

Questionnaire manual: Radio

Questionnaire code: 12322023

Submitted in: 1.04.2023, data about 2022

Periodicity: Annual

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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.

DATA COLLECTED WITH THE QUESTIONNAIRE

Table 1. NUMBER OF EMPLOYEES OF THE RADIO STATION

The radio stations of Estonian Public Broadcasting (ERR) do not have to fill in this table, because ERR reports employee numbers as a total in the questionnaire for ETV. If your enterprise (other than ERR) has several radio stations and the number of employees by occupational group is known as a total for all stations combined (not separately for each station), please indicate this total number in the questionnaire of one radio station. The enterprise Duo Media Networks OÜ may indicate just the total number of TV and radio staff (in one of the questionnaires of its TV and radio stations), if it would be difficult to provide a separate staff number for each station. In that case, please write in the remark field that the numbers of TV and radio staff have been summed up.

Row code/ column code	Name of variable * - 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
2 / 2	Number of employees: with employment contract – programme staff	TLP_LMG	Programme staff is responsible for planning, preparing and making the content of the broadcast. It includes journalists (editors, reporters, correspondents) and other programme staff (e.g. presenters). Indicate the number of persons (in whole numbers) employed under contract of employment (excl. authorisation agreement or contract for services) as at Dec. 31 of reference year, irrespective of their workload. Multinational enterprises should only take into account people working in Estonia. If the enterprise is also engaged in activities other than the operation of a television or radio station broadcasting in Estonia, people who work less than 50% of their working time on television or radio in the enterprise are to be excluded. If there are no persons in contractual relationship with the employer at the broadcaster, the owner, member of the management board or another person engaged with keeping the station in operation is regarded as an employee with an employment contract.	Positive integer	
2 / 3	Number of employees: with other contract – programme staff	MLP_LMG	Programme staff is responsible for planning, preparing, and making the content of the broadcast. This includes journalists (editors, reporters, correspondents) and other programme staff (e.g. presenters). Indicate the number of persons (in whole numbers) employed under contracts under the law of obligations (e.g. authorisation agreement, contract for services, author's contract) during the reference year, irrespective of their workload. This refers to all employees who have worked for the broadcaster during the reference year under a contract (other than a contract of employment). If a person has worked under more than one contract during the year, the number of persons, not the number of contracts, must be indicated.	Positive integer	
3 / 2	Number of employees: with	TLP_TEN	Technical staff is involved in production, transmission, delivery and other technical work on broadcasts but is not	Positive integer	

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	employment contract – technical staff		responsible for content (equipment operators, maintainers, designers and installers; R&D technicians, etc.). Indicate number of persons (in whole numbers) employed under contract of employment (excl. authorisation agreement or contract for services) as at Dec. 31 of reference year, irrespective of their workload. Multinational enterprises must only take into account people working in Estonia. If the enterprise is also engaged in activities other than operation of a television or radio station broadcasting in Estonia, people who work less than 50% of their working time on television or radio in the enterprise are excluded. If there are no persons in contractual relationship with the employer at the broadcaster, the owner, member of the management board or another person engaged with keeping the station in operation is regarded as an employee with an employment contract.		
3 / 3	Number of employees: with other contract – technical staff	MLP_TE HN	Technical staff are the persons concerned with the making, transmission, issuing, etc. of broadcasts and other technical works and who are not responsible for the content of the broadcast (technological operators and maintenance staff, designers and installers of equipment, technicians related to R&D, etc.). Indicate the number of persons (in whole numbers) employed under contracts under the law of obligations (e.g. authorisation agreement, contract for services, author's contract) during the reference year, irrespective of their workload. This refers to all employees who have worked for the broadcaster during the reference year under a contract (other than a contract of employment). If a person has worked under more than one contract during the year, the number of persons, not the number of contracts, must be indicated.	Positive integer	
4 / 2	Number of employees: with employment contract – administrative staff	TLP_AD M	Administrative staff includes leaders, managers, and other persons engaged in administrative work. For employees with an employment contract, indicate the number of persons (in whole numbers) employed under a contract of employment (excluding authorisation agreement or contract for services) as at 31 December of the reference year, irrespective of their workload. Multinational enterprises should only take into consideration people working in Estonia. If the enterprise is also engaged in activities other than the operation of a television or radio station broadcasting in Estonia, people who work less than 50% of their working time on television or radio in the enterprise are not to be included. If there are no persons in contractual relationship with the employer at the broadcaster, the owner, member of the management board or another person who is engaged with keeping the station in operation will be regarded as an employee with an employment contract.	Positive integer	
4 / 3	Number of employees: with other contract – administrative staff	MLP_AD M	Administrative staff includes leaders, managers, and other persons engaged in administrative work. Indicate the number of persons (in whole numbers) employed under contracts under the law of obligations (e.g. authorisation agreement, contract for services, author's contract) during the reference year, irrespective of their workload. This refers to all employees who have worked for the broadcaster during the reference year under a contract (other than a contract of employment). If a person has worked under more than one contract during the year, the number of persons, not the number of contracts, must be indicated.	Positive integer	
5 / 2	Number of employees: with employment contract – other staff	TLP_MU U	Other staff can't be placed in any above category. If an employee has several roles in the enterprise, the main one (occupational group) that is estimated to take up the most time must be indicated, not 'other staff'. Indicate number of persons (in whole numbers) employed under contract of employment (excl. authorisation agreement or contract for services) as at Dec. 31 of reference year, irrespective of their workload. Multinational enterprises must only take into account people working in Estonia. If enterprise is also engaged in activities other than operation of a television or radio station broadcasting in Estonia, people who work less than 50% of their working time on television or radio in the enterprise are not excluded. If there are no persons in contractual relationship with the employer at the broadcaster, the owner, member of the management board or another person engaged with keeping the station in operation will be regarded as an employee with an employment contract.	Positive integer	
5 / 3	Number of	MLP_MU	Other staff includes persons who cannot be classified under	Positive	

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	employees: with other contract – other staff	U	the categories listed above. If an employee has more than one role in the enterprise, the main role (occupational group) which is estimated to take up the most time should be selected and indicated, rather than 'other staff'. Indicate the number of persons (in whole numbers) employed under contracts under the law of obligations (e.g. authorisation agreement, contract for services, author's contract) during the reference year, irrespective of their workload. This refers to all employees who have worked for the broadcaster during the reference year under a contract (other than a contract of employment). If a person has worked under more than one contract during the year, the number of persons, not the number of contracts, must be indicated.	integer	
6 / 1	Note to the table of employees	MARKU S_1	Explanatory note, clarification, explanation.	Text	

Table 2. FINANCING OF THE RADIO STATION BY SOURCE OF FUNDING

The radio stations of Estonian Public Broadcasting (ERR) do not have to fill in this table, because ERR reports financing figures as a total in the questionnaire for ETV. If your enterprise (other than ERR) has several radio stations and financing by source of funding is known as a total for all stations combined (not separately for each station), please indicate total financing in the questionnaire of one radio station. The enterprise Duo Media Networks OÜ may indicate the total financing by source of funding for all its TV and radio stations combined (in one of the questionnaires of its TV and radio stations), if it would be difficult to provide financing data separately for each station. In that case, please write in the remark field below the table that the financing of TV and radio stations has been summed up

Row code/ column code	Name of variable * - 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
2 / 1	Total funding by source – Estonian state or local government	RAH_RII K_KOV	Funds and grants from public sector bodies or local authorities, including income from foundations. Indicate the answer option, regardless of whether (electoral) advertising, a specific programme, etc. is commissioned.	Positive integer	
3 / 1	Total funding by source – Estonian private sector	RAH_ER A	This includes Estonian private enterprises, legal persons governed by private law (general partnership, limited partnership, private limited company, public limited company, commercial association, foundation, non-profit association), as well as natural persons, irrespective of what they commission. Revenue from contract work, contract fees, sponsorship, etc., received from enterprises operating in Estonia for commissioned work is included.	Positive integer	
4 / 1	Total funding by source – foreign country	RAH_VA LIS	Money received from foreign private enterprises, private persons, or international funds, e.g. project grants, donations (foundations), endowments, etc.	Positive integer	
5 / 1	Total funding by source – other total	RAH_MU U	Other sources that cannot be classified under the categories listed above (e.g. state foundations or privately financed foundations).	Positive integer	
6 / 1	Name of funding – other source 1	RAH_MU U1_NIM ETUS	Specification of the name of other source of funding.	Text	
7 / 1	Total funding – other source 1	RAH_MU U1_SUM MA	Total amount of specified other source of funding in euros.	Positive integer	
8 / 1	Name of funding – other source 2	RAH_MU U2_NIM ETUS	Specification of the name of other source of funding.	Text	
9 / 1	Total funding – other source 2	RAH_MU U2_SUM MA	Total amount of specified other source of funding in euros.	Positive integer	
10 / 1	Name of funding – other source 3	RAH_MU U3_NIM ETUS	Specification of the name of other source of funding.	Text	
11 / 1	Total funding – other source 3	RAH_MU U3_SUM MA	Total amount of specified other source of funding in euros.	Positive integer	
12 / 1	Name of funding – other source 4	RAH_MU U4_NIM ETUS	Specification of the name of other source of funding.	Text	
13 / 1	Total funding –	RAH_MU	Total amount of specified other source of funding in euros.	Positive	

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	other source 4	U4_SUM MA		integer	
14 / 1	Name of funding – other source 5	RAH_MU U5_NIM ETUS	Specification of the name of other source of funding.	Text	
15 / 1	Total funding – other source 5	RAH_MU U5_SUM MA	Total amount of specified other source of funding in euros.	Positive integer	
16 / 1	Note to the table of funding sources	MARKU S_2	Explanatory note, clarification, explanation.	Text	

Table 3. FINANCING OF THE RADIO STATION BY TYPE OF FUNDING

The radio stations of Estonian Public Broadcasting (ERR) do not have to fill in this table, because ERR reports financing figures as a total in the questionnaire for ETV. If your enterprise (other than ERR) has several radio stations and financing by type of funding is known as a total for all stations combined (not separately for each station), please indicate total financing in the questionnaire of one radio station. The enterprise Duo Media Networks OÜ may indicate the total financing by type of funding for all its TV and radio stations combined (in one of the questionnaires of its TV and radio stations), if it would be difficult to provide financing data separately for each station.

Row code/ column code	Name of variable * - 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
2 / 1	Total funding by type of funding – funding for radio commercial communications	RLIIK_A RI_RD	Radio commercial communications are advertising, sponsorship information, and teleshopping.	Positive integer	
3 / 1	Total funding by type of funding – self-financing	RLIIK_O MA	Indicate this answer option if the television channels or radio stations are kept in operation by other activities of the same enterprise, including, where appropriate, loans, e.g. money obtained from non-budgetary foundations and funds.	Positive integer	
4 / 1	Total funding by type of funding – other total	RLIIK_M UU	All sources that do not fall under one of the types of funding listed above (project grants, bank loans, Hooandja projects, etc.).	Positive integer	
5 / 1	Name of funding – other type 1	RLIIK_M UU1_NI METUS	Specification of the name of other type of funding.	Text	
6 / 1	Total funding – other type 1	RLIIK_M UU1_SU MMA	Total amount of specified other type of funding in euros.	Positive integer	
7 / 1	Name of funding – other type 2	RLIIK_M UU2_NI METUS	Specification of the name of other type of funding.	Text	
8 / 1	Total funding – other type 2	RLIIK_M UU2_SU MMA	Total amount of specified other type of funding in euros.	Positive integer	
9 / 1	Name of funding – other type 3	RLIIK_M UU3_NI METUS	Specification of the name of other type of funding.	Text	
10 / 1	Total funding – other type 3	RLIIK_M UU3_SU MMA	Total amount of specified other type of funding in euros.	Positive integer	
11 / 1	Name of funding – other type 4	RLIIK_M UU4_NI METUS	Specification of the name of other type of funding.	Text	
12 / 1	Total funding – other type 4	RLIIK_M UU4_SU MMA	Total amount of specified other type of funding in euros.	Positive integer	
13 / 1	Name of funding – other type 5	RLIIK_M UU5_NI METUS	Specification of the name of other type of funding.	Text	
14 / 1	Total funding – other type 5	RLIIK_M UU5_SU MMA	Total amount of specified other type of funding in euros.	Positive integer	

Table 4. DURATION OF RADIO BROADCASTING BY TYPE OF BROADCAST, HOURS PER YEAR

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The total annual duration of broadcasts can be 8,760 hours maximum.

Row code/ column code	Name of variable * - 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
2 / 1	Duration of radio broadcasting by type of broadcast – news	RD_UUD IS	News are short and main news broadcasts, news magazines, etc. Includes news produced by the radio service provider itself, co-produced news, as well as news commissioned from Estonian producers.	Positive integer	
2 / 2	Duration of radio broadcasting by type of broadcast – self-produced news	RD_UUD IS_END	News are short and main news broadcasts, news magazines, etc. Includes news produced by the radio service provider itself, co-produced news, as well as news commissioned from Estonian producers. Self-produced broadcasts are those produced by a broadcasting organisation by using its own services and under its editorial responsibility, in general with its own production facilities. Programmes broadcast by the broadcaster but commissioned and financed by sponsors must be considered as self-produced if such programmes are completed by the broadcaster itself.	Positive integer	
3 / 1	Duration of radio broadcasting by type of broadcast – informative broadcasts	RD_PUBL	Informative broadcasts are journalistic coverage of topical events and issues, including analysis, commentary, etc. (excl. news, sports, and educational broadcasts), as well as broadcasts about various areas of life and reality related to leisure activities (excl. sports and education) or featuring interesting persons, activities, personal problems, etc.	Positive integer	
3 / 2	Duration of radio broadcasting by type of broadcast – self-produced informative broadcasts	RD_PUBL_END	Informative broadcasts are journalistic coverage of topical events and issues, including analysis, commentary, etc. (excl. news, sports, and educational broadcasts), as well as broadcasts about various areas of life and reality related to leisure activities (excl. sports and education) or featuring interesting persons, activities, personal problems, etc. Self-produced broadcasts are those produced by a broadcasting organisation by using its own services and under its editorial responsibility, in general with its own production facilities. Programmes broadcast by the broadcaster but commissioned and financed by sponsors must be considered as self-produced if such programmes are completed by the broadcaster itself.	Positive integer	
4 / 1	Duration of radio broadcasting by type of broadcast – educational and scientific broadcasts	RD_HAR TEAD	Educational and scientific broadcasts are educative, presenting problems and achievements in scientific fields and stimulating intellectual interest.	Positive integer	
4 / 2	Duration of radio broadcasting by type of broadcast – self-produced educational and scientific broadcasts	RD_HAR TEAD_END	Educational and scientific broadcasts are educative, presenting problems and achievements in scientific fields and stimulating intellectual interest. Self-produced broadcasts are those produced by a broadcasting organisation by using its own services and under its editorial responsibility, in general with its own production facilities. Programmes broadcast by the broadcaster but commissioned and financed by sponsors must be considered as self-produced if such programmes are completed by the broadcaster itself.	Positive integer	
5 / 1	Duration of radio broadcasting by type of broadcast – cultural broadcasts	RD_KULT	Cultural broadcasts are those which aim to enrich the audience's knowledge of literature, art, culture, language, philosophy, and history in a non-didactic way. This includes radio drama and the reading of literary works.	Positive integer	
5 / 2	Duration of radio broadcasting by type of broadcast – self-produced cultural broadcasts	RD_KULT_END	Cultural broadcasts are those which aim to enrich the audience's knowledge of literature, art, culture, language, philosophy, and history in a non-didactic way. This includes radio drama and the reading of literary works. Self-produced broadcasts are those produced by a broadcasting organisation by using its own services and under its editorial responsibility, in general with its own production facilities. Programmes broadcast by the broadcaster but commissioned and financed by sponsors must be considered as self-produced if such programmes are completed by the broadcaster itself.	Positive integer	
6 / 1	Duration of radio	RD_USU	Religious broadcasts are informative and educational	Positive	

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	broadcasting by type of broadcast – religious broadcasts		programmes on religious topics and transmissions of religious services.	integer	
6 / 2	Duration of radio broadcasting by type of broadcast – self-produced religious broadcasts	RD_USU_END	Religious broadcasts are informative and educational programmes on religious topics and transmissions of religious services. Self-produced broadcasts are those produced by a broadcasting organisation by using its own services and under its editorial responsibility, in general with its own production facilities. Programmes broadcast by the broadcaster but commissioned and financed by sponsors must be considered as self-produced if such programmes are completed by the broadcaster itself.	Positive integer	
7 / 1	Duration of radio broadcasting by type of broadcast – music broadcasts	RD_MU_US	Music broadcasts are programmes in which the dominant element is live or recorded music; both popular and art music, including opera and ballet.	Positive integer	
7 / 2	Duration of radio broadcasting by type of broadcast – self-produced music broadcasts	RD_MU_US_END	Music broadcasts are programmes in which the dominant element is live or recorded music; both popular and art music, including opera and ballet. Self-produced broadcasts are those produced by a broadcasting organisation by using its own services and under its editorial responsibility, in general with its own production facilities. Programmes broadcast by the broadcaster but commissioned and financed by sponsors must be considered as self-produced if such programmes are completed by the broadcaster itself.	Positive integer	
8 / 1	Duration of radio broadcasting by type of broadcast – sports broadcasts	RD_SPO_RT	Sports broadcasts are live and recorded programmes of sporting events, news and information on sports.	Positive integer	
8 / 2	Duration of radio broadcasting by type of broadcast – self-produced sports broadcasts	RD_SPO_RT_END	Sports broadcasts are live and recorded programmes of sporting events, news and information on sports. Self-produced broadcasts are those produced by a broadcasting organisation by using its own services and under its editorial responsibility, in general with its own production facilities. Programmes broadcast by the broadcaster but commissioned and financed by sponsors must be considered as self-produced if such programmes are completed by the broadcaster itself.	Positive integer	
9 / 1	Duration of radio broadcasting by type of broadcast – entertainment broadcasts	RD_MEE_LEL	Entertainment broadcasts are radio games, competitions and quizzes; other entertainment programmes.	Positive integer	
9 / 2	Duration of radio broadcasting by type of broadcast – self-produced entertainment broadcasts	RD_MEE_LEL_END	Entertainment broadcasts are radio games, competitions and quizzes; other entertainment programmes. Self-produced broadcasts are those produced by a broadcasting organisation by using its own services and under its editorial responsibility, in general with its own production facilities. Programmes broadcast by the broadcaster but commissioned and financed by sponsors must be considered as self-produced if such programmes are completed by the broadcaster itself.	Positive integer	
10 / 1	Duration of radio broadcasting by type of broadcast – other broadcasts	RD_MU_UD	Other broadcasts are all those that do not fall under the categories listed above. It includes, for example, unpaid inter-programme announcements (cultural news, etc.).	Positive integer	
10 / 2	Duration of radio broadcasting by type of broadcast – self-produced other broadcasts	RD_MU_UD_END	Other broadcasts are all those that do not fall under the categories listed above. It includes, for example, unpaid inter-programme announcements (cultural news, etc.). Self-produced broadcasts are those produced by a broadcasting organisation by using its own services and under its editorial responsibility, in general with its own production facilities. Programmes broadcast by the broadcaster but commissioned and financed by sponsors must be considered as self-produced if such programmes are completed by the broadcaster itself.	Positive integer	
11 / 1	Duration of radio broadcasting by type of broadcast – advertising	RD_REK_L	Advertising is information broadcast on the radio, either in return for payment or free of charge, for the purpose of providing a service or increasing the sale of goods, promoting an event, or guiding a person's behaviour in the public interest. It does not include teleshopping spots.	Positive integer	
11 / 2	Duration of radio broadcasting by	RD_REK_L_END	Advertising is information broadcast on the radio, either in return for payment or free of charge, for the purpose of	Positive integer	

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	type of broadcast – self-produced advertising		providing a service or increasing the sale of goods, promoting an event, or guiding a person's behaviour in the public interest. It does not include teleshopping spots. Self-produced broadcasts are those produced by a broadcasting organisation by using its own services and under its editorial responsibility, in general with its own production facilities. Programmes broadcast by the broadcaster but commissioned and financed by sponsors must be considered as self-produced if such programmes are completed by the broadcaster itself.		
12 / 1	Duration of radio broadcasting by type of broadcast – teleshopping	RD_OTS EP	Teleshopping means direct offers broadcast to the public in a radio programme with a view to the supply of goods or services, including immovable property, rights and obligations, in return for payment.	Positive integer	
12 / 2	Duration of radio broadcasting by type of broadcast – self-produced teleshopping	RD_OTS EP_END	Teleshopping means direct offers broadcast to the public in a radio programme with a view to the supply of goods or services, including immovable property, rights and obligations, in return for payment. Self-produced broadcasts are those produced by a broadcasting organisation by using its own services and under its editorial responsibility, in general with its own production facilities. Programmes broadcast by the broadcaster but commissioned and financed by sponsors must be considered as self-produced if such programmes are completed by the broadcaster itself.	Positive integer	

Table 6. 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/ column code	Name of variable * - 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
/	Number of hours spent on completing the questionnaire and collecting and preparing the necessary data	TAITMIS EAEGTU 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 EAEGMI 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/ column code	Name of variable * - 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
/	Wording of questions	TAGASI S_2		rahulolu_nu mbriline_5_ kuni_1_9L	
/	Wording of error messages or controls of questions	TAGASI S_3		rahulolu_nu mbriline_5_ kuni_1_9L	
/	Explanatory texts (appearing when the mouse cursor	TAGASI S_7		rahulolu_nu mbriline_5_ kuni_1_9L	

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/	User-friendliness of eSTAT	TAGASI S_9		rahulolu_nu mbriline_5_ kuni_1_9L	

Table Y2. Overall assessment on the questionnaire

Row code/ column code	Name of variable * - 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
/	Overall assessment on the ease of completing the questionnaire	TAGASI SY_1		rahulolu_va ga_lihtne_v aga_keeruli ne_5L	

Table Y3. Suggestions and comments (200 characters max)

Row code/ column code	Name of variable * - 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
/	Suggestions and comments	TAGASI S_TESS T		Text	