



**MONTENEGRO  
STATISTICAL OFFICE OF  
MONTENEGRO**



## **METHODOLOGICAL GUIDELINES**

AGRICULTURAL CENSUS 2024

Podgorica, 2024



## **Foreword**

The Statistical Office has prepared the methodology for the Agricultural Census in accordance with the Law on the Agricultural Census for 2024 (Official Gazette of Montenegro No 77/2024 of 5 August 2024). The methodology defines methodological and organizational rules and instructions for preparation, organization, and implementation of the Agricultural Census.

In preparing the methodology, international standards establishing common rules for the collection of agricultural data were used:

- Regulation (EU) No 2018/1091 of the European Parliament and of the Council of 18 June 2018 on integrated holding statistics;
- Regulation (EU) No 2018/1874 of the European Parliament and of the Council of 29 November 2018;
- Regulation (EU) No 2021/2286 of the European Parliament and of the Council of 16 December 2021.

The Agricultural Census is one of the largest statistical surveys providing information on the number of agricultural holdings, their structure, agricultural machinery and equipment, and other information for the purposes of official statistics. Guided by the principles of cost efficiency and reducing the burden on reporting units, the following annual surveys are also carried out alongside the Agricultural Census: Achieved yields of late crops, fruit and grapes; and Number of livestock and poultry.

The Agricultural Census methodology is intended for all participants in preparation, organization, and implementation of the 2024 Agricultural Census, including census organizers in local self-government units – census commissions, state instructors, instructors, supervisors, enumerators, and all other participants.

The methodology contains the basic principles of organizing and implementing the census, as well as detailed tasks and procedures for all organizers and direct census executors. In order to ensure an uniform implementation of census activities, it is necessary that all census participants carefully study the methodology and adhere to it.

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**LAW**  
**ON THE CENSUS OF AGRICULTURE FOR 2024**

Pursuant to Article 95, point 3 of the Constitution of Montenegro, I hereby issue the  
**DECREE**

**ON THE PROMULGATION OF THE  
LAW ON THE AGRICULTURAL CENSUS FOR 2024**

I hereby promulgate the Law on the Agricultural Census for 2024, adopted by the Parliament of Montenegro of the 28th convocation at the Sixth Session of the First Regular (Spring) Sitting in 2024, held on 31 July 2024.

No: 011/24-1250/2-01  
Podgorica, 2 August 2024

President of Montenegro,  
**Jakov Milatović**, m.p.

Pursuant to Article 82 paragraph 1 point 2 and Article 91 paragraph 1 of the Constitution of Montenegro, the 28th Parliament of Montenegro, at the sixth sitting of the first ordinary (spring) session in 2024, on 31 July 2024, adopted the following

**LAW  
ON THE CENSUS OF AGRICULTURE FOR 2024**

**Scope of the Law**

**Article 1**

This Law shall regulate the preparation, organization, and implementation of the census of agriculture in Montenegro in 2024 (hereinafter referred to as the “agricultural census”).

**Agricultural census period**

**Article 2**

The agricultural census shall be conducted from 1 October to 1 December 2024.

**Agricultural census reference period**

**Article 3**

The reference period of the agricultural census from 1 October 2023 to 30 September 2024, shall refer to data on: used agricultural land by categories of use and other land; organic production; irrigation; land management practices; facilities for housing livestock; method of storage manure; application of manure and mineral fertilizers; machines and equipment; labour force; and other gainful activities.

Data on the number of livestock, poultry, rabbits, and the number of beehives shall be collected with the state of play as of 30 September 2024.

**Units included in the agricultural census**

**Article 4**

The agricultural census shall include agricultural holdings that have at least:

- 1) 5 000 m<sup>2</sup> of used agricultural land;
- 2) 3 000 m<sup>2</sup> of arable land;
- 3) 1 000 m<sup>2</sup> of aromatic, medicinal and culinary plants, flowers and ornamental plants, seeds and seedlings;
- 4) 1 000 m<sup>2</sup> of fruits, berries, nuts, vineyards, olive trees, nurseries and other permanent plants;
- 5) 100 m<sup>2</sup> greenhouse;
- 6) 100 m<sup>2</sup> of mushrooms;
- 7) 10 beehives;
- 8) 1 Livestock Unit (LSU).

## **Methodology for the preparation, organization, and implementation of the agricultural census**

### **Article 5**

The agricultural census shall be carried out according to the internationally comparable methodology, and instructions of administration authority responsible for statistics (hereinafter referred to as the "Statistical Office").

The methodology for preparation, organization, and implementation of the agricultural census (hereinafter referred to as the "Methodology") shall define preparation, organization, and implementation of the census, as well as processing and dissemination of the data collected by the census.

Dissemination of census data shall be any activity of the official statistical producers, which include the presentation of the official statistics results, as well as the method, and the form of providing access to the official statistical results, with the data on sources, and methods of data collection.

## **Quality principles**

### **Article 6**

In the preparation, organization, and implementation of the agricultural census, as well as the processing and dissemination of the results, the principles of official statistics are applied in accordance with the law regulating official statistics.

## **Use of gender-sensitive language**

### **Article 7**

The expressions used in this Law for natural persons in the masculine gender imply the same expressions in the feminine gender.

## **Meaning of terms**

### **Article 8**

The terms used in this Law shall have the following meaning:

- 1) **Used agricultural land** means arable land, kitchen garden and/or gardens, orchards, vineyards, nurseries, meadows, and pastures, which are regularly cultivated (used) by the agricultural holding, regardless of whether the land is owned or leased;
- 2) **Person who participates in agricultural production** means a person who is at least 15 years old and is permanently or occasionally engaged in agricultural production;
- 3) **Holder of a family agricultural holding** means a person who is the owner or user (lessee for a shorter or longer period) of a family agricultural holding, that is, a person who is responsible for carrying out the agricultural activities of the holding;
- 4) **Manager of a family agricultural holding** is a person who makes daily decisions at the holding, i.e. a person who is responsible for financial and production activities at the holding;
- 5) **Agricultural holding** means a unique technical and economic unit that performs agricultural activity;
- 6) **Agricultural production** means the cultivation of agricultural crops (cereals, potatoes, pulses for dry grain, industrial plants, medicinal, aromatic, and spicy plants, fodder plants, vegetables, flowers, ornamental plants, seeds, planting material, fruits, and vines), mushroom cultivation, raising livestock (cattle, pigs, sheep, goats), poultry and other animals (horses, donkeys, mules, mules, bees, rabbits), processing own grapes into wine and own olives into oil; except stables of riding horses, racehorses, galloping horses (land used for the treatment of racehorses), processing of agricultural products (excluding processing of own grapes into wine and own olives into oil), forestry, hunting, fishing or fish farming and performing agricultural services for others with their machinery;
- 7) **Livestock stock** means the number and type of livestock raised by categories and
- 8) **Conditional head or "livestock unit"** (LSU) means a standard measurement unit used to aggregate or compare the number of different species or categories of animals.

## **Data collected by agricultural census**

### **Article 9**

The agricultural census shall collect data on: name and surname of the holder of the agricultural holding; gender; date of birth and unique registration number; residential address; registered office of the agricultural holding; telephone number; registration of agricultural holding name and surname of the registered person, unique identity number of the person with whom the agricultural holding is registered; used agricultural land by categories of use, as well as other land; organic production; livestock; poultry; rabbits; number of beehives; labour force, and other gainful activities, also including the data classified by sex to improve gender analysis in the agricultural sector; facilities for housing livestock; method of storing manure; application of manure and mineral fertilizers; irrigation; land management practices; machinery and equipment.

## **Bodies implementing the agricultural census**

### **Article 10**

The Statistical Office shall prepare, organize, and implement the agricultural census, in cooperation with authorities referred to in Article 15 of this Law.

The Statistical Office, shall carry out certain tasks for the preparation, organization, and implementation of the Census in the territory of local self-government unit, through local self-government units and Census Committees, in accordance with this Law.

Ministries and other administrative authorities, as well as other bodies, organizations, and institutions, shall participate in the preparation, organization, and implementation of the agricultural census, within their level of competence.

## **Tasks of the Statistical Office**

### **Article 11**

The Statistical Office shall perform the following tasks:

- 1) Ensure timely and complete implementation of this Law;
- 2) Perform all the necessary preparatory activities for the implementation of the agricultural census;
- 3) Establish methodological and organizational rules and instructions for the preparation, organization, and implementation of the agricultural census and control their unique application;
- 4) Coordinate and implement a public campaign on the purpose, importance, and contents of the agricultural census;
- 5) Determine the contents and form of the electronic questionnaire for the agricultural census, other census forms, authorizations, and other material for the preparation and implementation of the agricultural census;
- 6) Determine state instructors for the agricultural census;
- 7) Select instructors and enumerators according to public invitation;
- 8) Conclude employment contracts with instructors and enumerators;
- 9) Define the contents of the training for all participants in the agricultural census, and control the professional-methodological training of the participants in the agricultural census;
- 10) Conduct methodological and organizational training of state instructors, members of census commissions, instructors, and enumerators;
- 11) Establish the Committee for Management, Preparation, and Implementation of the Agricultural Census (hereinafter referred to as the "Committee") as a special committee of the Statistical Office with the task of coordinating the preparation and implementation of the agricultural census,
- 12) Establish other commissions, teams, and working groups for the preparation and implementation of certain census activities: drafting of normative acts; methodological rules; organizational rules; communication; processing and dissemination of data collected by the census, and other specific census activities;

- 13) Form census commissions in local self-government units, and define their obligations in accordance with this Law and the Methodology;
- 14) proposes and assigns members of the Census Commission in cooperation with representatives of local self-government units and ministries, organizes meetings with members of census commissions, and presides over meetings;
- 15) Assigns state instructors as a member of each of the census commissions;
- 16) Perform the calculation of compensation for the work of the participants of the agricultural census and take care of the correct allocation and rational use of the financial resources designated for the agricultural census, prepare the calculation of the spent funds, and prepare the final report;
- 17) Determine and apply a unique logic-calculation control for data processing;
- 18) Process data in accordance with the Law and international documents, including data classified by sex, and publish the preliminary and final results of the agricultural census according to the agricultural census activity plan;
- 19) Transmit data of the agricultural census to the statistical office of the European Union - Eurostat at the microdata and metadata level, in accordance with the activity plan of the agricultural census;
- 20) Submit a request for initiation of misdemeanour proceedings in accordance with the Law, and
- 21) Perform other tasks related to the agricultural census in accordance with the Law.

### **Tasks of local self-government units**

#### **Article 12**

The local self-government unit shall:

- 1) Provide premises, use of equipment, and other resources necessary for the work of the Census Committee, in accordance with the guidelines of the Statistical Office;
- 2) Provide premises and other necessary conditions for organization the trainings for instructors and enumerators in accordance with the guidelines and instructions of the Statistical Office;
- 3) Provide adequate premises for reception and storage of census material in compliance with the prescribed security measures in accordance with the guidelines and instructions of the Statistical Office, and
- 4) Assist authorities in implementing the Census on its territory, and carry out other tasks in accordance with the rules of the Statistical Office.

### **Establishment of census commission**

#### **Article 13**

A census commission shall be established for each local self-government unit.

The members of the census commission shall be assigned by the director of the Statistical Office, namely:

- 1) a representative of the local self-government unit from the office or secretariat for agriculture;
- 2) a representative of the Directorate for Advisory Services in Crop Production and/or the Directorate for Advisory Services in Livestock for the aforementioned local self-government units, the Ministry of Agriculture, Forestry and Water Management; and
- 3) a representative of the Statistical Office.

Exceptionally, from paragraph 2 of this Article, and depending on the number of agricultural holdings, with a particular explanation at the request of the local self-government unit, the director of the Statistical Office may determine additional members of the census commission.

## **Tasks of census commissions**

### **Article 14**

In accordance with the Methodology, the census commission shall directly organize the agricultural census on the territory of local self-government units, and perform the following tasks:

- 1) Timely undertake the necessary measures in order to ensure all activities for the preparation, organization, quality, and timely implementation of the census on the territory of local self-government units, in accordance with the Methodology;
- 2) Provide premises for the work of participants in the agricultural census;
- 3) Organize duty in the premises of the census commission for the duration of the agricultural census;
- 4) Attend meetings organized by the Statistical Office;
- 5) Take care of the correct application of organizational rules and other instructions prescribed by the Methodology;
- 6) Assist instructors and enumerators and undertake appropriate activities to resolve emerging problems in the field, and
- 7) Perform other tasks concerning the preparation, organization, and implementation of the agricultural census in accordance with the Methodology.

## **Participation of other authorities in the agricultural census**

### **Article 15**

In preparation, organization, and carrying out of individual agricultural census-related tasks, in accordance with their competences and needs of official statistics, there shall participate representatives of:

- 1) Ministry of Agriculture, Forestry and Water Management;
- 2) Biotechnical Faculty, and
- 3) Other bodies, organizations and institutions as needed.

## **Access to administrative data sources**

### **Article 16**

The authorities keeping the administrative data sources shall have the obligation to enable the Statistical Office, at its request, to access data required for the agricultural census, including identifiers, in accordance with the law governing the official statistics and official statistical system.

The Statistical Office shall undertake all measures for protection of data taken over from administrative sources in accordance with the law.

## **Participants in the agricultural census**

### **Article 17**

Participants in the agricultural census shall be enumerators, instructors, state instructors, controllers, and other persons.

The director of the Statistical Office shall determine the participants for carrying out activities in the agricultural census.

Enumerators and instructors shall be hired through a public invitation issued by the Statistical Office.

## **Obligations of participants in the agricultural census**

### **Article 18**

Enumerators, instructors, state instructors, controllers, and other persons performing tasks related to the Census, shall be obliged to carry out the agricultural census activities in timely and comprehensive, in accordance with the rules and instructions of the Statistical Office.

The persons referred to in paragraph 1 of this Article must:

- Have a written authorisation for their work and when performing their tasks shall be obliged to present such authorisation when entering an agricultural holding.
- Shall be obliged to take strict account of accuracy of data entered.

- Keep as official secrets all data on enumerated agricultural holdings obtained during performing tasks assigned to them, and for such reason they shall sign a statement on statistical confidentiality in accordance with the law, and
- Not abuse the enumeration process in such manner as to in presence of persons being enumerated record, or photograph the interview or filled in census forms and questionnaire, and publish via internet or media outlets the recording or photography

### **Data collection method**

#### **Article 19**

The data shall be collected by the interview method, and directly in the field, enumerators shall enter the data through an application model installed on electronic devices.

In case of special circumstances which refer to events or certain conditions which cannot be envisaged and which cannot be influenced, but which can endanger life and health of citizens and property or infringe agricultural production, the data collection shall be done by acceptable methods depending on the given circumstances (by phone or via email).

Data in the agricultural census shall be provided by the person who is the holder, owner/user of the family agricultural holding, or an adult member of the holding who is most familiar with the data.

Information about the company shall be provided by the responsible person or other authorized person in the company.

### **Rights and obligations of persons providing data**

#### **Article 20**

A person covered by the agricultural census shall be obliged to participate in it, precisely to answer all questions, and to provide accurate and complete answer to each question in accordance with the Methodology.

In order to determine the accuracy of data referred to Article 9 of this Law, the enumerator may request from a person covered by the Census to present public identification based on which the identity of the person and stated data could be ascertained.

The enumerator must enter into the census questionnaires data in the way the person covered by the Census has provided.

The person covered by the Census must not abuse the enumeration process and presence of the enumerator in such manner as to record, or photograph the interview or filled in census questionnaires, and publish via internet or media outlets the recording or photography.

### **Data confidentiality**

#### **Article 21**

Data collected in the agricultural census for official statistics shall be considered confidential.

Data confidentiality shall also apply to data collected from other sources from the moment they are submitted for the purposes of official statistics.

Individual data on agricultural holdings may be only used for statistical purposes, they are reported at the aggregate level, and shall represent an official secret.

### **Protection of data collected by the agricultural census**

#### **Article 22**

The Statistical Office shall take all measures of an administrative, technical, or organizational nature to protect confidential data collected by the agricultural census from unauthorized access to that data, their disclosure, or misuse.

## **Protection of data collected by the agricultural census**

### **Article 23**

The Statistical Office shall store data collected through the applicative model installed on electronic devices in the information system or on the media in a manner that shall ensure the durability of the electronic record.

Data shall be stored in accordance with the valid standards in a manner that prevents their destruction, alienation, and unauthorized use.

## **Dissemination of agricultural census results**

### **Article 24**

The Statistical Office shall publish the preliminary results of the agricultural census no later than 90 days after the end of the agricultural census, at the aggregate level for the territory of Montenegro.

The Statistical Office shall publish the final results of the agricultural census according to the activity plan of the agricultural census.

## **Data processing**

### **Article 25**

The Statistical Office shall process the agricultural census data to provide the results of official statistics on the structure of agricultural holdings.

Data processing shall be carried out in compliance with the principles of official statistics.

Special processing upon request of the user shall be carried out in accordance with the law regulating official statistics.

## **Financing of agricultural census**

### **Article 26**

The funds needed to finance the agricultural census shall be provided from Montenegro's budget.

The amount of funds and their distribution from paragraph 1 of this article, is determined by the Government of Montenegro, at the proposal of the Statistical Office.

## **Remuneration for work**

### **Article 27**

Persons who take part in the preparation, organization, and implementation of the agricultural census and all other census activities shall be entitled to compensation for tasks performed in accordance with the law regulating the salaries of employees in the public sector.

## **Penal provisions**

### **Article 28**

A fine in the amount ranging from 500 euro to 20 000 euro shall be imposed on a legal entity for a violation if does not perform activities related to the agricultural census in a timely manner and in the prescribed manner (Article 18, paragraph 1).

A fine in the amount ranging from 30 euro to 2 000 euro shall be imposed on an authorized person of the legal entity for the offence from paragraph 1 of the Article.

A fine in the amount ranging from 30 euro to 2 000 euro shall be imposed on a natural person for the offence referred to in paragraph 1 of the Article.

### **Article 29**

A fine in the amount ranging from 30 euro to 2 000 euro shall be imposed on an authorized person of local self-government unit (Article 12 paragraph 1 point 3).

### **Article 30**

A fine in the amount ranging from 30 euro to 2 000 euro shall be imposed on a natural person who performs activities related to the agricultural census of agriculture if:

- 1) Does not strictly take account of the accuracy of the entered data (Article 18, paragraph 2, indent 2);
- 2) Does not keep as officially confidential all data on enumerated agricultural holdings (Article 18 paragraph 2 indent 3);
- 3) Abuses the enumeration procedure in such a way that, in the presence of the person included in the census, they will record or photograph the course of the interview or the completed census forms and publish the recording or photograph via the Internet or the media (Article 18, paragraph 2, indent 4).

### **Secondary legislation**

#### **Article 31**

Secondary legislation referred to in Article 26 of this Law shall be adopted within six months from the day of entry into force of this Law.

### **Entry into force**

#### **Article 32**

#### **Article 32**

This Law shall enter into force on the day of its publication in the Official Gazette of Montenegro.

No 11-1/24-1/9

EPA 219 XXVIII

Podgorica, 31 July 2024

### **The 28th PARLIAMENT OF MONTENGRO**

President,

**Andrija Mandić**, m.p.

## I GENERAL SECTION

### 1. Objective of the Agricultural Census

The objective of the Agricultural Census is to ensure internationally comparable data on the structure of agricultural holdings, which will present a realistic picture of agriculture in Montenegro, and serve as a basis for planning and decision-making for its development.

The data obtained through the Agricultural Census will also be used as a basis for annual surveys, forming a comprehensive database that will serve as a framework for all agricultural statistics surveys.

To achieve the production of high-quality data and their comparability between countries, census data will be collected in accordance with international recommendations.

### 2. Definitions

**Agricultural holding** is a single technical-economic unit with a single management, engaged in agricultural activity and may be:

- Family agricultural holding;
- Business entity, i.e., another legal entity or entrepreneur;
- Producer organization;
- Educational or research institution also engaged in agricultural activity.

**Holder of a family agricultural holding** is the person who owns or uses (takes in tenure for a shorter or longer period) the family agricultural holding, i.e., the person responsible for carrying out the holding's agricultural activity.

**Person who makes daily decisions on the holding (manager)** is the person responsible for financial and production activities on the holding and for making daily decisions.

**Agricultural unit of common land** means a land unit subject to common rights and used by two or more holdings for agricultural production but not allocated among them.

**Region** means a spatial unit of the Nomenclature of Territorial Units for Statistics (NUTS), defined in accordance with Regulation (EC) No 1059/2003.

**Agricultural production** includes the cultivation of agricultural crops (cereals, potatoes, pulses for dry grain, industrial crops, medicinal, aromatic and spice plants, fodder crops, vegetables, flowers, ornamental plants, seed and planting material, fruit, olives and grapevine), mushroom growing, livestock breeding (cattle, pigs, sheep, goats), poultry and other animals (horses, donkeys, mules, hinnies, bees, rabbits), processing own grapes into wine and own olives into oil.

**Agricultural production does not include** riding horse studs, racehorse studs, galloping horses (i.e., land used for training racehorses), processing agricultural products (excluding

own grapes into wine and own olives into oil), forestry, hunting, fishing or fish farming, or providing agricultural services to others using own machinery.

**Utilised agricultural area (UAA)** consists of arable land, areas used to grow products for household consumption (home gardens), orchards, vineyards, nurseries, meadows and pastures that the holding regularly cultivates, regardless of whether it owns the land or takes it in tenure

**Livestock population** is the number and type of livestock raised by categories.

**Livestock unit (LSU)** is a standard measurement unit used for aggregated presentation or comparison of numbers of different animal species or categories.

**Reference year** is a calendar year to which reference periods relate.

**Person participating in agricultural production** is a person aged at least 15, permanently or temporarily engaged in agricultural production work.

**Module** means one or more datasets organized to cover themes.

**Theme** means the content of information to be collected about statistical units, where each theme encompasses a series of detailed topics.

**Detailed theme** means detailed content of information to be collected about statistical units related to a specific theme, where each detailed topic encompasses a series of variables.

**Variable** means a characteristic of the observed unit that can take more than one value from a set of possible values.

### 3. Units to be enumerated

The Agricultural Census covers holdings that have at least:

- 5 000 m<sup>2</sup> of utilised agricultural area;
- 3 000 m<sup>2</sup> of arable land;
- 1 000 m<sup>2</sup> of aromatic, medicinal and spice plants, flowers and ornamental plants, seed and seedlings;
- 1 000 m<sup>2</sup> of fruit, berries, nuts, vineyards, olive groves, nurseries and other permanent crops;
- 100 m<sup>2</sup> of greenhouses;
- 100 m<sup>2</sup> of mushrooms;
- 10 beehives;
- 1 livestock unit.

### 4. Units not to be enumerated

The census will not cover holdings that do not meet the criteria specified in point 3 of these guidelines. Holdings that own land but do not use it or have land given in tenure entirely to another holding will also not be included.

## **5. Method and period of data collection**

Agricultural holdings are enumerated by authorized census enumerators. Enumerators collect data using an application model installed on electronic devices.

The enumeration of holdings will be carried out in the period from 1 October to 1 December 2024.

## **6. Reference moment**

Data collection is conducted as of 30 September 2024 at 24:00 hours, i.e., 1 October 2024 at 00:00 hours. This time point is referred to as the 'reference moment.'

For certain questions, data are recorded for the period of one year prior to the census, i.e., from 1 October 2023 to 30 September 2024.

## **7. Reference period**

The reference period for the agricultural census covers the period from 1 October 2023 to 30 September 2024 and relates to data on: utilised agricultural land by use categories and other land, organic production, irrigation, land management practices, livestock housing facilities, manure storage methods, applications of manure and mineral fertilizers, machinery and equipment, persons involved in agricultural production, and other relevant activities.

Data on the number of livestock, poultry, rabbits, and beehives are collected as of 30 September 2024.

## **8. Persons from whom data should be requested**

The enumerator should obtain answers to the questionnaire from the person who is the head of the holding. In the absence of the head, the data are provided by an adult member of the holding who is most familiar with the information. If the enumerator is unable to complete the census during the first visit, they will schedule date and time to return and finish the data collection. If no one is found at the holding, but neighbours confirm that the members have not moved away, the enumerator is required to visit the holding three times.

## **9. Confidentiality and obligation to protect individual data**

The confidentiality of data collected through the agricultural census is guaranteed by the Law on Official Statistics and the Official Statistics System (Official Gazette of Montenegro No 18/12, 47/19), Articles 53–61, and by the Law on the 2024 Agricultural Census (Official Gazette of Montenegro No 77/24), Articles 20 and 21.

## II ORGANIZATIONAL SECTION

### 1. BODIES RESPONSIBLE FOR IMPLEMENTATION OF THE AGRICULTURAL CENSUS

A representative participates in preparation, organization, and implementation of specific tasks of the agricultural census, in accordance with their responsibilities and the needs of official statistics:

1. Ministry of Agriculture, Forestry and Water Management;
2. Biotechnical Faculty, and
3. Other bodies, organizations, and institutions, as needed.

Certain tasks related to the preparation, organization, and implementation of the Agricultural Census are carried out in accordance with the Law on the Agricultural Census for 2024 (Official Gazette of Montenegro No 77/24).

#### Statistical Office of Montenegro

The Statistical Office of Montenegro is responsible for the overall preparation, organization and implementation of the Agricultural Census for 2024, in accordance with the Law on the Agricultural Census for 2024 (Official Gazette of Montenegro No 77/24).

#### 1.1. Obligations of the Statistical Office of Montenegro

- Defines the contents of the agricultural census;
- Prepares an activity plan for the preparation and implementation of the agricultural census;
- Prepares a budget proposal for the implementation of the agricultural census;
- Prepares the legal basis for conducting the agricultural census and ensures its implementation;
- Establishes methodological and organizational rules and instructions for the preparation, organization, and implementation of the agricultural census, and monitors their uniform application;
- Coordinates and conducts a public campaign on the purpose, importance, and content of the agricultural census;
- Determines the content and format of the electronic census questionnaire, other census forms, authorizations, and other materials for the preparation and implementation of the census;
- Appoints state instructors for the agricultural census;
- Selects instructors and enumerators according to the public call;
- Concludes service contracts with instructors and enumerators;
- Defines the contents of training for all participants in the agricultural census and monitors the professional and methodological training of participants;
- Conducts methodological and organizational training for state instructors, members of census commissions, instructors, and enumerators;
- Establishes the Commission for Management, Preparation, and Implementation of the Agricultural Census (hereinafter referred to as the "Commission") as a special commission of the Statistical Office, tasked with coordinating the preparation and implementation of the census;

- Establishes other commissions, teams, and working groups for the preparation and implementation of specific census activities, including the development of normative acts, methodological rules, organizational rules, communication, data processing and dissemination, and other specific census activities;
- Establishes census commissions in local government units and defines their responsibilities in accordance with the Law on the 2024 Agricultural Census and the Methodology;
- Proposes and appoints members of the census commission in cooperation with representatives of local government units and the Ministry, organizes meetings with commission members, and chairs the meetings;
- Appoints state instructors for each member of the census commissions;
- Organizes printing, distribution, and delivery of forms and other materials for census preparation and implementation within the local government territory;
- Performs other tasks related to the preparation, organization, and implementation of the agricultural census in accordance with the Law on the 2024 Agricultural Census and official statistics regulations;
- Coordinates and monitors the work of all participants in the agricultural census;
- Requests regular reports and information from census commissions regarding the organization and implementation of the census;
- Supervises the work of census commissions and ensures they operate efficiently and fulfil their tasks in accordance with the Law on the 2024 Agricultural Census and the instructions of the Statistical Office;
- Controls the implementation of the agricultural census in all local government units through appointed state instructors;
- Receives census materials from state instructors who are members of census commissions;
- Organizes transportation and delivery of all census materials to storage facilities designated by the Statistical Office;
- Establishes and applies a uniform logical and arithmetic control system for data processing;
- Processes data in accordance with the law and international documents and publishes preliminary and final results of the agricultural census according to the census activity plan;
- Submits agricultural census data to the European Statistical Office (Eurostat) at the level of microdata and metadata, according to the census activity plan;
- Initiates misdemeanour proceedings in accordance with the law;
- Prepares, organizes, and conducts post-census surveys;
- Disseminates agricultural census data.

### **1.2. Census Commission**

A census commission is established for each local self-government unit.

Members of the census commission are appointed by the Director of the Statistical Office and include:

- 1) A representative of the local self-government unit from the agriculture service or secretariat;

- 2) A representative from the Directorate for Advisory Services in Crop Production and/or the Directorate for Advisory Services in Animal Husbandry for the respective local government units, Ministry of Agriculture, Forestry and Water Management; and
- 3) A representative of the Statistical Office.

The Chair of the census commission is a representative of the Statistical Office. According to the Law on the 2024 Agricultural Census, the census commission is responsible for taking timely measures to ensure all activities for the preparation, organization, and proper and timely conduct of the agricultural census within the territory of the local government units, in accordance with the rules and instructions of the Statistical Office.

The Statistical Office issues the Rules of Procedure for the work of the census commissions for conducting the 2024 Agricultural Census.

In accordance with the Methodology, the census commission directly organizes the agricultural census within the territory of local government units and performs the following tasks:

- Takes timely measures to ensure all activities for the preparation, organization, and proper and timely implementation of the agricultural census within the local government units, in accordance with the Methodology;
- Provides premises for the work of census participants;
- Organizes duty shifts in the commission's premises during the census period;
- Attends meetings organized by the Statistical Office;
- Ensures the correct application of organizational rules and other instructions prescribed by the Methodology;
- Provides the assistance to instructors and enumerators and undertakes appropriate actions to resolve issues in the field;
- Performs other tasks related to the preparation, organization, and implementation of the agricultural census in accordance with the Methodology and the organizational requirements of the Statistical Office.

For easier organization and monitoring, the work of census commissions is organized in local government units where there are directorates for advisory services in animal husbandry and crop production as follows:

- Bijelo Polje – Bijelo Polje, Mojkovac, Kolašin;
- Berane – Berane, Rožaje, Plav, Gusinje, Petnjica, Andrijevica;
- Pljevlja – Pljevlja i Žabljak;
- Nikšić – Nikšić, Plužine, Šavnik;
- Podgorica – Podgorica, Danilovgrad, Cetinje, Tuzi, Zeta;
- Bar – Bar, Budva, Herceg Novi, Kotor, Tivat, Ulcinj.

The Chair of the commission performs tasks from the offices of the Statistical Office and, if needed, from the offices of the directorates and local government units. The representative of the Ministry of Agriculture, Forestry and Water Management is stationed in the advisory services directorate for the listed municipalities, while other members of the census commissions carry out their duties from the local government offices - agriculture service or secretariat of the municipality in which they work.

### Responsibilities of the Census Commission Regarding Training

Trainings will be held in local government units where advisory service directorates exist. Representatives of the census commissions will be responsible for: organizing the training

space, ensuring technical equipment, distributing materials, signing contracts, and handling accompanying documentation.

#### *Responsibilities of the Census Commission Regarding Monitoring*

To ensure continuous communication, meetings will be organized every two weeks in local government units with advisory service directorates, either in person or via an online platform, depending on needs.

In case of difficulties in the field, a census commission member from the local self-government unit must inform the Chair of the census commission in the relevant unit to resolve the issue. If necessary, the Chair of the census commission, together with the member, will visit the field in the municipality where the issue arose and attempt to resolve it together with the instructor and enumerator.

#### **1.3. Local Self-Government Unit**

The local self-government unit performs the following tasks:

- Provides premises, equipment, and other resources necessary for the work of the census commission, in accordance with the rules of the Statistical Office;
- Provides premises and other necessary conditions for training instructors and enumerators, in accordance with the rules and instructions of the Statistical Office;
- Ensures adequate premises for receiving and storing census materials, meeting prescribed security measures, in accordance with the rules and instructions of the Statistical Office;
- Assists census participants in conducting the census within its territory and performs other tasks in accordance with the rules of the Statistical Office.

#### **1.4. Participants in the Agricultural Census**

Participants in the agricultural census include enumerators, instructors, state instructors, controllers, and other personnel. State instructors and controllers are appointed by the Director of the Statistical Office, while enumerators and instructors are engaged through a public call issued by the Statistical Office.

#### **State Instructors**

The Statistical Office carries out certain coordination and control tasks for the agricultural census through state instructors.

#### **Responsibilities of State Instructors**

- Mandatory attendance at training for state instructors organized by the Statistical Office;
- State instructors must thoroughly familiarize themselves with the Methodological Guidelines and the Law on the 2024 Agricultural Census;
- State instructors must have authorization to work in the agricultural census, signed by the Director of the Statistical Office;
- State instructors conduct training for instructors and enumerators, during which they are required to:
  - Properly present the Methodological Guidelines;
  - Adhere to the schedule and agenda of the training;
  - Conduct the training according to the presentation prepared by the Statistical Office;

- Maintain participants' attention, educate them through practical examples, and provide additional explanations;
  - Through interaction with participants, ensure they understand the concepts and methodology of the census;
  - Conduct testing of instructors and enumerators.

State instructors monitor the daily work of enumerators and instructors, provide additional instructions as needed, and offer professional support. They are required to establish daily communication with instructors using modern communication tools.

A state instructor is obligated to continuously supervise the work of instructors and enumerators in order to identify problems and errors promptly and take corrective measures to prevent their recurrence. To this end, a state instructor should also perform the following activities:

- Control of already surveyed units in the field to verify that the enumerator actually visited the surveyed holding;
- Supervision of enumerators' work in the holdings;
- Quality control of completed questionnaires.

### **Instructors**

Instructors play a key role in the agricultural census, supporting and supervising the work of enumerators.

### **Responsibilities of Instructors**

Instructors are required to:

- Attend mandatory training for instructors, which includes testing to assess their qualification for participation in the census;
- Thoroughly familiarize themselves with all obligations set out in the Methodological Guidelines and the Law on the 2024 Agricultural Census;
- Carry their Authorization and personal identification document (ID card, passport, or driver's license) at all times during fieldwork;
- Continuously supervise enumerators to promptly identify problems and errors and take corrective measures to prevent recurrence. This supervision includes:
  - Checking already surveyed units in the field to verify that the enumerator actually visited the surveyed holding;
  - Supervising enumerators' work in holdings to ensure they follow the Methodological Guidelines, complete questionnaires correctly, ask questions appropriately, establish proper rapport with respondents, and accurately record responses. Supervision begins on the first day of surveying. In the first week of fieldwork, the instructor must accompany each enumerator to a minimum of two holdings;
  - Conducting quality control of completed questionnaires.
- Communicate daily with enumerators using modern communication tools;
- Request approval from the state instructor for any re-visits to holdings where previous attempts to collect data were unsuccessful (second or third failed attempt);
- Obtain approval from the state instructor for every field visit during the fieldwork period;
- At the end of fieldwork, collect equipment (laptop, charger, bag) and other documentation from enumerators according to the checklist for census material return.

## Enumerators

Enumerators are the direct implementers of the agricultural census. The success of the census largely depends on their detailed understanding of survey procedures, complete comprehension of the questions in the census questionnaires, and their conduct and behaviour toward the holdings during the census. Each enumerator reports to their instructor, who in turn reports to the state instructor.

## Responsibilities of Enumerators

- Enumerators are required to attend training for instructors and enumerators. During the training, testing will be conducted to assess their qualification for census participation, familiarize them with definitions and content of the census, the survey procedures, and all steps necessary to successfully carry out their census tasks;
- Enumerators conduct the census in accordance with the Methodological Guidelines;
- Enumerators are required to sign a Statement of Compliance with the principles of confidentiality in official statistics;
- Enumerators must have good knowledge of the area. If, during field visits, they determine that they cannot reliably identify the location of holdings from the Address Register, they must inform their instructor;
- Enumerators are required to visit every holding listed in the Address Register;
- Before going to the field, enumerators must prepare their equipment for the census (e.g., charge electronic devices, etc.);
- Enumerators must inform holdings that they are obliged to provide accurate information requested in the questionnaire.

The success of the census largely depends on how well the enumerator can explain individual questions to the holdings, ensuring that all questions from the questionnaire are asked, and providing additional explanations as needed in accordance with the Methodological Guidelines.

- During a visit to a holding, the enumerator is required to:
  - Introduce and identify themselves;
  - Show their Authorization and personal identification document (ID card, passport, or driver's license);
  - Explain the purpose of their visit;
  - Communicate to respondents the following statement (to be provided in the next section):

*Good day, I am a representative of the Statistical Office. My name is ..... (show your ID card and Authorization as an enumerator). I am engaged as an enumerator in the agricultural census. The agricultural census is one of the largest statistical surveys, aiming to provide information on the number of agricultural holdings, their structure, agricultural machinery and equipment, and other data for the purposes of official statistics. The data I collect are confidential and will be used exclusively for statistical purposes. I would like to speak with an adult who is best acquainted with the information regarding your holding.*

- The enumerator is required to establish good communication with the respondents;
- The enumerator must inform holdings that they are obliged to provide accurate information requested in the agricultural census and that the enumerator, like all other participants, is required to keep all collected data confidential, which will be used solely for statistical purposes;
- The enumerator must not misuse the census process, for example, by recording or photographing the interview or completed census forms in the presence of the respondent, publicly sharing recordings or photos on the Internet or in the media, or commenting on data collected from other holdings;
- The enumerator must not influence the responses of the person providing data;
- The enumerator is required to read each question with all provided response options;
- The enumerator must not change responses on their own, except if the respondent decides to change an answer while the enumerator is still at the holding;
- After completing fieldwork each day, the enumerator must submit completed forms after 8:00 PM in accordance with the instructions for the data collection and submission application;
- If a holding could not be surveyed successfully (second or third unsuccessful attempt), the enumerator must request approval from the instructor to return to the field;
- After completing fieldwork, the enumerator must return equipment (laptop, charger, bag) and other documentation according to the checklist for returning census materials.

## **Controllers**

Immediately after the completion of the agricultural census, a quality control of the collected data will be conducted through a post-census survey. The post-census survey will be carried out by controllers appointed by the Director of the Statistical Office.

### **1.5. Selection of Participants and Scoring**

Selection of participants for training will be carried out through a Public Call published by the Statistical Office and based on points awarded for information provided by candidates in their applications.

Applications for enumerators and instructors will be submitted via the online application form for enumerators and instructors for the 2024 Agricultural Census.

Eligibility for participation in the Public Call:

1. Adults (18 years or older);
2. Citizens of Montenegro.

Scoring and ranking of candidates based on application:

1. Highest completed education:
  - University education (Levels VI, VII1, VII2, VIII) – 5 points;
  - Higher education (Levels V) – 3 points;
  - High school education (Level IV) – 1 point.
2. Field of education in agriculture, forestry, fisheries, or veterinary science:
  - Yes - 2 points
  - No – 0 points

**3. Participation in statistical surveys in the field of agriculture:**

→ Yes – 4 points

→ No – 0 points

The maximum number of points a candidate can achieve per application is 11 points.

**Note:** *In the event of a tie in the candidate selection process, a priority will be given to the candidate who submitted the application first.*

Selected candidates will follow the instructions of the Statistical Office regarding the submission of data for the preparation of contracts for services, which will be signed by the participants after successfully completing the training.

## **2. PREPARATION OF FIELDWORK**

### **2.1. Public Campaign**

The Statistical Office coordinates and conducts a public campaign about the goal, significance, and content of the agricultural census.

The purpose of the public campaign is to inform the public about the goal and importance of the agricultural census, the manner and timing of its implementation, which holdings will be covered, the data being collected, and the protection of data.

The public campaign aims to create a positive perception among the public regarding the agricultural census, encourage cooperation of agricultural holdings with enumerators, and ensure the collection of reliable data.

The public campaign is conducted before the start of the census and throughout its duration.

Members of the census commission (representative of the local self-government unit from the agricultural service or secretariat; representative of the Directorate for Advisory Services in Crop Production and/or the Directorate for Advisory Services in Livestock Production for the respective local self-government units, Ministry of Agriculture, Forestry, and Water Management) organize panels in the municipalities to promote the agricultural census. They are also responsible for providing venues for the panels and inviting agricultural producers to participate.

The Statistical Office is responsible for preparing presentations for the panels and presenting them.

### **2.2. Forms**

Data are collected through interviews, and enumerators enter data directly in the field using an application model installed on electronic devices. The application model consists of two parts of the questionnaire.

Through the set of questions in the first part of the questionnaire (PO – PP1), agricultural holdings will be identified for which data will be collected in accordance with Article 9 of the Law on the Agricultural Census (“Official Gazette of Montenegro”, No. 77/24) through the main part of the questionnaire (PO – PP). Questions on production are collected on a sample basis through the PO – PP2 questionnaire.

The following forms will also be used in the agricultural census:

- Receipt for issuing electronic devices (Form P-REV1);

- Receipt for issuing address lists (Form P-REV2);
- Authorization for Enumerators (Form P-1);
- Authorization for Instructors (Form P-2)
- Authorization for State Instructors (Form P-3)
- Authorization for Controllers (Form P-4)
- Notice of Enumerator Visit (Form P-5)
- Form for Returning Census Materials (Form P-6)
- Declaration on Compliance with Confidentiality Principles for Instructors (Form P-7)
- Declaration on Compliance with Confidentiality Principles for Enumerators (Form P-8)

### **Authorization for Enumerator (Form P-1)**

This form serves to identify the enumerator during fieldwork. The enumerator is required to carry an identification document (ID card, passport, or driver's license) along with the authorization and present them when entering an agricultural household. The authorization is signed and stamped by the Director of the Statistical Office, and the enumerator receives it along with the survey materials. Carrying the authorization and identification document is mandatory throughout all fieldwork. Upon completion of the survey, the enumerator must return the authorization along with other survey materials.

### **Authorization for Instructor (Form P-2)**

This form serves to identify the instructor during fieldwork. The instructor is required to carry an identification document (ID card, passport, or driver's license) along with the authorization and present them when entering an agricultural household. The authorization is signed and stamped by the Director of the Statistical Office. The instructor receives the authorization after completing the public selection process and meeting the eligibility criteria. Carrying the authorization and identification document is mandatory throughout all fieldwork. Upon completion of the survey, the instructor must return the authorization.

### **Authorization for State Instructor (Form P-3)**

This form serves to identify the state instructor during fieldwork. The state instructor is required to carry an identification document (ID card, passport, or driver's license) along with the authorization and present them when entering an agricultural household. The authorization is signed and stamped by the Director of the Statistical Office. The state instructor receives the authorization after being appointed by the Director of the Statistical Office. Carrying the authorization and identification document is mandatory throughout all fieldwork. Upon completion of the work, the state instructor must return the authorization to the Statistical Office.

### **Authorization for Controller (Form P-4)**

This form serves to identify the controller during fieldwork for post-survey quality checks. The controller is required to carry an identification document (ID card, passport, or driver's license) along with the authorization and present them when entering an agricultural household. The authorization is signed and stamped by the Director of the Statistical Office. The controller receives the authorization along with the survey materials. Carrying the authorization and identification document is mandatory throughout all fieldwork. Upon completion of the post-survey study, the controller must return the authorization along with other survey materials.

### **Notice of Enumerator Visit (Form P-5)**

This form informs the agricultural household that the enumerator visited on the specified date and time but did not find anyone or did not find a person who could provide the requested information. On the same form, the enumerator schedules a date and time for a follow-up visit. The enumerator must enter their name, surname, and phone number for contact by the household to arrange the next visit.

### **Form for Returning Census Materials (Form P-6)**

After completing fieldwork, the enumerator must check all survey materials and electronic devices and hand them over to the instructor. The enumerator must sign the material handover form.

The instructor, after checking the survey materials and electronic devices for the enumerators under their supervision, delivers them to a member of the local government census committee. The Statistical Office collects survey materials and equipment from the census committees no later than December 10, 2024, according to the collection schedule.

### **Declaration on Compliance with Confidentiality (Form P-7 and P-8)**

Before starting fieldwork, both the instructor and enumerator are required to sign a declaration on respecting confidentiality, committing that the data collected in the agricultural survey will not be misused, disclosed to any third party, or made public.

## **2.3. Distribution of Survey Materials and Equipment to Local Government Units**

The Statistical Office organizes the distribution of survey materials and equipment, as well as their delivery, to the following local government units: Berane, Bijelo Polje, Pljevlja, Nikšić, Podgorica, and Bar. These local government units are required to ensure the presence of an authorized person (a member of the local government census committee) for the receipt and unloading of survey materials and equipment.

The Statistical Office is obliged to notify the aforementioned local self-government units in a timely manner about the date of delivery of survey materials and equipment.

## **2.4. Training of Census Participants**

The training of census participants is organized and prepared by the Statistical Office to ensure uniform procedures in the interpretation and application of the methodology and census instructions. Training for participants is conducted at several levels:

1. Training for State Instructors – lasting 5 days, held in the conference hall of the Statistical Office.
2. Training for Instructors and Enumerators – lasting 6 days, organized in multiple local government units: Berane, Bijelo Polje, Pljevlja, Nikšić, Podgorica, and Bar. The training venues for instructors and enumerators are provided by the respective local government units in accordance with the rules and instructions of the Statistical Office.

All census participants are required to attend the training sessions, during which they will be familiarized with methodological clarifications as well as the procedure for filling out the electronic questionnaire and data transmission.

After the completion of the training, all participants must take tests to verify their readiness for engagement in the census.

For a successful training, it is necessary to provide rooms equipped with a sufficient number of tables and chairs, multiple internet connections, an adequate number of power outlets for

electronic devices, a projector and speakers, as well as other aids required for effective training.

### **2.5. Distribution of Census Materials and Equipment to Enumerators**

After successfully completing the training and passing the test, enumerators are provided with the materials and electronic devices necessary for conducting the census of holdings.

Enumerators receive the following materials:

- Methodological guidelines,
- Address directory,
- Revers for borrowing electronic devices,
- Revers for borrowing the address directory,
- Statement on compliance with confidentiality principles,
- Authorization for enumerators,
- Notification of enumerator's visit.

When receiving electronic devices and the address directory, enumerators sign the corresponding revers to confirm receipt.

## **3. COLLECTION OF CENSUS MATERIALS**

After completing fieldwork, enumerators are required to hand over the assigned census materials to their instructor. The materials that enumerators submit to the instructor include:

- Methodological instructions,
- Address directory,
- Revers for borrowing electronic devices,
- Revers for borrowing the address directory,
- Statement on compliance with confidentiality principles,
- Authorization for enumerators.

In addition, enumerators are required to return the assigned electronic device (laptop) and sign the revers confirming its return. When receiving the laptop, the instructor must check for any physical damage and, if any is found, prepare a written report documenting it. Instructors then hand over the census materials to the representative of the local government census commission. The representative of the local government will further deliver the materials to the chairperson of the census commission for the municipalities of Podgorica, Nikšić, Berane, Bijelo Polje, Pljevlja, and Bar, along with all accompanying documentation necessary for the handover process. The information and forms will be delivered in a timely manner by the chairperson of the census commission to the specified local government units.

The census materials are scheduled to be delivered on December 1, 2024, following the completion of the agricultural census. On the same day, a final meeting of the census commission will be held.

### **3. POST-CENSUS SURVEY**

The post-census survey is conducted to control the quality of the agricultural census data. This survey collects data that will be used to assess errors in the coverage of census units and errors in responses to selected questions. Data will be collected from households in the selected census enumeration areas regarding agricultural land used and number of livestock, which will determine whether the household meets the criteria defined in Article 4 of the Agricultural Census Law (Official Gazette of Montenegro No 77/24).

The assessment of errors in unit coverage and responses is used to evaluate the reliability of the data. Given the importance of the agricultural census, the reliability assessment serves as a measure of quality and provides users with assurance of the accuracy and reliability of the collected data. It will not be used to correct the results obtained from the agricultural census.

### **4. PRELIMINARY RESULTS**

The Statistical Office will publish preliminary results of the agricultural census no later than 90 days after the completion of the census, at the aggregate level for the territory of Montenegro.

The Statistical Office will publish the final results of the agricultural census according to the census activity plan.

## 5. SCHEDULE OF ACTIVITIES

Table: Deadlines for completing the main tasks in the Agricultural Census

	ACTIVITY	ORGANIZES / IMPLEMENTS	PERIOD OF IMPLEMENTATION
<b>ACTIVITY PLAN FOR PREPARATION AND IMPLEMENTATION OF THE AGRICULTURAL CENSUS 2024</b>			
1	Conducting the Pilot Agricultural Census (CAPI method)	Statistical Office	July 2024
2	Public call for engaging enumerators and instructors	Statistical Office	September 2024
3	Selection of enumerators, instructors, and chief instructors	Statistical Office	September 2024
4	Training of state instructors	Statistical Office	26 - 30 August 2024
5	Preparation of materials (laptops) for enumerators' fieldwork	Statistical Office	September 2024
6	Publication of the list of candidates for instructors for training purposes	Statistical Office	September 2024
7	Publication of the list of candidates for enumerators for training purposes	Statistical Office	September 2024
8	Provision of premises for training instructors and enumerators	Census Commission	September 2024
9	Packaging and distribution of training materials (soft folders)	Statistical Office	September 2024
10	Training of instructors and enumerators	Statistical Office	23 - 30 September 2024
11	Selection of instructors based on the list of candidates who passed the test	Statistical Office	September 2024
12	Selection of enumerators based on the list of candidates who passed the test	Statistical Office	September 2024
13	Fieldwork	Enumerators, instructors, census commission	1 October 2024 - 1 December 2024
14	Fieldwork monitoring	Instructors, census commission	1 October 2024 - 1 December 2024
15	Handover of laptops and accompanying documentation from fieldwork	State instructors, instructors, enumerators, census commission	2 - 10 December 2024
16	Preparation of post-census survey	Statistical Office	October – November 2024
17	Selection of controllers for the post-census survey	Statistical Office	November 2024
18	Training of controllers for the post-census survey	Statistical Office	To be defined later
19	Post-census survey – fieldwork	Controllers	16 – 23 December 2024

Table: Deadlines for completing the main tasks in the Agricultural Census

/Continue/

	ACTIVITY	ORGANIZES / IMPLEMENTS	PERIOD OF IMPLEMENTATION
	<b>ACTIVITY PLAN FOR THE PREPARATION AND CONDUCT OF THE AGRICULTURAL CENSUS 2024</b>		
20	Data processing	Statistical Office	2025
21	First results	Statistical Office	February 2025
22	Progressive publication of agricultural census data	Statistical Office	2025 - 2026
23	Preparation of the database for submission to Eurostat	Statistical Office	December 2025

### III APPLICATION FOR DATA COLLECTION, DATA TRANSMISSION, AND ADDRESS REGISTER DOWNLOAD

#### 1. Application for data collection

On the laptop desktop, there are two folders used for field data collection purposes: Data Collection (*prikupljanje podataka*) and Data Transmission (*slanje podataka*) and Address Register Download (*preuzimanje adresara*) (Figure 1).

The Data Collection (*prikupljanje podataka*) folder contains the data collection application (Figure 1a).

The Data Transmission and Address Register Download (*slanje podataka i preuzimanje adresara*) folder contains the application for downloading the address register and transferring data (Figure 1b).

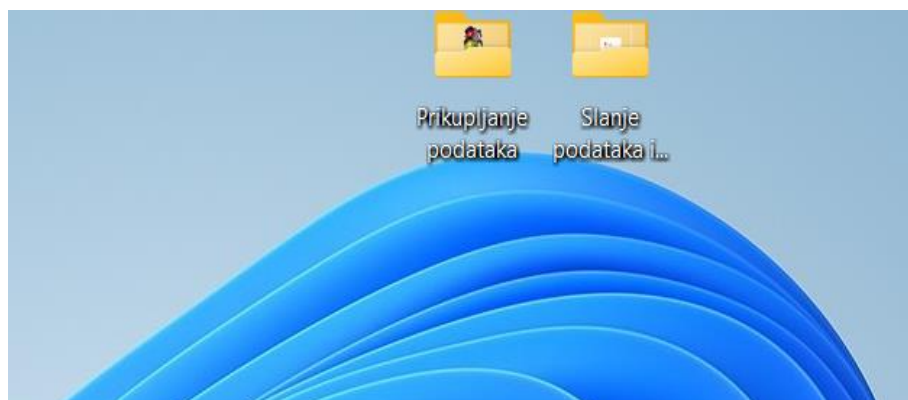


Figure 1. Folders for Data Collection, Data Transmission, and Address Register Download



Figure 1a. Data Collection Application

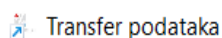


Figure 1b. Application for Downloading the Address Register and Data Transfer

## 2. Use of the Data Transfer Application

**Note:** The data transfer application operates in online mode, so an internet connection must be established when it is used.

The data transfer icon is opened by positioning the mouse cursor over it and pressing Enter, or by double-clicking it, after which the initial screen opens as shown in Figure 2.

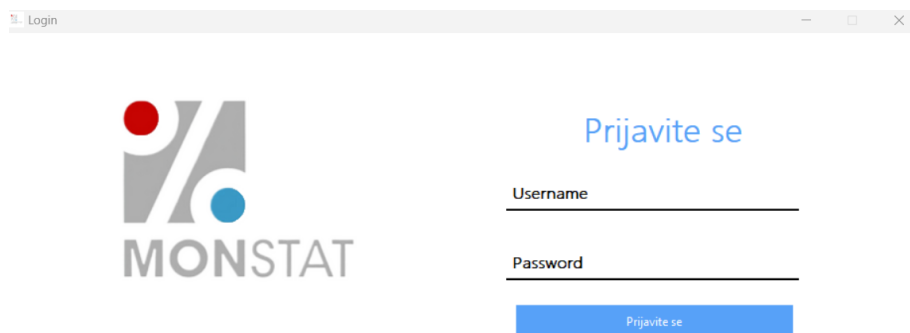


Figure 2. Entering Username and Password

After entering the Username and Password, selecting the "Log In" (**Prijavi se**) option displays the screen as shown in Figure 3.



Figure 3. Downloading, sending, and viewing questionnaires and the address book

Options on figure 3 serve for:

- Download (Preuzmi) – downloading the address book
- Send (Pošalji) – sending the collected data
- View (Pregledaj) – information on households that need to be revisited
- Exit (Izlaz) – exit the application.

### 3. Using the Data Collection Application

Data collection can be performed between 7:00 and 20:00.

**Note:** The data collection application works in offline mode, so an internet connection is not required.

The icon for data collection is opened by positioning the mouse over it and pressing Enter or by double-clicking. This will open the first panel as shown in Figure 4.



Figure 4. Start of the Data Collection Application

By selecting Option 1 – Start a New Questionnaire (Započni novi upitnik), data collection for a household is enabled after entering the username and password (see Figure 5).

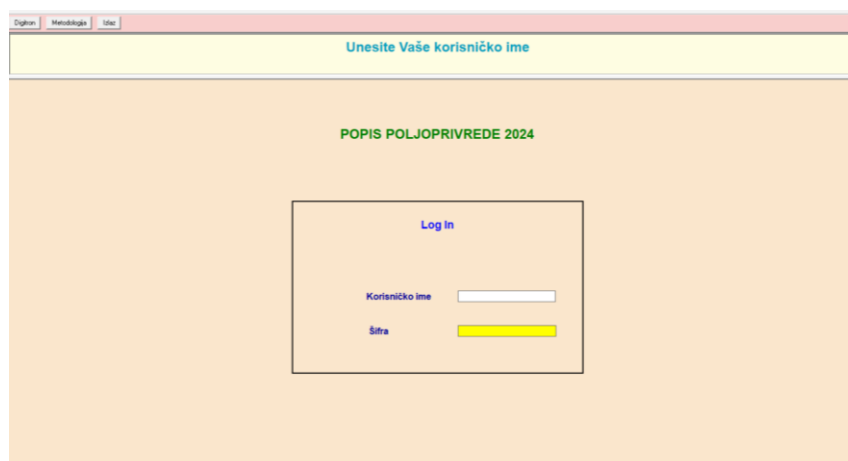


Figure 5. Entering Username and Password

Figure 6. First Page of the Questionnaire

At the top of the application, there are questions to be read to the respondent. Answers are selected according to Figure 7 or values are entered if the questions concern area, the number of certain categories, or similar data. Fields with entered values are coloured green. The currently selected field is coloured white (the field you are on). Fields where data needs to be entered are coloured yellow. Questions that are not asked to the respondent are coloured gray.

On each page of the questionnaire, in the top-left corner, there are three options:

- Calculator (kalkulator) – displays a calculator,
- Methodology (metodologija) – opens the methodology,
- Exit (izlaz) – allows exiting the application.

Figure 7. Question Display

When there is a need to return to an already surveyed holding and update the completed questionnaire, select Option 2 – Edit Questionnaire and enter the holding ID (see Figures 4 and 5). After that, a message appears as shown in Figure 8. By selecting Yes, the data collection for the holding continues.

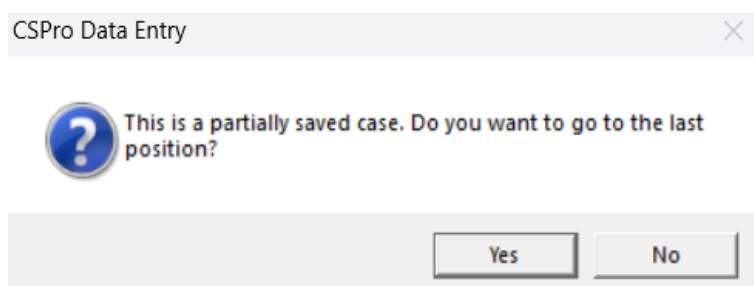


Figure 8. Message After Selecting “Edit Questionnaire”

During data collection, if there is an incorrect total or another error, warning messages appear as shown in Figures 9a and 9b. Figure 9a shows an example of a message requiring data correction because, based on the entered responses, an error has occurred. Figure 9b shows a message that appears if a value entered is outside the required range.



Figure 9a. Example of a Message for Incorrect Total

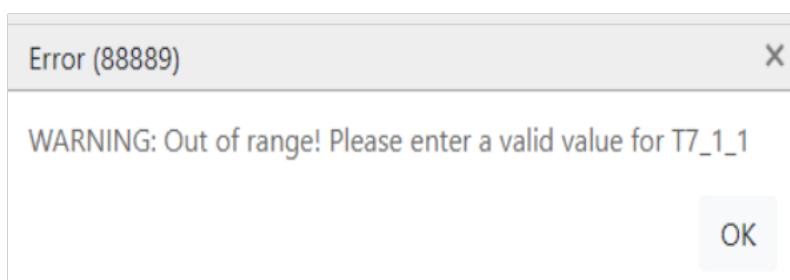


Figure 9b. Data Not Within the Required Range

After completing the data collection from the respondent, you need to select the Yes option that appears on the screen, which will finalize the census of the agricultural holding (Figure 10). Additionally, in the Notes section, you must enter a specific remark, indicating whether there is any note from the respondent or the enumerator. The Notes field cannot be left empty.

Figure 10. Completed Census of the Agricultural Holding

## IV APPLICATION FOR DATA MONITORING FOR INSTRUCTORS

The application is accessed online using the internet.

### 1. User Login

When a user accesses the application via the above-mentioned link, the login screen is displayed (Figure 1). The user must enter their username and password and complete the login by clicking the “Login” button.

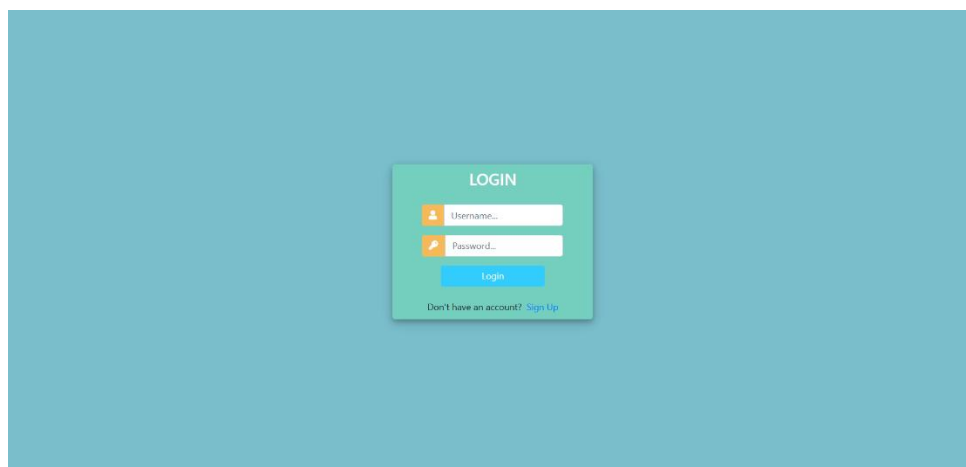


Figure 1. Login Page

### 2. Home Page

After a successful login, the user is redirected to the home page (Figure 2). This page contains the following information:

- **Navigation Bar** – includes the Dashboard (home page) and a Logout button.
- **Left Side** – a list of enumerators with their information (phone, email, name).
- **Right Side** – display of the most recently submitted questionnaires.

Dashboard Questionnaires		Hello, controller2 Logout				
Popisivači			Poslednji upitnici			
	Popisivač	Telefon	Mail			
View	Popisivač3	11111111	popisivač3@gmail.com			
View	Popisivač5	3333333	jovanovic@gmail.com			
			Upitnik	Datum unosa	Status	Prag
			894389	Sept. 17, 2024, 10:21 a.m.	6	2
			894362	Sept. 17, 2024, 10:21 a.m.	6	2
			894354	Sept. 17, 2024, 10:21 a.m.	6	2
			894346	Sept. 17, 2024, 10:21 a.m.	6	2
			894338	Sept. 17, 2024, 10:21 a.m.	6	2
			894320	Sept. 17, 2024, 10:21 a.m.	6	2

Figure 2. Home Page

### 3. Checking Entered Questionnaires

When the user clicks the "VIEW" button next to the enumerator's name in the left table, the screen shown in Figure 3 opens.

At the top of the screen, there are four labels displaying:

1. Holdings meeting the threshold,
2. Enumerator contact information,
3. Total number of questionnaires,
4. Submitted questionnaires (with percentage).

Below these labels, there are filters that allow the user to filter data to more easily find a specific holding. After selecting the filters, clicking the "Search" button will filter the data.

The user can scroll to the bottom of the page to view all questionnaires submitted by the selected enumerator (Figure 3). Individual questionnaires can be accessed by clicking the "Read" button.

The screenshot shows a web application interface for checking entered questionnaires. At the top, there's a navigation bar with 'Dashboard' and 'Questionnaires' links, and a user greeting 'Hello, controller2'. Below this, there are four summary cards: 'Gazdinstva koja zadovoljavaju prag' (0), 'Kontakt' (enumerator info: Ime: Popisivač5, Email: jovanovic@gmail.com, Phone: 33333333), 'Ukupno upitnika' (6), and 'Dostavljeni upitnici' (6, 100.00%). Below these are various filter fields for Idgazi, SifraPopisivača, SifraInstruktor, OpštinaSifra, PKSifra, RbSifra, Ime, and Date created. A 'Search' button is present. At the bottom, there's a table with columns: Upitnik, Datum unosa, Prag, Status G, Status upitnika, and Read. The table contains three rows of data.

Upitnik	Datum unosa	Prag	Status G	Status upitnika	Read
351687	Sept. 17, 2024, 10:14 a.m.	None	3	Pregledan i neispravan	<a href="#">Read</a>
351695	Sept. 17, 2024, 10:19 a.m.	2	6	Ispravan i zaključen	<a href="#">Read</a>
351717	Sept. 17, 2024, 10:20 a.m.	2	6	Ispravan i zaključen	<a href="#">Read</a>

Figure 3. Home Page

The layout of the questionnaire is shown in Figure 4. At the bottom of the screen, there are two buttons (Figure 5):

- **Back** - returns the user to the previous page of the questionnaire (or, from the first page, back to the enumerator's page).
- **View Tabela2\_1** - redirects the user to the next page of the questionnaire.

This process repeats through all pages up to view\_tabela12\_1. From view\_tabela2\_1 onward (pages view\_tabela3\_1, view\_tabela4\_1, etc.), the Back button takes the user to the previous questionnaire page, not to the enumerator's page.

Any error messages are displayed at the top of the screen in red. Each message includes an error code and an explanation.

Figure 4. Questionnaire Layout

Figure 5. Questionnaire Layout

Information about potential errors is displayed at the top of the screen. This information includes an error code and an explanation (Figure 5a).

### Greške:

G8012 - Ako imamo površinu koja je tretirana stajskim đubrivom moja postojati podatak u tabeli za skladištenje đubriva.

Figure 5a. Error information

The screenshot displays a questionnaire form with the following fields:

- Tehničko drvo (liščari):
- Drvo za celulozu (četinari):
- Drvo za celulozu (liščari):
- Ogrijevno drvo (četinari):
- Ogrijevno drvo (liščari):
- Ekstremne prirodne promjene ili katastrofe pogodile gazd.u posljednje 3 god.:
- Gubitak usjeva:
- Gubitak soke:
- Gubitak akvakulture:
- Gubitak biomase:
- Oštećenja ili gubitak objekta:
- Ostali fizički gubici:
- Napomena: proba
- Ime ispitanika:
- Prezime ispitanika:
- Odnos prema nosiocu:
- Telefon:
- Email:
- Kraj popisivanja (čas): 12
- Kraj popisivanja (minut): 20
- Prag: 0
- Prag Stoka: 0

At the bottom, there is a status dropdown menu currently showing "Pregledan i neispravan", a "Back" button, and a "Save" button.

Figure 6. Questionnaire appearance

At the bottom of the screen displaying data from chapter 12 of the questionnaire (Table12\_1), there is a "back" button, as well as information about the current status of the questionnaire.

In the dropdown menu at the bottom of this page, it is possible to assign the questionnaire status (Figure 7):

- " **Reviewed and incorrect** "
- " **Correct and locked** "

The user needs to select one of the statuses and press the "Save" button. After a successful status change of the questionnaire, the user will be returned to the enumerator's list page.

The screenshot shows a dropdown menu with the following options:

- Back
- Pregledan i neispravan
- Pregledan i neispravan
- Ispravan i zaključan

Figure 7. Questionnaire status

Exiting the application is done by pressing the button **Logout** in the upper right corner of the screen.

## V REGISTER OF AGRICULTURAL HOLDINGS

The Statistical Office has compiled a Register of Agricultural Holdings consisting of a list of selected holdings, updated using available official statistics sources and administrative sources. The available official statistics sources include the Statistical Register of Agricultural Holdings and the 2023 Census of Population, Households and Dwellings, while administrative sources include the Register of Agricultural Holdings and the register of the Administration for Food Safety, Veterinary and Phytosanitary Affairs. If, during fieldwork, it is determined that there are agricultural holdings that were subsequently registered with the Ministry of Agriculture, Forestry and Water Management, or if information is received from the Census Commission indicating that there are agricultural holdings not included in the register but required to be enumerated, such holdings shall be included in the register and enumerated accordingly.

All agricultural holdings included in the Register of Agricultural Holdings shall be enumerated by the Agricultural Census. The enumerator is required to visit and enumerate all holdings listed in the register.

### ADRESAR POPIS POLJOPRIVREDE ZA 2024. GODINU

Naziv opštine: \_\_\_\_\_ Popisivač: \_\_\_\_\_ Šifra popisivača: \_\_\_\_\_

ID	Ime i prezime nosioca gazdinstva	Naselje	Ulica	Broj	Indikator	Potpis lica koje je dalo podatke	Napomena

Figure 1. Example of the Register

Enumerators shall receive the register in paper form and will automatically download it to their computer as part of the data collection application. The paper version of the register contains all identification information on the agricultural holding, as shown in Figure 1. In the signature column, the respondent is required to sign in order to give consent to the data entered by the enumerator into the data collection application.

As part of the Agricultural Census, the following annual surveys are also conducted: the Survey on Achieved Yields of Late Crops, Fruit and Grapes, and the Survey on Livestock and Poultry Numbers. Accordingly, the Register of Agricultural Holdings includes an indicator in the "Indicator" column, which determines the set of questionnaire modules to be activated for each agricultural holding.

*Indicator 5* enables the entry of data for chapters relating to crop production, land management practices, persons involved in carrying out agricultural activities on the holding, production for livestock, grazing of livestock on mountain pastures/commons, livestock housing facilities, and climate change.

Where no indicator is marked in the "Indicator" column, structural data on the agricultural holding shall be entered.

Upon receipt of the register, the enumerator is required to sign a receipt for the use of the register, thereby undertaking to safeguard and use it solely for its intended purpose and not to damage or misuse it. Furthermore, upon returning the materials after completion of the Agricultural Census, the enumerator is required to return the used register and sign a receipt confirming that the register has been returned.

## VI FILLING OUT THE QUESTIONNAIRE

### I PART – Questionnaire

#### 1. IDENTIFICATION DATA OF THE HOLDING

When entering the holding ID, data are automatically retrieved from the directory, including municipality, enumeration area, holding serial number, first and last name, settlement, street, number, company name, and tax identification number (TIN) if it is a company. The enumerator has the option to update all data in the second part of the questionnaire.

#### 2. HOLDING STATUS

**Status 1. The holding was visited three times, but the holder or another person who could provide information was not found**

The enumerator must visit the holding listed in the directory three times. If, even after the third visit, the enumerator cannot conduct an interview with a person from the directory, **Status 1 is entered: The holding was visited three times, but the holder or another person who could provide information was not found.** For Status 1, the time spent on enumeration is not recorded; instead, it is entered in **Table 3 – unsuccessful enumeration attempts.**

If the enumerator cannot locate the address listed in the directory, **Status 2 is entered: Holding address not found.**

**Status 3. Abandoned house**

This status is entered if the enumerator determines based on the actual situation on the ground that there is no activity on the holding, or if it is established that the selected holding no longer exists at the given address, i.e., it has been closed or abandoned (due to moving abroad for work, death, etc.).

**Status 4. The holding refused to cooperate**

If the enumerator is unable to conduct the enumeration despite all efforts, Status 4 is entered. In this case, **the reason for refusal** should be entered in the notes.

**Status 5. The holding is a duplicate of another holding**

If the enumerator finds that two holdings in the directory actually refer to the same holding (e.g., father and son now operate as a single holding, with the son as the holder), the enumerator records the holder of that holding (son). In the questionnaire for the other holding, the duplicated holding ID (father's holding ID) is entered, and enumeration is completed.

If the holding agrees to participate in the census, enter **Status 6: The holding has agreed to cooperate.**

**In your opinion, is the household engaged in agricultural production?** If, for statuses 1, 3, or 4, the enumerator determines that the holding is engaged in agricultural production, enter 1 for **YES**. If the enumerator determines that the holding is not engaged in agricultural production, enter 2 for **NO**.

### 3. UNSUCCESSFUL ENUMERATION ATTEMPTS

The enumerator is required to visit the selected agricultural holding **three** times, recording the date, time of visit, and the number of unsuccessful enumeration attempts. During the first unsuccessful enumeration attempt, the enumerator selects **status 1** and enters the date and time of the first unsuccessful attempt in Table 3. During the second visit, the enumerator again selects the status of the holding. The enumerator is required to complete a notice of a repeated visit.

**Note:** When status 1 is selected, completing Table 3 – number of unsuccessful attempts – is mandatory.

### 4. DATE AND TIME OF ENUMERATION

The date and time of enumeration are automatically filled in for each status, except for **status 1**, in Table 2.

### 5. GENERAL INFORMATION ABOUT THE HOLDING

For question number 1. **Has the holding carried out agricultural production in the last 12 months**, one of the offered answers may be entered:

- If the answer is **Yes**, enter 1 and proceed to **question 6**;
- If the answer is **No**, enter 2. In the case that the holding is not engaged in agriculture, the enumerator must select one of the offered reasons for non-engagement, as follows:

**2.1. The holding has never been engaged in agriculture;**

**2.2. The holding has ceased agricultural production and left the land uncultivated**, which implies that the agricultural holding was previously engaged in agriculture but, in the reference year, is no longer engaged for economic, social, or other reasons. Enter the area of uncultivated land in ha and/or m2.;

**2.3. The holding has sold or land given in tenure to various persons.**

**2.4. The holding has been sold or land given in tenure to another person. The enumerator is required to enter, in field**

**2.5 (Can you tell me the first and last name, municipality, and settlement of the person to whom the holding was sold/given in tenure?),** the details of the person to whom the holding was sold/given in tenure (first and last name, municipality, settlement).

**Agricultural production** is the cultivation of agricultural crops (cereals, potatoes, pulses for dry grain, industrial crops, medicinal, aromatic and spice plants, fodder crops, vegetables, flowers, ornamental plants, seeds, planting material, fruit and grapevines), mushroom growing, livestock breeding (cattle, pigs, sheep, goats), poultry farming, and the raising of other animals (horses, donkeys, hinnies, mules, bees, rabbits), as well as the processing of one's own grapes into wine and one's own olives into oil.

**Agricultural production** does not include riding horse studs, racehorses, galloping horses (i.e. land used for training racehorses), the processing of agricultural products (except for the processing of one's own grapes into wine and one's own olives into oil), forestry, hunting, fishing or fish farming, or the provision of agricultural services to others using one's own machinery.

## 6. THRESHOLD

For question number 1, **Was the holding engaged in crop (plant) production in the period from 1 October 2023 to 30 September 2024**, one of the offered answers may be entered:

- If the answer is **Yes**, enter 1 and proceed to **question 2**;
- If the answer is **No**, enter 2 and proceed to **Table 6.1**.

**Crop production** refers to the cultivation of plant crops (cereals, potatoes, pulses for dry grain, industrial crops, medicinal, aromatic and spice plants, fodder crops, vegetables, flowers, ornamental plants, seeds, planting material, fruit, grapevines and mushrooms), as well as the processing of one's own grapes into wine and one's own olives into oil. Crop production does not include the processing of agricultural products (except for the processing of one's own grapes into wine and one's own olives into oil), nor the cultivation and exploitation of forests.

For question number 2, **Does the holding use at least 5,000 m<sup>2</sup> of agricultural land?**, one of the offered answers may be entered:

- If the answer is **Yes**, enter 1 and proceed to **question 3**;
- If the answer is **No**, enter 2 and proceed to **question 3**.

**Utilised agricultural land** represents the total agricultural area used during the reference period (from 1 October 2023 to 30 September 2024), i.e. land used for growing agricultural crops. Utilised agricultural land includes arable land, areas where products for household consumption are grown, orchards, vineyards, nurseries, meadows and pastures. This may include land owned by household members that is not given in tenure out and that the holding uses or cultivates, as well as land taken from others for use, i.e. land taken in tenure.

For question number 3, **Does the holding use at least 3,000 m<sup>2</sup> of arable land?**, one of the offered answers may be entered:

- If the answer is **Yes**, enter 1 and proceed to **question 4**;
- If the answer is **No**, enter 2 and proceed to **question 4**.

**Arable land** consists of land areas that are regularly cultivated and on which crops are sown/planted according to a specific sequence (crop rotation). Crop rotation represents a regular and predetermined succession of crops (rotation system) in order to use land more efficiently. Cereals, potatoes, fodder crops, vegetables and other crops are grown on arable land. Arable land also includes fallow land (land left at rest from which no yield is obtained during the year). Crops on arable land are generally rotated every year, but perennial crops may also be grown on arable land. If a single crop is grown for more than five years on the same area (for example, grass mixtures), that area is not considered arable land but is recorded under the appropriate category of utilised land (for example, meadows). However, areas under certain perennial plant species, such as strawberries, roses, etc., are included as arable land even if they occupy the land for more than five years.

For question number 4, **Does the holding cultivate at least 1,000 m<sup>2</sup> of aromatic, medicinal, spice and ornamental plants, flowers, seeds and seedlings?**, one of the offered answers may be entered:

- If the answer is **Yes**, enter 1 and proceed to **question 5**;
- If the answer is **No**, enter 2 and proceed to **question 5**.

Aromatic, medicinal, spice and ornamental plants, flowers, seeds and seedlings are also cultivated on arable land.

For question number 5, **Does the holding use at least 1,000 m<sup>2</sup> of fruit, berry and nut crops, vineyards, olive groves, nurseries and other perennial plantations?**, one of the offered answers may be entered:

- If the answer is **Yes**, enter 1 and proceed to **question 6**;
- If the answer is **No**, enter 2 and proceed to **question 6**.

**Plantation orchards** are areas planted with fruit trees at a defined spacing between rows and within rows. Mechanised cultivation can be carried out in them and, as a rule, other agrotechnical measures are applied. These are usually larger plantations of fruit trees and berry crops (raspberries, blackberries, currants, blueberries) mainly intended for sale.

**Extensive orchards** are semi-intensive or extensive fruit plantations mainly intended for own consumption. This includes trees located in yards, home gardens, boundary lines, along roads, and orchards with mixed fruit species. The area of extensive orchards is recorded only if the area has not already been recorded as meadow and if the economic value of the orchard is higher.

**Vineyards** are plantations of grapevines intended for grape production. Plantation vineyards are areas planted with grapevines at a defined spacing between vines, where mechanised cultivation is possible and where other agrotechnical measures are usually applied.

**Nurseries** are areas of land where young woody plants are grown for later transplanting and include: fruit seedlings, grapevine seedlings, ornamental plants and forest tree seedlings. Nursery areas include commercial forest tree nurseries, whether located in forests or outside them, as well as non-commercial forest tree nurseries grown by the holding for its own needs outside forest land (nurseries for the holding's own needs located on forest land are excluded).

For question number 6, **Does the holding use at least 100 m<sup>2</sup> of greenhouse (plastic house) area?**, one of the offered answers may be entered:

- If the answer is **Yes**, enter 1 and proceed to **question 7**;
- If the answer is **No**, enter 2 and proceed to **question 7**.

**Greenhouse areas** refer to areas of crop production (vegetables, watermelons, melons, strawberries, flowers, ornamental plants, etc.) that are fully or for most of the growing period covered with rigid or flexible plastic and equipped with standard installations (irrigation, heating, ventilation). Areas covered with plastic laid directly on the ground, land under fabric, or tunnels inaccessible to people are not included.

For question number 7, **Does the holding cultivate at least 100 m<sup>2</sup> of mushrooms?**, one of the offered answers may be entered:

- If the answer is **Yes**, enter 1 and proceed to **Table 6.1**;
- If the answer is **No**, enter 2 and proceed to **Table 6.1**.

**Cultivated mushrooms** are grown in facilities specially prepared for mushroom production, as well as in basements, underground rooms, tunnels, and similar spaces.

## 6.1. NUMBER OF LIVESTOCK AND POULTRY

Table 6.1 records data on the number of livestock and poultry by type and category, as at 30 September 2024.

For the question **Is the holding engaged in livestock production?**, one of the offered answers may be entered:

- If the answer is **Yes**, enter 1 and proceed to **question 1**;
- If the answer is **No**, enter 2 and proceed to **Table 7**.

Under serial number **1**, enter the total number of cattle.

Under serial number **2**, enter the number of calves up to 8 months of age, and young cattle older than 8 months but not more than 12 months, regardless of sex and purpose.

Under serial number **3**, enter the number of cattle aged from 1 to 2 years, regardless of sex and purpose.

Under serial number **4**, enter the number of cattle older than 2 years, male animals for breeding and slaughter (bulls and oxen).

Under serial number **5**, enter the number of cattle older than 2 years, heifers for breeding and slaughter. All heifers intended for breeding and slaughter that are older than 2 years are recorded. This includes heifers being prepared for first insemination, as well as pregnant heifers from which the first offspring is expected.

Under serial number **6**, enter the number of dairy cows. Dairy cows are cows that have already calved (including those up to 2 years of age) and that, due to their type/breed or special characteristics, are kept exclusively for milk production for human consumption or for the production of dairy products. This also includes pregnant cows that are currently not being milked, as well as selected dairy cows that have been removed from milk production for slaughter, whether or not they were fattened between the last lactation and slaughter.

Under serial number **7**, enter the number of other cows. Other cows are female cattle that have already calved and that, due to their type/breed or special characteristics, are kept exclusively or mainly for calf rearing (cow–calf system), and whose milk is not intended for human consumption or for the production of dairy products. This category also includes cows that, after calving, are used for work, as well as cows intended for slaughter, whether fattened or not before slaughter.

Under serial number **8**, enter the total number of sheep of all ages, including adult sheep and lambs.

Under serial number **9**, enter the total number of goats of all ages, including adult goats and kids.

Under serial number **10**, enter the total number of pigs.

Under serial number **11**, enter the number of piglets weighing less than 20 kg, regardless of sex and purpose..

Under serial number **12**, enter the number of pregnant sows and other sows weighing 50 kg or more. Pregnant sows are female breeding animals that have farrowed at least once. Other sows include sows that are being fattened for slaughter.

Under serial number **13**, enter the number of other pigs.

Under serial number **14**, enter the total number of poultry by type, purpose, sex and age.

Under serial number **15**, enter the number of chickens intended for fattening – broilers.

Under serial number **16**, enter the number of laying hens. This includes all hens that have started laying eggs, regardless of whether the eggs are for consumption or for hatching.

Under serial number **17**, enter the number of other chickens. This includes non-laying hens and roosters.

Under serial number **18**, enter the total number of turkeys, regardless of age, sex and purpose.

Under serial number **19**, enter the total number of ducks, regardless of age, sex and purpose.

Under serial number **20**, enter the total number of geese, regardless of age, sex and purpose.

Under serial number **21**, enter the number of other poultry. Other poultry includes quails, pheasants, ostriches, guinea fowl, pigeons and others, regardless of age, sex and purpose.

Under serial number **22**, enter the total number of horses, donkeys, hinnies and mules, regardless of sex, age and purpose.

Under serial number **23**, enter the total number of beehives.

Under serial number **24**, enter the total number of rabbits – breeding females.

## **7. DOES THE HOLDING PRODUCE AGRICULTURAL PRODUCTS TOGETHER WITH ANOTHER AGRICULTURAL HOLDING (FATHER, BROTHER, SISTER, ETC.)**

For the question **Does the holding produce agricultural products together with another agricultural holding (father, brother, sister, etc.)?**, one of the offered answers may be entered:

- If the answer is **Yes**, enter 1 and proceed to **question 1**. In this case, under serial number 1, it is necessary to enter the first and last name, municipality and settlement of the person with whom the holding jointly carries out agricultural production. It is possible to enter data for more than one person.
- If the answer is **No**, enter 2 and proceed to the **main questionnaire**.

## 8. AREAS OF UTILISED AGRICULTURAL LAND

Table 8 records the areas of agricultural land by categories of use in the period from 1 October 2023 to 30 September 2024, only in cases where the holding has not met the threshold (Table 6).

For question number 1, **Do you cultivate arable land?**, one of the offered answers may be entered:

- If the answer is **Yes**, enter 1 and proceed to **question 1.1**;
- If the answer is **No**, enter 2 and proceed to **question 2**.

Under serial number **1.1**, enter the area of arable land used by the holding in open fields. The area is entered in ha and/or m<sup>2</sup>.

For question number **1.2**, **Do you agree with the stated arable land area?**, one of the offered answers may be entered:

- If the answer is **Yes**, enter 1 and proceed to **question 2**;
- If the answer is **No**, enter 2 and ask the holding to state the exact arable land area.

For question number **2**, **Do you have production in greenhouses?**, one of the offered answers may be entered:

- If the answer is **Yes**, enter 1 and proceed to **question 2.1**;
- If the answer is **No**, enter 2 and proceed to **question 3**.

Under serial number **2.1**, enter the total greenhouse area used by the holding. The area is entered in ha and/or m<sup>2</sup>.

For question number **2.2**, **Do you agree with the stated greenhouse area?**, one of the offered answers may be entered:

- If the answer is **Yes**, enter 1 and proceed to **question 3**;
- If the answer is **No**, enter 2 and ask the holding to state the exact greenhouse area.

For question number **3**, **Do you cultivate areas used for producing food for household members?**, one of the offered answers may be entered:

- If the answer is **Yes**, enter 1 and proceed to **question 3.1**;
- If the answer is **No**, enter 2 and proceed to **question 4**.

Under serial number **3.1**, enter the total area on which the holding produces food for household members. Areas used for producing food for household members include areas where plant crops such as various types of vegetables, potatoes, fruit and grapevines are grown. The area is entered in m<sup>2</sup>.

For question number **3.2**, **Do you agree with the stated area used for producing food for household members?**, one of the offered answers may be entered:

- If the answer is **Yes**, enter 1 and proceed to **question 4**;
- If the answer is **No**, enter 2 and ask the holding to state the exact area used for producing food for household members.

For question number **4, Do you have orchards (areas used for producing food for household members are excluded)?**, one of the offered answers may be entered:

- If the answer is **Yes**, enter 1 and proceed to question 4.1;
- If the answer is **No**, enter 2 and proceed to question 5.

Under serial number **4.1**, enter the total area on which the holding cultivates orchards. The area is entered in ha and/or m<sup>2</sup>.

For question number **4.2, Do you agree with the stated orchard area?**, one of the offered answers may be entered:

- If the answer is **Yes**, enter 1 and proceed to **question 5**;
- If the answer is **No**, enter 2 and ask the holding to state the exact orchard area.

For question number **5, Do you have olive groves (areas used for producing food for household members are excluded)?**, one of the offered answers may be entered:

- If the answer is **Yes**, enter 1 and proceed to **question 5.1**;
- If the answer is **No**, enter 2 and proceed to **question 6**.

Under serial number **5.1**, enter the total area on which the holding cultivates olive groves. The area is entered in hectares (ha) and/or square meters (m<sup>2</sup>).

For question number **5.2, Do you agree with the stated olive grove area?**, one of the offered answers may be entered:

- If the answer is **Yes**, enter 1 and proceed to **question 6**;
- If the answer is **No**, enter 2 and ask the holding to state the exact olive grove area.

For question number **6, Do you have vineyards (areas used for producing food for household members are excluded)?**, one of the offered answers may be entered:

- If the answer is **Yes**, enter 1 and proceed to **question 6.1**;
- If the answer is **No**, enter 2 and proceed to **question 7**.

Under serial number **6.1**, enter the total area on which the holding cultivates plantation vineyards. The area is entered in hectares (ha) and/or square meters (m<sup>2</sup>).

For question number **6.2, Do you agree with the stated vineyard area?**, one of the offered answers may be entered:

- If the answer is **Yes**, enter 1 and proceed to **question 7**;
- If the answer is **No**, enter 2 and ask the holding to state the exact area of plantation vineyards.

For question number **7, Do you use meadows and pastures for hay production or grazing?**, one of the offered answers may be entered:

- If the answer is **Yes**, enter 1 and proceed to **question 7.1**;
- If the answer is **No**, enter 2 and proceed to **question 8**.

Under serial number **7.1**, enter the total area of used meadows and pastures. The area is entered in ha and/or m<sup>2</sup>.

For question number **7.2, Do you agree with the stated total area of meadows and pastures?**, one of the offered answers may be entered:

- If the answer is **Yes**, enter 1 and proceed to **question 8**;
- If the answer is **No**, enter 2 and ask the holding to state the exact total area of used meadows and pastures.

For question number **8, Do you use nurseries (areas used for producing food for household members are excluded)?**, one of the offered answers may be entered:

- If the answer is **Yes**, enter 1 and proceed to **question 8.1**;
- If the answer is **No**, enter 2 and proceed to **question 9**.

Under serial number 8.1, enter the total nursery area. The area is entered in ha and/or m<sup>2</sup>.

For question number **8.2, Do you agree with the stated total nursery area?**, one of the offered answers may be entered:

- If the answer is **Yes**, enter 1 and proceed to **question 9**;
- If the answer is **No**, enter 2 and ask the holding to state the exact total nursery area.

Under serial number **9, the area of the holding's total utilised agricultural land** is automatically calculated in the application as the sum of the areas of utilised: arable land, greenhouses (plastic houses), areas used for producing food for household members, orchards, olive groves, vineyards, meadows and pastures, and nurseries (**1.1+2.1+3.1+4.1+5.1+6.1+7.1+8.1**).

Under serial number 10, enter the total area of available land owned by the holding. Total available land represents the sum of the areas of total utilised agricultural land, other uncultivated agricultural land, agricultural uncultivated land undergoing natural overgrowth, forest land, and unproductive land. The area is entered in ha and/or m<sup>2</sup>.

- **Other uncultivated agricultural land** refers to agricultural land that was previously used but is not used in the reference period for economic, social or other reasons (this category does not include fallow land).
- **Agricultural uncultivated land** undergoing overgrowth is land that has not been used for several years and is partially overgrown with trees and shrubs, but has not transitioned into another land category (forest).
- **Forest land** refers to areas covered with forest trees and shrubs, as well as forest tree nurseries within forests for the holding's own needs, and forest facilities, roads, etc. Forest land also includes areas under windbreak belts and barren land within forests.
- **Unproductive land** refers to areas where agricultural production is not carried out, such as areas under buildings, yards, roads, quarries, sand pits, bare uncultivated land, karst land, fishponds, marshes, canals and other water surfaces. As a rule, every holding should have some unproductive land, as this includes the area of the yard where the residential house and buildings for housing livestock and poultry and other holding buildings are located, as well as leisure gardens (parks and lawns).

For the question under serial number **11, Do you cultivate mushrooms?**, one of the following answers can be entered:

- If the answer is **Yes**, enter 1 and proceed to **question 11.1**;
- If the answer is **No**, enter 2..

Under serial number 11.1, it is necessary to enter the area on which the holding cultivates mushrooms. The area should be entered in ha and/or m<sup>2</sup>.

For the question under serial number **11.2, Do you agree with the stated area used for mushroom cultivation?**, one of the following answers can be entered:

- If the answer is **Yes**, enter 1;
- If the answer is **No**, enter 2 and ask the holding to provide the exact area used for mushroom cultivation.

After completing Table 8, the enumerator finishes data collection and proceeds to fill in the tables on forest logging and timber production, the notes table, and the respondent information table. However, if it turns out after completing Table 8 that the holding meets the threshold requirements, the application automatically corrects the data in Table 6 and allows the enumerator to proceed to filling in the main questionnaire.

## MAIN QUESTIONNAIRE

### CHAPTER 1. BASIC DATA

#### 1. IDENTIFICATION DATA OF THE HEAD OF HOUSEHOLD

In the main questionnaire, the identification data of the holding are automatically filled in.

For Question No. 1. **Is (First name\_Father's first name\_Last name) the holder of the agricultural holding, i.e. the person who is the owner or user (tenant for a shorter or longer period) of the family agricultural holding, or the person responsible for carrying out the agricultural activity of the holding**, one of the offered answers may be entered:

- If the answer is **Yes**, enter 1 and proceed to **question 3**;
- If the answer is **No**, enter 2 and proceed to **question 2**.

For this question, the data in the field First name\_Father's first name\_Last name are automatically retrieved from the address register.

For Question No. 2. **Who is the holder of the agricultural holding**, the data for the first name of the holder, the father's first name, and the last name of the holder are retrieved from the first part of the questionnaire. If the holder of the holding is not the listed person, the enumerator should change the stated data.

For Question No. 3. **Could you please tell me the JMB (Unique Master Citizen Number) or the day, month, and year of birth of the holder of the holding**, it is necessary to enter the JMB of the holder of the holding. If the holding does not wish to provide the JMB of the holder, it is necessary to ask whether it wishes to provide the day, month, and year of birth of the holder. If the holding does not wish to provide either the day, month, and year of birth of the holder, enter 88 in the appropriate fields. If the JMB of the holder is not known, enter 77 in the appropriate fields.

Enter the sex of the holder of the holding in the appropriate field. For male, enter 1; for female, enter 2.

For Question No. 4. **Address of residence of the holder of the holding**, the enumerator asks the question **Does the holder of the holding reside at this address**, reading the address from the application. One of the offered answers may be entered:

- If the answer is **Yes**, enter 1; the address from the address register remains unchanged;
- If the answer is **No**, enter 2 and enter the new address of the holder of the holding (municipality, settlement, street, and number).

For Question No. 5. **Please tell me the telephone number of the holder of the holding**, the enumerator enters the telephone number of the holder of the holding. If the respondent does not know the telephone number of the holder of the holding, 77 is entered in the field. If the respondent does not wish to provide the telephone number of the holder of the holding, 88 is entered in the field.

For Question No. 6. **Is the headquarters of the agricultural holding the same as the residential address**, one of the offered answers may be entered:

- If the answer is **Yes**, enter 1; the address from the address register remains unchanged;
- If the answer is **No**, enter 2 and enter the new address of the headquarters of the agricultural holding (municipality, settlement, street, and number).

Data on the headquarters of the agricultural holding refer to the municipality and settlement where the headquarters of the agricultural holding, or its main part, is located.

**The headquarters of the holding** is the place where the entire agricultural production or its main part takes place. This is usually the largest area of used agricultural land where agricultural buildings/structures intended for agricultural production are located (for example: livestock housing facilities, greenhouses, cold storage for agricultural products). The headquarters of the holding is determined based on the statement of the holder of the holding. **An agricultural holding** is considered to be located where the majority or all of the agricultural production is carried out. This can be an agricultural building (for example: the largest building used for agricultural purposes) or another identified part of the holding, such as the most important plots of the holding.

If the entire agricultural production takes place in one location, enter the data on the name of the settlement and municipality where the agricultural land, livestock, and buildings are located.

If the agricultural land, livestock, or buildings are located in multiple settlements, the individual data of the agricultural holding are determined according to the statement of the holder of the holding and based on where the larger part of the agricultural holding, livestock, or buildings is located.

## **CHAPTER 2. PERSONS PARTICIPATING IN AGRICULTURAL PRODUCTION (LABOR FORCE) AND OTHER USEFUL ACTIVITIES ON THE HOLDING**

The labour force section is to be completed by all agricultural holdings (family agricultural holdings and business entities). The data on the labour force refer to the period **from October 1, 2023, to September 30, 2024**.

### **Agricultural activities are understood to include:**

1. Fieldwork – preparation of land for production, sowing, hay collection, harvesting, orchard and vineyard maintenance, fruit and grape picking;
2. Raising domestic animals – preparation and distribution of feed, milking, animal care, holding hygiene maintenance;
3. Production organization and management – purchase and sale of products from the holding, accounting of the holding;
4. Storage, processing, and preparation of products for the market – silage of livestock Feed, cleaning, packaging, distribution;
5. Distribution and sale of own agricultural products at the market or doorstep;
6. Maintenance of agricultural buildings and machinery;
7. Wine production from own grapes.

### **Other useful activities that generate income for the holding:**

Other activities are all activities that have an economic impact on the holding but do not fall under agricultural activities. Other useful activities refer to:

1. *income-generating activities, related to the holding* – these include activities on the holding (processing of agricultural products, tourism and accommodation services, and others) and activities outside the holding (agricultural and non-agricultural work);
1. *income-generating activities not related to the holding* – these refer to non-agricultural jobs on the agricultural holding and work outside the agricultural holding, for example: carpenter, banker, teacher, and similar. These activities include any activity performed for remuneration (salary, wages, or other payments).

## 1. PERSON MAKING DAILY DECISIONS ON THE HOLDING (MANAGER)

*The person making daily decisions on the holding (manager) is the individual responsible for the financial and production activities of the holding. The person making daily decisions on the holding can be the head of the holding or any other person (a household member, a permanent employee on the holding, a relative, or a non-relative).*

For question No. **1. Is the head of the holding also the person making daily decisions on the holding (manager)**, one of the offered answers may be entered:

- If the answer is **Yes**, enter 1 and proceed to **table 2, question 3**;
- If the answer is **No**, enter 2 and proceed to **question 2**.

For question No. **2. Is the person making daily decisions on the holding (manager) a relative of the head of the holding**, one of the offered answers may be entered:

- If the answer is **Yes**, enter 1 and proceed to **question 2.1**;
- If the answer is **No**, enter 2 and proceed to **table 2**.

For question No. **2.1. If the person making daily decisions on the holding (manager) is a relative of the head of the holding**, one of the following answers should be entered:

- If **spouse**, enter 1;
- If **son/daughter**, enter 2;
- If **brother/sister**, enter 3;
- If **mother/father**, enter 4;
- If **other relatives**, enter 5.

## 2. ACTIVITIES OF THE PERSON MAKING DAILY DECISIONS ON THE HOLDING

*If the head of the holding is also the person making daily decisions on the holding (manager), data on sex and age are not collected, as this information is already recorded in Table 1: Identification Data. If the head of the holding is not the person making daily decisions on the holding but participated in agricultural activities on the holding, data about them will be collected through Table 2.*

For question No. **1. Indicate the sex of the person making daily decisions (manager) on the holding**, one of the offered answers may be entered:

- If the person making daily decisions is male, enter 1;
- If the person making daily decisions is female, enter 2.

For question No. **2. How old is the person making daily decisions (manager) on the holding**, enter the age of the person making daily decisions in the appropriate field.

For question No. **3. How many days has the person making daily decisions (manager) on the holding performed agricultural activities on the holding in the past 12 months**, enter the number of working days in the past 12 months spent exclusively on agricultural activities (including processing of own products from grapes and olives), excluding work on household tasks..

For question No. **4. How many hours on average did the person making daily decisions (manager) on the holding work on those days**, enter the average number of working hours spent on the days indicated in question 3, exclusively on agricultural activities.

For question No. **5. During the same period, did the person making daily decisions (manager) on the holding perform other useful income-generating activities related to the holding (processing of agricultural products, tourism and accommodation services, wood processing, etc.)**, enter the appropriate code depending on whether the person, in addition to agricultural activities, performed any other income-generating activity related to the holding during the observed period. One of the following answers may be entered:

- If **Yes, more than agricultural activities**, enter 1 (more time was spent performing other activities);
- If **Yes, less than agricultural activities**, enter 2 (less time was spent performing other income-generating activities);
- If **No**, enter 3 (enter this if the holding did not perform any other profitable activity besides agricultural activities).

For question No. **6. During the same period, did the person making daily decisions (manager) on the holding perform other useful income-generating activities not related to the holding (carpenter, banker, etc.)**, enter the appropriate code depending on whether the person, in addition to agricultural activities, performed any other income-generating activity not related to the holding during the observed period. One of the following answers may be entered:

- If **Yes, more than agricultural activities**, enter 1 (more time was spent performing other activities);
- If **Yes, less than agricultural activities**, enter 2 (less time was spent performing other income-generating activities);
- If **No**, enter 3 (enter this if the holding did not perform any other profitable activity besides agricultural activities).

For question No. **7. Since which year has the person making daily decisions (manager) on the holding been performing this role**, enter the year since the person has been making daily decisions on the holding.

For question No. **8. In the past 12 months, has the person making daily decisions (manager) on the holding received any training in agriculture**, one of the offered answers may be entered:

- If **Yes**, enter 1;
- If **No**, enter 2.

For question No. **9. What is the highest level of agricultural education attained by the person making daily decisions (manager) on the holding?** Agricultural education includes the following areas: crop farming, horticulture, viticulture, fruit growing, livestock farming, fishing, veterinary science, forestry, agricultural technology, and related fields. One of the following answers may be entered:

- If **practical experience**, enter 1. This answer applies if the person making daily decisions on the holding possesses practical agricultural experience acquired through hands-on work on an agricultural holding.

- If the answer is **Completed agricultural courses** enter 2.  
This applies if the person making daily decisions on the holding (manager) has attended one or more courses or trainings in the field of agriculture.
- If the answer is **Completed agricultural training lasting at least 2 years** enter 3. This applies if the person making daily decisions on the holding (manager) has at least two years of schooling in the field of agriculture (e.g., viticulture, forestry, veterinary science, agricultural technology, secondary agricultural school, or similar).

For question No. **10. What is the highest level of general education attained by the person making daily decisions (manager) on the holding**, one of the following answers may be entered:

- **No formal education**, enter 1;
- **Primary school**, enter 2;
- **Three-year secondary school**, enter 3;
- **Four-year secondary school**, enter 4;
- **Post-secondary school**, enter 5;
- **University degree (bachelor's)**, enter 6;
- **Master's degree**, enter 7;
- **Doctorate (PhD)**, enter 8.

The highest general education refers to the type of school whose completion gives the person making daily decisions on the holding the highest level of formal education. It is obtained by completing a regular school or an equivalent school (for example, an adult education school). The highest general education must be obtained in accordance with the law on education, after which a certificate, diploma, or other official document is issued. Courses that do not issue a certificate equivalent to regular schooling (e.g., accounting course, typing course, etc.) are not considered as answers to this question.

### **3. PERSONS PARTICIPATING IN AGRICULTURAL ACTIVITIES ON THE HOLDING (AGED AT LEAST 15 YEARS)**

For question No. **1. Have relatives of the head of the holding participated in agricultural activities on the holding**, one of the offered answers may be entered:

- If **Yes**, enter 1 and proceed to **question 2**;
- If **No**, enter 2 and proceed to **table 4**.

For question No. **2. Relationship to the head of the holding** – the enumerator selects one of the offered answers:

- If **head (who is not at the same time the person making daily decisions)**, select 1;
- If **spouse**, select 2;
- If **son/daughter**, select 3;
- If **brother/sister**, select 4;
- If **mother/father**, select 5;
- If **other relatives**, select 6..

For question No. **3. Sex of the relative of the head of the holding**, one of the offered answers may be entered:

- If **male**, enter 1;
- If **female**, enter 2.

For question No. **4. Age of the relative of the head of the holding**, enter the completed years of age of the relative in the appropriate field.

For question No. **5. How many days did the relative perform agricultural activities on the holding in the past 12 months**, enter the number of working days in the past 12 months spent exclusively on agricultural activities (including processing of own products from grapes and olives), excluding work on household tasks.

For question No. **6. On average, how many hours per day did the relative work on the holding on those days**, enter the average number of working hours spent on the days indicated in question 5, exclusively on agricultural activities.

For question No. **7. During the same period, did the relative perform other useful income-generating activities related to the holding (processing of agricultural products, tourism and accommodation services, wood processing, etc.)**, enter the appropriate code depending on whether, in addition to agricultural activities, the person performed any other income-generating activity related to the holding. One of the following answers may be entered:

- If **Yes, more than agricultural activities**, enter 1 (more time was spent performing other activities);
- If **Yes, less than agricultural activities**, enter 2 (less time was spent performing other income-generating activities);
- If **No**, enter 3 (enter this if the holding did not perform any other profitable activity besides agricultural activities).

For question No. **8. During the same period, did the relative perform other useful income-generating activities not related to the holding (e.g., carpenter, banker, etc.)**, enter the appropriate code depending on whether, in addition to agricultural activities, the person performed any other income-generating activity not related to the holding. One of the following answers may be entered:

- If **Yes, more than agricultural activities**, enter 1 (more time was spent performing other activities);
- If **Yes, less than agricultural activities**, enter 2 (less time was spent performing other income-generating activities);
- If **No**, enter 3 (enter this if the holding did not perform any other profitable activity besides agricultural activities).

***For each relative, a separate set of questions from 3 to 8 is completed.***

#### 4. PERMANENT EMPLOYEES ON THE HOLDING, NON-RELATIVES

***Permanent employees on the holding** are all persons except the head of the holding, the person making daily decisions on the holding, and relatives who performed agricultural activities every week on the holding during the past 12 months, regardless of the length of the workweek, and who received any form of compensation (salary, wages, allowance, payment in kind, etc.) from the agricultural holding for their work. Permanent employees also include persons who were unable to work during the entire period for reasons such as schooling, illness, accidents, or death; the start or end of employment on the holding within the past 12 months; or interruption of work due to natural disasters (floods, fires, etc.).*

For question No. 1. **Do you have permanent employees who are not members of your holding and perform agricultural activities**, one of the offered answers may be entered:

- If **Yes**, enter 1 and proceed to **question 2**;
- If **No**, enter 2 and proceed to **table 6**

For question No. 2. **What is the total number of permanently employed female persons on the holding**, enter the total number of permanently employed female persons on the holding in the appropriate field.

For question No. 3. **What is their total number of working days in the past 12 months**, enter the total number of working days in the past 12 months spent on agricultural activities on the holding by permanently employed female persons.

For question No. 4. **What is their total number of hours worked on the holding on those days**, enter the total number of hours worked on the holding on the days indicated in question 3 by permanently employed female persons.

For question No. 5. **What is the total number of permanently employed male persons who worked on the holding**, enter the total number of permanently employed male persons on the holding in the appropriate field.

For question No. 6. **What is their total number of working days in the past 12 months**, enter the total number of working days in the past 12 months spent on agricultural activities on the holding by permanently employed male persons.

For question No. 7. **What is their total number of hours worked on the holding**, enter the total number of hours worked on the holding on the days indicated in question 6 by permanently employed male persons.

#### 5. EMPLOYEES BY SEX AND NUMBER OF WORKING DAYS SPENT ON AGRICULTURAL ACTIVITIES

Data are collected on employees by sex and the number of working days spent on agricultural activities and are filled in only for **business enterprises**. The data refer only to persons who performed agricultural activities during the reference period. Take into account days off, sick leave, and public holidays. This also includes accounting tasks performed for the given enterprise.

**Note:** This question is asked only for business enterprises.

For question No. 1. **What is the total number of male employees who participated in performing agricultural activities**, enter the total number of male employees who participated in performing agricultural activities.

For question No. 2. **What is the total number of working days of male employees in the past 12 months**, enter the total number of working days of male employees in the past 12 months.

For question No. 3. **What is the total number of female employees who participated in performing agricultural activities**, enter the total number of female employees who participated in performing agricultural activities.

For question No. 4. **What is the total number of working days of female employees in the past 12 months**, enter the total number of working days of female employees in the past 12 months.

## 6. SEASONAL WORKFORCE AND WORKFORCE NOT DIRECTLY EMPLOYED ON THE HOLDING

*Seasonal workforce refers to persons who are not members of the holding, are not permanently employed on the holding, and are not related to holding members. These persons are engaged occasionally (seasonally) on the holding for monetary or any other compensation, and sometimes this can even be unpaid.*

*The workforce not directly employed on the holding refers to persons who are not directly employed by the holding but are self-employed or employed by third parties (contractors or cooperatives).*

Table 6 records data on the total number of working days spent by the seasonal workforce and workforce not directly employed on the holding, total for men and women. If a person worked more than 8 hours a day, it is counted as 8 hours (full working day). If a person worked less than 8 hours, all hours worked on the days they were engaged are summed and divided by 8.

For question No. 1. **Did you engage seasonal workforce and workforce not directly employed on the holding**, one of the following answers may be entered:

- If the answer is **Yes**, enter 1 and proceed to **question 2**;
- If the answer is **No**, enter 2 and proceed to **table 7**.

For question No. 2. **What is the total number of working days spent by the seasonal workforce on the holding (men and women)**, enter the total number of working days spent by the seasonal workforce on the holding (total men and women).

For question No. 2.1. enter the total number of seasonal workforce consisting of women

For question No. 3. **What is the total number of working days spent by the workforce not directly employed on the holding (men and women)**, enter the total number of working days spent by the workforce not directly employed on the holding (total men and women).

**Example:** On the Petrović holding, a total of 5 seasonal workers were engaged during the observed period: 3 men and 2 women. For **potato weeding, 3 workers** were engaged **for 5 days, working 10 hours per day**. For cherry picking, **2 women were engaged for 15 days, working 8 hours per day**.

The total number of workdays is calculated as follows:

- For potato weeding: 3 workers × 5 days (worked more than 8 hours, counted as full workdays) = 15 days
- For cherry picking: 2 women × 15 days (worked 8 hours, counted as full workdays) = 30 days
- **Total number of workdays** = 15 (workdays by male workers) + 30 (workdays by female workers) = 45 workdays

## 7. DID YOU ENGAGE IN OTHER USEFUL ACTIVITIES RELATED TO THE HOLDING THAT GENERATED INCOME

Table 7 collects data on whether the holding carried out other useful activities that generate income related to the holding. These activities use holding resources (land, buildings, equipment, labour) or holding products. One holding can carry out multiple such activities, and each activity should be recorded.

Question: **Did you carry out other useful activities related to the holding that generated income**, possible answers:

- If **Yes**, enter 1 and proceed to **question 1**
- If **No**, enter 2 and proceed to **chapter 3**

Question: **Which of the following other useful activities did you carry out** (Multiple answers possible):

### 1. Do you process agricultural products (milk, fruit, etc.)

All processing activities that transform primary agricultural products into secondary or finished products, regardless of whether the raw materials were produced on the holding or purchased from another source. Agricultural product processing includes wine production, olive oil production, meat processing (production of fresh and preserved meat products, meat drying), milk processing (production of cheese and various dairy products), and fruit and vegetable processing (pickling, pasteurization, drying).

**Note:** If agricultural product processing is carried out exclusively for personal use, it is not recorded here.

2. **Do you provide tourism and accommodation services** – refers to all activities in tourism, including accommodation services, visits to a family holding for tourists or other groups, sports and recreation, where the holding's land, buildings, labor, or other resources are used.
3. **Do you engage in handicrafts (furniture making from wood, weaving, souvenir production)** – to be recorded if the holding carries out manual work, such as furniture production from wood, weaving, making souvenirs, toys, and similar products, where the holding's resources are used, regardless of how these products are sold.
4. **Do you carry out wood processing (sawing or cutting wood)** – activities related to wood processing, cutting, and mechanical treatment of wood, further processing

such as furniture production, should be recorded under serial number 3 (engagement in handicrafts).

5. **Do you provide health, social, or educational services** – all activities related to providing health, social, or educational services, or activities in which holding resources or primary products are used.
6. **Do you cultivate aquatic organisms (fish, crayfish, etc.)** – refers to ponds, pools, or aquariums. Do not record if the holding only engages in fishing (freshwater or marine).

6.1. **What is the total area of the ponds** – enter the area in hectares (ha) and/or square meters (m<sup>2</sup>).

**A pond** is defined as a constructed enclosed water area intended for breeding and producing fish, equipped with technical devices for water filling and draining.

5. **Do you perform contracted work with machinery and equipment on the holding** – enter if holding machinery and equipment are used to perform agricultural work for other holdings or non-agricultural work. Possible answers:

- If **Yes**, enter 1 and proceed to **question 7.1**.
- If **No**, enter 2 and proceed to **question 8**.

**7.1. Agricultural work for other holdings** – includes activities related to soil cultivation, sowing and planting, haymaking, and product handling using the holding's machinery and equipment, performed for other holdings. Work on the holding's own land is not included.

**7.2. Non-agricultural work for other holdings (e.g., snow removal, etc.)** includes activities such as snow removal, transport services, garbage disposal, and similar.

6. **Do you carry out forestry activities that use labour and machinery applied in agriculture** – refers to activities such as cutting firewood and timber for other purposes, using agricultural labour and machinery.
7. **Other unlisted activities** – refers to all other activities not mentioned above through which the family agricultural holding generates income (for example: collection and processing of medicinal herbs, forest fruits, and similar activities).

## 8. WHAT IS THE SHARE OF INCOME FROM USEFUL ACTIVITIES YOU PERFORM IN THE TOTAL INCOME OF YOUR HOLDING

The share of income from useful activities directly related to the holding in the total income of the holding (including direct payments) is calculated using the following formula:

$$\text{SHARE} = \frac{\text{Income from other useful activities directly related to the holding}}{\text{Total income of the holding (agriculture + other useful activities) + direct payments}} * 100$$

For this question, select one of the offered options in the blank field:

1. Less than 10%
2. From 11% to 50%
3. From 51% to 100%

## **CHAPTER 3. PURPOSE OF AGRICULTURAL PRODUCTION ON THE HOLDING**

### **1. WHAT IS THE PURPOSE OF AGRICULTURAL PRODUCTION ON YOUR HOLDING**

For the question **What is the purpose of agricultural production on your holding**, one of the following answers may be entered:

- If agricultural production is intended **exclusively for own consumption**, enter 1;
- If agricultural production is intended **mainly for own consumption**, enter 2;
- If agricultural production is intended **mainly for sale**, enter 3.

## **CHAPTER 4. ORGANIC PRODUCTION**

**A holding is engaged in organic production** if it produces crop and livestock products using organic production methods (as prescribed by the **Law on Organic Production, “Official Gazette of Montenegro”, No. 56/2013**).

The control authority, i.e. the control body, issues a certificate to a subject under its control whose product meets the requirements of organic production defined by this law. The certificate must contain: the name of the subject, the type or list of products, and the validity period of the certificate.

**A holding is in the conversion period to organic production** if it applies organic production methods, but the transition period from conventional to organic production has not yet been completed, and therefore production cannot be considered fully compliant with the principles of organic production defined by law, i.e. the products are not certified.

### **1. IS THE HOLDING ENGAGED IN ORGANIC PRODUCTION**

Data on organic production refer to the period from **1 October 2023 to 30 September 2024**.

For the question **Is the holding engaged in organic production**, one of the following answers may be entered:

- If the answer is **Yes**, enter 1, and the following options are opened:
- **Yes, crop production only** – if the holding is engaged exclusively in organic crop production, enter 1;
- **Yes, livestock production only** – if the holding is engaged exclusively in organic livestock production, enter 2;
- **Yes, both crop and livestock production** – if the holding is engaged in mixed organic production (crop and livestock), enter 3;
- **Is the production certified** – if the production is certified, enter 4;
- **Is the certification process in the conversion period** – if the certification process has not yet been completed, enter 5.
- If the answer is **No**, enter 2 and proceed to **chapter 5**.

## CHAPTER 5. LAND DATA

### 1. AREAS USED FOR GROWING PRODUCTS FOR HOUSEHOLD CONSUMPTION

Under serial number **1. Total area used for growing products for household consumption**, enter the total area on which the holding grows products intended exclusively for consumption by household members. This area represents the sum of areas used for growing vegetables, potatoes, fruit, and grapevines intended for household consumption. The area is recorded in square metres (m<sup>2</sup>) and refers to the period from **1 October 2023 to 30 September 2024**.

*Areas used for growing products for household consumption include areas where crop products (various types of vegetables, potatoes, fruit, olives, and grapevines) are grown for consumption by household members and are generally not intended for sale. Only occasional surplus from these areas may be sold outside the holding. These areas are usually separated from the rest of the agricultural land and are most often located near the house. Areas used for recreation (parks, lawns) and areas used for fodder production are not included.*

Under serial number **2. Of which: area used for growing vegetables for household consumption**, enter the area used for growing vegetables for household consumption, in m<sup>2</sup>.

Under serial number **3. Of which: area used for growing potatoes for household consumption**, enter the area used for growing potatoes for household consumption, in m<sup>2</sup>.

Under serial number **4. Of which: area used for growing fruit and olives for household consumption**, enter the area used for growing fruit and olives for household consumption, in m<sup>2</sup>.

Under serial number **5. Of which: area used for growing grapevines for household consumption**, enter the area used for growing grapevines for household consumption, in m<sup>2</sup>.

**Note:** The sum of serial numbers 2 + 3 + 4 + 5 must be equal to serial number 1, i.e. the total area.

### 2. AREAS OF UTILISED ARABLE LAND

Under serial number **1. Total area of utilised arable land**, enter the total area of the main crop in hectares (ha) and/or square metres (m<sup>2</sup>). If the holding has stated that it is engaged in organic crop production (Chapter 4, Question 1), additional fields are opened for the total area under organic production and the total area under organic production in the conversion period. Data on utilised arable land areas refer to the period from **1 October 2023 to 30 September 2024**.

**Note:** Areas used for growing products for household consumption are excluded from arable land areas.

**Arable land** consists of land that is regularly cultivated and on which crops are sown/planted according to a defined sequence (crop rotation). Crop rotation represents a regular and pre-determined alternation of crops (rotation system) aimed at more efficient land use. On arable land, cereals, potatoes, fodder crops, vegetables, and other crops are grown. Arable land also includes fallow land (land at rest from which no yield is obtained during the year). Crops on arable land are generally rotated annually, although perennial crops may also be grown on arable land. If a crop is grown for more than five years on the same area (for example, grass mixtures), that area is not considered arable land, but is recorded under the appropriate category of land use (for example, meadows). However, areas under certain perennial plant species, such as strawberries, roses, and similar crops, are included in arable land even if they occupy the land for more than five years.

The **main crop** is determined in cases where more than one crop is grown on the same area during the year, either simultaneously or successively. In such cases, the main crop is the one with the highest production value. If the main crop cannot be determined based on production value, the crop present for the longer period of time is considered the main crop.

An **intercrop** is a secondary crop sown between the rows of the main crop. The area under intercrops is calculated as the proportion of the area occupied by the intercrop within the total area of the main crop.

For example, if maize is grown as the main crop on an area of 1,000 m<sup>2</sup>, and field peas as an intercrop occupying 30% of the area, 1,000 m<sup>2</sup> is recorded for maize under serial number 2.5, and 300 m<sup>2</sup> under serial number 5.7. Field peas are recorded in the section relating to areas under intercrops, undersown crops, and catch crops.

**Undersown crops** are sown together with the main crop and serve to protect the main crop. For example, clover and alfalfa are undersown in cereals.

Under serial number **2. Do you grow cereals**, one of the following answers may be selected:

- If the answer is **Yes**, enter 1, which opens questions on cereal areas (serial numbers **2.1 to 2.6**);
- If the answer is **No**, enter 2 and proceed to Question **3**.

Areas sown with cereals for grain production are included here, regardless of whether the grain yield is intended for own consumption, sale, animal feed, or seed. Cereals for grain include only those crops grown for grain production. Areas under cereals harvested green for animal feed are not included (they are recorded under serial number 5.7 "other fodder crops for green fodder"). Data are collected for: **wheat, rye, oats, barley, maize intended for grain silage with or without parts of the cob (excluding sweet maize), and other cereals for grain (millet, triticale, spelt, sorghum, etc.)**.

Under serial number **3. Do you grow industrial crops**, one of the offered answers may be entered:

- If the answer is **Yes**, enter 1, which opens questions on areas under industrial crops (**3.1 and 3.2**);
- If the answer is **No**, enter 2 and proceed to **question 4**.

**Industrial crops** are intended for industrial processing prior to final use. The following are included: tobacco, aromatic, medicinal, and spice plants. Aromatic, medicinal, and spice plants include wormwood, immortelle, basil, parsley, and others.

Under serial number **4. Do you grow potatoes for sale**, one of the offered answers may be entered:

- If the answer is **Yes**, enter 1, which opens questions on areas under potatoes (**4.1 and 4.2**);
- If the answer is **No**, enter 2 and proceed to **question 5**.

*Areas under potatoes intended for sale are recorded. Areas used for growing potatoes for household consumption are not included (Chapter 5, Table 1, Question 3).*

Under serial number **5. Do you grow fodder crops**, one of the offered answers may be entered:

- If the answer is **Yes**, enter 1, which opens questions on areas under fodder crops (**from 5.1 to 5.7**);
- If the answer is **No**, enter 2 and proceed to **question 6**.

*Areas sown with fodder crops grown in crop rotation on the same land for less than 5 years (annual or perennial fodder crops) are recorded, regardless of whether they are used as hay, silage, or fresh fodder. **Included are:** root crops and brassicas for animal feed (fodder beet, fodder carrot, sweet potato, fodder kale), alfalfa, clover, grass–clover mixtures, grass mixtures, maize for green fodder, and other fodder crops for green mass (fodder peas, sorghum, vetch, etc.).*

Under serial number **6. Do you grow vegetables and flowers for sale**, one of the offered answers may be entered:

- If the answer is **Yes**, enter 1, which opens questions on areas under vegetables and flowers (**from 6.1 to 6.4**);
- If the answer is **No**, enter 2 and proceed to **question 7**.

**Vegetables grown in the open field** (including watermelon, melon, and strawberry, excluding cultivated mushrooms) – includes areas under hotbeds and low tunnels (plastic covers laid on the ground, land under fabric, or tunnels inaccessible to people).

**Vegetables grown under protected conditions** (including watermelon, melon, and strawberry, excluding cultivated mushrooms) – the area of crops grown in protected spaces fully or mostly covered during the growing period with rigid or flexible plastic or glass (greenhouses or glasshouses) equipped with standard installations (e.g. irrigation, heating, ventilation). Plastic covers laid on the ground, land under fabric, or tunnels inaccessible to people are excluded. If the same greenhouse area is used more than once, it is recorded only once, as in the case of multi-level greenhouses.

**Flowers and ornamental plants grown in the open field** (excluding nurseries) – the area under flowers and ornamental plants grown outdoors, as well as under low, inaccessible protective covers (hotbeds and low tunnels). Nursery areas are not included.

**Flowers and ornamental plants grown under protected conditions** (excluding nurseries) – the area under flowers and ornamental plants grown in protected spaces. Nursery areas are not included.

Under serial number 7. **Do you produce seed and seedlings (excluding potatoes, cereals, etc.)**, one of the offered answers may be entered:

- If the answer is **Yes**, enter 1, which opens the question on the area under seed and seedlings (7.1);
- If the answer is **No**, enter 2 and proceed to **question 8**.

**Seed and seedling production** – the area used for producing seed and seedlings for sale, excluding cereal seed, potato seed, legume seed, oilseed crops, as well as seed and seedlings produced for own use. Areas of nurseries where young woody plants are grown for later transplanting are not included in this category.

Under serial number 8. **Do you have areas under fallow**, one of the offered answers may be entered:

- If the answer is **Yes**, enter 1, which opens the question on fallow area (8.1);
- If the answer is **No**, enter 2 and proceed to question 9.

**Fallow land** refers to areas included in crop rotation from which no yield is obtained during the year, i.e. areas that are not sown for certain reasons (flooding, lack of water, etc.). If no yield is obtained from these areas for more than five years, they are recorded as other uncultivated agricultural land.

Under serial number 9. **Area of arable land under crop rotation**, enter the area of arable land on which crop rotation is applied, in **ha and/or m<sup>2</sup>**.

**Crop rotation** is the practice of changing crops grown on a given area according to a planned sequence over successive years, so that crops of the same type are not grown continuously on the same field. Nurseries, areas under glass or other accessible protective covers, and permanent pastures are excluded.

Under serial number 10. **This is your total area of utilised arable land**, the system automatically sums the areas for the following serial numbers:

**2.1+2.2+2.3+2.4+2.5+2.6+3.1+3.2+4.1+4.2+5.1+5.2+5.3+5.4+5.5+5.6+5.7+6.1+6.2+6.3+6.4+7.1+8.1.**

The enumerator must read the calculated area to the respondent and ask whether they agree with it (serial number 11).

Under serial number 11. **Do you agree**, one of the offered answers may be entered:

- If the holding agrees with the stated total area of utilised arable land, enter 1 (the area from serial number 10 is considered correct);
- If the holding does **not** agree with the stated total area of utilised arable land, enter 2. In this case, the areas must be checked again.

### 3. PRODUCTION OF VEGETABLES, WATERMELONS, MELONS AND STRAWBERRIES (INCLUDING INTERCROPS, UNDERCROPS AND SUCCESSIVE CROPS)

In Table 3, data are recorded on the harvested area and achieved production for the listed types of vegetables, watermelons, melons and strawberries, grown on open-field arable land and on arable land under protected conditions. Areas are recorded in ha and/or m<sup>2</sup>, production in kg, and refer to the period **from 1 October 2023 to 30 September 2024**.

Within harvested areas, areas under intercrops, undercrops and successive crops are included.

Some types of vegetables have a short growing period, which allows multiple harvests from the same land area during the reference year. In such cases, the harvested area is equal to the sum of all harvested areas during the reference year. For example, lettuce has a growing period of 4–6 weeks; if 200 m<sup>2</sup> is sown with lettuce and harvested four times within the same year, the harvested area will amount to 800 m<sup>2</sup>.

**Vegetable production on open-field arable land** includes vegetables intended for fresh consumption as well as vegetables intended for industrial processing. Areas in the open field also include areas under hotbeds and low tunnels, such as plastic covers laid on the ground, land covered with fabric, or tunnels inaccessible to people.

**Vegetables grown under protected conditions** refer to vegetables that spend most of their growing period in greenhouses equipped with standard installations such as irrigation, heating and ventilation systems. Areas under plastic covers laid on the ground, land covered with fabric, or tunnels inaccessible to people are not included.

Under serial number 1, **Total vegetables**, the total harvested area on open-field arable land and the total harvested area on arable land under protected conditions are recorded. These areas are equal to the sum of rows 2 to 13.

### 4. PLANTATION ORCHARDS

In Table 4, data are recorded on the number of fruit trees on plantations, the area of plantation orchards, as well as the area of plantation orchards under organic production and the area under organic production in the conversion period. Data on production of plantation orchards by fruit species are also recorded. Areas are recorded in ha and/or m<sup>2</sup>, and production in kg. Data on plantation orchards refer to the period **from 1 October 2023 to 30 September 2024**.

**Note:** Areas where products are grown exclusively for the consumption of household members are excluded from plantation orchard areas.

Under serial number 1, **Total plantation fruit and citrus**, the value is equal to the sum of rows 2 to 16 for the number of trees, total area, area under organic production, and area under organic production in the conversion period.

Under serial number **17. This is your total area under plantation fruit.** The program automatically sums the areas from rows **2 to 16**. The enumerator should read the calculated area to the respondent and ask whether they agree with it (question under serial number 18).

Under serial number **18. Do you agree**, one of the offered answers may be entered:

- If the holding agrees with the stated total area of plantation orchards, enter 1 (the area under serial number **17** is considered correct);
- If the holding does not agree with the stated total area of plantation orchards, enter 2. In this case, the areas must be checked again.

Under serial number **19. The total area under plantation olives** is equal to the sum of rows 20 and 21 for the following data: number of trees, area, area under organic production, and area under organic production in the conversion period.

Under serial number **22. This is your total area under plantation olives.** The program automatically sums the areas from rows **20 and 21**. The enumerator should read the calculated area to the respondent and ask whether they agree with it (question under serial number 23).

Under serial number **23. Do you agree**, one of the offered answers may be entered:

- If the holding agrees with the stated total area under plantation olives, enter 1 (the area under serial number **22** is considered correct);
- If the holding does not agree with the stated total area under plantation olives, enter 2. In this case, the areas must be checked again.

***The number of trees*** represents all trees, regardless of age. It includes bearing trees as well as young trees that are not yet producing.

*Plantation orchards are areas planted with fruit trees arranged at regular spacing between rows and within rows. Mechanised cultivation can be carried out and, as a rule, other agrotechnical measures are applied. These are usually larger plantations of fruit trees and berry crops (raspberry, blackberry, currant, blueberry), mainly intended for sale.*

Other fruit includes quince, apricot, sour cherry, hazelnut, and others.

Other berry fruit includes aronia, blueberry, blackberry, currant, and others.

Other citrus fruit includes lemon, orange, and others.

## 5. EXTENSIVE ORCHARDS

Table 5 records data on the total areas of extensive fruit, extensive citrus, and extensive olives. It also records the number of trees and production by fruit type. Areas are entered in ha and/or m<sup>2</sup>, production in kg. Data on extensive orchards refer to the **1 October 2023 to 30 September 2024**

**Extensive orchards** are semi-intensive or extensive fruit plantations, mainly intended for personal consumption. This includes trees located in yards, homesteads, field edges, along roads, and mixed-species orchards. The area of extensive orchards is entered only if the area is not recorded as meadow and if the economic value of the orchard is higher.

## 6. PLANTATION VINEYARDS

Table 6 records data on the number of vines, areas of plantation vineyards, areas under organic production, and areas under organic production in the conversion period. Data on production and yield per vine are also recorded. Data are entered for grape varieties for wine with Protected Geographical Indication (PGI), varieties for wine without PGI, and table grape varieties. Areas are entered in ha and/or m<sup>2</sup>, production in kg. Data on plantation vineyards refer to the period from **1 October 2023 to 30 September 2024**.

**Note:** Areas where crops for household consumption are grown are excluded from plantation vineyards.

Row **1. Total plantation vineyards** equal the sum of rows 2 to 4 for: number of vines, area, area under organic production, and area under organic production in the conversion period.

**Plantation vineyards** are areas planted with vines at a specific spacing between vines where mechanized cultivation can be applied, and generally all other agrotechnical measures are performed.

**A geographical indication** is a designation referring to a region, a specific place, or, in exceptional cases, a country, used to describe wine. Wines bearing a protected geographical indication must meet the following requirements:

- they possess a specific quality or other characteristics that are distinctive of the relevant geographical area;
- that at least 85% of the grapes used for their production originate exclusively from that geographical area;
- that the production takes place within that geographical area;
- that they are produced from grapevine varieties belonging to the species *Vitis vinifera* or resulting from crosses between the species *Vitis vinifera* and other species of the genus *Vitis*.

**Table grape varieties** are grapevine varieties whose grapes are intended for consumption in fresh form.

## 7. NURSERIES

In Table 7, data are entered on the total nursery area, the nursery area under organic production, as well as the nursery area under organic production during the conversion period. Data are entered in ha and/or m<sup>2</sup>. Data on nurseries refer to the period **from 1 October 2023 to 30 September 2024**. Within the nursery areas, areas where products are grown for the consumption of household members are excluded.

**Nurseries** are land areas where young woody plants intended for later transplanting are cultivated, and they include: fruit seedlings, grapevine seedlings, ornamental plants, and forest trees. Nursery areas include commercial forest tree nurseries, whether located in forests or outside them, as well as non-commercial forest tree nurseries grown by the holding for its own needs outside forest land (nurseries for the holding's own needs grown on forest land are excluded).

## 8. MEADOWS AND PASTURES

In Table 8, data are entered on the areas of meadows and pastures, the areas of meadows and pastures under organic production, as well as the areas of meadows and pastures under organic production during the conversion period. Data on hay production from meadows and pastures are also entered. Areas are entered in ha and/or m<sup>2</sup>, and production in kg. Data on meadows and pastures refer to the period **from 1 October 2023 to 30 September 2024**.

Serial number **1. Total meadows and pastures** equal the sum of rows 2 and 3 for: total area, area under organic production, and area under organic production during the conversion period.

**Meadows** represent land that is permanently (five years or more) used for the growth of green fodder, whether sown or natural, and is not included in crop rotation. Meadows are used for grazing, hay, or silage. Meadows that are regularly mown (used) during the reference period are recorded.

**Pastures** represent land used for grazing livestock. Areas of land used for grazing livestock at least once during the vegetation year are recorded. These areas do not include common land.

## 9. UTILISED AGRICULTURAL LAND

Under serial number **1. Your total utilised agricultural land** is automatically calculated by the program by summing the following areas: total area used for producing food for household members (Table 1, row 1), arable land (Table 2, row 10), plantation orchards (Table 4, rows 17 and 22), extensive orchards (Table 5, rows 1, 2, and 3), plantation vineyards (Table 6, row 1), nurseries (Table 7, row 1), and meadows and pastures (Table 8, row 1).

From the total area of utilised agricultural land, it is necessary to enter the area of utilised agricultural land owned by the holding (row 1.1), as well as the area of utilised agricultural land taken in tenure (row 1.2). If the utilised agricultural land is owned by the holding, the question under serial number 1 is asked: **Is the utilised agricultural land owned by a single person**, one of the offered answers may be entered:

- If the answer is **Yes**, enter 1, after which the gender of the owner of the utilised agricultural land is entered;
- If the answer is **No**, enter 2 and proceed to question 1.2.

**Land taken in tenure** – represents the area of agricultural land used by the holding but owned by another person. The land may be given in tenure for money, rent in kind, sharecropping, free of charge, or similar arrangements.

**Utilised agricultural land** represents the total agricultural area that was used during the reference period (from 1 October 2023 to 30 September 2024), i.e. land used for the cultivation of agricultural crops. Utilised agricultural land includes arable land, areas used for producing food for household members, orchards, vineyards, nurseries, meadows, and pastures. This may include land owned by members of the holding that is not taken in tenure out but is used or cultivated by the holding, as well as land taken from others for use, i.e. land taken in tenure.

## 10. OTHER LAND

In Table 10, data are entered on areas of uncultivated or unused agricultural land, areas of forest land, as well as areas of non-productive land. Areas are entered in ha and/or m<sup>2</sup>.

**Uncultivated or unused agricultural land** refers to agricultural land that was previously used but is not used during the reference period for economic, social, or other reasons (fallow land is not included in this category).

**Forest land** refers to areas covered with forest trees and shrubs and forest tree nurseries within forests for the holding's own needs, as well as forest facilities, roads, etc. Forest land also includes areas under windbreak belts, as well as barren land within forests.

**Non-productive land** refers to areas where agricultural production is not carried out, such as: areas under buildings, yards, roads, quarries, sand pits, bare uncultivated land, rocky terrain, fish ponds, marshes, canals, and other water surfaces. As a rule, every holding should have areas of non-productive land, as this category includes the area of the yard where the residential house and facilities for housing livestock, poultry, and other holding buildings are located, as well as leisure gardens (parks and lawns).

## 11. TOTAL AVAILABLE AGRICULTURAL LAND

Under serial number **1. This is your total available land**, the program automatically sums the following areas: total utilised agricultural land (Table 9, row 1), uncultivated or unused agricultural land (Table 10, row 1), forest land (Table 10, row 2), and non-productive land (Table 10, row 3). The respondent should be informed of the calculated area and asked whether they agree with it (question under serial number 2).

For the question under serial number **2. Do you agree**, one of the following answers may be entered:

- If the holding agrees with the stated total available land area, enter 1;
- If the holding does not agree with the stated total available land area, enter 2. In that case, it is necessary to recheck the areas.

### 11.3. AREA USED FOR MUSHROOM CULTIVATION

Mushrooms are cultivated in facilities specially prepared for mushroom growing, as well as in basements, underground premises, tunnels, and similar spaces. The effective area in m<sup>2</sup> used for mushroom cultivation during the period from 1 October 2023 to 30 September 2024 is recorded. If the same area was used multiple times, it is entered only once.

## CHAPTER 6. IRRIGATION

### 1. IRRIGATION

For the question under serial number **1. Have you irrigated agricultural land in the last 3 years (excluding areas used for producing food for household members and greenhouses)**, one of the following answers may be entered:

- If the answer is **Yes**, enter 1 and proceed to **question 2**;
- If the answer is **No**, enter 2 and proceed to **chapter 7**.

In Table 1, data are entered on the average area of utilised agricultural land that was irrigated over the last 3 years, the total irrigated area of utilised agricultural land during the period from 1 October 2023 to 30 September 2024, as well as data on the quantity of water used for irrigation (*the maximum amount of water used for irrigation per unit area is 1,000 l/m<sup>2</sup> or 10,000 m<sup>3</sup>/ha*). Irrigated areas do not include areas used for producing food for household members or areas under greenhouses.

**Irrigation** is a hydro-technical measure used to achieve optimal moisture during the growing season.

**Irrigated area** represents the total utilised agricultural land that can be irrigated during the reference period using equipment and the amount of water normally available on the holding, excluding areas used for producing food for household members and areas under greenhouses. If an area is irrigated multiple times during the year, it is entered only once, and even if more than one crop is grown on the same area during the year, the area of the most important irrigated crop is recorded.

### 2. WHAT WAS THE IRRIGATED AREA BY TYPES OF CROPS AND PLANTATIONS

U In Table 2, data are entered on irrigated areas in ha and/or m<sup>2</sup> during the **period from 1 October 2023 to 30 September 2024** for the following crops and plantations:

- Cereals for grain production on arable land;
- Beans and peas on arable land;
- Potatoes on arable land;
- Fodder crops on arable land;
- Vegetables, watermelons, melons, and strawberries on arable land;
- Other irrigated arable land;
- Plantation fruit orchards;
- Plantation citrus orchards;
- Plantation olive groves;
- Plantation vineyards.

### 3. WHAT WAS THE IRRIGATED AREA BY THE FOLLOWING METHODS

In Table 3, data are entered on irrigated areas under the most frequently used irrigation methods during the period **from 1 October 2023 to 30 September 2024**. Areas are entered in ha and/or m<sup>2</sup>.

The most common irrigation methods are:

- **Surface irrigation** – irrigation by flooding the entire area or by the movement of water through furrows between irrigated crops;
- **Sprinkler irrigation** – irrigation using sprinklers to spray pressurized water that falls in the form of rain onto the irrigated surface. A sprinkler covers an area with a radius of over 5 meters;
- **Drip irrigation system (micro-sprinklers)** – a network of pipes and hoses of various sizes and materials. Water is delivered close to the plant roots by dripping “drop by drop.” **Micro-sprinklers** are devices that spray water in the form of fine droplets, commonly used in the irrigation of agricultural land. Their function is to evenly distribute water over a given area, ensuring efficient and economical irrigation. A **micro-sprinkler** covers an area with a radius of up to 5 meters.

### 4. MOST FREQUENTLY USED IRRIGATION WATER SOURCES

In Table 4, data are entered on the irrigation water sources most frequently used by the holding during the period from 1 October 2023 to 30 September 2024, such as:

- **Groundwater** – includes artificial sources (wells—dug or drilled) and natural underground water springs. This answer is given if sources on the holding or near the holding are used;
- **Surface water on the holding** – collected water from atmospheric precipitation, cisterns, and similar. Water on the holding includes rivers and streams flowing alongside or across the land used by the holding. **Surface water outside the holding (streams, rivers, lakes)** – water obtained from watercourses or from natural and artificial reservoirs;
- **Water from the public water supply** – irrigation water supplied from the communal water supply network, usually subject to payment. This also includes cases where water from the water supply is used to fill reservoirs and cisterns and transported to fields for irrigation;
- **Treated wastewater** – sources where water cannot be used directly and must undergo a certain treatment (physical or chemical);
- **Other irrigation sources (rainwater harvesting)** – includes artificial watercourses mainly constructed for irrigation purposes (canals) and reservoirs used to collect rainwater or groundwater.

**Note:** Only one of the offered options may be entered, i.e. the main source from which the largest quantity of irrigation water is obtained.

A holding may use one or more irrigation sources depending on weather conditions and source availability. If the observed period (the last 12 months) was rainy and irrigation was not carried out, the main source that would be used for irrigation during a normal or dry year should be reported.

## 5. METHOD OF PAYMENT FOR WATER USED FOR IRRIGATION

In Table 5, data are entered on the method of payment for water used for irrigation during the period from 1 October 2023 to 30 September 2024, such as:

- Paid based on the area irrigated;
- Paid based on the amount of water consumed;
- Other payment methods (seasonal variable tariffs, flat rates, mixed tariffs, or quotas);
- Water was not paid for.

Only one of the offered options may be entered.

## 6. IRRIGATION EQUIPMENT

For the question under serial number **1. Do you have a water flow meter (water gauge)**, one of the following answers may be entered:

- If **Yes**, enter 1, which opens options 1.1 to 1.3, and only one may be entered;
- If **No**, enter 2 and proceed to **question 2**.

For the question under serial number **2. Do you have a pumping station**, one of the following answers may be entered:

- If **Yes**, enter 1 and proceed to **question 3**;
- If **No**, enter 2 and proceed to **question 3**.

For the question under serial number **3. Have you used a water reservoir for irrigation in the past 12 months**, one of the following answers may be entered:

- If **Yes**, enter 1 and proceed to **question 4**;
- If **No**, enter 2 and proceed to **question 4**.

For the question under serial number **4. Have you maintained the irrigation system in the last 3 years**, one of the following answers may be entered:

- If **Yes**, enter 1, which opens options 4.1 and 4.2, only one may be entered;
- If **No**, enter 2 and proceed to **question 5**.

For the question under serial number **5. Do you carry out irrigation control**, one of the following answers may be entered:

- If **Yes**, enter 1, which opens options 5.1 to 5.4, only one may be entered;
- If **No**, enter 2 and proceed to **question 6**.

**Manual irrigation control** – manually opening and closing pumps and valves.

**Automatic irrigation control** – modern pumping stations are designed as automatic systems using frequency regulators installed on each electric motor driving the water pump.

**Precision irrigation** (with or without soil moisture sensors) – precisely applies the required amount of water depending on plant needs and matches irrigation norms to soil characteristics, preventing overwatering and runoff.

**Combination of methods** – involves combining the methods listed above.

For the question under serial number **6. Do you have a fertigation system**, one of the following answers may be entered:

- If **Yes**, enter 1 and proceed to **chapter 7**;
- If **No**, enter 2 and proceed to **chapter 7**.

**Fertigation** is a technique used in agriculture that allows the application of water and fertilizers through the irrigation system. Precise dosing of water and nutrients is essential for proper plant growth and development. In addition to nutrients, plant protection agents can also be applied through fertigation. Fertilizers must be water-soluble. Fertigation devices are made of durable materials to prevent damage when using various water-soluble fertilizers or plant protection products. Fertigation is most commonly applied through a drip irrigation system.

**CHAPTER 7. LAND MANAGEMENT PRACTICES (for the period from 1 October 2023 to 30 September 2024)**

**1. DRAINAGE**

In Table 1, enter data on the area of utilised agricultural land with established drainage for the period from **from 1 October 2023 to 30 September 2024**. The area should be entered in ha and/or m<sup>2</sup>.

***Drainage** is the natural removal of excess surface or underground water from a specific area. The most common method of drainage is canal drainage. Drainage is mostly applied in areas with a high groundwater level (for holdings with terraces and stone walls that have ecological significance, drainage is always present).*

**2. METHODS AND AREAS FOR SOIL CONSERVATION ON ARABLE LAND**

In Table 2, enter data on the areas of arable land where soil conservation is practiced, according to the following methods:

- **Sowing of winter crops** – arable land on which crops are sown in the autumn and grow during the winter (for example: winter wheat), which are harvested or used for grazing;
- **Sowing of cover crops** – arable land where plants are sown to reduce nutrient loss. These crops are ploughed into the soil in spring before sowing other crops, are not harvested, and are not used for grazing;
- **Plant residues (straw or stubble)** – arable land covered during the winter period with plant residues. Potatoes are excluded because their stems decay very quickly;
- **Bare soil** – arable land that has been ploughed or otherwise prepared in the autumn and is not sown or covered during the winter period with plant residues, remaining bare until pre-sowing or sowing agronomic measures in spring.

Areas should be entered in ha and/or m<sup>2</sup>.

***Soil conservation** refers to the method by which arable land is covered with plants or plant residues or left bare during the winter period to prevent its depletion. This includes arable land sown or worked within the last 12 months, but excludes arable land that has not been sown or worked during the mentioned period. Excluded are areas used for family food production, permanent pastures and meadows, permanent crops, and greenhouse areas.*

**3. AREAS WITH ECOLOGICAL VALUE WITHIN YOUR UTILISED AGRICULTURAL LAND**

In Table 3, enter data on areas of utilised agricultural land that have ecological significance, such as:

- **Terraces** – parts of sloped land cut into a series of consecutive flat platforms or levels, resembling steps, for more efficient crop production. Terraces reduce erosion and landslides and can support crops that require irrigation;

- **Field margins or buffer strips** – are used to enhance biodiversity and prevent the transfer of pollutants to non-sown areas
- **Hedges and tree lines** – areas of continuous woody vegetation, usually forming field boundaries within agricultural land, along roads, or watercourses. These can be rows of shrubs or bushes forming a living fence, sometimes with a central row of trees. Vineyards and plantation orchards are not included;
- **Stone walls** - refers to man-made structures made of brick or stone, for example: mortared walls;
- **Agroforestry** - refers to land-use systems where perennial woody plants (such as trees, shrubs, or palms) are used simultaneously with agricultural crops and/or livestock. In other words, trees and shrubs are grown on agricultural plots, around or between crops and pastures, to increase yields.

Areas should be entered in ha and/or m<sup>2</sup>.

## CHAPTER 8. LIVESTOCK

### Livestock by Type and Category

All livestock is recorded, showing the total number by type and category, including the number of animals raised using organic production methods, whether already certified or in the transitional period of certification. Data on livestock by type and category are recorded as of 30.9.2024.

#### 1. NUMBER OF CATTLE

Under serial number **1**, the **total number of cattle** is taken from the first part of the questionnaire. From the total number of cattle, the number of cattle in organic production and the number in organic production during the transitional period must be entered. Data are recorded as of **30.9.2024**.

#### Cattle up to 1 year old

Cattle up to 1 year old include calves up to 8 months and young cattle older than 8 months but not more than 12 months. Data for calves and young cattle are collected by sex and purpose for slaughter, while data for other young cattle are collected by sex and purpose for breeding.

#### Cattle from 1 to 2 years old

Cattle aged 1 to 2 years are recorded by sex and purpose (breeding and slaughter). Female cattle that have already calved are excluded.

#### Cattle older than 2 years

Cattle aged 2 years and older are recorded by sex and purpose (breeding and slaughter).

Female animals:

- Heifers – female cattle aged 2 years or older, conditioned for first insemination; female cattle that have not yet calved and are fattened at the time of the survey; and female cattle intended for slaughter;
- Milking cows – cows that have already calved (including those under 2 years old) and are kept exclusively for milk production for human consumption or dairy products, due to their breed or special qualities. This includes fattened cows not currently being milked and selected cows removed from milk production for slaughter.
- Other cows – female cattle that have already calved and are kept mainly for calf rearing (cow-calf system), whose milk is not intended for human consumption or dairy production. This also includes cows used for work after calving and cows intended for slaughter, whether fattened or not.

Male animals are recorded by purpose, including:

- Bulls – male animals for breeding, 2 years and older;
- Oxen – castrated male animals, 2 years and older, used for work.

Under serial numbers 2 to 14, enter the number of livestock by type and category, including the number in organic production and the number in organic production during the transitional period.

Serial number **15** shows **the total number of cattle**, automatically summing rows 2 to 14. The interviewer should read the total number of cattle to the respondent and ask if they agree with this number (question 16).

For the question under serial number **16 Do you agree**, it is possible to enter one of the offered answers:

- If the holding agrees with the stated number of cattle, enter 1 (the number of cattle from question 15 is taken as correct);
- If the holding does not agree with the stated number of cattle, enter 2. In that case, the number of cattle must be checked again.

When the holding does not raise cattle as of 30 September 2024, the following question is asked:

**Has the holding raised cattle in the last 12 months?** One of the offered answers can be entered:

- If the holding has raised cattle in the last 12 months, enter 1 and the system automatically proceeds to Table 2;
- If the holding has not raised cattle in the last 12 months, enter 2 and the system automatically proceeds to Table 8.

## 2. PRODUCTION AND USE OF RAW COW'S MILK

Table 2 records data on the total quantity of cow's milk produced on the holding during the period from 1 October 2023 to 30 September 2024, as well as data on how it is used.

**Note:** *If the holding has dairy cows, there must be data on milk production.*

Data on the number of dairy cows are taken from Table 1, row 11, after which the total quantity of cow's milk produced, expressed in litres, is entered.

The total quantity of cow's milk is then distributed according to the method of use in rows 2 to 7, which include milk that is:

- delivered for purchase to dairies;
- used for consumption on the holding;
- sold in total (within the household, at markets);
- used for feeding livestock;
- used for processing;
- losses.

### 3. PRODUCED DAIRY PRODUCTS

Table 3 records data on the quantities of produced dairy products (cheese, cream, other products) during the period from 1 October 2023 to 30 September 2024. The quantity of produced dairy products is expressed in kilograms or liters. Data on the total quantity of cow's milk used by the holding for processing are taken from Table 2, row 6.

The production of dairy products is distributed in rows 2 to 7 and includes the following types of dairy products:

- production of fresh cheese;
- production of other cheeses;
- production of cream;
- production of sour cream;
- production of other products (yogurt and similar);
- whey.

### 4. CATTLE TRANSACTIONS

Table 4 records data on cattle transactions during the period from 1 October 2023 to 30 September 2024, which include:

- calved;
- purchased;
- died;
- slaughtered;
- sold.

If the holding carried out slaughtering on the holding for its own needs in the last 12 months, the total number of slaughtered cattle is entered in Table 4. If the holding sold cattle to slaughterhouses, restaurants, shops, or similar outlets, or sold animals for breeding purposes, the total number of sold animals is entered.

### 5. CATTLE SLAUGHTER

Table 5 records data on the number and weight of cattle slaughtered on the holding **for own needs** during the period from 1 October 2023 to 30 September 2024. The weight of slaughtered cattle (gross weight) is entered in kilograms. The number of slaughtered cattle must be distributed by the months in which the cattle were slaughtered.

**Note:** The number of slaughtered cattle must be equal to the sum of cattle distributed across the months in which they were slaughtered.

### 6. SALE OF CATTLE

Table 6 records data on the number and weight of cattle sold during the period from 1 October 2023 to 30 September 2024, including cattle sold to slaughterhouses, for breeding purposes, and other sales. "Sold to others" includes all cattle sold directly from the holding, to restaurants, hotels, and similar buyers. The number of sold cattle and their weight (gross weight) in kilograms are entered.

In the **Total sold** column, the total number of sold cattle and the total weight for all categories of cattle are entered.

## 7. IN WHICH MONTH DID YOU SELL CATTLE

Table 7 records the number of cattle sold by month. The number of cattle sold to others (sold directly from the holding, to restaurants, hotels, and similar buyers) during the period from 1 October 2023 to 30 September 2024 is entered and distributed by months.

## 8. NUMBER OF SHEEP

Under serial number 1, the total number of sheep is taken from the first part of the questionnaire. From the total number of sheep, it is necessary to enter the number of sheep in organic production and the number of sheep in organic production in the conversion period. Data on the number of sheep are entered as of **30 September 2024**.

Data are entered for the following categories of sheep:

- lambs and yearlings up to 1 year of age, which are young sheep of both sexes;
- dairy sheep that have already lambed, which are female animals aged one year or older that have lambed and are used for milk production for human consumption or for the production of dairy products;
- dairy sheep mated for the first time, which are female animals from which the first offspring is expected and which, up to the time of the survey, have not lambed;
- sheep for meat production that have already lambed, which are female animals aged one year or older that have lambed and are used for the production of lambs for meat;
- sheep for meat production mated for the first time, which are female animals from which the first offspring is expected and which, up to the time of the survey, have not lambed;
- rams and other sheep – other sheep are female animals excluded from breeding (infertile sheep) and sheep for slaughter that have already lambed. Rams are male animals used for breeding, including animals excluded from breeding (for slaughter).

Under serial numbers 2 to 6 and 8, the number of sheep by category is entered. Under serial number 7 – total breeding sheep, the sum of sheep from rows 3 to 6 is entered.

Under serial number **9, This is your total number of sheep**, the program automatically sums the number of sheep for the following rows: 2 + 7 + 8. The enumerator should read the number of sheep to the respondent and ask whether they agree with it (question under serial number 10).

For the question under serial number **10, Do you agree**, one of the offered answers can be entered:

- If the holding agrees with the stated number of sheep, enter 1 (the number from row 9 is taken as correct);
- If the holding does not agree with the stated number of sheep, enter 2. In that case, the number of sheep must be checked again.

When the holding does not raise sheep as of 30.9.2024, the following question is asked:

**Has the holding raised sheep in the last 12 months?** One of the offered answers can be entered:

- If the holding has raised sheep in the last 12 months, enter 1 and the system automatically proceeds to Table 9;
- If the holding has not raised sheep in the last 12 months, enter 2 and the system automatically proceeds to Table 15.

## 9. PRODUCTION AND USE OF RAW SHEEP'S MILK

Table 9 records data on the total quantity of sheep's milk produced on the holding during the period from 1 October 2023 to 30 September 2024, as well as data on how it is used.

Data on the number of dairy sheep are taken from Table 8, row 3, after which the total quantity of sheep's milk produced, expressed in liters, is entered.

**Note:** *If the holding has dairy sheep that have already lambed, there must be data on milk production.*

The total quantity of sheep's milk is distributed according to the method of use in rows 2 to 7, which include milk that is:

- delivered for purchase to dairies;
- used for consumption on the holding;
- sold in total (within the household, at markets);
- used for feeding livestock;
- used for processing;
- losses.

## 10. PRODUCED DAIRY PRODUCTS

Table 10 records data on the quantities of dairy products (cheese, cream, other products) produced from sheep's milk during the period from 1 October 2023 to 30 September 2024. The quantity of produced dairy products is expressed in kilograms or liters. Data on the total quantity of sheep's milk used by the holding for processing are taken from Table 9, row 6.

The production of dairy products is distributed in rows 2 to 7 and includes the following types of dairy products:

- fresh cheese;
- other cheeses;
- cream;
- sour cream;
- other products (yogurt and similar);
- whey.

## 11. SHEEP TRANSACTIONS

Table 11 records data on sheep transactions during the period from **1 October 2023 to 30 September 2024**, which include:

- lambed;
- purchased;
- died;
- slaughtered;
- sold.

If the holding carried out slaughtering on the holding for its own needs during the period from 1 October 2023 to 30 September 2024, the total number of slaughtered sheep is entered in Table 11. If the holding sold sheep to slaughterhouses, restaurants, shops, or similar outlets, or sold sheep for breeding purposes, the total number of sold sheep is entered.

## 12. SHEEP SLAUGHTER

Table 12 records data on the number and weight of sheep slaughtered on the holding for own needs during the period from **1 October 2023 to 30 September 2024**. The weight of slaughtered sheep (gross weight) is entered in kilograms. The number of slaughtered sheep (lambs and yearlings up to 1 year of age and other sheep) must be distributed by the months in which the sheep were slaughtered.

**Note:** *The number of slaughtered sheep must be equal to the sum of sheep distributed across the months in which they were slaughtered.*

## 13. SALE OF SHEEP

Table 13 records data on the number and weight of sheep sold during the period from 1 October 2023 to 30 September 2024, including sales to slaughterhouses, for breeding purposes, and other sales. "Sold to others" includes all sheep sold directly from the holding, to restaurants, hotels, and similar buyers. The number of sold lambs and yearlings and other sheep, and their weight (gross weight) in kilograms, are entered.

In the **Total sold** column, the total number of sold sheep and the total weight for all categories of sheep are entered.

## 14. IN WHICH MONTH DID YOU SELL SHEEP

Table 14 records the number of sheep sold to others (sold directly from the holding, to restaurants, hotels, and similar buyers) during the period from 1 October 2023 to 30 September 2024, distributed by months.

## 15. NUMBER OF GOATS

Under serial number **1**, the **total number of goats** is taken from the first part of the questionnaire. From the total number of goats, it is necessary to enter the number of goats in organic production and the number of goats in organic production in the conversion period. Data on the number of goats are entered as of 30 September 2024.

Table 15 records data for the following categories of goats:

- kids up to 1 year of age, which are young goats of both sexes;
- dairy goats that have already kidded, which are female animals aged one year or older that have kidded and are used for milk production for human consumption or for the production of dairy products;
- dairy goats mated for the first time, which are female animals from which the first offspring is expected and which, up to the time of the survey, have not kidded;
- goats for meat production that have already kidded, which are female animals aged one year or older that have already kidded and are used for the production of kids for meat;
- goats for meat production mated for the first time, which are female animals from which the first offspring is expected and which, up to the time of the survey, have not kidded;
-

- bucks and other goats – other goats are female animals excluded from breeding (infertile goats) and goats for slaughter that have already kidded. Bucks are male animals used for breeding, including animals excluded from breeding (for slaughter).

Under serial numbers 2 to 6 and 8, the number of goats by category is entered. Under serial number 7 – total breeding goats, the sum of goats from rows 3 to 6 is entered.

Under serial number 9, **This is your total number of goats**, the program automatically sums the number of goats for the following rows: 2 + 7 + 8. The enumerator should read the number of goats to the respondent and ask whether they agree with it (question under serial number 10).

For the question under serial number **10, Do you agree**, one of the offered answers can be entered:

- If the holding agrees with the stated number of goats, enter 1 (the number from row 9 is taken as correct);
- If the holding does not agree with the stated number of goats, enter 2. In that case, the number of goats must be checked again.

When the holding does not raise goats as of 30 September 2024, the following question is asked:

**Has the holding raised goats in the last 12 months?** One of the offered answers can be entered:

- If the holding has raised goats in the last 12 months, enter 1 and the system automatically proceeds to Table 16;
- If the holding has not raised goats in the last 12 months, enter 2 and the system automatically proceeds to Table 22.

## 16. PRODUCTION AND USE OF RAW GOAT'S MILK

Table 16 records data on the total quantity of goat's milk produced on the holding during the period from 1 October 2023 to 30 September 2024, as well as data on how it is used.

Data on the number of dairy goats are taken from Table 15, row 3, after which the total quantity of goat's milk produced, expressed in liters, is entered.

**Note:** *If the holding has dairy goats that have already kidded, there must be data on milk production.*

The total quantity of goat's milk is distributed according to the method of use in rows 2 to 7, which include milk that is:

- delivered for purchase to dairies;
- used for consumption on the holding;
- sold in total (within the household, at markets);
- used for feeding livestock;
- used for processing;
- losses.

## 17. PRODUCED DAIRY PRODUCTS

Table 17 records data on the quantities of dairy products (cheese, cream, other products) produced from goat's milk during the period from 1 October 2023 to 30 September 2024. The

quantity of produced dairy products is expressed in kilograms or liters. Data on the total quantity of goat's milk used by the holding for processing are taken from Table 16, row 6.

The production of dairy products is distributed in rows 2 to 7 and includes the following types of dairy products:

- fresh cheese;
- other cheeses;
- cream;
- sour cream;
- other products (yogurt and similar);
- whey.

## 18. GOAT TRANSACTIONS

Table 18 records data on goat transactions during the period from 1 October 2023 to 30 September 2024, which include:

- kidded;
- purchased;
- died;
- slaughtered;
- sold.

If the holding carried out slaughtering on the holding **for its own needs** during the period from 1 October 2023 to 30 September 2024, the total number of slaughtered goats is entered in Table 18. If the holding sold goats to slaughterhouses, restaurants, shops, or similar outlets, or sold goats for breeding purposes, the total number of sold goats is entered..

## 19. GOAT SLAUGHTER

Table 19 records data on the number and weight of goats slaughtered on the holding for own needs during the period from 1 October 2023 to 30 September 2024. The weight of slaughtered goats (gross weight) is entered in kilograms. The number of slaughtered goats (kids up to 1 year of age and other goats) must be distributed by the months in which the goats were slaughtered.

**Note:** *The number of slaughtered goats must be equal to the sum of goats distributed across the months in which they were slaughtered.*

## 20. SALE OF GOATS

Table 20 records data on the number and weight of goats sold during the period from 1 October 2023 to 30 September 2024, including sales to slaughterhouses, for breeding purposes, and other sales. "Sold to others" includes all goats sold directly from the holding, to restaurants, hotels, and similar buyers. The number of kids and other goats sold, and their weight (gross weight) in kilograms, are entered.

In the **Total sold** column, the total number of sold goats and the total weight for all categories of goats are entered.

## 21. IN WHICH MONTH DID YOU SELL GOATS

Table 21 records the number of goats sold to others (sold directly from the holding, to restaurants, hotels, and similar buyers) during the period from 1 October 2023 to 30 September 2024, distributed by months.

## 22. NUMBER OF PIGS

Under serial number 1, the total number of pigs is taken from the first part of the questionnaire. Under this serial number, data on the number of pigs are entered as of 30 September 2024.

From the total number of pigs, it is necessary to enter the number of pigs in organic production and the number of pigs in organic production in the transitional period.

Pigs are recorded according to weight and purpose and include the following categories:

- piglets under 20 kg;
- fattening pigs:
  - fattening pigs from 20 to 49 kg;
  - fattening pigs from 50 to 79 kg;
  - fattening pigs from 80 kg to 109 kg;
  - fattening pigs over 110 kg;
- breeding pigs:
  1. gilts:
    - pregnant gilts are female animals up to 12 months of age, which are pregnant for the first time and from which the first offspring is expected;
    - other gilts are young female breeding animals that are being prepared for first insemination;
  2. sows:
    - pregnant sows are young female breeding animals that have farrowed at least once;
    - other sows include sows that are being fattened prior to slaughter.
- boars are all male animals intended for breeding. This does not include boars that are excluded from breeding and that are being fattened prior to slaughter.

Under serial number **12. This is your total number of pigs**. The program automatically sums the number of pigs for rows 2 to 11. It is necessary to read the number of pigs to the respondent and ask whether he/she agrees with it (question under serial number 13).

For the question under serial number **13, Do you agree**, it is possible to enter one of the offered answers:

- If the holding agrees with the stated number of pigs, it is necessary to enter 1 (the number of pigs from row 12 is taken as correct);
- If the holding does not agree with the stated number of pigs, enter 2. In that case, it is necessary to check the number of pigs again.

When the holding does not raise pigs with the status as of 30.9.2024, the following question is asked:

**Did the holding raise pigs in the last 12 months?** It is possible to enter one of the offered answers:

- If the holding raised pigs in the last 12 months, it is necessary to enter 1 and the program automatically proceeds to Table 23;

- If the holding did not raise pigs in the last 12 months, it is necessary to enter 2 and the program automatically proceeds to Table 27.

## 23. PIG TRANSACTION

In Table 23, data are entered on the turnover of pigs in the period from 1 October 2023 to 30 September 2024, which includes:

- farrowed;
- purchased;
- died;
- slaughtered;
- sold.

If the holding carried out slaughter on the holding for its own needs in the period from 1 October 2023 to 30 September 2024, the total number of slaughtered pigs is entered in Table 23. If the holding sold pigs to slaughterhouses, restaurants, shops, and similar, or sold pigs for breeding, the total number of sold pigs is entered.

## 24. PIG SLAUGHTER

In Table 24, data are entered on the number and weight of pigs slaughtered on the holding **for own needs** in the period from **from 1 October 2023 to 30 September 2024**. The weight of slaughtered pigs (gross weight) is entered in kilograms. It is necessary to distribute the number of slaughtered pigs by the months in which they were slaughtered.

**Note:** *The number of slaughtered pigs must be equal to the sum of pigs distributed by the months in which they were slaughtered.*

## 25. SALE OF PIGS

In Table 25, data are entered on the number and weight of pigs sold in the period from 1 October 2023 to 30 September 2024, namely to slaughterhouses, for breeding, and other. Sold to others includes all pigs sold directly from the holding, to restaurants, hotels, and similar. The number of sold piglets up to 25 kg, pigs from 26 kg to 50 kg, and pigs over 51 kg is entered, as well as their weight (gross weight) in kilograms.

In the column **total sold**, the total number of sold pigs and the total weight for all categories of pigs are entered.

## 26. IN WHICH MONTH DID YOU SELL PIGS

In Table 26, the number of pigs sold to others (sold directly from the holding, to restaurants, hotels, and similar) in the period from **from 1 October 2023 to 30 September 2024** is entered and distributed by months.

## 27. NUMBER OF POULTRY

Data on poultry are collected in the first part of the questionnaire, and the questions from Table 27 relating to the number of poultry will be automatically filled in from the first part of the questionnaire (Table 6.1). From the total number of poultry, it is necessary to enter the number of poultry in organic production and the number of poultry in organic production in the transitional period. Data on the number of poultry are entered with the status as of **30 September 2024**.

Poultry includes the following categories:

- fattened chickens, broilers – chickens intended for fattening;
- laying hens – include all hens that have started laying eggs, regardless of whether the eggs are for consumption or hatching;
- other chickens – chickens that are not layers, roosters;
- turkeys, ducks, geese – the total number is entered regardless of age, sex, and purpose;
- other poultry – other poultry raised on the holding that is not included in any of the listed categories (quail, pheasants, ostriches, pigeons, and others).

Under serial number **9. This is your total number of poultry**, the program automatically sums the number of poultry for the following rows: 2+3+4+5+6+7+8. It is necessary to read the number of poultry to the respondent and ask whether he/she agrees with it (question under serial number 10).

For the question under serial number **10, Do you agree**, it is possible to enter one of the offered answers:

- If the holding agrees with the stated number of poultry, it is necessary to enter 1 (the number of poultry from row 8 is taken as correct).
- If the holding does not agree with the stated number of poultry, enter 2. In that case, it is necessary to check the number of poultry again.

When the holding does not raise poultry with the status as of 30.9.2024, the following question is asked:

**Has the holding raised poultry in the last 12 months?** It is possible to enter one of the offered answers:

- If the holding raised poultry in the last 12 months, it is necessary to enter 1 and the system automatically proceeds to Table 28.
- If the holding did not raise poultry in the last 12 months, it is necessary to enter 2 and the system automatically proceeds to Table 33.

## 28. EGG PRODUCTION AND TRANSACTION

Under question 28, data are collected on egg production and turnover in the period **from 1 October 2023 to 30 September 2024**, which include:

- use of eggs for consumption on the holding;
- number of eggs contracted for sale (purchase, contract, and similar);
- number of eggs sold on the holding;
- number of eggs used for own hatching (egg production);
- number of eggs sold for hatching (egg production);
- number of eggs sold for consumption;
- number of eggs sold for processing;
- losses.

**Note:** *If the holding has total egg production, there must be data on the distribution of produced eggs.*

## 29. POULTRY TRANSACTION

In Table 29, data are entered on the turnover of poultry in the period **from 1 October 2023 to 30 September 2024**, which includes:

- hatched;
- purchased;
- died;
- slaughtered;
- sold.

If the holding carried out poultry slaughter on the holding for own needs in the period **from 1 October 2023 to 30 September 2024**, the total number of slaughtered poultry is entered in Table 29. If the holding sold poultry to slaughterhouses, restaurants, shops, and similar, the total number of sold poultry is entered.

## 30. POULTRY SLAUGHTER

In Table 30, data are entered on the number and weight of poultry slaughtered on the holding for own needs in the period **from 1 October 2023 to 30 September 2024**. The weight of slaughtered poultry (gross weight) is entered in kilograms. It is necessary to distribute the number of slaughtered poultry by the months in which they were slaughtered.

**Note:** *The number of slaughtered poultry must be equal to the sum of poultry distributed by the months in which they were slaughtered.*

## 31. SALE OF POULTRY

In Table 31, data are entered on the number and weight of poultry sold in the period **from 1 October 2023 to 30 September 2024**, namely to slaughterhouses, for breeding, and other. Sold to others includes all poultry sold directly from the holding, to restaurants, hotels, and similar. The number of sold poultry and their weight (gross weight) in kilograms are entered. In the column **total sold**, the total number of sold poultry and the total weight for all categories of poultry are entered.

### 32. IN WHICH MONTH DID YOU SELL POULTRY

In Table 32, the number of poultry sold to others (sold directly from the holding, to restaurants, hotels, and similar) in the period **from 1 October 2023 to 30 September 2024** is entered and distributed by months.

### 33. NUMBER OF HORSES, DONKEYS, HINNIES AND MULES

Under serial number **1**, the **total number of horses, donkeys, hinnies and mules** is taken from the first part of the questionnaire. From the total number of horses, donkeys, hinnies and mules, it is necessary to enter the number of animals in organic production and the number of animals in organic production in the transitional period for all categories. Data are entered with the status as of 30.9.2024.

Data are entered for the following categories:

- young stock – includes foals of both sexes up to 1 year of age and young male breeding animals from 1 to 3 years of age (early maturing) and up to 4 years of age (late maturing);
- mares and in-foal fillies – mares are female breeding animals after the first foaling; fillies are female animals from 1 year of age until foaling;
- stallions, geldings and working horses – stallions are male animals over 4 years of age; a gelding is a castrated male animal;
- donkeys, hinnies and mules.

Under serial number **6**. **This is your total number of horses, donkeys, hinnies and mules**, the program automatically sums the numbers for the following rows: 2+3+4+5. It is necessary to read the number of horses, donkeys, hinnies and mules to the respondent and ask whether he/she agrees with it (question under serial number 7).

For the question under serial number **7**, **Do you agree**, it is possible to enter one of the offered answers:

- If the holding agrees with the stated number, it is necessary to enter 1 (the number of horses, donkeys, hinnies and mules from row 6 is taken as correct);
- If the holding does not agree with the stated number of horses, enter 2. In that case, it is necessary to check again the number of horses, donkeys, hinnies and mules.

### 34. NUMBER OF RABBITS

Under serial number **1**, **female breeding animals** are taken from the first part of the questionnaire. From the total number of rabbits, it is necessary to enter the number of rabbits in organic production and the number of rabbits in organic production in the transitional period. Data on the number of rabbits are entered with the status as of 30.9.2024.

### 35. BEES

Under serial number **1**, data are taken from the first part of the questionnaire. From the total number of beehives, it is necessary to enter the number of beehives in organic production and the number of beehives in organic production in the transitional period. Data on honey production are entered in kilograms. Data on bees are entered with the status as of **30.9.2024**.

### 36. LIVESTOCK GRAZING

Data are collected on the number of livestock that were taken out to pasture on owned or land taken in tenure or on mountain pastures/commons, as well as on the number of months the livestock were on pasture. Data are collected for the following types of livestock: cattle, sheep, goats and horses, and refer to the period **from 1 October 2023 to 30 September 2024**.

**METHOD OF CALCULATING PRODUCTION OF LIVE WEIGHT OF LIVESTOCK /  
WEIGHT GAIN**

**CATTLE – weight ranges, kg**

1.	Young cattle up to 1 year	calves for slaughter		30 – 300
2.		other	female	30 – 300
3.			male	30 – 300
4.	Cattle from 1 to 2 years	heifers	for slaughter	200 – 500
5.			other	200 – 500
6.		male		200 – 600
7.	Cattle older than 2 years	heifers	for slaughter	300 – 600
8.			other	300 – 600
9.		cows (incl. under 2 years)	dairy	350 – 700
10.			other	350 – 700
11.		male		400 - 1400

**SHEEP - weight ranges, kg**

1.	Lambs and young sheep up to 1 year		5 – 60
2.	Lambled and first-time mated sheep	dairy	25 – 120
3.		other	25 – 120
4.	Other sheep (rams, barren ewes)		25 - 160

**PIGS – weight ranges, kg**

1.	Piglets up to 20 kg		< 20
2.	Pigs from 20 to 50 kg		20 – 50
3.	Fattening pigs (incl. culled breeding animals)	50 to 80 kg	51– 80
4.		80 to 110 kg	81 – 110
5.		over 110 kg	> 110
6.	Breeding pigs (> 50 kg)	gilts	60 – 160
7.		pregnant gilts	60 – 200
8.		sows	80 – 300
9.		pregnant sows	80 – 350
10.		boars	100 - 400

**GOATS – weight ranges, kg**

1.	Kids and young goats up to 1 year		5 – 80
2.	Goats	already kidded	25 – 80
3.		first-time mated	25 – 80
4.	Other goats (bucks, barren goats)		15 – 130

**POULTRY – weight ranges (kg) and number of eggs (pieces)**

1.	Fattened chickens (broilers)	< 3	-
2.	Laying hens	< 7	10 - 300
3.	Geese	< 7	5 - 50
4.	Ducks	< 5	10 - 300
5.	Other poultry	< 130	10 - 350

**NORMS FOR MILK PRODUCTION AND PRODUCTION OF DAIRY PRODUCTS**

**MILK PRODUCTION, l**

1.	Milked cows	100 – 7500 l
2.	Milked sheep	10 – 600 l
3.	Milked goats	10 – 800 l

**PRODUCTION OF DAIRY PRODUCTS**

1.	1 kg of soft cheese	7 l
2.	1 kg of hard cheese	10 l
3.	1.6 kg of cheese and 0.25 kg of cream	10 l

## CHAPTER 9. LIVESTOCK HOUSING FACILITIES

Within Chapter 9, the capacity or number of places in a specific facility in which livestock can be housed is recorded. Data on livestock housing facilities refer to the period **from 1 October 2023 to 30 September 2024**.

### 1. DID YOU USE LIVESTOCK HOUSING FACILITIES ON THE HOLDING

For question under serial number 1, **Did you use livestock housing facilities on the holding?**, one of the offered answers can be entered:

- If the answer is **Yes**, enter 1, whereby questions open for facilities used on the holding for the following livestock categories:
  - Dairy cows, if there are facilities for dairy cows, **Table 2** opens automatically;
  - Other cattle, if there are facilities for other cattle, **Table 4** opens automatically;
  - Pregnant sows, if there are facilities for pregnant sows, **Table 5** opens automatically;
  - Other pigs, if there are facilities for other pigs, **Table 7** opens automatically;
  - Laying hens, if there are facilities for laying hens, **Table 8** opens automatically.
- If the answer is **No**, enter 2 and proceed to Chapter 10.

*The average number of livestock refers to the number of animals during the observed period that were present on the holding (from 1 October 2023 to 30 September 2024), regardless of whether the livestock were present on the holding on the reference date.*

*Livestock housing places represent the usual number of animals that are present in animal housing facilities during the reference period. The number of places for a specific type of livestock is entered even if the places in the facilities were temporarily empty, i.e. for several weeks or several months during the reference period (for example, stable cleaning, maintenance, and similar).*

### 2. AVERAGE NUMBER OF CATTLE

In Table 2, data are entered on the average number of dairy cows and the average number of other cattle in the period from 1 October 2023 to 30 September 2024.

Facilities for housing dairy cows and other cattle include the following types of facilities:

- *Facilities with tied housing of dairy cows and other cattle* refer to facilities where dairy cows and other cattle are kept tied and are not allowed to move freely. These types of facilities may contain manure that is separated in the form of solid and liquid manure.



Figure 1: Facility for housing tied dairy cows

- *Facilities with free housing of dairy cows and other cattle* refer to facilities where cattle move freely within the area where they are housed. These types of facilities may contain solid manure (when the floor in the facilities is concrete and cleaned by scraping) and liquid manure (when solid manure and urine are discharged below the floor into a pit where slurry is formed, or when they can be scraped from concrete channels and stored in tanks). These facilities include areas divided into stalls in which cattle are housed and where their movement is not restricted.



Figure 2: Facilities on solid flooring

- *Other types of facilities* refer to housing of dairy cows and other cattle in facilities that are not mentioned in the previous types of facilities. This includes facilities with traditional housing of dairy cows and other cattle (tied housing with manual removal of solid manure).
- *Dairy cows and cattle that are always kept outdoors* refer to facilities where dairy cows and other cattle are continuously kept, either tied or free, in natural conditions with the provision of minimal protection (such as a roof, shelter, and similar).



Figure 3: Dairy cows kept outdoors

- *Dairy cows and cattle kept outdoors (pasture)* refer to the housing of dairy cows and cattle that spend a certain amount of time on pasture (on the holding or on common land), and the rest of the time in one of the facilities, provided that time spent on pasture is less than two hours per day.

- *Access area for movement* refers to a fenced outdoor area (with or without shelter) where dairy cows and other cattle can move freely.

### 3. FACILITIES FOR HOUSING DAIRY COWS

In Table 3, data are entered on the average number of occupied places for housing dairy cows in the past 12 months, data on the number of places for dairy cows in a specific type of facility, as well as data on the number of months during which dairy cows are kept outdoors.

For the question under serial number **10, Do dairy cows have an access area for movement?**, one of the offered answers can be entered:

- If the answer is **Yes**, enter 1 and proceed to Table 4;
- If the answer is **No**, enter 2 and proceed to Table 4.

### 4. FACILITIES FOR HOUSING OTHER CATTLE

In Table 4, data are entered on the average number of occupied places for housing other cattle in the past 12 months, data on the number of places for other cattle in a specific type of facility, as well as data on the number of months during which other cattle are kept outdoors.

For the question under serial number **10, Do other cattle have an access area for movement?**, one of the offered answers can be entered:

- If the answer is **Yes**, enter 1 and proceed to Table 5;
- If the answer is **No**, enter 2 and proceed to Table 5.

### 5. AVERAGE NUMBER OF PIGS

In Table 5, data are entered on the average number of pregnant sows and the average number of other pigs in the period from 1 October 2023 to 30 September 2024

Facilities for housing pregnant sows and other pigs include the following types of facilities:

- *Facilities with solid, flat floors* refer to facilities with a flat, solid surface made of cement (to prevent slipping) or hard-packed earth, with one part of the floor lowered to facilitate easier cleaning.



Figure 4: Facilities with solid, flat floors

- *Facilities with bedding* refer to facilities in which the floor is covered with straw or other similar material that retains and binds excreta (solid and liquid), which is periodically replaced, i.e. every few months.

- *Facilities with fully slatted floors* refer to pig housing facilities where the floors are completely slatted, i.e. the floor has openings through which solid manure and urine fall below the floor into a pit where slurry is formed.



Figure 5: Facilities with fully slatted floors

- *Facilities with partially slatted floors* refer to facilities where the floors are partially slatted, i.e. part of the floor has openings through which solid manure and urine fall below the floor into a pit where slurry is formed.
- *Other types of facilities* refer to housing of pregnant sows and other pigs in facilities that are not mentioned in the previous types of facilities. This includes facilities with traditional housing where floors are covered with a thin layer of bedding and a layer of excreta that is removed manually.
- *Pregnant sows and other pigs that are always raised outdoors* means that pregnant sows and other pigs can spend at least part of the day outdoors, instead of being confined in an enclosed area.



Figure 6: Pregnant sows always raised outdoors

- *Access area for movement* refers to a fenced outdoor area (with or without shelter) where other pigs can move freely.

## 6. FACILITIES FOR HOUSING PREGNANT SOWS

In Table 6, data are entered on the average number of occupied places for housing pregnant sows in the past 12 months, data on the number of places for pregnant sows in a specific type of facility, as well as data on the number of months during which pregnant sows are kept outdoors.

## 7. FACILITIES FOR HOUSING OTHER PIGS

In Table 7, data are entered on the average number of occupied places for housing other pigs in the past 12 months, data on the number of places for other pigs in a specific type of facility, as well as data on the number of months during which other pigs are kept outdoors.

For the question under serial number **9, Do other pigs have an access area for movement?**, one of the offered answers can be entered:

- If the answer is **Yes**, enter 1 and proceed to Table 8;
- If the answer is **No**, enter 2 and proceed to Table 8.

## 8. FACILITIES FOR HOUSING LAYING HENS

In Table 8, data are entered on the average number of occupied places for housing laying hens in the past 12 months, as well as data on the number of places for laying hens in a specific type of facility.

Facilities for housing laying hens include the following types of facilities:

- *Facilities for raising laying hens on litter* refer to facilities where the floor is covered with a thick layer of straw, peat, or other material that binds excreta and is periodically replaced, i.e. every few months. Nests, feeders, and water are placed on slats so that the litter remains dry.



Figure 7: Raising laying hens on litter

- *Cages for housing laying hens* may include cages with raised structures, cages with deep pits, and cages with manure belts. Cages refer to facilities with artificial ventilation, with or without lighting. Laying hens are kept in confined cages, most often made of wire.
- *Cages with raised structures* – laying hens are housed in cages where manure falls below the cages, forming solid manure that is mechanically removed on a regular basis (manual cleaning of the facility).



Figure 8: Raising laying hens in cages

- *Cages with deep pits* – laying hens are housed in cages where manure falls into a deep pit below the cages or into a channel where liquid manure is formed.
- *Cages with manure belts* – laying hens are housed in cages where manure is transported out of the facility mechanically by means of a belt running beneath the cages in order to form solid manure.
- *Multi-tier facilities* refer to facilities consisting of a ground floor and one or more levels. The facilities include insulation, ventilation, and artificial lighting, and hens are kept in groups and move freely.
- *Other types of facilities* include all facilities that are not covered by the previous categories.
- *Free-range laying hens* production refers to the raising of laying hens on outdoor areas, which may be grass-covered. Laying hens have access to this area from the house through wall openings. They will use the area if there is sufficient shelter. Shelter may consist of trees or shrubs, as well as tents, mobile hen houses, and similar.

## CHAPTER 10. APPLICATION OF FERTILIZERS

According to the Rulebook on the classification and handling of animal by-products and methods of processing animal by-products ("Official Gazette of Montenegro", No. 45/2015), organic fertilizers and soil improvers are materials of animal origin that are used individually or in combination and are added for the purpose of maintaining or improving plant nutrition and the physical, chemical, and biological properties of the soil. Data on fertilizer application refer to the period from 1 October 2023 to 30 September 2024.

### 1. APPLICATION OF FERTILIZERS ON THE HOLDING

For question number 1: **What is the total utilised area treated with mineral fertilizer?**

Enter the required area in hectares (ha) and/or square meters (m<sup>2</sup>).

For question number 2: **What is the total utilised area treated with manure?**

Enter the required area in hectares (ha) and/or square meters (m<sup>2</sup>).

**Note:** *If the total utilised area was treated with fertilizer more than once during the year, that area should be entered only once.*

### 2. MANURE EXPORTED OR IMPORTED TO THE AGRICULTURAL HOLDING

**Manure** is generally obtained from animal excrement and urine, but it usually also contains plant material (often straw) used as animal bedding, which absorbs excrement and urine.

For question number 1: **What is the total quantity of manure exported from the holding?**

Enter the total produced quantity of manure that is transported outside the holding. This includes the quantity of solid and liquid manure exported from the agricultural holding to be used directly as fertilizer on another agricultural holding or to be industrially processed, regardless of whether the manure is sold or given free of charge. Enter the required quantity in tonnes (t) for solid manure and/or cubic meters (m<sup>3</sup>) for liquid manure.

For question number 2: **What is the total quantity of manure imported to the holding?**

Enter the total quantity of manure imported to the holding. This includes the quantity of solid and liquid manure imported to the agricultural holding and used exclusively for agricultural purposes, regardless of the method of payment. Enter the required quantity in tonnes (t) for solid manure and/or cubic meters (m<sup>3</sup>) for liquid manure.

**Example:** The total quantity of manure exported from the holding is 5 tractor trailers.

**1 tractor trailer contains 2.5 m<sup>3</sup> of manure.**

The quantity of exported manure in this case is:

$$5 * 2.5 \text{ m}^3 = 12.5 \text{ m}^3$$

### 3. HOW DID YOU MANAGE (APPLY) MANURE FERTILISER ON THE HOLDING

This question becomes available in the application only if there is a utilised area treated with manure. It is possible to enter indicator 1 for the following answers:

For question number **1: Manure broadcast without incorporation**, manure is distributed over the entire land area or crops without band spreading or injection. *If incorporation of manure into the soil did not occur within 24 hours after spreading, it is included under this serial number.*

For question number **2: Manure broadcast and incorporated within 4 hours**, this includes manure that is mechanically incorporated into the soil within four hours after being spread on the land.

For question number **3: Manure broadcast and incorporated after 4 hours**, this includes manure that is mechanically incorporated into the soil between 4 hours and 24 hours after being spread on the land.

For the above three answers, six modalities are available, distributed across specific percentage ranges.

### 4. HOW DID YOU STORE THE MANURE

In Table 4, enter the percentage of stored solid and liquid manure in the corresponding facilities.

**Solid manure** is a mixture of bedding material, solid and liquid animal excreta of varying degrees of biological decomposition, stability, and maturity. Solid manure contains at least 20% dry matter.

**Liquid manure** is most often a mixture of liquid animal excreta and wastewater (it usually arises as the liquid residue of excreta that bedding material cannot absorb).

Manure is stored in the following ways:

- *Storage of solid manure in heaps*, includes manure stored in heaps or in open areas for several months, on concrete or soil surfaces, and the manure may or may not have a roof cover (this category also includes concrete basins or tanks located near the holding);
- *Manure stored in enclosed composting systems*, includes manure stored in enclosed compost heaps with air access and/or which is mixed;
- *Storage of manure in pits beneath animals in enclosed facilities*, manure stored with little or no added water, usually beneath slatted floors in enclosed animal housing facilities, typically for periods shorter than one year. Manure pits are excavated in the ground and usually lined; they are used for manure storage and may be lined with impermeable materials and emptied using pumps or mechanical shovels;
- *Storage of manure in deep-litter systems*, manure that accumulates during the production cycle and is generated in livestock housing systems with deep bedding, usually consisting of straw and similar materials. This includes manure from cattle, pigs, and poultry;

- *Storage of liquid manure without cover*, includes manure stored in uncovered tanks or basins, usually for a period shorter than one year;
- *Storage of liquid manure with a permeable cover*, includes manure stored in tanks or basins, usually for a period shorter than one year, and covered with a permeable cover (such as clay or straw);
- *Storage of liquid manure with an impermeable cover*, includes manure stored in tanks or basins, usually for a period shorter than one year, and covered with an impermeable cover (such as high-density polyethylene or a negative-pressure cover);
- *Storage of manure (solid or liquid) in another, unspecified manner*, includes manure, whether solid or liquid, stored in other facilities not classified in the previous categories;
- *Manure used on the same day*, includes manure that is used on the same day.

**Note:** The sum of rows 1 to 9 must equal 100%.

## 5. TIME PERIOD FOR MANURE STORAGE

In Table 5, enter the number of months for storing manure in the corresponding facilities:

- Manure stored in closed compost;
- Manure storage in pits below animal confinement in closed facilities;
- Manure stored in deep litter systems;
- Liquid manure/slurry storage;
- Manure (liquid or solid) stored in other facilities.

**The storage period (in months) for manure** represents the number of months during which manure produced on the holding can be stored without the risk of runoff and with periodic emptying.

## CHAPTER 11. MECHANIZATION AND EQUIPMENT

### 1. INTERNET

For the question under serial number **1. Does the holding have internet access**, one of the following answers may be entered:

- If **Yes**, enter 1 and proceed to **question 2**;
- If **No**, enter 2 and proceed to **question 2**.

For the question under serial number **2. Are information systems used to perform holding-related tasks**, one of the following answers may be entered:

- If **Yes**, enter 1 and proceed to **table 2**;
- If **No**, enter 2 and proceed to **table 2**.

A holding uses information systems as a decision-support tool, either on its own computer or via online systems. Information systems are used for decision-making, coordination, control, analysis, and visualization of information within the organization. Such systems include the collection, processing, storage, and dissemination of data in the form of information needed to perform holding functions.

### 2. DID THE HOLDING USE MECHANIZATION AND EQUIPMENT

For the question **Did the holding use mechanization and equipment during the period from 1 October 2023 to 30 September 2024**, one of the following answers may be entered:

- If **Yes**, enter 1 and proceed to **question 2.1**;
- If **No**, enter 2 and proceed to **table 4**.

For the question under serial number **2.1. Do you own tractors**, one of the following answers may be entered:

- If **Yes**, enter 1, which opens options for tractors of the corresponding power, for which the number owned by the holding must be entered;
- If **No**, enter 2 and proceed to **question 2.2**.

For the question under serial number **2.2. Do you own other mechanization and equipment**, one of the following answers may be entered:

- If **Yes**, enter 1, which opens options 1 to 25, for which the number owned by the holding must be entered;
- If **No**, enter 2 and proceed to **table 3**.

**Motor-cultivator** – an agricultural machine used for further cultivation of already ploughed soil.



**Combines (grain and forage harvesters)** – agricultural machines used for harvesting and ensiling agricultural crops.



**Self-propelled mower / brush cutter**



**Potato harvesters** – machines used for lifting potatoes out of the soil. These machines typically work by digging around the potatoes and then lifting them from the ground. Potato harvesters can also be tractor-mounted and use various mechanisms for extracting potatoes, including rotating rollers, blades, and rakes.



**Plows** – implements used for primary soil cultivation.



**Subsoilers** are heavy tractor-mounted implements designed to break up hard and compacted deep soil layers without turning them over, either before or during ploughing.



**Disc harrows** – machines for secondary soil cultivation, equipped with concave disc-shaped working elements.



**Harrows** – agricultural machines used for shallow soil cultivation. Harrowing breaks up clods and creates a soil structure suitable for further processing.



**Rollers** – agricultural machines used to level the soil or break up large clumps of earth, especially after ploughing or disc harrowing.



**Rototillers / rotary cultivators** – machines designed for soil cultivation between trees in orchards.



**Fertilizer spreaders** – agricultural machines used for applying granular mineral fertilizer to the soil.



**Manure spreaders** – machines that transport manure from storage to the field, shred it, and evenly distribute it over the parcel.



**Seeders / planters** – belong to the group of sowing machines.



**Transplanters** – used for planting crops, usually in two- or four-row configurations; tractor-mounted and often requiring manual labour to complete planting.



**Sprayers/atomizers** – tractor-mounted equipment used to apply plant protection products.



**Rakes** – implements attached to tractors for turning hay.



**Balers** – machines for baling hay.



**Slurry tanks / manure tanks** – machines for storing and applying liquid organic fertilizer derived from manure.

**Milking machines** – devices used for milking animals (excluding robotic milking systems).

**Grape mulchers** – devices for mulching grapes, separating berries from stems, and crushing the berries.

**Water pumps** – devices that form an essential part of irrigation, drainage, and water flow systems.

**Trucks** – motor vehicles designed for transporting cargo.

**Tractor-mounted mowers** – machines used for cutting grass or forage crops.

### 3. DID YOU USE MACHINERY TOGETHER WITH OTHER HOLDINGS

Table 3 records data on machinery that the holding used jointly with other holdings in the past 12 months. Multiple responses are possible.

For the question **Did you use machinery together with other holdings**, one of the following answers can be entered:

- If the answer is **Yes**, enter 1 and proceed to **question 1**;
- If the answer is **No**, enter 2 and proceed to **table 4**.

### 4. DID YOU TAKE SOIL SAMPLES FOR ANALYSIS

For the question: **Did you take soil samples for analysis during the period from 1 October 2023 to 30 September 2024**, one of the following answers can be entered:

- If the answer is **Yes**, enter 1 and proceed to **table 5**;
- If the answer is **No**, enter 2 and proceed to **table 5**.

## 5. DID YOU USE MACHINES AND PROCEDURES FOR LIVESTOCK MANAGEMENT

The question: **Have you used machines for livestock management in the period from 1 October 2023 to 30 September 2024**, can be answered with:

- If the answer is **Yes**, enter 1 and proceed to **question 1**;
- If the answer is **No**, enter 2 and proceed to **question 6**.

Table 5 records the machines for livestock management that the holding has used, including:

- Machines and procedures for monitoring animal welfare and health (sound monitoring, alert system, camera, health monitoring such as temperature, weight, etc.)
- Machines for grinding and mixing animal feed (owned, rented, or used)
- Machines for automatic feeding of animals (owned, rented, or used)
- Automatic climate control in livestock buildings
- Milking robots (owned, rented, or used).

## 6. DID YOU STORE AGRICULTURAL PRODUCTS

Table 6 contains data on the types of agricultural products stored by the holding, as well as data on the storage and cold storage capacities expressed in m<sup>3</sup> (for the period from 1 October 2023 to 30 September 2024).

Storage in cold storages includes storage of vegetables, fruits, flowers, meat and meat products, milk and dairy products, or eggs.

For the question **Did you store agricultural products**, one of the following answers can be entered:

- If the answer is **Yes**, enter 1 and proceed to **question 1**
- If the answer is **No**, enter 2 and proceed to **question 7**.

## 7. DID YOU USE EQUIPMENT FOR RENEWABLE ENERGY PRODUCTION ON THE HOLDING

Table 7 contains data on the equipment used by the holding for renewable energy production in the last 12 months, either for the market (with grid connection) or for its own agricultural production (without grid connection). This does not include equipment used exclusively to generate energy for household members (e.g., for heating), nor equipment located on the holding if the household members only receive rent for the land where the equipment is located.

For the question **Did you use equipment for renewable energy production on the holding**, one of the following answers can be entered:

- If the answer is **Yes**, enter 1 and specify which renewable energy sources the holding used. More than one answer can be entered.
- If the answer is **No**, enter 2 and proceed to the **Note**.

**Energy obtained from renewable sources** refers to energy obtained from natural processes that are continuously replenished. There are different renewable energy sources: wind, biomass, sun, hydropower, geothermal water, and other natural sources.

## CHAPTER 12. LOGGING AND PRODUCTION OF FOREST ASSORTMENTS

### 1. HAVE YOU CARRIED OUT TREE LOGGING

For question number 1. **Have you carried out tree logging**, it is possible to enter one of the offered answers:

- If the answer is **Yes**, enter 1 and proceed to **question 1**;
- If the answer is **No**, enter 2 and proceed to **the note**.

Under number 1. **How many m<sup>3</sup> of wood did you cut**, it is necessary to enter the total volume of felled wood. The volume is entered in m<sup>3</sup>.

**Forest logging** represents the removal of wood from the forest either for sale or for own needs, regardless of whether the forest is owned by one of the household members or not.

### 2. HAVE YOU CARRIED OUT THE PRODUCTION OF FOREST ASSORTMENTS

For question number 2. **Have you carried out the production of forest assortments**, it is possible to enter one of the offered answers:

- If the answer is **Yes**, enter 1 and proceed to the question **How much of the following assortments did you produce**. Data on the volume of produced assortments are entered in m<sup>3</sup>, separately for broadleaved and coniferous species:
  - Logs;
  - Technical wood;
  - Pulpwood;
  - Fuelwood.
- If the answer is **No**, enter 2 and proceed to the **note**.

**Forest production** represents the removal of round industrial wood and fuelwood for the purpose of energy production, whether for industrial, commercial, or household use.

**Forest assortments** are felled forest tree species and include roundwood, split wood, or wood in another form (branches, roots, formations), as well as wood chips obtained directly from the forest.

**Logs** are used in the production of sawn timber, including railway sleepers, as well as in veneer production.

**Technical wood** has favourable physical properties and is intended for various technical purposes. Technical wood includes: mine timber, poles for power and telephone lines, small-sized technical wood, other roundwood, stumps, and other hewn and split wood.

**Fuelwood** is wood intended for heating or for charcoal production.

**Pulpwood** is wood suitable for obtaining cellulose fibres for paper production.

## CHAPTER 13. CLIMATE CHANGE

### 1. HAVE EXTREME NATURAL EVENTS OR DISASTERS AFFECTED THE HOLDING IN THE LAST 3 YEARS

For the question under serial number 1, **Have extreme natural events or disasters affected the holding in the last 3 years**, it is possible to enter one of the offered answers:

- If the answer is **Yes**, enter 1, which opens questions about the losses caused by the natural event or disaster. It is possible to enter more than one of the offered answers:
  - loss of crops and hay;
  - loss of livestock;
  - loss of aquaculture;
  - loss of biomass;
  - damage to or loss of buildings;
  - other physical losses.
- If the answer is **No**, enter 2 and proceed to the **note**.

*In this chapter, the focus is on natural events that have had an impact on the holding. **Extreme natural events or disasters include events such as:***

- *drought;*
- *heavy precipitation or strong winds;*
- *extreme temperatures (cold or heat);*
- *earthquakes;*
- *other events, which should be specified.*

## VII ANNEXES <sup>1</sup>

### 1. Annex 1 – Conversion of Local Units of Measurement

Table 1. Conversion of Local Units of Measurement

Local unit	Ares (a)	Square meters (m <sup>2</sup> )
1 PLUG	40 ares	4 000 m <sup>2</sup>
1 KOSA	36 ares	3 600 m <sup>2</sup>
1 RALO	18 ares	1 800 m <sup>2</sup>
1 MOTIKA	8 ares	800 m <sup>2</sup>
1 ČEREK	4.5 ares	450 m <sup>2</sup>
1 ARGAT	6 ares	600 m <sup>2</sup>
1 DULUM	10 ares	1 000 m <sup>2</sup>
1 KATASTARSKO JUTRO	57 ares	5 700 m <sup>2</sup>
1 KVADRATNI HVAT	0.036 ares	3.6 m <sup>2</sup>
1 ŠINIK	7.5 ares	750 m <sup>2</sup>
1 LANAC	71.9 ares	7 190 m <sup>2</sup>

### 2. Annex 2 – Coefficients for Calculation of Livestock Units

Table 1. Coefficients for Calculation of Livestock Units

Animal type	Category	Coefficient
Cattle	Younger than 1 year	0.4
	1 to 2 years of age	0.7
	Male cattle, 2 years and older	1
	Heifers, 2 years and older	0.8
	Dairy cows	1
	Non-dairy cows	0.8
Sheep and goats		0.1
Pigs	Piglets under 20 kg live weight	0.027
	Breeding sows and gilts from 50 kg live weight	0.5
	Other pigs	0.3
Poultry	Fattening chickens (broilers)	0.007
	Laying hens	0.014
	Turkey	0.03
	Ducks	0.01
	Geese	0.02
	Ostriches	0.35
	Other poultry, n.e.c.	0.001
Rabbits, breeding females		0.02

<sup>1</sup> The annexes are taken from Regulation (EU) No 2018/1091 of the European Parliament and of the Council of 18 June 2018 on integrated statistics on agricultural holdings.

### 3. Annex 3 – Threshold

Table 1. Threshold

	Threshold
Utilised agricultural land	5 ha
Arable land	2 ha
Potato	0.5 ha
Fresh vegetables and strawberries	0.5 ha
Aromatic, medicinal and spice plants, flowers and ornamental plants, seeds and seedlings	0.2 ha
Fruit, berry fruits, nuts, citrus and other permanent crops	0.3 ha
Vineyards	0.1 ha
Olive groves	0.3 ha
Greenhouses	100 m <sup>2</sup>
Mushrooms	100 m <sup>2</sup>
Livestock	1.7 livestock units

#### 4. Annex 4 – Basic Structural Data: Variables

Table 1. Main Variables

General variables	Units / Categories
<b>Survey information</b>	
1. Identifier of the agricultural holding	Agricultural holding ID
<b>Location of the agricultural holding</b>	
2. Geographical location	Code of the unit in the statistical grid system within INSPIRE for pan-European use
3. NUTS 3 regional level	NUTS 3 code
4. Agricultural holding includes areas designated as areas with natural constraints in accordance with Regulation (EU) No 1305/2013.	L/M/O/N
<b>Legal responsibility of the agricultural holding</b>	
Legal and economic responsibility of the agricultural holding is assumed by:	
<b>General variables</b>	<b>Units / Categories</b>
1. A natural person who is the sole owner of the agricultural holding, when the holding is independent.	Yes / No
2. – If yes, is the holder also the manager?	Yes / No
3. – – If not, is the manager a member of the holding owner's family?	Yes / No
4. – – – If yes, are the manager and the holding owner spouses?	Yes / No
5. Joint ownership	Yes / No
6. Two or more natural persons who are partners if the agricultural holding is part of a group	Yes / No
<b>General variables</b>	<b>Units / Categories</b>

7. Legal entity	Yes / No
8. – If yes, is the agricultural holding part of an enterprise group?	Yes / No
9. The agricultural holding is a unit of common land	Yes / No
10. The holder is a beneficiary of EU support for land or livestock on the agricultural holding and is included in IAKS	Yes / No
11. The holder is a young farmer or a new entrant to agricultural activity who has received financial support under the CAP for this purpose within the last three years.	Yes / No
<b>Person responsible for making day-to-day decisions on the agricultural holding</b>	
12. Year of birth	Year
13. Sex	Male / Female
14. Work on the agricultural holding (excluding household work)	AWU
15. Year of assuming the position of the person responsible for day-to-day decisions on the holding	Year
16. Manager's agricultural training	Training code
17. Vocational training completed in the last 12 months	Yes / No
<b>Type of ownership of the utilised agricultural area (in relation to the holder)</b>	
18. Agricultural production on own land	ha
19. Agricultural production on land taken in tenure	ha
20. Joint agricultural production and other types of property	ha
21. Common land	ha
<b>Organic farming</b>	Yes / No

22. Total utilised agricultural area of the holding on which organic farming methods are applied, certified in accordance with national rules and European Union regulations	ha
23. Total utilised agricultural area of the agricultural holding that is in the conversion process to organic production methods and required to be certified in accordance with national rules and European Union regulations	ha
24. Participation in other ecological / environmental certification schemes	Yes / No

Table 2. Land variables

Land variables	Total main area	of which for organic farming that is certified and/or in the process of conversion
<b>Utilised agricultural area (UAA)</b>	ha	ha
25. Arable land	ha	ha
26. – Cereals for grain production (including seed)	ha	ha
27. – – Soft wheat and spelt	ha	ha
28. – – Durum wheat	ha	ha
29. – – Rye and mixtures of winter cereals (maslin/sorghum)	ha	
30. – – Barley	ha	
31. – – Mixtures of oats and spring cereals (cereal mixtures excluding sorghum)	ha	
32. – – Maize for dry grain and mixtures of maize grain and maize on the cob	ha	
33. – – Triticale	ha	
34. – – Sorghum	ha	
35. – – Other cereals, n.e.c. (buckwheat, millet, canary seed, etc.)	ha	
36. – – Rice	ha	
37. – Dry pulses and protein crops for dry grain production (including seed production and mixtures of cereals and pulses)	ha	ha
38. – – Peas, beans and sweet lupins	ha	
39. – Root crops	ha	ha
40. – – Potatoes (including seed potatoes)	ha	ha
41. – – Sugar beet (excluding seed)	ha	ha
42. – – Other root crops, n.e.c.	ha	
43. – Industrial crops	ha	ha
44. – – Oilseeds	ha	ha

Land variables	Total main area	of which for organic farming that is certified and/or in the process of conversion
45. – – – Rapeseed and rapeseed seed	ha	
46. – – – Sunflower	ha	
47. – – – Soybeans	ha	ha
48. – – – Flax (oil flax / linseed)	ha	
49. – – – Other oilseeds, n.e.c.	ha	
50. – – Fibre crops	ha	
51. – – – Flax for fibre production	ha	
52. – – – Hemp	ha	
53. – – – Cotton	ha	
54. – – – Other fibre crops, n.e.c.	ha	
55. – – Tobacco	ha	
56. – – Hops	ha	
57. – – Aromatic, medicinal and spice plants	ha	
58. – – Energy crops, n.e.c.	ha	
59. – – Other industrial crops, n.e.c.	ha	
60. – Plants harvested green from arable land	ha	ha
61. – – Temporary grass and grazing	ha	ha
62. – – Leguminous plants harvested green	ha	ha
63. – – Maize for silage	ha	
64. – – Other cereals harvested green (excluding silage maize)	ha	
65. – – Other plants harvested green from arable land, n.e.c.	ha	
66. – Fresh vegetables (including melons and watermelons) and strawberries	ha	ha
67. – – Fresh vegetables (including melons and watermelons) and strawberries grown in rotation with horticultural crops (for the market)	ha	

<b>Land variables</b>	<b>Total main area</b>	<b>of which for organic farming that is certified and/or in the process of conversion</b>
68. – – Fresh vegetables (including melons and watermelons) and strawberries grown in rotation with non-horticultural crops (open field)	ha	
69. – Flowers and ornamental plants (excluding nurseries)	ha	
70. – Seed and seedlings	ha	ha
71. – Other crops on arable land, n.e.c.	ha	
72. – Fallow land	ha	
73. Permanent grassland	ha	ha
74. – Pastures and meadows, excluding common land	ha	ha
75. – Common land	ha	ha
76. – Grass-clover areas no longer used for production and eligible for support	ha	
77. Permanent crops (including young and temporarily abandoned crops, excluding areas used solely for own consumption)	ha	ha
78. – Fruit, berry fruits and nuts (excluding citrus, grapes and strawberries)	ha	ha
79. – – Pome fruits	ha	
80. – – Stone fruits	ha	
81. – – Fruits of subtropical and tropical climate	ha	
82. – – Berry fruits (excluding strawberries)	ha	
83. – – Nuts	ha	
84. – Citrus fruits	ha	ha
85. – Grapes	ha	
86. – – Grapes for wine	ha	ha
87. – – – Grapes for wine production with Protected Designation of Origin (PDO)	ha	
88. – – – Grapes for wine production with Protected Geographical Indication (PGI)	ha	

Land variables	Total main area	of which for organic farming that is certified and/or in the process of conversion
89. – – – Grapes for the production of other wines, n.e.c. (PDO/PGI)	ha	
90. – – Table grapes	ha	
91. – – Grapes for raisins	ha	
92. – Olives	ha	ha
93. – Nurseries	ha	
94. – Other permanent crops, including other permanent crops for human consumption	ha	
95. – – Christmas trees	ha	
96. Kitchen garden	ha	
<b>Other agricultural land</b>	ha	
97. Unused agricultural land	ha	
98. Forest land	ha	
99. – Short rotation crops	ha	
100. Other land (land occupied by buildings, farmyards, roads, ponds and other non-productive areas)	ha	
<b>Special agricultural holdings</b>		
101. Mushrooms	ha	
<b>Utilised agricultural area under glass or high accessible cover</b>	ha	
102. Vegetables, including melons, watermelons and strawberries, under glass or high accessible cover	ha	ha
103. Flowers and ornamental plants (excluding nurseries) under glass or high accessible cover	ha	
104. Other arable crops under glass or high accessible cover	ha	
105. Permanent crops under glass or high accessible cover	ha	
106. Other UAA under glass or under high accessible cover, number	ha	
<b>Irrigation</b>		
107. Total irrigated area	ha	

Table 3. Livestock variables

Livestock variables		Total number of animals	of which for organic farming that is certified and/or in the process of conversion
<b>Cattle</b>			head
108.	Cattle younger than 1 year	head	
109.	Cattle from 1 to less than 2 years	head	
110.	– Male cattle from 1 to less than 2 years	head	
111.	– Heifers from 1 to less than 2 years	head	
112.	Male cattle, 2 years of age and over	head	
113.	Female cattle, 2 years of age and over	head	
114.	– Heifers, 2 years of age and over	head	
115.	– Cows	head	
116.	– – Dairy cows	head	head
117.	– – Non – dairy cows	head	head
118.	– – Female buffaloes	head	Yes / No
<b>Sheep and goats</b>			
119.	Sheep (all ages)	head	head
120.	– Breeding females	head	
121.	– Other sheep	head	
122.	Goats (all ages)	head	head
123.	– Breeding females	head	
124.	– Other goats	head	
<b>Pigs</b>			head
125.	Piglets under 20 kg live weight	head	
126.	Breeding sows weighing 50 kg and more	head	
127.	Other pigs	head	
<b>Poultry</b>			komad
128.	Broilers	komad	komad
129.	Laying hens	komad	komad
130.	Other poultry	komad	
131.	– Turkeys	komad	
132.	– Ducks	komad	

Livestock variables	Total number of animals	of which for organic farming that is certified and/or in the process of conversion
133. – Geese	pieces	
134. – Ostriches	pieces	
135. – Other poultry, n.e.c.	pieces	
Rabbits		
136. Breeding females	pieces	
Bees	beehives	
Deer	Yes / No	
Fur-bearing animals	Yes / No	
Livestock, n.e.c.	Yes / No	

## 5. Annex 5 – Topics and Detailed Topics within Data Modules

Table 1. Topics and detailed topics within data modules

Module	Topic	Detailed topic
Labour force and other gainful activities:	Holding management	Holder of the holding
		Labour input
		Gender equality
		Safety measures, including a holding safety plan
	Family labour force	Labor input
		Number of persons involved
		Gender equality
	Non-family labour force	Labour input
		Number of employed persons
		Gender equality
		Temporary labour employed on the agricultural holding
		Labour input of contractors
	Other gainful activities directly related to the agricultural holding	Type of activity
		Importance for the agricultural holding
		Labour input
	Other gainful activities indirectly related to the agricultural holding	Labour input

Module	Topic	Detailed topic
Rural development	Agricultural holdings supported by rural development measures	Advisory, holding management and support services
		Development of agricultural holdings and business
		Quality schemes for agricultural and food products
		Investments in physical assets
		Restoration of agricultural production potential damaged by natural disasters and catastrophic events and introduction of appropriate preventive activities
		Investments in the development of forest areas and improvement of forest sustainability
		Agri-environmental payments
		Organic farming
		Payments linked to the Natura 2000 network and the Water Framework Directive
		Payments to areas with natural constraints or other specific constraints
		Animal welfare
		Risk management

Module	Topic	Detailed topic
Animal housing facilities and manure management	Animal housing facilities	Livestock housing facilities
		Pig housing facilities
		Laying hen housing facilities
	Use of nutrients and manure on the agricultural holding	UAA treated with fertilizers
		Manure exported from or imported to the holding
		Organic and waste fertilizers, excluding manure
	Manure application techniques	Time of incorporation by type of spreading
	Manure facilities	Facilities and capacities for manure storage

Module	Topic	Detailed topic
Irrigation	Irrigation practices	Availability of irrigation
		Irrigation methods
		Water sources for irrigation
		Technical parameters of irrigation equipment
	Crops irrigated during a 12-month period	Cereals for grain production
		Dry pulses and protein crops for grain production
		Root crops
		Industrial crops
		Plants harvested green from arable land
		Other arable crops
		Permanent grassland
		Permanent plantations

Module	Topic	Detailed topic
<b>Land management practices</b>	Open-field land management practices	Tillage methods
		Soil protection on arable land
<b>Machinery and equipment</b>	Machinery	Crop rotation on arable land
		Ecologically significant areas
		Internet access
		Basic machinery
		Use of precision holding management
	Equipment	Machinery used for livestock management
		Storage of agricultural products
		Equipment used for renewable energy production on agricultural holdings

Module	Topic	Detailed topic
Orchards	Pome fruits	Apples: Area by age of plantation
		Apples: Area by tree density
		Pears: Area by age of plantation
		Pears: Area by tree density
	Stone fruits	Peaches: Area by age of plantation
		Peaches: Area by tree density
		Nectarines: Area by age of plantation
		Nectarines: Area by tree density
		Apricots: Area by age of plantation
		Apricots: Area by tree density
	Citrus fruits	Oranges: Area by age of plantation
		Oranges: Area by tree density
		Small citrus fruits: Area by age of plantation
		Small citrus fruits: Area by tree density

Module	Topic	Detailed topic
Orchards	Citrus fruits	Lemons: Area by age of plantation
		Lemons: Area by tree density
	Olives	Area by age of plantation
		Area by tree density
Vineyards	Table grapes and raisins	Table grapes: Area by age of plantation
		Table grapes: Area by vine density
		Raisins: Area by age of plantation
		Raisins: Area by vine density
	Wine grapes	Area and age
	Grape varieties	Number of varieties
		Designation and area

## 6. Annex 6 – Precision Requirements

Table 1. Precision requirements

Relevant population	Variables to which precision requirements apply	Prevalence in the relevant population	Relative standard error
<b>Basic data for 2023 and 2026 and the module on labour force and other gainful activities</b>			
	<b>Land variables:</b>	7.5% or more of utilised agricultural area in the region	< 5 %
	Cereals for grain production (including seed production)		
	Oilseeds		
	Plants harvested green from arable land		
	Fresh vegetables (including melons and watermelons), strawberries, flowers and ornamental plants (excluding nurseries)		
	Permanent grassland, excluding common land		
	Fruit, berry fruits, nuts and citrus (excluding grapes and strawberries)		
	Grapes		
	Olives		
	<b>Livestock variables:</b>	7.5% or more livestock units in the region and 5% or more of the variable at national level	< 5 %
	Dairy cows		
	Non-dairy cows		
	Other cattle (cattle under 1 year, cattle from 1 to less than 2 years, male cattle aged 2 years and over, heifers aged 2 years and over)		
	Breeding sows weighing 50 kg and more		
	Piglets under 20 kg live weight and other pigs		
	Sheep and goats		
	Poultry		

Relevant population	Variables to which precision requirements apply	Prevalence in the relevant population	Relative standard error
Basic data for frame extension in 2020			
As defined in Article 6	Land variables:	7.5% or more of utilised agricultural area in the region	< 7.5 %
	Arable land		
	Permanent grassland, excluding common land		
	Permanent crops		
	Livestock variables:	5% or more of the variable at national level	< 7.5 %
	Total number of livestock		
Rural development module and machinery and equipment module			
As defined in Article 7	Land variables from the labour force and other gainful activities module	7.5% or more of utilised agricultural area in the region	< 7.5 %
	Livestock variables from the labour force and other gainful activities module	7.5% or more livestock units in the region and 5% or more of the variable at national level	< 7.5 %
Livestock and manure management module			
Subset of agricultural holdings defined in Article 7 containing at least one of the following: cattle, pigs, sheep, goats, poultry.	Livestock variables from the labour force and other gainful activities module	7.5% or more livestock units in the region and 5% or more of the variable at national level	< 7.5 %

Relevant population	Variables to which precision requirements apply	Prevalence in the relevant population	Relative standard error
Irrigation module			
Subset of agricultural holdings defined in Article 7 with irrigated areas	Land variables	7.5% or more of utilised agricultural area in the region	< 7.5 %
	Total irrigated area		
Land management practices module			
Subset of holdings defined in Article 7 with arable land	Land variables	7.5% or more of utilised agricultural area in the region	< 7.5 %
	Arable land		
Orchards module			
Subset of holdings as defined in Article 7 with any single orchard variable meeting the threshold in Article 7(5).	Orchard variables	5% or more of utilised agricultural area in the region	< 7.5 %
	Orchard variables among apples, pears, peaches, apricots, nectarines, oranges, small citrus fruits, lemons, olives, table grapes and grapes meeting the threshold set out in Article 7(5)		

Relevant population	Variables to which precision requirements apply	Prevalence in the relevant population	Relative standard error
<b>Vineyards module</b>			
Subset of agricultural holdings defined in Article 7 with wine grapes	<b>Vineyard variables</b>	5% or more of utilised agricultural area in the region	< 7.5 %
	Wine grapes		