktivnosti u ukupnom prihodu gazdinstva</b>							410	30 %

Other data on the holding are simply filled out on the basis of the answers given by the respondent. The interviewer needs to make sure the answers are logical in relation to the size of the holding and the scope of the agricultural production.

OSTALI PODACI O GAZDINSTVU, 2017/2018		
<b>Na pitanja 1, 2 i 3 odgovara samo porodično gazdinstvo</b>		
1. Da li je gazdinstvo prodavalo sopstvene poljoprivredne proizvode u poljoprivrednoj 2017/2018	411	DA ▾
2. Da li je više od polovine ukupne prodaje poljoprivrednih proizvoda gazdinstva ostvareno prodajom neposrednim potrošačima	412	NE ▾
3. Da li je na gazdinstvu potrošeno više sopstvenih poljoprivrednih proizvoda nego što je prodato	413	NE ▾
4. Da li gazdinstvo koristi računar za vođenje evidencije o poljoprivrednom poslovanju	419	NE ▾
5. Da li se vodi računovodstvena evidencija na gazdinstvu	419a	NE ▾
6. Da li je gazdinstvo registrovano u registru gazdinstava Ministarstva poljoprivrede	421	DA ▾
Registarski broj gazdinstva	422	002563198792
7. Da li se gazdinstvo bavi organskom proizvodnjom ili je u fazi prelaska na organsku proizvodnju (odgovor „DA“ samo za gazdinstva koja poseduju zvaničan sertifikat da proizvode biljne i životinjske proizvode primenom metoda organske proizvodnje)	720	NE ▾
Napomena anketara		

Filling out of the Questionnaire is completed.

## Annex 3

### Calculation of the local measurement units into hectares and ares

1 katastarsko jutro (kj) = 58 a = 5755 m <sup>2</sup>	1 motika = 7 a
1 lanac (sremski) = 72 a = 7192 m <sup>2</sup>	1 livada = 1 kosa = 1 ralo – ralice = 25 a
1 kvadratni hvat (khv) = 0.036 a = 3.6 m <sup>2</sup> 100 khv = 3.6 a	1 plug zemlje = 1 dan oranja = 40 a

1 dunum = 1 šinik = 10 a = 1000 m<sup>2</sup>  
 1 dulum (leskovački) = 16 a = 1600 m<sup>2</sup>

1 čerek = 4.5 a

**TABLE FOR THE CALCULATION OF KATASTARSKO JUTRO AND LANAC INTO HECTARES AND ARES**

No. of kj	ha	a	No. of kj	ha	a	No. of kj	ha	a	No. of lanac	ha	a	No. of lanac	ha	a	No. of lanac	ha	a
0.25		14	36	20	72	74	42	59	0.25		18	36	25	89	74	53	22
0.50		29	37	21	29	75	43	16	0.50		36	37	26	61	75	53	94
0.75		43	38	21	87	76	43	74	0.75		54	38	27	33	76	54	66
1		58	39	22	44	77	44	31	1		72	39	28	05	77	55	38
2	1	15	40	23	2	78	44	89	2	1	44	40	28	77	78	56	10
3	1	73	41	23	60	79	45	46	3	2	16	41	29	49	79	56	82
4	2	30	42	24	17	80	46	4	4	2	88	42	30	21	80	57	54
5	2	88	43	24	75	81	46	62	5	3	60	43	30	93	81	58	26
6	3	45	44	25	32	82	47	19	6	4	32	44	31	64	82	58	97
7	4	3	45	25	90	83	47	77	7	5	03	45	32	36	83	59	69
8	4	60	46	26	47	84	48	34	8	5	75	46	33	08	84	60	41
9	5	18	47	27	5	85	48	92	9	6	47	47	33	80	85	61	13
10	5	76	48	27	62	86	49	49	10	7	19	48	34	52	86	61	85
11	6	33	49	28	20	87	50	7	11	7	91	49	35	24	87	62	57
12	6	91	50	28	78	88	50	64	12	8	63	50	35	96	88	63	29
13	7	48	51	29	35	89	51	22	13	9	35	51	36	68	89	64	01
14	8	6	52	29	93	90	51	80	14	10	07	52	37	40	90	64	73
15	8	63	53	30	50	91	52	37	15	10	79	53	38	12	91	65	45
16	9	21	54	31	8	92	52	95	16	11	51	54	38	84	92	66	17
17	9	78	55	31	65	93	53	52	17	12	23	55	39	56	93	66	89
18	10	36	56	32	23	94	54	10	18	12	95	56	40	28	94	67	60
19	10	93	57	32	80	95	54	67	19	13	66	57	40	99	95	68	32
20	11	51	58	33	38	96	55	25	20	14	38	58	41	71	96	69	04
21	12	9	59	33	95	97	55	82	21	15	10	59	42	43	97	69	76
22	12	66	60	34	53	98	56	40	22	15	82	60	43	15	98	70	48
23	13	24	61	35	11	99	56	97	23	16	54	61	43	87	99	71	20
24	13	81	62	35	68	100	57	55	24	17	26	62	44	59	100	71	92
25	14	39	63	36	26	200	115	10	25	17	98	63	45	31	200	143	84
26	14	96	64	36	83	300	172	65	26	18	70	64	46	03	300	215	76
27	15	54	65	37	41	400	230	20	27	19	42	65	46	75	400	287	68
28	16	11	66	37	98	500	287	75	28	20	14	66	47	47	500	359	60
29	16	69	67	38	56	600	345	30	29	20	86	67	48	19	600	431	52
30	17	26	68	39	13	700	402	85	30	21	58	68	48	91	700	503	44
31	17	84	69	39	71	800	460	40	31	22	30	69	49	62	800	575	36
32	18	42	70	40	28	900	517	95	32	23	01	70	50	34	900	647	28
33	18	99	71	40	86	1000	575	50	33	23	73	71	51	06	1000	719	20
34	19	57	72	41	44				34	24	45	72	51	78			
35	20	14	73	42	01				35	25	17	73	52	50			