

Annex 5: Detailed activity plan for the pilot survey for CPPI in BiH

Activity	Date of realisation	Responsible person(s)
Analysis and final description of a typical building for IPSA	March 20 th 2015	BHAS, FIS and RSIS
Produce 2 nd draft of questionnaire after offer from IPSA	End of April 2015	BHAS, FIS and RSIS
Finished projects for the typical buildings	End of May 2015	IPSA
Invite representatives of reporting units to join the mission	Before the 3 rd mission	RSIS
Definition of standard component on the basis of IPSA project	June 2015 (3 rd mission)	BHAS, FIS and RSIS
Finalisation of questionnaire incl. instructions	June 2015 (3 rd mission)	BHAS, FIS and RSIS
Calculation of weighting structure	June 2015 (3 rd mission)	BHAS, FIS and RSIS
Select reporting units from the business register	June 2015 (3 rd mission) – preliminary End of November 2015 – final selection for Pilot survey	BHAS, FIS and RSIS
Visits with at least two reporting units to test the questionnaire	Before the end of September 2015	BHAS, FIS and RSIS
Preparation the questionnaires, instructions and circular letter to reporting units	15 th November 2015	BHAS, FIS and RSIS
Send questionnaires to reporting units for 3 rd and 4 th quarter 2015	Last week of December 2015	BHAS, FIS and RSIS
Contact non-responding reporting units to obtain non-response data	15 th February 2016	BHAS, FIS and RSIS
Data editing and analysis of Pilot survey results (List of controls for micro data checking, non-response treatment, calculation of indices, etc.)	2 nd and 3 rd week of February 2016	BHAS, FIS and RSIS
Develop IT-application for data collection	March 2016	BHAS, FIS and RSIS
Begin regular survey (send out questionnaires in the last week of March 2016)	March 2016	BHAS, FIS and RSIS