



International
Labour
Organization

National adaptation guide

for ILO Model LFS questionnaire for PAPI

[Job type start \(v4\)](#)

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INTRODUCTION

This guide forms part of the **ILO model LFS toolkit**. It is designed specifically for use with the ILO model LFS questionnaire for **Paper and Pencil Interviewing (PAPI)**. It is intended for survey developers in national statistical offices and other agencies responsible for collecting statistics on the work and labour market characteristics of the population.

It provides essential information about the questions included in the model **ILO LFS modules for working age persons based on the “Job-type start” approach**. This includes the intended purpose of the questions, valid response options, issues to consider for national adaptation, guidance to train field staff and prepare interviewer manuals.

The content of the ILO model LFS questionnaires for PAPI is designed on a modular basis to facilitate adaptation, for example addition of new modules covering specific work-related topics of national relevance or for which statistics are needed on a less frequent basis. It is the developer’s responsibility to ensure that any adaptation, either additions, removals or changed wording, is appropriately tested before field implementation.

ILO modules are aligned with the most recent international standards adopted by the International Conference of Labour Statisticians (ICLS)¹ and other relevant internationally agreed statistical standards and recommendations, available at the time of its publication. All materials are subject to update based on additional experience, testing or revisions to the international statistical standards. Any such updates will be issued as new versions. Users are advised to visit the ILO website for the latest available versions.

Careful translation and adaptation to national context are critical to ensure questionnaires are nationally relevant. Appropriate testing is also crucial and sufficient time and resources should be planned for to enable the development process to be completed to an appropriate standard.

¹ Available at: <https://www.ilo.org/global/statistics-and-databases/standards-and-guidelines/lang--en/index.htm>

GENERAL CONVENTIONS

Conventions used in the ILO model LFS questionnaires for PAPI

- Regular text: Indicates text to be read by the interviewer
- *Italics*: Indicates interviewer instructions or aids, not to be read out loud
- CAPS: INDICATES RESPONSE CATEGORIES AND FILTERS NOT TO BE READ OUT LOUD
- (Parenthesis): Indicates that a choice or a substitution must be made
- [Blue text]: Indicates questions that may be included/excluded as per national circumstances
- [Red text]: Indicates text that must be adapted as per national circumstances
- **Bold text**: Indicates question numbers, section headings, skips, and other structural items

Reference periods

- Reference week: Refers to the calendar week before the interview date, starting from [START DAY] to [END DAY]. The start and end day of the week are to be defined as per national circumstances (e.g. Monday to Sunday, Sunday to Saturday).
- Last 4 weeks: Refers to the four calendar weeks before the interview date.

Survey population, household and household membership

- To be defined as per existing national household survey practice.

Working age respondents

- The age limits to identify respondents eligible to answer the modules on work and labour-market characteristics are to be defined as per national circumstances and taking into consideration the measurement objectives of the survey, in particular, the coverage of child labour. In line with the latest international standards (19th ICLS, 2013), to identify the working age population,
 - the lower age limit should be set taking into consideration the minimum age for employment and exceptions specified in national laws or regulations, or the age of completion of compulsory schooling; To support international comparisons, the minimum age in data collection should not be set higher than 15 years
 - no upper age limit is recommended to so permit comprehensive coverage of work activities of the adult population.

MODULE RSP: RESPONDENT STATUS

Module RSP serves as the start of the personal interview on work-related characteristics. It is addressed to household members of working age, as specified in the national context. It includes a small set of questions aimed at selecting the respondent for the personal interview and recording essential information for data quality evaluation. This covers: the type of respondent (direct or proxy) who answers to the questions on labour market characteristics, the characteristics of proxy respondents, and the start time of the personal interview.

QUESTION ID	DESCRIPTION AND GUIDELINES
RSP_1	RESPONDENT AVAILABILITY Availability of the selected respondent to answer the personal interview Response options 01 YES 02 NO Purpose • To request direct participation of the selected respondent in the interview • To reduce reliance on indirect respondents during field operations • To improve the quality of data on labour market characteristics recorded National adaptation and implementation • Recommended as a data quality measure to promote direct participation of eligible respondents in the survey • It may be excluded in countries where cultural norms may preclude conducting interviews with selected household members • Requires the interviewer to request the selected respondent by name • In PAPI surveys interviewers should be trained to write the PPNO and NAME of household members of working age in the corresponding space.
RSP_2	TYPE OF RESPONDENT Direct or indirect participation of the household member in the personal interview Response options 01 YES 02 NO Purpose • To calculate the survey proxy response rate • To monitor interviewer quality and plan duration of field operations when information on the number of visits to complete a household is also collected • To evaluate the impact of proxy response on data quality

National adaptation and implementation

- Not to be read out loud
- Efforts should be made to interview directly each eligible household member, including for example, by scheduling a second visit
- If not possible to interview each eligible household member, then a knowledgeable adult household member should be identified
- Code 01 includes all persons responding directly about their own situation
- Code 02 includes all proxy respondents

RSP_3

PROXY PPNO

Identifier of the proxy respondent

Response options

PPNO

Purpose

- To allow identification of the proxy respondent in the household roster
- For analysis of the impact of proxy response by demographic characteristics

National adaptation and implementation

- Not to be read out loud
- In PAPI surveys interviewers should be trained to write in the PPNO of the proxy respondent as listed in the household roster

RSP_4

RELATIONSHIP OF PROXY

Relationship of proxy respondent to the household member for which information is being collected

Response options

01 SPOUSE /PARTNER

02 SON /DAUGHTER

03 MOTHER / FATHER

04 OTHER RELATIVE

05 UNRELATED

Purpose

- To record the relationship between the proxy respondent and the selected household member
- For analysis of the impact of proxy response

National adaptation and implementation

- Optional inclusion
 - Code 01 includes cohabiting partners and multiple spouses in the case of polygamous households
 - Code 02 includes biological, foster, step or adopted children
 - Code 03 includes biological, foster, step parents or adoptive parents
-

- Code 04 includes other family relationships including siblings, family in law, etc.
- Code 05 includes all unrelated persons, including domestic workers, living in the same household

RSP_5

START OF INTERVIEW

Start time of personal interview

Response options

HH:MM

Purpose

- To enable calculation of the total duration of the individual interviews
- To support analysis of respondent burden by individual characteristics of the respondent

National adaptation and implementation

- To be recorded in hours AND minutes, for each personal interview
 - The start time of the individual interview should be recorded at the start of the questions on employment, after completion of the household roster and any other module on the demographic and social characteristics of household members
 - Guidelines should be established to document interruptions, for example lasting more than 5 minutes, as per national survey practice.
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MODULE ATW: EMPLOYED, AT WORK

In this approach, module **ATW** serves as the start of the questions aimed at establishing the labour force status of the respondent. It is addressed to all household members of working age, as specified in the national context. It includes a small set of questions to identify persons who were employed and working (i.e. "at work" in the short reference period). The questions are aligned with the international standards on *statistics of work, employment and labour underutilization* adopted by the 19th ICLS in 2013.

QUESTION ID	DESCRIPTION AND GUIDELINES
ATW_1	WORKED FOR PAY Worked for pay at least 1 hour in the short reference period Response options 01 YES 02 NO Purpose - To identify persons who worked for someone else in exchange for remuneration such as salary, wage, tips, commissions - Required as part of the sequence to identify persons employed in the short reference period National adaptation and implementation - The start and end dates for the reference week need to be specified as per national practice. For example, a moving calendar week should be specified as: Last week, that is from [Monday] to [Sunday] of last week, did... - The question is targeted to persons working for pay for someone else, in a dependent relationship. This includes persons who worked in the reference week in any type of paid job, for example as employees or apprentices, including casual, informal and part-time employees, for as little as one hour. - Paid jobs may be remunerated in wages, salaries, commission, tips or other pay, for work done or hours worked. The pay may be in cash or in kind (e.g. with food and lodging, with products or vouchers). It includes persons who worked in expectation of payment regardless of whether the payment was actually received or not. - Include persons who were temporarily not at their normal place of work for reasons such as job-related travel or job-related training required by the employer - Exclude persons who worked as self-employed, for example in a business or market-oriented activity with the intention of earning a profit, whether as employer or own-account worker, or helping in a family business. - Risk of misinterpretation by respondents and interviewers alike can lead to misclassification of own-use producers as employed (i.e. working for pay). For this reason it is important that people working in own account farming or fishing are

not identified as “working for pay” in this question. Farmers working on their own account are meant to be captured in subsequent questions (2.2 and 2.3) for appropriate routing to the boundary check questions (Module 4).

- The questions are not used to assign status in employment which is assigned based on questions asked after the respondent is identified as employed.
- The question requires careful translation to the national language(s). Wording chosen to translate “*work for someone else for pay*” should be evaluated in the national context to ensure it is understood by respondents from different backgrounds as referring generally to “dependent paid employment” such as employees and apprentices, whether formal or informal.
- It is not recommended to list many examples of types of pay nor to mention explicitly payment in kind in the question formulation. Accumulated field evidence indicates that long list of examples tends to confuse respondents rather than help. Reference to “pay in kind” is not widely understood and often misunderstood as carrying negative connotations.

ATW_2

WORKED FOR PROFIT

Worked for profit at least 1 hour in the short reference period

Response options

- 01 YES
- 02 NO

Purpose

- To identify persons who worked in their business, including small own-account market-oriented activities
- Required as part of the sequence to identify persons employed in the short reference period

National adaptation and implementation

- The question refers to persons who worked in the reference week in any kind of business activity to earn an income in the form of profits, in cash or in kind, for as little as one hour. This includes persons who worked as employers, own account workers producing goods or providing services intended mainly for the market, or as members working in a family business or farm producing mainly for the market.
 - It includes persons who worked in a business activity with the intention of earning a profit, even if the business was not making a profit or was incurring a loss by the time of the interview.
 - Exclude persons who worked in the reference week in any kind of paid job, as employees or apprentices. These persons should have been captured in the previous question (2.1).
 - The question requires careful translation to the national language(s). Wording chosen to translate “*any kind of business, farming or other activity to generate an income*” should be evaluated in the national context to ensure it is understood by respondents from different backgrounds as referring generally to “market oriented
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self-employment", whether formal or informal. Accumulated evidence indicates that the term "business" in particular tends to be understood more narrowly than intended, often excluding own-account market-oriented activities without fixed business premises. Inclusion of the additional terms "*farming or other activity to generate an income*" in the question is important to limit possible underreporting of self-employment activity.

- Examples should be adapted to the national context and read only if needed. Useful examples include colloquial words commonly used locally for "casual self-employment work" and descriptors of common own-account market-oriented activities that may not be recognized as employment by people in general.

ATW_3

WORKED AS FAMILY HELPER

Recovery question for family helpers who worked at least 1 hour in the short reference period

Response options

- 01 YES
- 02 NO

Purpose

- To recover persons who worked without receiving pay in a family-run business or helped a family member with their paid job.
- Part of the sequence to identify persons employed in the short reference period

National adaptation and implementation

- It includes persons who worked in any kind of business operated by a family member, for as little as one hour. The business may be any kind of self-employment activity, including a farm, producing goods or providing services intended mainly for the market. The business may be operated by family members living in the same household or in another household. Examples include a wife who assists her husband in the family business or a son or daughter helping in a family business without receiving any direct pay on a regular basis.
 - It also includes persons who assisted with any of the tasks or duties of an employee job held by a family member for as little as one hour. The family member may be living in the same household or in another household.
 - Accumulated evidence indicates that this question is critical to improve reporting of employment in family businesses, particularly among women and younger workers.
 - The term "help" should be retained in translations to the national language(s) as the question is targeted to persons who may not recognize their participation as employment, or even work.
-

MODULE ABS: TEMPORARY ABSENCE FROM EMPLOYMENT

Module **ABS** is part of the sequence of questions aimed at establishing the labour force status of the respondent. It is addressed to household members of working age, who did not report having worked for pay or profit in the reference week (module ATW). It includes a small set of questions to identify persons who were temporarily absent from a paid job or business in the short reference period. The questions are aligned with the international standards on *statistics of work, employment and labour underutilization* adopted by the 19th ICLS in 2013.

QUESTION ID	DESCRIPTION AND GUIDELINES
ABS_1	Absence from paid job or business Absence from paid job or business in the short reference period Response options 01 YES 02 NO Purpose - To identify persons on temporary absence from a paid job or business in the reference period - Required as part of the sequence to identify persons employed National adaptation and implementation - Asked only of persons of working age who were not identified as employed in the module "Employed, at work" - Temporary absence from a job or business refers to an interruption from an existing job or business. That is, the person should have been previously working in a specific paid job or business and expected to return to that same job or business after the absence. - Persons absent from their normal place of work for work-related reasons such as job-related travel or training should be considered employed, at work, in the reference week. That is, they should be captured as employed in the module "Employed, at work" - Persons who are about to start a new job or business, but have not yet started to work by the interview date are not considered to be absent from work. Such cases, referred to as "future starters" will be identified in the next question on "Reasons for absence" and subsequently routed like other respondents who are not initially identified as employed. In the case of future starters they can be identified as "unemployed" or "potential labour force" depending on other criteria established in the standards covered in the "Job search" module of the questionnaire.

ABS_2

Reason for absence

Reason for temporary absence from a paid job or business.

Response options

- 01 WAITING TO START NEW JOB OR BUSINESS
- 02 LOW OR OFF-SEASON
- 03 SHIFT WORK, FLEXI TIME, NATURE OF WORK
- 04 VACATION, HOLIDAYS
- 05 SICKNESS, ILLNESS, ACCIDENT
- 06 MATERNITY, PATERNITY LEAVE
- 07 EDUCATION LEAVE OR TRAINING
- 08 OTHER PERSONAL LEAVE (CARE FOR FAMILY, CIVIC DUTIES, ...)
- 09 TEMPORARY LAYOFF, NO CLIENTS OR MATERIAL, WORK BREAK
- 10 BAD WEATHER, NATURAL DISASTER
- 11 STRIKE OR LABOUR DISPUTE
- 12 LONG-TERM DISABILITY
- 13 OTHER (SPECIFY)

Purpose

- To identify the reason for absence from employment
- Required as part of the sequence to identify persons employed in the short reference period
- Depending on the reason along with the duration of absence and continued receipt of payment, the respondent will be identified as employed or not.

National adaptation and implementation

- Code 01: Includes all persons who had already found a job or arranged to start a business, but had not yet started working in the reference period.
 - Code 02: Includes all persons with seasonal jobs who indicated not having worked in the reference period because of the low or off-season. This excludes short periods (e.g. 1 or 2 weeks) of low activity that may take place during the active season which should be coded 03.
 - Code 03: Includes situations where the respondent was not working for the entire reference period due to their working time arrangement or the nature of their work. This includes for example, persons who work on "tours" with schedules such as two weeks on and 2 weeks off; persons on time off as compensation for time previously worked and other flexible working time arrangements. It also includes persons working in agriculture or in other industries where the nature of their work may include short periods (e.g. lasting a week or two) with no activity during the productive cycle. Note, however that the off-season should be recorded as Code 02. Involuntary breaks in work due to economic reasons should be recorded as Code 09. Involuntary breaks in work due to environmental reasons should be recorded as Code 10.
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- Code 06: Refers to the statutory period of maternity or paternity leave established in national legislation around the time of childbirth. It excludes maternal or parental leave that may be requested at different times for child care purposes. Maternal or parental leave should be recoded under code 08 (other personal leave)
- Code 07: Includes all kinds of education or training, not required by the employer. Note that persons attending education or training required by the employer are to be considered as "Employed, at work" and captured in the previous module as such.
- Code 09: Includes involuntary breaks due to work interruptions for economic reasons such as a lack of available business, a lack of materials, difficulties with premises etc. This also includes any absence where a person is temporarily laid off by their employer. The person must have an expectation of a return to work with the employer.
- Code 11: This includes only people who were personally involved in a labour dispute. Absences due to being unable to attend work due to other people engaging in a labour dispute should be coded 09 (e.g. strike of public transport affecting other industries or workers).

ABS_3

Return within 3 months

Whether the absence will be less than 3 months.

Response options

01 YES

02 NO

97 DON'T KNOW

Purpose

- To identify persons on temporary absence from a paid job or business.
- Required as part of the sequence to identify persons employed in the short reference period

National adaptation and implementation

- Refers to the expected total duration of the absence. This includes both the elapsed duration to date and the expected future period of absence.
- If the total duration is unknown the elapsed duration can be asked in case the elapsed duration is already more than 3 months. However the respondent should be pushed to say whether they think it will be more or less than 3 months in total.

ABS_4

Continued receipt of income during absence

Whether the respondent continues to receive income for their work during the period of temporary absence.

Response options

01 YES

02 NO

97 DON'T KNOW

Purpose

- To identify persons on temporary absence from a paid job or business.
- Required as part of the sequence to identify persons employed in the short reference period

National adaptation and implementation

- Income includes all income in cash or in kind which is related to the job they are absent from and which they continue to receive during the absence.
- Respondents who receive income which is not directly related to the job should be coded as NO.

ABS_5

Continued work during off-season

Whether some work is performed during off-season

Response options

01 YES

02 NO

Purpose

- To identify persons with seasonal jobs who continue to perform some of the tasks or duties of their job during the low or off-season

National adaptation and implementation

- Asked only of persons who reported being absent from a job due to the low or off-season.
- It aims to establish if during the period considered as low or off-season, the person continues to perform some of the tasks or duties of their job. For example, clearing a field, applying fertilizer, checking orchards for overall tree health, etc. in preparation for the active season.
- The question may be excluded when space limitations require shortening the sequence. Then removed, care should be taken to assess its potential impact in recovering persons who may indicate they are in the off-season but continue to carry out some of the tasks of their job or business.

MODULE AGF: AGRICULTURAL WORK AND MARKET ORIENTATION

Module **AGF** is part of the sequence of questions aimed at establishing the labour force status of the respondent. The module has three main objectives: (a) to recover persons working in agriculture or fishing who may have not reported this work in the previous section; (b) for all those reporting own-account work in agriculture or fishing, to determine whether the production is intended mainly for sale/barter (and thus to be treated as employment), or mainly for final consumption by the respondent's household or family (and thus to be treated as own-use production work); and (c) for those not employed who report own-use production work in agriculture or fishing, to capture the main industry, occupation and time spent in this activity.

The activity scope for this module is restricted to primary activities in crop farming, animal production, fishing and aquaculture, and related support activities. This scope aims to support consistent implementation of the boundary between employment and own-use production work by targeting own-account activities where the output may be intended both for sale and for final use by the producer. The activity scope may need to be adapted to fit the national context, for example, by excluding fishing where not relevant, or including forestry activities where relevant.

The module is essential for countries where a part of the population is engaged in mixed or subsistence agriculture or fishing. It allows the identification of the employed population, as per the *international standards on statistics of work, employment and labour underutilization* adopted by the 19th ICLS in 2013. It also allows identification of an important part of subsistence foodstuff producers as recommended by the international standards. For complete identification of own-use producers of goods, including foodstuff (whether as primary or as secondary activity), in addition to module **AGF**, the survey should also include modules **OPA** and **OPG** which cover own use production of different goods.

QUESTION ID	DESCRIPTION AND GUIDELINES
AGF_1a	Work in farming or, animal rearing or fishing Recovery question for work in farming, rearing animals or fishing Response options a. Farming b. Rearing farm animals c. [Fishing or fish farming] d. NONE OF THE ABOVE Purpose • Recovery question to identify persons who potentially did market-oriented work in agriculture but did not self-identify as employed in the previous modules. National adaptation and implementation

- The question is asked only to respondents who did not self-identify as employed in the previous questions.
- Response items (a), (b), (c) should not be collapsed. Their separate listing aims to improve better reporting of work in these activities. It can also aid in coding information on the branch of economic activity and occupation during data processing.
- Code (a) refers to crop production. This includes all activities covered under groups 011, 012, 013 and 0161, 0163, 0164 (Division 01) of the International Standard Industrial Classification of All Economic Activities (ISIC rev. 4). Examples include growing any kind of produce such as cereals, rice vegetables, fruits, nuts, etc, and related activities such as preparing the land, harvesting. National translations of the response item should avoid use of the term "agriculture". Accumulated experience suggest the term is not widely interpreted as intended. To improve recall, it may be useful to include a mix of examples of activities (planting, harvesting, etc.) and products (crops, cereals, fruits), as relevant.
- Code (b) refers to animal production. This includes all activities covered under group 014 (Division 01) of the International Standard Industrial Classification of All Economic Activities (ISIC rev. 4). Examples include raising or breeding cattle, sheep, poultry, goats, pigs, bee keeping, etc. It also includes activities to produce by-products such as eggs and dairy products.
- Code (c) refers to fishery and aquaculture activities, covered under Division 03 of the International Standard Industrial Classification of All Economic Activities (ISIC rev. 4). Examples include marine or freshwater fishing, farming fish, crustaceans, molluscs, etc. Code (c) is to be included depending on its relevance in the national context. When included, wording should be evaluated to ensure respondents consider both fishing and aquaculture.
- Multiple responses are valid except in the case of Code (d) NONE OF THE ABOVE.

AGF_1b **Broad industry of the work performed**
 Broad industry of the employment activity reported

Response options

- a. Farming
- b. Rearing farm animals
- c. [Fishing or fish farming]
- d. Another type of job or business

Purpose

- To identify whether the respondents' work was in farming or rearing animals, fishing, or another type of activity.
 - Part of the question sequence to distinguish between employment and own-use production work. For those who answer that the work was in farming, rearing animals or fishing, follow-up questions will be asked about the main intended use of the products.
-

National adaptation and implementation

- The question is essential to measure employment as per the latest international standards, in countries where a part of the population is engaged in small-scale agriculture and/or fishing.
- Ensure the respondent is replying in relation to the work already reported for previous questions.
- Response items (a), (b), (c) should not be collapsed. Their separate listing aims to improve better reporting of work in these activities. It can also aid in coding information on the branch of economic activity and occupation during data processing.
- Code (a) refers to crop production. This includes all activities covered under groups 011, 012, 013 and 0161, 0163, 0164 (Division 01) of the International Standard Industrial Classification of All Economic Activities (ISIC rev. 4). Examples include growing any kind of produce such as cereals, rice vegetables, fruits, nuts, etc, and related activities such as preparing the land, harvesting. National translations of the response item should avoid use of the term "agriculture". Accumulated experience suggest the term is not widely interpreted as intended.
- Code (b) refers to animal production. This includes all activities covered under group 014 (Division 01) of the International Standard Industrial Classification of All Economic Activities (ISIC rev. 4). Examples include raising or breeding cattle, sheep, poultry, goats, pigs, bee keeping, etc. It also includes activities to produce by-products such as eggs and dairy products.
- Code (c) refers to fishery and aquaculture activities, covered under Division 03 of the International Standard Industrial Classification of All Economic Activities (ISIC rev. 4). Examples include marine or freshwater fishing, farming fish, crustaceans, molluscs, etc. Code (c) is to be included depending on its relevance in the national context. When included, wording should be evaluated to ensure respondents consider both fishing and aquaculture.
- Code (d) includes any sector of activity other than farming, rearing animals or fishing. In other words all respondents whose work was not in those activities should be recorded in code (d).
- The same terms as used in the previous question (4.1) should be used in the formulation of the response options.
- Multiple responses are valid, if respondents had work in multiple different sectors (e.g. a teacher who also works in farming).

AGF_2

Main intended destination of production

The main intended destination of the products output from the work in farming or rearing animals or fishing.

Response options

01 Only for sale

02 Mainly for sale

03 Mainly for family use

04 Only for family use

NOT TO BE READ

05 CANNOT SAY

Purpose

- Main criterion to distinguish between employment and own-use production work.
- To identify whether work done in farming or rearing animals, fishing, or other type of activity should be identified as employment or own use production work. This is based on whether the main intended use of the products from the work is for sale (employment) or own/family use (own use production work).

National adaptation and implementation

- Response categories 01 to 04 should be read aloud by the interviewer.
- For this question all of the products the person was working on should be considered together. For example, if the person worked to look after both chickens and pigs then they should report whether the chicken and pigs together were mainly for family use or for sale/barter.
- Respondents should report the general situation for the goods produced rather than just the goods produced in the reference week. It refers to products the respondent was directly working on in the reference week. It does not refer to products the respondent may have worked on in the past, or goods produced only by other household members.
- If the respondent indicates that the products are *both* for sale/barter and family use, the interviewer should try to get the respondent to indicate which one is the main use in general.
- If the respondent is absolutely unable to state the main intended destination they should be coded to category 05 and an additional question about past use of the products will be asked.

AGF_2b Past use of production from farming/fishing

Whether the products from farming and fishing were previously mainly sold or mainly kept for family use.

Response options

- 01 Only sold
- 02 Mainly sold
- 03 Mainly kept for family use
- 04 Only kept for family use

Purpose

- To identify whether work done in farming or rearing animals, fishing, or other type of activity should be identified as employment or own use production work.
-

- This question is asked of those who are unsure of the main intended destination. For those respondents, the past use of the products can instead be used to establish if the activity can be considered own use production of goods or employment.

National adaptation and implementation

- For this question all of the products the person was working on should be considered together. For example, if the person worked to look after both chickens and pigs then they should report whether the chicken and pigs together were mainly for family use or for sale/barter.
- As with previous questions, it refers to the products (foodstuff, animals, fish) the respondent was directly working on in the reference week. It does not refer to products the respondent may have worked on in the past, or goods produced only by other household members.

AGF_2c	Employee relationship in agricultural/fishing work Whether the respondent was hired by someone else to do the work in farming/fishing
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Response categories

01 YES

02 NO

Purpose

- To identify if the work reported should be considered employment
- To identify people who may have reported that the goods were mainly intended for own final use but may actually be paid to do the work (e.g. paid in kind with part of the production)

National adaptation and implementation

- This refers to the work done in the last week, even if they were only hired to work during that week.
- This refers to any situation where the work was done in return for the promise of payment, whether actually received or not.
- Work done for payment in kind in the form of products or services (e.g. payment in food), whether provided in the past or the future, is included.

AGF_3, AGF_3b	Main products produced through farming/fishing Description of the main products produced by respondents who worked to produce foodstuff for own-use in farming or fishing
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Response categories

Open ended responses

Purpose

- This will allow an analysis of the main types of goods from agriculture and/or fishing being produced by persons engaged in this work.
-

- To enable the data coder to find the appropriate ISIC Rev.4 Code or corresponding national classification.

National adaptation and implementation

- If needed, give examples to assist the respondent. List examples typical of the local area or region (e.g: citrus fruits, vegetables, freshwater fish, cattle, chicken, taro, rice).
- If the respondent reports multiple products ask them to indicate which ones were the main ones (this could be based on quantity, value, amount of time spent but mainly the respondent should be asked to identify this without further guidance if possible).
- Record enough information about the main goods or products produced to enable coding at 4 Digits level of the classification, i.e. avoid generic terms like 'crops'.

AGF_4 Number of days worked in own-use farming/fishing work

The number of days the respondent did work to produce goods from agriculture or fishing for household consumption in the reference week

Response categories

1 to 7

Purpose

- To allow the calculation of hours actually worked in the reference week by collecting first the number of days worked and then the average number of hours per day
- To produce estimates of working time in own-use production of goods

National adaptation and implementation

- Respondents should report any day during the reference period when they carried out the activity even for a short period of time.
- Any activity in this case refers to time spent directly on and in relation to agricultural or fishing activities by the respondent to produce goods intended mainly for own final consumption by the household. Exclude time spent in activities intended to produce goods mainly for sale or barter.
- Enter "0" in the case of respondents engaged in farming or fishing for own-final use who were on temporary absence from this work in the reference week.

AGF_5 Hours per day worked in the last week

The number of hours per day the respondent worked to produce goods from agriculture or fishing for household consumption in the reference week

Response categories

0-16.0

Purpose

- To produce estimates of working time in own-use production of goods
- To produce estimates of the contribution of own-use production of goods to SNA labour input

National adaptation and implementation

- The number to be entered is the average number per day that the respondent actually worked on. For example if the respondent reported working on 3 days and on those days they worked 1 hour, 3 hours and 5 hours then the average per day worked is 3 hours and that should be recorded here.
- Hours actually worked refers to time spent directly on and in relation to farming and or fishing work activities by the respondent to produce goods intended mainly for own final consumption by the household or family. Exclude time spent in activities intended mainly for sale or barter.
- Enter "0" in the case of respondents engaged in farming or fishing for own-final use who were on temporary absence from this work in the reference week.
- Record hours in 0.5 hour intervals. If the respondent gives a response in some other way (e.g. 10 hours 20 minutes), round up or down to the nearest 0.5 hours (i.e. 10.5 hours).
- Interviewers should be trained to help the respondent by getting them to talk about how much time they spent on each of the days they worked as reported for the previous question.
- Exclude time spent travelling between the home and the land plot, lake, sea, etc. for example at the start and end of the work day, as well as time spent on long breaks, for example, meal breaks.
- For data quality assurance a maximum hour's threshold should be established, taking into account the national context. The threshold should take into consideration the extent to which fishing activities, in particular, may be performed over 24-hour shift periods

AGF_6 Hours usually worked per week in agriculture work for own final use

The number of hours the respondent usually works per week in agriculture work for own final use.

Response categories

0.5-112.0

997 DO NOT KNOW

Purpose

- To produce estimates of working time in own-use production

National adaptation and implementation

- Hours usually worked per week refers to the typical value (mode) of the hours actually worked per week assessed over a longer reference period than the reference week, as self-declared by the respondent.
-

-
- Record hours in 0.5 hour intervals. Round to the nearest 0.5 hours if necessary.
 - If the respondent reports variable hours encourage them to estimate the average over the last 4 weeks.
 - The upper hour threshold may need to be revised to fit national circumstances..
-

MODULE MJJ: MULTIPLE JOB HOLDING AND CHARACTERISTICS OF MAIN JOB

Module **MJJ** is asked of all respondents who have been identified as employed in the reference period based on previous modules. It starts by capturing if the respondent has only one job or business, or multiple jobs or businesses and for those with multiple jobs or business, it guides respondents to focus on the one in which they usually work the most hours (i.e. main job or business). After this it will capture information on occupation and self-identified status in employment of the main job or business.

This module is critical to provide a range of analytical information (occupation and status in employment) but also to enable appropriate routing of respondents for additional questions on the main job. Different questions are appropriate depending on whether the respondent initially self-identifies as a dependent worker (employee, apprentice, contributing family worker, assisting family member), or an independent worker (own-account or employer). The module also allows identification of wage and salaried employees, and of co-operators in family businesses.

QUESTION ID	DESCRIPTION AND GUIDELINES
MJJ_1	Multiple job holding Person holding one or more than one job(s) / business(es). Response categories 01 ONE JOB/BUSINESS 02 MORE THAN ONE JOB Purpose • To identify multiple-job holders • To identify respondents who will have to provide information about a second job National adaptation and implementation • A self-employed person who works for more than one client is not considered to have more than one job or business. A separate job should involve working in a different economic activity or in a different status in employment. For example, a person who runs a business and also works as a government employee, or a self-employed person who runs a convenience shop and drives a taxi at other times. • For employees it refers to the number of employers they have, for example an employee of an agency has one job, regardless of how many clients they might serve through that agency.
MJJ_2	Statement for multiple job holders Statement to help multiple job holders to identify their main job for following questions. Purpose

- To help respondents with multiple jobs identify which one is the main one for the following questions.

National adaptation and implementation

- The statement is to be read to respondents who self-reported having multiple jobs. No response is required.
- The main job is defined, as per the international standards, as the one in which the person usually work the most hours, even if they were absent from it in the reference week. If the hours of work are the same in each job, the main job/business is the one that generates the highest income.
- Care should be taken to ensure that respondents report on their main job even if absent during the reference week.

MJJ_3,	Occupation in main job (occupational title and main tasks and duties)
MJJ_3a,	Occupation in the main job / business.
MJJ_3b	

Response categories

Open-ended responses

Purpose

- To capture the occupation of the respondent in their main job
- To capture sufficient detail to enable the data coder to find the appropriate ISCO-08 (or national classification) code.

National adaptation and implementation

- Occupation refers to the kind of work performed in a job.
- The interviewer should ask the question but record two pieces of information based on the response received.
- The first piece of information is the 'Occupational title' (MJJ_3).
- The second piece of information is the 'Main tasks and duties' (MJJ_3a).
- The information is needed to assign a code based on the ISCO-08 (or national occupation) classification (MJJ_3b)
- It is vital to capture sufficiently detailed information about the title and main tasks or duties to enable coding at 4 Digits level. For example, if the respondent says he/she is a teacher, the interviewer should inquire further as to what type of teacher- primary school, vocational school, subject matter taught, language, etc and then record both the title and the tasks and duties reported.
- The examples should be adapted to list nationally relevant occupations. Detailed descriptions should be provided in the examples, as these are meant as guidance for the interviewer, and not to be read aloud. This includes examples of occupational titles (e.g. long-distance truck driver) and of relevant main task and duties associated with that occupation (e.g. transporting goods between cities) to highlight the type of information required for detailed coding.

MJJ_4	Whether the business or place of work has a name
	Question to identify if the business/place of work has a name

Response categories

01 YES

02 BUSINESS WITHOUT A NAME

03 PRIVATE HOUSEHOLD AS A DOMESTIC WORKER

Purpose

- Part of the sequence of questions needed to identify the branch of economic activity (industry) of the establishment where the main job is located

National adaptation and implementation

- This refers to the name of the place of work of the respondent, not the physical location where the work takes place, which may or may not be different.
- For employees it refers to the business that employs them. For self-employed it will refer to the respondent's business.
- 'BUSINESS WITHOUT A NAME' should be used only in cases when the business/place of work has no name, for example respondents working in informal own-account business activities.
- Respondents employed as domestic workers directly by a private household should be captured by the response option 'PRIVATE HOUSEHOLD AS A DOMESTIC WORKER'. This only refers to respondents who have an employment relationship with the household (or multiple households), for example live-in domestic workers. It does not refer to persons who work in their own business and provide their services to private households, for example electricians.

MJJ_5

Name of business or place of work

The name of the business or place of work

Response categories

Open-ended responses

Purpose

- Part of the sequence of questions needed to identify the branch of economic activity (industry) of the establishment where the main job is located
- It may also be used to link LFS data with industry data obtained from business registers where available, for more precise coding

National adaptation and implementation

- The question should be asked only to respondents who said the business or place of work had a name in response to the previous question.

MJJ_6,

Industry in main job

MJJ_6a,

Description of the main activity of the establishment in which the work is carried out.

MJJ_6b

Response categories

Open-ended responses

National adaptation and implementation

- Part of the sequence of questions needed to identify the branch of economic activity (industry) of the establishment where the main job is located
- To enable the data coder to find the appropriate ISIC Rev.4 code (or equivalent national classification).

National adaptation and implementation

- To aid in coding, interviewers should be trained to record 2 pieces of information. The first piece of information is the 'Main activity' (MJJ_6), the second is the main 'goods or services' produced (MJJ_6a). This is then used to assign a code according to the ISIC or national equivalent classification (MJJ_6b).
- It is vital to have enough information about the main goods or products produced or service rendered at the place of work to enable coding at 4 Digits level.
- The examples should be adapted to list nationally relevant industries, products and services. Detailed descriptions should be provided in the examples, as these are meant as guidance for the interviewer, and not to be read aloud. This includes descriptive words that illustrate the main activity of an establishment (e.g. pharmacy) and of relevant main goods or services provided (e.g. sale of medicines to the general public) to highlight the type of information required for detailed coding.

MJJ_7

Status in employment

Employment relationship of the respondent in the main job

Codes

- 01 As an [employee]
- 02 In (your/name's) own business activity
- 03 Helping in a family or household business
- 04 As an apprentice, intern
- 05 Helping a family member who works for someone else

Purpose

- Part of the sequence of questions to assign a code under the International Classification of Status in Employment (ICSE).

National adaptation and implementation

- Status in employment refers to the type of relationship between the respondent and the unit they work for.
- Code 01: The respondent holds a job with a written or oral contract which gives him/her a basic pay that is not directly dependent on the revenue of the unit in which he/she works. The term "employee" aims to capture casual, temporary as well as permanent employees in formal or informal employment situations. At

national level, additional keywords or common terms may be needed to ensure wide coverage of employees in different employment situations (e.g. day labourer).

- Code 02: The respondent works on his/her own account or with partners. He/she holds a "self-employment" type of job and may or may not have engaged employees to work for him/her. The phrase "business activity" should be adapted to the national context to ensure that independent workers self-identify as such regardless of the type or size of their independent activity.
- Code 03: The respondent participated in any activity to support the operation of a business activity of a household member or a family member living elsewhere.
- Code 04: The respondent holds a job on a temporary basis to acquire workplace experience or skills.
- Code 05: The respondent helped with any of the tasks or duties of an employee job held by a household member or a family member living elsewhere. For example, a son who helps his mother with grading exams as part of her job as a teacher.

MJJ_8	Decision making in running of business Participation in decisions about the running of the household or family business
	Response categories 01 (You/NAME) 02 (You/NAME) together with others 03 Other family member(s) only 04 Other (non-related) person(s) only
	Purpose • To assess participation in decision making within the family business. • Part of the sequence of questions to distinguish between contributing family workers and co-operators in family businesses • Part of the sequence of questions for detailed coding under the International Classification of Status in Employment (ICSE).
	National adaptation and implementation • Only asked of respondents who work in a household or family business. • This refers to usual decision making about the running of the business such as the types of goods and services offered, hiring of employees, etc.

MJJ_9	Hiring of employees Whether the respondent hires any paid employees on a regular basis
	Response categories 01 YES 02 NO
	Purpose

- To confirm whether a self-employed respondent has employees.
- Part of the sequence of questions to distinguish between employers and own-account workers, as needed to assign a code under the International Classification of Status in Employment (ICSE).

National adaptation and implementation

- The question is only asked to respondents who are identified as operating their own business
- It refers to the situation in the reference week and the business considered as the main job of the respondent (i.e. employees hired for some other purpose should not be included)
- The notion of hiring employees "on a regular basis" is intended to support restricting the definition of employers to refer to those who hire paid workers with some frequency, and not only as an exceptional situation. For data collection purposes, it should be interpreted as having at least one employee during the reference period, even if on temporary absence AND also having engaged at least one employee (whether the same or a different person) in the preceding four weeks or month.
- It includes employees hired on a permanent, fixed term, casual, temporary or part-time basis, as well as paid apprentices, interns or trainees. It excludes contributing family workers, business co-operators and volunteers, apprentices, interns or helpers who are not paid

MJJ_9a

Price setting

Whether the respondent can set the price for the goods/services they produce

Response categories

01 YES

02 NO

Purpose

- To establish if the respondent has the authority to set the prices charged for the good or services they product
- Part of the questions to identify workers who may be classified as dependent contractors among those who self-identify as operating their own business.
- Part of the new sequence of questions for detailed coding under the International Classification of Status in Employment (ICSE).

National adaptation and implementation

- The question is intended only for respondents who self-identify as operating their own business
- If the respondent has multiple products or services a YES should be recorded as long as they can set the price for any of those goods or services
- If they can set the price only with the agreement of a partner or co-operator in the business this should still be recorded as YES

- If the respondent indicates that they cannot set the price and explains the reason for this, refer to the notes for the following question. Cases which would fall under code 01 in the next question should be recorded as NO here and 01 in the next question. All other cases can be coded YES.

MJJ_9b

Reason for not being able to set the price

The reason the respondent cannot set the price for the goods/services they produce

Response categories

01 Another enterprise or agent sets the price

02 Prices are set by the customer(s)

03 Government defines the price by law/regulation

04 Prices are negotiated with the customer

05 It's the going rate on the market

06 Other (specify): _____

Purpose

- To identify the reason the respondent is unable to set the price charged for the goods or services they produce
- To confirm if the respondent should be considered an independent worker or a dependent contractor under the ICSE classification.

National adaptation and implementation

- The question is intended only for respondents who say that they could not set prices for the products themselves
 - Code 01 covers cases where the respondent cannot set the price because another business or commercial entity sets the price. It includes cases where the respondent may get directly paid for the goods or services but they have no authority to alter the price. The respondents captured under this code are those who may be identified as dependent contractors under the ICSE classification.
 - Code 02 covers cases where the respondent cannot set the price because a customer or client sets the price. This includes final customers as well as clients who may act as intermediaries. Respondents captured under this code are part of the group who may be identified as dependent contractors under the ICSE classification.
 - Code 03 refers to situations where prices are regulated by a Government agency. Regulation of this type is often for specific sectors/activities (for example school books, staple food items, fuel, taxis etc).
 - Code 04 covers all situations where the price is agreed between the respondent and the customer/client. Negotiation does not need to take place with every transaction, it may be that a price is negotiated and agreed for a period of time or set of tasks.
 - Code 05 refers to situations where prices for products are not regulated, but are maintained at a given price to act as a way to limit competition among providers.
-

Respondents captured under this code would not be considered as dependent contractors on this basis.

MJJ_10**Institutional sector**

Description of the institutional sector in which the main job is located.

Response categories

- 01 The government or a state owned enterprise
- 02 A farm
- 03 A private business (non-farm)
- 04 A household(s) as a domestic worker
- 05 An NGO, non-profit institution, church
- 06 An international organization or a foreign embassy

Purpose

- To enable classification employed persons by institutional sector of employment.
- To develop estimates for use in the National Accounts

National adaptation and implementation

- The question is intended only for respondents with a dependent employment relationship in their main job (employee, apprentice/intern, helping a family member who works for someone else).
 - It should not be asked of persons who work in their own business or in a business run by a family member. The institutional sector for all self-employed persons is the private sector. Thus, the corresponding code should be assigned during data processing.
 - The institutional sector of employment refers to the type of institution that person works in, rather than their usual place of work. For example, a government doctor who works on call in different households works in government (code 01) even though the usual place of work may be the clients' households. In cases where a respondent is hired through an employment agency to work for another organisation/household then the sector where the work is performed should be recorded. For example a domestic worker hired through and paid by an agency should still be recorded as code 04 (private household), while a nurse hired to work in a government hospital through an agency (and paid by that agency) would be code 01 (government).
 - Code 01: Includes all the government institutions or state-owned enterprises (i.e. ownership of 50% or more by the state).
 - Code 02: Includes private farms producing mainly for the market.
 - Code 03: Includes all other (ie. non-farm) personal or private businesses, whether formal or informal, that are not publicly owned (or owned at less than 50% by the state).
 - Code 04: Includes private households as employers of domestic workers only.
-

- Code 05: Includes all non-profit institutions, such as NGO, charities, religious institutions, that provide their services or product to households or the community at large. It excludes NGOs controlled by the government.
- Code 06: Includes public institutions but owned by foreign or international institutions such as foreign embassies etc.

MJJ_10a

Types of payments received

The types of payments the respondent receives

Response categories

- a. A wage or salary
- b. Payment by piece of work completed
- c. Commissions
- d. Tips
- e. Fees for services provided
- f. Payment with meals or accommodation
- g. Payment in products
- h. OTHER CASH PAYMENT (specify)
- i. NOT PAID

Purpose

- Analysis of the types of payments received by respondents
- Part of a sequence of questions used to confirm the status in employment of respondents
- To confirm if respondents who self-identified as employees do receive a wage or salary or not. Those not in receipt of a wage or salary may be re-classified as dependent contractors depending on their answers to additional questions.

National adaptation and implementation

- This question is only asked of people who said their status in employment was an employee, apprentice/intern or helping a family member who works for someone else.
 - This only refers to payment received by the respondent directly themselves.
 - Multiple answers can be recorded if the respondent received multiple different types of payment.
 - Code (a) (wage or salary) refers to payments in return for time worked. It can be an amount per hour, day, week, month or other time period. Wages or salaries are not directly dependent on the profits of business/organisation in which the respondent works, or sales etc.
 - Codes (f) and (g) refer to different types of payment in kind, i.e. where non-monetary payments are received.
 - Code (h) includes any other type of cash payment which is not covered by categories (a) to (e).
-

- Code (i) should only be used for respondents who report that they do not directly receive any form of pay (for example helpers in family businesses who indicate not receiving any pay).

MJJ_10b

Entity who pays

Which business/organisation or household pays the respondent

Response categories

01 PLACE/UNIT WHERE THEY WORK

02 ANOTHER AGENCY/AGENT THAT ORGANIZES THE WORK

03 OTHER (SPECIFY)

Purpose

- To provide supplementary information on the working relationship between the respondent and their employer as proposed by ICSE-18.
- To identify cases where a respondent is paid by someone other than who they perform the work for (i.e. employees in triangular relationships).

National adaptation and implementation

- This and the following questions are only asked of respondents in a dependent employment relationship (employee, apprentice/intern family helpers who receive a cash payment, excluding tips).
- Code 01 refers to persons paid directly by the business, organization or household for whom the work is performed. Respondents with multiple clients who are paid directly by those clients separately should also be coded 01.
- Code 02 includes cases where the person receives their pay from an agency, agent or unit other than the one for whom the work is performed. This will generally include workers employed by private employment agencies such as labour hire agencies, temporary employment agencies or other labour providers (labour brokers, labour dispatchers) that employ and supply the workers to other enterprises. It also includes employees providing outsourced services that their employer has contracted to provide to another enterprise or household, such as security agencies, cleaning agencies, nursing agencies etc. Also included are workers in employment promotion schemes, who are hired and paid by a government agency to perform work for another economic unit as part of a government-funded employment promotion programme.

MJJ_10c

Existence of contract

Whether the respondent has a written contract or oral agreement with their employer.

Response categories

01 YES, WRITTEN CONTRACT

02 YES, ORAL AGREEMENT

97 DON'T KNOW

Purpose

- To assess the relationship between the respondent and their employer

National adaptation and implementation

- This relates to the nature of the agreement the respondent has with their employer covering the work they do and their working conditions.
- The question is only asked of respondents in a paid dependent employment relationship (employee, apprentice/intern or helping a family member who works for someone else).
- Code 01 covers any kind of written agreement between the respondent and their employer which indicates their duties/role and working conditions.
- Code 02 covers situations where there is no written agreement but the conditions have been orally agreed between the respondent and the employer

MJJ_10d **Contractual working hours per week in main job**
Whether contract specifies a set number of working hours

Response categories

01 YES
02 NO

Purpose

- To identify employed persons with contractual hours
- Support analysis of contract characteristics and working time arrangements

National adaptation and implementation

- Only asked of those who were identified as having a written contract or oral agreement with their employer

MJJ_10e **Guaranteed hours or work**
Whether the agreement with the employer specifies a minimum number of hours or work.

Response categories

01 YES, MINIMUM HOURS OR WORK GUARANTEED
02 NO, 0-HOUR CONTRACT, CONTACTED WHEN NEEDED

Purpose

- To assess the relationship between the respondent and their employer
- To identify respondents with zero hours contracts

National adaptation and implementation

- This relates to the nature of the agreement the respondent has with their employer covering the work they do and their working conditions.
- The question is only asked of respondents with a written or oral agreement but not agreed contractual hours of work.
- Code 01 covers respondents with a guaranteed minimum amount of work or hours over the duration of the agreement.
- Code 02 covers situations where there is no guaranteed minimum amount of work or hours between the respondent and their employer.

MJJ_10f	Contractual working hours per week in main job Number of hours specified in the contract or agreement Response categories 0.5-112.0 997 DON'T KNOW Purpose • To produce estimates of working time based on contractual hours in main job National adaptation and implementation • Only asked of those who reported having a set number of working hours specified in their contract
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MJJ_10g	Type of agreement/contract The type of contract or agreement held by the respondent. Response categories 01 For a specified period of time 02 Until the date a task is completed 03 Permanent or until retirement 04 Ongoing with no specified end date Purpose • To identify the type of contract or agreement held between the respondent and their employer. • To enable sub-classification of employees by degree of permanency of the contract or agreement National adaptation and Implementation • The question is only asked of respondents in a paid dependent employment relationship (employee, apprentice/intern or helping a family member who works for someone else) who indicate having a written or oral agreement with their employer.
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- Code 01 include all cases where the respondent's agreement has a specified end date whether in writing or not even if the respondent expects to continue working in the job after that date.
- Code 02 covers cases where the respondent indicated that the contract is for the completion of a task, delivery of a service or product, even if it also includes a time limit.
- Code 03 covers cases where the contract includes an end-date established based on the expected age of retirement.
- Code 04 includes all cases where there is an expectation of continued employment, whether formal or informal, with no explicit end date specified.

MJJ_10h

Duration of contract/agreement

The specified duration of the contract or agreement

Codes

01 DAILY CONTRACT/AGREEMENT

02 LESS THAN ONE MONTH

03 1 TO LESS THAN 3 MONTHS

04 3 TO LESS THAN 6 MONTHS

05 6 TO LESS THAN 12 MONTHS

06 12 TO LESS THAN 24 MONTHS

07 TWO YEARS OR MORE

08 NO SPECIFIED DURATION

Purpose

- Identify the length of agreement to allow analysis of working conditions
- For an assessment of different categories of workers, based on their working arrangements.

Implementation guidelines

- Only ask of respondents who indicated that they had a limited duration agreement or an agreement that specifies the completion of tasks, in response to the previous question
 - The duration referred to should be the total duration of the current contract or agreement, not elapsed duration or remaining time.
 - Code 01 includes respondents who work on the basis of daily agreements with their employer and have no guarantee of work with that employer beyond each day they are recruited.
 - Respondents with an agreement for the completion of tasks who nevertheless have a specified time limit should be coded in the corresponding duration bracket.
-

MJJ_10i Type of fixed term contract

Type of fixed term contract.

Codes

- a. It covers a particular season
- b. It covers a period of training (apprentice, trainee, research assistant, etc)
- c. It is part of an employment creation program
- d. It is substitute work
- e. NONE OF THE ABOVE

Purpose

- For a classification of employed persons with a fixed term contract by type of contract

National adaptation and implementation

- Only ask of respondents who indicated that they had an agreement of limited duration or for the completion of tasks.
- Mark all options that apply as reported the respondent.
- The question may be supplemented with an additional follow-up question on whether the temporary employment is voluntary or not.
- Item (a) should be used only for persons employed in jobs whose timing and duration are significantly influenced by seasonal factors such as climatic seasons, holidays and agricultural preparations or harvests. Seasonal jobs are typically performed during part of the year and followed by a period of inactivity.

MJJ_10j Probation period of a permanent contract

Whether on a probation period of a permanent contract

Codes

- 01 YES
- 02 NO

Purpose

- For analysis of contract characteristics and job stability
- Part of the identification of permanent employees

National adaptation and implementation

- The question is asked only of respondents with written contracts for a specified period of time that indicate their contract is not seasonal, part of an employment creation programme or for substitute work
- As self-declared by the respondent. It includes cases where the respondent is on an explicit probation period required in order to be granted a permanent contract by the employer.

MJJ_10k Seasonal work

Whether the respondents work is seasonal

Codes

01 YES

02 NO

Purpose

- To identify employed persons with no contract or with a contract for the completion of a task who are engaged in seasonal work.
- To be used together with the question on reasons for having a fixed term contract to fully identify all persons employed whose main job is seasonal.

National adaptation and implementation

- Seasonal work refers to jobs whose timing and duration are significantly influenced by seasonal factors such as climatic seasons, holidays and agricultural preparations or harvests. Seasonal jobs are typically performed during part of the year and followed by a period of inactivity.
- Jobs which are subject to short periods of inactivity of one or two weeks, but do not follow a seasonal pattern should be coded 02
- Only persons with jobs subject to seasonal conditions with periods of inactivity longer than a month should be coded 01.

MJJ_10l Responsibility for payment of income related taxes

Whether the respondent or their employer is responsible for deducting income related taxes

Codes

01 EMPLOYER IS RESPONSIBLE

02 (YOU ARE/NAME IS) RESPONSIBLE

03 NOT APPLICABLE

97 DON'T KNOW

Purpose

- As part of the set of questions to identify dependent contractors among those who self-identified as working in a dependent employment relationship.
- Those who are responsible for payment of their own taxes may be classified as dependent contractors within the ICSE classification.

National adaptation and implementation

- This refers to the responsibility to pay taxes even if no taxes are actually paid, for example because the income earned is below a threshold required for payment of income related tax.
-

- The underlying intention of the question is to help identify respondents who may have a commercial agreement for their services even though they might self-identify as working for someone else (i.e. as employees, apprentices, etc.).
- Care should be taken to ensure informal workers answers refer to on who falls the responsibility for paying income tax, and not on whether income tax is actually paid or not.

MJJ_10m Responsibility for payment of social contributions

Whether the employer pays social contributions for the respondent.

Codes

01 YES

02 NO

97 DON'T KNOW

Purpose

- Part of the sequence of questions to identify employees with informal jobs
- To enable analysis of informality in employment and job-related benefits

National adaptation and implementation

- The question should be adapted to include references to national social contributions systems that are job-dependent such as unemployment insurance, public health insurance funds, national pension schemes etc. Names for pension or insurance programmes commonly known by the population should be included to improve understanding of the question.
- Non-job dependent social contribution schemes, such as means-tested and universal schemes, should not be listed in this question.
- In translating the question to the national language(s) care should be taken to ensure that respondents understand that the question refers to the payment of social contributions by their employer, and not by themselves.

MJJ_10n Ability to take paid annual leave

Whether the respondent is entitled and able to take paid annual leave.

Codes

01 YES

02 NO

97 DON'T KNOW

Purpose

- Part of the sequence of questions to identify employees with informal jobs
- To enable analysis of informality in employment

National adaptation and implementation

- This refers to the respondent's ability to take paid annual leave through their job. If the entitlement exists but the person is unable to take the leave in practice this should be coded as 'NO'. Only respondents who are both entitled and able in practice to take the leave should be coded as 'YES'.

MJJ_10o Ability to take paid sick leave

Whether the respondent is entitled and able to take paid sick leave.

Codes

01 YES

02 NO

97 DON'T KNOW

Purpose

- Part of the sequence of questions to identify employees with informal jobs
- To enable analysis of informality in employment

National adaptation and implementation

- This refers to the respondent's ability to take paid sick leave through their job. If the entitlement exists but the person is unable to take the leave in practice this should be coded as 'NO'. Only respondents who are both entitled and able in practice to take the leave should be coded as 'YES'.
 - The amount of sick leave is not specified. Even if only a low amount is available this should still be recorded as "YES"
 - If the payment is received through a social insurance scheme and not directly from the employer this should still be coded as 'YES', so long as the paid sick leave is dependent on the worker's job. That is, schemes that are not related to having a particular job should be excluded.
-

MJJ_11

Type of place of work

The type of place where the respondent typically works in their main job.

Codes

01 AT (YOUR/NAME'S) OWN HOME

02 AT THE CLIENT OR EMPLOYER'S HOME

03 AT A FARM, AGRICULTURAL LAND OR FISHING SITE

04 AT A BUSINESS, OFFICE, FACTORY, FIXED PREMISE OR SITE

05 ON THE STREET OR ANOTHER PUBLIC SPACE WITHOUT A FIXED STRUCTURE

06 IN/ON A VEHICLE (WITHOUT DAILY WORK BASE)

07 DOOR-TO-DOOR

08 OTHER

97 CANNOT SAY

Purpose

- To enable analysis of working relationships and conditions
- To enable identification of home-based workers, and as additional supporting information to identify domestic workers, workers in triangular relationships

National adaptation and implementation

- This refers to the type of location where the person typically carries out the work. If a worker works in different locations of the same type, that type of location should be recorded as the answer, for example an electrician who typically works in his clients' homes should be coded 02 as the work typically takes place in clients' homes.
 - Code 01 includes cases where the respondent works in a space within the household premises. This includes rooms within the residential premises, outbuildings such as sheds and garages intended for residential purposes, as well as yards and gardens immediately adjacent to the residence. Fixed premises adjacent (in front, on the side, in the back) to the household dwelling served by a separate entrance and not normally used for residential purposes should be coded 04.
 - Code 02 includes respondents who typically work at the client's or employer's home, for example, domestic workers (including when residing at the employer's premises), plumbers who work at their client's houses, etc.
 - Code 03 refers to farmland, orchards, gardens or any other type of land plots used for the purposes of crop, livestock, forestry, fishery, or aquaculture production, regardless of size.
 - Code 04 refers to cases where the respondent typically works at a fixed premise or site. This can be a shop, workshop, office building, factory, mine, construction site, permanent market place, warehouse, or any other kind of fixed premise or site. Workers who move around for their work but have a fixed-base location to which they report daily are included in this category.
-

- Code 05 includes cases where the respondent typically works on the street or another public space that enables interaction with potential clients (e.g. plaza, parking area, public park, etc.) without a permanent structure. It includes, for example, street vendors, push-cart operators, operators of street stalls that are removed at the end of each day.
- Code 06 will include all cases where the work typically involves use of a motorized or non-motorized vehicle, including water, air or land-based vehicles. Workers who depart each day from a central location to which they return upon completion of their workday (for example a public transport employee) should be coded as working from a fixed premise, Code 04.
- Code 07 refers to persons who work on an itinerant basis seeking potential clients at their residential premises (i.e. without prior agreement), for example door to door.
- Countries may choose to further break down the response categories for their own analytical purposes. Care should be taken to ensure that the response options remains mutually exclusive and exhaustive, retaining essential break-downs to enable identification of home-based workers, domestic workers, and workers in triangular relationships, as relevant in the national context.

MJJ_11a	Establishment size Number of persons working in the establishment including the owner and the respondent. Codes 01 Only 1 02 Between 2-4 03 Between 5-9 04 Between 10-19 05 Between 20-49 06 Fifty or more Purpose • To identify the size of the establishment. Implementation guidelines • The question refers to the establishment where the person works. For large organizations, respondents should be prompted to provide the size of the Division or Department in which they work. • It refers to the current situation but also including any workers who may be temporarily absent in the reference week. When size is variable, consider the typical or average number of workers in the last 4 weeks or 30 days.
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- Includes all workers regardless of their status in employment (employees, paid apprentices, contributing family workers, business co-operators, etc), whether full-time, part-time, with a temporary contract or agreement, etc.

MJJ_11b

Incorporation of the business

Whether the business the respondent is working in is incorporated.

Codes

01 YES

02 NO

97 DON'T KNOW

Purpose

- Part of the sequence of questions to identify persons employed in the informal sector
- Part of the new sequence of questions for detailed coding under the International Classification of Status in Employment (ICSE).

National adaptation and implementation

- Incorporation refers to the process of establishing a business/establishment with a separate legal identity from its owner(s), which limits the liability of the owners in case of losses by the business.
- The question requires national adaptation to list the types of arrangements which identify incorporated enterprises in the country such as limited companies, limited partnerships, etc.

MJJ_11c

Registration of the business

Whether the business is registered on a national business register.

Codes

01 YES

02 NO

97 DON'T KNOW

Purpose

- Part of the sequence of questions to identify persons employed in the informal sector

National adaptation and implementation

- The question should be adapted to list the names of national business register or relevant national business registration systems. If multiple officially recognised registers exist, for example covering different industries, or covering different rights and responsibilities they should all be listed. This includes for example, registration under factories or commercial acts, tax or social security laws, professional groups' regulatory acts, or similar acts, laws or regulations established by national legislative bodies.
-

- Local registration systems that are not national in coverage, or are not linked to a set of legal rights and obligations should not be considered.
- Interviewers should be trained on the scope of the register(s) listed, and on those that should not be considered.

MJJ_11d	Complete set of accounts
	Type of business accounts kept
	Codes
	01 A complete set of written accounts for tax purposes
	02 Simplified written accounts not for tax purposes
	03 Informal records of orders, sales, purchases
	04 No records are kept
	97 DON'T KNOW
	Purpose
	• Part of the sequence of questions to identify persons employed in the informal sector
	National adaptation and implementation
	• Code 01 refers to written accounts kept for tax purposes as per the national context. This may include business balance sheets, profit and loss statements, registers of assets, etc. It also includes simplified accounts required by tax or other public authorities for small business operators. Code 01 should be used when complete accounts are kept, even if these are not submitted to tax or other public authorities • Code 02 refers to cases where written records of accounts are kept by the business for internal purposes and not for submission to the tax or other public authorities. • Code 03 covers cases where some records may be kept, for example receipts of purchases, lists of expenses or payments, but no balance sheets are maintained. • Code 04 captures cases where no records are kept.

MJJ_12	Duration of employment in current economic unit –year commenced
	Year when started working for the current employer or in the current business
	Codes
	4 DIGIT YEAR (9997 = DON'T KNOW)
	Purpose
	• To enable analysis by duration of job/business
	National adaptation and implementation
	• It provides a measure of the stability and continuity of employment, including in cases where a worker has had a series of contracts with the same economic unit.

-
- It refers to the year in which the respondent started working for the current employer or in the current business.
 - For dependent workers (ie. employees, apprentices) this refers to the year when the person started working for their employer, even if since then, the person has been promoted or changed job description, responsibilities or tasks, within the economic unit. For self-employed people with a registered business it will refer to work in the specific registered business. For informal businesses it refers to the year the person started working in the activity.
 - When a worker has had a series of renewed temporary engagements with the same economic unit, the duration of employment in that economic unit should be based on the total duration since the first engagement, unless the gap between engagements was one month or longer.
 - When a worker has been transferred between different establishments or locations within an enterprise, or enterprise group, or between different ministries or departments within the same government, duration in the current economic unit should be based on the highest level institutional unit considered as a single economic unit. For workers employed through agencies, for example in multi-party employment arrangements, the duration of employment should be with the agency not the client of the agency.
-

MJJ_13

Duration of employment in current economic unit – month commenced

Month when started working for the current employer or in the current business

Codes

01 JANUARY

02 FEBRUARY

.....

12 DECEMBER

97 DON'T KNOW

Purpose

- To enable analysis by duration of job/business

National adaptation and implementation

- See notes for year commenced
-

MODULE SJJ: CHARACTERISTICS OF SECOND JOB

Module **SJJ** "Characteristics of second job" is asked of all respondents who previously stated that they had more than one job or business. It captures essential characteristics of the second job/business of the respondent.

This module is important for countries wishing to undertake analysis of the characteristics of all jobs, which is not possible if only characteristics of the main job are collected. It is also useful to enable analysis of total volume of work (or full-time equivalent employment) in combination with questions on hours worked in second and other jobs. This can also enable more detailed analysis of the circumstances and types of jobs of those who hold multiple jobs.

QUESTION ID	DESCRIPTION AND GUIDELINES
SJJ_1, SJJ_1a, Occupation in second job (occupational title and main tasks and duties)	
SJJ_1b	Occupation in the second job / business.
	Response categories Open-ended responses Purpose • To capture the occupation of the respondent in their second job • To capture sufficient detail to enable the data coder to find the appropriate ISCO-08 (or national classification) code. National adaptation and implementation • Occupation refers to the kind of work performed in a job. • The interviewer should ask the question but record two pieces of information based on the response received. • The first piece of information is the 'Occupational title' (SJJ_1). • The second piece of information is the 'Main tasks and duties' (SJJ_1a). • The information is needed to assign a code based on the ISCO-08 (or national occupation) classification (SJJ_1b) • It is vital to capture sufficiently detailed information about the title and main tasks or duties to enable coding at 4 Digits level. For example, if the respondent says he/she is a teacher, the interviewer should inquire further as to what type of teacher- primary school, vocational school, subject matter taught, language, etc and then record both the title and the tasks and duties reported. • The examples should be adapted to list nationally relevant occupations. Detailed descriptions should be provided in the examples, as these are meant as guidance for the interviewer, and not to be read aloud. This includes examples of occupational titles (e.g. long-distance truck driver) and of relevant main task and duties associated with that occupation (e.g. transporting goods between cities) to highlight the type of information required for detailed coding.

SJJ_2, Industry in second job

SJJ_2a, Description of the main activity of the establishment in which the work is carried out.

SJJ_2b

Response categories

Open-ended responses

National adaptation and implementation

- Needed to identify the branch of economic activity (industry) of the establishment where the second job is located
- To enable the data coder to find the appropriate ISIC Rev.4 code (or equivalent national classification).

National adaptation and implementation

- To aid in coding, interviewers should be trained to record 2 pieces of information. The first piece of information is the 'Main activity' (SJJ_2), the second is the main 'goods or services' produced (SJJ_2a). This is then used to assign a code according to the ISIC or national equivalent classification (SJJ_2b).
- It is vital to have enough information about the main goods or products produced or service rendered at the place of work to enable coding at 4 Digits level.
- The examples should be adapted to list nationally relevant industries, products and services. Detailed descriptions should be provided in the examples, as these are meant as guidance for the interviewer, and not to be read aloud. This includes descriptive words that illustrate the main activity of an establishment (e.g. pharmacy) and of relevant main goods or services provided (e.g. sale of medicines to the general public) to highlight the type of information required for detailed coding.

SJJ_3 Status in employment

Employment relationship of the respondent in the second job

Codes

- 01 As an **[employee]**
- 02 In (your/his/her) own business activity
- 03 Helping in a family or household business
- 04 As an apprentice, intern
- 05 Helping a family member who works for someone else

Purpose

- Part of the sequence of questions to assign a code under the International Classification of Status in Employment (ICSE).

National adaptation and implementation

- Status in employment refers to the type of relationship between the respondent and the unit they work for.
-

- Code 01: The respondent holds a job with a written or oral contract which gives him/her a basic pay that is not directly dependent on the revenue of the unit in which he/she works. The term "employee" aims to capture casual, temporary as well as permanent employees in formal or informal employment situations. At national level, additional keywords or common terms may be needed to ensure wide coverage of employees in different employment situations (e.g. day labourer).
 - Code 02: The respondent works on his/her own account or with partners. He/she holds a "self-employment" type of job and may or may not have engaged employees to work for him/her. The phrase "business activity" should be adapted to the national context to ensure that independent workers self-identify as such regardless of the type or size of their independent activity.
 - Code 03: The respondent participated in any activity to support the operation of a business activity of a household member or a family member living elsewhere.
 - Code 04: The respondent holds a job on a temporary basis to acquire workplace experience or skills.
 - Code 05: The respondent did any work in any of the tasks or duties of an employee job held by a family member living in the same or in another household.
-

SJJ_4 Hiring of employees

Whether the respondent hired any paid employees on a regular basis in his/her second job

Response categories

01 YES

02 NO

Purpose

- To confirm whether a self-employed respondent has employees.
- Part of the sequence of questions to distinguish between employers and own-account workers, as needed to assign a code under the International Classification of Status in Employment (ICSE).

National adaptation and implementation

- The question is only asked to respondents who, in their second job, are identified as operating their own business
 - It refers to the business considered as the second job of the respondent (i.e. employees hired for some other purpose should not be included).
 - The notion of hiring employees "on a regular basis" is intended to support restricting the definition of employers to refer to those who hire paid workers with some frequency, and not only as an exceptional situation. For data collection purposes, it should be interpreted as having at least one employee during the reference period, even if on temporary absence AND also having engaged at least one employee (whether the same or a different worker) in the preceding four weeks or month.
-

SJJ_4a Price setting

Whether the respondent can set the price for the goods/services they produce

Response categories

01 YES

02 NO

Purpose

- To establish if the respondent has the authority to set the prices charged for the good or services they produce
- Part of the questions to identify workers who may be classified as dependent contractors among those who self-identify as operating their own business.
- Part of the new sequence of questions for detailed coding under the International Classification of Status in Employment (ICSE).

National adaptation and implementation

- The question is intended only for respondents who self-identify as operating their own business
- If the respondent has multiple products or services a YES should be recorded as long as they can set the price for any of those goods or services
- If they can set the price only with the agreement of a partner or co-operator in the business this should still be recorded as YES
- If the respondent indicates that they cannot set the price and explains the reason for this, refer to the notes for the following question. Cases which would fall under code 01 in the next question should be recorded as NO here and 01 in the next question. All other cases can be coded YES.
- Additional operational approaches may be used to identify dependent contractors. Thus, this question may change or be supplemented over time based on accumulated experience.

SJJ_4b Reason for not being able to set the price

The reason the respondent cannot set the price for the goods/services they produce

Response categories

01 Another enterprise or agent sets the price

02 Prices are set by the customers

03 Government defines the price by law/regulation

04 Prices are negotiated with the customer

05 It's the going rate on the market

06 Other (specify): _____

Purpose

- To identify the reason the respondent is unable to set the price charged for the goods or services they produce
- To confirm if the respondent should be considered an independent worker or a dependent contractor under the ICSE classification.

National adaptation and implementation

- The question is intended only for respondents who say that they could not set prices for the products themselves
- Code 01 covers cases where the respondent cannot set the price because another business or commercial entity sets the price. It includes cases where the respondent may get directly paid for the goods or services but they have no authority to alter the price. The respondents captured under this code are those who may be identified as dependent contractors under the ICSE classification.
- Code 02 covers cases where the respondent cannot set the price because a customer or client sets the price. This includes final customers as well as clients who may act as intermediaries. Respondents captured under this code are part of the group who may be identified as dependent contractors under the ICSE classification.
- Code 03 refers to situations where prices are regulated by a Government agency. Regulation of this type is often for specific sectors/activities (for example school books, staple food items, fuel, taxis etc).
- Code 04 covers all situations where the price is agreed between the respondent and the customer/client. Negotiation does not need to take place with every transaction, it may be that a price is negotiated and agreed for a period of time or set of tasks.
- Code 05 refers to situations where prices for products are not regulated, but are maintained at a given price to act as a way to limit competition among providers. Respondents captured under this code would not be considered as dependent contractors on this basis.

SJJ_5 Types of payments received

The types of payments the respondent receives

Response categories

- a. A wage or salary
- b. Payment by piece of work completed
- c. Commissions
- d. Tips
- e. Fees for services provided
- f. Payment in meals or accommodation
- g. Payment in products
- h. OTHER CASH PAYMENT (specify)
- i. NOT PAID

Purpose

- Part of a sequence of questions used to confirm the status in employment of respondents
- To confirm if respondents who self-identified as employees do receive a wage or salary or not. Those not in receipt of a wage or salary may be re-classified as dependent contractors depending on their answers to additional questions.
- Analysis of the types of payments received by respondents

National adaptation and implementation

- This question is only asked of people who said their status in employment was an employee, apprentice/intern or helping a family member who works for someone else.
- This only refers to payment received by the respondent directly themselves.
- Multiple answers can be recorded if the respondent received multiple different types of payment.
- Code (a) (wage or salary) refers to payments in return for time worked. It can be an amount per hour, day, week, month or other time period. Wages or salaries are not directly dependent on the profits of business/organisation in which the respondent works, or sales etc.
- Codes (f) and (g) refer to different types of payment in kind, i.e. where non-monetary payments are received.
- Code (h) includes any other type of cash payment which is not covered by categories (a) to (e).
- Code (i) should only be used for respondents who report that they do not directly receive any form of pay (for example helpers in family businesses who indicate not receiving any pay).

SJJ_5a Responsibility for payment of income related taxes

Whether the respondent or their employer is responsible for deducting income related taxes

Codes

01 EMPLOYER IS RESPONSIBLE

02 (YOU ARE/NAME IS) IS RESPONSIBLE

03 NOT APPLICABLE

97 DON'T KNOW

Purpose

- As part of the set of questions to identify dependent contractors among those who self-identified as working in a dependent employment relationship.
- Those who are responsible for payment of their own taxes may be classified as dependent contractors within the ICSE classification.

National adaptation and implementation

- This refers to the responsibility to pay taxes even if no taxes are actually paid, for example because the income earned is below a threshold required for payment of income related tax.
 - The underlying intention of the question is to help identify respondents who may have a commercial agreement for their services even though they might self-identify as working for someone else (i.e. as employees, apprentices, etc.).
 - Care should be taken to ensure informal workers answers refer to on who falls the responsibility for paying income tax, and not on whether income tax is actually paid or not.
-

MODULE WKT: WORKING TIME IN EMPLOYMENT

Module **WKT** "Working time in employment" is asked of all respondents who previously stated that they had more than one job or business. The purpose of the module is to capture information on working time in the respondent's different jobs and the total hours worked in all jobs. Two main concepts of working time identified in the international standards on the measurement of working time (18th ICLS, 2008) are covered in the module, namely hours actually worked and hours usually worked.

In addition to hours worked, questions are included relevant to the measurement of time related underemployment and other inadequate employment situations, in line with the latest international standards on these topics (19th ICLS 2013 and 16th ICLS 1998, respectively).

This module is a core part of any labour force survey sequence given the importance of analysis of working time, its role in productivity measurement and the link to the measurement of labour underutilization.

QUESTION ID	DESCRIPTION AND GUIDELINES
WKT_1	Hours usually worked per week in main job The number of hours the respondent usually works per week in their main job. Response categories 0.5-112.0 997 DO NOT KNOW Purpose • To produce estimates of working time • As a reference for the measurement of time related underemployment National adaptation and implementation • Hours usually worked per week refers to the typical value (mode) of the hours actually worked per week assessed over a longer reference period than the reference week, as self-declared by the respondent. • Record hours in 0.5 hour intervals. Round to the nearest 0.5 hours if necessary. • If the respondent reports variable hours encourage them to estimate the average over the last 4 weeks. • The upper hour threshold may need to be revised to fit national circumstances, in particular in cases where shift work or other types of work arrangements prevalent in certain industries may result in schedules of more than 112 hours usually worked in a given week.
WKT_2	Number of days usually worked per week in main job The number of days usually worked per week by the respondent in their main job Response categories 1 to 7

Purpose

- To produce estimates of hours usually worked per week in combination with a question on hours usually worked per day

National Adaptation and Implementation

- Only asked to respondents who could not provide an estimate of hours usually worked per week in response to the previous question.
- This refers to the number of days on which any work is usually performed. If the number of days vary ask the respondent to estimate an average over the previous 4 weeks.

WKT_3	Number of hours per day usually worked in main job
	The number of hours the respondent usually works per day in their main job

Response categories

0.5 to 16

97 DON'T KNOW

Purpose

- To produce estimates of hours usually worked per week in combination with a question on number of days usually worked per week

National Adaptation and Implementation

- Only asked to respondents who could not provide an estimate of hours usually worked per week.
- This refers to the number of days on which any work is usually performed in the main job each week. If the number of hours per day vary ask the respondent to estimate an average over the previous 4 weeks.
- The upper hour threshold may need to be revised to fit national circumstances, in particular in cases where shift work or other types of work arrangements prevalent in certain industries may result in schedules longer than 16 hours in a given day.

WKT_4	Absences from work
	Whether the respondent had any absences from work in their main job during the reference week

Response categories

01 YES

02 NO

Purpose

- As part of the sequence to estimate hours actually worked
-

- Included to ensure respondents consider any absences from work when estimating hours actually worked in the reference week when estimating hours actually worked

National Adaptation and Implementation

- Absences refer to any absences which could account for differences between usual hours of work and those actually worked in the reference week
- The absence could be for any reason including holidays, sick leave, personal leave, etc.

WKT_5 **Additional hours worked in reference week**
Whether the respondent had any extra hours worked in their main job during the reference week

Response categories

01 YES

02 NO

Purpose

- As part of the sequence to estimate hours actually worked
- Included to ensure respondents consider any hours in addition to normal worked during the reference week when estimate hours actually worked

National Adaptation and Implementation

- The extra hours could be for any reason including voluntary or involuntary overtime. It includes extra hours worked whether paid or unpaid.
- The reference point is hours usually worked as declared in previous questions

WKT_6 **Total number of additional hours worked in reference week**
Total additional hours worked in the reference week in the main job

Response categories

00 to 50

97 DON'T KNOW

Purpose

- As part of the sequence to estimate hours actually worked
- Included to ensure respondents consider any hours in addition to normal worked during the reference week when estimating hours actually worked

National Adaptation and Implementation

- The extra hours could be for any reason including voluntary or involuntary overtime
 - The reference point is hours usually worked as declared in previous questions
-

- Interviewers should be trained to capture the additional hours worked in the reference week, without taking into account any absence or time-off reported previously.

WKT_7 **Hours actually worked in main job in the reference week**
 The number of hours the respondent actually worked in their main job in the reference week

Response categories

0.5-120.0

997 DON'T KNOW

Purpose

- To produce estimates of working time
- To assess differences between usual and actual working hours

National Adaptation and Implementation

- Hours actually worked refers to the time spent in a job for the performance of activities that contribute to the production of goods or services during the reference week. It includes direct hours carrying out the tasks and duties of the job, regardless of the location where they are performed; related hours spent maintaining or facilitating the work; down time due to interruptions of a technical, material or economic nature; and resting time spent for short periods according to established norms or national circumstances.
- Record hours in 0.5 hour intervals. Round up or down to the nearest 0.5 hours if necessary.
- If the respondent cannot provide a total number of hours actually worked, assist with recall by asking about hours worked per day and days worked in reference week.
- The upper hour threshold may need to be revised to fit national circumstances, in particular in cases where shift work or other types of work arrangements prevalent in certain industries may result in schedules of more than 120 hours worked in a given week.

WKT_8 **Hours usually worked per week in second job**
 The number of hours the respondent usually works per week in their second job.

Response categories

0.5-84.0

997 DO NOT KNOW

Purpose

- To produce estimates of working time
 - As a reference for the measurement of time related underemployment
-

National adaptation and implementation

- Hours usually worked per week refers to the typical value (mode) of the hours actually worked per week assessed over a longer reference period than the reference week, as self-declared by the respondent.
- Record hours in 0.5 hour intervals. Round to the nearest 0.5 hours if necessary.
- If the respondent reports variable hours encourage them to estimate the average over the last 4 weeks.
- The upper hour threshold may need to be revised to fit national circumstances, in particular in cases where shift work or other types of work arrangements prevalent in certain industries may result in schedules of more than 84 hours usually worked in a given week although this is unlikely in a second job.

WKT_9

Usual vs actual hours differences

Whether the respondent worked the same number as hours as usual in their second job in the reference week.

Response categories

01 YES (same number of hours as usual)

02 NO (usually works a different number of hours)

Purpose

- To identify whether hours worked in the reference week are more or less than usual. People who say their actual hours are the same as their usual hours will not need to be asked an additional question about actual hours.

Implementation guidelines

- To be recorded as declared by the respondent.

WKT_10

Hours actually worked in second job in the reference week

The number of hours the respondent actually worked in their second job in the reference week

Response categories

0.5-84.0

997 DON'T KNOW

Purpose

- To produce estimates of working time
- To assess differences between usual and actual working hours

National Adaptation and Implementation

- Hours actually worked refers to the time spent in a job for the performance of activities that contribute to the production of goods or services during the reference week. It includes direct hours carrying out the tasks and duties of the job, regardless of the location where they are performed; related hours
-

spent maintaining or facilitating the work; down time due to interruptions of a technical, material or economic nature; and resting time spent for short periods according to established norms or national circumstances.

- Record hours in 0.5 hour intervals. Round up or down to the nearest 0.5 hours if necessary.
- If the respondent cannot provide a total number of hours actually worked in the second job, assist with recall by asking about hours worked per day and days worked in the second job in the reference week.
- The upper hour threshold may need to be revised to fit national circumstances, in particular in cases where shift work or other types of work arrangements prevalent in certain industries may result in schedules of more than 84 hours usually worked in a given week.

WKT_11	More than two jobs holding Person holding more than two jobs/businesses Response categories 01 YES 02 NO Purpose • To identify those with more than two jobs or businesses • To enable questions to be asked on hours worked in additional jobs for those with more than two jobs National adaptation and implementation • Refer to guidance for MJJ_1 (multiple job holding question).
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WKT_12	Hours usually worked per week in other jobs The number of hours the respondent usually works per week in their other jobs. Response categories 0.5-84.0 997 DO NOT KNOW Purpose • To produce estimates of working time in all jobs • As a reference for the measurement of time related underemployment National adaptation and implementation • Optional – to be included where estimates of total working time in all jobs are needed. • Only asked of those who reported having more than two jobs. • To be reported for all other jobs in total
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- Hours usually worked per week refers to the typical value (mode) of the hours actually worked per week assessed over a longer reference period than the reference week, as self-declared by the respondent.
- Record hours in 0.5 hour intervals. Round to the nearest 0.5 hours if necessary.
- If the respondent reports variable hours encourage them to estimate the average over the last 4 weeks.

WKT_13

Usual vs actual hours differences

Whether the respondent worked the same number as hours as usual in their other jobs in the reference week.

Response categories

01 YES (same number of hours as usual)

02 NO (usually works a different number of hours)

Purpose

- To identify whether hours worked in the reference week are more or less than usual. People who say their actual hours are the same as their usual hours will not need to be asked an additional question about actual hours.

Implementation guidelines

To be recorded as declared by the respondent.

WKT_14

Hours actually worked in other jobs in the reference week

The number of hours the respondent actually worked in their other jobs in the reference week

Response categories

0.5-84.0

997 DON'T KNOW

Purpose

- To produce estimates of working time
- To assess differences between usual and actual working hours

National Adaptation and Implementation

- Hours actually worked refers to the time spent in a job for the performance of activities that contribute to the production of goods or services during the reference week. It includes direct hours carrying out the tasks and duties of the job, regardless of the location where they are performed; related hours spent maintaining or facilitating the work; down time due to interruptions of a technical, material or economic nature; and resting time spent for short periods according to established norms or national circumstances.
 - Record for all other jobs in total
-

- Record hours in 0.5 hour intervals. Round up or down to the nearest 0.5 hours if necessary.
- If the respondent cannot provide a total number of hours actually worked, assist with recall by asking about hours worked per day and days worked in reference week.

WKT_14a, WKT_14b Check on total hours usually and actually worked

WKT_14b Total hours usually and actually worked in all jobs

Response categories

0.5-112.0

Purpose

- To confirm the total hours usually and actually worked in all jobs
- To provide a reference point for the measurement of time related underemployment

National Adaptation and Implementation

- The interviewer should sum up total hours usually (a) and actually (b) worked across all jobs previously recorded
- The totals should be confirmed with the respondent. If the respondent does not confirm the totals please ask for the correct totals and record those
- Some international experiences have highlighted that summing hours worked across jobs may not lead to reliable estimates of total hours worked among respondents with multiple jobs, making this check necessary to ensure data quality.
- In addition, for hours usually worked, the total hours usually worked may not be equal to the sum of hours usually worked per week in each job. This is particularly the case of persons who perform different jobs on different weeks of the month. In such cases, interviewers should be trained to request respondents to provide an estimate of the hours typically worked in a given week, taking into account their multiple jobs.

WKT_15 Search for additional/other paid work

Active search for an additional or other job in the past 4 weeks.

Response categories

01 YES

02 NO

Purpose

- To identify people who actively searched for other work even if the person is currently in employment

Implementation guidelines

- It refers to search for an additional job to the current one(s) or search for a new job to replace the current one. The search can be within the current economic unit or in a different economic unit.
- Within the question use the specific dates which cover the 4 weeks before the interview.
- Any active measure to seek employment should be included as YES. See guidelines for questions on job search for further guidance.

WKT_16 **Desire to work more hours than usual**
Willingness to work more paid hours each week

Codes

01 YES

02 NO

Purpose

- Part of the sequence of questions required to identify people in time-related underemployment. That is people who want to work more hours and are available to do so and worked below an established hours' threshold in all of their jobs.
- Part of the computation of measures of labour underutilization.

National Adaptation and Implementation

- It refers to desire to work more hours than usually worked provided that these are remunerated. This may be in any of the current job(s) or in a different job.
- Should be recorded with regard to the usual working hours in all jobs regardless of the hours actually worked in the reference week.
- For computer assisted implementation countries could choose to apply a threshold of hours to ask this question, based on a national boundary between full-time and part-time employment. Respondent's whose usual hours worked in all jobs were higher than this threshold could skip this question and proceed to the question on desire to change job/business. This can be difficult to implement through PAPI.

WKT_17 **Availability to work more hours than usual**
Availability to work more paid hours each week.

Codes

01 YES

02 NO

Purpose

- Part of the sequence of questions required to identify people in time-related underemployment. That is people who want to work more hours and are available to do so and worked below an established hour's threshold in all of their jobs.
 - Part of the computation of measures of labour underutilization.
-

Implementation guidelines

- It refers to time availability with respect to the usual situation (not just the situation before the week).
- The reference period for availability is two weeks from the date of the interview.

WKT_18

Number of additional hours

Number of additional hours per week the respondent is available to work

Codes

0.5 – 84.0

997 DON'T KNOW

Purpose

- To estimate the volume of time-related underemployment.

Implementation guidelines

- The additional hours should be reported based on usual hours worked in all jobs. It refers to the extra hours they wish to work in addition to those usually worked not the total number of desired hours per week.
- This refers to the respondent's preferred working situation (not the maximum number they could feasibly work).

WKT_19

Desire to change employment

Desire to change the current employment situation to something else.

Codes

01 YES

02 NO

Purpose

- To identify people who wish to change current employment situation. This will help to identify persons in inadequate employment situations.

Implementation guidelines

- To be recorded as declared by the respondent.
- The intention is to capture that the person is not satisfied with their current working arrangement. This should not be constrained by whether such a change is possible.
- This refers to their employment situation and not just their main job if the respondent holds multiple jobs. For example the respondent may wish to change from having two part-time jobs to one full-time job. This should be recorded as code 01 'YES' here.

WKT_20

Reason for desire to change job/business

Reason for desire to change current employment situation.

Response categories

- 01 PRESENT JOB(S) IS/ARE TEMPORARY
- 02 TO HAVE BETTER PAID JOB
- 03 TO HAVE MORE CLIENTS/BUSINESS
- 04 TO WORK MORE HOURS
- 05 TO WORK FEWER HOURS
- 06 TO BETTER MATCH SKILLS
- 07 TO WORK CLOSER TO HOME
- 08 TO IMPROVE OTHER WORKING CONDITIONS
- 09 OTHER (SPECIFY):

Purpose

- To identify the reason that the respondent wishes to change their employment situation

National Adaptation and Implementation

- This refers to their overall employment situation, not just a main job.
 - The response categories may be adapted to reflect national policy interest in different types of inadequate employment situation. Bear in mind that the analysis is limited to the 'main reason'. More thorough analysis of types of inadequate employment situations such as skills mismatch would require additional questions.
-

MODULE OPA: OWN-USE PRODUCTION OF AGRICULTURE GOODS AMONG EMPLOYED PERSONS

Module **OPA** "Own-use production of agriculture goods among employed" is used to recover own use production of agriculture goods among respondents who were initially identified as employed at the start of the personal interview. The module identifies if the respondent was engaged in any of the types of activities covered. For those who were it collects information on the main products and hours worked in the reference week.

This module is essential for countries wishing to produce a comprehensive measure of own use production of goods, in particular foodstuff from agriculture or fishing, in addition to employment and unemployment estimates typically produced from the LFS.

Module **OPA** is meant to be used together with Modules **AGF** (Job-type start), for a complete identification of own-use producers of foodstuff among the working age population, irrespective of their labour force status.

Additional inclusion of Module **OPG** will enable a complete identification of own-use producers of goods among the working age population.

QUESTION ID	DESCRIPTION AND GUIDELINES
OPA_1	Own-account work in agriculture sector Any own-account work in farming, rearing animals or fishing performed in the reference period Response options a. Work or help in family farming b. Keep or help in a family kitchen garden [or orchard] c. Rear or tend farm animals kept by the family d. [Work or help in family fishing (or fish farming) activities] e. NONE OF THE ABOVE Purpose • Part of the sequence to identify own-use producers of goods from agriculture • To support identification of own-use producers of foodstuff, regardless of their labour force status National adaptation and implementation • The question should be asked only to employed persons who skipped module AGF (ATW=01). • Response items (a), (b), (c) and (d) should not be collapsed. Their separate listing aims to improve better reporting of own-use production work in these activities. It can also aid in coding information on the branch of economic activity and occupation during data processing.

-
- Codes (a) and (b) refer to crop production. This includes all activities covered under groups 011, 012, 013 and 0161, 0163, 0164 (Division 01) of the International Standard Industrial Classification of All Economic Activities (ISIC rev. 4). Examples include growing any kind of produce such as cereals, rice vegetables, fruits, nuts, etc, and related activities such as preparing the land, harvesting. National translations of response item (a) should avoid use of the term "agriculture". Accumulated experience suggest the term is not widely interpreted as intended. Additionally, response item (b) is included to improve reporting of faming work done in kitchen gardens and orchards, which experience indicates tend to be underreported affecting in particular identification of women engaged in agriculture work.
 - Code (c) refers to animal production. This includes all activities covered under group 014 (Division 01) of the International Standard Industrial Classification of All Economic Activities (ISIC rev. 4). Examples include raising or breeding cattle, sheep, poultry, goats, pigs, bee keeping, etc. It also includes activities to produce by-products such as eggs and dairy products.
 - Code (d) refers to fishery and aquaculture activities, covered under Division 03 of the International Standard Industrial Classification of All Economic Activities (ISIC rev. 4). Examples include marine or freshwater fishing, farming fish, crustaceans, molluscs, etc. Code (c) is to be included depending on its relevance in the national context. When included, wording should be evaluated to ensure respondents consider both fishing and aquaculture (ie. raising fish, fish farming).
 - Only activities mainly intended to produce goods for final consumption or use by the household or family should be included.
 - Multiple responses are valid except in the case of Code (d) NONE OF THE ABOVE.
-

**OPA_2,
OPA_2a**

Main agriculture goods produced for household or family consumption

Description of the main agriculture products produced

Response categories

Open ended responses

Purpose

- For analysis of the main types of agriculture goods produced for own final use.
- To enable the data coder to find the appropriate ISIC Rev.4 Code or corresponding national classification.

National adaptation and implementation

- If needed, give examples to assist the respondent. List examples typical of the local area or region (e.g: corn, rice, pigs, chicken, freshwater fish).
 - If the respondent reports multiple products ask them to indicate which ones were the main ones (this could be based on quantity, value, amount of time spent but mainly the respondent should be asked to identify this without further guidance if possible).
-

-
- Record enough information about the main goods or products produced to enable coding at 4 Digits level of the classification, i.e. avoid generic terms like 'crops'.
-

OPA_3

Number of days worked in own-use agriculture work

Days in the reference week worked in agriculture for own final use

Response categories

1 to 7

Purpose

- To allow the calculation of hours actually worked in the reference week/7 days by collecting first the number of days worked and then the average number of hours per day
- To produce estimates of working time in own-use agriculture

National adaptation and implementation

- Respondents should report any day during the reference period when they carried out the activity even for a short period of time.
-

OPA_4

Hours per day worked in own-use crop farming

Hours per day worked in the reference week in agriculture for own final use

Response categories

0.5-16.0

97 DON'T KNOW

Purpose

- To allow the calculation of hours actually worked in the reference week in own-use agriculture work
- To produce estimates of working time in own-use agriculture

National adaptation and implementation

- The number to be entered is the average number per day that the respondent actually worked on. For example if the respondent reported working on 3 days and on those days they worked 1 hour, 3 hours and 5 hours then the average per day worked is 3 hours and that should be recorded here.
 - Hours actually worked refers to time spent directly on and in relation to work activities by the respondent to produce goods intended mainly for own final consumption by the household or family.
 - Record hours in 0.5 hour intervals. If the respondent gives a response in some other way (e.g. 10 hours 20 minutes), round up or down to the nearest 0.5 hours (i.e. 10.5 hours).
 - If needed, help the respondent by getting them to talk about how much time they spent on each of the days they worked as reported for the previous question.
-

- Exclude time spent travelling between the home and the land plot, fishing docks, etc. for example at the start and end of the work day, as well as time spent on long breaks, for example, meal breaks.
 - For data quality assurance a maximum hour's threshold should be established, taking into account the national context.
-

MODULE SRH: JOB SEARCH AND AVAILABILITY

Module SRH "Job search and availability" is asked of all respondents not identified as employed in the reference week. The purpose of the module is to identify different situations of labour underutilization including unemployment and people in the potential labour force as defined in Resolution I of the 19th ICLS. In addition to the core questions on search, desire and availability for work the sequence includes questions on reasons for not seeking and non-availability for work to enable a wider range of barriers to labour market engagement.

This module is a core part of any labour force survey sequence as it is the source of the unemployment rate and other labour underutilization indicators.

SRH_1	Active search to find a paid job The respondent did anything to find a paid job in the last 4 weeks. Response categories 01 YES 02 NO Purpose • To identify people who were actively searching for employment. • Part of the sequence of questions required to identify the unemployed and the potential labour force. National Adaptation and Implementation • Within the question use the specific dates which cover the 4 weeks before the interview. • Any activity to seek a paid job should be recorded as YES, even if the amount of activity was low or if the job sought was a casual job for only few hours a week.
SRH_2	Active search to start a business The respondent did anything to try to start a business in the last 4 weeks. Response categories 01 YES 02 NO Purpose • To identify people who were actively searching for employment. • Part of the sequence of questions required to identify the unemployed and the potential labour force. Implementation guidelines • Any activity to try to start a business should be recorded, even if the amount of activity was low. Typical activities to start a business would include applying for

loans, looking for land, buildings or equipment or applying for a licence to start a business.

- This refers to the activities which take place up to the point where the business is operational and ready to take customers or produce goods or services. Looking for clients once the business is operational is considered as part of the work in the business and part of the working time.

SRH_3

Job search activities

Main job search activity used.

Response categories

- 01 APPLY TO PROSPECTIVE EMPLOYERS
- 02 PLACE OR ANSWER JOB ADVERTISEMENTS
- 03 STUDY OR READ JOB ADVERTISEMENTS
- 04 POST/UPDATE RESUME ON PROFESSIONAL/SOCIAL NETWORKING SITES
- 05 REGISTER WITH PUBLIC EMPLOYMENT CENTRE
- 06 REGISTER WITH A PRIVATE EMPLOYMENT CENTRE/AGENCY
- 07 TAKE A TEST OR INTERVIEW
- 08 SEEK HELP FROM RELATIVES, FRIENDS, OTHERS
- 09 CHECK AT FACTORIES, WORK SITES
- 10 WAIT ON THE STREET TO BE RECRUITED
- 11 SEEK FINANCIAL HELP TO START A BUSINESS
- 12 LOOK FOR LAND, BUILDING, EQUIPMENT, MATERIALS TO START A BUSINESS
- 13 APPLY FOR A PERMIT OR LICENSE TO START A BUSINESS
- 14 OTHER (SPECIFY)

Purpose

- To confirm that an active search method was used to find a job or to start a business.

National Adaptation and Implementation

- Only record the main job search activity used in case the respondent reports multiple job search methods.
- The same reference period of a 4 weeks should be used as was used for the first job search question.

SRH_4

Additional job search activity

Whether the respondent did anything else to look for a job other than study or read job advertisements

Response categories

- 01 YES
- 02 NO

Purpose

- To assess additional job search methods used by those reporting a passive method as the main job search method

National Adaptation and Implementation

- Studying/reading job advertisements may be considered as a passive job search method as it does not entail a contact with a prospective job/business opportunity. As a consequence those who only read job advertisements could be excluded from labour underutilization measures. This question ensures that those who report studying/reading job advertisements as their main method of job search can still be identified as having undertaken active job search.
 - Only asked of those who reported reading or studying advertisements as their main activity to search for a job or start a business.
-

SRH_5

Additional job search activities

Additional search activity used.

Response categories

- 01 APPLY TO PROSPECTIVE EMPLOYERS
- 02 PLACE OR ANSWER JOB ADVERTISEMENTS
- 04 POST/UPDATE RESUME ON PROFESSIONAL/SOCIAL NETWORKING SITES
- 05 REGISTER WITH PUBLIC EMPLOYMENT CENTRE
- 06 REGISTER WITH A PRIVATE EMPLOYMENT CENTRE/AGENCY
- 07 TAKE A TEST OR INTERVIEW
- 08 SEEK HELP FROM RELATIVES, FRIENDS, OTHERS
- 09 CHECK AT FACTORIES, WORK SITES
- 10 WAIT ON THE STREET TO BE RECRUITED
- 11 SEEK FINANCIAL HELP TO START A BUSINESS
- 12 LOOK FOR LAND, BUILDING, EQUIPMENT, MATERIALS TO START A BUSINESS
- 13 APPLY FOR A PERMIT OR LICENSE TO START A BUSINESS
- 14 OTHER (SPECIFY)

Purpose

- To confirm that those whose main search activity was studying/reading a job advertisement had used an additional active search method to find a job or to start a business.

National Adaptation and Implementation

- The same reference period of a 4 weeks should be used as was used for the previous job search question.
-

SRH_6

Duration of job search

How long the respondent has been without work and searching for work.

Response categories

- 01 LESS THAN 1 MONTH
-

-
- 02 ONE MONTH TO LESS THAN 3 MONTHS
 - 03 THREE MONTHS TO LESS THAN 6 MONTHS
 - 04 SIX MONTHS TO LESS THAN 12 MONTHS
 - 05 ONE YEAR TO LESS THAN 2 YEARS
 - 06 TWO YEARS OR MORE

Purpose

- To identify the duration of unemployment for people who are currently unemployed.
- To identify persons in long-term unemployment.

National Adaptation and Implementation

- The respondent should indicate the duration and the interviewer should code the response to the response categories.
- The duration will be the shorter of the time since the respondent last worked and the time the person has been seeking work. For example if the respondent has been looking for work for 6 months but did some work for pay 3 months ago then the duration would be 3 months.

SRH_7

Job search in last 12 months

If the respondent sought work at any time in the last 12 months.

Response categories

- 01 YES
- 02 NO

Purpose

- For respondents who are not currently seeking work this identifies people who have looked for work at some time in the past 12 months. This can be compared to the current unemployment situation to assess if this gives additional information about pressure on the labour market.

National Adaptation and Implementation

- Only asked of respondents not currently employed and not currently seeking work as captured in earlier questions.
- Any activity over the previous 12 months should be recorded as a YES.

SRH_8

Desire for work

Whether the respondent would want to work if a job was available

Response categories

- 01 YES
- 02 NO

Purpose

- To identify respondents who would want to work if the work was available.
-

-
- Part of the sequence of questions required to identify the potential labour force.

National Adaptation and Implementation

- This is only asked of people who are not looking for work currently. The focus of the question should be on the person's desire for work and not on the type of work or how the work would be found.
- The response should be a spontaneous indication of the respondent and the interviewer should not guide the respondent about the type of work or level of pay which would be involved.

SRH_9

Reason for not seeking work

Reason for not seeking work in the last 4 weeks for respondents who want to work but are not employed or seeking work.

Response categories

01 WAITING FOR RESULTS OF A PREVIOUS SEARCH
 02 AWAITING RECALL FROM A PREVIOUS JOB
 03 WAITING FOR THE SEASON TO START
 04 WAITING TO START A NEW JOB OR BUSINESS
 05 TIRED OF LOOKING FOR JOBS, NO JOBS IN AREA
 06 NO JOBS MATCHING SKILLS, LACKS EXPERIENCE
 07 CONSIDERED TOO YOUNG/OLD BY EMPLOYERS
 08 IN STUDIES, TRAINING
 09 FAMILY / HOUSEHOLD RESPONSIBILITIES
 10 IN AGRICULTURE / FISHING FOR FAMILY USE
 11 OWN DISABILITY, INJURY, ILLNESS
 12 RETIRED, PENSIONER, OTHER SOURCES OF INCOME
 13 OTHER (SPECIFY)

Purpose

- To identify the reasons for not seeking work. This will include discouraged workers who are not looking for work as they do not believe it is available. This allows an assessment of the barriers to engagement with the labour market.
- As part of the sequence to identify future starters who have found a job to start in the future who may be considered unemployed subject to other criteria.

National Adaptation and Implementation

- If the respondent mentions multiple reasons, one of which is category 03 (waiting to start a new job or business), record 03. Otherwise, if multiple reasons are indicated the main reason, as subjectively reported by the respondent, should be recorded.

SRH_10

Job start in the future

The start date of a job which has already been found.

Response categories

01 ONE MONTH OR LESS

02 MORE THAN 1 MONTH AND UP TO 3 MONTHS

03 MORE THAN 3 MONTHS

Purpose

- To identify respondents who have found a job to start within a short subsequent period or who have concrete plans to start a business within a short subsequent period.

National Adaptation and Implementation

- Those starting within a short subsequent period to be determined as per national circumstances will be considered unemployed if they are available for work as identified in later questions.
- The duration is defined as from the date of interview.

SRH_11**Availability to start work in the reference week**

Whether the respondent was available to start work in the week before the interview.

Response categories

01 YES

02 NO

Purpose

- To identify respondents who are available for work whether or not they were looking for work.
- Part of the sequence of questions required to identify the unemployed and the potential labour force

National Adaptation and Implementation

- The focus of this question is on the respondent's time availability to start work in a short period (the week before the interview) should a job or business opportunity existed. The respondent should not be required to consider any specific type of job or pay. He or she should reply in reference to their time availability and not on the basis of the characteristics of the job or business.

SRH_12**Availability to start work within the next two weeks**

Whether the respondent is available to start work within a short period after the interview date.

Response categories

01 YES

02 NO

Purpose

- To identify respondents who are available for work whether or not they were looking for work.
- Part of the sequence of questions required to identify the unemployed and the potential labour force

National Adaptation and Implementation

- For respondents who were not available in the reference week (i.e. they said no to the previous question) they are asked if they would be available in the two weeks following the interview.
- The focus of this question is on the respondent's time availability to start work in a short subsequent period should a job or business opportunity existed. The respondent should not be required to consider any type of job or pay. He or she should reply in reference to their time availability and not on the basis of the characteristics of the job or business.

SRH_13**Reason for not being available to work**

For respondents who are not available to work the reason for not being available.

Response categories

01 AWAITING RECALL FROM A PREVIOUS JOB

02 WAITING FOR THE SEASON TO START

03 IN STUDIES, TRAINING

04 FAMILY/HOUSEHOLD RESPONSIBILITIES

05 IN AGRICULTURE/FISHING FOR FAMILY USE

06 RETIRED, PENSIONER

07 OWN DISABILITY, INJURY, ILLNESS

Purpose

- To allow the analysis of reasons for unavailability for work. The different reasons can indicate different levels of attachment to the labour market.

National Adaptation and Implementation

- This is asked of people who are not employed and not available to work, whether they are seeking or not.

SRH_14**Main activity at present**

The respondent's main activity at present.

Response categories

01 Studying or training

02 Engaged in household or family responsibilities

03 Farming or fishing to produce foodstuff for the family

04 Retired or pensioner

05 With a long-term illness, injury or disability

06 Doing volunteering, community or charity work

07 Engaged in cultural or leisure activities

08 Other (specify)

Purpose

- For evaluation purposes, to classify those who are not employed according to their main activity
- It may be compared with the Labour Force Status classification to identify groups who self-identify differently but are nonetheless engaged in the labour market (as identified in the labour force status classification).

National Adaptation and Implementation

- The list of categories could be added to depending on national interest and relevance of categories. Care is needed to keep the list at a reasonable length as it will be read out to the respondent.
 - This is a self-perception question. It should reflect which category the respondent feels best describes what they mainly do. It could be the activity they spend most time on or the activity they feel is most important but should in general be reported as their self-perception.
 - The notion of "at present" is to be interpreted as understood by the respondent. There is no pre-defined reference period in the past.
-

MODULE: PREVIOUS EMPLOYMENT EXPERIENCE (PWE)

Module PWE is asked of all respondents identified as NOT employed in the reference week. The module serves to provide information on the work experience of those currently not employed, including duration since last stopped working, main reason to stop working; and the occupation, branch of economic activity, status in employment and duration of their last job. Additionally, it supports identification of persons who recently lost a job (i.e. recent job losers). Together with the module on "Job search and availability" (SRH) it also enables identification of first time job seekers.

QUESTION ID	DESCRIPTION AND GUIDELINES
PWE_1	Previous employment experience Whether the respondent have any past employment experience Response categories 1 YES 2 NO 9 DON'T KNOW Purpose - To identify persons not in employment with past employment experience National adaptation and implementation - Only asked for those not in employment in the reference period - Refers to any previous employment in a paid job or a personal or family business, including part-time, casual, informal or short-hour jobs. - It excludes previous experience in unpaid forms of work, including volunteer work, unpaid trainee work, or own-use production work.
PWE_2a	Year when last stopped working Year when respondent stopped working for last employer or last business Response categories 4 DIGIT YEAR 9997 DON'T KNOW Purpose - To enable analysis by date since last stopped working National adaptation - It refers to the year in which the respondent stopped working for the last employer or in his/her last business, even if the engagement was of short duration or informal. - For respondents who last worked as dependent workers (ie. employees, apprentices, contributing family workers) this refers to the year when the person stopped working for their last employer or for the family business. For those who

last worked as independent workers it refers to the year the person stopped working in his/her business activity.

- When a respondent has had a series of renewed temporary engagements with the same economic unit, the period since last worked in that economic unit should be based on the last engagement with the economic unit.
- For respondents who were employed through agencies, for example in multi-party employment arrangements, the period last worked should be with the agency not the client of the agency

PWE_2b Month when last stopped working

Month when stopped working for the last employer or last business

Codes

01 JANUARY

02 FEBRUARY

.....

12 DECEMBER

97 DON'T KNOW

Purpose

- To enable analysis by period since last stopped working

National adaptation and implementation

- See notes for year when last stopped working.

PWE_2c Period since last stopped working

How long ago since the respondent stopped working for the last employer or last business

Response categories

01 LESS THAN ONE MONTH AGO

02 1 TO LESS THAN 3 MONTHS AGO

03 3 TO LESS THAN 6 MONTHS AGO

04 6 TO LESS THAN 12 MONTHS AGO

05 1 TO LESS THAN 3 YEARS AGO

06 3 TO LESS THAN 5 YEARS AGO

07 5 TO LESS THAN 8 YEARS AGO

08 8 YEARS AND MORE AGO

97 DON'T WORK

Purpose

- Recovery question for respondents who do not recall the exact year when stopped working
-

-
- To enable analysis by period since last stopped working

National adaptation

- The respondent should indicate the period since they stopped working for the last employer or in his/her last business, even if the engagement was of short duration or informal.
- See notes for year when last stopped working
- The response categories may be adapted depending on national interest and relevance of categories.
- Countries may consider including a filter to restrict the collection of data on previous employment experience to those who last stopped working within a specified recent period (e.g. last 5-8 years). The period limit should take into consideration the typical duration of "breaks" from employment taken by women to start a family, or by particular groups to return to further education, etc, as well as the periodicity of data collection on the topic.

PWE_3

Reason to stop last employment

Main reason to stop or leave last employment

Response categories

- 01 JOB CONTRACT ENDED
- 02 BUSINESS STOPPED OR CLOSED
- 03 TO LOOK FOR A BETTER JOB
- 04 FIRED, DISMISSED
- 05 RETRENCHMENT, LAID OFF
- 06 RETIRED
- 07 EDUCATION, TRAINING
- 08 CHILDBIRTH, CARE FOR CHILDREN
- 09 OTHER FAMILY REASONS
- 10 ILLNESS, INJURY, DISABILITY
- 11 CHANGED PLACE OF RESIDENCE
- 12 OTHER

Purpose

- To identify the main reason for leaving or stopping the last job.
- To identify recent job losers

National adaptation

- If the respondent mentions multiple reasons for stopping work, only the main reason for stopping work as self-declared by the respondent should be selected.
 - Code 01 covers cases where the respondent had a temporary contract or agreement of employment that ended and the respondent had to stop working for the employer.
 - Code 02 covers cases where a respondent stopped work because their place of work closed down or their business had to stop or close down. There could be
-

different reasons why the business closed down, including bankruptcy, government order closure, etc.

- Code 03 covers cases where a respondent stopped work to look for a better job by way of resignation. This refers mainly to a formal notice to an employer of voluntary termination of employment by an employee.
- Code 04 covers cases where the respondent was dismissed from their work due to reasons like failure to do the job, misconduct, etc.
- Code 05 refers to where the respondent was made redundant. For example, this may be due to reduction of costs or spending in response to economic difficulty. Code 06 refers to normal retirement according to national laws on retirement as well as where a respondent by choice or other reasons took early retirement.
- Code 07 covers the respondents who stop working to pursue their studies. This includes all kinds of education or training.
- Code 08 covers cases where the respondent stopped working due to pregnancy or to take care of own children.
- Code 09 cover cases where the respondent stopped working because of family reasons other than childcare. This may include marriage, care for other relatives, etc.
- Code 10 refers to a situation where a respondent was unable to continue work due to ill health, an injury or a disability.

PWE_4, Occupation in last job (occupational title and main tasks and duties)

PWE_4a, Occupational in the last job or business

PWE_4b

Response categories

Open-ended responses

Purpose

- To capture the occupation of the respondent in their last job.
- To capture sufficient detail to enable the data coder to find the appropriate ISCO-08 (or national classification) code.
- To support analysis of job loss by essential characteristics of the job.

National adaptation and implementation

- Occupation refers to the kind of work performed in a job.
 - The interviewer should ask the question but record two pieces of information based on the response received.
 - The first piece of information is the 'Occupational title' (PWE_4).
 - The second piece of information is the 'Main tasks and duties' (PWE_4a).
 - The information is needed to assign a code based on the ISCO-08 (or national occupation) classification (PWE_4b)
 - It is vital to capture sufficiently detailed information about the title and main tasks or duties to enable coding at 4 Digits level. For example, if the respondent says he/she is a teacher, the interviewer should inquire further as to what type of
-

teacher- primary school, vocational school, subject matter taught, language, etc and then record both the title and the tasks and duties reported.

- The examples should be adapted to list nationally relevant occupations. Detailed descriptions should be provided in the examples, as these are meant as guidance for the interviewer, and not to be read aloud. This includes examples of occupational titles (e.g. long-distance truck driver) and of relevant main task and duties associated with that occupation (e.g. transporting goods between cities) to highlight the type of information required for detailed coding.

PWE_5

Status in employment

Employment relationship in last job or business

Codes

- 1 As an [employee]
- 2 As an employer (with hired employees)
- 3 In (your/his/her) own business activity
- 4 Helping in a family or household business
- 5 As an apprentice, intern

Purpose

- To capture the status in employment of the respondent in their last job
- To support analysis of job loss by essential characteristics of the job

National adaptation and implementation

- Status in employment refers to the type of relationship between the respondent and the unit they worked for.
 - Code 1: The respondent held a job with a written or oral contract which gave him/her a basic pay that was not directly dependent on the revenue of the unit in which he/she worked for. The term "employee" aims to capture casual, temporary as well as permanent employees in formal or informal employment situations. At national level, additional keywords or common terms may be needed to ensure wide coverage of employees in different employment situations (e.g. day labourer).
 - Code 2: The respondent worked on his/her own account or with partners, and regularly hired at least one employee to work in the business.
 - Code 3: The respondent worked on (his/her) own account or with partners, without regularly hiring any employees to work in the business. The phrase "business activity" should be adapted to the national context to ensure that own-account workers self-identify as such regardless of the type of their independent activity.
 - Code 4: The respondent worked without pay to support the operation of a business activity of a household member or a family member living elsewhere
 - Code 5: The respondent had a paid job as an apprentice, intern or trainee to acquire workplace experience or skills.
-

PWE_6, PWE_6a, PWE_6b	Industry of last job or business Main activity of the establishment where the respondent held his/her last job. Response categories Open-ended responses Purpose • Part of the sequence of questions needed to identify the branch of economic activity (industry) of the establishment where the last job was located • To enable the data coder to find the appropriate ISIC Rev.4 code (or equivalent national classification) • To support analysis of job loss by essential characteristics of the job National adaptation and implementation • To aid in coding, interviewers should be trained to record 2 pieces of information. The first piece of information is the 'Main activity' (PWE_6), the second is the main 'goods or services' produced (PWE_6a). This is then used to assign a code according to the ISIC or national equivalent classification (PWE_6b). • It is vital to have enough information about the main goods or products produced or service rendered at the place of work to enable coding at 4 Digits level. • The examples should be adapted to list nationally relevant industries, products and services. Detailed descriptions should be provided in the examples, as these are meant as guidance for the interviewer, and not to be read aloud. This includes descriptive words that illustrate the main activity of an establishment (e.g. pharmacy) and of relevant main goods or services provided (e.g. sale of medicines to the general public) to highlight the type of information required for detailed coding.
PWE_7	Tenure in last job or business Duration of employment with last employer or in last business Response categories 01 LESS THAN ONE MONTH 02 1 TO LESS THAN 3 MONTHS 03 3 TO LESS THAN 6 MONTHS 04 6 TO LESS THAN 12 MONTHS 05 1 TO LESS THAN 3 YEARS 06 3 TO LESS THAN 5 YEARS 07 5 YEARS OR MORE 97 DON'T WORK Purpose • To support assessments of previous employment experience • To support analysis of job loss by essential characteristics of the job

National adaptation and implementation

- It refers to the total duration of time the respondent worked for his/her last employer or in his/her last business.
 - For respondents who last worked as dependent workers (ie. employees, apprentices, contributing family workers) this refers to the total duration of employment with their last employer, or family business. For those who last worked as independent workers it refers to the total duration the person worked in his/her business activity.
 - When a respondent had a series of renewed temporary engagements with the same economic unit, the duration of last employment should refer to the total duration since the first engagement, unless the gap between engagements was one month or longer.
 - For respondents who were employed through agencies, for example in multi-party employment arrangements, the duration of last job should refer to their engagement with the agency not the clients of the agency
 - For respondent who were transferred between different establishments or locations within an enterprise, or enterprise group, or between different ministries or departments within the same government, the duration of last employment should be based on the highest level institutional unit considered as a single economic unit.
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MODULE OPG: OWN USE PRODUCTION OF OTHER GOODS

Module OPG "Own use production of other goods" is asked of all respondents of working age. The purpose of the module is to identify those engaged in own use production of goods other than farming or fishing, which have already been covered in earlier modules. For those respondents who participated in any of the activities covered there are additional questions on time spent in the reference week.

This module is optional and should be used in contexts where comprehensive measures of participation and time spent in own use production of goods are sought. Countries may wish to include this module periodically to obtain benchmarks, depending on national demand. Countries should review the set of activities included and remove those of low national relevance. Other activities could be added subject to appropriate development and testing processes.

QUESTION ID	DESCRIPTION AND GUIDELINES
OPG_1	Gathering foodstuff Participation in gathering of wild foodstuff such as nuts, berries, herbs, mushrooms etc. Response categories 01 YES 02 NO Purpose - To generate estimates of participation in own use production of goods by type of activity. National Adaptation and Implementation - It refers to activities falling under ISIC rev4. Class 0230 "gathering of non-wood forest products" when intended for own final consumption by the household or family. This includes gathering wild fruits, nuts, mushrooms, roots and medicinal and other plants intended mainly as foodstuff for the household. - The list of foodstuff covered should be reviewed to include nationally representative examples - Any time spent in the activity in the reference week should be recorded, even if less than 1 hour. - It excludes harvesting activities of crops, fruits or vegetables the respondents household or family cultivated themselves. - It excludes cases where the respondent had to pay someone else for the foodstuff gathered (for example gathering apples in another person's orchard and then paying for the apples). - This only includes activities where the foodstuff collected was mainly or fully kept for household or family use.
OPG_2	Hours spent in gathering/collecting of foodstuff Hours spent in the activity in the reference week

Response categories

1 to 84

997 DON'T KNOW

Purpose

- To generate estimates of hours spent in own use production of goods by type of activity.

National Adaptation and Implementation

- Record activities in 0.5 hour intervals. Round to the nearest 0.5 hours as needed.
- If the respondent requires assistance to estimate the hours spent invite them to describe the hours spent on each day of the reference week, one at a time.

OPG_3

Hunting

The respondent hunted animals to produce foodstuff or other products for household or family use consumption.

Response categories

01 YES

02 NO

Purpose

- To generate estimates of participation in own use production of goods by type of activity.

National Adaptation and Implementation

- It refers to activities falling under ISIC rev4. Class 0170 "hunting, trapping and related service activities" when intended for own final consumption or use by the household or family. This includes hunting and trapping animals mainly to obtain meat, hair, skin, bone or other products
- The list of animals/products covered should be reviewed to include nationally representative examples
- Any time spent in the activity in the reference week should be recorded, even if less than 1 hour.
- This only includes activities where the products are mainly or fully intended for household or family use.

OPG_4

Hours spent hunting

Hours spent in the activity in the reference week

Response categories

1 to 84

997 DON'T KNOW

Purpose

- To generate estimates of hours spent in own use production of goods by type of activity.

National Adaptation and Implementation

- Record activities in 0.5 hour intervals. Round to the nearest 0.5 hours as needed.
- If the respondent requires assistance to estimate the hours spent invite them to describe the hours spent on each day of the reference week, one at a time.

OPG_5**Preservation of foodstuff**

The respondent performed activities to preserve foodstuff for later consumption.

Response categories

01 YES

02 NO

Purpose

- To generate estimates of participation in own use production of goods by type of activity.

National Adaptation and Implementation

- The list of foodstuff covered should be reviewed to include nationally representative examples
- Any time spent in the activity in the reference week should be recorded, even if less than 1 hour.
- It includes activities such as processing and preserving meat and fish products (e.g. curing, smoking, drying, salting); making dairy products such as butter, cream, cheese etc.; processing and preserving fruits and vegetables (e.g. pickling, salting, roasting, grinding, oil pressing, jam- and jelly-making, canning); processing grains (e.g. husking, drying, threshing); making flour, grain mill products, starches and starch products; brewing, fermenting and preparing drinks for storage.
- It excludes preparation of foodstuff/meals and beverages intended for immediate consumption or consumption in a short period after their preparation (e.g. meals which are prepared then frozen to be consumed within a few days of preparation).
- This only includes activities where the foodstuff prepared was mainly or fully kept for household or family use.

OPG_6**Hours spent in preservation of foodstuff**

Hours spent in the activity in the reference week

Response categories

1.0 to 84.0

997 DON'T KNOW

Purpose

-
- To generate estimates of hours spent in own use production of goods by type of activity.

National Adaptation and Implementation

- Record activities in 0.5 hour intervals. Round to the nearest 0.5 hours as needed.
- If the respondent requires assistance to estimate the hours spent invite them to describe the hours spent on each day of the reference week, one at a time.

OPG_7

Construction of own household/buildings

Participation in own-use construction work in the reference week.

Response categories

01 YES

02 NO

Purpose

- To generate estimates of participation in own use production of goods by type of activity.

National Adaptation and Implementation

- Any time spent in the activity in the reference week should be recorded, even if less than 1 hour.
- It includes activities performed in relation the construction and major repair of the household dwellings and other structures such as building animal sheds, roof, walls, and fences, storage facilities for produce, garage; demolition or wrecking of building structures. It also includes activities to acquire inputs and materials for construction or major repair, including collecting wood, palm leaf, bamboo, stone, making bricks for use in repairs or construction of own property etc. except where those inputs and materials are purchased.
- It excludes more minor maintenance activities such as painting, decorating or maintaining the home, doing minor repairs, installing fixtures and fittings such as lights, bathroom fittings etc.

OPG_8

Hours spent in construction of own household/buildings

Hours spent in the activity in the reference week

Response categories

1.0 to 84.0

997 DON'T KNOW

Purpose

- To generate estimates of hours spent in own use production of goods by type of activity.

National Adaptation and Implementation

-
- Record activities in 0.5 hour intervals. Round to the nearest 0.5 hours as needed.
 - If the respondent requires assistance to estimate the hours spent invite them to describe the hours spent on each day of the reference week, one at a time.
-

OPG_9

Manufacturing of goods for household or family use

Participation in manufacturing or making of goods for use by the household or family in the reference week.

Response categories

01 YES

02 NO

Purpose

- To generate estimates of participation in own use production of goods by type of activity.

National Adaptation and Implementation

- The list of examples should be updated to reflect nationally representative activities.
 - Any time spent in the activity in the reference week should be recorded, even if less than 1 hour.
 - It includes activities to produce household goods, excluding foodstuff, such as pottery, furniture (e.g. cutting, carving, sanding, varnishing, painting, assembling wood products), clothing and other textiles (e.g. weaving, spinning, sewing, leather work, embroidery, needlework, knitting, etc); making shoes, footwear, handbags, carpets, baskets, mats, paper, paper products, soap, perfume, candles, utensils and other crafts.
 - This only includes activities where the goods produced were mainly or fully kept for household or family use.
-

OPG_10

Hours spent in manufacture of goods for household or family use

Hours spent in the activity in the reference week

Response categories

1.0 to 84.0

997 DON'T KNOW

Purpose

- To generate estimates of hours spent in own use production of goods by type of activity.

National Adaptation and Implementation

- Record activities in 0.5 hour intervals. Round to the nearest 0.5 hours as needed.
 - If the respondent requires assistance to estimate the hours spent invite them to describe the hours spent on each day of the reference week, one at a time.
-

OPG_11	Fetching of water Participation in the reference week in activities to collect water from natural or public sources intended mainly for final use by the household. Response categories 01 YES 02 NO Purpose • To generate estimates of participation in own use production of goods by type of activity. National Adaptation and Implementation • Any time spent in the activity in the reference week should be recorded, even if less than 1 hour. • It includes activities to fetch water from natural or public sources when <u>intended mainly</u> for final use by the household. This includes drawing water from wells, rivers, ponds or lakes for domestic use; or fetching water from public distribution centres including pipes. • It excludes purchase and transport of water from shops and transport of water from different areas within the household compound, such as a private patio.
OPG_12	Hours spent fetching water Hours spent in the activity in the reference week Response categories 1.0 to 84.0 997 DON'T KNOW Purpose • To generate estimates of hours spent in own use production of goods by type of activity. National Adaptation and Implementation • Record activities in 0.5 hour intervals. Round to the nearest 0.5 hours as needed. • If the respondent requires assistance to estimate the hours spent invite them to describe the hours spent on each day of the reference week, one at a time.
OPG_13	Gathering of firewood or other natural products Participation in the last week in activities to collect firewood and other natural goods for fuel. Response categories 01 YES 02 NO

Purpose

- To generate estimates of participation in own use production of goods by type of activity.

National Adaptation and Implementation

- Any time spent in the activity in the reference week should be recorded, even if less than 1 hour.
- It includes activities related to cutting, collecting and transporting firewood, dung, peat or other fuel products when intended mainly for final use by the household.
- It excludes activities to purchase products for use as fuels and transportation of purchased products.
- This only includes activities where the products/fuel gathered was mainly or fully kept for household or family use.

OPG_14 Hours spent in gathering of firewood or other natural products

Hours spent in the activity in the reference week

Response categories

1.0 to 84.0

997 DON'T KNOW

Purpose

- To generate estimates of hours spent in own use production of goods by type of activity.

National Adaptation and Implementation

- Record activities in 0.5 hour intervals. Round to the nearest 0.5 hours as needed.
 - If the respondent requires assistance to estimate the hours spent invite them to describe the hours spent on each day of the reference week, one at a time.
-