

Enterprise No.

F15ENO

Enterprise Name

Ghanaian Manufacturing Enterprise Survey

Follow-up Questionnaire

Wave V

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Centre for the Study of African Economies
University of Oxford
and
Ghana Statistical Service
Accra

Interviewer.....

Data entry operator.....

F15DAT

SECTION 15: Follow-up on Labour

Interviewers: Read the following statement to the respondent

First, I would like to ask you a few more questions about you workforce.

We are aware that enterprises in Ghana face many difficulties when trying to find employees they can trust. Findings from studies in other parts of Africa suggest that businessmen often try to employ people from their own ethnic group or relatives in order to get around this problem and ensure the smooth running of their enterprise. We would like to know if this is the case in Ghana.

ASK QUESTIONS 1 TO 3 ONLY IF THEY WERE NOT ASKED DURING THE MAIN INTERVIEW OR REPORTED BY THE FIRM

- 1 What is your/the owner's/the general manager's ethnic group? See note (a)

F15LQ1

- 2 How many employees in each of the following occupational categories belong to the same ethnic group as you/the owner/the general manager?

Managers and Professionals	Office and Sales Personnel	Technicians, Production and Service Workers	Apprentices
F15LQ2A	F15LQ2B	F15LQ2C	F15LQ2D

- 3 How many employees in each of the following occupational categories are related to you/the owner/the general manager?

Managers and Professionals	Office and Sales Personnel	Technicians, Production and Service Workers	Apprentices
F15LQ3A	F15LQ3B	F15LQ3C	F15LQ3D

Note (a) - If you are talking to the owner or, in the case of a large corporation, the general manager use 'you' and 'your' in questions 1 to 3. Otherwise use either 'the owner' or the general manager' as appropriate.

- Some Ghanaian ethnic groups, in particular the Akan, are made up of several sub-groups. We would like to know both the group and the sub-group. So please follow up on their answer before you fill in the box for question 1.

Most likely responses to question about the respondent's/owner's/general manager's ethnicity (not an exhaustive list)

Group	Notes
Asante	sub-group of Akan
Akuapem	sub-group of Akan
Akyem	sub-group of Akan
Kwahu	sub-group of Akan
Fante	sub-group of Akan there are other Akan sub-groups
Ga	
Ewe	
Dagomba	
Dagarti	
Hausa	
Arab	e.g., Lebanese, Syrian
European	not really an ethnic classification, but sufficient
Togolese	not really an ethnic classification, but sufficient
Burkina Faso	not really an ethnic classification, but sufficient

SECTION 15: Follow-up on Labour

Do you have employees in each occupational category from each of the following ethnic groups?

(yes = 1, no = 2, don't know (i.e., have contacts that could be, but not sure) = 3)

	Managers and Professionals	Office and Sales Personnel	Technicians, Production and Service Workers	Apprentices
4. Ghanaian - Akan - Asante	F15LQ4A	F15LQ4B	F15LQ4C	F15LQ4D
5. Ghanaian - Akan - Akuapem	F15LQ5A	F15LQ5B	F15LQ5C	F15LQ5D
6. Ghanaian - Akan - Akyem	F15LQ6A	F15LQ6B	F15LQ6C	F15LQ6D
7. Ghanaian - Akan - Kwahu	F15LQ7A	F15LQ7B	F15LQ7C	F15LQ7D
8. Ghanaian - Akan - Fante	F15LQ8A	F15LQ8B	F15LQ8C	F15LQ8D
9. Ghanaian - Akan - Other (specify).....	F15LQ9A 9A1/2/3	F15LQ9B 9B1/2/3	F15LQ9C 9C1/2/3	F15LQ9D 9D1/2/3
10. Ghanaian - Ga	F15LQ10A	F15LQ10B	F15LQ10C	F15LQ10D
11. Ghanaian - Ewe	F15LQ11A	F15LQ11B	F15LQ11C	F15LQ11D
12. Ghanaian - Dagomba	F15LQ12A	F15LQ12B	F15LQ12C	F15LQ12D
13. Ghanaian - Dagarti	F15LQ13A	F15LQ13B	F15LQ13C	F15LQ13D
14. Ghanaian - Hausa	F15LQ14A	F15LQ14B	F15LQ14C	F15LQ14D
15. Ghanaian - Other (specify).....	F15LQ15A 15A1/2/3	F15LQ15B 15B1/2/3	F15LQ15C 15C1/2/3	F15LQ15D 15D1/2/3
16. Other African (specify).....	F15LQ16A 16A1/2/3	F15LQ16B 16B1/2/3	F15LQ16C 16C1/2/3	F15LQ16D 16D1/2/3

	Managers and Professionals	Office and Sales Personnel	Technicians, Production and Service Workers	Apprentices
17. Middle eastern (e.g., Lebanese, Syrian)	F15LQ17A	F15LQ17B	F15LQ17C	F15LQ17D
18. European	F15LQ18A	F15LQ18B	F15LQ18C	F15LQ18D
19. Other non-African (specify).....	F15LQ19A 19A1/2/3	F15LQ19B 19B1/2/3	F15LQ19C 19C1/2/3	F15LQ19D 19D1/2/3

SECTION 15: Follow-up on Networks

First I would like to ask you some more questions about the contacts you discussed in the last interview and the wider network of people that they connect you to.

(Note for interviewers: throughout use yes = 1, no = 2, unless instructed otherwise)

1. Why is your network useful to you? (use question numbers below as codes, or write answer)

F15NQ1

Is your network useful to you...

2.	because it supplies you with information about new techniques and designs and about where to get new types of machinery and equipment?	F15NQ2
3.	because it supplies you with information about new technologies and where you might get the related machinery and equipment?	
4.	because it supplies you with information about new market opportunities and developments?	F15NQ4
5.	because it supplies you with information about how to break into particular markets (eg. how to export to particular countries)?	
6.	because it helps you to keep informed about changes in Government policy?	F15NQ6
7.	because it helps you to keep informed about whose businesses are doing well, whose are doing badly, whose are in trouble?	
8.	because it helps you find out whether you can trust both current and potential trading partners and customers?	F15NQ8
9.	because it is a source of support for you and your family in times of crisis?	F15NQ9
10.	because the people within it lend you small amounts of money when you occasionally run a bit short?	F15NQ10
11.	because it helps you raise large sums of money to finance investment projects and new business ventures?	F15NQ11
12.	because you work together to meet large orders?	F15NQ12
13.	because you have sub-contracting arrangements with them?	F15NQ13

14.	because you jointly buy equipment that you then share?	F15NQ14
15.	because you place bulk orders for raw materials together so that you can get them at lower prices?	F15NQ15
16.	because it helps when dealing with bureaucracy, when trying to get licences, permits, planning permission, etc?	F15NQ16
17.	because its members have a code of conduct which requires them to trade honestly with one another	

18. Is your network useful to you for other reasons? Please specify

19.	Would you describe your network as small and cohesive, in the sense that most of the people in it know each other very well?	F15NQ19
20.	Is it far reaching in the sense that it unites people in many different occupations and many different locations?	F15NQ20
21.	Is it exclusive in the sense that only a certain type of person is likely to belong to it?	F15NQ21
22.	Would you say that all the members of your network have equal status within your community?	F15NQ22
23.	If you do not think them equal, would you say you had a higher, lower or average status compared to most of your contacts (higher = 1, lower = 2, average = 3)?	F15NQ23
24.	Are there certain people in your network that you would describe as its leaders? (yes....1 => 25, no....2 => 27)	F15NQ24
25.	Are you one of these leaders?	F15NQ25
26.	If you are not one of these leaders, are you close to any of the leaders?	F15NQ26
27.	Do the members of your network ever take decisions collectively, i.e., as a group?	F15NQ27

SECTION 15: Follow-up on Networks

Do you ever think of your network or contacts as a burden or nuisance because...

28.	they expect you to share with them every useful bit of information about new product or market developments that you get?	
29.	they are always asking for favours, for money or help of some kind?	F15NQ29
30.	whenever you do something to improve the performance of your business they expect to share in your prosperity?	F15NQ30
31.	sometimes you get the impression that they are not really trying to help themselves and improve their businesses because they know that you will help them out if necessary?	F15NQ31
32.	they expect you to act as their leader?	F15NQ32
33.	they expect you to run around doing things for them?	F15NQ33

34. Are there other reasons why you think of your network or contacts as a burden or nuisance? Please specify

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35.	Do you know any business people who agree with their contacts to set prices artificially high so that they can increase their profits?	F15NQ35
36.	In your line of business what proportion of people are involved in agreements of this kind with their contacts? (percent)	F15NQ36

37.	To how many of the people you know would you provide assistance (in the form of a large loan or gift) because they had suffered a serious misfortune or crisis and because you would expect them to assist you if the roles were reversed? (Note (a))	F15NQ37
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38.	To how many of people you know would you provide such assistance, even though you would not expect them to do the same for you if the roles were reversed?	
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39.	From how many of the people you know would you expect or hope to get assistance if you suffered a serious misfortune or crisis, even though they would not expect you to assist them if the roles were reversed?	
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Note (a): If asked for an example of a crisis, use - house or workshop burnt to the ground.

SECTION 15: Follow-up on Networks

Interviewers: Read the following statement to the respondent

Now I would like to ask a few more questions about the ethnicity of your contacts.

Do you have contacts in each of the following ethnic groups? (yes = 1, no = 2, don't know (i.e., have contacts that could be, but not sure) = 3)

40.	Ghanaian - Akan - Asante	F15NQ40
41.	Ghanaian - Akan - Akuapem	F15NQ41
42.	Ghanaian - Akan - Akyem	F15NQ42
43.	Ghanaian - Akan - Kwahu	F15NQ43
44.	Ghanaian - Akan - Fante	F15NQ44
45.	Ghanaian - Akan - Other (specify).....F15NQ45S.....	F15NQ45
46.	Ghanaian - Ga	F15NQ46
47.	Ghanaian - Ewe	F15NQ47
48.	Ghanaian - Dagomba	F15NQ48
49.	Ghanaian - Dagarti	F15NQ49
50.	Ghanaian - Hausa	F15NQ50

51.	Ghanaian - Other (specify).....F15NQ51S.....	F15NQ51
52.	Other African (specify).....F15NQ52S.....	F15NQ52
53.	Middle Eastern (e.g., Lebanese, Syrian)	F15NQ53
54.	European	F15NQ54
55.	East Asian (e.g., Chinese)	F15NQ55
56.	South Asian (e.g., Indian)	F15NQ56
57.	North American	F15NQ57
58.	Latin American	F15NQ58
59.	European	
60.	Other non-African (specify).....F15NQ60S.....	F15NQ60
61.	To which ethnic group does your mother belong? (group and sub-group if relevant) F15NQ61	
62.	To which ethnic group does your father belong? (group and sub-group if relevant) F15NQ62	

SECTION 15: Follow-up on Insurance

1. Did you insure your buildings, machinery and equipment against fire and theft in?

	1996	1997	1998
YES.... 1 (for any year => 2)	F15IQ1A	F15IQ1B	F15IQ1C
NO..... 2 (for all years => 3)			

2. Which insurance company/companies do/did you use? (Name and branch)
F15IQ2

(If answer to 1 was 'no' for 1998 => 6, If answer was 'yes' for 1998 => next page)

3. Have you ever insured your buildings, machinery and equipment against fire and theft?

YES.... 1 (=> 4)	F15IQ3
NO..... 2 (=> 8)	

4. When was the last time you insured your buildings, machinery and equipment against fire and theft?

Year: F15IQ4

5. Which insurance company/companies did you use? (Name and branch)
F15IQ5

6. Why did you stop insuring your buildings, machinery and equipment against fire and theft?

Premium too expensive..... 1 (=> 12)	F15IQ6
Paperwork too difficult..... 2 (=> 12)	
They did not pay up when I made a claim..... 3 (=> 7)	
They refused to insure me anymore..... 4 (=> 10)	
Other (specify)..... 5 (=> 12)	

F15IQ6S

7. What reason did they give for not paying up?

F15IQ7

(=> 12)

8. Have you ever tried to insure your buildings, machinery and equipment against fire and theft?

YES.... 1 (=> 9)	F15IQ8
NO..... 2 (=> 11)	

9. Which insurance company/companies did you approach? (Name and branch)
F15IQ9

10. What reason did they give for not insuring you?
F15IQ10

(=> 12)

11. Why have you never tried to insure your buildings, machinery and equipment against fire and theft?

Cannot prove that I own the things I want to insure.. 1	F15IQ11
Premium too high / Costs too much..... 2	
Do not know how / Paperwork too difficult..... 3	
Do not need it / Do not face big enough risks..... 4	
Other (specify)..... F15IQ11S 5	

12. Would you agree or disagree with the statement that insurance companies are there to help people like yourself?

agree..... 1 (=> 13)	
disagree..... 2 (=> next page)	

13. How do they help?

SECTION 15: Follow-up on Property Rights

1. Do you think that there is anybody who might throw you off the land upon which your enterprises is based for no apparent reason?

YES..... 1 (=> 2)
NO..... 2 (=> 4)

F15PQ1

2. Who?

The national government..... 1
Local government..... 2
A private landlord..... 3
Other (specify)..... F15PQ2S..... 4

F15PQ2

3. On a scale of 0 to 100, how likely do you think it is that they will require you to move some time during the next year?

(0 - definitely no, 100 - definitely yes)

F15PQ3

4. Do you think that there is anybody who might seize all or a large proportion of your enterprise's assets - your machinery and stocks of raw materials?

YES..... 1 (=> 5)
NO..... 2 (=> 7)

F15PQ4

5. Who?

The government..... 1
Other (specify)..... F15PQ5S..... 2

F15PQ5

6. On a scale of 0 to 100, how likely do you think it is that they will seize your assets, machinery and stocks some time during the next year?

(0 - definitely no, 100 - definitely yes)

F15PQ6

7. Sometimes it is necessary for enterprise owners to prove that they own buildings, machinery and equipment, for example if they want to use it for collateral or if they want to have it insured. Could you prove that you own the machinery and equipment in this workshop by producing receipts or by some other means?

YES..... 1 (=> 2)
NO..... 2 (=> 4)

F15PQ7

SECTION 15: Follow-up, Miscellaneous

1. Has this firm ever imported new or second hand equipment to use in production?

F15MQ1

YES..... 1 (=> 2 and then 3)

NO..... 2 (=> 2)

2. Has this firm ever purchased new or second hand equipment that is foreign made to use in production?

F15MQ2

YES..... 1 (=> 3)

NO..... 2 (If answer to 1 was yes => 3, If answer to 1 was no => 4)

3. How did you find out about the foreign machinery and equipment? (Multiple answers allowed)

F15MQA-F

Domestic suppliers of machinery and equipment 1
 Foreign suppliers of machinery and equipment 2
 Parent company..... 3
 Consultants..... 4
 Publications..... 5
 Trade fairs..... 6
 Personal trips to other countries..... 7
 Technology institutions..... 8
 Business and other contacts based in Ghana..... 9
 Business and other contacts based outside Ghana..... 10
 Other (specify)..... F15MQ3S..... 11

4. What was the main occupation of ?

your father

F15MQ4A

your mother

F15MQ4B

OWN BUSINESS, MANUFACTURING..... 1
 OWN BUSINESS, TRADING..... 2
 OWN BUSINESS, FARMING..... 3
 OWN BUSINESS, SERVICES..... 4
 EMPLOYEE, PRIVATE SECTOR..... 5
 EMPLOYEE, PUBLIC SECTOR ENTERPRISE..... 6
 EMPLOYEE, GOVERNMENT ADMIN..... 7
 HOUSEWIFE, HOUSEHUSBAND..... 8
 OTHER (SPECIFY)..... 9

(specify for mother)

F15MQ4SM

(specify for father)

F15MQ4SF

5. What was the highest level of formal education your mother and father completed...

a. up to secondary school?

b. and then?

None
 P1 through P6
 M1 through M4
 S1 through S5
 JSS1 through JSS3
 SSS1 through SSS3
 KORANIC (KORA)

None
 V1 through V3
 A1 through A2
 PS1 through PS3
 T1 through T4
 U1 through U8

Mother

F15MQ5A1

F15MQ5B1

Father

F15MQ5A2

F15MQ5B2

P1 etc.....primary school
 M1 etc.middle school
 S1 etc.senior school
 JSS1 etc.....junior secondary school
 SSS1 etc.....senior secondary school

V1 etc.....vocational school
 A1 etc..... A levels
 PS1 etc..... post secondary school
 T1 etc.....teacher training
 U1 etc.....university

6. What was the highest level of formal education you (entrepreneur and/or general manager) completed...

a. up to secondary school?

b. and then?

None
 P1 through P6
 M1 through M4
 S1 through S5
 JSS1 through JSS3
 SSS1 through SSS3
 KORANIC (KORA)

None
 V1 through V3
 A1 through A2
 PS1 through PS3
 T1 through T4
 U1 through U8

Entrepreneur (owner)

F15MQ6A1

F15MQ6B1

General manager

F15MQ6A2

F15MQ6B2

7. What was the name and location of the last secondary school you (entrepreneur and or general manager) attended?

Entrepreneur

F15MQ7A

General manager

F15MQ7B

SECTION 15: Follow-up, Miscellaneous

8. Did any of your (entrepreneur's and/or the general manager's) schooling take place outside Ghana?

	Entrepreneur	General Manager
YES..... 1	F15MQ8A	F15MQ8B
NO..... 2		

9. Have you ever....

worked as a civil servant in a government department?	YES.....1 NO.....2	F15MQ9A
stood for election?	YES.....1 NO.....2	F15MQ9B
worked outside Ghana?	YES.....1 NO.....2	F15MQ9C
lived or travelled outside Ghana, not for work?	YES.....1 NO.....2	F15MQ9D

10. How many of your relatives (parents, brothers, sisters, uncles, aunts, cousins) currently...

work as civil servants in government departments?	F15MQ10A
work outside Ghana?	F15MQ10B
are living or travelling outside Ghana, not for work?	F15MQ10C
own or are general managers or managing directors of manufacturing businesses?	F15MQ10D
own or are general managers or managing directors of businesses in another sector?	F15MQ10E

11. How many of your relatives have at some time...

worked as civil servants in government departments?	
worked outside Ghana?	
lived or travelled outside Ghana, not for work?	
stood for election?	

12. When was this enterprise started?

YEAR: F15MQ12

13. How many permanent employees (excluding apprentices) were employed by the business when it started?

F15MQ13

14. How many apprentices were being trained within the business when it started?

F15MQ14