

## Questionnaire manual: Accommodation activity

Questionnaire code: 11562023

Submitted in: 15.02.2023 data about 2022

Periodicity: Annual

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eSTAT (<https://estat.stat.ee/>) is for data submission.

Please make sure that you enter data in the correct cell. If you enter alphabetical characters in a number field, a corresponding error message is displayed. In the case of some fields, logic (arithmetic) checks have been applied to prevent data entry mistakes. If there is a conflict in the entered data or they conflict with pre-filled data, an error message appears when the table is checked. In the case of errors, review the data carefully and make corrections.

After correcting the data, save changes and check the questionnaire again. If there are no more mistakes, confirm and submit the data by clicking "Confirm" on the last page of the questionnaire. You will be displayed a message that the data have been submitted successfully. If you have any questions, please contact Statistics Estonia's customer service either by phone at +372 625 9300 (Mon–Thu 8:30–16:30, Fri 8:30–15:30) or by e-mail at [klienditugi@stat.ee](mailto:klienditugi@stat.ee).

### DATA COLLECTED WITH THE QUESTIONNAIRE

**Table 1. EMPLOYMENT (The table has been prefilled with data from the previous period)**

| Row code/<br>column code | Name of variable<br>* - mandatory  | Code of variable | Explanation  | Type of data (number of decimals) or list/classification name | You need not fill in the value: period, economic activity |
|--------------------------|--|------------------|--|---|---|
| 01 / 1                   | Annual average number of persons employed in the accommodation establishment | ACC_01_0_1       | Annual average number of persons employed in the accommodation establishment – annual average number of people working in the establishment. Besides the number of employees, also indicate the number of the owners and their family members if they work in this accommodation establishment. Annual average number of persons employed = annual average number of employees + annual average number of people working without salary. The number of employed persons does not include people who have been absent from work for a long time (those on parental leave or in military service, etc.). | Positive integer  |   |

**Table 2. BEDROOMS AND BED PLACES (The table has been prefilled with data from the previous period)**

| Row code/<br>column code | Name of variable<br>* - mandatory             | Code of variable | Explanation  | Type of data (number of decimals) or list/classification name | You need not fill in the value: period, economic activity |
|--------------------------|---|------------------|--|---|---|
| 01 / 1                   | Number of bedrooms: year-round – single rooms | ACC_4_01_1       | Number of year-round bedrooms with single rooms – bedrooms are rooms and small houses used for accommodating tourists, incl. temporarily closed rooms (due to the holidays of personnel, lack of accommodated tourists or other reasons). Larger units with one or several bedrooms and a living room are considered as one bedroom.   | Positive integer  |   |
| 01 / 3                   | Number of bedrooms: seasonal – single rooms   | ACC_4_01_3       | Number of seasonal bedrooms with single rooms – bedrooms are rooms and small houses used for accommodating tourists, incl. temporarily closed rooms (due to the holidays of personnel, lack of accommodated tourists or other reasons). Larger units with one or several bedrooms and a living room are considered as one bedroom. Seasonal bedrooms are at the disposal of the visitors for less than 6 months in a year. | Positive integer  |   |
| 02 / 1                   | Number of bedrooms: year-round – double rooms | ACC_4_02_1       | Number of year-round bedrooms with double rooms – bedrooms are rooms and small houses used for accommodating tourists, incl. temporarily closed rooms (due to the holidays of personnel, lack of accommodated tourists   | Positive integer  |   |

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|        |   |             |   |                  |  |
|--------|---|-------------|---|------------------|--|
|        |   |             | or other reasons). Larger units with one or several bedrooms and a living room are considered as one bedroom.   |                  |  |
| 02 / 3 | Number of bedrooms: seasonal – double rooms                 | ACC_4_02_3  | Number of seasonal bedrooms with double rooms – bedrooms are rooms and small houses used for accommodating tourists, incl. temporarily closed rooms (due to the holidays of personnel, lack of accommodated tourists or other reasons). Larger units with one or several bedrooms and a living room are considered as one bedroom. Seasonal bedrooms are at the disposal of the visitors for less than 6 months in a year.          | Positive integer |  |
| 03 / 1 | Number of bedrooms: year-round – at least triple rooms      | ACC_4_03_1  | Number of year-round bedrooms with at least triple rooms – bedrooms are rooms and small houses used for accommodating tourists, incl. temporarily closed rooms (due to the holidays of personnel, lack of accommodated tourists or other reasons). Larger units with one or several bedrooms and a living room are considered as one bedroom.   | Positive integer |  |
| 03 / 2 | Number of bed places: year-round – at least triple rooms    | ACC_4_03_2  | Number of year-round bed places in at least triple rooms – number of bed places in the bedrooms, except extra beds.   | Positive integer |  |
| 03 / 3 | Number of bedrooms: seasonal – at least triple rooms        | ACC_4_03_3  | Number of seasonal bedrooms with at least triple rooms – bedrooms are rooms and small houses used for accommodating tourists, incl. temporarily closed rooms (due to the holidays of personnel, lack of accommodated tourists or other reasons). Larger units with one or several bedrooms and a living room are considered as one bedroom. Seasonal bedrooms are at the disposal of the visitors for less than 6 months in a year. | Positive integer |  |
| 03 / 4 | Number of bed places: seasonal – at least triple rooms      | ACC_4_03_4  | Number of seasonal bed places in at least triple rooms – number of bed places in the bedrooms, except extra beds. Bed places of seasonal bedrooms are at the disposal of the visitors for less than 6 months in a year.   | Positive integer |  |
| 04 / 1 | Number of bedrooms: year-round – small houses               | ACC_4_04_1  | Number of year-round bedrooms in small houses – bedrooms are rooms and small houses used for accommodating tourists, incl. temporarily closed rooms (due to the holidays of personnel, lack of accommodated tourists or other reasons). Larger units with one or several bedrooms and a living room are considered as one bedroom.  | Positive integer |  |
| 04 / 2 | Number of bed places: year-round – small houses             | ACC_4_04_2  | Number of year-round bed places in small houses – number of bed places in the bedrooms, except extra beds.  | Positive integer |  |
| 04 / 3 | Number of bedrooms: seasonal – small houses                 | ACC_4_04_3  | Number of seasonal bedrooms in small houses – bedrooms are rooms and small houses used for accommodating tourists, incl. temporarily closed rooms (due to the holidays of personnel, lack of accommodated tourists or other reasons). Larger units with one or several bedrooms and a living room are considered as one bedroom. Seasonal bedrooms are at the disposal of the visitors for less than 6 months in a year.            | Positive integer |  |
| 04 / 4 | Number of bed places: seasonal – small houses               | ACC_4_04_4  | Number of seasonal bed places in small houses – number of bed places in the bedrooms, except extra beds. Bed places of seasonal bedrooms are at the disposal of the visitors for less than 6 months in a year.  | Positive integer |  |
| 05 / 1 | Number of bedrooms: year-round – other                      | ACC_4_05_1  | Number of other year-round bedrooms – bedrooms are rooms and small houses used for accommodating tourists, incl. temporarily closed rooms (due to the holidays of personnel, lack of accommodated tourists or other reasons). Larger units with one or several bedrooms and a living room are considered as one bedroom.  | Positive integer |  |
| 05 / 2 | Number of bed places: year-round – other                    | ACC_4_05_2  | Number of bed places in other year-round bedrooms – number of bed places in the bedrooms, except extra beds.  | Positive integer |  |
| 05 / 3 | Number of bedrooms: seasonal – other                        | ACC_4_05_3  | Number of other seasonal bedrooms – bedrooms are rooms and small houses used for accommodating tourists, incl. temporarily closed rooms (due to the holidays of personnel, lack of accommodated tourists or other reasons). Larger units with one or several bedrooms and a living room are considered as one bedroom. Seasonal bedrooms are at the disposal of the visitors for less than 6 months in a year.                      | Positive integer |  |
| 05 / 4 | Number of bed places: seasonal – other                      | ACC_4_05_4  | Number of bed places in other, seasonally opened bedrooms – number of bed places in the bedrooms, except extra beds. Bed places of seasonal bedrooms are at the disposal of the visitors for less than 6 months in a year.  | Positive integer |  |
| 07 / 1 | Services provided – rooms for persons with reduced mobility | ACC_32_30_1 | Presence of rooms in the accommodation facility for persons with reduced mobility, incl. rooms for wheelchair users.  | Check box        |  |

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**Table 3. CAMPING GROUNDS AND TRAILER PARKS**

When filling in the questionnaire online, values from the previous period are displayed in the table. If the values have changed, please amend them.

| Row code/<br>column code | Name of variable<br>* - mandatory           | Code of variable | Explanation  | Type of data (number of decimals) or list/<br>classification name | You need not fill in the value: period, economic activity |
|--------------------------|---|------------------|--|---|---|
| 01 / 1                   | Number of tent places on the camping ground | ACC_5_07_2       | Number of tent places on the camping ground – total number of tent places on the camping ground. The camping ground must be marked and with the recommended size of 40 square metres.            | Positive integer  |   |
| 02 / 1                   | Number of places in the trailer park        | ACC_5_08_2       | Number of places in the trailer park – total number of places in the trailer park. A trailer park must be marked and equipped with devices allowing electricity, water and sewerage connections. | Positive integer  |   |

**Table 4. TIME SPENT ON FILLING OUT THE QUESTIONNAIRE (incl. for preparing the data)**

Please estimate how much time you spent on filling out the questionnaire (incl. time spent on reading the instructions, collecting and preparing data). Record the total time spent by all employees.

| Row code/<br>column code | Name of variable<br>* - mandatory   | Code of variable           | Explanation  | Type of data (number of decimals) or list/<br>classification name | You need not fill in the value: period, economic activity |
|--------------------------|---|----------------------------|--|---|---|
| /                        | Number of hours spent on completing the questionnaire and collecting and preparing the necessary data   | TAITMIS<br>EAEGTU<br>NDI   | Number of hours spent by all employees on completing the questionnaire. The time spent on completing the questionnaire includes the time spent on reviewing instructions, collecting and preparing the necessary data.                 | Positive integer  |   |
| /                        | Number of minutes spent on completing the questionnaire and collecting and preparing the necessary data | TAITMIS<br>EAEGMI<br>NUTIT | Number of minutes spent by all employees on completing the questionnaire. The time spent on completing the questionnaire includes the time spent on reviewing instructions, collecting and preparing data. Permitted value range 0–59. | Positive integer  |   |

**Table Y1. Assessment on a scale of 1 to 5**

| Row code/<br>column code | Name of variable<br>* - mandatory                  | Code of variable | Explanation | Type of data (number of decimals) or list/<br>classification name | You need not fill in the value: period, economic activity |
|--------------------------|--|------------------|-------------|---|---|
| /                        | Wording of questions                               | TAGASI<br>S_2    |             | rahulolu_nu<br>mbriline_5_<br>kuni_1_9L                           |   |
| /                        | Wording of error messages or controls of questions | TAGASI<br>S_3    |             | rahulolu_nu<br>mbriline_5_<br>kuni_1_9L                           |   |
| /                        | Explanatory texts (appearing when                  | TAGASI<br>S_7    |             | rahulolu_nu<br>mbriline_5_  |   |

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|   |   |            |  |   |  |
|---|---|------------|--|---|--|
|   | the mouse cursor hovers over them) of the questionnaire |            |  | kuni_1_9L                               |  |
| / | Pre-filling of the questionnaire                        | TAGASI S_8 |  | rahulolu_nu<br>mbriline_5_<br>kuni_1_9L |  |
| / | User-friendliness of eSTAT                              | TAGASI S_9 |  | rahulolu_nu<br>mbriline_5_<br>kuni_1_9L |  |

**Table Y2. Overall assessment on the questionnaire**

| Row code/<br>column code | Name of variable<br>* - mandatory                              | Code of variable | Explanation | Type of data<br>(number of decimals) or list/<br>classification name | You need not fill in the value:<br>period, economic activity |
|--------------------------|--|------------------|-------------|--|--|
| /                        | Overall assessment on the ease of completing the questionnaire | TAGASI SY_1      |             | rahulolu_vaga_lihtne_vaga_keeruline_5L                               |  |

**Table Y3. Suggestions and comments (200 characters max)**

| Row code/<br>column code | Name of variable<br>* - mandatory | Code of variable | Explanation | Type of data<br>(number of decimals) or list/<br>classification name | You need not fill in the value:<br>period, economic activity |
|--------------------------|-----------------------------------|------------------|-------------|--|--|
| /                        | Suggestions and comments          | TAGASI S_TESS T  |             | Text   |  |