



**MONTENEGRO
STATISTICAL OFFICE**

**METHODOLOGICAL GUIDELINES
FOR FAMILY AGRICULTURAL HOLDINGS**

SURVEY ON CROP PRODUCTION AND AUTUMN SOWING, 2013

Podgorica, November 2013

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Legal basis

The survey is being conducted based on Law on official statistics and system of official statistics (Off. Gazette of Montenegro, No.18/12), and in accordance with the Annual plan of statistical surveys for 2013 (Off. Gazette of Montenegro, No.9/13). During the development of tools for conducting surveys on crop production and autumn sowing it was used Regulation 543/2009 of European Parliament and Council, and Manual for conducting annual surveys of statistics of crop production.

METHODOLOGICAL BASIS

The aim of the survey

The aim of the survey is to collect data on areas of agricultural land by categories of use, sown and harvested areas per individual crops, number of total and number of fertile trees for fruits, total number and number of fertile vines, level of realized yields, sown areas in autumn sowing in 2013 and planned sowing in 2014.

Definitions

Family agricultural holding presents unique technical – economical unit with single administration, which produces agricultural products.

Threshold used in agricultural census in 2010: family agricultural holding presents unit which in time of census was using at least 1000 m² of agricultural land or less than 1000 m² of agriculture land, and owned:

- 1 cow and 1 calf or 1 cow and one bullock, or
- 1 cow and two adult head of small cattle, or
- 5 adult sheep's or goats,
- 3 adult pigs, or
- 4 adult heads of sheep's or goats or pigs together, or
- 50 pieces of adult poultry, or
- 20 beehives.

Under crop production is considered cultivation of crop plants (cereals, potatoes, legumes for dry grain, tobacco, forage crops, vegetables, flowers, decorative plants, seeds, planting material, fruits, grape vines and mushrooms), processing of own *grapes into wine* and own *olives into oil*. In crop production is not included processing of agriculture products (*excluding processing of own grapes into wine and own olives into oil*), as well as cultivation and exploitation of forests.

Under the cattle breeding is considered breeding of cattle, poultry and other animals (cattle, pigs, sheep, goats, horses, donkeys, mules, mules, poultry, bees, rabbits, etc...). Under the cattle breeding is not considered breeding of fish and fishing.

Used agricultural land covers arable land, infield and / or gardens, orchards, vineyards, nurseries, meadows and pastures, regardless of the type of ownership (own land or land leased).

Arable lands are areas of land that are regularly processed and crops are sown/planted according to certain order (crop rotation). Crop rotation represents regular and predetermined replacement of crops (rotation system) for more efficient use of land. On arable land are cultivated grains, industrial crops, potato, roughage, vegetable plants, flowers, seeds and seedlings and other plants on arable land. In the area of arable land is included fallow. Crops on arable land are replaced, by rule, each year, but they can be perennial crops. If one crop is grown for more than 5 years on the same area, that area is not considered as arable land.

Fallow lands are areas that are included in crop rotation, and from which are not received yields during the year, or for certain reasons (floods, lack of water, rest of the land) are not sown.

Fallow can be:

- Barren and black (surface left on rest without ploughing or with a ploughing);
- Green (surface sown with crops to be ploughed in the green state in order to improve the fertilization and improve soil properties);
- Lea, neglected land and land left for wild grass to sprout are lands which are not tillage for several years (up to 5 years) but are left for grass to sprout on them (unkempt).

Sown areas are areas that are covered and sown with some crops. Sown area corresponds to the total sowed area for the production of a particular crop in the 2013 year. Therefore, in sown areas in 2013 year are included surfaces that are sown within 2012, but were harvested in 2013 year, and sown areas in 2013 year, which will be harvested in the year of 2014 are excluded.

Harvested area is the area from which crops are harvested and yield was realized. Harvested area may be smaller than the sown areas, in those areas where the crop is destroyed, so that on those areas the harvesting was not performed, and even the smallest yield was not realized. For example, if 1 ha was planted with winter wheat, but due to bad weather destroyed 2 000 m², harvested area will be:

| |
|---|
| $10\ 000\ \text{m}^2 - 2\ 000\ \text{m}^2 = 8\ 000\ \text{m}^2$ |
| HARVESTED AREA = SOWN AREA – DESTROYED AREA |

The total yield is a yield that is obtained at the end of harvest / vintage, or yield that is stored and reduced in amounts lost before the harvest, during the harvest, transport etc.

Yield is expressed in kilograms (kg).

1 t = 1000 kg

Infields and/or gardens are areas where the cultivated crop plants (different types of vegetables, potatoes, fruit and vines) intended for own consumption for members of agricultural holding and generally are not intended for sale. Only occasional surplus products from these areas are sold outside the holdings. Infields and/or gardens are usually separated from the rest of the agricultural land and are usually found near the house. If the area that are near to house grown products intended for sale, even if one part of the products consumed as food for members of agricultural holding, this area is show under the appropriate plant crops on arable land. If the area that are close to house grow crops to feed livestock, even though these cultures are used for livestock on the farm, this area is displayed under the appropriate culture within the plant forage crops on arable land.

Plantation orchards are areas under the fruit trees, with certain spacing between lines and rows. Mechanical processing can be carried out in them, and by rule are carried out other agro-technical measures. Usually these are the larger plantings of fruit trees and berry fruit, mainly for sale.

Extensive orchards are semi-intensive or extensive fruit crops intended mostly for own consumption. Here are included trees located in courtyard, infields, confine, by the roads, the trees in orchards of different fruit species. Area of extensive orchards is entered only if area is not registered as meadow and in case if economical value of orchard is higher.

Vineyards – a planted vine intended for production of grapes.

Plantation vineyards - areas under vine with some space between the vines, in which can be performed mechanized processing, and by a rule are conducted other agro-technical measures.

Vineyards on infield are smaller vine plantations which are mainly intended for own consumption.

Nurseries are areas of land on which are grown young woody plants intended for transplantation later, and include: fruit seedlings, grapevine seedlings, decorative plants and forest trees. The nursery area includes commercial nurseries of forest trees, either in forest or outside, as well as non-commercial nurseries of forest trees, that holding grows for own needs outside of forest land (excluded are nurseries for holding own needs that are grown on forest land)

Meadow – land that is permanently (five or more years) used to grow green animal feed, whether *seeded* or wild and is not included in crop rotation. Entered are the meadows that are regularly mowed (used), or areas of meadow that were used at least once during the referent year.

Pasture – land that is used for grazing of livestock. Entered are areas of pasture that were used for grazing at least once during the year.

Units that are inventoried

In survey are included family agricultural holdings which are engaged in crop production and use 1 000 m² or more of agricultural land. Survey will be conducted on 4 967 family agricultural holdings, from the list of selected holdings. Framework for selection of holdings is from agriculture census, from 2010.

List of selected holdings contains the following data: code, municipality of enumeration area, name and surname of holder, address and serial number of holding.

Method and time of collection and submission of data

Data collection is carried out by the survey. A survey of holdings will be carried out in the period from 1.12 to 15.12.2013. A survey of agricultural holdings shall be done by authorized interviewers, based on the assigned list of selected agricultural holdings, through interview method. Completed survey forms interviewers submit to the Statistical Office latest by 20.12.2013.

Reference period

Reference period is 2013 for data on sown and harvested areas. In sown areas are included those areas seeded in 2012, and harvested in 2013. Areas that are sown in 2013, and will be harvested in 2014 are excluded. Production of 2013 is relates to harvest that begun in 2013, and can be completed in 2014. Vintage of late sorts of citruses starts in last quarter of current year and can be completed in next year.

Autumn of 2013 is reference period for crops on arable land, which are sown in autumn of 2013, and will be harvested in 2014.

Spring of 2014 is reference period for crops that are planned to be seeded in spring of 2014.

Data protection

Data collected by this survey, according to Law on official statistics and system of official statistics (Off. Gazette of Montenegro no. 18/12) represents an official data and as such are secret, and can only be for statistical purposes.

Obligation on protection of personal data is relates to all persons that are involved in all phases of conducting the survey. Therefore, interviewer should take care that persons who are not officially in charge do not have access to questionnaires. This means that persons from holding that are interviewed are not allowed to see the completed questionnaires of other holdings. Completed questionnaires should not left to be accessible to unauthorized persons (e.g. on visible place in the car, on the desk, in the public place etc.). Acquired knowledge on interviewed holdings needs to be kept in strict confidence.

Instruments for conducting of interview:

- List of selected holdings
- Questionnaire PO - 20
- Methodological instruction for family agricultural holdings
- Questionnaire P - 11

WORK OF THE INTERVIEWER

Obligations of interviewer

Obligations of interviewer are:

- Attend the training,
- Detail study methodological instruction for family agricultural holdings and
- To carry out interview in accordance with methodological rules, set out in this manual.

Work of the interviewer during the visit to the family agricultural holding

Interviewer, during the visit to the family agricultural holding, is obliged to:

- to present and identify, showing the Authorization for performing of interview along with the identity card;
- to explain objective of his visit;
- to accomplish good communication;
- to emphasize to interlocutors that they are obliged to provide accurate information in survey form, and that he is like all other participants obliged to protect as official secret all collected data, and that information's will be used solely in statistical purposes;
- not to change order of questions in questionnaire. If person does not understand the question, it needs to be repeated clearly and slowly. If after that still does not understand the question, question can be placed in other words, making sure not to lose meaning of original question;
- to read all the questions with all modalities offered.

Interviewer should constantly have in mind that success of survey depends largely on how he will manage to explain to citizens certain questions, so they could give proper answer.

The interviewer does not have to abide the order of holdings on the List, but is obliged to go to each selected holding, regardless of how much time and effort going requires. If interviewer during the first tour to holdings does not find anyone, it's obliged to visit the holding for 3 times, whereby will leave notification of its re-arrival (form P-11).

Persons of whom should be sought information

The answers to questions from survey forms, interviewer should ask from person which is holder of the holding, and exclusively from the list of selected holdings. In absence of holdings holder data are provided from adult member of holding to which data are most familiar.

Holder of holding is a person who is economically responsible for work of holding and on whose name works, or person who takes the risks of work.

FILLING IN THE QUESTIONNAIRE PO - 20

While filling out the field, where are entered data on area, number and total yield, before the data in empty fields are entered zeros. For example, if the area sown with the wheat is 2 ha and 450 m², data is entered as follows:

| | | | | | |
|---|---|---|---|---|---|
| 0 | 2 | 0 | 4 | 5 | 0 |
|---|---|---|---|---|---|

Fields where there is no data are left empty, or lines or zeros are not entered.

All figures that are entered into the form should be clearly written, so that in processing of data there is no doubt on which is the figure. For example: if illegibly is written number 1 (one), it can be interpreted as 4 or 7; illegibly written 0 (zero) can be interpreted as 6 (six) etc. Therefore, interviewer should carefully and legibly enter figures into the appropriate rows.

Into the darkened fields in form data are not entered.

Data are written exclusively with the blue ink pencil.

1. IDENTIFICATION DATA:

Interviewer starts to fill in the questionnaire by rewriting following data from the list of selected holdings:

Municipality

Code of enumeration area

Serial number of holding

Name and surname of holder

Address

Identification number is collected with the consent of interviewed person. If interviewed person does not want to provide this data, interviewer need to enter in first seven boxes data on day, month and year of birth (for example if date of birth is 6 May 2002, it will enter 06 05 002), while the other six boxes will be left empty.

Telephone – entered is phone number of the holder. If holder of the holding does not have or does not want to give this data, entered is “does not have” or “do not want”.

On the first and last page of form is required to enter technical data on interview, such as date of enumeration, time of beginning and end of interview. Interviewer is obliged to enter the same in the form, as it's obliged to sign on the end of form and ask for signature from surveyed person.

2. UNSUCCESSFUL ATTEMPT OF INTERVIEW

If the interviewer during the first visit to the holding does not find anyone, in Table 2 enters the date and time of arrival. In such case, the interviewer is required to complete the re-arrival notification (Form P-11).

3. STATUS OF HOLDING

Interviewer round up one of listed answers from 1 to 11 based on established facts on field. If the interviewer determines that the holding is still engaged in crop production and that the holder is unchanged, rounds up serial number **1. Holding is engaged in crop production and holder is unchanged** (person from the list of selected holdings)

If the interviewer determines that holding is still engaged in crop production, but the holder is changed, rounds up serial number **2. Holding is engaged in crop production and holder is changed**. In this case identification data of new holder are entered in **table 4**.

If the interviewer determines that holding is no longer engaged in crop production, but it deals with another type of agricultural production, round up serial number **3. The holding is no longer engaged in crop production**

If holding is no longer engaged in agriculture production, round up serial number **4. The holding is no longer engaged in agriculture production**

If the interviewer determines that the holding from the list is divided on two or more holdings, for each newly founded holding enters a special questionnaire and rounds up serial number **5. New holding**. In table 1 (Identification data) are entered identification data of the holder of newly founded holdings, serial number of municipality, the name of the settlement, and in fields where is written serial number of holding is entered "999".

If the interviewer determines that the holdings from list refers to same holding (e.g. father and son now make one holding, and holder of unified holding is son) interviewed is holder of that holding (son), and in questionnaire for other holding are filled in identification data and rounded up serial number **6. Holding duplicate of the holding no. _____** and on the line is entered serial number of duplicated holding (serial number of sons holding)

If the interviewer was unable to perform interview of holding from the List, and despite all efforts that the holding receives him, rounded up is serial number **7. Cooperation refused**. In this case rounded up is serial number **8. The reason for refusal**, which states the reason for refusal.

If the interviewer couldn't find the address, specified in list of selected holdings, rounds up is serial number **9. The interviewer could not find the address**.

Serial number **10 Abandoned house** is rounded up in case when interviewer, based on factual situation on field, determines that there is no activity on the holding or if determines that on given address is no longer selected holding, already closed or abandoned (going to work abroad, death etc.)

Interviewer is obliged to visit three times holding from the list of selected holdings. If after the third visit to holding fails to conduct interview with a person from the list if selected holdings, rounds up serial number **11. Holding visited three times**.

If serial number 3, 4, 6 is rounded up interviewer ask for signature of interviewed person and finish survey. If the person from the list of selected holdings refused to cooperate, rounded is serial number 7 and whit that is finished completion of form.

If there was a change, not listed above, it's MANDATORY TO BE RECORDED IN A NOTE.

4. CHANGE IN IDENTIFICATION DATA (files in if rounded up option 2 on question 3 or in case of change of address)

If there was a change in holder of holding or change of address, new data is entered in table 4.

5. USED AGRICULTURAL LAND IN 2013

In table 5 are filed data on areas of agricultural land by categories of use: arable land, infields and / or gardens, orchards, vineyards, nurseries, meadows and pastures.

Area of used agriculture land is expressed in hectares (ha) and square metres (m²) and is entered in provided fields.

1 are = 100 m²

1 ha = 100 are =10 000 m²

Local units of measure (plough, scythe etc.) are recalculated by means of "Table for recalculation of local measurement units" which is at the end of this guideline.

Area of arable land, infields, orchards, vineyards, nurseries, meadows and pastures is entered in column 1. If holding is using arable land, interviewer is obliged to ask on size of the area of arable land used for production of vegetables in the open (1.1), for production of vegetables in protected area (1.2) and what is the size of fallow (1.3). These areas are filled in column 2 of corresponding row. Sum of areas mentioned above under numbers 1.1, 1.2, 1.3 in column 2 is lesser than or equal to area of arable land that is stated under the serial number 1 in column 1.

Also, if holding grows fruit on infields (2.1) or grapes (2.2) area is entered in column 2. Sum of areas under the numbers 2.1 and 2.2 in column 2 is lesser than or equal to area of infield stated under the serial number 2 in column 1.

Totally used agricultural land represents sum of arable land, infields, orchards, vineyards, nurseries, meadows and pastures.

*Under the serial number 10 **Total used agriculture land** is entered areas which is equal to sum of areas entered under the serial numbers 1,2,3,4,5,6,7,8 and 9 in column 1.*

6. PRODUCTION ON ARABLE LAND IN 2013

In table 6 are entered data on *sown areas, harvested areas and total yield of crops* produced on family agricultural holding in observed year. Sown area is shown in column 1, harvested area in column 2 and the total yield in column 3.

In areas in 2013 are included all areas on which harvesting was conducted in 2013. Therefore, in these areas are included areas sown in 2012 and harvested in 2013, but excluded are areas sown in 2013 which will be harvested in 2014. Within sown and harvested areas are shown areas of intercrops, under crops and supplementary crops.

Intercrop is side crop, which is sown between rows of main crop. Area under the intercrop is calculated as share of area which intercrop occupies in the total area of main crop. E.g. if on surface of 1000 m² corn is grown as main crop, and beans as intercrop, whereby corn has 70% of area and beans 30% of area: 700m² is recorded for corn and 300m² for beans.

Under crops are sown into the main crop and serve as protection of main crop. E.g. clover and alfalfa are sown into the grain.

Supplementary crops are crops that are sown after the main crop. E.g. if during the same year, after the harvest of 10 ha of winter rye, seeded 10 ha of corn for green mass, its needed to register the area of rye and corn for green mass.

In table 6 are shown data on *sown areas in autumn of 2013* for following crops: winter wheat, winter rye, winter oats, winter barley, triticale, alfalfa, clover, and grass and grass-hay mixtures. Sown areas in autumn of 2013 are filed in column 4.

Within the table 6 is needed to show the *plan of spring sowing*. For each crop, which agricultural holding plans to sow in spring of next year, in column 5 is entered area in ha and m².

Explanation by the group of crops:

Grains (from 1 to 12)

Entered are the areas of grain intended for production of grain, regardless of whether yield of grain was intended for personal use, selling, feeding of livestock or seed. Does not include areas under the grains that are harvested green for fodder, which are entered under the serial number 20 (other forage crops for green mass).

Data are collected for following grains: wheat (winter and spring), rye (winter and spring), oats (winter and spring), barley (winter and spring), triticale, corn for grain, buckwheat and other cereals for grain (meslin, millet, sorghum, grain mixtures etc.).

Yield of grain is expressed as yield of grain in dryish condition, or yield of grain with 14% of moisture.

Industrial plants (13 and 14)

Industrial plants are intended for industrial processing before the final use.

Entered are sown, harvested area and total yield and areas planned for sowing in the spring of next year.

Forage plants (from 15 to 20)

Entered are data for forage plants that is grown in crop rotation on same area of land, less than 5 years (annual and perennial forage plants), regardless of whether is used as hay, silage or in fresh condition. Forage plants that are not used in agricultural holding, but sold for direct use to another agricultural holding or industry, also is included. Data are collected for following types of forage plants: corn for green mass, alfalfa, clover, grass mixtures, grass-clover mixtures and other forage plants for green mass (fodder pea, vetch, millet etc.).

Yield of the corn for the green mass and other plants for the green mass is presents as yield of green mass in condition with moisture content from 75 to 80%.

Potatoes (from 21 to 23)

Entered are data on sown, harvested areas, total yield and planned harvest in spring of next year for early, late and seed potatoes.

7. PRODUCTION OF VEGETABLES, WATERMELONS, MELONS AND STRAWBERRIES IN 2013

In the Table 7 are entered data on sowed, harvested area and total yield for certain types of vegetables, strawberries, seeds and seedlings, flowers and decorative plants and potatoes, as follows: on arable land on open area (columns 1,2 and 3); on arable land in the protected areas (columns 4,5 and 6) and on infield (columns 7,8 and 9).

In the sown areas in 2013 are included all areas on which harvesting was conducted in 2013. Therefore, in this area are included areas which were sown in 2012, and harvested in 2013, but excluded are areas sown in 2013 that will be harvested in 2014.

Vegetable production on arable land implies vegetables for consumption in fresh condition, as well as vegetables intended for industrial processing.

In the outdoor area are also included areas under the warm bed garden and low tunnels (plastic sheets lay on the ground, the soil under the fabric or tunnels that are inaccessible to people).

By vegetables in protected areas implies vegetables which, during the whole period of growth or its major part, are in greenhouse or greenhouse with built-in conventional installations (device for irrigation, heating, ventilation), excluded is the land covered with plastics or fabric placed on the ground and tunnels inaccessible to people.

Some sorts of vegetables have short vegetation period, which allows multiple harvesting during the observed year, from the same land area. In that case sown and harvested area is equal to the sum of all sown and harvested areas during the reference year.

For example lettuce has vegetation period between 4-6 weeks, if 200m² is sown with the lettuce and harvested 4 times in the same year, sown area will be 800m².

Included are following sorts of vegetables: carrot, onion, garlic, beans for dry grain, peas for fresh grain, green beans, cabbage – white, leafy, other brassicas (cauliflower, broccoli, kale, red cabbage, etc.), lettuce, spinach, other leafy vegetables (chard etc.), tomatoes, paprika, cucumber, watermelon, melon, eggplant, zucchini and other sorts of vegetable which are not mentioned, e.g. radish, red beet etc.

Yield of beans for the dry grain is expressed as a grain yield with 14% humidity.

Under the serial number 22 *Production of seed and nursery plants* is entered area on which are grown seed and nursery plants for sale, excluding seeds of grain, potatoes, legumes and oilseed plants, as well as seed and nursery plants that are produced for personal needs. For example if nursery plants of cabbage, lettuce, fodder crops is produced for personal needs of holding, it shall be entered under the serial number of culture to which it relates. Area of nurseries, where are grown the young woody plants intended for later transplantation, are not included in this category.

Data on areas and production of flowers and decorative plants are entered in corresponding columns, under the serial number 23.

Under the numbers from 24 to 26 are entered data on sown, harvested areas and production of potatoes exclusively on infields (column 7, 8 and 9).

8. PRODUCTION OF HAY ON MEADOWS AND PASTURES IN 2013

In the table number 8 is entered the yield of hay from used areas of meadow.

In table 8 a) under the serial number 1 is entered total number of cattle and horses on grazing on own or leased land. Under the serial number 2 is entered total number of sheep's and goats on grazing on own or leased land.

In column 2 are entered number of days on own or leased land for listed types of livestock.

9. PRODUCTION OF FRUIT IN 2013

In Table 9 are entered data on plantation orchards, extensive orchards and orchards on infield, whereby data on extensive orchards and orchards on infield are displayed cumulatively.

For plantation orchards, is entered the total number of trees (column 1), number of fruit trees (kolona2), total area (column 3) and the area under fruit trees (column 4) and total yield (column 5).

The total number of trees represents number of all trees, regardless of the age. Included are fruit trees and young trees that still cannot give fruit.

Fruit trees are trees which are capable of bearing fruit, regardless of whether they give fruit or not in observing year.

Area under the fruit trees of plantation orchards represents area from which was, in observed agricultural year, obtained fruit. Under the area of fruit trees are not included areas of new plantations that have not yet begun to give fruit, and area of the abandoned orchards.

For extensive orchards and orchards on infield is showed total number of trees (column 6), number of fruit trees (column 7) and total yield (column 8).

If the household grows late – seasonal citrus sorts, whose harvest begins in last quarter of 2013, and ends in next year,

10. PRODUCTION OF GRAPES IN 2013

In table 10 are entered data of grapes for quality wines, other grapes for wine and table grapes.

For plantation vineyards are entered data on the total number of vines (column 1), number of fruit bearing vines (column 2), total area of plantation (column 3), area of plantation under the fruit bearing vines (column 4) and total yield (column 5). In the plantation area under fruit bearing vines are not included areas of new plantations that yet have not started to give fruit.

For vineyards on the infield entered are data on total number of vines 8 (column 6), number of fruit bearing vines (column 7) and total yield (column 8).

In the total number of vines are included all vines, regardless of age.

Fruit bearing vines are vines that capable of bearing fruit, regardless whether they beard fruit or not in observed year.

Wine sorts are sorts of vine whose grapes are intended for production of wine, and they must belong to species *Vitis vinifera*.

Table grape sorts are vine whose grapes are intended for consumption in fresh condition.

Wines produced in Montenegro are classified into the following categories of quality:

1. Table wine – wine produced from grapes of one or more sorts of vines, without specific geographical origin;
2. Table wine with controlled geographical origin – wine produced from grapes of one or more sorts of vines harvested and processed in Montenegrin wine-growing area;
3. Quality wine produced in a specific area:
 - Quality wine with controlled geographical origin – wine produced from grapes of one or more sorts of vine, with distinct quality characteristics for sort or sorts, which are originating from one region or smaller territorial unit.
 - High quality wine with controlled geographical origin is wine produced from grapes of one or more sorts of vine with particularly distinct quality characteristics for sort or sorts, which are originating from one region or smaller territorial unit
 - Predicate wine with controlled geographical origin - predicate wines are wines of special quality, which are produced in exceptionally favourable conditions for grape ripening on vine, and depending on achieved level of overripe grape, time of harvesting and processing achieve outstanding quality.

On the first and the last page of the form P-20 is necessary to provide (enrol) technical data on interview, such as date of enumeration, the start and end of time of interview and date of control by municipal instructor. These data serve in the purpose of future planning and enumerator is obliged to enrol the same in form, and at the end of form to sign and ask for signature from interviewed person

Possible remarks and explanations for the data entered, the interviewer writes on the last page of the questionnaire.

**TABLE FOR CONVERSION OF LOCAL MEASUREMENT UNITS
INTO SQUARE METRES (m²)**

| | | |
|---------------------------|------------------|---------------------------|
| 1 PLUG | 40 ARE | 4000 m² |
| 1 KOSA | 36 ARE | 3600 m² |
| 1 RALO | 18 ARE | 1800 m² |
| 1 MOTIKA | 8 ARE | 800 m² |
| 1 ČEREK | 4.5 ARE | 450 m² |
| 1 ARGAT | 6 ARE | 600 m² |
| 1 DULUM | 10 ARE | 1000 m² |
| 1KATASTARSKO JUTRO | 57 ARE | 5700 m² |
| 1 KVADRATNI HVAT | 0,036 ARE | 3,6 m² |
| 1 ŠINIK | 7,5 ARE | 750 m² |
| 1 LANAC | 71,9 ARE | 7190 m² |

1 ha (hectare) = 100 are = 10 000 m²
1 are = 100 m²