QUESTIONNAIRE MANUAL

E. Skills and F. Properties

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MODULE E. SKILLS ACQUIRED ABROAD

Respondents:
Return migrants only

Definitions:

- **Skills** = the ability to carry out the tasks and duties of a given job

This module aims to capture whether R considers that the experience of living in Europe/ EU/ other EU countries has provided him/her with new or improved capacities and abilities ("skills").

VARIATIONS PER COUNTRIES:

- *RO: referred to "other EU countries"*
- *UA: referred to "EU countries"*

▪ E1. Type of skills acquired abroad

Mechanics	***Clarifications***
- Respondents: RETs - Q type: Read each skill category together with the examples and for each of them - Input: select Y/N answer	- The level of acquired skills could be from very basic to extremely advanced. This does not matter, we are aiming at capturing just whether there has been an improvement from R's initial level of skills, whichever that level was and whichever degree of advance he/she obtained. We **leave it up to R** to define which ones are worth noticing.

The categories explained:

- IT SKILLS (e.g. computer use, internet, social media, internet job search…) = This refers to general computer-related skills that can be generally helpful (in daily life as well as for many different jobs)

- VOCATIONAL/TECHNICAL SKILLS (e.g. a new technique, tool or way to work) = This refers to specific technical or specialization skills in any of R's occupational fields

- ENTERPRENEURIAL SKILLS (e.g. how to start a business, accountability, advertising techniques…) = These are also general or transversal skills that might be applied in different occupational and professional fields

- SOCIAL SKILLS (e.g. speak in public, interacting with different cultures, networking...) = also a set of general skills that can be generally helpful (in daily life as well as for many different jobs)

  LANGUAGGE SKILLS = these includes both learning NEW languages, and advancing the command of any language previously spoken (other than the mother tongue)

- **[NOT SN] E2. Languages learned or improved abroad**

Mechanics	*Clarifications*
- Respondents: Those who improved language skills. - Q type: spontaneous answer - Input: **Multiple answer**. Click on empty space/list icon to open the languages list. Then, either: a) Check out as many languages as mentioned directly in the list b) Start typing in to browse list. Once the language is checked, clear the field with the "x" icon and type in another language. Go back by clicking on "←" icon and then ACCEPT.	- The list is composed of EU official languages plus a few other particularly relevant in the survey countries (Russian, Ukrainian, Chinese, Arab) - OTHER AFRICAN LANGUAGES. We have opted to group all African languages together, since one person might speak various (which is not as relevant for the purposes of the survey, and it would require more time). To be respectful, interviewers should not stop R from listing all African languages he/she may speak, but simply pick the option once. - OTHER. Any language that currently does not exist in the list (e.g. Catalan) should be considered in this category. To be respectful, interviewers should not mention the non-existence of these languages in the list, but simply pick the option. -

- **E3. Acquired skills have been useful to find a job/build own business upon return**

Mechanics	*Clarifications*
- Respondents: Those who acquired some of the mentioned skills - Q type: Spontaneous answer - Input: Pick from short list	- Make it clear that we don't refer only to the last category of skills mentioned (languages) but to all the categories that the respondent may have mentioned

- **E4. Which skills in particular**

Mechanics	*Clarifications*
- Respondents: Those who acquired skills and found them useful to find a job upon return. - Q type: Read each skill category shown - Input: for each of them: select Y/N answer	-

- **E5. Why not**

Mechanics	*Clarifications*
- Respondents: Those who acquired skills but did not find them useful to find a job upon return - Q type: Spontaneous answer, if R doubts, read options - Input: check all that apply. **Multiple answer**	-

MODULE F. PROPERTIES

Definitions:

- **Business** = an organization or economic system where goods and services are exchanged for one another or for money. Every business requires some form of investment and enough customers to whom its output can be sold on a consistent basis in order to make a profit. Businesses can be privately owned, not-for-profit or state-owned.
- **Land plot** = piece of land, either rural or urban. Several pieces of land which are nearby in a common area (e.g. farming plots in a mountain area) may be considered as a single land plot.
- **REP (real estate property)** = for the purpose of this survey, by REP we refer to built infrastructures with walls and roof, such as a house, apartment, or building, which are fit for living arrangements, hosting businesses, working spaces, storage, etc.

Basic description of section's rationale and dynamics:

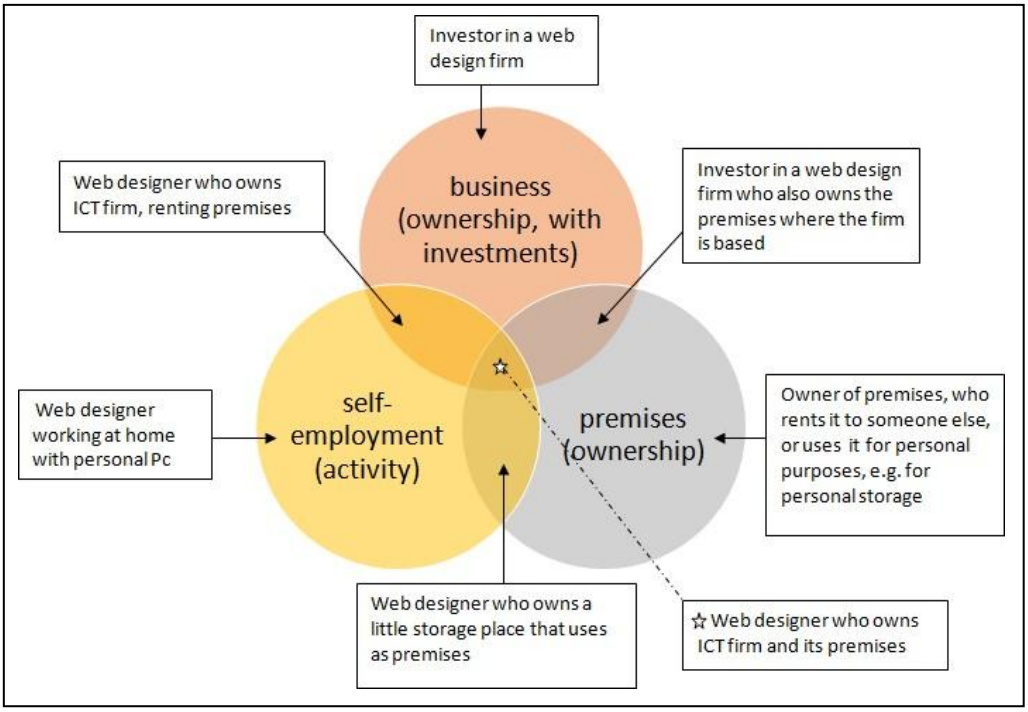
This module aims at collecting information on the respondent's properties and investment decisions concerning: businesses, lands and real estate properties (REPs).

When discussing businesses, it must be born in mind that there is a potential overlap between self-employment activities (discussed in module D on activity history) and businesses that R owns or invests in. This overlap happens when, besides being the owner or one of the investors in the business, R also works in that business, dedicating most of its time to that activity (see diagram below). There is no overlap when R simply owns or invests in the business, but does not actually work in it and dedicates most of its time to some other activity.

- To deal with potential overlaps, we will exclude from this module those businesses that R has already talked about as self-employment activities in module D (on activity history). In this module we will only record businesses that R owns/owned or invests/invested in, and in which he/she is/was not actively working (self-employed), at least as a main activity.
- Questions in this module replicate some questions referred to self-employment activities in module D, to make sure we have complete and comparable information for both self-employment activities (potentially amounting to businesses) and other R-controlled businesses (investments).
- Another overlap can happen between businesses/self-employment activities, on the one hand, and REPs on the other hand: when someone owns the building where her/his business or self-employment activity operates (see diagram below). In this case we need to also register REPs separately as well in this module.

Finally, when discussing land plots, it is likely that houses are acquired with or built on those terrains. In this case both must be registered also separately.

Figure 1. Potential overlaps between businesses, self-employment activities and REPs



** BUSINESSES **

Respondents:

Returned and non-migrants

F1. Business experience

Mechanics	*Clarifications*
- Respondents: all - Q type: Spontaneous answer - Input: If yes: click on "+" icon to add If no: go to next tab	- We **leave it up to R to decide** whether he/she considers a certain set of activities to be a single business or not. But the interviewer should keep in mind the recommendations below and to suggest these solutions. - Businesses can be run **in different countries**: Ex. selling ice-cream in several countries. If the businesses deal with the same activity and with relatively similar conditions, it would be more convenient to register it as a SINGLE business. - Similar businesses can be **intermittent**. Ex. An ice cream-selling business that only runs in the summer. These should not be considered as different businesses, but as a SINGLE business which happens to be discontinuos. - Businesses can also be **closed and reopened**. Ex. A business that is closed due to personal circumstances, but later on it is reopened offering similar services.

	a) If the closing period is >1 year these should be considered as SEPARATE businesses, even if their services and conditions are very similar. b) If the closing period is of only a few months, and the same services are offered, this should be considered as a SINGLE business, even if conditions may have somewhat changed. But they should be considered as separate business if the activity has changed or the conditions are vastly different.

Respondents:

Those who have had some business experience

The following questions (marked with *) will be repeated for each business that R refers to.

- ***F002. Business: Alias**

Mechanics	*Clarifications*
- Respondents: some business experience - Q type: Spontaneous answer - Input: Type in	- Provide an alias to identify this business when referencing it during the interview

- ***F2. Business: activity description**

Mechanics	*Clarifications*
- Respondents: some business experience - Q type: Spontaneous answer - Input: Type in	- Interviewers need to try to obtain as detailed answers as possible, describing the specific business. If the initial answer is too simple and broad, probe to obtain more details. Ex. "Selling merchandise" → "Could you explain a bit more?" - Respondents will frequently provide additional information (e.g. on whether he/she still owns it) that we are expected to capture in other questions below. Any such information obtained here should be **used to fill as many of the coming questions as possible.** When doing this: • If the answer is self-explanatory or absolutely clear from the information already provided: do not ask the questions again and simply pick the correct answer. • Otherwise: check the information just given with the respondent (e.g. "So you were working as a skilled worker, right?")

- ***F3. Business: Start year**

Mechanics	*Clarifications*
- Respondents: some business experience - Q type: Spontaneous answer - Input: Enter year manually	- Notice there is no DK, DA, NA. Interviewer should obtain at least an approximate year

- ***F5. Business: In which country/countries**

Mechanics	*Clarifications*
- Respondents: RET with some business experience - Q type: Spontaneous answer - Input: Pick from short-list • If ANOTHER COUNTRY selected: a) Start typing name of country to browse the list b) Pick continent and then country from list	- This refers to the location of the business: **where it operates**. Businesses may run in different countries at the same time, or at different time points (following shifting business strategies or personal circumstances) - If operating in several countries, please select just one. These cases will be rare, but should be noticed in the Interviewer's comments.

- ***F4. Business: Whether ongoing**

Mechanics	*Clarifications*
- Respondents: some business experience - Q type: Spontaneous answer - Input: Pick Y/N answer	-

- ***F4a. Business: End year**

Mechanics	*Clarifications*
- Respondents: some business experience already ended - Q type: Spontaneous answer - Input: Type in year	- Notice there is no DK, DA, NA. Interviewer should obtain at least an approximate year

- ***F6. Business: Type of place where carried out**

Mechanics	*Clarifications*
- Respondents: with some business experience - Q type: Spontaneous answer - Input: Pick from short-list. If R doubts, read options	***Rationale:*** *The goal of this question is to have an approximate idea about the conditions in which the business operates, which may not be obvious from previous answers.* Ex. A "watch seller" may refer to at least three very different types of business: a) the owner of a shop; b) a person with a fixed or mobile stall for marketplaces; c) a person who walks the streets selling watches that he/she carries in a bag.

	- So we don't aim at being completely exhaustive and accurate about which places/premises were used (there might be various). Kindly request R to pick the most representative of the core activities of the business. - If it changed over the period, **refer to the current situation or the time when the business ended** - 1. SPECIFIC BUSINESS PREMISES. This includes land for farm businesses. - 3. AT HOME. This can be literally the respondent's home, but it would include also answers like: "At my parent's", or at "some friend's or family member's place"

- ***F7. Business: Number of employees**

Mechanics	*Clarifications*
- Respondents: with some business experience - Q type: Spontaneous answer - Input: Pick from short-list . If R doubts, read options	- The number of employees **a)** should **exclude R** b) should **include family members** (paid and unpaid) - If it changed over the period, **refer to the current situation or the time when the business ended**

- ***F8. Business: Funding sources**

Mechanics	*Clarifications*
- Respondents: with some business experience - Q type: Spontaneous answer - Input: Pick from short-list. If R doubts, read options. **Multiple response**: select all sources of funding that apply *VARIATION BETWEEN RET-NM:* • *RET: 3. Money I made abroad* • *NM: 3. NOT APPLICABLE*	- This includes the money for starting the business and/or the money used to develop it further (other than the activity's benefits explicitly) - 0. I DID NOT NEED FUNDS. This is to be used when the activity/business did not require significant investments

- **[NOT SN] *F10. Business: Reasons to stop (involvement with) this business**

Mechanics	*Clarifications*
- Respondents : *For former (not current) businesses* - Q type: Spontaneous answer - Input: Pick from short-list. **Multiple response**: select all sources of funding that apply *VARIATION BETWEEN RET-NM:* • *RET: 6. I migrated/returned* • *NM: 6. NOT APPLICABLE*	

** LAND **

Respondents:

Returned and non-migrants

F16. Land ownership

Mechanics	*Clarifications*
- Respondents: all - Q type: Spontaneous answer - Input: If yes: click on "+" icon to add If no: go to next tab	- If R mentions **any real estate property linked to this land, clarify we'll talk about these later separately** - We are also interested in land plots acquired either **legally or de facto** (i.e. even if the legal paperwork has not been done), in particular in the case of inheritances. The cases that should be covered are: a) Land plots which have been *formally* inherited b) Land plots which have been *informally* inherited (they have not been legally transferred but they have in effective terms) c) Land plots personally and *formally* acquired by R's d) Land plots personally and *informally* acquired by R's

Respondents:

Those who have personally acquired some land

The following questions (marked with *) will be repeated for each business that R refers to.

- ***F017. Land plot: Alias**

Mechanics	*Clarifications*
- Respondents: some land - Q type: Spontaneous answer - Input: Type in	- Provide an alias to identify this land plot when referencing it during the interview

- ***F17. Land plot: Year of acquisition**

Mechanics	*Clarifications*
- Respondents: some land - Q type: Spontaneous answer - Input: Manually enter the year	- Notice there is no DK, DA, NA. Interviewer should obtain at least an approximate year

- ***F12a. Land plot: rural or urban**

Mechanics	*Clarifications*
- Respondents: some land - Q type: Spontaneous answer - Input: pick one answer from list	- URBAN land plots are those in urban areas. For these terrains we expect the main use to be construction. - RURAL land plots are those in rural areas. For these terrains we expect the main use to be building a house and/or farming activities.

- ***F12. Land plot: size**

Mechanics	*Clarifications*
- Respondents: some land - Q type: Spontaneous answer - Input: type in answer	- If less than 1 Hectare, enter 1 (0 or decimals are not allowed)

- ***F19. Land plot: Funding sources**

Mechanics	*Clarifications*
- Respondents: some land - Q type: Spontaneous answer. If respondent doubts, read options. - Input: **Multiple response**: select all sources of funding that apply. *VARIATION BETWEEN RET-NM:* • *RET: 2. Money I made abroad* • *NM: 2. NOT APPLICABLE*	- This includes the money for **acquiring the land only**

- ***F20. Land plot: Ongoing property**

Mechanics	*Clarifications*
- Respondents: some land - Q type: Spontaneous answer - Input: Pick from short list • If the answer is simply "Yes" or "No", **probe**: "All of it?"	-

- ***F20a. Land plot: End year**

Mechanics	*Clarifications*
- Respondents: *For former (not current) properties* - Q type: Spontaneous answer - Input: Type in the year and click on "+" icon; if other years mentioned, repeat; then ACCEPT	- Different land plots and land pieces may have been given up/sold/lost at different time points. Please register all the years in which this happened.

- ***F21. Land plot: What is/was land used for**

Mechanics	*Clarifications*
- Respondents: some land - Q type: Read options - Input: **Multiple answer:** Pick as many times as uses mentioned	- The question refers to **whether R personally uses/used** the land in any of these manners. However the limits of this use can be blurry, so we **leave it up to R's decision**: Ex. if some other family member actually exploits the land for farming, but R (and/or his/her household) also consumes the product or benefits from its selling. a) If R considers that he/she was benefitting from the land this way, the correct category would be =AGRICULTURE/FARMING b) If R considers that he/she was not personally exploiting the land or benefitting from its use, the correct category would be either =RENTING (if the family member was paying a rent to R for it) or =OTHER (if the family member was not paying for it)

- **[NOT SN] *F22. Land plot: Whether has personally invested in it after acquisition**

Mechanics	*Clarifications*
- Respondents: some land - Q type: Read categories and wait for spontaneous answer (Y/N) - Input: For each category shown, pick Y/N answer • If Yes in OTHER PURPOSES, a new question (F.22.0) will pop out to Specify: type in	- Examples of "OTHER PURPOSES": a) level terrain, b) enlarge the property, c) pay someone to take care of it d) buying new tools, seeds or stocks e) repairing infrastructures f) building other infrastructures g) … - **How to categorize?** Ex1. R built a house in the terrain. This should NOT be included but rather discussed as an acquisition under acquired REPs Ex2. R improved an existing house. This should NOT be included but rather discussed as an investment under acquired REPs Ex3. R improved the surroundings of an existing house, for instance, paving the path from the main entrance. This would qualify = YES Ex4. R built a small garden house, not for living = YES

- **[NOT SN] *F22a. Land plot: Timing of investments**

Mechanics	*Clarifications*
- Respondents: *Those who have invested in "inherited" land plots* - Q type: Spontaneous answer - Input: Pick option from list • If "IN PARTICULAR YEARS" picked, then click in new opening field and: type in year and click on "+" icon; if other years mentioned, repeat; then ACCEPT	- Investments typically happen in two different manners: - 1. IN PARTICULAR YEARS / EPISODIC INVESTMENTS. - 2. PERIODICALLY OR CONTINUOUSLY FOR SOME PERIOD = investments were very regular or sustained in time (at some point) - More sporadic investments might be large investments for particular purposes; and periodical investments will tend to be smaller. But this is not necessarily the case and both can also be combined. In that case, pick 2. PERIODICALLY OR CONTINUOUSLY. - **How to categorize?** Ex. "*We set up the irrigation system in 1999, and ever since*

	we keep taking care of renewing the machinery, buying everything we need...” = 2. CONTINUOUSLY OF PERIODICALLY

** REAL ESTATE PROPERTY (REP) **

Respondents:

Returned and non-migrants

F27. REP ownership

Mechanics	*Clarifications*
- Respondents: all - Q type: Spontaneous answer - Input: Pick from short list a) If the answer is simply “Yes”, **probe**: “Once or more than once?”	- Notice that **building a new house** also qualifies as "acquisition" - We are also interested in REPs acquired either **legally or de facto** (i.e. even if the legal paperwork has not been done), in particular in the case of inheritances. The cases that should be covered are: a) REPs which have been *formally* inherited b) REPs which have been *informally* inherited (they have not been legally transferred but they have in effective terms) c) REPs personally and *formally* acquired by R’s d) REPs personally and *informally* acquired by R’s

Respondents:

Those who have personally acquired some REP

The following questions (marked with *) will be repeated for each REP that R mentions.

- ***F028. REP: Alias**

Mechanics	*Clarifications*
- Respondents: some REP - Q type: Spontaneous answer - Input: Type in	- Provide an alias to identify this REP when referencing it during the interview

- ***F28. REP: Type of REP**

Mechanics	*Clarifications*
- Respondents: some REP - Q type: Read options • **Do NOT read** SET OF DWELLINGS/ PREMISES: this is to be picked only if spontaneously mentioned. This case will be extremely rare and odd for most respondents - Input: Pick from short list	

- ***F29. REP: Year of acquisition**

Mechanics	*Clarifications*
- Respondents: some REP - Q type: Spontaneous answer - Input: Manually enter the year	- Notice there is no DK, DA, NA. Interviewer should obtain at least an approximate year

- ***F30. REP: In which country**

Mechanics	*Clarifications*
- Respondents: *only RET with some REP* - Q type: Spontaneous answer - Input: Pick Y/N answer • If ANOTHER COUNTRY selected: a) Start typing name of country to browse the list b) Pick continent and then country from list	-

- ***F31. REP: Funding sources**

Mechanics	*Clarifications*
- Respondents: some REP - Q type: Spontaneous answer - Input: **Multiple response**: select all sources of funding that apply. *VARIATION BETWEEN RET-NM:* • *RET: 2. Money I made abroad* • *NM: 2. NOT APPLICABLE*	- This includes the **money for acquiring the REP only** (unlike business above) - REP WAS A GIFT OR UNEXPECTED INHERITANCE. In this case, the REP should have been declared under "inherited REPs". But once it is mentioned here, we will register it here, do NOT go back.

- ***F32. REP: Ongoing property**

Mechanics	*Clarifications*
- Respondents: some REP - Q type: Spontaneous answer - Input: Pick Y/N answer	-

- ***F32a. REP: End year**

Mechanics	*Clarifications*
- Respondents: *For former (not current) properties* - Q type: Spontaneous answer - Input: Manually enter **year**	

- ***F33. REP: What was/is REP used for**

Mechanics	*Clarifications*
- Respondents: some REP - Q type: Read options - Input: **Multiple answer:** Pick as many times as uses mentioned	- The question refers to **whether R personally uses/used** the REP in any of these manners. However the limits of this use can be blurry, so we **leave it up to R's decision:** Ex. if some other family member lives in the house, but R (and/or his/her household) also spends time there. a) If R considers that he/she (or his/her household) was benefitting from the REP this way, the correct category would be =AS A SECONDARY/ OCCASIONAL ACCOMMODATION b) If R considers that he/she was not personally exploiting the REP or benefitting from its use, the correct category would be either =RENTING (if the family member was paying rent to R for it) or =OTHER (if the family member was not paying for it)

- **[NOT SN] *F34. REP: Whether has personally invested in it after acquisition**

Mechanics	*Clarifications*
- Respondents: some REP - Q type: Spontaneous answer - Input: For each category shown, pick Y/N answer	

- **[NOT SN] *F34a. REP: Timing of investments**

Mechanics	*Clarifications*
- Respondents: *Those who have invested in "inherited" land plots* - Q type: Spontaneous answer - Input: Pick option from list • If "IN PARTICULAR YEARS" picked, then click in new opening field and: type in year and click on "+" icon; if other years mentioned, repeat; then ACCEPT	- Investments typically happen in two different manners: - 1. IN PARTICULAR YEARS / EPISODIC INVESTMENTS. - 2. PERIODICALLY OR CONTINUOUSLY FOR SOME PERIOD = investments were very regular or sustained in time (at some point) - More sporadic investments might be large investments for particular purposes; and periodical investments will tend to be smaller. But this is not necessarily the case and both can also be combined. In that case, pick 2. PERIODICALLY OR CONTINUOUSLY. - **How to categorize?** Ex. "*We changed the roof in 1999, and ever since we keep taking care of buying new appliances and furniture when it gets old...*" = 0. CONTINUOUSLY OF PERIODICALLY

** FAMILY PROPERTIES **

Respondents:

Returned and non-migrants

- ***F37. Whether currently using/benefitting from any family house, apartment or premise**

Mechanics	*Clarifications*
- Respondents: all - Q type: Spontaneous answer - Input: Pick Y/N answer	

- ***FC1. CONFIRMATION QUESTIONS ABOUT LACK OF PROPERTIES**

Mechanics	*Clarifications*
- Respondents: those who have not registered any businesses, any lands or any REPs - Q type: Spontaneous answer - Input: For each category shown, pick answer from list	- Since no Yes/No answer is recorded for the ownership of each type of property (F1, F17, F28), in case that no property of some type is registered, interviewers need to confirm here the reason why this is the case