



International
Labour
Organization

National adaptation guide
for
ILO Model LFS Questionnaire for CAPI
Job-type start (2024 Edition)

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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 Computer Assisted Personal Interviewing (CAPI), job type start version of 2024.

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. The guide provides essential information about the questions included in the ILO model LFS questionnaire, in particular their intended purpose, valid response options and issues to consider for national adaptation and implementation.

The guide is limited to the modules capturing work and labour market characteristics of the respondents. While much of the content may be adapted for preparation of interviewer guides, this document will not be sufficient for that purpose on its own or without adaptation to the national context where appropriate. At minimum, national adaptation of the ILO model LFS questionnaire will require inclusion of a household roster and a demographic module covering typical questions on social and demographic characteristics of household members, as per national practice. To facilitate this task, separate model questions covering basic social and demographic characteristics have also been made available as part of the toolkit.

The content of the ILO model LFS questionnaires for CAPI 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.

A PAPI version of the questionnaire and related documents are also being available as part of the toolkit. The PAPI versions have been developed with a similar structure to the CAPI options, but they are designed with simplified routing to facilitate paper implementation. Both the CAPI and PAPI options are available through the ILO website¹. An interactive LFS questionnaire viewer has been developed for the PAPI version of the questionnaires to facilitate easier navigation of the questionnaire and related guidance.² Those planning to implement through computer assisted interviewing are advised to work with the CAPI option(s).

The contents of the ILO model LFS toolkit are aligned with the most recent international standards adopted by the International Conference of Labour Statisticians (ICLS)³ and other relevant internationally agreed statistical standards and recommendations, available at the time of its publication. More specifically the questionnaire contains content designed to apply core definitions adopted at the 19th, 20th and 21st ICLS through resolution I of each conference.

¹ <https://ilostat.ilo.org/resources/lfs-resources/>

² <https://ilostat.ilo.org/resources/lfs-resources/lfs-questionnaire-viewer/>

³ <https://ilostat.ilo.org/about/standards/icls/icls-documents/>

The toolkit has been developed following several rounds of testing and development work undertaken by the ILO in collaboration with National Statistical Offices across different regions of the world. The description of these tests and their conclusions are contained in a series of reports also available on the ILO website⁴.

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.

One other key general conclusion from the testing process, which should be borne in mind by all users of the toolkit, is that 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.

Global flow variables:

Within the CAPI questionnaire global flow variables have been defined. The purpose of these variables is to ease the management of the flow within the questionnaire. These variables are defined at the beginning of the individual questionnaire. They are updated based on responses to different questions and subsequently used as filter variables. For example, the variable GLO_EMP indicates whether the respondent is identified as employed (GLO_EMP=1). This variable can then be used to identify those who need to be asked questions about employment (ASK IF GLO_EMP=1), rather than specifying a long filter based on multiple variables on each occasion. This also allows some flexibility in applying a modular approach, where removal of a module would enable the CAPI tool to continue to work. For example, if the section on 'Agricultural Work and Market Orientation' was excluded, the filters for the later sections of the questionnaire would remain valid.

⁴ <https://ilostat ilo.org/about/lfs-research-and-development/>

GENERAL CONVENTIONS

Summary of conventions used in the ILO labour force survey model questionnaire for CAPI:

- 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
- **Red text**: Indicates overall filter groups to be asked a question/set of questions, related instructions of other guidance to the developed
- [Blue text within square brackets]: Indicates text that must be adapted as per national circumstances
- **Bold text (other)**: Indicates question numbers, Module 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.

Global variables used in the CAPI implementation of the questionnaire

GLO_WAP - The respondent is in the Working Age Population (WAP). The age range is set as a global variable.

GLO_EMP - This variable indicates whether the person is employed or not, based on their answers to questions in ATW, ABS, and AGF and as they move through the questionnaire.

GLO_PROV - Variable to capture whether someone has so far met the criteria to be considered “provisionally employed”. For example, someone who works in a family business, or someone who is absent from work at the time of the interview on vacation. We need to ask further questions to determine if they are employed, but at this stage, this variable helps identify those who might be.

GLO_MLT - Variable to indicate that, based on previous answers, they have multiple activities and might have more than one job. The variable is used to influence how the question about multiple jobs MJJ_MULT is asked.

GLO_OPF - Variable to identify the respondent as an own-use producer of food based on the responses to the AGF module.

MODULE 0: HOUSEHOLD QUESTIONNAIRE

QUESTION ID	DESCRIPTION AND GUIDELINES
INTERVIEW OPENING DEM_STR	HOUSEHOLD INTRODUCTION Survey introductory statement Purpose - To introduce the interviewer, establish initial rapport and identify a household “reference person” National adaptation and implementation - The statement should be adapted to the national context, based on existing survey practice. - Clear guidelines should be provided to identify a suitable respondent or “reference person”. A main objective of identifying a reference person is to establish the type of family relationships among household members and to provide basic information on the household and its members. The “reference person” may also become the main respondent to the survey when other household members are not available to respond directly. Thus, it is important that the “reference person” be a knowledgeable adult present at the time of the survey and with sufficient information about the household and its members - General recommendations for the selection of a “reference person” include: (a) Either spouse of a married couple living in the household (preferably from the middle generation in a multigenerational household); (b) Either partner of a consensual union couple living in the household where there is no married couple present (where applicable); (c) The parent, where one parent lives with his or her sons or daughters of any age; or (d) Where none of the above conditions apply, any adult member of the household may be selected, excluding roomers, boarders, or paid household employees. - Note that, the “reference person” is not meant to identify the member with primary authority or responsibility for household affairs. For countries interested in identifying the “household head” (or heads) based on self-declaration, it is recommended to do so using a separate question asked after establishment of the household roster (e.g. Whom among the members of this household has primary responsibility for making decisions about this household and its members?).
Included DEM_STR	in CONFIDENTIALITY STATEMENT Survey participation and confidentiality statement Purpose To introduce the purpose of the survey, guarantee the confidentiality of the information, and provide other related information

National adaptation and implementation

- The statement should be adapted to the national context based on existing survey practice. Introductory statements should provide a basic description of the topic covered by the survey, a guarantee of data confidentiality, intended uses of the information, type of participation (voluntary or mandatory) and expected duration of the interview. It is also good practice to provide the respondent with an opportunity to ask for more information before the start of the interview.

DEM_NAME NAME OF HOUSEHOLD MEMBER

Name of the household member

Response options

Open-ended field

Purpose

- For use during the course of the interview.

National adaptation and implementation

- To be recorded as per national practice. Requesting full names may be sensitive in certain contexts. Where this is the case, to minimize potential underreporting of selected household members, recording may be limited to the first name and/or initials. Nevertheless, sufficient details should be recorded that allow to differentiate between household members sharing a common first name or initials.
- Interviewers should be trained to re-assure respondents about the confidentiality of the personal information to be provided, as needed. In addition, procedures should be put in place to ensure that all personal identifiers, including names of household members, are kept confidential, secure and are used exclusively for statistical purposes.

PPNO HOUSEHOLD MEMBER UNIQUE IDENTIFIER

Unique number assigned to each household member (PPNO).

Response options

01-20

Purpose

- To enable linking of data at the individual level from different survey modules for the same household member
- When combined with unique household and/or area identifiers, to enable linking of data at the individual level across survey waves, as relevant.

National adaptation and implementation

- Assign code 01 to the “reference person” and continue with all other household members as per national practice. It is usually a good practice to request listing of household members using a combination of kinship type (nuclear family, extended family, non-related members) and chronological age order.
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- Instructions for the identification of household members should follow conventions agreed for use in national household surveys. This includes decisions regarding the concepts of “household” and “household member” to be applied and the enumeration approach to be used (de jure or de facto), including in particular, rules for the treatment of household members absent during the data collection period, temporary visitors, persons who regularly live in more than one residence, students away from the home during the school cycle, homeless, nomads, etc (see guidance under GENERAL CONVENTIONS section).
 - Additional questions may need to be included in the household roster module to facilitate consistent application of the criteria established to define “usual residence” (when using a “de jure” enumeration) and “household membership” in the national context, particularly in settings with important internal or international migration, diverse family structures and/or living arrangements.
 - The assigned number should identify only one member of the household, and should remain the same across survey modules (and/or survey waves as relevant).

DEM_OTH
OTHER MEMBERS

Ensure all household members accounted for

Response options

01 YES

02 NO

Purpose

- To ensure a full list of household members.

DEM_INTRO
DEMOGRAPHIC INTRODUCTION

Introductory script to clarify who demographic questions are about

Purpose

- Prompts interviewer and respondent they are currently talking to that the questions to follow are about the next person on the roster
- Supports the interview to have a logical flow

National adaptation and implementation

- The script for Person 01: “I’m going to start with some questions about you.” This assumes that the first person listed on the household roster is the person providing responses to the household survey. If that is not the case, the script will need to be adjusted so it brings the name in for Person 01 as it does for all other people on the roster.
 - The script for Person 02...20 is “I am now going to ask some questions about (NAME)” with the first name being brought into the question as recorded in the household roster.
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DEM_SEX	SEX OF THE HOUSEHOLD MEMBER Biological sex of each person on the household roster Response options 01 MALE 02 FEMALE Purpose - Record the sex of each respondent - Allows the production and analysis of sex-disaggregated data and statistics National adaptation and implementation - Adaptive text based on the sex of the respondent is used throughout the questionnaire to apply assumed gender pronouns such as her, his, she, he. - The classification could be adapted according to national standards to allow a non-binary response such as 'other' and 'prefer not to say'. If so, further adaptation will be needed to apply appropriate pronouns in the question text.
DEM_REL	RELATIONSHIP TO REFERENCE PERSON Relationship to the reference person / head of household Response options 01 REFERENCE PERSON / HOUSEHOLD HEAD 02 SPOUSE / PARTNER 03 SON / DAUGHTER 04 MOTHER / FATHER 05 OTHER RELATIVE 06 OTHER UNRELATED PERSON [07 DOMESTIC WORKER] Purpose - To enable reconstruction of the nature of the relationship (kin/non-kin) between household members and the reference person - To support analysis by type of household National adaptation and implementation - Code 01: This category identifies a "reference person" or "household head" as basis to establish the type of family relationships among household members. It is not meant to identify a member with primary authority or responsibility for household affairs. For more details see guidance for the selection of a household "reference person" provided under INTERVIEW OPENING. All additional household members must be assigned a code with reference to their relationship to the reference person whoever that is considered to be.

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- Code 02: Includes cohabiting partners and multiple spouses in the case of polygamous households. The category may be split where there is interest in distinguishing between households with married partners and cohabiting households.
 - Code 03: Includes biological, foster, step or adopted children.
 - Code 04: Includes biological, foster, step, or adoptive parents.
 - Code 05: Includes all other related persons living in the same household as the reference person, including siblings, family in law, etc.
 - Code 06: Includes all other unrelated persons living in the same household as the reference person, for example friends, boarders, roomers. National adaptation of this category should take into account the concept of household (“housekeeping” or “household dwelling”) and related special rules adopted for the survey.
 - Code 07: Includes domestic workers living in the household, including maids, cooks, drivers, security guards. To be included as per national relevance when a concept of “household dwelling” is used, which considers all persons living in a housing unit as belonging to the same household.
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DEM_BTH

DATE OF BIRTH

Day, month and year when the person was born, expressed in Gregorian calendar.

Response options

YYYY

(DEM_BTH_YEAR WHERE YYYY=1900-CURRENT YEAR, 9997 FOR DON'T KNOW)

Month (select from list)

(DEM_BTH_MONTH WHERE MONTH=1. JANUARY...12. DECEMBER, 97)

Day

(DEM_BTH_DAY WHERE DD = 01-31,97)

Purpose

- To determine the age of the person

National adaptation and implementation

- The type of calendar used should be adapted to national circumstances to facilitate reporting of the date of birth.
 - To reduce age reporting errors, where appropriate, it may be useful to train interviewers to request the respondent to retrieve the birth certificates or any other official documentation that may contain the date of birth of household members.
 - If the person cannot recall the day of birth, record the month and year
 - If the person cannot recall the month and year of birth, then a question on age in completed years can be used as a way to reduce the extent of missing age information. A direct question on age, however, tends to be subject to various problems of reporting, including rounding and deliberate misreporting. Thus, it should be used only as a recovery strategy.
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DEM_AGE	AGE Age of the person at last birthday, expressed in complete solar years. Response options 0-100 Purpose - To determine the age of the person National adaptation and implementation - Recommended only for persons who cannot recall the month and year of birth. - Optional question to be included as per national context, if it is expected that selected groups are unlikely to recall the exact month and year of birth. - For children under one year of age, record "00". - Note that for those who do provide sufficient information in DEM_BTH the variable DEM_AGE will be calculated so that it can be used in subsequent filtering of the working age population.
DEM_MRT	MARITAL STATUS Status of the respondent in relation to the marriage laws or customs of the country at the time of the survey. Response options 01 SINGLE / NEVER MARRIED 02 MARRIED OR COHABITING 04 SEPARATED 05 DIVORCED 06 WIDOWED Purpose - As background information. To support disaggregation and analysis of outcomes by marital status National adaptation and implementation - Code 01 refers to persons never married nor in a cohabiting relationship at the time of the survey. - Code 02 includes persons legally married. It also includes persons contractually married but not yet living together. Also includes customary unions, such as registered unions and cohabiting partnerships. The category can be split into 02 MARRIED and 03 COHABITATING depending on national context. Additional response options may be included to separately identify specific marital arrangements such as polygamous or polyandrous marital status. - Code 04 includes legally and de facto separated.

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- Code 05 refers to persons legally divorced. Persons divorced who, at the time of the survey are re-married or in a new cohabiting relationship should be recorded in categories 02 or 03 as appropriate.
 - Code 06 refers to persons who have lost their spouse through death and are not re-married nor in a new cohabiting relationship at the time of the survey.
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DEM_EDL

EDUCATION LEVEL

Highest level of education successfully completed in the educational system of the country where the education was received.

Response options

- 01 [NEVER ATTENDED SCHOOL]
- 02 [LESS THAN PRIMARY]
- 03 [PRIMARY]
- 04 [LOWER SECONDARY]
- 05 [UPPER SECONDARY]
- 06 [POST SECONDARY NON-TERTIARY]
- 07 [TERTIARY]

Purpose

- To provide background information on the highest broad level of education successfully completed. To support disaggregation by broad level of education attained.

National adaptation and implementation

- Asked only of persons aged 5+ years.
 - Response options should be adapted to fit the country's education system, taking into account possible changes in the structure of the education system that may have taken place over time to enable reporting by different age groups of the population.
 - Pending on national household survey practice, information on the highest level of education successfully completed may be captured instead with a question asking for the last grade or year completed from a given level of education (e.g. *What is the highest grade that (NAME) has completed?*). In this case, response options should include the specific grades for levels with clearly defined grade progression (e.g. Primary, Secondary), but avoid listing specific grades for levels without clearly defined grade progression (e.g. Pre-Primary, Post-Secondary, Tertiary)
 - It is imperative that levels (and grades) are listed using names and references easily understood by respondents rather than analytical categories or official titles that might be more familiar to analysts or policymakers.
 - To enable cross-country comparisons, it is recommended that the response categories included in the survey allow mapping, at minimum, to the first digit of the most recent International Standard Classification of Education (ISCED). The UNESCO Institute for Statistics is the custodian agency for international standards on education statistics. Additional details regarding ISCED and mappings between national education programmes and ISCED are available at: <http://uis.unesco.org/en/topic/international-standard-classification-education-isced>
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DEM_EDF**FIELD OF EDUCATION**

Main subject or area of the highest level of education successfully completed.

Response options

Open-ended text

Purpose

- To provide background information on the field of study completed. To support analysis by broad fields of education.

National adaptation and implementation

- Asked to persons who completed post-secondary non-tertiary education or tertiary education. The target group may be expanded to include persons who completed at least one grade in secondary education, or who attended other organized educational and training programmes at equivalent levels, as per relevance in the national context.
- An open-ended response field is suggested to allow detailed coding during data processing using a national classification of fields of education. Countries which have not developed a standard national classification of fields of education, may adapt the ISCED Fields of Education and Training (ISCED-F) classification to suit the national context.
- A problem may arise in identifying the exact fields of education and training of persons with interdisciplinary or multidisciplinary fields of specialization. In these cases it is recommended that countries identify the major or principal field of education and training of those with multidisciplinary specialization.
- To enable cross-country comparisons it is recommended that a correspondence be established between the national classification and ISCED-F to allow mapping, at minimum, to the first digit of the classification (broad field level).
- The UNESCO Institute for Statistics is the custodian agency for international standards on education statistics. Additional details regarding ISCED-F are available at: <http://uis.unesco.org/en/topic/international-standard-classification-education-isced>

DEM_EDC**CURRENT SCHOOL ATTENDANCE**

De facto regular attendance in the current school year or cycle at any regular accredited educational institution or programme, public or private, for organized learning at any level of education.

Response options

1 Yes

2 No

Purpose

- To serve as background information for analysis purpose, in particular for identification of young persons not in education and not in employment (i.e. NEET)

Implementation guidelines

- The question is asked only of persons in a target age range, generally between 5 and 29 years.
- The lower age limit may be lowered to 3+ years when there is interest in capturing pre-school attendance, as relevant in the national context. In such cases, the question wording should also include reference to “pre-school” to reduce possible underreporting (e.g. Is (NAME) currently attending school (or pre-school)?).
- The upper age limit may also vary depending on the national education system and national definitions used to identify the youth population. For international comparisons, the upper age limit for this question should not be set lower than 29 years of age.
- Code 1 includes persons attending any regular accredited educational institution or programme, public or private on a full-time or part-time basis. It also includes persons not attending school during the data collection period due to short term illness, vacation, holidays, etc. but who were nonetheless regularly attending school in the current school year or cycle. Also included under code 1 are students who are in regular education but are on holidays between school cycles.
- When the aim is also to produce indicators on school attendance, and for surveys conducted over a data collection period spanning more than one school year, the question may be reformulated to make explicit reference to the school year (e.g. “Did (NAME) attend school at any time during the YYYY-YYYY school year?”)

DEM_APP

CURRENT PARTICIPATION IN UNPAID APPRENTICESHIPS AND SIMILAR WORK-PLACE TRAINING

Participation in the last 4 weeks in unpaid apprenticeships, internships and similar work-place training

Response options

- 1 Yes
- 2 No

Purpose

- To serve as background information for analysis purposes
- Necessary for identification of young persons not in employment, education or training (i.e. NEET)

Implementation guidelines

- The question is asked only of persons in a target age range, generally between 15 and 29 years.
 - It includes unpaid formal, informal or traditional apprenticeships, internships, traineeships or other similar programmes, when the training takes place in a work environment, as part of the production process of a market or non-market economic unit.
 - It excludes participation in apprenticeships, internships, traineeships when the trainee receives payment for the work done or hours worked or when it takes place within the context of a family business. It also excludes periods of probation associated with the
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start of a paid job, general on-the-job or life-long learning in employment, and training periods in the context of volunteering or learning-by-doing in own-use production work.

- Depending on the national context, unpaid trainees may receive education stipends or grants, or other incentives or allowances in cash or in kind to facilitate their participation in the training programme. Guidance should be provided to interviewers to facilitate identification of persons participating in unpaid apprenticeships and similar work-place training, even when receiving stipends or education grants, from those employed as paid apprentices.

DEM_TRN

CURRENT PARTICIPATION IN NON-FORMAL EDUCATION

Participation in the last 4 weeks in non-formal education outside the work-place to develop specific skills.

Response options

- 1 Yes
- 2 No

Purpose

- To serve as background information for analysis purposes.
- Necessary for identification of young persons not in employment, education or training (i.e. NEET)

Implementation guidelines

- The question is asked only of persons in a target age range, generally between 15 and 29 years.
- “Non-formal education” covers all organised learning activities offered by an education provider outside formal education (i.e. non-formal education and training). It is an addition, alternative and/or a complement to formal education within the process of lifelong learning. It may be short in duration and/or low intensity, and it is typically provided in the form of short courses, workshops or seminars. Non-formal education mostly leads to qualifications that are not recognized as formal qualifications by the relevant national educational authorities or to no qualifications at all.
- Depending on the national context, non-formal education can cover programmes contributing to adult and youth literacy and education for out-of-school children, as well as programmes on life skills, work skills, and social or cultural development. It can include training in a workplace to improve or adapt existing qualifications and skills, training for unemployed or inactive persons, as well as alternative educational pathways to formal education and training in some cases. It can also include learning activities pursued for self-development and, thus, is not necessarily job-related.

MODULE MIG: INTERNATIONAL MIGRATION STATUS

Module MIG covers basic characteristics needed to capture international migration status as a background characteristic. It captures country of birth, date of most recent arrival to live in the country, reason for moving to live in the country, and country of citizenship. The module is designed to support disaggregation of labour force data by native- and foreign-born status; nationals and foreigners; recent and long-term migrants; and for disaggregation of the foreign-born population by country or region of origin, and by main reason for migration (employment and non-employment related reasons). The module does not cover return migration, short-term international labour migration, internal migration, nor remittances. Inclusion of this module in the survey does not guarantee that estimates of key indicators by international migration status can be produced with sufficient level of precision. Assessment of the survey sample design and size is needed prior to implementing the module.

QUESTION ID	DESCRIPTION AND GUIDELINES
MIG_BTH	NATIVE BORN STATUS Respondent was born in survey Country Response options 01 YES 02 NO Purpose - To identify persons born in the country where the survey is taking place - Necessary for disaggregation by Native-born and Foreign-born status and for the identification of international migrants. National adaptation and implementation - The question is asked of all household members - To identify the native born population, all persons actually born in the country where the survey is taking place (survey country) should be recorded as such, regardless of the mother's place of residence at the time of the birth, or their legal status in the country. - When the boundaries of a country have changed over time, the country of birth should refer to the national boundaries existing at the time of the survey. - Merging of questions MIG_1 and MIG_2 is not recommended, as this can impact the quality of the data, in particular as MIG_2 may be more prone to Don't Know answers. At a minimum separate inclusion of MIG_1 in the survey will enable to distinguish between the native-born and foreign-born population.
MIG_BTH_CNTY	COUNTRY OF BIRTH FOR FOREIGN-BORN Country of birth for foreign-born respondents Response options Open-ended text

Purpose

- To identify the country of birth of foreign-born respondents
- Useful for analysis of the foreign-born population by country of birth

National adaptation and implementation

- The question is asked only of persons not born in the country where the survey is taking place (survey country)
- For purposes of measuring international migration and to identify the foreign-born population, “country of birth” should refer to the country in which the birth actually took place, and not the country of residence of the mother at the time of the birth.
- When the boundaries of a country have changed over time, the country of birth should refer to the national boundaries existing at the time of the survey.
- For data quality purposes it is recommended to include a full pre-coded list of country names. Use of a mixed list of selected country names and regions or sub-regions can result in miss-classification of countries of origin during data collection. Aggregation of countries into regions or sub-regions should be carried out during the data dissemination stage, as per national relevance and taking into account the quality of the data.

MIG_LARR_DATE DATE OF LAST ARRIVAL TO COUNTRY

Year and month of last arrival to survey country

Response options

MM.YYYY

Where MM = 01-12, 97; and YY=1900-CURRENT YEAR, 9997

Purpose

- To distinguish between recent and long-term migrants
- Enables derivation of the age at migration to the country
- Supports analysis by duration since last arrival

National adaptation and implementation

- The question is asked only of foreign-born respondents
 - Last arrival refers to the “last” time the respondent moved to the survey country with the intention to reside there. Short international trips undertaken by the respondent after moving to the survey country (e.g. family visit, vacation, etc.) should not be taken into consideration. Internal moves within the survey country should also not be taken into consideration.
 - Month and year of arrival are needed to compute duration since last arrival in completed years. When respondents do not know or do not recall the month of arrival, it is still important to capture the year of arrival at a minimum. This is preferable to asking for number of years living in the country, as the latter can be subject to misreporting.
-

- The information on year of “last” arrival is generally more relevant for countries where people migrate into more than once, whether at different life stages or in a circular way such as for work.
- When the main interest is to use the duration since arrival as a proxy to assess issues related to the adjustment of migrants to local labour, housing markets and society in general, countries may, in addition, add a question to capture the date of first arrival to the country.

MIG_LARR_DUR DURATION SINCE LAST ARRIVAL TO COUNTRY

Response options

- 01 Less than 12 months
- 02 One year to less than 5 years
- 03 Five years to less than 10 years
- 04 Ten years or more

Purpose

- To recover information when the respondent is unable to provide the year of last arrival
- To distinguish between recent and long-term migrants
- Enables derivation of the age at migration to the country
- Supports analysis by duration since last arrival

National adaptation and implementation

- The question is asked only of foreign-born persons who could not provide the year of last arrival
- Last arrival refers to the “last” time the respondent moved to the survey country with the intention to reside there. Short international trips undertaken by the respondent after moving to the survey country should not be taken into consideration. Internal moves within the survey country should also not be taken into consideration.

MIG_REAS MAIN REASON FOR MOVING

Main reason for moving to survey country

Response options

- 01 TO TAKE UP A JOB
 - 02 JOB TRANSFER
 - 03 TO LOOK FOR WORK, CLIENTS
 - 04 TO STUDY
 - 05 MARRIAGE
 - 06 FAMILY MOVED/JOINING FAMILY
 - 07 MEDICAL TREATMENT, HEALTH
 - 08 CONFLICT, INSECURITY, NATURAL DISASTER
 - 09 LIFESTYLE, COST-OF-LIVING
 - 10 OTHER SPECIFY
-

Purpose

- Supports analysis of reasons for migration into survey country
- To separately identify migrants who moved for employment-related reasons

National adaptation and implementation

- The question is asked only of foreign-born respondents
- Answers should be recorded as self-declared by the respondent. Only one main reason should be recorded. When the respondent mentions more than one reason, interviewers should be trained to probe for the main reason.
- Response options 01-03 cover employment-related reasons
- Code 01 covers cases where the respondent moved to start a paid job that had already been arranged before departure from the country of previous residence
- Code 02 covers international employee transfers. That is persons who were already in employment in the country of previous residence and who were transferred to the survey country by their organization, regardless of whether the request for transfer was initiated by the respondent or the employer organization, as well as self-employed persons with businesses already established in the survey country.
- Code 03 covers persons who moved with the main intention to seek a paid job, regardless of whether the respondent actually found a job or not upon arrival to the survey country. It also covers persons who moved with the main intention of starting their own business in the survey country, regardless of whether the respondent actually started a business upon arrival.
- Code 04 refers to moves for education purposes, whether the person was already enrolled in an education programme or planning to apply to education programmes. It includes formal education programmes (high school, university, etc) and non-formal education programmes, such as language courses, or training in specific skills.
- Code 05 covers international moves for the purpose of marriage or cohabitation.
- Code 06 covers cases of family reunification, to be close to family, or following a family move in the case of children.
- Code 07 covers cases related to health, such as to seek medical treatment or alleviate an existing medical condition
- Code 08 covers cases of involuntary displacement in the face of an imminent threat whether natural or human-made, for example: war; violence; natural disasters such as earthquakes, floods, drought; persecution for religious, political or other reasons.
- Code 09 covers moves for personal reasons related to lifestyle, including retirement, lower-cost of living, leisure
- Code 10 covers all other reasons

MIG_CTZ**FOREIGNER STATUS**

Whether the respondent is a citizen of the survey country or of another country

Response options

- a. SURVEY COUNTRY
 - b. Another country
-

c. STATELESS

Purpose

- To distinguish between the national and foreigner population
- Support analysis by legal rights to employment in the survey country

National adaptation and implementation

- The question is asked of all respondents
- Multiple answers may be chosen, to capture persons with multiple citizenships
- Country of citizenship is defined as the country an individual is a citizen of and with which the individual enjoys a particular legal bond, acquired by birth, naturalization, marriage or some other mechanism
- Care should be taken when translating the question to national languages. Depending on context, it is not recommended to use wording such as: Is (NAME) a “national” of... as this may be misinterpreted as referring to ethnic group identity or ancestry.
- The STATELESS category should not be read aloud by interviewers. STATELESS refers to a person who is not considered as a national (citizen) by any State under the operation of its law. The category may apply to native or foreign born persons.

MIG_CTZ_CNTY COUNTRY OF CITIZENSHIP

Country of citizenship

Response options

Open-ended text

997 DON'T KNOW

Purpose

- To capture the country(ies) of citizenship of respondents
- Supports analysis of the foreigner population by country of citizenship

National adaptation and implementation

- The question is asked only of persons who report being citizens of a country other than (or in addition to) the survey country
- Multiple countries may be selected, to capture persons with multiple citizenships
- Country of citizenship is defined as the country an individual is a citizen of and with which the individual enjoys a particular legal bond, acquired by birth, naturalization, marriage or some other mechanism.
- Care should be taken when translating the question to national languages. Depending on context, it is not recommended to use wording such as: Which country is (NAME) a “national” of... as this may be misinterpreted as referring to ethnic group identity or ancestry.
- For data quality purposes it is recommended to include a full pre-coded list of country names. Use of a mixed list of selected country names and regions or sub-regions can result in miss-classification of countries during data collection. Aggregation of

countries into regions or sub-regions should be planned during the data dissemination stage, as per national relevance and taking into account the quality of the data.

- Use of pre-coded as adjectives (British, French) rather than as country names is not recommended, since some of those adjectives are also used for ethnic group identification and may not correctly capture the country where the person enjoys citizenship rights.
-

MODULE DIF: DISABILITY STATUS

Module DIF covers the six essential questions to capture disability status as a background characteristic. It captures the degree of difficulty with six core functional domains (seeing, hearing, walking, cognition, self-care and communication) as per the latest recommendations of the Washington Group on Disability Statistics (as of the publication of this document). The full set of recommendations and guidelines of the Washington Group on Disability Statistics are available at: <http://www.washingtongroup-disability.com/publications/implementing/>

The module is designed to support disaggregation of labour force data by disability status. Thus it is restricted to persons of working age, as set in the national context. Inclusion of this module in the survey however does not guarantee that estimates of key labour force indicators by disability status can be produced with sufficient level of precision. Assessment of the survey sample design and size is needed prior to implementing the module.

The module is not adequate to capture disability among children. Where there is interest in capturing disability among children, a separate dedicated module as recommended by UNICEF, should be considered (see: <https://data.unicef.org/resources/module-child-functioning/>).

QUESTION ID	DESCRIPTION AND GUIDELINES
DIF_INTRO	Purpose - To inform the respondent that the next set of questions have a health context National adaptation and implementation - Interviewers should be trained to read aloud this statement. Skipping the introductory statement may impact the interpretation of the questions and thus the identification of persons with disabilities. - Care should be taken when translating the introductory statement to national languages. In particular, it is important that the introductory statement does not include the term “disability” or similar terms as these can be sensitive (may carry shame or stigma) and may be easily misinterpreted. - The phrase “because of a health problem” is instrumental in setting the right context for the interpretation of the question in the module, else respondents might associate their answers with issues related to, for example, child development or ageing. - The introductory statement should remain in the present tense without reference to a particular reference period.
DIF_SIGHT	DIFFICULTY SEEING Whether the respondent has difficulty seeing Response options 01 No, no difficulty 02 Yes, some difficulty 03 Yes, a lot of difficulty

04 Cannot do it at all

Purpose

- To identify persons who have vision difficulties or problems seeing even when wearing glasses (if they wear glasses)

National adaptation and implementation

- The question should be asked of all members of working age.
- Interviewers should be trained to read the list of response options in full before requesting an answer from the respondent.
- “Seeing” refers to an individual using his/her eyes and visual capacity in order to perceive or observe what is happening around them.
- “Even when wearing glasses” refers to difficulty seeing with glasses if the respondent has, and uses, them – NOT how vision would be if glasses, or better glasses, were provided to one who needed them.
- Included are problems:
 - seeing things close up or far away, and
 - seeing out of one eye or only seeing directly in front but not to the sides.
- Any problem with vision that the respondent considers a problem should be captured.

DIF_HEAR

DIFFICULTY HEARING

Whether the respondent has difficulty hearing

Response options

- 01 No, no difficulty
02 Yes, some difficulty
03 Yes, a lot of difficulty
04 Cannot do it at all

Purpose

- To identify persons who have some hearing limitation or problems of any kind with their hearing even when using a hearing aid (if they wear a hearing aid).

National adaptation and implementation

- The question should be asked of all members of working age.
 - Interviewers should be trained to only read the list of response options if the respondent cannot recall the scale based on the previous question.
 - “Hearing” refers to an individual using his/her ears and auditory (or hearing) capacity in order to know what is being said to them or the sounds of activity, including danger that is happening around them.
 - “Even if using a hearing aid” refers to difficulty hearing with a hearing aid if the respondent has, and uses, that device – NOT how hearing would be if hearing aids, or better hearing aids, were provided to one who needed them.
 - Where use of hearing aids is rare the phrase “even if using a hearing aid” may be deleted from the question formulation.
-

- Included are problems:
 - hearing in a noisy or a quiet environment,
 - distinguishing sounds from different sources, and
 - hearing in one ear or both ears.
- Any difficulty with hearing that is considered a problem should be captured

DIF_MOBI DIFFICULTY WALKING

Whether the respondent has walking or climbing

Response options

- 01 No, no difficulty
- 02 Yes, some difficulty
- 03 Yes, a lot of difficulty
- 04 Cannot do it at all

Purpose

- To identify persons who have some limitation or problems of any kind getting around on foot.

National adaptation and implementation

- The question should be asked of all members of working age.
- Interviewers should be trained to only read the list of response options if the respondent cannot recall the scale based on the previous questions.
- “Walking” refers to the use of lower limbs (legs) in such a way as to propel oneself over the ground to get from point A to point B. The capacity to walk should be without assistance of any device (wheelchair, crutches, walker etc.) or human. If such assistance is needed, the person has difficulty walking.
- Included are problems:
 - walking short (about 100 yards/meters) or long distances (about 500 yards/meters),
 - walking any distance without stopping to rest is included, and
 - walking up or down steps.
- Difficulties walking can include those resulting from impairments in balance, endurance, or other non-musculoskeletal systems, for example blind people having difficulty walking in an unfamiliar place or deaf people having difficulty climbing stairs when there is no lighting.
- Any difficulty with walking (whether it is on flat land or up or down steps) that is considered a problem should be captured.

DIF_CONC DIFFICULTY CONCENTRATING

Whether the respondent has difficulty remembering or concentrating

Response options

- 01 No, no difficulty
 - 02 Yes, some difficulty
-

03 Yes, a lot of difficulty

04 Cannot do it at all

Purpose

- To identify persons who have some problems with remembering or focusing attention that contribute to difficulty in doing their daily activities.

National adaptation and implementation

- The question should be asked of all members of working age.
- Interviewers should be trained to only read the list of response options if the respondent cannot recall the scale based on the previous questions.
- “Remembering” refers to the use of memory to recall incidents or events. It means the individual can bring to mind or think again about something that has taken place in the past (either the recent past or further back). With younger people, remembering is often associated with storing facts learned in school and being able to retrieve them when needed. Remembering should NOT be equated with memorizing or with good or bad memories.
- “Concentrating” refers to the use of mental ability to accomplish some task such as reading, calculating numbers, learning something. It is associated with focusing on the task at hand in order to complete the task.
- Included are:
 - problems finding one’s way around, being unable to concentrate on an activity, or forgetting one’s whereabouts or the date, and
 - problems remembering what someone just said or becoming confused or frightened about most things.
- Any difficulty with remembering, concentrating or understanding what is going on around them that they or family members (if the family member is the respondent) consider a problem should be captured.
- Note that difficulties remembering or concentrating because of common everyday situations such as high workload or stress, or as a result of substance abuse are excluded.

DIF_CARE

DIFFICULTY SELF-CARE

Whether the respondent has difficulty with self-care

Response options

01 No, no difficulty

02 Yes, some difficulty

03 Yes, a lot of difficulty

04 Cannot do it at all

Purpose

- To identify persons who have some problems with taking care of themselves independently

National adaptation and implementation

- The question should be asked of all members of working age.
- Interviewers should be trained to only read the list of response options if the respondent cannot recall the scale based on the previous questions.
- “Washing all over” refers to the process of cleaning one’s entire body (usually with soap and water) in the usual manner for the culture. The washing activity includes cleaning hair and feet, as well as gathering any necessary items for bathing such as soap or shampoo, a wash cloth, or water.
- “Dressing” refers to all aspects of putting clothing or garments on the upper and lower body including the feet if culturally appropriate.
- Included are the acts of gathering clothing from storage areas (i.e. closet, dressers), securing buttons, tying knots, zipping, etc.

DIF_COMM DIFFICULTY COMMUNICATING

Whether the respondent has difficulty communicating

Response options

- 01 No, no difficulty
- 02 Yes, some difficulty
- 03 Yes, a lot of difficulty
- 04 Cannot do it at all

Purpose

- To identify persons who have some problems with talking, listening or understanding speech such that it contributes to difficulty in making themselves understood to others or understanding others.

National adaptation and implementation

- The question should be asked of all members of working age.
- Interviewers should be trained to only read the list of response options if the respondent cannot recall the scale based on the previous questions.
- “Communicating” refers to a person exchanging information or ideas with other people through the use of language.
- Communication difficulties can originate in numerous places in the exchange process. It may involve mechanical problems such as hearing impairment or speech impairment, or it may be related to the ability of the mind to interpret the sounds that the auditory system is gathering and to recognize the words that are being used or an inability of the mind to compose a sentence or say a word even when the person knows the word and sentence.
- Included is the use of the voice for the exchange or using signs (including sign language) or writing the information to be conveyed.
- Included are problems making oneself understood, or problems understanding other people when they speak or try to communicate in other ways.
- NOTE: Difficulty understanding or being understood due to non-native or unfamiliar language is NOT included.

MODULE HLL: HOUSEHOLD SOURCES OF LIVELIHOOD

Module HLL covers basic information on sources of household livelihood. It identifies all sources of household livelihood in the 12 months preceding the interview date, as well as the main source as self-declared by the household reference person or head. It distinguishes between income from employment and other sources of household income, including remittances, transfers, and production of foodstuff for own final use. The module is to be asked only to the household reference person or head.

QUESTION ID	DESCRIPTION AND GUIDELINES
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HLL_SRC	SOURCES OF LIVELIHOOD IN LAST 12 MONTHS
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Different sources of household livelihood in the last 12 months

Response options

- Income from household farming or fishing
- Income from a household business (other than farming or fishing)
- Income from a paid job (held by a household member or yourself)
- Foodstuff produced by the household from farming, raising animals or fishing
- Money or support from people living abroad
- Support from other households in the country
- Income from properties, investments or savings
- Private or state pension or [\[other Government support\]](#)
- Charity from NGOs or other charitable organisations
- OTHER (SPECIFY)

Purpose

- To capture the different sources of livelihood/support available to the household in the 12 months before the interview date, as basic background characteristic at the household level
- To facilitate identification of the main source of household livelihood with a follow-up question
- To identify selected sources of household income, including employment-related income, own-use production of foodstuff from agriculture or fishing, remittances, as per national relevance

National adaptation and implementation

- The question should be asked only to the household reference person or head.
- Care should be taken when translating the question to national languages. In particular, the phrase “sources of support” should be understood as covering financial but can include other sources of support such as foodstuff produced by the household for itself or support from other households in the form of gifts, products, etc.
- The question should include explicit reference to the start and end of the 12 month reference period: *“In the last 12 months, starting from [May 2019] up to last month...”*

- Interviewers should be trained to read through each response category, one at a time, and give the respondent time to indicate if that source was received by the household or not, before moving to the next response category.
- The interviewer should mark all the sources received by the household in the last 12 months up to the time of the interview. All members of the household should be considered when identifying the different sources, including transfers from other households.
- Item (a) includes all income received by any household member from the sale of goods produced by a household farm or from fishing
- Item (b) covers all income, in cash or in kind, received by any household member from a household business, including own-account activities in non-agriculture or fishing
- Item (c) includes any income or other pay (including payment in kind) from paid jobs of any household member. This includes any casual or part-time jobs which provided income in the last 12 months.
- Item (d) covers any foodstuff (from agriculture, fishing, animal husbandry produced directly by the household for its own use or consumption. It excludes purchase of food and cooking daily meals. Where “hunting and/or gathering” constitutes part of the livelihood strategies for some households, this should be explicitly included in the item formulation, for example “hunting for wild/bush meat”, “gathering wild mushrooms, tubers, berries”.
- Item (e) includes all remittances received from persons living abroad. This may include money or goods purchased abroad, whether sent or brought in. Persons sending or bringing the remittances may or may not be related to the household.
- Item (f) includes any support provided by other households within the country. Mainly this includes financial support (such as cash loans, cash gifts, payments of alimony or child support, cash inheritances, etcetera from persons living in other households in the country) but it can also include non-financial support that forms part of the livelihood of the household (e.g. products such as foodstuff, clothing, and other essentials).
- Item (g) includes any income from rental of properties, savings or investments, but excludes pensions which are included under code (h).
- Item (h) includes pensions whether private or public and other forms of support from the Government such as unemployment benefits, disability allowances, food stamps etc. Examples of national benefit schemes commonly recognized by the population should be included to improve reporting.
- Item (i) includes the help of charities and non-governmental organisations. This refers to support provided through non-profit organisations rather than directly from other private households which should be included under item (f).

HLL_SMN MAIN SOURCE OF LIVELIHOOD IN LAST 12 MONTHS

Main source of household livelihood in the last 12 months

Response options

- a. Income from household farming or fishing
-

- b. Income from a household business (other than farming or fishing)
- c. Income from a paid job (held by a household member or yourself)
- d. Foodstuff produced by the household from farming, raising animals or fishing
- e. Money or support from people living abroad
- f. Support from other households in the country
- g. Income from properties, investments or savings
- h. Private or state pension [\[or other Government support\]](#)
- i. Charity from NGOs or other charitable organisations
- j. OTHER (SPECIFY)

997=CANNOT SAY

Purpose

- To identify the main source of household livelihood in the 12 months before the interview date, as basic background characteristic at the household level
- To identify household relying on selected sources of household income as primary source, including employment-related income, own-use production of foodstuff from agriculture or fishing, remittances, as per national relevance

National adaptation and implementation

- The question should be asked only to the household reference person or head.
 - The question should be asked only when multiple sources of household support have been reported in the previous question.
 - Only the response items reported in the previous question should be asked.
 - Interviewers should be trained to read the selected response items only if needed.
 - Code 997 should be used only where a respondent is unable to identify a single MAIN source.
 - Care should be taken when translating the question to national languages. In particular, the phrase “source of support” should be understood as covering financial but can include other sources of support such as foodstuff produced by the household for itself or support from other households in the form of gifts, products, etc.
 - For a description of the item categories see **HLL_1**.
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MODULE 1: RESPONDENT STATUS (RSP)

Module 1 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_AVAIL	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 Implementation guidelines • 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_DIR	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 Implementation guidelines

- 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_PPNO 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

Implementation guidelines

- 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_REL 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

Implementation guidelines

- 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
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- 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
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MODULE 2: EMPLOYED, AT WORK (ATW)

Module 2 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_PAY	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 Implementation guidelines • 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_PFT
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

Implementation guidelines

- 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 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
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additional terms “*farming or other activity to generate an income*” in the question is important to limit possible underreporting of self-employment activity.

- Examples [*making things for sale, growing produce for sale, buying and reselling things, provided services for pay, raising animals or catching fish for sale*] 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_FAM**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

Implementation guidelines

- 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 3: TEMPORARY ABSENCE FROM EMPLOYMENT (ABS)

Module 3 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 2). 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_JOB	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 Implementation guidelines • 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_WHY	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.

Implementation guidelines

- 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 recoded as Code 10.
- 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_SEA

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
- Required as part of the sequence to identify persons employed in the short reference period

Implementation guidelines

- 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.

ABS_DUR

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

Implementation guidelines

- 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_PAY

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

Implementation guidelines

- 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.
-

MODULE 4: AGRICULTURAL WORK AND MARKET ORIENTATION (AGF)

Module 4 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 Module; (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 4, the survey should also include modules 08 and 10 which cover own use production of different goods.

QUESTION ID	DESCRIPTION AND GUIDELINES
AGF_CHK	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. Implementation guidelines

- 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_ANY

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.

Implementation guidelines

- 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_MKT

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

97 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).

Implementation guidelines

- 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_HIS

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.

Implementation guidelines

- 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_HIR

Employee relationship in agricultural/fishing work

Whether the respondent was hired by someone else to do the work in farming/fishing

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)

Implementation guidelines

- 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_GDS

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

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.

Implementation guidelines

- 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_DYS

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

Implementation guidelines

- 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_HRS

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

Implementation guidelines

- 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.
-

MODULE 5: MULTIPLE JOB HOLDING AND CHARACTERISTICS OF MAIN JOB (MJJ)

Module 5 is asked of all respondents who have been identified as employed based on previous questions. 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_MULT	Multiple job holding Person holding one or more than one job(s) / business(es). Response categories 01 NO, ONLY ONE JOB/BUSINESS 02 YES, MORE THAN ONE JOB/BUSINESS Purpose • To identify multiple-job holders • To identify respondents who will have to provide information about a second job Implementation guidelines • 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_INTRO	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.

Implementation guidelines

- 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_OCC_TLE **Occupation in main job (occupational title and main tasks and duties)**

MJJ_OCC_MTD Occupation in the main job / business.

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.

Implementation guidelines

- 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'.
- The second piece of information is the 'Main tasks and duties'.
- The information is needed to assign a code based on the ISCO-08 (or national occupation) classification
- 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_EMP_REL **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-18).

Implementation guidelines

- 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_CFW_CHK**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).

Implementation guidelines

- 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_CFW_INC

Decision making on income of business

Participation in decisions about how the income earned from the household or family business is used

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 further assess participation in decision making within the family business.
- This question is not used to assign the status in employment ICSE18 – it is supplementary information on decision making roles that can be used for analytical purposes.

Implementation guidelines

- Only asked of respondents who work in a household or family business.
- This refers to usual decision making about income of the business such as using the income to pay salary to the business owners, pay for household expenses, reinvesting in the business, etc.

MJJ_HIRES

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).
-

Implementation guidelines

- 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_REM_TYP**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.

Implementation guidelines

- 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.
 - Code (b) refers to payments received specifically linked to the outputs produced, e.g. an amount per unit finished or service provided – but not linked directly to the amount of time worked, e.g. a hairdresser who is paid per hair styling service provided at a fixed rate regardless of the amount of time required.
 - Code (c) refers to payments which are typically based on a percentage of a value – most typical in sales occupations, for example being paid 5% of the value of completed sales.
 - Code (d) Are voluntary payments received directly from customers
 - Code (e) Are payments that are typically for longer terms tasks or for professional services, e.g. the types of payments that may be received by people providing legal advice or consultants.
 - Codes (f) and (g) refer to different types of payment in kind, i.e. where non-monetary payments are received for the work performed.
 - 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).
 - Payments in kind, i.e. where non-monetary payments are received, are asked about in another question and should not be recorded here.
-

MODULE 6: CORE CHARACTERISTICS OF THE ECONOMIC UNIT (MJU)

- The module captures basic characteristics of the economic unit where the main job is located, such as the institutional sector, branch of economic activity, establishment size and type of workplace.
- To be asked to all persons employed in the reference week.
- It is part of the minimum required sequence of questions on characteristics of the main job.

QUESTION ID	DESCRIPTION AND GUIDELINES
MJU_INS	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 Implementation guidelines • 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). • For persons who work in their own business or in a business run by a family member, only response categories 2 and 3 will appear, given that the institutional sector for them is the private sector. • 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.

MJU_REF

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 NO

03 PRIVATE HOUSEHOLD AS A DOMESTIC WORKER

97. DON'T KNOW

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

Implementation guidelines

- 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.

MJU_NAM

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

Implementation guidelines

- 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.

MJU_MAC

Industry in main job

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

Response categories

Open-ended responses

Implementation guidelines

- 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).

Implementation guidelines

- To aid in coding, interviewers should be trained to record 2 pieces of information. The first piece of information is the 'Main activity' (5.6), the second is the main 'goods or services' produced (5.6a). This is then used to assign a code according to the ISIC or national equivalent classification (5.6b).
- 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.

MJU_SIZ

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 Equal to or more than 50

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.
- 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.

MJU_PLC

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

Implementation guidelines

- 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.
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- 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.
-

MODULE 7: JOB TENURE (MJT)

- The module captures the duration of employment in the economic unit where the person has his/her main job.
- To be asked to all persons employed in the reference week.
- The module requires inclusion of the module on the core characteristics of the main job (MJJ)

QUESTION ID	DESCRIPTION AND GUIDELINES
MJT_SYR	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 Implementation guidelines • 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.
MJT_SMO	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

Implementation guidelines

- See notes for year commenced
-

MODULE 8: CORE CONTRACT CHARACTERISTICS (MJC)

- The module captures basic characteristics of the employment contract, including type of contract, and duration
- It is part of the sequence of questions needed to capture detailed information on status in employment as per the 2018 International Classification of Status in Employment (ICSE-2018).
- For persons who self-reported working as employees or apprentices in their main job family workers receiving some form of pay (excluding tips).
- May be combined with the module MCD to capture more detailed contract characteristics

QUESTION ID	DESCRIPTION AND GUIDELINES
MJC_CONTRA	Existence of contract Whether the respondent has a written contract or oral agreement with their employer. Codes 01 YES, WRITTEN CONTRACT 02 YES, ORAL AGREEMENT 97 DON'T KNOW Purpose • To assess the relationship between the respondent and their employer Implementation guidelines • 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.
MJC_CONOP	Type of agreement/contract The type of contract or agreement held by the respondent. Codes 01 For a specified period of time 02 Until the date a task is completed 03 Permanent or until retirement 04 Ongoing, until further notice 97 DON'T KNOW (NOT READ OUT) Purpose

-
- To identify the type of contact or agreement held between the respondent and their employer.
 - To enable sub-classification of employees by degree of permanency of the contract or agreement

Implementation guidelines

- 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.
- 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.

MJC_TEMPTOTAL

Remaining time on contract

How much longer (do/you/ does NAME) expect to continue working in this job?

Codes

01 LESS THAN A MONTH

02 BETWEEN 1 AND 2 MONTHS

03 MORE THAN 2 MONTHS BUT LESS THAN 3 MONTHS

04 3 TO LESS THAN 6 MONTHS

05 6 MONTHS OR MORE 06 IT IS UNTIL FURTHER NOTICE/NO SPECIFIC AGREEMENT

97 DON'T KNOW

Purpose

- To identify the length of time into the future the contract will last.
- To establish total duration of agreement for those with an oral agreement who said their work in going with no agreed end date
- To assign status in employment which distinguishes between casual and short-term employees and others based on a threshold of 3 months total duration of work (including both past and expected future).

Implementation guidelines

The question is only asked of respondents who have an oral agreement that is "Ongoing, until further notice" or they did not know the length of the agreement (MJC_CONTRA=2 and MJC_CONOP=4 97,) or MJC_CONTRA=97

MJC_TEMP DUR**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.

MCD_TASK SE**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
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	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.
MCD_CONTHRS	Existence of contractual hours Whether the contract or agreement specifies a number of hours of work Codes 01 YES 02 NO Purpose - To identify whether a person has a specified number of hours of work in their contract or agreement - As part of the set of questions to identify people with no minimum agreed hours (zero hours contracts) and contractual hours National adaptation and implementation - This relates to the agreement or contract already reported and whether it specifies a number of hours of work (per week, per day, per month). - 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.
MCD_CONTHRS_NUM	Contractual working hours per week in main job The number of hours stated in the contract or agreement between the employee and their employer Codes 0.5-112.0 HOURS 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 were identified as having a written contract or oral agreement with their employer
MCD_CONMIN	Guaranteed hours or work Whether the agreement with the employer specifies a minimum number of hours. Codes

1 YES

2 NO

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 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.
 - Code 1 covers any kind of written or oral agreement between the respondent and their employer covering the expected working time, whether it be a set number of hours per time-period or a minimum amount of time over the duration of the agreement.
-

MODULE 9: INFORMAL EMPLOYMENT OF EMPLOYEES (MIE)

- The module captures de facto receipt of employment-related benefits among employees
- It is meant to enable the classification of employees by the formal or informal nature of their main job
- The module is aligned with the international standards adopted at the 21st ICLS concerning statistics on the informal economy.
- For persons who self-reported working as employees or apprentices in their main job, and family workers receiving some form of pay (excluding tips).

QUESTION ID	DESCRIPTION AND GUIDELINES
MIE_SOCPRO	Contributions to social insurance by the employer on behalf of the employee 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 Implementation guidelines • Two versions of the question are asked: ○ Employees and trainees are asked “Does (your/NAME’s) employer pay contributions to the [Pension Fund/Health/Unemployment Insurance] for (you/NAME)?” ○ Family workers are asked “Are contributions paid to the [Pension Fund/Health/Unemployment Insurance] for (you/NAME) for doing this work?” • The question should be adapted to reflect the national job-related social security fund(s). • 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. • Code 01 is for all cases where the employer of the respondent is making payments to the pension fund or listed social security fund for the benefit of the respondent. • The question is also asked about second job for those people who have more than one job.
MIE_SOCPRO_SELF	Payment of social contributions for oneself Whether the individual themselves pays contributions to their own social security Codes 01 YES 02 NO 97 DON'T KNOW Purpose

- To establish whether voluntarily contributions to social insurance are made by employees.
- Part of assessing formality/informality for dependent contractor
- To support analysis of informality in employment and job-related benefits

Implementation guidelines

- Asked to all self-declared employees where the employer does not contribute to social insurance on the behalf of the employee and who do not receive a wage or salary as payment for their work.
- In some countries, workers in employment for profit (including independent workers and dependent contractors) have the possibility to register voluntarily to get access to some coverage of social insurance.
- This refers to job related schemes specifically – not general schemes open to everyone as the intention is to identify that the job is formally recognised.
- The voluntary members decides when to pay, how many times they want to pay and how much they want to pay. The frequency and amount of the contributions will impact on the degree of coverage of formal arrangements.
- In case the respondent asks for a reference period to be able to assess if they have paid contributions then a **reference period of 12 months can be used**.
- If the respondent is not aware of the national fund(s) then **code 97**.

MIE_PVACLV

Ability to take paid annual leave

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

Codes

- 1 YES
- 2 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'.

MIE_PSCKLV

Ability to take paid sick leave

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

Codes

- 1 YES
- 2 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.
-

MODULE 10: INDEPENDENT WORKER RELATIONSHIP (MJI)

- The module serves to identify dependent contractors among the persons who self-declare as independent workers.
- It is part of the sequence of questions needed to capture detailed information on status in employment as per the 2018 International Classification of Status in Employment (ICSE-2018).
- For persons with a self-reported independent employment relationship in their main job.
- Requires inclusion of the module on the core characteristics of the main job (MJJ).
- It is to be used together with the module on Legal organization of the economic unit (MJL).

QUESTION ID	DESCRIPTION AND GUIDELINES
MJD_SINGLE_CLIENT	Main client Whether the respondent relies on a main client for more than half of the income of the business Codes 01 One single client/customer 02 Multiple clients/customers 03 Have not had any clients yet Purpose • To establish if the respondent is dependent on a main client for a large part of the income generated by the enterprise • Used to identify dependent relationships as part of the definition of dependent contractors • Used to direct respondents to further questions identifying dependent contractors Implementation guidelines • The question is intended only for respondents who self-identify as operating their own business and that do not have any regular employees as well as for contributing family workers, that takes part of the decision making and where the family business do not have any regular employees. • Respondents might perceive the term “clients” differently. For example a respondent that receives the customers through an intermediary might either perceive the intermediary as the client or the customers as the clients. The sequence of questions are design to deal with these situation. The respondents perception of who the client or clients are should therefore be used as a starting point for answering the questions • In case the respondent asks for a reference period to be able to assess whether more than half of the income comes from one single client/customer then a reference period of 12 months can be used. • Code 01 and Code 02 should be read out.

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- Code 03 should **not** be read out
 - Code 01 refers to a situation where the majority of the income generated in the business comes from one single client, customer, person etc.
 - Code 1 should be used independently of whether the respondent still work for the client, as long as one client contributes or have contributed to a majority of the income. It hence covers the situation where the respondent has a main client and is still working for that client and the situation where the respondent have had a main client within the last 12 month, but is now carrying out more minor work for other clients.
 - Code 02 is used for all others with clients where most of the income is not generated by one single client but by multiple clients. This would typically include persons who sells to the public in general,
 - Code 03 is used for people who, for whatever reason, have not had any clients yet. This could for example be due to that the business has just been started.
-

MJD_SOURCE_CLIENT

Source of clients

Whether the respondent gets their customers, clients or buyers through a particular source

Codes

- 01 Yes, all of them
- 02 Yes, most of them
- 03 Yes, but only some of them
- 04 No

Purpose

- To establish if the respondent is dependent on another company for intermediating customers/clients
- Used to identify dependent relationships as part of the definition of dependent contractors
- Used to direct respondents to further questions identifying dependent contractors

Implementation guidelines

- The question is intended only for respondents who in MJD_SINGLE_CLIENT have stated that more than half of the income of the business do not come from a single client/customer.
 - It refers to whether the respondent typically receives their clients through an intermediary/business. This could for example be the case when the respondent uses a platform or application to access customers, or if a third party (person or company) hands out the work or provides the customers to the respondent, for example a hairdresser that rents a chair in a salon and when the salon owner controls the booking of the customers or a person delivering food and uses an application/digital platform to receive the clients and directions for how to drive to them.
 - Code 2 is used when the respondent receives most of the clients from a third party but in addition is able to receive clients through own means.
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- Code 3 is used when the respondent receives some (the minority) of their clients from a third party but in addition has been able to receive most of the clients through own means.
 - The respondents answer should be based on the de-facto situation i.e. the experience of how the respondent in general receives the clients.
-

MJD_SELL_CLIENT

Inputs and outputs

Whether the respondent makes for or sources supplies from only one company

Codes

- a. Make products or provide services for only one company
- b. Sell products or services from only one company
- c. Work with materials or equipment provided by just one company
- d. NONE OF THE ABOVE

Purpose

- To establish if the respondent does their work for one only other company, sell products from one company only or work with materials provided by one single company
- Used to identify dependent relationships as part of the definition of dependent contractors
- Used to direct respondents to further questions identifying dependent contractors

Implementation guidelines

- The question is intended only for respondents who self-identify as operating their own business
 - It is to be asked of respondents who did not already qualify for the dependent contractor status questions based on their answer to previous question(s)
 - The agreements reflected in code a-c can be more or less formalised. It can for example be a written contract that restricts the respondent to use a single supplier, or it can be orally stated that all the products should be sold to one single company.
 - Code a identifies situations where the respondent is selling all the products produced or services provided to one single client. E.g. someone who grows tea but then only sells it to one company. Another example would be a person who makes clothing but sells it all to one other person or company. This is a recovery in case this has not been picked up in the previous questions. It also includes situations where the person works only for one other person.
 - Code b refer to the situation where a responded is selling products received from one single company or services provided through one single company. This would include a franchises where the respondent receives the business model, the products etc. directly from the franchisor or when the respondent receives all the products from the same retailer and where the respondent directly resale the products to the customers. Another example could be a respondent selling services that are defined by another company
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(for example the price, how they should be carried out, a strategy of how they should be sold) and where the respondent is using that company's name to promote the sell.

- Code c refers to the situation that the respondent is receiving the main material input to the production from one single company or the equipment used in the production from one single company. This could include cases such as a homemaker working with manufacturing and that receives the material to be assembled from the same company/person to which the end products are delivered.
- Code d is used if none of the three other categories is applied

MJD_CONTROL

Dependent contractor status

Whether another company/entity controls the activities of the respondent

Dependent contractor status

Whether the respondent is dependent on another company

Codes

- a. The price of the products or services that you offer
- b. The minimum amount of sales or tasks you must complete
- c. The places, routes or areas where you do your work
- d. How to organize the work such as supervising or deciding on working time
- e. The supplier(s) to use
- f. Provide the premises or machines you use
- g. NONE OF THE ABOVE

Purpose

- To establish the level of control over the organisation and value of the work in case there is a dependent relationship:
- Part of the questions for identifying dependent contractors among self-identified self-employed
- Used to determine dependent contractor status (dependent contractor if a, b, c, d, e or f = YES)

Implementation guidelines

- The question is asked only to those of whom a dependent relationship has been identified based on the questions MJD_SINGLE_CLIENT, MJD_SOURCE_CLIENT and MJD_SELL_CLIENT.
- Those respondents that answer 'Yes' to questions a through f will be categorised as dependent contractors.
- The questions include three different formulations i.e. client / company / intermediary / person. The term used should be adapted to the perception and term used by the respondent to create as natural question as possible.
- The different codes all refer to situations where another company or person is controlling the work of the respondent in different ways (for example the way they do the work, the price they sell for).
- The different aspects of control reflected in code 1-5 can be more or less formalised. It can be stated in a written contract or orally stated.
- Code a-f should be read out
- Multi-response with 6 answer categories.
- Mark each category between a-f that applies or g in case of none

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- Code a refers to a situation where the prices of the goods or services is decided by the entity of which the respondent is dependent. This would exclude cases where the price is negotiated, established by law or regulation, set in agreement with partner or co-operator, or if the respondent has multiple products or services and have the capacity to set the price for any of those goods or services
 - Code b covers situations where the entity of which the respondent is dependent have defined a limited amount of sale or number of tasks to achieve within a given time period. To not achieve the set target could activate a financial penalty or a termination of the agreement.
 - Code c refers to a situation when the entity of which the respondent is dependent decides or restricts where the respondent should conduct his or her work. This would include the place of work (a specific office, market etc.), area of work (e.g. at a specific road or in a specific district) or the routes to be taken (e.g. a respondent carrying out delivery service and receives the specific route that has to be taken).
 - Code d reflects when the entity of which the respondent is dependent not only defines what should be produced but also provides instructions on how the products or service should be produced. This could include how the tasks should be carried out or how the work should be prioritised and could also involve some degree of supervision of the work. It also includes cases when the entity decides the working time or schedule.
 - Code e is used when the entity of which the respondent is dependent, restricts or requests the suppliers to use for the material input to the production as part of the agreement.
 - Code f is used when the machinery or equipment used in the production is provided by the entity of which the respondent is dependent. For example, a construction worker that have to use or rent the machinery from the client, or a seamstress that is provided with or have to rent a sewing machine from the client.
Code f is also used when offices, premises or facilities is provided either for free or for a fee by the entity of which they are dependent.
 - Code g is used if none of the above applies.

SPECIAL NOTE:

During testing undertaken during 2022 a shorter set of response categories was assessed giving generally similar results to the longer list shown above. This included only two response categories in place of the 6 shown above. The CAPI questionnaire is programmed using the 6 categories above until such time as further experience in the use of the two categories is gained. If a country chooses to use the 2 category approach the CAPI application should be updated and the correct notes would be those below:

Codes

- a. Set the price of the products or services that you offer
- b. Decide on where, when or how you should carry out your work

- g. NONE OF THE ABOVE

Purpose

-
- To establish the level of control over the organisation and value of the work in case there is a dependent relationship:
 - Part of the questions for identifying dependent contractors among self-identified self-employed
 - Used to determine dependent contractor status (dependent contractor if a, b, = YES)

Implementation guidelines

- The question is asked only to those of whom a dependent relationship has been identified based on the questions MJD_SINGLE_CLIENT, MJD_SOURCE_CLIENT and MJD_SELL_CLIENT.
 - Those respondents that answer 'Yes' to questions a or b will be categorised as dependent contractors.
 - The questions include three different formulations i.e. client / company / intermediary / person. The term used should be adapted to the perception and term used by the respondent to create as natural question as possible.
 - The different codes refer to situations where another company or person is controlling the work of the respondent in different ways (for example the way they do the work, the price they sell for).
 - The different aspects of control reflected in code 1 and 2 can be more or less formalised. It can be stated in a written contract or orally stated.
 - Code a and b should be read out
 - Code a refers to a situation where the prices of the goods or services is decided by the entity on which the respondent is dependent. This would exclude cases where the price is negotiated, established by law or regulation, set in agreement with partner or co-operator, or if the respondent has multiple products or services and have the capacity to set the price for any of those goods or services
 - Code b refers to a situation where the entity on which the respondent is dependent controls aspects of how the work is organized. This can include aspects such as:
 - I. *Where* the work should be taken place: refers to a situation when the entity of which the respondent is dependent decides or restricts where the respondent should conduct his or her work. This would include the place of work (a specific office, market etc.), area of work (e.g. at a specific road or in a specific district) or the routes to be taken (e.g. a respondent carrying out delivery service and receives the specific route that has to be taken)
 - II. *When* the work should be conducted: where the entity on which they depend decides when the work should be carried out, for example within some specific hours of the day, and the respondent do not have the flexibility to adjust or change this duration.
 - III. *How* the work should be conducted: when the entity of which the respondent is dependent not only defines what should be produced but also provides instructions on how the products or service should be produced. This could include how the tasks should be carried out or how the work should be prioritised and could also involve some degree of supervision of the work.
 - Code g is used if none of the above applies.
-

MODULE 11: FORMAL STATUS OF ECONOMIC UNIT (MJL)

- The module includes a single question to capture the legal organization of the economic unit in which the main job is located
- To be asked to all employed persons whose main job is in the private sector
- This module is meant to be combined with other modules on Informal Sector Employment (ISE) and/or detailed status in employment of Independent workers (MJI) and is designed to apply the definitions contained in Resolution I of the 21st ICLS.
- The questions should be adapted to fit the national context

QUESTION ID	DESCRIPTION AND GUIDELINES
MJL_REGI	Registration of the business Whether the business is registered on the 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 Implementation guidelines • Asked to all independent workers, contributing family workers and employees working for a private enterprise or farm • The question should be adapted to reflect the name of the national registration authority. • Being registered would imply a registration of a company name and would be a condition to for example gain legal documents like a certificate of incorporation, a postal address of the enterprise or/and receiving a trade licence • If the respondent is not aware of the national business register then code 97.
MJL_CORP_TYP	Incorporation of the business Whether the business the respondent is working in is incorporated. Codes 1. [Limited liability company (incorporated enterprise)] 2. [General partnership (incorporated enterprise)] 3. [Limited partnership (incorporated enterprise)] 4. [Corporations (incorporated enterprise)] 5. [OTHER INCORPORATED ENTERPRISES [SPECIFY]] 6. [Sole proprietor (i.e. not an incorporated enterprise)] 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).

Implementation guidelines

- The question is asked to all those that have stated that the enterprise is registered in question **MJL_REGI**.
- 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.
- The number and type of response categories should be adapted to the existing national legal forms of enterprises. Any adoption of the question should, however, allow the clear identification of respectively incorporated enterprises (i.e. d enterprises with its own legal identity with a limited liability for the owner(s)) and non-incorporated enterprises (i.e. a different legal form than incorporation). Any changes have to be reflected in the derivation of the hidden variable MJL_CORP.
- Codes 1 to 4: includes those that have an incorporated enterprise. This would be an enterprise that has its own legal identity, and the owner would therefore have a limited liability. In case of for example a loss or dept this would be a loss or dept of the enterprise and not the owner. If the enterprise for example ends in bankruptcy, then any remaining dept would be a dept of the enterprise and the owner would not be personal responsible to pay for the money owned by the enterprise. The owner would however, loose the investments made in the enterprise. Typically, but not necessary, the enterprise would be a shareholding enterprise
- Code 5: If the respondent states a different type of enterprise and the enumeration is not sure whether it should be coded 1 or 2, then code 3 can be used. The enumeration should then note the type of enterprise that has been stated.
- Code 6: Includes “unincorporated enterprises” such as a sole proprietor. This would be enterprises where the owner(s) has full liability. Any profit or loss made from the business would be a direct profit or loss for the owner. If the owner needs to take a loan in relation to the enterprise, then the owner would be personally responsible for the loan, as well as any other debts that might be occurred in the enterprise

MJL_CORP

Incorporation of the business (Hidden Derived Variable)

Whether the business the respondent is working in is incorporated.

Codes

01 INCORPORATED
02 NOT INCORPORATED
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).

Implementation guidelines

- Recoded from question MJL_CORP_TYP. Used for subsequent filters and for the derivation of ICSE and Informal sector.
- Code 1: includes those that have an “incorporated enterprise”, identified through the question MJL_CORP_TYP.
- Code 2: Includes those that have “unincorporated enterprises” such as a sole proprietor, identified through the question MJL_CORP_TYP.

MJL_REGP

Registration of activities with taxation authorities

Whether the respondent has registered their activities for tax purposes.

Response categories

01 YES

02 NO

97 DON'T KNOW

Purpose

- Part of the sequence to assess informality/formality among dependent contractors

Implementation guidelines

- The wording should be modified according to the national context to reference the national tax registration system.
- This is asked of respondents who have been identified as dependent contractors according to ICSE-18 based on earlier questions
- If the respondent hesitates to answer or is uncomfortable to answer, then it could be underlined that the information collected will not be used for any other purposes than for statistical purposes. The aim is just to provide data that describes the situations of the workers in the country.

MIS_BOOK_TYP Complete set of accounts

Type of business accounts kept

Codes

01 A complete set of written accounts for tax purposes

02 Simplified written accounts to be submitted for tax purposes

03 Simplified written accounts not for tax purposes

04 Informal records of orders, sales, purchases

05 No records are kept

97 DON'T KNOW

Purpose

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

Implementation guidelines

- The number and type of response categories should be adapted to national circumstances. In countries where the possibility for keeping “simplified written accounts for tax purposes” does not exist, this category (category 2) can be removed. Any adoption of the question should, however, allow the clear identification of situations that clearly indicates that the enterprise can be considered in the formal sector (are keeping accounts to be submitted for tax). Changes and national specificities have to be reflected in the derivation of the hidden variable MIS_BOOK.
- 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 when accounts are kept for submission to the tax authorities, but the accounts are not completely full accounts I.e., they do not necessary include all aspects such as detailed business balance sheets, registers of all assets, etc. Typically, limited set of accounts for tax purposes would be kept by smaller formal enterprises with few or no employees that has a turnover below a set threshold.
- Code 03 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 04 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 05 captures cases where no records are kept.
- The variable name has a different prefix (MIS_) to the others in this module (MJL_) but it should not be changed.

MIS_BOOK

Complete set of accounts (Hidden Derived Variable)

Type of business accounts kept

Codes

01 YES

02 NO

97 DON'T KNOW

Purpose

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

Implementation guidelines

- Recoded from question MIS_BOOK_TYP. Used for subsequent filters and for the derivation of Informal sector. In some countries, only MIS_BOOK_TYPE = 1 is a clear indication that the business is formal. In other countries, also MIS_BOOK_TYPE = 2 is a clear indication that the business is formal. Countries are expected to adapt the categories of MIS_BOOK_TYP and the recoding of MIS_BOOK according to their national specificities.
- Code 01 refers to types of accounts kept for tax purposes that are a clear indication that the business is formal, as per the national context. Identified through the question MIS_BOOK_TYP.
- Code 02 cover cases where no records are kept, or records may be kept for internal use (a clear indication that the business is informal), as per the national context. Identified through the question MIS_BOOK_TYP. The variable name has a different prefix (MIS_) to the others in this module (MJL_) but it should not be changed.

MIS_SOCPRO_DC**Payment of social contributions for oneself**

Whether the individual themselves pays contributions to their own social security

Codes

01 YES
02 NO
97 DON'T KNOW

Purpose

- To establish whether voluntarily contributions to social insurance are made by dependent contractors
- Part of assessing formality/informality for dependent contractors (in combination with MIE_SOCPRO_SELF)
- To support analysis of informality in employment and job-related benefits

Implementation guidelines

- Asked to all self-declared business operators (or decision making self-declared contributing family members) who are classified as dependent contractors based on MJD_CONTROL.
- The question should be adapted to reflect the national job-related social security system and fund(s). It only refers to job-related schemes – not general schemes open to everyone.
- Countries should include one (or more) job-related statutory social insurances (voluntary or mandatory) covering persons in employment for profit. In some countries, workers in employment for profit (including independent workers and dependent contractors) have the possibility to register voluntarily to get access to some coverage of social insurance.
- The question can be excluded/removed in countries where no such arrangements exist for persons in employment for profit
- The voluntary members decides when to pay, how many times they want to pay and how much they want to pay. The frequency and amount of the contributions will impact on the degree of coverage of formal arrangements.

-
- In case the respondent asks for a reference period to be able to assess if they have paid contributions then a **reference period of 12 months can be used**.
 - If the respondent is not aware of the national fund(s) then **code 97**.
-

MIE_SOCPRO_CFW Contributions to social insurance by the family business on behalf of the contributing family worker

Whether the family business pays social contributions for the respondent

Codes

- 01 YES
- 02 NO
- 97 DON'T KNOW

Purpose

- Part of the sequence of questions to identify contributing family workers with informal jobs along with MIE_SOCPRO. This particular version of the question is asked of those who self-declare as a contributing family worker who does not receive a wage or salary.
- To enable analysis of informality in employment and job-related benefits

Implementation guidelines

- The question should be adapted to reflect the national job-related social security system and fund(s). It only refers to job-related schemes – not general schemes open to everyone.
 - Countries should include one (or more) job-related statutory social insurances covering contributing family workers. The question should be excluded/removed in countries where no such arrangements exist for contributing family workers.
 - 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.
 - Code 01 is for all cases where the family or family business of the respondent is making payments to the pension fund or listed social security fund for the benefit of the respondent.
 - In case the respondent asks for a reference period to be able to assess if they have paid contributions then a **reference period of 12 months can be used**.
 - If the respondent is not aware of the national fund(s) then **code 97**.
-

MODULE 12: SECOND JOB CORE CHARACTERISTICS (SJJ)

- Start of the sequence of questions on characteristics of the second job.
- It captures the occupation, branch of economic activity, and basic status in employment of the respondent in his/her second job.
- Part of the minimum required sequence of questions on characteristics of the second job.
- To be asked to all employed persons identified as multiple job-holders in the reference week.

SJB_TEXT	Confirmation for second job Confirms that the respondent a second job, hence enters the module Codes 01 OK, CONTINUE WITH THE SECOND JOB 02 SKIP BECAUSE DOES NOT HAVE A SECOND JOB Purpose • It is used to skip the second job module in case the respondent says that he/she does not have a second job (having reported multiple jobs in MJJ_MULT). Implementation guidelines • The introductory text “I am now going to ask you some questions about your second job or business activity” is read aloud at the beginning of this module, and the interviewer has to select 1 to enter the module. • If respondents say that they do not have multiple jobs, interviewers can select 2 and skip the module. It is not necessary to go back and correct MJJ_MULT.
SJJ_OCC_TLE	Occupation in main job (occupational title and main tasks and duties)
SJJ_OCC_MTD	Occupation in the main job / business. 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. Implementation guidelines • 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’. • The second piece of information is the ‘Main tasks and duties’. • The information is needed to assign a code based on the ISCO-08 (or national occupation) classification.

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- 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_IND_MAC

Industry in main job

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

Response categories

Open-ended responses

Implementation guidelines

- 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).
- To aid in coding, interviewers should be trained to record 2 pieces of information. The first piece of information is the 'Main activity' (5.6), the second is the main 'goods or services' produced (5.6a). This is then used to assign a code according to the ISIC or national equivalent classification (5.6b).
- 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.

SJJ_EMP_REL

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).

Implementation guidelines

- 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.

SJJ_HIRES

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).

Implementation guidelines

- 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.

SJJ_REGI

Registration of the business

Whether the business is registered on the 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

Implementation guidelines

- Asked to all independent workers, contributing family workers and employees working for a private enterprise or farm
 - The question should be adapted to reflect the name of the national registration authority.
 - Being registered would imply a registration of a company name and would be a condition to for example gain legal documents like a certificate of incorporation, a postal address of the enterprise or/and receiving a trade licence
 - If the respondent is not aware of the national business register then **code 97**.
-

MODULE 13: SECOND JOB DEPENDENT CONTRACTORS (SJD)

- The module allows identification of persons employed as dependent contractors in their second job, among both self-declared dependent and independent workers.
- To be asked to all employed persons identified as multiple job-holders in the reference week.

QUESTION ID	DESCRIPTION AND GUIDELINES
SJD_REM_TYP	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. Implementation guidelines • 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. • Code (b) refers to payments received specifically linked to the outputs produced, e.g. an amount per unit finished or service provided – but not linked directly to the amount of time worked, e.g. a hairdresser who is paid per hair styling service provided at a fixed rate regardless of the amount of time required.

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- Code (c) refers to payments which are typically based on a percentage of a value – most typical in sales occupations, for example being paid 5% of the value of completed sales.
 - Code (d) Are voluntary payments received directly from customers
 - Code (e) Are payments that are typically for longer terms tasks or for professional services, e.g. the types of payments that may be received by people providing legal advice or consultants.
 - Codes (f) and (g) refer to different types of payment in kind, i.e. where non-monetary payments are received for the work performed.
 - 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).

SJD_SOCPRO
Contributions to social insurance by the employer on behalf of the employee

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

Implementation guidelines

- Question should be adapted to the national context by listing the main fund(s) used to provide job-related social security.
- 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.
- Code 01 is for all cases where the employer of the respondent is making payments to the pension fund or NSSF for the benefit of the respondent.
- The question is also asked about second job for those people who have more than one job.
- In case the respondent asks for a reference period to be able to assess if they have paid contributions then a **reference period of 12 months can be used**.
- If the respondent is not aware of the national fund(s) then **code 97**.

SJD_SINGLE_CLIENT
Main client

Whether the respondent relies on a main client for more than half of the income of the business

Codes

- 01 One single client/customer
- 02 Multiple clients/customers
- 03 HAVE NOT HAD ANY CLIENTS YET

Purpose

- To establish if the respondent is dependent on a main client for a large part of the income generated by the enterprise
- Used to identify dependent relationships as part of the definition of dependent contractors
- Used to direct respondents to further questions identifying dependent contractors

Implementation guidelines

- The question is intended only for respondents who self-identify as operating their own business and that do not have any regular employees as well as for contributing family workers, that takes part of the decision making and where the family business do not have any regular employees.
- Respondents might perceive the term “clients” differently. For example a respondent that receives the customers through an intermediary might either perceive the intermediary as the client or the customers as the clients. The sequence of questions are design to deal with these situation. The respondents perception of who the client or clients are should therefore be used as a starting point for answering the questions
- In case the respondent asks for a reference period to be able to assess whether more than half of the income comes from one single client/customer then a reference period of 12 months can be used.
- Code 01 and Code 02 should be read out.
- Code 03 should not be read out
- Code 01 refers to a situation where the majority of the income generated in the business comes from one single client, customer, person etc.
- Code 1 should be used independently of whether the respondent still work for the client, as long as one client contributes or have contributed to a majority of the income. It hence covers the situation where the respondent has a main client and is still working for that client and the situation where the respondent have had a main client within the last 12 month, but is now carrying out more minor work for other clients.
- Code 02 is used for all others with clients where most of the income is not generated by one single client but by multiple clients. This would typically include persons who sells to the public in general,
- Code 03 is used for people who, for whatever reason, have not had any clients yet. This could for example be due to that the business has just been started.

SJD_SOURCE_CLIENT Source of clients

Whether the respondent gets their customers, clients or buyers through a particular source

Codes

- 01 Yes, all of them
- 02 Yes, most of them
- 03 Yes, but only some of them
- 04 No

Purpose

- To establish if the respondent is dependent on another company for intermediating customers/clients
- Used to identify dependent relationships as part of the definition of dependent contractors
- Used to direct respondents to further questions identifying dependent contractors

Implementation guidelines

- The question is intended only for respondents who in SJD_SINGLE_CLIENT have stated that more than half of the income of the business do not come from a single client/customer.
- It refers to whether some or all of the clients the respondent typically have is received through an intermediary/business. This could for example be the case when the respondent uses a platform or application to access customers, or if a third party (person or company) hands out the work or provides the customers to the respondent, for example a hairdresser that rents a chair in a salon and when the salon owner controls the booking of the customers or a person delivering food and uses an application/digital platform to receive the clients and directions for how to drive to them.
- Code 2 is used when the respondent receives most of the clients from a third party but in addition have been able to receive clients through own means.
- Code 3 is used when the respondent receives some of the clients from a third party but in addition have been able to receive most of the clients through own means.
- The respondents answer should be based on the de-facto situation i.e. the experience of how the respondent in general receives the clients.

SJD_CONTROL**Dependent contractor status**

Whether the respondent is dependent on another company

Codes

- a. Set the price of the products or services that you offer
- b. Decide on where, when or how you should carry out your work
- g. NONE OF THE ABOVE

Purpose

-
- To establish the level of control over the organisation and value of the work in case there is a dependent relationship:
 - Part of the questions for identifying dependent contractors among self-identified self-employed
 - Used to determine dependent contractor status (dependent contractor if a, b, = YES)

Implementation guidelines

- The question is asked only to those of whom a dependent relationship has been identified based on the questions SJD_SINGLE_CLIENT, SJD_SOURCE_CLIENT
 - Those respondents that answer 'Yes' to questions a or b will be categorised as dependent contractors.
 - The questions include three different formulations i.e. client / company / intermediary / person. The term used should be adapted to the perception and term used by the respondent to create as natural question as possible.
 - The different codes refer to situations where another company or person is controlling the work of the respondent in different ways (for example the way they do the work, the price they sell for).
 - The different aspects of control reflected in code a and b can be more or less formalised. It can be stated in a written contract or orally stated.
 - Code a and b should be read out.
 - Code a refers to a situation where the prices of the goods or services is decided by the entity on which the respondent is dependent. This would exclude cases where the price is negotiated, established by law or regulation, set in agreement with partner or co-operator, or if the respondent has multiple products or services and have the capacity to set the price for any of those goods or services
 - Code b refers to a situation where the entity on which the respondent is dependent controls aspects of how the work is organized. This can include aspects such as:
 - Where the work should be taken place: refers to a situation when the entity of which the respondent is dependent decides or restricts where the respondent should conduct his or her work. This would include the place of work (a specific office, market etc.), area of work (e.g. at a specific road or in a specific district) or the routes to be taken (e.g. a respondent carrying out delivery service and receives the specific route that has to be taken)
 - When the work should be conducted: where the entity on which they depend decides when the work should be carried out, for example within some specific hours of the day, and the respondent do not have the flexibility to adjust or change this duration.
 - How the work should be conducted: when the entity of which the respondent is dependent not only defines what should be produced but also provides instructions on how the products or service should be produced. This could include how the tasks should be carried out or how
-

the work should be prioritised and could also involve some degree of supervision of the work.

- Code g is used if none of the above applies.

SJD_SOCPRO_SELF

Payment of social contributions for oneself

Whether the individual themselves pays contributions to their own social security or has contributions paid for them by their family business (if a contributing family worker)

Codes

- 01 YES
- 02 NO
- 97 DON'T KNOW

Purpose

- To establish whether voluntarily contributions to social insurance are made by dependent contractors who self-identify as business operators. Also to identify contributing family workers for whom such systems exist.
- Part of assessing formality/informality for dependent contractors and contributing family workers (where relevant in the country).
- To support analysis of informality in employment and job-related benefits .

Implementation guidelines

- Asked to 2 groups:
 - Dependent contractors who self-declared as business operators
 - Self-declared contributing family workers who are not paid a wage or salary and work in a registered business
 - In some countries, workers in employment for profit (including independent workers and dependent contractors) have the possibility to register voluntarily to get access to some coverage of social insurance and this possibility may also exist for contributing family workers.
 - The question should be adapted to reflect the national job-related social security fund(s). It only refers to job-related schemes – not general schemes open to everyone.
 - The voluntary members decides when to pay, how many times they want to pay and how much they want to pay. The frequency and amount of the contributions will impact on the degree of coverage of formal arrangements.
 - In case the respondent asks for a reference period to be able to assess if they have paid contributions then a **reference period of 12 months can be used**.
 - If the respondent is not aware of the national fund(s) then **code 97**.
-

MODULE 14: WORKING TIME IN EMPLOYMENT (WKT)

- The module captures working time in employment in the main, second and other jobs.
- It covers contractual hours, usual hours worked per week, actual hours worked in the reference week
- It also covers time-related underemployment and job search among employed persons,
- Aligned with the latest international standards on working time (18th ICLS, 2008) and the measurement of work, employment and labour underutilization (19th ICLS, 2013).
- To be asked to all employed persons in the reference week.

QUESTION ID	DESCRIPTION AND GUIDELINES
WKT_MJ_USHRS_REP	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_MJ_USDAY	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 Number of days per week 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_MJ_USHRDY**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_MJ_USHRS**Hours usually worked per week in main job (Hidden derived variable)**

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
- To be used as input for subsequent questions and for the calculation of the total hours worked

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. - Derived from questions WKT_MJ_USHRS_REP, WKT_MJ_USDAY, WKT_MJ_USHRDY
WKT_MJ_SAMEHRS	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_ABS_CHK1	Absences from work Whether the respondent had any absences from work in their main job during the reference week Response categories 01 YES, WORKED 02 NO, DID NOT WORK AT ALL 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_MJ_ACTHRS	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_NUMJBS**Confirm number of jobs**

Identify if the number of jobs

Response categories

02 TWO JOBS

03 MORE THAN TWO JOBS

Purpose

Determines the sequence of questions asked about working time

Implementation guidelines

- Response categories are not read out.

WKT_SJ_USHRS**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_SJ_SAMEHRS**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_SJ_ACTHRS**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_OJ_USHRS**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
- 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_OJ_SAMEHRS**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_OJ_ACTHRS**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_USHRSTOT_CALC **Check on total hours usually and actually worked**

Check the calculated total hours usually and actually worked in all jobs

WKT_USHRSTOT_CHK**WKT_ACHRSTOT_CALC** **Response categories**

0.5-112.0

WKT_ACHRSTOT_CHK

Purpose

- To confirm the total hours usually and actually worked in all jobs

National Adaptation and Implementation

- The software will sum up total hours usually and actually worked across all jobs previously recorded
- Questions will be asked to the totals can be confirmed with the respondent. If the respondent does not agree with 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.

WKT_USHRSTOT**Total hours usually and actually worked****WKT_ACHRSTOT**

Total hours usually and actually worked in all jobs

Response categories

0.5-112.0

Purpose

- Total
- To analyse 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

- This is the confirmed total hours sum up total hours usually (a) and actually (b) worked across all jobs previously recorded
- If the respondent confirms that the total from WKT_USHRSTOT_CALC and WKT_ACHRSTOT_CALC are correct, then those values are kept. If the respondent says they are not correct, then they are asked to provide the correct total.

WKT_SRH_OJB**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_WNT_MRH

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.

WKT_AVL_MRH

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_NUM_MRH

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).
-

MODULE 15: WORKING TIME – INADEQUATE WORKING SITUATIONS (WKI)

- This module identifies people who want to change their employment situation and, if so, the main reason.
- It can be part of a sequence to identify inadequate employment situations but will not be comprehensive as it focuses only on the main reason. Those looking to study specific mismatches such as skills mismatches would need to add questions to achieve a more comprehensive measure.
- This module is asked to all persons in employment.

WKI_INAD	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.
WKI_INAD_RES	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 16: JOB SEARCH AND AVAILABILITY (SRH)

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.

QUESTION ID	DESCRIPTION AND GUIDELINES
SRH_JOB	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_BUS	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_MTD

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_ACT

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_OTH

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_DUR

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_YER

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_DES

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_DWY

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_FTR

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_FAN

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 if respondents who are waiting to start a new job or business were available to start in the reference week.
- 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 the job or business opportunity they are waiting for have been ready to start. 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_AVN

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_AVL**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_NAR**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_MAC**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 17: OWN-USE PRODUCTION OF CROPS (OPC)

This module is used to identify own-use production of crop foodstuff through farming among respondents who have not been already classified as own-use producers of foodstuff from agriculture, animal rearing and fishing through the AGF module.

It first 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.

QUESTION ID	DESCRIPTION AND GUIDELINES
OPC_HCROP	Participation in crop farming for own use Participation in crop farming for own final use in reference week. Response categories (select if respondent says yes) 01 YES 02 NO Purpose • Part of the identification of own-use producers of foodstuff • To estimate participation rates in different types of own-use production activities National Adaptation and Implementation • It 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. • Any work done for at least one hour in these activities during the reference week should be included. • Only activities to produce foodstuff from farming mainly for use or consumption of the respondent's household or family should be included. • Nationally relevant examples may be included and read only as needed. • Raising or tending of farm animals is excluded. Livestock farming is captured through a separate question. • The introduction to the module should be retained. National translation of the introductory text should make reference to "consumption by the household or family". Replacement with the expression "for use by the household or family" has been observed to cause misinterpretation as including 'use for sale'. • Interviewers should be trained to remind respondents that only activities intended mainly for household or family consumption should be considered.
OPC_HPROD	Main crops produced for household or family consumption Description of the main crops products produced Response categories Open ended responses

Purpose

- For analysis of the main crop 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

- The question aims to identify one main crop. That could be whatever the respondent perceives as their 'main' crop when answering the question, or it could be the crop that generates the most income, or they spend the most time on (as with main job). There is a code for Mixed Farming if needed.
- 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'.

OPC_HDAY**Number of days worked in own-use crop farming**

Days in the reference week worked in crop farming 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 crop farming

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.

OPC_HHRS**Hours per day worked in own-use crop farming**

Hours per day worked in the reference week in crop farming 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 crop farming

- To produce estimates of working time in own-use crop farming

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 crops intended mainly for own final consumption by the household or family. Exclude time spent in activities intended mainly for sale or barter.
 - 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. 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.
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MODULE 18: OWN-USE PRODUCTION OF NON-CROP FOODSTUFF (OPF)

- The module captures participation and actual hours worked in the reference week producing foodstuff from animal rearing, fishing, hunting and gathering.
- It serves to identify own-use producers of foodstuff and subsistence foodstuff producers.
- It is aligned with the latest international standards on the measurement of working time (18th ICLS, 2008), and on the measurement of work, employment and labour underutilization (19th ICLS, 2013).

QUESTION ID	DESCRIPTION AND GUIDELINES
OPF_HFOOD	Participation in activities to produce non-crop foodstuff for own/family use Participation in the reference week in the listed activities mainly for consumption by the household/family. Response categories (select if respondent says yes) a. Raise or tend farm animals such as [sheep, goats, chicken...] b. Go fishing or collect shellfish c. Gather wild food such as [mushrooms, berries, herbs...] d. Go hunting for [bush meat...] e. Prepare preserved food or drinks for storage such as [flour, dried fish, butter, cheese, ...] f. NONE OF THE ABOVE Purpose • Part of the identification of own-use producers of foodstuff • To estimate participation rates in different types of own-use production activities National Adaptation and Implementation • Refers to livestock farming when the animals or it's by-products (eggs, milk etc) intended mainly for final consumption by the household or family. 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 excludes care of domestic pets. • Inclusion of response category (b) will depend on their relevance in the national context. In countries where aquaculture is prevalent, additional colloquial terms referring to "fish farming" may need to be included for category (b). • Examples should be adapted to refer to nationally relevant products/animals. • Only activities to produce foodstuff mainly for use or consumption of the respondent's household or family should be reported. • Asked to all respondents in working age. However, response categories a) and b) are not shown if respondents have already been classified as own-use producers of foodstuff from agriculture, animal rearing and fishing through the AGF module.
OPF_HDAY	Number of days worked in own-use activity reported Days engaged in the activity in the reference week

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 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 the activity by the respondent to produce foodstuff intended mainly for own final consumption by the household. Exclude time spent in activities intended to produce foodstuff mainly for sale or barter.

OPF_HHRS**Hours per day worked in the reference week**

Hours per day spent in the activity in the reference week

Response categories

0.5-16.0

97 DON'T KNOW

Purpose

- To produce estimates of working time in own-use production of foodstuff
- 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 farm 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.
 - 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 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
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MODULE 19: OWN USE PRODUCTION OF OTHER GOODS (OPG)

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
BLD_OPG	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.
BLD_OPG_HRS	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.

MNF_OPG

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.

MNF_OPG_HRS

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.

WTR_OPG

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

- 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 fetch water from natural or public sources when intended mainly 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.

WTR_OPG_HRS 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.

FIR_OPG**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

- 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 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.

FIR_OPG_HRS**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.
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