

## GENERAL INFORMATION

### Guidelines

- In accordance with Art. 28. 1 of the Act of 9 August 2019 on the 2021 National Population and Housing Census, natural persons submitting data as part of the census are required to provide accurate and complete answers to the questions on the topics covered by the census.
- Unless otherwise specified, the answers to the questions in the questionnaire of the 2021 National Population and Housing Census should be provided as of 31 March 2021, at 24.00 hours.

## LOGGING IN

The online census self-enumeration application is available at: <https://nsp2021.spis.gov.pl>

To log in, select one of the available options:

- **National Electronic Identification Node (Krajowy Węzeł Identyfikacji Elektronicznej)** – enables the authentication with the use of means of electronic identification issued by third party entities as part of electronic identification systems (in particular, Trusted Profile (Profil Zaufany) and banks' IT systems).
- **Providing PESEL number (the national identification number) and an individually defined access password** (to create the password the birth name of a mother is required).
- **Providing an email address and an individually defined access password** – Method for foreign citizens with no PESEL number who, on 31 March 2021, were permanent or temporary residents of Poland.

## PERSONAL DATA

Please complete the following information

Description

- a) **last name**
- b) **first name**
- c) **middle name** (if applicable)
- d) **PESEL number** (or in the case of persons who do not have the number and are foreigners, there is an option of selecting: "a foreigner with no assigned PESEL number")
- e) **sex**
- f) **date of birth**

### Guidelines

- A person who logs in via National Electronic Identification Node or using PESEL number and password personal data shall be displayed and there will be the option to edit one's names.
- If a foreign citizen with no PESEL number logs in, i.e. using an e-mail address and a defined access password, they shall provide personal data such as: first, last and middle name, sex and date of birth.
- It is assumed that adults should answer the questions themselves, while in the case of underage persons, the answers should be provided by their parents or guardians. Data on absent persons shall be provided by adults residing with them.
- It is permissible for an adult also residing in the dwelling to provide proxy answers for the residents. This person provides information on the dwelling and all persons living in it, determines the number of dwellers, identifies family relationships between persons, and answers the housing and personal questionnaire.

- National Population and Housing Census 2021 concerns:
  - **Polish citizens living in Poland and foreigners** living in Poland permanently or temporarily on 31 March 2021. It is not important whether these persons are registered to reside in Poland;
  - **Polish citizens living abroad** (regardless of the period of stay) who did not de-register from their permanent residence in Poland due to going abroad permanently;
  - **homeless persons** - Polish citizens and foreigners.
- The census also includes:
  - dwellings, including private dwellings in collective living quarters, buildings, collective living quarters and occupied rooms that are not dwellings.
- **However, the census does not include:**
  - persons who have de-registered from their permanent residence due to permanent departure abroad;
  - heads and foreign staff of diplomatic representations and consular offices of foreign countries, members of their families and other persons enjoying privileges and immunities under agreements, laws or established international customs;
  - dwellings, buildings, facilities and premises owned by diplomatic representations and consular offices of foreign countries.

## ESTABLISHING A PERSON'S HOME ADDRESS

### 1. Where did you live on 31 March 2021, at 24.00 hours?

#### Description

##### a) **in Poland**

Please provide the address of:

- **place** (enter at least 3 characters and select the place from the list)
- **street** (if there is no street in the address, select "address without a street name")
- **building number** (if no number is listed, check "building number is not listed" and enter the correct number or check "building without the assigned number" and then enter the adjacent building number (i.e. located within 1 km) or the registered plot number)
- **Dwelling no.** (if there is more than one dwelling in the building, it is necessary to provide its number - choose from the list or in case of lack of appropriate number, write it yourself)

##### b) **abroad**

Please provide:

- **country of residence** (enter at least 3 characters to search for a country from the list)
- **year of departure from Poland**
- **month of departure** (for 2020 only)
- **last place of residence in Poland before departure** (place, street, building and dwelling number - select as in item a).

#### Guidelines

**Place of residence** means the place where person usually spends most of the time off work (study), including nighttime. It is irrelevant whether a person is registered for permanent or temporary residence at a given address or lives without registration.

**Persons, who on 31 March 2021, were temporarily absent from the dwelling due to:**

- vacation,
- leave,
- visiting friends and relatives,
- work (including business trips),
- medical treatment (hospital, sanatorium, hospice),
- being in penitentiary establishments (prisons),
- religious pilgrimages,
- residing at the diplomatic establishment (this includes the families of diplomatic representatives),
- being on peacekeeping missions,
- temporary residence of students in boarding schools, dormitories or hostels,
- serving in military manoeuvres and living in barracks or other military facilities,
- performing a specific type of work (e.g. sailors and fishermen in long-distance fishing, drivers on international routes, pilots, flight attendants, persons on business trips lasting several days),

**shall state that they were living at their dwelling on that date.**

- **Student** – if he/she lives away from the family home while studying, provides the address of residence in the place where he/she is living while studying. It is not relevant whether he/she comes home to visit or on holiday. The regularity of the student's home visits (even if he/she comes home at weekends) - is not relevant in this case.
- **Employed person** – if he/she lives away from the family home due to work but usually returns to the family home more than twice a month - is enumerated as a resident of the family home;  
– if he comes home twice a month or less – it shall be enumerated as a resident of the place where he/she is staying for work.
- **Persons in collective living quarters** - a person living in a CLQ enumerates himself/herself and any immediate family members living with him/her in the same CLQ, e.g. child, husband.
- Persons residing in the CLQ do not complete a housing questionnaire.
- **As the address of residence:**
  - **Provide** the address of a dwelling or single-family home, premises (e.g. occupied for the time of rebuilding the house, etc.), or collective living quarters;
  - **Do not** provide addresses of holiday homes normally used for leisure or seasonal residence unless the address is the only residence due to homelessness or other reason.
- Holiday (recreational) homes intended for seasonal occupancy are not subject to the census. In particular, those located in allotment gardens, where according to the Act of 13 December 2013 on Family Allotment Gardens, Art. 12. "It is prohibited to reside on the plot (...)."

Examples

1. Persons who work and live due to their work outside their place of residence, which is, e.g. the family home, if they regularly return to that place of residence, and this happens more than twice a month, shall provide the address of that family home as their address at the time of the census.
2. Persons staying in hospital, sanitarium, hospice or penitentiary establishment (prison) - shall be enumerated at their last home address.
3. Missing persons - should be listed at their last home address.
4. Members of the regular armed forces who live in barracks or other military facilities should provide the home address at which they live off duty.

5. Persons who left to study in September 2019 to Gdańsk, but due to the distance (online) learning returned to his/her family home in Kraków in March 2020 - should be enumerated as of the state on 31 March 2021, i.e. in the family home.
6. A foreigner who on 31 March 2021 lived in Poland shall be enumerated at the address of his/her place of residence, regardless of whether he/she lives in Poland permanently or temporarily.
7. A leave spent abroad is not considered a residence or stay abroad.

## 2. Have you lived in:

### Description

- a) a dwelling/a single-family house** (also applies to clergy houses and diocesan houses)
- b) premises other than a dwelling** (e.g. utility room, basement, barrack, caravan, etc.)
- c) collective living quarters** (e.g. social welfare home/nursing home, single mother's home, student dormitory, convent, shelter, training facility, etc.)

When you select the "collective living quarters", please:

- select an object type from the list,
- if not listed, select "other - enter what" and enter the type of facility.

### Guidelines

- Holiday cottages intended for seasonal occupancy are not subject to the census. In particular, those located in family allotment gardens, where according to the Act of 13 December 2013 on Family Allotment Gardens, Art. 12. "It is prohibited to reside on the plot(...)." You shall provide your address of permanent residence:
- If a holiday cottage normally intended for leisure or seasonal residence is the only place of residence due to homelessness or other reason, select: "premises other than a dwelling".
- Premises other than a dwelling include:
  - premises found within a permanent building (residential or other one) that were not built as a dwelling nor have been adapted to such purposes, e.g. attic, laundry room, drying room, garage, storage room, livestock premises or utility premises (stable, cow house, barn) or other (hotel room, classroom),
  - semi-permanent premises built as a dwelling for a family or a single person for a temporary period - usually a couple of years, e.g. until a new, permanent dwelling can be built (e.g. containers or barracks built for persons affected by a natural disaster - for flood victims and fire victims) as well as temporary buildings erected for dwelling by families until a new house is built,
  - temporary premises, e.g. a shed, a hut,
  - mobile housing units, e.g. mobile barrack, railroad car, caravan, yacht, barge.

**Dwellings** - are structurally separate and independent premises designed for permanent human habitation, structurally separated by permanent walls within a building, consisting of a suite of rooms or one room, including auxiliary rooms (entrance hall, hallway, bathroom, toilet, closet, pantry, storage room, and other rooms located within the building, serving the living and household needs of the occupants), built or reconstructed for residential purposes, with a hallway, corridor, common hallway, street, courtyard or garden, regardless of whether it is occupied on the basis of one or more than one legal titles.

A dwelling is also a room adapted for residential purposes through renovation or reconstruction, such as a loft, basement or other room in a permanent building.

Clergy houses and similar premises inhabited by clergy (pastors, vicars, retired priests, and clergy of other denominations) are treated as dwellings, and the persons living therein are subject to the same census conditions as persons residing in dwellings.

**Premises other than a dwelling** - a space which at the time of the census - due to various reasons, e.g. random, adopted lifestyle - was the only place of residence of the persons (person) forming a household.

**Collective living quarters (CLQ)** - a suite of premises (rooms and other ancillary rooms), located in one or more buildings, occupied by one separate establishment, providing the following services: care and education, hotel, health or other services that are associated with the residence/stay of usually more than one person or the facility of a religious institution. Collective living quarters include, inter alia, dormitories, worker's hotels, orphanages, welfare/nursing homes, convents, and religious houses.

#### Examples

1. If a person lives in a shed on their property because they are rebuilding their home after a fire he/she should select the answer: "premises other than a dwelling", and as the address of the residence, the address of the building that burned down shall be provided.
2. If the family (e.g. parents, son with wife and children) live in a single-family building and there is one entrance to the building from the outside then it should be listed as one dwelling/single-family home.
3. If two related families live in a single-family building on separate floors, and the individual dwellings in the building have separate entrances from the outside and both dwellings do not have assigned numbers, each family provides a conventional number and indicates the data for the section of the building it occupies. Information about each dwelling is provided by the adult who first logged into the census.
4. If related families live in a single-family building on separate floors, and there is one entrance to the building from the outside and entrances to the individual dwellings from the stairwell, then each family provides a conventional dwelling number and indicates the data for the portion of the building (dwelling) it occupies omitting the stairwell area.
5. If in a single-family building one family occupies a section of the building on the first floor and another part on the ground floor, and both families use a common kitchen located, for example, on the first floor, such a building shall be registered as one dwelling.
6. Clergy residing in clergy houses shall select: "dwelling/single-family home". Only the first person logging in at a given address will complete the housing questionnaire, and when indicating the square footage of the dwelling, they shall indicate the total area intended for housing purposes. Parish office space, if accessed through a separate entrance, shall not be included in the square footage of the dwelling.
7. Persons living in barracks, caravans or holiday cottages - if this is their only residence - shall provide:
  - place (enter at least 3 characters and select the place from the list),
  - street (if there is no street in the address, select "address without a street name"),
  - building number (if no number is listed, check "building number not listed" and enter the correct number or check "building without assigned number" and then enter the adjacent building number (i.e. located within 1 km) or the registered plot number,
  - dwelling number - leave the space blank.

### 3. Is the address provided a permanent or temporary residence address?

#### Description

##### a) permanent

## b) **temporary**

### Guidelines

- Specify whether the residential address is treated as permanent or temporary.
- **Address of temporary residence** - select if the person has another residence address that he/she considers permanent. Do not assign a place of residence as temporary just because a person plans, in the near or distant future, to move.
- **Address of permanent residence** - if the person being registered has no other addresses of residence that he/she considers permanent, assign that address as his/her address of permanent residence.
- **Several residences occupied temporarily** - the type of dwelling shall be decided at the discretion of a person concerned - it does not have to be consistent with the registration. Do not be guided by the time a person lived at an address.
- **Foreigner residing in Poland** - the type of dwelling shall be decided at the discretion of a person concerned.

### Examples

1. On 31 March 2021, a person lives in a rented dwelling and has no other place of residence that he/she can say is his/her permanent place of residence - select "permanent" even if he/she declares that he/she will rent the dwelling for a short period of time.
2. A person stays half a year at an address in the city and the other half lives in a house outside the city - the address shall be selected according to the place where the person lived on 31 March 2021, while the type of dwelling at the address shall be decided at the discretion of a person concerned.
3. A student studying outside the place in which his/her family home is located may register his/her address of residence during the course of study to be temporary or permanent - he/she decide at their discretion.

## 4. How long have you lived at the provided address?

### Description

- a) **less than one year**
  - one year
  - one month
- b) **one year or more**

### Guidelines

- Fill in **only** if you selected in the earlier question that the address indicated (where the person was living on 31 March 2021) is a temporary address.
- The residence period shall be calculated from the day a person started to reside at that address until 31 March 2021.
- When determining the period, do not take into account short breaks (such as trips associated with recreation, visiting friends, relatives, etc.). Such breaks shall be included in the period of residence.

### Examples

1. A student who has designated his/her address of residence during the course of study as temporary does not include short-term stays or holiday spent at home when determining the period the student resides at that address - he/she reports the period from the beginning of residence at the address until 31 March 2021.

## 5. What was your permanent residence?

### Description

- a) **at a different address in Poland**
- b) **abroad**

### Guidelines

- Fill in **only** if you selected in an earlier question that the address indicated (where the person was living on 31 March 2021) is a temporary address.
- After choosing the answer "**at different address in Poland**", you shall complete the address by providing:
  - place (enter at least 3 characters and select the place from the list),
  - street (if there is no street in the address, select "address without a street name"),
  - building number (if no number is listed, check "building number not listed" and enter the correct number or check "building without assigned number" and then enter the adjacent building number (i.e. located within 1 km) or the registered plot number),
  - dwelling number - leave the space blank.
- After choosing the answer "**abroad**" (the person stays in Poland temporarily), you must provide:
  - the name of the country of permanent residence,
  - year and month of taking up residence in Poland.
- It is irrelevant that the person has left Poland since arriving in Poland to visit family, go on holiday, or run other errands. The date of arrival (month and year), after which there were no more breaks in residence lasting 6 months or longer, should be taken as the beginning of the stay in Poland.
- An immigrant temporarily staying in Poland may not be only a foreigner but also a Polish citizen. The relevant thing is that this person considers another country to be his/her country of permanent residence.

### Examples

1. The person arrived in Warszawa from Ukraine in October 2017. In 2018, he/she went to Ukraine for four months. After returning to Poland he/she stayed in various places. At the time of the census, he/she lived in Lesznowola. He/she considers Ukraine to be his/her country of permanent residence. The person selects the answer "abroad", the country of permanent residence - "Ukraine", the date of taking up residence in Poland - "10-2017".
2. A Polish citizen living permanently, e.g. in Norway, who de-registered from permanent residence in Poland due to permanent migration to Norway and was temporarily delegated to work in Poland, should mark the item: "abroad" and provide the required information.
3. A permanent resident of Sławno came to Pieńkowo six months earlier to care for his/her elderly parents. At the time of the census, he/she was temporarily residing in Pieńkowo (in his/her parents' dwelling) but indicates that he/she is permanently living at a different address in Poland and lists Sławno.
4. The person lives permanently with his/her family in Zamość, but for over 2 years he/she has been working in Gdańsk and living in a dwelling rented for him/her by his/her employer. He/she comes to Zamość a few times a year, more often his/her family visits him/her in Gdańsk. On 31 March 2021 he/she was staying in Gdańsk and indicated this address as a temporary one, the permanent address was given as Zamość.
5. The student has determined that the place where he/she lived on 31 March 2021, while studying, is his/her temporary residence. He/she considers his/her permanent residence to be his/her family home located in another place. He/she selects "at a different address in Poland" and fills in the address.

## PERSONS IN A DWELLING/ PREMISES OTHER THAN A DWELLING /COLLECTIVE LIVING QUARTERS

1a. On 31 March 2021, at 24.00 hours, were there any other persons also living at this address?

1b. On 31 March 2021, at 24.00 hours, did other members of your family also live at this address?

Description

- a) **yes**
- b) **no**

Guidelines

- There are two versions of the question depending on the type of the premises the person lived in:
  - dwelling/single-family house, premises other than a dwelling,
  - collective living quarters (CLQ).
- Minors shall be enumerated by a parent or guardian.
  - When completing the census, other persons who were living in a dwelling or premises other than a dwelling shall be added. Persons living in collective living quarters should add family members who lived with them in the CLQ.

2a. Please add all persons who on 31 March 2021, at 24.00 hours, lived at the following address.

2b. Please add all persons in your family who on 31 March 2021, at 24.00 hours, also lived at the following address.

Description

- a) **last name**
- b) **first name**
- c) **middle name** (if applicable)
- d) **PESEL (National Identification Number)**
- e) **sex**
- f) **date of birth**

Guidelines

- There are two versions of the question depending on the type of premises the person lived in:
  - dwelling/single-family house, premises other than a dwelling,
  - collective living quarters.
- Responses should be provided as of **31 March 2021**.
- The question for persons living in a dwelling/single-family house or non-dwelling inhabited premises is designed to establish a **list of persons** living at the address indicated.
- The question for persons living in collective living quarters (CLQ) is to establish a **list of family members who** lived in the indicated establishment together with the census taker.
- In the case of foreigners who do not have a PESEL number, mark the option "foreigner without a PESEL number".
- Child under 3 month of age, who does not have a PESEL number shall be marked "child without assigned PESEL number".



- **Registered person working abroad** – if a person lives abroad and does not come home to Poland more than twice a month, he/she should be enumerated in the further part of the application as registered but staying abroad.

#### Examples

1. **Student** – if living away from the family home during the school year, the student shall be enumerated in the family home.
2. **Joint custody** – for a child who resides periodically in two different households within the state (e.g. due to parental separation or divorce), the residential address will be the address of the dwelling where he/she currently spends most of his/her time. If the time spent with each parent is identical, the address of residence will be the address of the parent with whom the child resided on 31 March 2021.
3. **Child** – born before 31 March 2021 at 24.00 hours, even if he/she is still in the hospital and the process of issuing a birth certificate is underway, the family home shall be stated as the address of residence.
4. **Deceased person** – if the person died after 31 March 2021 he/she shall be added as living at the address as of 31 March (if he/she died on or before 31 March, he/she shall not be added).
5. **Employed person** – if they live away from the family home due to work but usually return to the family home more than twice a month - is listed as a resident of the family home.
6. Please add **persons temporarily absent** on the 31 March 2021 due to:
  - vacation,
  - leave,
  - visits,
  - work (including business trips),
  - medical treatment (hospital stay, sanatorium, hospice),
  - being in penitentiary establishment (prison),
  - religious pilgrimages,
  - residing at the diplomatic establishment (this includes the families of diplomatic representatives),
  - being on peacekeeping missions,
  - temporary residence of students in boarding schools, dormitories or hostels,
  - serving in military manoeuvres and living in barracks or other military facilities,
  - performing a specific type of work (e.g. sailors and fishermen in long-distance fishing, drivers on international trips, pilots, stewardesses, persons on business trips lasting several days).

### 3. Is the address provided a permanent or temporary residence address?

#### Description

- a) **permanent**
- b) **temporary**

#### Guidelines

- Specify whether the added person's address is considered as permanent or temporary.
- **Address of temporary residence** – select if the person has another residence address that they consider permanent.
- **Address of permanent residence** – if the person being registered has no other addresses of residence that he/she considers permanent, assign that address as his/her address of permanent residence. Do not assign a place of residence as temporary just because a person plans, in the near or distant future, to move.

- **Several addresses occupied temporarily** – the type of dwelling shall be decided at the discretion of a person concerned - it does not have to be consistent with the registration. Do not be guided by the time a person lived at an address.
- **Foreigner residing in Poland** – the type of dwelling shall be decided at the discretion of a person concerned.

#### Examples

1. On 31 March 2021, a person lives in a rented dwelling and has no other place of residence that he/she can say is his/her permanent place of residence - select "permanent" even if he/she declares that he/she will rent the dwelling for a short period of time.
2. A person stays half a year at an address in the city and the other half lives in a all-year house outside the city - the address shall be selected according to the place where the person lived on 31 March 2021, while the type of dwelling at the address shall be decided at the discretion of a person concerned.
3. A student studying outside the place in which his/her family home is located may register his/her address of residence during the course of study to be temporary or permanent - he/she decide at their discretion.

#### 4. How long has this person stayed at the address provided?

##### Description

- a) **less than one year**
  - one year
  - one month
- b) **one year or more**

##### Guidelines

- Fill in only if you selected in an earlier question that the address indicated (where the person was living on 31 March 2021) is a temporary address.
- The residence period shall be calculated from the day a person started to reside at that address until 31 March 2021.
- When determining the period, do not take into account short breaks (such as trips associated with recreation, visiting friends, relatives, etc.). Such breaks shall be included in the period of residence.

#### Examples

1. A student who has designated his/her address of residence during the course of study as temporary does not include short-term stays or holiday spent at home when determining the period the student resides at that address - he/she reports the period from the beginning of residence at the address through 31 March 2021.

#### 5. What is a permanent address of residence of this person?

##### Description

- a) **at a different address in Poland**
- b) **abroad**

##### Guidelines

- The question applies only to a person who answered "temporary" to the earlier question (the address at which the person stayed as of 31 March 2021 is a temporary address of residence).
- After choosing the answer "**at different address in Poland**", you shall complete the address by providing:
  - place (enter at least 3 characters and select the place from the list),
  - street (if there is no street in the address, select "address without a street name"),

- house number (if no number is listed, check "building number not listed" and enter the correct number or check "building without assigned numbered" and then enter the adjacent building number (i.e. located within 1 km) or the registered plot number),
- dwelling number – leave the space blank.
- After choosing the answer "**abroad**" (the person stays in Poland temporarily), you must provide:
  - the name of the country of residence
  - year and month of residence in Poland
- It is irrelevant that the person has left Poland since arriving in Poland to visit family, go on holiday, or run other errands. The date of arrival (month and year), after which there were no more breaks in residence lasting 6 months or longer, should be taken as the beginning of the stay in Poland.

#### Examples

1. An immigrant temporarily staying in Poland may not be only a foreigner but also a Polish citizen. However, it is relevant that this person considers another country as his/her permanent place of residence, e.g. a Polish citizen residing permanently in Norway (he/she de-registered from permanent residence in Poland in connection with permanent migration to Norway and was temporarily delegated to work in Poland).

6a. Please state whether all persons staying on 31 March 2021, at 24.00 hours at this address were added.

6b. Please state whether all members of your family staying on 31 March 2021, at 24.00 hours at this address were added.

#### Description

- a) **yes**
- b) **no**

#### Guidelines

- The question seeks to determine whether the enumerator has added all persons who on 31 March 2021 at 24.00 hours were living at the address indicated.
- If you select "no", you shall be returned to the list of people with the option to complete the missing person.

## PERSONS RESIDING ABROAD

1. On 31 March 2021, were there any persons registered at this address who were not staying here and were abroad?

#### Description

- a) **yes**
- b) **no**
- c) **I do not know**

#### Guidelines

- In this section of the questionnaire, add those persons who, on 31 March 2021 were registered at the address where the census was taken but did not actually live there because they were abroad.
- **Yes** – mark when basic information about such persons (first and last name, sex) is known.
- **No** – applies when it is known that there are no persons registered at the address who are staying abroad permanently or temporarily.

- **I do not know** – it refers to cases when a person living at the address does not know if someone is registered there or knows but cannot provide information about this person (does not even know their names and sex).
- If all persons registered at an address are not known, provide information only for those who are known.
- If there is no information about the persons registered at the address (whether there are any) and their whereabouts, mark the answer "I do not know".

### Examples

1. A married couple lives in the dwelling. Their daughter is registered at this address. She left for Sweden several years ago to work and visits her family (at the registered address) less than twice a month - only on holiday. In such a case, the answer shall be "yes".
2. A person has a document confirming the lease of a dwelling from the owner (in the agreement he/she indicated permanent registration at the address of the rented dwelling), who resides permanently abroad, in the agreement there is basic information about him/her, and additionally, the tenant knows the country of residence - mark the answer "yes" and answer the successive questions.
3. In addition to permanent residents, there are close family members living abroad at the census address, so you should make an effort to provide as many answers as possible to the questions about these persons.
4. The person living at the address is not sure if the landlord is registered in the dwelling for rent, he/she only knows that he/she has gone abroad - he/she marks the answer "I do not know".
5. The person rents the dwelling through another intermediary and has no knowledge of the persons registered at the address of the rented dwelling, then the answer "I do not know" is selected.

2. Please add all persons who on 31 March 2021 were registered at the address below, but did not stay here and were abroad.

### Description

- a) **last name**
- b) **first name**
- c) **sex**
- d) **year of birth** (if known)

### Guidelines

- In case the exact year of birth of the person being added is not known, it is acceptable to indicate an approximate year of birth.
- A person staying abroad can be added if he/she is registered at the listed address and has not de-registered due to a permanent stay abroad.
- When adding a person who is abroad, it is important to note whether the person was staying abroad on 31 March 2021.
- Only persons registered at the enumerated address shall be added.

### Examples

1. The owner's daughter with her husband and children are registered at the enumerated address, but they have been living abroad for several years. If the owner does not remember his son-in-law's year of birth, he can provide the approximate year of birth of his son-in-law.
2. The person living at the address shall add a spouse who went abroad several years ago and went missing. He/she is currently pending in court to be declared dead, but on 31 March 2021, no death certificate was issued.

3. In case the registered person was absent due to a holiday abroad on 31 March 2021 - do not add him/her in this section. This person shall be previously added to the list of resident persons.

### 3. Please provide the current country of residence of the person

#### Description

- a) **country of residence** (list)
- b) **I do not know the country of residence of this person**

#### Guidelines

- The answer "I do not know the country of residence of the person" shall not be abused.
- Select the person's country of residence from the list of countries. Entering 3 letters from the country name will narrow down the list of items.
- The more letters from the country name you enter, the shorter the list of countries, and the easier the selection will be.

#### Examples

1. The owner's daughter with her husband and children are registered at the enumerated address, but they have been living abroad for several years. The owner knew that they had gone to the UK, but after a few years had moved to Ireland with the intention of emigrating further to Canada once they had completed the formalities for entry. He/she last had contact with his family 2 weeks ago, at that time they were living in Ireland. Indicate the country of residence "Ireland".
2. The person living at the address added her friend whom he/she registered when they lived together. After a few years, the friend emigrated to Iceland, where he/she still resides today and contacts occasionally. Prior to the pandemic, he/she was scheduled to come to Poland to check out of her permanent residence due to her permanent travel abroad, but on 31 March 2021 he/she was still registered at the enumerated address. Accordingly, he/she is enumerated at her registered address and his/her country of residence is Iceland.

### 4. Please advise the date the person moved abroad

#### Description

- a) **year of departure from Poland**
- b) **month of departure from Poland** (for 2020)

#### Guidelines

- For the question about the year of departure, there is no "I do not know" answer. If the person responding is unsure of the year of departure, **they may provide an approximate year.**
- Indication of the period of departure from Poland of the persons registered at the listed address is made by selecting the years and months from a list.
- To select the year of the person's departure abroad, start typing the first digits of the year of departure, then the selection of years in the drop-down selection box will narrow down.

#### Examples

1. The owner's daughter with her husband and children are registered at the address listed, but they have been living abroad for several years. The owner provided information that the daughter and children went abroad in 2018, while the son-in-law left earlier, in 2015/2016, during the Christmas and New Year period. In this case, he/she may enter a 2015 or 2016 departure year.
2. A person living in a rented dwelling has information about the country of residence of the owner registered at that address. He also knows that he has lived abroad since the mid-1990s. It can then state the year of departure 1995 or 1996.

## 5. Please indicate the last place of residence of the person before moving abroad

### Description

- a) **at the address** (the address you entered at the beginning shall be displayed)
- b) **at a different address in Poland**
- c) **I do not know where this person lived before going abroad**

### Guidelines

- **At the address** – select if this is the person's last home address before going abroad;
- **At a different address in Poland** – should be indicated if the person knows the last place of residence before going abroad, but it is not the address of the listed dwelling. Please enter that address:
  - place (mandatory field)
  - street
  - building number
  - dwelling number
- If all the information on the address is known, it shall be provided.
- If only the last place of residence of the person being added is known, the rest of the address (street, house and dwelling number) may be left blank.
- **I do not know where the person lived before going abroad** – applies to cases when the person enumerating the person registered at the address does not know where the person lived before moving abroad, and does not know the name of the place.

### Examples

1. The person adding the person who went abroad knows that immediately before his/her departure he/she was living at the listed address of the rented dwelling and is in contact with him/her on a fairly regular basis - mark the answer: "at the address..." (the address provided at the beginning shall be displayed).
2. The person adding a person who went abroad knows that immediately before his/her departure the person lived at the known address of the parents - he/she selects the answer "at a different address in Poland" and then provides this address.
3. A person living at an address, renting a dwelling from a stranger with whom contact is sporadic, is not sure where the landlord lived before going abroad - selects the response "I do not know where this person lived before moving abroad".

## 6. Do you have any information about this person, e.g. country of birth, country of citizenship, marital status, education, labour market status (at least one of those listed)?

### Description

- a) **yes**
- b) **I do not know**

### Guidelines

- **Yes** – provide, if possible, at least one of the information listed in the question.
- **I do not know** – applies to cases where it is not possible to provide information concerning the presented topics (the person answering knows nothing about the person being added).
- If you select "yes", the personal questionnaire of this added person will appear in the further part of the application. There you will need to provide at least one of the following information: country of birth, country of citizenship, marital status, education or labour market status. If the

information you have is not complete, you will be **able to give the most likely answer**, and as a last resort you will be able to mark the answer "I do not know".

#### Examples

1. At the listed address, in addition to the permanent residents, there are two sisters of the main tenant who are living abroad. Then there is a good chance of answering all the questions in the questionnaire.
2. A person living at an address, renting a dwelling from a stranger with whom contact is sporadic, does not know or is unsure of the country of birth, nationality, education, marital status of the person from whom he/she rents. In this case, you may indicate "I do not know".

#### 7. Have all persons registered at this address and residing abroad been added?

##### Description

- a) **yes**
- b) **no**

##### Guidelines

- This is a control question to determine whether all persons registered at the given address who reside abroad have been added.
- **Yes** – all such persons have been added. Once selected, you shall proceed to the next part of the application.
- **No** – once selected, you shall return to the list of persons abroad and you can add more persons by answering the basic questions stated earlier.

#### Examples

1. The person residing at the listed address added his/her brother and sister-in-law who live in Belgium. He/she left out their child, who was born abroad, but the brother registered the child at his dwelling address during one of his visits to Poland. You can add this child to the list after selecting "no".
2. Close family members (the homeowner's sister with her husband and daughter), who are abroad, have already been registered on the list. Their child, born abroad and not reported to be registered at the address in question, shall not be listed. In this case, the answer shall be "yes".

## FAMILY RELATIONSHIPS

For each person, please indicate parents (including adoptive parents) and spouse (or partner)

##### Description

1. **Spouse/partner** (list of persons to indicate spouse/partner)
2. **Father** (list of persons to indicate father)
3. **Mother** (list of persons to indicate mother)

##### Guidelines

- Determining family relationships involves indicating the father, mother, and spouse/partner from the individuals available in the drop-down lists.
- Family relationships are determined for all persons previously shown on the form as living at the address indicated or registered but not residing, living abroad.
- Family relationships to be determined are highlighted in blue font on the questionnaire. Once all the required information has been completed, if determined correctly, you will be able to proceed to the next section of the questionnaire.
- If the person's parent or spouse/partner is not on the list, select "not applicable".

- For parents, indicate biological or adoptive parents.
- Stepparents should not be considered as biological parents and if the persons displayed include the person's stepfather, stepmother, or foster parent, when identifying the father or mother, select "not applicable".
- For persons who are married or are in an informal relationship, indicate spouse or partner, as appropriate.
- In determining spouse/partner, an actual, not the legal status of the persons, shall be taken into account.
- For persons who were legally married but no longer actually forming a marital relationship and at the same time are not in an informal relationship with another person, indicate "not applicable" in the displayed list.
- Persons who have been legally separated and at the same time have not been in an informal relationship with another person may indicate their spouse if they consider that they still form one family with him/her, e.g. due to cohabitation and raising underage children. Otherwise, they should indicate the "not applicable" item.
- Same-sex couples forming an informal relationship may designate themselves as partners.
- Marital status does not matter when indicating partner. Married persons who have formed informal relationships shall not indicate a spouse. Those persons shall indicate the partner if they will be available in the list displayed or select "not applicable".
- For legally separated persons who are listed as residents of the address indicated, when identifying their spouse provides the answer at their discretion. If they declare that they have a family relationship, they shall be identified as spouses. If not, select "not applicable".

**Informal relationship** – maintaining mental, physical and/or economic ties similar to marriage (without getting married) between two persons.

## DWELLING QUESTIONNAIRE

### 1. Please indicate who is the owner of the dwelling

#### Description

- natural person/persons (also applies to joint ownership, e.g. conjugal)** – refers to dwellings to which one has the right of ownership;
- housing cooperative (private dwelling)** – applies to a dwelling owned by a housing cooperative;
- housing cooperative (tenant dwelling)** – applies to dwellings owned by a housing cooperative;
- gmina** – applies to dwellings owned by the gmina;
- State Treasury** – applies to dwellings owned by the State. This includes dwellings owned by, e.g. the National Support Centre for Agriculture, the Military Property Agency;
- company** – applies to dwellings owned by the company;
- public building societies** – refers to dwellings owned by public building societies;
- other** – applies to dwellings owned by other entities not listed above, e.g. trade unions, associations, foundations, political parties, professional and economic self-government, the Catholic Church and other churches and religious associations.

#### Guidelines

- If the dwelling is rented to another person, then it shall be enumerated by the tenant.
- Private ownership of a dwelling by an individual shall be distinguished from cooperative ownership of a dwelling - see the answer (b) "housing cooperative (private dwelling)".
- A tied dwelling owned by a housing cooperative occupied under a rental relationship, e.g. by a house caretaker, maintenance worker, should be classified as a "housing cooperative (tenant dwelling)".



- Dwelling owned by gminas include the so-called council dwelling.

#### Examples

1. Person(s) (or married couple) has a document confirming ownership of dwelling e.g. Land and Mortgage Register entry, notarial deed, court order/judgment regarding purchase/acquisition of property - check "natural person/persons (also applies to joint ownership, e.g. conjugal)" answer.
2. Person(s) (or married couple) has a certificate that he/she has a cooperative right (private or tenancy) to the dwelling - check the answer "housing cooperative (private dwelling)" or "housing cooperative (tenancy dwelling)".
3. Person has signed a lease agreement (thus acquiring the rights of a head tenant) for premises owned by a gmina, the State Treasury, an company or a public building societies - select the answer applicable for the above subject.
4. The person rents (subleases) the dwelling from another person who has a cooperative ownership right to the dwelling - in this case, check the answer "housing cooperative (private dwelling)".

#### 2. The dwelling is occupied by

##### Description

- a) **at least one person who owns a dwelling or a part of it select when the dwelling is occupied by the owner or co-owner of the dwelling or house;**
- b) **at least one person with a cooperative right (ownership or tenancy) to the dwelling** – select when the dwelling is occupied by at least one person with a cooperative right to the dwelling;
- c) **person(s) renting the dwelling** – applies to dwellings in which at least one occupant pays rent (under the dwelling lease agreement) for the dwelling;
- d) **at least one person subletting the whole dwelling or a part of it (also applies to a lease of a part of the dwelling)** – this option shall be selected if the dwelling is occupied by persons:
  - subletting whole or part of a dwelling from a person with cooperative private rights to that dwelling,
  - renting part of a dwelling from an individual who owns that dwelling.
- e) **other** – this includes other cases not covered above such as: kinship with the owner or the main resident of the dwelling, life tenancy, assistance in the household, with no legal title, the so-called squatters.

##### Guidelines

- The question may be answered with maximum 3 answers depending on the ownership of the dwelling listed (question: Please indicate who is the owner of the dwelling).
- The question is designed to show whether the dwelling is actually occupied by the owner, the principal resident.
- If the answer to "Please indicate who is the owner of the dwelling" was:
  - "housing cooperative (tenant dwelling)" - then in the question: The dwelling is occupied by option "b" should be selected.
  - "gmina", "State Treasury", "company", "public building society" option "c" should be selected.

#### Examples

##### *Ownership of the dwelling (example 1):*

- natural person/persons (also applies to joint ownership, e.g. conjugal)
- other

The legal title to inhabit the dwelling when:

- RESIDENT (owner)
  - **at least one person who owns a dwelling or a part of it**
  - at least one person subletting the whole dwelling or a part of it (also applies to a lease of a part of the dwelling)
  - other
- DOES NOT RESIDE (owner)
  - person(s) renting the dwelling
  - at least one person subletting the whole dwelling or a part of it (also applies to a lease of a part of the dwelling)
  - other

*Ownership of the dwelling (example 2):*

- housing cooperative (private dwelling)

The legal title to inhabit the dwelling when:

- RESIDENT (primary resident)
  - **at least one person with a cooperative right (ownership or tenancy) to the dwelling**
  - at least one person subletting the whole dwelling or a part of it (also applies to a lease of a part of the dwelling)
  - other
- DOES NOT RESIDE (primary resident)
  - at least one person subletting the whole dwelling or a part of it (also applies to a lease of a part of the dwelling)
  - other

*Ownership of the dwelling (example 3):*

- a housing cooperative (tenant dwelling)

The legal title to inhabit the dwelling when:

- RESIDENT (primary resident)
  - at least one person with a cooperative right (ownership or tenancy) to the dwelling
  - other

*Ownership of the dwelling (example 4):*

- gminas
- State Treasury
- workplace
- Communal Building Society

The legal title to inhabit the dwelling when:

- RESIDENT (primary resident)
  - **person(s) renting the dwelling**
  - other

1. If the dwelling is occupied by a married couple and only one owns a separate unit, only one option " at least one person who owns a dwelling or a part of it " must be checked.
2. If a person with his/her child lives in a rented cooperative private dwelling, only one option " at least one person subletting the whole dwelling or a part of it (also applies to a lease of a part of the dwelling)" should be checked.
3. If a person rents only one room and the rest of the dwelling is occupied by the daughter of the dwelling owner, two options must be checked: "at least one person subletting the whole dwelling or a part of it (also applies to a lease of a part of the dwelling)" and "other".
4. Please provide the useful floor area of the dwelling - total (in m<sup>2</sup>)

### 3. Please provide the total useful floor space of the apartment (in m<sup>2</sup>)

#### Guidelines

- The value shall be provided in a form of integer in m<sup>2</sup>.
- Round off according to the rule: from 0.1 to 0.4m<sup>2</sup> omit the value after the decimal point, and from 0.5 to 0.9 m<sup>2</sup> round up to the nearest unit.
- The useful floor space of a dwelling should also include the area of rooms **used exclusively for business activities**, as well as the area of other rooms used for such activities , if they **do not have a separate entrance from a street, courtyard or public corridor**. The above rules shall also apply to parish offices located in clergy houses, bishop's curia, etc.
- In single-family buildings under construction but already partially occupied, only the area of finished rooms and auxiliary rooms should be included in the useful floor space of the dwelling.
- The useful floor space of a dwelling does not include the following areas: balconies, terraces and loggias, mezzanines, closets and lockers in walls, laundry rooms, drying rooms, attics, cellars and cells for storing fuel and the area of garages.

#### Examples

1. The enclosed balcony shall not be included in the useful floor space of the dwelling.
2. If the storage unit with a separate entrance is a component of the dwelling, it shall not be included in the useful floor space of the dwelling.
3. If the boiler room is located within the dwelling and does not have a separate entrance, then it should be included in the useful floor space of the dwelling.

### 4. Please provide the number of bedrooms and kitchens with daylight, i.e. (each room of at least 4 m<sup>2</sup>)

#### Guidelines

- The value shall be provided in a form of integer.
- When a room and a kitchen form a multi-purpose room, they shall be considered as one room.
- Do not include areas as entry, hall, bathroom, pantry, storage room, closet, alcove, enclosed porch, porch, regardless of their area or method of lighting.

### 5. Please advise the main method of heating the dwelling

#### Description

- a) **supply system** – to be selected if the heat is supplied from a combined heat and power plant, a central heating station or a local boiler house (e.g. cooperative) serving more than 1 building;
- b) **a heat source supplying one multi-dwelling building** – means that heat is supplied to the dwelling(s) from a boiler house serving only one building;
- c) **individual central heating**– select when the heat generation source is located in a single-family building (central heating boiler is installed in one's own boiler room or in another room, e.g. in the basement, or electric floor heating is installed, or the source of heat generation is located outside the building, e.g. solar collectors, photovoltaic panels, heat

pumps). This option should also be selected if the heat source is located within a dwelling located in a multiple dwelling building (the so-called single-storey heating system), e.g. furnace for central heating, is installed in the kitchen or bathroom;

- d) **furnace(s)** – refers to heating individual rooms in a dwelling with tiled stoves or various portable stoves for solid fuels, e.g. coal, coke, briquettes, pellets, pea coal, as well as tiled stoves with electric heaters built in;
- e) **other** – select if the dwelling is heated, e.g.:
  - economical gas stoves supplied from the main gas station or a gas cylinder,
  - electric blowers,
  - portable oil furnaces of the radiator type, connected to electricity.

#### Guidelines

- Determine if there is central heating in the dwelling, i.e. whether there is a central source of heat generation that reaches ALL rooms in the dwelling via the system.
- If **it is**, determine what type: "supply system" or "a heat source supplying one multi-dwelling building" or "individual central heating".
- If **none** – mark "furnace(s)" or "other" as appropriate.
- If several heating methods are used, the predominant method must be determined, i.e. covering a larger area of the dwelling or used for a longer heating period and select only one. Do not consider supplemental heating (e.g. heating the dwelling with a fan heater or a fireplace during severe frosts).
- If the heat in the house comes mainly from a fireplace and is distributed throughout the dwelling, this method of heating should be included under the heading: individual central heating.

#### Examples

1. If geothermal heating applies to all rooms in a single-family building, then it is classified as "individual central heating." If, on the other hand, heat is supplied only to some rooms, then the "other" option should be selected.
2. Accumulator stoves fall under the category of "furnace(s)".
3. If an electric portable fireplace is used to heat rooms in the dwelling then select "other".
4. If the fireplace is installed "permanently" in a room in the dwelling, select the answer: "furnace(s)".

## 6. Please provide the main type of fuel or energy source used to heat the dwelling

#### Description

- a) **hard coal** - eco-pea coal;
- b) **hard coal** - blocks;
- c) **hard coal** - nut coal;
- d) **hard coal** - pea coal;
- e) **hard coal** - coke breeze;
- f) **hard coal** - billets;
- g) **hard coal** - hard coal briquettes;
- h) **hard coal** - anthracite;
- i) **hard coal** - other;
- j) **brown coal** - brown coal briquettes;

- k) **brown coal** - other;
- l) **natural gas**;
- m) **liquefied gas** - propane-butane, LPG;
- n) **liquefied gas** - propane;
- o) **biogas**;
- p) **fuel oil**;
- q) **bio-oil**;
- r) **electricity**;
- s) **wood** - logs;
- t) **wood** - chips;
- u) **wood** - particles;
- v) **wood** - sawdust;
- w) **wood** - pellets;
- x) **wood** - billets;
- y) **wood** - shavings;
- z) **wood** - wood granulate;
- aa) **wood** - other;
- ab) **biomass from agricultural production** - straw;
- ac) **biomass from agricultural production** - cereal grains;
- ad) **biomass from agricultural production** - corn;
- ae) **biomass from agricultural production** - other;
- af) **solar energy** - photovoltaic panels/installations;
- ag) **solar energy** - solar collectors/installations;
- ah) **energy obtained from the environment** - wind power;
- ai) **energy obtained from the environment** - hot springs;
- aj) **energy obtained from the environment** - heat pump;
- ak) **energy obtained from the environment** - other (excluding solar energy);
- al) **other** - peat;
- am) **other** - coke;
- an) **other** - waste (rubbish);
- ao) **other** - petrol;
- ap) **other** - gas oil;
- aq) **other**.

#### Guidelines

- This question should only be answered if the answer to question " Please advise the main method of heating the dwelling " was "individual central heating", " furnace(s) " or "other".
- If more than one type of fuel is used for the selected heating method - determine which one is used most often.

#### 7. Do you use renewable energy sources to heat your dwelling?

##### Description

- a) **yes** – if the renewable energy source is solar energy or energy obtained from the environment
- b) **no**

#### 8. Please indicate the type of renewable energy source used

##### Description

- a) solar energy - photovoltaic panels/installations;
- b) solar energy - solar collectors/installations;
- c) energy obtained from the environment - wind power;
- d) energy obtained from the environment - hot springs;
- e) energy obtained from the environment - heat pump;
- f) energy obtained from the environment - other;
- g) other.

#### 9. Is the dwelling located in a multi-dwelling building?

##### Description

- a) **yes**
- b) **no**

#### Guidelines

- If the dwelling is located in a structure with at least half of the total useful floor space used for residential purposes and with at least three dwellings, then the dwelling is located in a multi-dwelling building.
- Single-family building - a detached residential building or a building in semi-detached, terraced or group housing, serving the purpose of satisfying residential needs, constituting a structurally independent unit, in which no more than two residential units or one residential unit and a commercial unit of a total area not exceeding 30% of the total area of the building are permitted.
- Non-residential building - a building that is in more than half used for non-residential purposes (e.g. occupied by a school, office, store, warehouse, medical clinic) and which also contains at least one dwelling.

This category also includes farm and livestock buildings, i.e. buildings comprising both a residential part consisting of one or more dwellings, and a livestock part (comprising a stable, cow house, pig house, etc.) or a farm section, intended for farming purposes, irrespective of the part of the building occupied by the dwelling.

#### Examples

1. Person resides in a dwelling located in an primary school building - select "no" because the school is a non-residential building.
2. If the dwelling is located in the area of collective living quarters (in one of their buildings) but the persons living in it are not residents of that facility, then answer "no".

## BUILDING DESCRIPTION

10. Please provide the details of the owner of the building where your dwelling is located

### Description

The owner of a building is a natural person or a legal person or an organizational unit without legal personality having property rights of the building confirmed by an entry in the Land and Mortgage Register or, if there is no register, confirmed by another document.

- a) **natural person** – applies to buildings that are wholly unrestrictedly owned by a natural person.
- b) **housing cooperative** – applies to buildings to which the title of ownership is held by a housing cooperative.
- c) **gmina** – applies to buildings in which all dwellings are owned by the gmina or the powiat (local, powiat government community).
- d) **State Treasury** – applies to buildings:
  - remaining in the resources of the National Support Centre for Agriculture,
  - taken over and remaining in the property of the Military Property Agency,
  - under the management of entities subordinate to ministries,
  - under the management of the following entities: state authority, state administration and state control,
  - transferred by an entity representing the State Treasury to diplomatic representations and consular offices of foreign countries to use, lease or rent.
- e) **company** – applies to buildings in which all dwellings are owned by the company (state enterprises, municipal enterprises except housing management enterprises, private enterprises except housing cooperatives).
- f) **public building societies** – applies to buildings owned by the public building societies.
- g) **other** – applies to buildings owned by other entities not listed above, e.g. trade unions, associations, foundations, political parties, professional and economic self-government, the Catholic Church and other churches and religious associations.
- h) **building is jointly owned** – applies to buildings that are common property or jointly owned.

### Guidelines

- In determining the answer, only the ownership of the building itself shall be taken into account, regardless of whether the land on which the building is located is (or is not) owned by the entity that owns the building.
- Select the ownership of a natural person in case:
  - the building is in entirety owned by a natural person, regardless whether the owner lives in it, rents it out or gives it for free to another person(s), or the building is commissioned but not yet occupied. Also applies to single-family buildings in entirety owned by a person (a married couple should also be considered a natural person),
  - building with one dwelling is owned by 2 natural persons and more - co-ownership on a share basis - 1 Land and Mortgage Register - persons listed in the Land and Mortgage Register without separate ownership for individual owners.
- We will mark the building as jointly owned when:
  - all or only some of the dwelling units are separately owned by a natural person, or by a natural person(s) and a gmina, or by a natural person and an company, or by a natural person and the State Treasury, or others not specified,
  - ownership of dwelling units was not separated (one Land and Mortgage Register is established for the entire building).

## Examples

1. If the person(s) (or married couple) has documentary proof of ownership of the building, e.g. Land and Mortgage Register entry, deed, court order/judgment regarding the purchase/acquisition of the property - mark "natural person".
2. If in the building none of the apartments is a separate property, but all of them have joint ownership or tenancy rights to dwellings - select "housing cooperative".
3. If in a single-family building with two dwellings, one of the dwellings is separately owned by a natural person (i.e. in addition to the ownership of the dwellings, joint ownership of the common parts of the building and the land on which it is built has also been obtained) and the other is owned by an enterprise - select "jointly owned building".

## 11. Please provide the year when the building was placed in service:

### Description

- a) **year (if unknown, provide approximate date)** – the year in which construction was completed is assumed,
- b) **under construction** – applies to a building not put into service as a whole but only an individual part of it, e.g. a floor, a wing.

### Guidelines

- If **the building was put into service in sections** (staircases, floors), the year of putting into service the last part of the building is assumed.
- Provide the year when the main part of the building was constructed, not the year in which the room or floor was built in.
- If the building has undergone a major renovation, this fact is not taken into account, but the year of its putting into use by the building inspector is to be reported.
- If the building was reconstructed after it was completely destroyed, provide the year when the reconstruction was completed.
- In the absence of information on the exact year the building was put into service, an approximate year is acceptable.

## Examples

1. If the building was put into service in 1995 but in 2012 a floor has been added - enter 1995.
2. If the building was built in 1960 and in 1991 was completely destroyed by fire, and was reconstructed in 1992 - enter 1992.
3. If a person states that the building was built between 1958 and 1961 - enter 1960.

## 12. Please indicate whether:

### Description

- a) **the building is supplied with water**
  - **from a water supply network** – to be indicated if there is a tap in the building, e.g. in the corridor, and running water is supplied from the water supply network (via working connections) from the street pipe to the designated point;
  - **from a well** – to be indicated in case the water pipe provides water to one or more adjacent buildings from a water intake source. An example of a local water supply might be deep water well;
  - **none** – indicate if no water supply network or well water supply.
- b) **wastewater is discharged from the building to**
  - **sewerage network** – to be indicated if within the building there is a system connected to a complex of sewerage facilities used for disposal of domestic sewage, i.e. sewage system;



- **septic tank or a household sewage treatment systems** – applies to a building from which domestic sewage is discharged into one or more holding tanks or household sewage treatment plants;
- **not applicable** – indicate if there is no system of sewage discharge, holding tank or household sewage treatment plant.

c) **gas is supplied to the building**

- **from the gas network** – select when gas is supplied to dwellings using the gas network;
- **not applicable** – select if there is no gas network.

#### Guidelines

- In answering this question, you should take into account active and temporarily inactive installations, as well as those that are already installed in the building but the building has not yet been connected to the network.
- Do not indicate an installation that is out of service for more than one year due to significant damage.
- In the case of a **water supply** system or **sewage** system, it does not matter who manages/administers the system: public utility company, water law company, company, housing cooperative, gmina or other entity.

#### Examples

1. When water is supplied to the house from a water supply network, but the household uses a deep water well - select "from a water supply network".
2. When household members use a stove connected to an 11 kg gas cylinder - select "no" gas supplied to the building.

## PERSONAL QUESTIONNAIRE

#### Guidelines

- The personal questionnaire must be completed for all persons indicated in the previous sections of the questionnaire, i.e. Persons in a dwelling and Persons residing abroad. In the case of persons residing abroad about whom information is provided by a self-reporting respondent living in Poland, each question of the personal questionnaire contains an additional answer of "**I do not know**".
- If you are unsure of the answer to a question, provide the **most probable answer**. Only if there is no most probable answer, the "I do not know" answer shall be selected.

### 1. What is your country of birth (taking into account current borders)?

#### Description

- a) **Polish**
- b) **other**
  - Country of birth (list)

#### Guidelines

- The question is answered by all persons.
- You can only have one country of birth.
- Country of birth must be reported according to the current country borders (i.e. on 31 March 2021).
- If the country of birth does not currently exist, e.g. Czechoslovakia, USSR, Yugoslavia, select the country of birth according to the current borders.

- Persons who were born before 1945 on the eastern territory of Poland shall choose the country where their place of birth is now.

#### Examples

1. If the person was born in 1980, in Minsk (then USSR) - select "Belarus".
2. If the person was born in 1938, in Lviv - select the "Ukraine".
3. If the person cannot indicate the country of birth, e.g. was born near Podgorica (then Yugoslavia), the country of birth can be assumed as Montenegro.

## 2. What is your country of citizenship?

#### Description

- a) **Polish**
- b) **other**
  - Country of citizenship (list)
- c) **I am not a citizen of any country**

#### Guidelines

**Citizenship** means the particular legal bond between an individual and his/her state. It does not indicate that person's ethnicity and is independent of the nationality question.

- If the person has Polish and other citizenships, select "Poland".
- If a foreigner (a person who does not have Polish citizenship) has multiple citizenships, including one of the citizenships of a European Union (EU) country - enter the name of the EU country.
- If the foreigner has citizenship of multiple EU countries - enter the name of one of these countries (chosen at the discretion of the person concerned).
- If the foreigner has citizenship of multiple countries outside the EU - enter the name of one of these countries (chosen at the discretion of the person concerned). Note - the UK is no longer part of the EU.

#### Examples

1. A person who has both Polish and German citizenships should enter "Poland".
2. A person who holds German and French citizenships should choose one of these citizenships (at his/her discretion).
3. A person who has both Danish and Swiss citizenships should choose Danish citizenship (because Denmark is in the EU and Switzerland is not).
4. If you have Norwegian and Canadian citizenship, you should choose one of these citizenships (at your discretion).
5. A person who has citizenship of an EU country and citizenship of the UK should choose the citizenship of an EU country. The United Kingdom is no longer part of the EU.

## 3. Where did you live one year ago (31 March 2020)?

#### Description

A list of responses for persons residing in Poland:

- a) **at the same address where I currently live**
- b) **at a different address in the same place where I currently live**
- c) **in another place in Poland:**
  - Specify this place (list - place, voivodship, powiat, gmina)
  - Specify how long you lived/resided there:
    - up to 3 months (inclusive)

- over 3 months to 12 months
- 12 months and more

Year of arrival in/return to the place of current residence

d) **abroad:**

Country name (list of countries)

Specify how long you lived/resided there:

- up to 3 months (inclusive)
- over 3 months to 12 months
- 12 months and more

Year of arrival in/return to Poland

List of responses for persons staying abroad (for less than 12 months) on the census date:

a) **at** <the address will be displayed in the application>

b) **under a different address of the place** <the name of the place will be displayed in the application>

c) **in another place in Poland:**

Specify this place (list - place, voivodship, powiat, gmina)

Specify how long you lived/resided there:

- up to 3 months (inclusive)
- over 3 months to 12 months
- 12 months and more

Year of arrival in/return to the place

d) **abroad:**

Country name (list of countries)

Specify how long you lived/resided there:

- up to 3 months (inclusive)
- over 3 months to 12 months
- 12 months and more

Year of arrival in/return to Poland

Guidelines

- When determining the period, do not take into account short breaks (such as trips associated with recreation, visiting friends, relatives, etc.).
- If you stayed in another location in the country for 12 months or longer, enter the year of arrival in/return to the location of your current residence.
- For a per person who on 31 March 2020 lived abroad, the length of stay must be determined.
- If your stay abroad was 12 months or longer, enter the year of arrival in/return to Poland.

Examples

1. A person who, on 31 March 2020 resided at the same address in Poland at which he/she did on 31 March 2021 should select "at the same address where I currently live".
2. A person who on 31 March 2020 was living in the same place in Poland where he/she currently lives (31 March 2021), but has changed his/her address within the last year shall mark "at another address in the same place where I currently live".
3. A person who, on 31 March 2020 lived in Poland in a different place than the place of your current residence shall select "in another place in Poland" and then provide the place and period of residence.

#### 4. How long have you lived in the place of your current residence?

How long have you lived in (name of place)?

Description

- a) **since birth (i.e. continuously or the breaks in residence were less than one year)**
- b) **I arrived/returned before 2011**
- c) **I arrived/returned in the years 2011-2021 from another place in the country**
  - The place of previous residence
  - Year of arrival/return
- d) **I arrived/returned in the years 2011-2021 from abroad**
  - Country of residence
  - Year of arrival/return

Guidelines

**The place of current residence** is the place listed in the address of residence on 31 March 2021.

- There are two versions of this question displayed in the application depending on whether the questionnaire concerns a person living in Poland or abroad.
- **Since birth (i.e. uninterrupted stay or breaks in residence were less than one year)** – select if a person has never lived in another place than the one of their current place of residence for at least one year. This includes persons who were born in another place or abroad but arrived in the place of the current residence before the age of one.
- **I arrived/returned before 2011** – select for a person who lived in other places than the current one or in other countries and before 2011 have resided in their current place (arrived or returned after **an absence of at least one year**) and have lived continuously since that time or have had breaks in the stay of less than one year.
- **I arrived/returned in the years 2011-2021 from another place in the country** – select if the period of absence or stay outside the place of the current residence was at least one year.
- **I arrived/returned from abroad in the years 2011-2021** – select if the duration of staying abroad was at least one year.
- The term "arrived" refers to when a person arrived in a place during a given period but did not previously live in that place.
- The term "returned" refers to the situation in which a person left a place for at least one year and returned after that period. For multiple trips, indicate the return period after the last absence (of at least one year).

Examples

1. The person lives in Bydgoszcz. He/she has changed her address in this city three times. He/she has traveled abroad twice (in 2015 he/she spent 3 months in Germany, and in 2019 - 4 months in the UK). A person should select "**since birth**" because the breaks in residence were less than one year.
2. If the person arrived/returned to the place of the current residence in April 2019 and during his/her absence lived successively in: Warszawa (for 4 months), **Kraków (for one year)**, Poznań (for 6 months) and Wrocław (for 4 months), indicate that he/she arrived/returned from **Kraków in April 2019**.
3. If the person arrived/returned to the place of the current residence in April 2019 and during his/her absence lived successively in: Warszawa (for 4 months), Kraków (for 6 months), Poznań (for 6 months) and **Wrocław (for 4 months)**, indicate that he/she arrived/returned from **Wrocław in April 2019**.

4. If the person, during his/her absence, lived successively in: the UK (for 4 months), **France (for 1 year)**, the UK (for 6 months) and Spain (for 4 months), indicate that he/she arrived/returned from **France**.
5. If the person, during his/her absence, lived successively in: the UK (for 4 months), France (for 6 months), the UK (for 6 months) and **Spain (for 4 months)**, indicate that he/she arrived/returned from **Spain**.
6. Person left Suwałki in **2010 to study in Poznań**. During studies, he/she visited his/her parents in Suwałki, and spent summers in Suwałki or other places. After graduation in 2015, he/she returned to Suwałki, where he/she has lived ever since. The person should select **"I arrived/returned in the years 2011-2021 from another place in the country"**. Enter **"Poznań"** as the previous city of residence, **and the year of return "2015"**.
7. Person left in **2015 from Lublin to study in Kraków**. After graduation he/she remained in Kraków and has lived there continuously. The person should select **"I arrived/returned in the years 2011-2021 from another place in the country"**. Enter **"Lublin"** as the previous city of residence, and the year of arrival in Kraków - **"2015"**.
8. **In May 2016**, a person left Radom **for the United Kingdom**, where he/she stayed until **July 2018**. In 2019, he/she left for half a year for Kraków and after returning he/she has lived continuously in Radom. The person should answer "I arrived/returned in the years 2011-2020 from abroad", country - **"UK", the year of arrival/return - "2018"**.
9. The person lived from birth until the wedding day in Siedlce, in April 2020, (after his/her marriage) moved to Ciechanów. This person should answer **"I arrived/returned in the years 2011-2021 from another place in the country"** - place: Siedlce, the year of arrival: 2020.
10. The person was 13 months old when in 1999 he/she moved with his/her parents to the current place of residence - select "arrived/returned before 2011".

## 5. Have you ever stayed abroad for at least one year?

### Description

#### a) **yes**

- The year of arrival in/return to Poland
- Name of the previous country of residence - refers to the last stay (list of countries)

#### b) **no**

### Guidelines

- If there is a clear answer to previous questions about ever being abroad, this question is not displayed in the application.

### Examples

1. A person goes to Italy every year during summer holidays and stays there for one month, but otherwise has never left Poland for more than one year - select "no".
2. A person lived in Norway for two years because of work, and after returning to Poland he/she went abroad only for short holiday stays - select "yes" and enter the year of return and name of the country (Norway).
3. A person stayed for 2 years in Lebanon on a UN peacekeeping mission and for this reason was absent from his/her place of residence in the past – select "yes" and indicate the country and year of his/her return to Poland.

## 6. What is your marital status?

### Description

#### a) **single**

#### b) **married**

- c) **widowed**
- d) **divorced**

#### Guidelines

- The marital status question is asked of females aged 16 and over and males aged 18 and over.
- **Single** – select if a person, by the time of the census (31 March 2021 at 24.00 hours) was not formally married.
- **Married** – select if a person is married under current law and the marriage was not dissolved by divorce or death of a spouse. This answer should also be indicated concerning a person who is legally separated.
- **Widowed** – select if a person's marriage has ended as a result of the death of his/her spouse.
- **Divorced** – select if a person's marriage has been dissolved by the final and legally binding court decision in a divorce case.

#### Examples

1. A person who undergoes divorce proceedings should select "**married**".
2. The spouse of the person living at the address went missing 2 years before the census - both spouses should be indicated with their pre-missing marital status - "**married**".

### 7. Are you in an informal relationship with another person?

#### Description

- a) **yes, we live together and jointly maintain a household**
- b) **yes, we live separately**
- c) **no**
- d) **I do not want to answer this question**

#### Guidelines

**Informal relationship** – maintaining mental, physical and/or economic ties similar to marriage (without getting married) between two persons.

- The question is asked regardless of the marital status answer selected.
- The question is asked to persons aged 18 years and older.
- The answer "I do not want to answer this question" should be selected in case there is no consent to answer this question.

#### Examples

1. The dwelling is occupied by persons who are separated and awaiting divorce. Additionally, one of them is in an informal relationship and his/her partner lives in another dwelling. In the case of such person, the answer "yes, we live separately" shall be selected.
2. A person did not get a divorce from his/her spouse but is currently forming an informal relationship with another person with whom he/she lives and shares a household. In the case of such person, select "yes, we live together and jointly maintain a household".

## DEMOGRAPHIC AND SOCIAL CHARACTERISTICS

### 8. What is your highest attained level of education?

#### Description

- a) **tertiary education with an academic degree of at least doctorate** – persons with a doctoral or postdoctoral degree, with a title of professor;

- b) **tertiary education with a master's degree, master's degree in engineering or equivalent** – obtained after graduation from the second degree studies or long-cycle Master's degree programmes. People who hold a medical degree should also be included in this category;
- c) **tertiary education with a bachelor's (licentiate), engineer's, or equivalent degree** – select persons with a bachelor's, engineer's, bachelors, or other degree earned after completing a bachelor's degree;
- d) **College graduation diploma** – applies to graduates of colleges (except those being part of a higher education institution);
- e) **post-secondary education** – applies to persons who have a certificate (diploma) of completion of a post-secondary with or without Matura certificate school after secondary school;
- f) **general secondary education** – applies to persons who received a certificate of completion of a general secondary school, profiled secondary school, supplementary secondary school;
- g) **vocational secondary education** – applies to persons who have a certificate of completion of a vocational secondary school, technical school, supplementary technical school, vocational secondary school, technical secondary school, art school of the second degree, pursuing at the same time the curriculum of a secondary school);
- h) **basic vocational/stage I sectoral vocational education** – held by persons who have received a vocational school diploma;
- i) **lower-secondary (gimnazjum) education** – held by persons who have obtained a certificate of completion of lower-secondary school. Lower-secondary education (gimnazjum) in Poland is not secondary school education;
- j) **primary** – held by persons who have received a certificate of completion from a primary school;
- k) **incomplete primary or no school education** - applies to persons who are attending primary school, who attended the primary school but did not complete it, who have never attended school.

#### Guidelines

- Question asked to persons aged 13 years and more.
- Determine the highest level of education completed by 31 March 2021 regardless of the form of education (full-time, part-time, evening, weekend, extramural/intramural, distance learning, correspondence) at home or abroad.
- The application, available at the link <https://kwalifikator.nawa.gov.pl/>, allows automatic generation of information on selected types of university diplomas and selected types of secondary school diplomas obtained abroad.

#### Examples

1. A person who several years ago completed a 5-year long-cycle Master's degree programme, received the diploma, but did not defend his/her master's thesis and did not receive the master's degree should indicate the level of education in accordance with the previously completed stage of education, e.g. general secondary education or vocational secondary education - if there was such a degree.
2. A person who has completed a degree (Master's, Bachelor's Licentiate's), is granted a discharge and a thesis defence date is set after the census date, i.e. 31 March 2021 at 24.00 hours, should indicate the level of education according to the previously completed stage of education, e.g. general secondary education or vocational secondary education - if there was such a degree.
3. In the case of a person who completes an MBA (Master of Business Administration) did not change his/her degree because MBA is treated as a supplementary/post-graduate degree. The individual should indicate education consistent with the previous degree completed, e.g. higher education with at least a doctoral degree or tertiary education with a master's degree, master's degree in engineering or equivalent or higher education with a bachelor's (licentiate's) degree, engineering degree or equivalent.

4. A person who attends a doctorate course should indicate the level of education according to the previously completed stage of education, e.g. tertiary education with a master's degree, master's degree in engineering or equivalent - if there was such a degree.
5. A person who holds a bachelor/licentiate degree should indicate that he/she holds a bachelor's degree, engineering degree, or equivalent.

9. What is your nationality?

10. Do you also have a sense of affiliation to another nation and ethnic community?

Description

**Two questions** about nationality (national-ethnic affiliation) are asked:

**What is your nationality?**

(Nationality should be understood as national or ethnic affiliation and should not be confused with citizenship)

- a) Polish
- b) Belarusian
- c) Czech
- d) Karaim
- e) Lithuanian
- f) Lemko
- g) German
- h) Armenian
- i) Romany
- j) Russian
- k) Slovak
- l) Tatar
- m) Ukrainian
- n) Jewish
- o) other (specify) ... *[list of nationalities + edit box]*

**Do you also have a sense of affiliation to another nation and ethnic community?**

- a) **yes** (specify) ... *[list of nationalities + edit box]*
- b) **no, I do not**

Guidelines

**Nationality - national or ethnic affiliation** – is a declarative individual characteristic of each person expressing his/her emotional, cultural or ancestral connection to a particular nation or ethnic community, which is based on subjective feeling.

- The same understanding of nationality - as in the definition above - applies to both questions.
- Two questions will allow some persons to express two different national-ethnic identifications, with **only one nationality to be declared per question**.
- If a person, e.g. because of different nationality of his/her parents, identifies himself/herself with two national communities and wants to declare double national-ethnicity, answering the first question he/she can indicate only one nationality (e.g. the one he/she feels more strongly or is more important for him/her), while answering the next (second) question he/she can indicate the second nationality.
- The **first question concerning nationality** is answered by checking the box next to one of the 14 nationality terms or selecting the "other (specify)" category and indicating the appropriate item in the drop-down list of nationality names (list of nationalities).



- In order to find the appropriate item in the list, it is recommended to enter a few letters from the name of the nationality, which will display (filter) the nationality you are looking for.
- If the enumerator's desired nationality designation does not also appear in the drop-down list, indicate a special item in that list: "other (enter below)". Selecting this item will activate an edit field where you can write the appropriate (custom) nationality determination.
- Regardless of the answer to the first question concerning nationality, each person answers the **second nationality question** – about possible identification with some other (second) nation or ethnic community.
- Those who identify with only one nation or ethnic community (have homogeneous nationality identification) in the second question mark the answer "no, I do not".
- Persons who consider themselves as having multiple national-ethnicity should check "yes (specify)" in the second ethnicity question and then select a nationality directly from the list.
- If the enumerator's desired nationality term does not appear on the list, indicate the list item "other (enter below)" and write the appropriate (custom) nationality term in the edit box.

### Examples

1. If a person has one (unambiguous) national-ethnic identification, e.g. only Polish or only German, in the first question indicate the appropriate category under the question (e.g. "Polish" or "German"), while in the second question they mark the answer - "no, I do not".
2. If a person thinks that due to his/her origin he/she is Belarusian, but at the same time consider him/herself Polish and therefore would like to select a multiple nationality: Belarusian and Polish - he/she should select the answer "Belarusian" in the first question, while in the second question mark the answer "yes (specify)" and then find and choose the entry "Polish" from the available list.

## 11. What language(s) do you usually speak at home?

### Description

- a) **only Polish**
- b) **Polish and language(s) other than Polish (please specify...)**

*[list of languages + edit box; possibility to indicate up to 2 non-Polish languages]*

- c) **only language(s) other than Polish (please specify...)**

*[list of languages + edit box; possibility to indicate up to 2 non-Polish languages]*

### Guidelines

- The question concerns the language used on a daily basis at home and refers to spoken or sign language that is used in family interactions.
- For infants, the question is about the language in which the child is addressed by his/her parents or guardians.
- For single persons, the question concerns the language of contacts (conversations or correspondence) with family members living in other places than the person being enumerated. If the person does not currently have any family or home, the question refers to language contacts at times when he/she had such a family and home or to contacts with those considered closest.
- The question about language used in family household interactions does not and should not be confused with the knowledge of foreign languages.
- If you choose the answer b) "Polish and language(s) other than Polish" or c) "only language(s) other than Polish", select the relevant item in the list of languages. If the language does not appear on the list, indicate the last item in the list "other (enter below)" and write the appropriate (custom) language in the edit box.

- In the case of answers "Polish and language(s) other than Polish" or "only language(s) other than Polish" - the persons enumerated may declare the use of two different non-Polish languages - which means that the language may be indicated in the two lists of languages.

#### Examples

1. If the respondent speaks Polish and German with household members, he/she should mark the second answer "Polish and language(s) other than Polish", and then find and select the entry "German" from the list.
2. If a person uses only Polish in contacts with family members, but at the same time knows English and French, which he/she uses in other situations, e.g. at work, during travel or in contacts with friends - he/she should indicate the answer: "only in Polish".

#### 12. What religious denomination (church or religious association) do you belong to?

##### Description

##### a) **I belong to the denomination:**

- **Roman Catholic Church (Catholic Church - Latin rite)**
- **Orthodox Church**
- **Jehovah's Witnesses**
- **Evangelical Church of the Augsburg Confession**
- **Greek Catholic Church (Catholic Church - Byzantine-Ukrainian rite)**
- **Pentecostal Church**
- **Old Catholic Mariavite Church**
- **other (specify which) ... [list of churches and religious associations + edit box]**

##### b) **I do not belong to any religious denomination**

##### c) **I do not want to answer this question**

##### Guidelines

**Denomination (religious denomination)** is a person's formal participation in or emotional connection with a particular religious denomination (church or religious association).

- Religion should be determined by voluntary declaration, including - expressing no affiliation with any denomination (no denomination).
- The question about religion does NOT refer to religious belief (disbelief) as such, but to feeling or formal belonging (non-belonging) to a religion, which does NOT need to be justified or confirmed by participation in religious practices or involvement in the life of a religious community.
- Whenever possible, denominational affiliation should be identified by the name of the specific church or religious association.
- Persons who wish to declare their affiliation to a religious denomination record their answer by checking the box next to the answers: a) "**I belong to the denomination**" and then indicating one of the seven names of churches/religious associations submitted in the questionnaire or: "other (specify)", the selection of which makes available (activates) a wider list of denominations from which the appropriate denominational name must be found and indicated.
- Due to the complexity of the names of churches/denominational associations, in order to find a suitable entry in the list, it is advisable to enter a characteristic phrase (e.g. a word or part of a word) from the name of the denomination in question, which will display (filter out) the denomination you are looking for, or several denominations, from which it will be easier to find the right one.

- If the desired denominational does not also appear on the list, find and select "other (enter below)", which will provide an edit box where the appropriate (custom) denomination can be provided.
- Non-denominational persons who wish to declare that they do not belong to and/or feel affiliated with any religious denomination mark the answer: b) **"I do not belong to any religious denomination"**.
- In a situation when a person does not want to answer a question about the religion he/she selects: c) **"I do not want to answer this question"**.

#### Examples

1. If a person, for example, belongs to the Roman Catholic denomination or the Orthodox denomination, the person should select the answer "I belong to the denomination:" and then check the box next to the appropriate church name - examples: "Roman Catholic Church (Catholic Church - Latin Rite)" or "Orthodox Church".
2. If a person is not affiliated with any church or religious association, for example, due to unbelief, atheism, or agnosticism, he/she should select "I do not belong to any denomination."
3. A person is a member of a Baptist Church and would like to indicate their church when answering the denomination question. He/she should select the answer "I belong to the denomination" and then the option "other (specify)" which will activate the list containing denominations where he/she can find and indicate the appropriate item. The most optimal way to find the name of a church will be to type in a distinctive phrase from its name, such as "bapt", which will limit the list of displayed denominations to three, from which it is easy to select the correct item.

### 13. Do you have a limited ability to perform daily activities due to health problems lasting 6 months or longer?

#### Description

Select one of the answers:

- a) **no, I do not have any limitations**
- b) **yes, moderately limited**
- c) **yes, severely limited**
- d) **yes, totally limited - I am not able to perform daily activities**
- e) **I do not want to answer this question**

#### Guidelines

- This question is answered by all persons (including those without health problems) regardless of age and the fact that they have an appropriate certificate issued by an authorized body.
- The answers to these questions are subjective and represent the respondent's self-assessment.
- In all of the above cases, long-term conditions should be understood, i.e. conditions that last or are expected to last 6 months or more.
- Every day (basic) activities for a given age should be understood as: for infants, a normal response to external stimuli (i.e. cry, smile, appropriate gestures and reactions), for children at pre-school age - the ability to participate in games and play in a group of peers, for children at school age - school attendance and participation in all types of compulsory activities, for persons at working age - work, study or household activities, for elderly persons - basic self-care in hygiene, shopping, meal preparation, etc.

#### Examples

1. Persons with a limited ability to perform daily activities that has lasted for several weeks and is expected to last less than 6 months should indicate "no, I do not have any limitations".
2. Individuals with a limited ability to perform daily activities that has lasted for several weeks and the condition is expected to last 6 months or longer - should check "yes" with an indication of the degree of limitation.

3. If you have a disability/incapacity certificate or a disability group, please mark the answer according to your subjective feeling and may mark "no, I do not have any limitations".

14. Please indicate your current group of medical conditions that cause difficulty in performing daily activities

#### Description

In response to the question, please indicate up to 3 most important conditions (even if there are more) that cause limitation of usual life activities and are the most bothersome in everyday functioning.

- a) **damage and diseases of the locomotive (musculoskeletal) system**
- b) **damage and diseases of the visual system**
- c) **damage and diseases of hearing**
- d) **cardiovascular diseases**
- e) **neurological diseases**
- f) **other conditions**
- g) **I do not want to answer this question**

#### Guidelines

- The question applies to all persons (regardless of age) whose answer to the question "Do you have a limited ability to perform daily activities due to health problems lasting 6 months or longer?" was "yes" or "I do not want to answer this question".
- Indicate as appropriate the group or groups of conditions limiting the performance of daily activities that have lasted or are expected to last 6 months or longer.
- For those who selected only one condition, that condition will be considered the primary cause of perceived limitations/difficulties.

#### Examples

1. The same disease/disorder may cause different symptoms resulting in difficulties in daily activities and therefore different groups of conditions may be indicated, e.g. for one person with Down syndrome the disease may be described as a neurological disease only, and another person may suffer cardiovascular diseases and other conditions.

15. Which of the indicated groups of medical conditions is the main cause of your perceived limitations/difficulties?

#### Description

The answers will include up to 3 groups of medical conditions selected in the previous question and the option to answer "I do not want to answer this question".

- a) **damage and diseases of the locomotive (musculoskeletal) system**
- b) **damage and diseases of the visual system**
- c) **damage and diseases of hearing**
- d) **cardiovascular diseases**
- e) **neurological diseases**
- f) **other conditions**
- g) **I do not want to answer this question**

#### Guidelines

- When answering, please choose one of the 2 or 3 answers provided in the question "Please indicate your current group of medical conditions that cause difficulty in performing daily activities" regarding the main reason for your limitations/difficulties.
- For those who find it challenging to choose the one most perceived limitation/difficulty, please mark the most bothersome condition experienced in life and daily activities.
- If only one condition is selected in the previous question, this question will not be displayed.

## 16. Do you have a valid certificate of disability, degree of disability, incapacity for work or registered disability?

### Description

There are two possible answers:

a) **no** – selected by persons who do not have a valid disability certificate, degree of disability certificate (or equivalent). Selecting 'no' results in proceeding to the next part of the questionnaire.

b) **yes**

If the answer is "yes", the list of answers displayed will depend on the age of the person providing the answer. For persons under the age of 16 confirming that they have a certificate of disability, the response "I have a disability certificate issued to persons under 16 years of age". Those between the ages of 16 and 16.5 should select one of the four responses listed below. Individuals over 16.5 years of age should select one of the following three responses: "minor degree...", "moderate degree...", "considerable degree...".

### I have a:

c) **certificate of disability issued to persons under 16 years of age**

Individuals who are under the age of 16 are counted as disabled if they have a physical or mental impairment of more than 12 months' expected duration, due to a congenital defect, long-term illness, or bodily injury, that makes it necessary to provide them with total care or assistance in meeting the basic needs of life in a manner that exceeds the support needed by a person of their age.

d) **a person with a minor degree of disability, partial inability to work, recommendation for occupational re-training, disability class III, permanent or long-term inability to work in an agricultural holding without the right to the nursing benefit,**

e) **a moderate degree of disability, total inability to work, or disability class II,**

f) **a considerable degree of disability or total inability to work and function independently, or inability to function independently, or disability group I, or permanent or long-term inability to work in an agricultural holding while being entitled to the nursing benefit.**

### Guidelines

- The question applies to all persons, regardless of the previously provided answers concerning disability.
- If you have 2 or more disabilities, select the one with the higher degree.
- If you have a certificate issued outside of Poland, select the answer that most reliably reflects your certificate.
- Possession of a certificate from the Ministry of National Defence or the Ministry of the Interior and Administration establishing disability class III only due to unfitness for service does not exclude the ability to work in other sector. Persons with such certifications are not considered to have a disability.

"List of valid certificates that qualify a person as legally disabled".

### *Deciding authority (example 1)*

Disability Evaluation Board (powiat, voivodship, or former national)

### Date of granting certificate

from 1 January 1998

Type of certificate and qualification of incapacity

- considerable disability – f
- moderate disability – e
- minor disability – d
- disability up to age 16 – c

*Deciding authority (example nr 2)*

Social Insurance Institution

Date of granting certificate

from 17 August 1998

Type of certificate and qualification of incapacity

- complete incapacity to work and an independent existence – f
- complete incapacity to work – e
- partial incapacity to work – d

Date of granting certificate

after 21 November 1999

Type of certificate and qualification of incapacity

- Recommendation for occupational re-training – d

Date of granting certificate

from 1 January 1998 until 16 August 1998

Type of certificate and qualification of incapacity

- complete incapacity to an independent existence – f
- complete incapacity to work – e
- partial incapacity to work – d

Date of granting certificate

until 31 December 1997

Type of certificate and qualification of incapacity

- Disability class I – f
- Disability class II – e
- Disability class III – d

*Deciding authority (example nr 3)*

Social Insurance Institution or Agricultural Social Insurance Fund

Date of granting certificate

until 31 December 1997

Type of certificate and qualification of incapacity

- certificate of a long-term incapacity to work on a farm and entitlement to nursing benefit – f

Date of granting certificate

until 31 December 1997

Type of certificate and qualification of incapacity

- certificate of a long-term incapacity to work on a farm without entitlement to nursing benefit – d

### *Deciding authority (example nr 4)*

Ministry of National Defence or Ministry of Internal Affairs and Administration

Date of granting certificate

until 31 December 1997

Type of certificate and qualification of incapacity

- Disability class I – f
- Disability class II – e
- Disability class III, but only if the certificate also specifies disability class III based on general health – d

### Examples

1. If a person is certified by the Ministry of the Interior and Administration (MSWiA) as having disability class II and also as having a considerable degree of disability - please choose the certificate with the higher degree of disability – in this case answer f) "considerable degree of disability...".

## ECONOMIC ACTIVITY

Applies to persons 15 years of age and older, i.e. born on 31 March 2006 and earlier.

### I Performing or having a job

17a. Did you do any paid work or helped in conducting family economic activity without contractual pay in the week of 25-31 March 2021?

#### Description

Determine your **actual (not formal)** work situation.

- a) **yes** – choose this answer if you are doing any work generating income or pay (in cash or non-cash form) or work as a family member helping to run the family farm or other family economic activity outside agriculture. The type of contract or the number of hours worked in the reference week does not matter.
- b) **no** – choose in all cases other than those described in the answer "yes".

#### Guidelines

- The answer "yes" refers to any paid employment, regardless of the type of contract (employment contract, civil law contracts such as order-agreement contract, contract to perform a specific task/work, etc. – also an oral contract), including without any contract, as well as work performed as part of your own business (regardless of whether the business/enterprise made a profit) and on an agricultural farm. This answer also includes work performed as part of mandatory paid apprenticeships.
- Compensation for work may also be in kind, e.g. a person may have cared for a child in exchange for housing or received farm produce in exchange for his/her work on the farm.

#### Examples

**A person who works/is employed during the surveyed week also includes:**

1. a self-employed person who was in the process of setting up a business in the surveyed week, where specific actions had already been taken, e.g. equipment had been purchased, premises rented, etc.,
2. a self-employed person who has spent time on conducting a business, apprenticeship, or farm, even if no transactions were made, no services were performed, or nothing was actually produced

(e.g. a farmer engaged in the business of maintaining a farm; an architect who spends time waiting for customers in his/her office; a fisherman who repairs his/her boat or nets for future fishing; a person who attends a seminar),

3. employed by election or appointment (e.g. councilman/councilwoman),
4. employed by a labour office or referred for an internship,
5. a student or apprentice who works for the purpose of learning an occupation and is paid for it,
6. a contracted person,
7. a person who resides abroad privately and works there,
8. a person on child care leave but helping his/her parents on an agricultural farm or in conducting other economic activity,
9. a person registered in the labour office as unemployed, but in the reference week had a paid casual job,
10. a person caring for a child or a person with a disability (including age-related care) if he/she is employed (also informally) by the household for which he/she provides paid work,
11. a carer caring for a family member with a disability and receiving nursing benefit as a result of giving up paid employment.

**Persons who do not work include**

12. students or apprentices who work in an establishment (company) to learn an occupation but are not paid for it.

17b. Were you employed but temporarily did not work due to leave (including holiday, maternity, or parental leave), illness, care leave, bad weather, etc. during the reference week?

Description

Indicate whether the person, despite not working during the reference period, had a job and was still formally associated with the workplace, his/her own business, or agricultural farm and was assured that he/she would return to work.

a) **yes** – applies to the person:

- who has a job but did not work during the reference week because of: personal illness (including sick leave), holiday leave, maternity/paternity leave, parental leave, child care leave, work interruption due to being in quarantine or isolation due to the pandemic,
- who did not work for other reasons but is still associated with their workplace/employer and expects that he/she will return to work within a period of up to and including 3 months,
- a self-employed person who did not work during the reference week but whose business was still active (he/she did not suspend the business activity).

b) **no** – applies to all other cases.

Guidelines

**The answer "no"** should be given by a person:

- who is not in employment who is not engaged in any gainful activity and is not affiliated with any employer,
- who has a break from work and is not assured that he/she would return to work after a period of 3 months (the break counted from the time he/she stopped working to the time of expected return), nor is he/she given the opportunity to return to work before the break,



- who is working as volunteer, participates in unpaid apprenticeship/internship, or is doing community service,
- who did not perform work during the reference week because he/she suspended his/her business activity.

### Examples

1. An employee who has been in hospital for a month and is formally affiliated with an employer is a person who has a job/is employed.
2. A teacher who is on medical leave (i.e. health leave) for more than 3 months should give the answer "yes".
3. Farmers who did not perform any work during the surveyed week due to the seasonal nature of their work, although they declare that during the season they perform work on a farm as self-employed, may answer "yes" if they expect to return to this work within 3 months; this rule also applies to seasonal workers working in other industries (e.g. in construction, services etc.).

## II Job search, search period and job availability

### 17c. Were you actively seeking work in the period between 1 and 30 March 2021?

#### Description

Specify if you were actively seeking employment during the 4 weeks prior to 31 March 2021 (this applies to non-workers).

- a) **yes** – this option is selected by persons who were actively seeking work during the 4 weeks prior to 31 March 2021, i.e., made specific efforts to find work during the indicated period.
- b) **no, because I had already found a job and was waiting for it to start** – this refers to persons who were not seeking a job because they had already found one and were waiting for it to start.
- c) **no** – this is chosen by persons who did not seek a job in the surveyed period or declared seeking a job but such job search was not active.

#### Guidelines

- **Active job search** means making specific efforts to find a job within a specified period of time (regardless of the results obtained, the length of time worked, and whether the job is permanent or casual (temporary), i.e. taking at least one of the following actions:
  - responding to job advertisements (e.g. by sending your resume and other required documents or by using the appropriate application on the company's website),
  - viewing vacancies or posting your own job search ads,
  - participating in tests and interviews,
  - efforts have been made to set up their own workplace, e.g., seeking land, premises, buildings, equipment, applying for licenses, permits, funding, etc.,
  - looking for a job through a powiat labour office or a private employment agency; however, simply waiting to be contacted by these institutions during the reference period cannot be considered an active job search.

#### Examples

1. A person who only waited for a response from potential employers, test or interview results, a message from a labour office or employment agency, etc. does not meet the active job search criterion and should answer "no".
2. A person who was registered at the labour office as unemployed but had a paid casual job during the surveyed week should verify the answers in the questions about doing/having a job, since he/she is counted as a working person.

## 17d. Could you take up a job in a period between 1 and 15 April 2021?

### Description

- a) **yes** – this answer should be given if a person was ready/available to take up a job within the first 2 weeks of April.
- b) **no** – this answer should be given if a person was looking for a job but could not take up one during the reference period.

### Guidelines

- Determination of whether a person had found a job, he/she would have been ready (available) to take it up in the 2 weeks following the reference week, which is 1-15 April 2021.
- **Availability for work** means that there are no obstacles for a person to work during the period (e.g. no illness or need to care for a family member).

### Examples

1. A student who was looking for a job but only for the summer vacation period and would not be able to take a job during the reference period due to academic classes should answer "no".
2. A person looking for a job and raising a young child should answer depending on whether they have someone to provide child care.
3. A person looking for a job, hospitalised during the surveyed period, and not meeting the job availability condition should answer "no".

## 17 e.g. Period of active, continuous job search

### Description

Provide information on the period of active, continuous job search preceding the critical moment of the census (i.e. until 31 March 2021).

### Guidelines

- Specify the period of **active, continuous job search**. If the period was less than 1 year, enter the number of months of job search. This number should be given in full months (15 days or more should be rounded up to a full month, 14 days or less should be rounded down to a full month).
- The question is for the period ending on 31 March 2021.
- In the event of a break of at least 4 weeks in the job search period, please enter the period/number of months of active job search counted from the end of the last such break until 31 March 2021.
- If, during the week of 25-31 March 2021, a person was not looking for a job **because he/she had already found a job and was waiting for it to start**, provide information on the length of time the person had been actively and continuously looking for a job until a job was found.

### Examples

Rounding up the number of months of job search:

- 14 days - enter 0,
- 1 month and 14 days - enter 1,
- 2 months and 15 days - enter 3.

### III Reasons for not taking up a job

17f. Please indicate the primary reason for your inability to take up a job between 1-15 April 2021

#### Description

Applies to a person seeking a job who, in the first half of April 2021, could not/was not available to take it up for one of the following reasons:

- a) **continuing education as a student at school or university**
- b) **caring for a child or an adult**
- c) **health condition that does not allow the person to work**
- d) **other reasons**

#### Guidelines

- If the person was in pandemic-caused quarantine during the listed period, they should give answer (b) or (d) depending on whether they are caring for another person. If the person had to isolate due to contracting COVID-19, he/she should give answer (c).

#### Examples

1. A student was looking for a job for the vacation season, but when asked if he/she was willing to work, he/she answered "no" because school classes continue during the first 2 weeks of April, the reason being "continuing his/her education as a student at school or university".

17h. Please give the main reason for not seeking a job

#### Description

Specify the main reason for being jobless.

Stage I – choose one of the three possible answers:

- a) **disability or retirement pension/capital income (stocks, bonds, property)**
- b) **continuing education as a student at school or university**
- c) **other reason**

Stage II – clarify if the answer "other reasons" is marked; indicate the main reason from those given below:

- **caring for a child or an adult**
- **health condition that does not allow the person to work**
- **exhausting all possible options for finding a job**
- **other reason**

#### Guidelines

If there is more than one reason, select the one that is higher on the list of possible answers (especially if the reason is receiving a pension or continuing education).

1. **pension/disability pension/capital income generation** – refers to persons who did not work in the reference week and did not seek a job because they received a retirement/disability pension (exception: if only a survivors' pension is received) and owners of financial assets or natural resources who do not work and live from income generated by this property, e.g. income from capital investments (from trading in stocks, bonds, capital gains etc.), from interest on savings and participation in corporate profits (dividends), from leased agricultural land, from renting the entire dwelling or part thereof, etc.

2. **continuing education as a student** – this applies to non-working persons who continue their education as part of the school education system and this is their primary reason (apart from possible disability pension) for not working during the surveyed period.
3. **other reason** – applies to persons who did not give any of the previously listed reasons. After selecting this answer, a list will expand to further determine the reason for not working.
  - **"child or adult care"** – refers to persons who are not seeking work because they need to provide care for their own (or other) children before/after school or are constantly caring for a close relative who is ill (and this is not their income-generating job).
  - **"other reason"** applies to persons:
    - not looking for work or not ready to take up a job for reasons other than those previously mentioned,
    - who receive benefits from the labour office and do not look for work because they fear they may lose their benefits, who are solely engaged in housekeeping, or who do not want to work,
    - who marked "no" in the question about having a job because they did not work during the reference week for reasons other than personal illness, holiday leave, maternity/paternity leave, parental leave, or child care leave and did not meet the criterion of returning to work within 3 months (counting from the time they stopped working to the expected return time).

#### Examples

For persons who do not work and are not seeking a job:

1. a student who receives a social pension (resulting from inability to work) selects the reason "pension/disability pension..." (because it is higher on the list of possible answers),
2. a student receiving a family pension due to a deceased parent should choose "continuing education as a student at school or university",
3. a person (aged, e.g. 40 years) who does not work because he/she maintains the household should give the answer "other reasons".

## IV Main job characteristics

**Note. The language version selected at the beginning of the personal questionnaire should not be changed when completing job-related questions.**

### Main job

#### Guidelines

Persons performing/conducting a single paid activity during the reference week, i.e. 25-31 March 2021, having one job, should describe it as the **main job**. If a person has more than one job, he/she should determine which job is the main one him/herself.

The **main job is** the one that takes more time. Another criterion is remuneration. If remuneration is close in the case of each job you should decide for yourself what the main job is. For example, you can use the criterion of years of employment or being associated with a job.

#### Examples

1. A person works 4 days a week in company A and one day in company B. For work in company A, he receives PLN 1,800 and PLN 3,000 for work in company B. The main job is with company A.

## 18. What was your occupation?

### Description

Provide information about the **occupation** of your main job during the week of 25 March to March 31 2021.

From the list, select the occupational **group** containing the occupation that you perform.

#### Guidelines

1. **Groups of occupations** from which you should select the one containing your occupation (described in the application in the hints under the ⓘ icon):

- **Managers (chief executives, senior officials and legislators and managers)**  
The basic tasks include: planning, determining and implementing the basic objectives and directions of state policy, formulating legislation and directing the activities of public administration units, as well as exercising managerial functions in enterprises or their internal organisational units. For example, representatives of public authorities, senior officials and CEOs, directors and managers of institutions/companies.
- **Professionals**  
Occupations that require a high level of professional knowledge, skills, and experience in technical, natural, social, humanities, and related sciences. Their main tasks involve putting scientific or artistic concepts and theories into practice, expanding the current state of knowledge through research and creativity and systematic teaching in this field. For example professionals of various sciences and industries, scientists, engineers, doctors, teachers, artists.
- **Technicians and associate professionals**  
Occupations requiring the knowledge, skills, and experience necessary to perform primarily technical and similar work involving the study and application of scientific and artistic concepts and methods of operation. For example, mid-level personnel in physical, chemical and technical sciences, business and administration, legal, social, cultural and related fields, IT technicians.
- **Clerical support workers**  
Occupations requiring the knowledge, skills, and experience necessary to record, organise, store, and retrieve information; compute numerical, financial, and statistical data; and perform customer-related duties, especially those related to money operations, travel arrangements, information, and business meetings. E.g. secretaries, office equipment operators, customer service, financial and statistical, and material record personnel.
- **Service and sales workers**  
Occupations which require knowledge, skills and experience necessary to provide security services, personal services related to travel, household maintenance, food delivery and personal care and to sell and demonstrate goods in wholesale and retail stores. For example personal service workers, salespersons, personal care workers, security service workers.
- **Skilled agricultural, forestry and fishery workers**  
Occupations that require the knowledge, skills, and experience necessary to grow and harvest crops, collect wild fruits or plants, cultivate and use forests, raise or rear animals, or to fish or raise fish.
- **Craft and related trades workers**  
Occupations which require knowledge, skills and experience necessary to acquire and process raw materials, manufacture and repair goods and build, maintain and repair roads, structures and machinery. Main tasks require knowledge and understanding of the nature of the work, used materials, machinery, and products manufactured.
- **Plant and machine operators and assemblers**  
Occupations which require knowledge, skills and experience necessary to drive vehicles and other mobile equipment, to supervise, oversee and observe the

operation of industrial machinery and equipment on site or via remote control, and to assembly products from components in accordance with strict standards and methods. Performing tasks mainly requires knowledge and understanding of the operation of the equipment being operated.

– **Elementary occupations**

Occupations which require low or basic skill and little theoretical knowledge necessary to perform mostly simple and routine tasks. Work is done using simple hand tools, with limited individual initiative and judgement. In some cases, it requires some physical effort.

– **Armed forces occupations**

Professional soldiers in permanent and contract service, and soldiers in basic and extended military service.

2. If you have difficulty identifying a group of occupations, select the last item on the abbreviated list of occupations **"other occupation; I do not know"**.
3. If a person performs job activities spanning over several occupations, select the group containing the main occupation or the group in which you perform most of your activities.
4. If technical, medical or legal tasks performed as part of the job are predominant over managerial tasks, do not choose the first group "Managers", but the one containing occupations with professional qualifications required for the predominant tasks, e.g. the "Professionals" group.

### Examples

1. Owner of a small service establishment, store, bakery, tailor's, etc. - himself/herself performing these activities/services - is not a "manager..." but a "salesperson", "baker", "tailor" (e.g. "Service and sales workers" group).
2. The intern or trainee chooses the occupation he/she is or will be pursuing after completing the internship (apprenticeship).
3. The clergyman selects the "Professionals" group.

## 19. Please state the location of your main job

### Description

Provide information on the location of the actual place where the main job (the same one for which the occupation is given) was performed during the last week of March.

Stage I specify whether the work was performed in Poland or outside of Poland.

Stage II in the case of working in Poland, the location (address) should be given by selecting from the dictionary of places and streets, while in the case of work abroad, the dictionary of countries was used.

#### a) in Poland

- **at an address other than the place of residence**

specify the **place** from the list (paying attention to voivodship, powiat and gmina)

if available, enter **the street** - selection from a list (optional)

if the name of the place is unknown, choose the answer **"I do not know the place of work"**, and then indicate the **voivodship of the place of work**

- **at the place of residence**

- **no permanent location**

#### b) outside Poland

– **Work at a permanent location in another country** – select a country from the list

– **no permanent location**

– **unknown country**

#### c) no permanent location

## Guidelines

- Determine the location of the place of work (geographically) that is the **actual place where work is performed** on a daily basis. If the work is performed in a branch, subsidiary, or other part of the enterprise (company), i.e. in a local unit, refer to that unit as the **actual place where the work is performed**.
- When selecting the name of the place from the list - especially a name that is similar for many places - pay attention to the name of the voivodship and powiat.
- The following locations where work is performed should be considered a permanent location:
  - your own home, work performed in the place of residence; a family agricultural farm should also be included in this category if located directly next to the farmer's home,
  - office, business premises - located outside your own home; this category also includes, for example, street stalls that are not removed at the end of the day's work (they are permanent); this also applies to an agricultural farm whose premises are located outside your home,
  - A job that always starts at a permanent location, which can conventionally be called the "base", is also considered to have a permanent location - a person must first go to the "base" in order to start his/her work from there, e.g.:
    - a taxi driver who begins his/her work at the headquarters of his/her corporation,
    - a driver of a bus, truck, etc., who starts his/her work from his/her company headquarters (from the "base"),
    - an airplane pilot who begins his/her work by reporting to an airport (although he/she may fly to different locations in, for example, a country, each day),
    - couriers delivering packages, etc. who start their work at the company's headquarters, from where they pick up, for example, packages to deliver to customers,
    - postmen and postwomen who collect mail from the post office and distribute it to recipients in the area that they serve.
- A self-employed person provides the location of the place of conducting his/her economic activity.
- Places of work that **do not have a permanent location** should be considered to be those places that cannot be assigned according to the above criteria to places with a permanent location. This applies to persons whose work requires them to move around in different areas, and who do not have to start from a permanent place ("base") where they first go from their place of residence e.g.:
  - a taxi driver who does not have a "base" and starts work from his/her place of residence,
  - persons who perform various jobs in customers' homes or company premises (e.g. plumbers, repairmen who, after completing work for one customer, start work for another, builders who work on successive construction sites),

- door-to-door salespersons (i.e. those who sell directly to customers in their homes),
  - persons selling at stalls/street stands if they are portable (at the end of the working day, they do not stay in a particular location, with such stalls/stands possibly being set up by these persons in another location the next day).
- If you work from home in Poland and this mode of work was necessitated by the pandemic, you must indicate your actual place of work before the pandemic (the address of your company). On the other hand, if your work before the pandemic was performed in a home office setting, you need to take into account whether most of your work was performed from home or in the company office and then choose your answer accordingly.

### Examples

1. You must select the "at the place of residence" option when your actual place of work is not in your home, but in another establishment in the same building. This also applies to the work performed by a farmer on an agricultural farm whose residence does not have a separate address because it is next to the building serving as your place of residence.
2. A construction worker who goes to the company's headquarters every day (the so-called base) and travels to the construction site from there should specify the address of the "base" as his/her place of work.
3. A person working in Poland, but without a permanent place of work, e.g. as a door-to-door salesperson, sales representative, interviewer, or fieldworker, should choose the answer "no permanent place of work".
4. A farmer who lives in a place other than where his/her agricultural farm is located should provide the farm address.
5. A painter or plumber who performs services in different locations chooses the "no permanent location" answer.
6. A person who works, for example, in one of the so-called chain restaurants should specify the location of that restaurant, not the address of that chain's headquarters (even if such address is given on the employment contract and is the entity that pays remuneration).

## 20. What was the predominant activity of the institution/company that was your main job?

### Description

Provide information on the primary/predominant activity of the institution/company where the person worked during the last week of March 2021 (or what type of economic activity the person conducted) in his/her main job (the same one for which the occupation and geographic location were given).

For **non-agricultural activities**, select the kind of activity from **the list of activities**.

In the case of an **agricultural activity**, indicate whether the work was performed:

- **on a private agricultural farm (owned by a natural person)**
- **on an agricultural farm owned by a legal person or an organisational unit without legal personality**
- **outside an agricultural farm**

### Guidelines

- **Note:** this is about the kind of activity of the company/institution/establishment and not about the activities of the person being enumerated.
- If this company conducts different economic activities, please indicate what is its main or predominant activity.



- A person who is self-employed (including a person who conducts an unregistered activity) states the kind of activity.
- A person working in a branch, subsidiary of the company, i.e. in a local unit, selects a name that corresponds to the kind of activity of that local unit.
- **Non-agricultural activities** are selected from a list of 21 groups. Select the one containing the type of business conducted by the company following the instructions/descriptions contained in the application under the icon ⓘ:
  - Forestry, hunting and fishing
  - Mining and quarrying
  - Manufacturing
  - Electricity, gas, steam, hot water and air conditioning manufacturing and supply
  - Water supply, sewerage, waste management and remediation activities
  - Construction
  - Trade; repair of motor vehicles
  - Transportation and storage
  - Accommodation and food service activities
  - Information and communication
  - Financial and insurance activities
  - Real estate activities
  - Professional scientific and technical activities
  - Administrative and support service activities
  - Public administration and defence; compulsory social security
  - Education
  - Human health and social work activities
  - Arts, entertainment and recreation activities
  - Other service activities
  - Households employing workers
  - Extraterritorial organisations and bodies
- If it is difficult to identify a group of activities, the last item "**other activity; I do not know**" can be selected as an exception.
- **Agricultural activity** includes cultivation of plants and raising of animals (all agricultural crops, horticulture and vegetable gardening, nursery management, breeding and seeding of agricultural and horticultural plants and raising of livestock or bees), also maintenance of agricultural land in line with good agricultural practices.

#### Examples

1. Working in a cigarette factory – select "Manufacturing".
2. The employee of the company that provides a store with security services indicates "Administrative and support service activities" rather than "Trade..." as the kind of activity.
3. A person engaged in the paid care of children or persons with disabilities (including age-related care), if employed (including informally) by the household for which he/she provides work, should select the activity type "Households employing workers".
4. A carer caring for a family member with a disability and therefore receiving nursing benefit for giving up employment or other paid employment selects the response "Households employing workers".

## 21. Did you work as:

### Description

Provide information about your employment status in the last week of March 2021. in the main job (the same one for which the occupation, geographic location, and kind of activity were given).

- a) **an employee (paid worker) of a public institution or a private employer**
- b) **self-employed person**
  - **employing paid workers (employer)**
  - **not employing paid workers**
- c) **unpaid family worker**
- d) **a trainee/intern**
- e) **person working in another capacity (e.g. member of a production or agricultural cooperative)**

### Guidelines

**An employee employed by a public institution or private employer** (another name for "paid worker") is:

- a person employed on the basis of an employment relationship (contract of employment, appointment, election, nomination) or a civil law contract (order-agreement contract, contract for specific work/task, management contract) in state entities, cooperatives, units of social, political organisations and trade unions, in private entities, also by natural persons and on private agricultural farms,
- a person who does outwork (cottage industry),
- a person who is employed on a family agricultural farm or in a family economic activity outside agriculture and at the same time receives a fixed income or earnings (not necessarily in the form of money) for his/her work - regardless of the relationship to the household of the agricultural farm holder or owner of the family economic activity.

**A self-employed person** is:

- the owner, co-owner, or lease holder of a private agricultural farm working on that farm,
- a person who is self-employed outside agriculture (and conducts own unregistered or registered economic activity), i.e. a person who runs his/her own business or a production or service company, a store, or earns money by driving his/her own taxi, performs so-called "freelance professions" (e.g. lawyer, writer, artist, doctor and nurse with private practice), as well as a person who runs a private school, kindergarten, nursery, children's club, a person who gives private lessons (tutoring) and is directly paid by students or their parents, etc.,
- agent in all agency systems,
- a person who has registered his/her own economic activity as sole proprietorship under an agreement with an employer.

Self-employed persons can either be employers who employ paid workers or can conduct their economic activity as sole proprietorship – without employing other persons.

**A person who employs paid workers** (employer) is a self-employed person who, during the reference week, i.e. between 25 March and 31 March 2021, employed at least 1 paid worker (employee) (regardless of contract type, including through oral contracts).

**A person who does not employ paid workers (employees)** is a self-employed person who did not employ any workers during the reference week.

**An unpaid family worker** is a person who, **without contractual predetermined pay, assists** in the operation of a family agricultural farm or family economic activity outside agriculture.

**Person working in another capacity (e.g. member of a production or agricultural cooperative)** is a person who is a member of a production cooperative (including an agricultural cooperative) or a person who works under other conditions than mentioned earlier.

Married couples or related persons (e.g. father with sons, siblings) working together (on an equal basis) on their own account should be treated as co-owners and all such persons should select "self-employed".

### Examples

- The following persons should be considered an employee:
  - A son systematically helping his father with farm work and receiving a fixed remuneration for doing so (not as an unpaid family worker).
  - An employee of a cooperative with an employment contract that gives him/her a basic remuneration (which is not directly dependent on the cooperative's income).
  - A person engaged in intervention works through a labour office referred to a paid internship with an employer.
  - A clergyman of any religious denomination.
  - A person caring for a child or a person with a disability (also in relation to age) if he/she is employed (also informally) by the household for which he/she provides work (remuneration can also be in kind e.g. in exchange for housing and/or covering living costs).
  - A carer caring for a family member with a disability and receiving nursing benefit as a result of giving up employment or other paid employment.
- A student who:
  - is doing a paid apprenticeship/internship for the purpose of learning an occupation should be classified as **a trainee/intern**,
  - assists his/her parents in working on the agricultural farm or in conducting family business and receives a fixed pay for doing so should be classified **as employed**,
  - assists his/her parents in working on the agricultural farm or in conducting family economic activity outside agriculture without an established pay should be classified **as an unpaid family worker**.

## V Economic activity in the questionnaire of a person staying abroad for 12 months or more

The answers to the personal questionnaire in this section are given by the expatriate himself/herself staying abroad. Another person from the family can also give the interview and provide information about this expatriate, in which case, if he/she cannot provide any information in particular questions, he/she can select the answer "I do not know".

## 22. Did you work/were you employed throughout the week of 25-31 March 2021?

### Description

a) **yes, I worked/was employed** – refers to persons who in the reference week (i.e. 25 March to 31 March 2021):

- performed, for at least 1 hour, any work generating income or earnings (in cash or in kind, i.e. in a non-monetary form) or assisted family members, without contractual remuneration, in running the family agricultural farm or other family economic activity outside agriculture,
- did not work, but were still formally associated with the workplace or their own business/farm during this period and were assured that they would return to work.

b) **I did not work, but I was actively seeking a job and was available to take up work**

Refers to persons who did not work and were not employed during the reference week, but were actively seeking a job and at the same time were available for work.

c) **I did not work and was not seeking a job**

Refers to persons who did not work and were not employed and were not seeking a job or were seeking a job but were not available to take up work during the reference week.

- **I am a retiree/pensioner**
- **I am continuing my education as a student at school or university**
- **for other reasons**

d) **I do not know**

This response may be selected by a family member describing the situation of an expatriate who cannot identify any of the previous answers.

### Guidelines

- Answer a) should be selected by a person who has a job but did not work during the reference week because of: own illness (including sick leave), vacation leave, maternity/paternity leave, parental leave, a break in work due to being in quarantine or isolation caused by the pandemic.
- Answer b) or c) should be selected by a person who has a break from work for other reasons or who is not assured that he/she would return to work after a period of 3 months (the break counted from the time he/she stopped working to the time of expected return), nor is he/she given the opportunity to return to work before the break.
- Active job search refers to specific efforts to find a job such as: responding to job advertisements, sending out resumes, using the appropriate application on a company's website, looking through job vacancies or posting your own job search ads, attending tests and interviews, trying to set up your own workplace, applying for licenses, permits, funding, etc.

### Examples

- **A person who works/is employed** during the reference week also includes:
  - a self-employed person who has devoted time to conduct economic activity, traineeship, or maintaining an agricultural farm, even if no transactions were made, no services were performed, or nothing was actually produced,
  - an apprentice or trainee who works for the purpose of learning an occupation and is paid for it,
  - a contracted person,
  - a person caring for a child or a person with a disability (including care due to age) if he/she is employed (also informally) by the household for which he/she provides paid work,

- an employee who has been in hospital for a month but is formally associated with their employer.
- The answer "**I am a retiree/pensioner**" refers to persons who did not work during the reference week and were not seeking work because they received retirement/disability pension.
- **Continuing education as a student** at school or university - this applies to non-working persons who continue their education as part of the school education system and this is their primary reason (apart from possible disability pension) for not working during the surveyed period.
- Check the "**for other reasons**" answer if the reason for not working included:
  - caring for a child or an adult,
  - your own health condition does not allow you to work, including being in quarantine/isolation due to the pandemic,
  - exhausting all possible options for finding a job,
  - fear of losing social benefits,
  - running a household exclusively.

### 23. What was your occupation in your main job?

#### Description

Provide information about the **occupation** of your main job during the week of 25 March to March 31 2021.

From the list, select the occupation **group** containing the occupation that you perform.

#### Guidelines

1. **Groups of occupations from** which you should select the one containing your occupation (described in the application in the hints under the ⓘ icon):
  - **Managers (chief executives, senior officials and legislators; managers)**  
The basic tasks include: planning, determining and implementing the basic objectives and directions of state policy, formulating legislation and directing the activities of public administration units, as well as exercising managerial functions in enterprises or their internal organisational units. For instance, representatives of public authorities, senior officials and CEOs, directors and managers of institutions/companies.
  - **Professionals**  
Occupations that require a high level of professional knowledge, skills, and experience in technical, natural, social, humanities, and related sciences. Their main tasks involve putting scientific or artistic concepts and theories into practice, expanding the current state of knowledge through research and creativity and systematic teaching in this field. For example professionals of various sciences and industries, scientists, engineers, doctors, teachers, artists.
  - **Technicians and other associate professionals**  
Occupations requiring the knowledge, skills, and experience necessary to perform primarily technical and similar work involving the study and application of scientific and artistic concepts and methods of operation. For example mid-level personnel in physical, chemical and technical sciences, business and administration, legal, social, cultural and related fields, IT technicians.
  - **Clerical support workers**  
Occupations requiring the knowledge, skills, and experience necessary to record, organise, store, and retrieve information; compute numerical, financial, and statistical data; and perform customer-related duties, especially those related to money operations, travel arrangements, information, and business meetings. For

example secretaries, office equipment operators, customer service, financial and statistical, and material record personnel.

– **Services and sales workers**

Occupations which require knowledge, skills and experience necessary to provide security services, personal services related to travel, household maintenance, food delivery and personal care and to sell and demonstrate goods in wholesale and retail stores. For instance, personal service workers, salespersons, personal care workers, security service workers.

– **Skilled agricultural, forestry and fishery workers**

Occupations that require the knowledge, skills, and experience necessary to grow and harvest crops, collect wild fruits or plants, cultivate and use forests, raise or rear animals, or to fish or raise fish.

– **Craft and related trades workers**

Occupations which require knowledge, skills and experience necessary to acquire and process raw materials, manufacture and repair goods and build, maintain and repair roads, structures and machinery. Main tasks require knowledge and understanding of the nature of the work, used materials, machinery, and products manufactured.

– **Plant and machine operators and assemblers**

Occupations which require knowledge, skills and experience necessary to drive vehicles and other mobile equipment, to supervise, oversee and observe the operation of industrial machinery and equipment on site or via remote control, and to assembly products from components in accordance with strict standards and methods. Performing tasks mainly requires knowledge and understanding of the operation of the equipment being operated.

– **Elementary occupations**

Occupations which require low or basic skill and little theoretical knowledge necessary to perform mostly simple and routine tasks. Work is done using simple hand tools, with limited individual initiative and judgement. In some cases, it requires some physical effort.

– **Armed forces occupations**

Professional soldiers in permanent and contract service, and soldiers in basic and extended military service.

2. If you have difficulty identifying the occupation group, select the last item "**other occupation; I do not know**" in the list of occupations.
3. If a person performs job activities spanning over several occupations, select the group containing the main occupation or the group in which you perform most of your activities.
4. If technical, medical or legal tasks performed as part of the job are predominant over managerial tasks, do not choose the first group "Managers", but the one containing occupations with professional qualifications required for the predominant tasks, e.g. the "Professionals" group.

### Examples

1. Owner of a small service establishment, store, bakery, tailor's, etc. - himself/herself performing these activities/services - is not a "Manager..." but a "salesperson", "baker", "tailor" (e.g. "Service and sales workers" group).
2. The intern or trainee chooses the occupation he/she is or will be pursuing after completing the internship (apprenticeship).
3. The clergyman selects the "Professionals" group.

## 24 What kind of activity is conducted by the institution (company) that was your main job?

### Description

Indicate under which category/group the kind of economic activity of the company (institution, establishment) that is your main job falls. If this company conducts different business activities, please indicate what is its main or predominant activity.

#### • Activity Groups:

- a) public administration and defence; education; human health and social work
- b) industry, manufacturing
- c) agriculture, forestry, hunting and fishing
- d) wholesale and retail trade; repair of motor vehicles
- e) professional, scientific and technical activities; administrative and support service activities
- f) transportation and storage, accommodation and food service activities, information and communication, financial and insurance activities, real estate activities
- g) construction
- h) electricity, gas, steam, hot water and air conditioning manufacturing and supply; water supply, sewerage, waste management and remediation activities
- i) arts, entertainment and recreation
- j) mining and quarrying
- k) other activities
- l) I do not know

Answer l) may be selected by a family member describing the situation of an expatriate who cannot identify any of the previous answers.

### Guidelines

- A person who is self-employed (including a person who conducts unregistered economic activity) states the kind of activity.
- From the list of activity groups, select the item that is most similar to the kind of activity of your main job.
- If the activity type is known but not listed, select the "other activities" item.

### Examples

If a person engaged in caring for a child or person with a disability (including age-related caring) is employed (including informal employment) by the household for which he/she provides work, selects the "other activities" response.

## 25. Have you worked as:

### Description

Report the employment status of your main job - the same job for which your occupation and activity type were determined - during the week of 25-31 March 2021.

- a) **employed by a public institution or private employer**
- b) **self-employed with employees (employer)**
- c) **self-employed without employees**
- d) **other**
- e) **I do not know**

This response may be selected by a family member describing the situation of an expatriate who cannot identify any of the previous answers.

### Guidelines

**An employee employed by a public institution or private employer** (another name for "paid worker") is:



- a person employed on the basis of an employment relationship (employment contract, appointment, election, nomination) or a civil law contract (order-agreement contract, contract for specific work/task, management contract) in state entities, cooperatives, units of social, political organisations and trade unions, in private entities, also in private persons and on private agricultural farms (farms owned by natural persons),
- a person who does outwork (cottage industry),
- a person who is employed on a family agricultural farm or in a family business outside agriculture and at the same time receives a fixed income or earnings (not necessarily in the form of money) for his/her work - regardless of the relationship to the household of the farm holder or owner of the family business.

**A self-employed person is:**

- The owner, co-owner, or lease holder of a private agricultural farm working on that farm,
- a person who is self-employed outside the agriculture (and conducts unregistered or registered economic activity), i.e. a person who runs his/her own business or a production or service company, a store, or earns money by driving his/her own taxi, performs the so-called "free-lance professions" (e.g. lawyer, writer, artist, doctor and nurse with private practice), as well as a person who runs a private school, kindergarten, nursery, children's club, a person who gives private lessons (tutoring) and is directly paid by students or their parents, etc.,
- agent in all agency systems,
- a person who has registered his/her own economic activity as sole proprietorship under an agreement with an employer.

**A person who employs workers** (employer) is a self-employed person who, during the reference week, i.e. between 25 March and 31 March 2021, employed at least 1 paid worker (employee) (regardless of contract type, including through oral contracts).

**A person who does not employ workers** is a self-employed person who did not employ any workers during the reference week.

The "**other**" item is to be checked by, among others, an unpaid family worker, i.e. a person who, without contractual predetermined pay, helps in maintaining a family agricultural farm or conducting a family economic activity outside the agriculture.

### Examples

A paid worker (employee) includes, but is not limited to:

- A son systematically helping his father with farm work and receiving fixed pay for doing so (not as an unpaid family worker).
- An employee of a cooperative with an employment contract that gives him/her a basic pay (which is not directly dependent on the cooperative's income).
- A clergyman of any religious denomination.
- A person caring for a child or a person with a disability (also in relation to age) if he/she is employed (also informally) by the household for which he/she provides work (the pay may be also in kind, e.g. in exchange for housing and/or covering living costs).
- A student who is completing a paid apprenticeship/internship to learn an occupation.

## SUMMARY OF THE ONLINE CENSUS

- Once all required personal questionnaires are properly completed and the **Next** button is pressed, you will be taken to the online census summary. You will be notified that the questionnaire was completed correctly and thanked for participating in the 2021 National Census of Population and Housing.



- However, in the event that you need to correct the answers to any of the census form questions, press the **Back** button to return to the list of personal questionnaires. Alternatively, you can use the drop-down menu in the upper left corner of the form screen and use the available survey map to indicate the section that contains the question that requires modification.
- There will also be the **End Online Survey** button on the screen. Press it to display a window asking you to confirm the completion of the online census:
  - Selecting **YES** means confirming that all the answers to the questions are correct and accurate. This will result in the completion of the online census and you will not be able to return to the form or modify any entered data.
  - Selecting **NO** will close this window, allowing you to correct your previous answers according to the steps described above.