



International
Labour
Organization

ILO Model LFS Questionnaire for CAPI¹

Job-type start (2024 Edition)

Release 1 - Geneva, 17 May 2024

ILO Department of Statistics
Statistical Standards and Methods Unit - SSMU

statistics@ilo.org

¹ To be used together with the accompanying National adaptation guide and Variable derivation guide.

This page was intentionally left blank

Conventions used in the ILO model LFS questionnaires 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 or other guidance to the developer
- **[Blue text within square brackets]**: Indicates text that must be adapted as per national circumstances
- **Bold text**: Indicates question numbers, section headings, skips, and other structural items

Note: In this version of the questionnaire the working age population is set to 15+ (as shown by the filter if DEM_AGE >= 15. If an alternative age is used at national level this would need to be changed wherever DEM_AGE is used in the filters.

Global variables used in the CAPI implementation of the questionnaire

Global flow variables have been defined as below. These are created to allow the filters of later questions to be written more easily. For example, rather than have to specify all the variables used to define employment every time a question is asked to someone in employment the variable GLO_EMP has been defined meaning the filter can simply be written as *ASKIF GLO_EMP=1*

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.

Demographic and background characteristics and household level questions

HOUSEHOLD ROSTER AND DEMOGRAPHICS (DEM)
OBJECTIVES AND SCOPE - To enable a household roster to be established - Covers basic demographics on sex, age, relationship to head of household, marital status, education level, field of study and current educational attainment
IMPLEMENTATION NOTES - For national purposes other key demographic information could be included where known to be needed for analytical purposes - Separate modules exist on migration and disability as background characteristics - The module should be asked to a reference person in roster style. That is, the full set of information is to be provided for all respondents by one knowledgeable household member before moving onto the household level information and personal interviews for eligible members
DEM_STR Hello. My name is... I work for XXXXX. May I speak with the head of the household please? This household has been selected to participate in a government survey about the activities that people do to earn a living. The information that you will provide is confidential and will not be shared, but it will help better understand how people in this area live, the jobs they do. Your participation is appreciated. The survey will take approximately 50 minutes. May we proceed with the interview? 1. YES 2. NO <i>Note: For CAPI implementation, if DEM_STR=2 (NO), go to SCHEDULE APOINTMENT MODULE</i>
<i>ASK IF (DEM_STR=1)</i> DEM_NAME Can you tell me the names of the members of this household, starting with the head or reference person? _____ NAME PERSON 1 _____ NAME PERSON 2 _____ NAME PERSON N
PPNO PERSON NUMBER OF EACH HOUSEHOLD MEMBER _____ PPNO
DEM_OTH Are there any other persons living in this household? 1. YES 2. NO <i>Note: For CAPI implementation, if DEM_OTH=1 (YES), record NAME of other persons living in the household as part of the roster.</i>

HOUSEHOLD ROSTER AND DEMOGRAPHICS (continued)
FOR EACH PERSON LISTED UNDER DEM_NAME IMPLEMENT BELOW QUESTIONS AS A ROSTER
DEM_INTRO <i>ASK IF (PPNO = 1)</i> A: I am going to start with some questions about you. <i>ASK IF (PPNO > 1)</i> B: I am now going to ask some questions about (NAME).
DEM_SEX <i>ASK IF (PPNO = 1)</i> A: INTERVIEWER RECORD SEX OF (NAME). CONFIRM ONLY IF NEEDED <i>ASK IF (PPNO > 1)</i> B: Is (NAME) male or female? 1. MALE 2. FEMALE
<i>ASK IF (PPNO >= 1)</i> DEM_REL What is (NAME)'s relationship to the household head? 1. REFERENCE PERSON / HOUSEHOLD HEAD 2. SPOUSE/PARTNER 3. SON/DAUGHTER 4. MOTHER/FATHER 5. OTHER RELATIVE 6. OTHER UNRELATED PERSON <i>[7. DOMESTIC WORKER]</i>
DEM_BTH What is (your/NAMES's) date of birth? ____/____/_____ DD MM YYYY 97/97/9997 DON'T KNOW <i>NOTE: for CAPI implementation three additional variables (sub-items) need to be created: DEM_BTH_YEAR, DEM_BTH_MONTH, DEM_BTH_DAY.</i>
DEM_AGE <i>ASK IF DEM_BTH_YEAR=9997</i> A: How old (are/is) (you/NAME)? <i>ASK IF DEM_BTH_YEAR NE 9997 & DEM_BTH_MONTH=97</i> B: To confirm, (are/is) (you/NAME) (DEM_AGE) years old? RE-ENTER AGE IF NOT CORRECT ENTER '00' IF LESS THAN 1 YEAR _____ AGE <i>NOTE: A derived variable (DEM_AGE) is required for use in subsequent filters based on DEM_BTH or DEM_AGE</i>
<i>ASK IF DEM_AGE>=15</i> DEM_MRT What is (your/NAME's) marital status? 1. SINGLE/NEVER MARRIED 2. MARRIED 3. COHABITING 4. SEPARATED 5. DIVORCED 6. WIDOWED

HOUSEHOLD ROSTER AND DEMOGRAPHICS (continued)		
ASK IF DEM_AGE >= 5 DEM_EDL What is the highest level of education that (you/NAME) (have/has) completed? 1. [NEVER ATTENDED SCHOOL] 2. [LESS THAN PRIMARY] 3. [PRIMARY] 4. [LOWER SECONDARY] 5. [UPPER SECONDARY] 6. [POST SECONDARY NON-TERTIARY] 7. [TERTIARY]		
ASK IF DEM_EDL = [6, 7] DEM_EDF What was (your/NAME's) area of study? <table border="0" style="width: 100%;"> <tr> <td style="text-align: center; width: 50%; border-bottom: 1px solid black;">FIELD OF STUDY</td> <td style="text-align: center; width: 50%; border-bottom: 1px solid black;">ISCED11F CODE</td> </tr> </table> <i>NOTE: This question could be optionally extended to respondents that have DEM_EDL=4,5. Please see guidelines for national adaptation. This would be relevant where specialised study is possible at those levels of education, and it is desired to identify those cases.</i>	FIELD OF STUDY	ISCED11F CODE
FIELD OF STUDY	ISCED11F CODE	
ASK IF (DEM_AGE BETWEEN 5 & 29 YEARS) & (DEM_EDL NE1) DEM_EDC (Are/Is) (you/NAME) attending school in the current school cycle? 1. YES 2. NO		
ASK IF (DEM_AGE BETWEEN 15 & 29 YEARS) DEM_APP In the last 4 weeks, from [START_DATE] up to [last END_DAY/yesterday], did (you/NAME) participate in any unpaid apprenticeship, internship or similar training in a work place? 1. YES 2. NO		
ASK IF (DEM_AGE BETWEEN 15 & 29 YEARS) DEM_TRN ASK IF DEM_EDC=1 A: Other than school, in the last 4 weeks, did (you/NAME) attend any courses, seminars or other training to develop specific skills, for example languages, computer skills, etc.? ASK IF DEM_EDC=2 OR DEM_EDL=1 B: Or, in the last 4 weeks, did (you/NAME) attend any courses, seminars or other training to develop specific skills, for example languages, computer skills, etc.? 1. YES 2. NO 97. DON'T KNOW		
<i>Global flow variables to manage the interview flow</i> GLO_WAP = 1 if DEM_AGE >= [NWAP]/*Global flag for working age respondents*/		
END OF MODULE		

INTERNATIONAL MIGRATION STATUS (MIG)
OBJECTIVE AND SCOPE - To capture international migration status (migrant/non-migrant) as background characteristic. - Captures basic essential characteristics needed to identify the foreign-born and foreign populations in the country of destination. This includes: country of birth, date of last arrival to country of current residence, reason for move, and country of citizenship. - It allows distinction between recent and long term international migrants. - The module does not cover internal migration, emigration, return migration, identification of second-generation migrants, or of short-term migrant workers.
IMPLEMENTATION NOTES - To be included in the household roster for questionnaire administration purposes. - Its suitability to support tabulations by international migration status will depend on the prevalence of in-migration to the country and the survey's sample design and sample size. - Surveys using de-facto enumeration may need to include an additional question on intended duration of stay asked to respondents to report arriving to the country in the preceding 12 months to the survey interview date. - Aligned with the recommendations included in the Handbook on Measuring International Migration through Population Censuses (UN, 2017)
ALL HOUSEHOLD MEMBERS MIG_BTH (Were/Was) (you/NAME) born in [Country]? 1. YES 2. NO
ASK IF MIG_BTH= 2 MIG_BTH_CNTY In which country (were/was) (you/NAME) born? NAME OF COUNTRY COUNTRY CODE 997=DON'T KNOW
ASK IF MIG_BTH=2 MIG_LARR_DATE When did (you/NAME) arrive to live in [Country]? MONTH YEAR 97=DON 'T KNOW 9997=DON'T KNOW NOTE: for CAPI implementation two additional variables (sub-items) need to be created: MIG_LARR_YEAR, MIG_LARR_MONTH.
ASK IF MIG_LARR_YEAR=9997 MIG_LARR_DUR How long (have/has) (you/NAME) been living in [Country]...? READ 1. Less than 12 months 2. One year to less than 5 years 3. Five years to less than 10 years 4. Ten years or more

INTERNATIONAL MIGRATION STATUS (continued)

ASK IF MIG_BTH=2

MIG_REAS

What was (your/NAME)'s main reason for moving to [Country]?

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 _____

ALL HOUSEHOLD MEMBERS

MIG_CTZ

(Are/Is) (you/NAME) a citizen of...?

READ AND MARK ALL THAT APPLY

- a. [COUNTRY]
- b. Another country

DO NOT READ

- c. [STATELESS]

ASK IF MIG_CTZ=b

MIG_CTZ_CNTY

Which other country (are/is) (you/NAME) a citizen of...?

NAME OF COUNTRY

COUNTRY CODE

997=DON'T KNOW

END OF MODULE

DISABILITY STATUS (DIF)	
OBJECTIVE AND SCOPE	- To capture disability status as a background characteristic. Covers difficulties in six functional domains (walking, seeing, hearing, cognition, self-care and communication) - Follows the recommendations of the Washington Group on Disability Statistics, available at: http://www.washingtongroup-disability.com/ (as of September 2018)
IMPLEMENTATION NOTES	- To be included in the household roster for questionnaire administration purposes - The introductory text should be included to provide a health-related context for respondents when answering the questions. The introductory text should not include the term “disability” in the wording or translation to reduce biases in reporting.
ASK IF GLO_WAP=1	
DIF_INTRO	<i>READ:</i> The next questions ask about difficulties (you/NAME) may have doing certain activities because of a health problem...
DIF_SIGHT	(Do/Does) (you/NAME) have difficulty seeing, even if wearing glasses? Would you say,... <i>READ</i> 1. No, no difficulty 2. Yes, some difficulty 3. Yes, a lot of difficulty 4. Cannot do it at all
DIF_HEAR	(Do/Does) (you/NAME) have difficulty hearing, even if using a hearing aid? <i>READ ONLY IF NEEDED</i> 1. No, no difficulty 2. Yes, some difficulty 3. Yes, a lot of difficulty 4. Cannot do it at all
DIF_MOBI	(Do/Does) (you/NAME) have difficulty walking or climbing steps? <i>READ ONLY IF NEEDED</i> 1. No, no difficulty 2. Yes, some difficulty 3. Yes, a lot of difficulty 4. Cannot do it at all
DIF_CONC	(Do/Does) (you/NAME) have difficulty remembering or concentrating? <i>READ ONLY IF NEEDED</i> 1. No, no difficulty 2. Yes, some difficulty 3. Yes, a lot of difficulty 4. Cannot do it at all
DIF_CARE	(Do/Does) (you/NAME) have difficulty with (self-care such as) washing all over or dressing? <i>READ ONLY IF NEEDED</i> 1. No, no difficulty 2. Yes, some difficulty 3. Yes, a lot of difficulty 4. Cannot do it at all

DIF_COMM

Using (your/his/her) (usual/customary) language, (do/does) (you/NAME) have difficulty communicating, for example understanding or being understood by others?

READ ONLY IF NEEDED

1. No, no difficulty
2. Yes, some difficulty
3. Yes, a lot of difficulty
4. Cannot do it at all

END OF MODULE

HOUSEHOLD SOURCES OF LIVELIHOOD (HLL)	
<i>TO BE ASKED ONLY TO THE HEAD OR REFERENCE PERSON</i>	
HLL_INTRO Now I want to ask you a few questions about the household...	
HLL_SRC In the last 12 months, from (CURRENT MONTH – 12, YYYY) up to last month, which of the following sources of support did the household have? <i>READ AND MARK ALL THAT APPLY</i> 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 <i>DO NOT READ</i> j. OTHER (SPECIFY): _____	
<i>ASK IF (HLL_SRC more than 1 option)</i>	
HLL_SMN In the last 12 months, which of those was the MAIN source of support of this household? <i>READ ONLY IF NEEDED; MARK ONLY ONE</i> 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 <i>DO NOT READ</i> j. OTHER (SPECIFY): _____ 997. CANNOT SAY	
<i>NOTE: List of response options should show only those selected in HAL_SRC</i>	
END OF MODULE	

Labour modules – individual level questionnaire

RESPONDENT STATUS (RSP)	
OBJECTIVES AND SCOPE	• This module marks the start of the personal interview on labour force and work-related modules. • It prompts interviewers to request direct participation of the selected respondent in the interview, with a view to reduce reliance on indirect respondents during field operations. • It also records the respondent status (direct/proxy respondent) for data quality evaluation. • It allows identification of the proxy respondent in the household roster and his/her relationship to the member for which information is being requested.
<i>Global flow variables to manage the interview flow</i>	GLO_EMP = 0 if GLO_WAP = 1 /* Global flag for confirmed employed respondents */ GLO_PROV= 0 if GLO_WAP = 1 /* Global flag for provisional employed respondents */ GLO_OPF= 0 if GLO_WAP = 1 /* Global flag for own-use producers of foodstuff */ GLO_MLT = 0 if GLO_WAP = 1 /* Global flag for persons with work in agriculture and in another sector */
LBPPNO	INTERVIEWER, SELECT THE NAME OF THE PERSON FOR WHOM YOU WILL PERFORM THE INTERVIEW
<i>ASK IF (GLO_WAP=1)</i>	
RSP_AVAIL	Is (LBPPNO# NAME) available and willing to be interviewed? 1. YES 2. NO Note for CAPI implementation: The question is not asked when there is only one qualifying member in the household, in which case the value is automatically assigned as 1
<i>ASK IF (RSP_AVAIL=1)</i>	
RSP_DIR	INTERVIEWER TO ANSWER: IS (LBPPNO# NAME) (HIM/HERSELF) RESPONDING TO THE QUESTIONS? 1. YES 2. NO Note for CAPI implementation: The question is not asked when there is only one qualifying member in the household, in which case the value is automatically assigned as 1
<i>ASK IF (RSP_AVAIL=2 OR RSP_DIR=2)</i>	
RSP_PPNO	INTERVIEWER, SELECT THE PPNO OF THE PERSON RESPONDING TO THE QUESTIONS _____ PPNO#
<i>ASK IF (RSP_DIR=2 OR RSP_AVAIL=2)</i>	
RSP_REL	Can you let me know what is your relationship to (LBPPNO# NAME)? 1. SPOUSE OR PARTNER 2. SON OR DAUGHTER 3. MOTHER OR FATHER 4. OTHER RELATIVE 5. UNRELATED
END OF MODULE	

EMPLOYED, AT WORK (ATW)
OBJECTIVES AND SCOPE • To identify persons employed who worked for at least 1 hour in the short reference period. • Part of the required sequence of questions to identify persons employed. • The sequence is aligned with the 19th ICLS standards (2013) on the measurement of employment. • The module is based on the “Employment type” approach to identify persons employed.
<i>ASK IF (GLO_WAP=1) & (DEM_REL NE 7)</i> ATW_PAY Last week, from [START_DAY] up to [END_DAY/yesterday], did (you/NAME) work for someone else for pay, for one or more hours? 1. YES 2. NO <i>NOTE: The option “yesterday” should be displayed when INTREVIEW DAY – 1 = END_DAY</i>
<i>ASK IF ATW_PAY = 2</i> ATW_PFT Last week, did (you/NAME) run or do any kind of business, farming or other activity to generate income? 1. YES 2. NO <i>READ ONLY IF NEEDED:</i> <i>For example: [making things for sale, growing produce for sale, buying and reselling things, provided services for pay, raising animals or catching fish for sale]</i>
<i>ASK IF ATW_PFT = 2</i> ATW_FAM Last week, did (you/NAME) help in a family business or farm? 1. YES 2. NO
<i>Global flow variables status at end of module</i> REPLACE GLO_EMP = 1 IF DEM_REL = 7 REPLACE GLO_EMP = 1 IF ATW_PAY = 1 REPLACE GLO_EMP = 1 IF ATW_PFT = 1 OR ATW_FAM = 1 <i>/*For cases requiring confirmation when AGF module is included*/</i> REPLACE GLO_PROV= 1 IF ATW_PFT = 1 OR ATW_FAM = 1
END OF MODULE (ATW)

TEMPORARY ABSENCE FROM EMPLOYMENT (ABS)
OBJECTIVES AND SCOPE • To identify persons employed but on temporary absence from work in the short reference period. • To be asked to persons of working age not employed at work • Part of the required sequence of questions to identify persons employed. • Full version of the temporary absence module. • The sequence is aligned with the 19th ICLS standards (2013) on the measurement of employment.
<i>ASK IF GLO_EMP=0</i> ABS_JOB Even though (you/NAME) did not work, last week did (you/he/she) have a paid job or a business? 1. YES 2. NO
<i>ASK IF ABS_JOB=1</i> ABS_WHY Why did (you/NAME) not work last week? 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 LAY OFF, NO CLIENTS OR MATERIALS, WORK BREAK 10. BAD WEATHER, NATURAL DISASTER 11. STRIKE OR LABOUR DISPUTE 12. LONG-TERM DISABILITY 13. OTHER (SPECIFY): _____
<i>ASK IF ABS_WHY=02</i> ABS_SEA During the low or off-season, (do/does) (you/NAME) continue to do some work for that job or business? 1. YES 2. NO
<i>ASK IF ABS_WHY= 07, 08, 09, 10, 11, 12, 13</i> ABS_DUR Including the time that (you/NAME) (have/has) been absent, will (you/he/she) return to that same job or business in 3 months or less? 1. YES 2. NO 97. DON'T KNOW
<i>ASK IF ABS_DUR=2, 97</i> ABS_PAY (Do/Does) (you/NAME) continue to receive an income from (your/his/her) job or business during this absence? 1. YES 2. NO 97. DON'T KNOW

TEMPORARY ABSENCE FROM EMPLOYMENT (ABS) continued

Global flow variables updated

REPLACE **GLO_EMP** = 1 if ABS_JOB = 1 & ABS_WHY = 03-06 **/absent for direct reasons*/*
REPLACE **GLO_EMP** = 1 if ABS_JOB = 1 & ABS_WHY = 2 & ABS_SEA = 1 **/continued work in off-season*/*
REPLACE **GLO_EMP** = 1 if ABS_JOB = 1 & ABS_WHY = 07-13 & ABS_DUR=1 **/confirmed short absence*/*
REPLACE **GLO_EMP** = 1 if ABS_JOB = 1 & ABS_WHY = 07-13 & ABS_DUR=2, 97 & ABS_PAY=1 **/paid long absence*/*

REPLACE **GLO_PROV** = 1 if ABS_JOB = 1 & ABS_WHY = 03-06 **/absent for direct reasons*/*
REPLACE **GLO_PROV** = 1 if ABS_JOB = 1 & ABS_WHY = 2 & ABS_SEA = 1 **/continued work in off-season*/*
REPLACE **GLO_PROV** = 1 if ABS_JOB = 1 & ABS_WHY = 07-13 & ABS_DUR=1 **/confirmed short absence*/*
REPLACE **GLO_PROV** = 1 if ABS_JOB = 1 & ABS_WHY = 07-13 & ABS_DUR=2, 97 & ABS_PAY=1 **/paid long absence*/*

END OF MODULE (ABS)

AGRICULTURAL WORK AND MARKET ORIENTATION (AGF)

OBJECTIVES AND SCOPE

- To identify persons working in agriculture and establish the main intended destination of the output
- Part of the sequence of questions to identify persons employed in the short reference period
- Part of the sequence of questions to identify producers of foodstuff for own final use
- Includes questions to recover work in agriculture not reported in previous modules and to assess the main intended destination of the output.
- For producers of foodstuff for own final use it captures the industry, occupation and time-spent in agricultural work in the short reference period.
- The sequence is aligned with the 19th ICLS standards (2013) on the measurement of employment and own-use production of goods.
- For persons of working age not working for pay in the reference week

ASK IF GLO_PROV=1

AGF_CHK

Was this work that you mentioned in...?

READ AND MARK ALL THAT APPLY

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

ASK IF GLO_EMP=0

AGF_ANY

Last week did (you/NAME) do any work in...

READ AND MARK ALL THAT APPLY

- a. Farming
- b. Rearing farm animals
- c. [\[Fishing or fish farming\]](#)
- d. [NONE OF THE ABOVE](#)

ASK IF (AGF_CHK=a,b,c) OR (AGF_ANY=a,b,c)

AGF_MKT

Thinking about the work in (farming, rearing animals and/or fishing) (you/NAME) (do/does), are the products intended..... ?

READ

1. Only for sale
2. Mainly for sale
3. Mainly for family use
4. Only for family use

DO NOT READ

97. CANNOT SAY

Note: The string in (farming, rearing animals, and/or fishing) will depend on answers in AGF_CHK and AGF_ANY

ASK IF AGF_MKT=97

AGF_HIS

In general, in the past have these products been mainly sold or mainly kept for family use?

1. ONLY SOLD
2. MAINLY SOLD
3. MAINLY KEPT FOR FAMILY USE
4. ONLY KEPT FOR FAMILY USE

AGRICULTURAL WORK AND MARKET ORIENTATION (AGF) continued							
<i>ASK IF (AGF_MKT = 3,4) OR (AGF_HIS = 3,4)</i> AGF_HIR (Were/Was) (you/NAME) hired by someone else to do this work? 1. YES 2. NO							
<i>ASK IF AGF_HIR=2</i> AGF_GDS What are the main products from (farming, rearing animals, and/or [fishing]) that (you/NAME) was/were working on? (for example: [citrus fruits, vegetables, freshwater fish, cattle, chicken, rice]) <table border="0"> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td style="text-align: center;">MAIN GOODS</td> <td style="text-align: center;">ISIC CODE</td> </tr> <tr> <td></td> <td style="text-align: center;">(ENTER 9999 FOR DON'T KNOW AND ENTER LATER)</td> </tr> </table> <i>Note: The string in (farming, rearing animals, and/or fishing) will depend on answers in AGF_CHK and AGF_ANY</i>		_____	_____	MAIN GOODS	ISIC CODE		(ENTER 9999 FOR DON'T KNOW AND ENTER LATER)
_____	_____						
MAIN GOODS	ISIC CODE						
	(ENTER 9999 FOR DON'T KNOW AND ENTER LATER)						
<i>IF (GLO_PROV = 1 & ABS_JOB = 1 & AGF_HIR = 2) THEN ASSIGN AGF_DYS=0 (zero)</i> <i>ELSE ASK IF AGF_HIR = 2</i> AGF_DYS Last week, on how many days did (you/NAME) do this work? ENTER "0" IF ABSENT LAST WEEK _____ NUMBER OF DAYS							
<i>IF (GLO_PROV = 1 & ABS_JOB = 1 & AGF_HIR = 2) THEN ASSIGN AGF_HRS=0 (zero)</i> <i>ELSE IF (AGF_HIR=2 & AGF_DYS = 0) THEN ASSIGN AGF_HRS=0 (zero)</i> <i>ELSE ASK IF (AGF_HIR = 2 & AGF_DYS >= 1)</i> AGF_HRS How many hours per day did (you/NAME) spend doing this last week? ENTER "0" IF ABSENT LAST WEEK _____ HOURS PER DAY							
<i>Global flow variables updated</i> <i>/*recovered employed in agriculture*/</i> REPLACE GLO_EMP = 1 IF (AGF_ANY =a,b,c) & (AGF_MKT = 1 OR 2) REPLACE GLO_EMP = 1 IF (AGF_ANY =a,b,c) & (AGF_HIS = 1 OR 2) REPLACE GLO_EMP = 1 IF (AGF_ANY =a,b,c) & (AGF_HIR = 1) <i>/*confirmed non-employed (i.e. own use producer)*/</i> REPLACE GLO_EMP = 0 IF (GLO_PROV=1 & AGF_CHK NE d) &(AGF_HIR = 2) <i>/*employed with jobs in agric. and non-agric.*/</i> REPLACE GLO_MLT = 1 IF ((AGF_CHK = (a OR b OR c) & d)& (AGF_MKT=1 OR 2)) REPLACE GLO_MLT = 1 IF ((AGF_CHK = (a OR b OR c) & d) & (AGF_HIS = 1 OR 2)) REPLACE GLO_MLT = 1 IF ((AGF_CHK = (a OR b OR c) & d) & (AGF_HIR = 1)) REPLACE GLO_MLT=2 IF ((AGF_CHK = (a OR b OR c) & d) & (AGF_HIR=2)) REPLACE GLO_MLT=3 IF ((GLO_EMP = 1) & (AGF_ANY = a,b,c)) <i>/*confirmed own use producer of foodstuff*/</i> REPLACE GLO_OPF = 1 IF (AGF_HIR = 2)							
END OF MODULE (AGF)							

MAIN JOB – CORE JOB CHARACTERISTICS (MJJ)	
OBJECTIVES AND SCOPE • Start of the sequence of questions on characteristics of the main job. • It identifies multiple-job holders and specifies the main job as that in which the respondent usually works the highest number of hours per week, even if absent in the reference week. • It captures the occupation and basic status in employment of the respondent in his/her main job. • Part of the minimum required sequence of questions on characteristics of the main job • Questions have been added for testing as part of engendering informality statistics project • To be asked to all persons employed in the reference week.	
MJJ_MULT <i>ASK IF (GLO_EMP=1) & (GLO_MLT=0) & (DEM_REL NE 7)</i> A: Last week did (you/NAME) have more than one job or income-generating activity? <i>ASK IF (GLO_EMP=1) & (GLO_MLT=1)</i> B: You mentioned that last week (you/NAME) had more than one job or income-generating activity: One in farming/fishing and one in a different type of work. Is this correct? <i>ASK IF (GLO_EMP=1) & (GLO_MLT=2)</i> C: Other than the farming/fishing work, you mentioned that (you/NAME) (have/has) another income-generating activity, is that one additional income-generating activity or more? <i>ASK IF (GLO_EMP=1) & (GLO_MLT=3)</i> D: In addition to the farming/fishing work you mentioned, last week did (you/NAME) have any other job or income-generating activity? <i>ASK IF (GLO_EMP=1) & (DEM_REL=7)</i> E: Other than the work (you/NAME) (do/does) in this household, last week did (you/NAME) have any other job or income-generating activity? 1. NO, ONLY ONE JOB/BUSINESS 2. YES, MORE THAN ONE JOB/BUSINESS	
MJJ_INTRO <i>ASK IF MJJ_MULT=1</i> READ A: Now, I am going to ask you some questions about (your/NAME's) income-generating activity... <i>ASK IF MJJ_MULT=2</i> READ B: I am now going to ask you some questions about the income-generating activity in which (you/NAME) usually work the most hours.	
<i>ASK IF GLO_EMP=1</i> In (this/NAME's) job, what kind of work (do/does) (you/he/she) do? MJJ_OCC_TLE MJJ_OCC_MTD (OCCUPATIONAL TITLE, IF ANY) (e.g. . [Street seller: commercial or mainly market oriented farmer; primary school teacher; registered nurse; domestic worker; truck driver]) (MAIN TASKS AND DUTIES) (e.g. [Breed, raise and sell cattle; Patrol the streets; Plan and prepare meals; Teach children how to read and write])	

MAIN JOB – CORE JOB CHARACTERISTICS (MJJ) continued

ASK IF GLO_EMP=1

MJJ_EMP_REL

(Do/does) (you/he/she) work...?

READ

1. As an [employee]
2. In (your/his/her) own [business activity]
3. Helping in a family or household business
4. As an apprentice, intern
5. Helping a family member who works for someone else

ASK IF MJJ_EMP_REL=3

MJJ_CFW_CHK

Who usually makes the decisions about the running of the family business...?

READ

1. (You/NAME)
2. (You/NAME) together with others
3. Other family members only
4. Other (non-related) person(s) only

ASK IF MJJ_EMP_REL=3

MJJ_CFW_INC

Who usually decides how the income earned from this business will be used ...?

READ

1. (You/NAME)
2. (You/NAME) together with others
3. Other family members only
4. Other (non-related) person(s) only

Note: See National Adaptation guidelines

MJJ_HIRES

ASK IF (MJJ_EMP_REL=2)

A: (Do/does) (you/NAME) hire any paid employees on a regular basis?

ASK IF (MJJ_CFW_CHK=1,2)

B: Does the family business hire any paid employees on a regular basis?

1. YES
2. NO

ASK IF MJJ_EMP_REL=1,4,5 OR (MJJ_EMP_REL=3 & MJJ_CFW_CHK=3,4)

MJJ_REM_TYP

Which of the following types of pay (do/does) (you/NAME) receive for this work?

READ AND MARK ALL THAT APPLY

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

END OF MODULE (MJJ)

MAIN JOB – CORE CHARACTERISTICS OF THE ECONOMIC UNIT (MJU)
OBJECTIVE AND SCOPE - The module captures basic characteristics of the economic unit where the main job is located - It captures the institutional sector, branch of economic activity, establishment size and type of workplace
IMPLEMENTATION NOTES - To be asked to all persons employed in the reference week. - Part of the minimum required sequence of questions on characteristics of the main job.
MJU_INS <i>ASK IF (MJJ_EMP_REL=1,4,5)</i> A: In this job, (are/is) (you/he/she/NAME) working in.... READ - The government or a state-owned enterprise - A farm - A private business (non-farm) - A household(s) as a domestic worker - An NGO, non-profit institution, church - An international organization or a foreign embassy <i>ASK IF (MJJ_EMP_REL=2,3)</i> B: (Are/Is) (you / NAME) working in READ - A farm - A private business (non-farm)
MJU_REF <i>ASK IF (MJJ_EMP_REL=3) OR ((MJJ_EMP_REL=1,4,5) & (MJU_INS NE 4))</i> A: Does the place or business where (you/NAME) work(s) have a name? <i>ASK IF MJJ_EMP_REL=2</i> B: Does (your/NAME's) business have a name? - YES - NO 97. DON'T KNOW
MJU_NAM <i>ASK IF (MJU_REF =1) & (MJJ_EMP_REL=1,3,4,5)</i> A: What is the name of the place or business where (you/NAME) work? <i>ASK IF (MJU_REF=1) & (MJJ_EMP_REL=2)</i> B: What is the name of (your/NAME's) business? _____ (NAME OF ESTABLISHMENT)

MAIN JOB – CORE CHARACTERISTICS OF THE ECONOMIC UNIT (MJU) continued

MJU_MAC

ASK IF (MJJ_EMP_REL=3) OR ((MJJ_EMP_REL=1,4,5) & (MJU_INS NE 4))

A. What is the main activity of the place where (you/NAME) work?

ASK IF (MJJ_EMP_REL=2)

B. What is the main activity of (your/NAME's) business?

(MAIN ACTIVITY, GOODS OR SERVICES)

(e.g.: [Police Department - public safety; Restaurant - preparing and serving meals; Transport Company - long distance transport of goods])

MJU_SIZ

ASK IF GLO_EMP=1 & (MJJ_EMP_REL=1,4,5) & (MJU_INS NE 4)

A: How many persons including (you/NAME) work at (your/NAME's) place of work?

ASK IF GLO_EMP=1 & (MJJ_EMP_REL=2)

B: How many persons including (you/NAME) work or help in (your/his/her) business? Please include any employees, family members, business partners, etc.

ASK IF GLO_EMP=1 & (MJJ_EMP_REL=3)

C: How many persons including (you/NAME) work or help in the family business?

ASK IF GLO_EMP=1 & (MJU_INS=4)

D: How many persons including (you/NAME) are employed by the household?

1. 1
2. 2-4
3. 5-9
4. 10-19
5. 20-49
6. 50+

ASK IF GLO_EMP =1

MJU_PLC

In what kind of place (do/does) (you/NAME) typically work, for example in an office, on the street, in your own home, in a vehicle etc?

1. AT (YOUR/NAME'S) OWN HOME
2. AT THE CLIENT'S OR EMPLOYER'S HOME
3. AT A FARM, AGRICULTURAL LAND OR FISHING SITE
4. AT A BUSINESS, OFFICE, FACTORY, FIXED PREMISE OR SITE
5. ON THE STREET OR ANOTHER PUBLIC SPACE WITHOUT A FIXED STRUCTURE
6. IN/ON A VEHICLE (WITHOUT DAILY WORK BASE)
7. DOOR-TO-DOOR
8. OTHER

97. CANNOT SAY

END OF MODULE (MJU)

MAIN JOB – TENURE (MJT)	
OBJECTIVE AND SCOPE The module captures the duration of employment in the economic unit where the person has his/her main job.	
IMPLEMENTATION NOTES - 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)	
MJT_SYR <i>ASK IF MJJ_EMP_REL=1,3,4,5</i> A. Which year did (you/NAME) begin working in this business or job? <i>ASK IF MJJ_EMP_REL=2</i> B. Which year did (you/NAME) start working in this business? _____ YEAR (YYYY) 9997. DON'T KNOW	
<i>ASK IF GLO_EMP=1 & MJT_SYR NE 9997</i> MJT_SMO And which month? 01. JANUARY 02. FEBRUARY 03. MARCH 04. APRIL 05. MAY 06. JUNE 07. JULY 08. AUGUST 09. SEPTEMBER 10. OCTOBER 11. NOVEMBER 12. DECEMBER 97. DON'T KNOW	
END OF MODULE (MJT)	

MAIN JOB – CORE CONTRACT CHARACTERISTICS (MJC)

MOBJECTIVE AND SCOPE

- For persons who self-reported working as employees or apprentices in their main job family workers receiving some form of pay (excluding tips).
- 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).

ASK IF (MJJ_EMP_REL = 1,4) OR (MJJ_EMP_REL = 3,5 & MJJ_REM_TYP=a)

MJC_CONTRA

(Do/Does) (you/NAME) have a written contract for the work (you/he/she) (do/does) or is it an oral agreement?

1. YES, WRITTEN CONTRACT
2. YES, ORAL AGREEMENT

97. DON'T KNOW

ASK IF MJC_CONTRA = 1,2

MJC_CONOP

Is (your/NAME's) contract or agreement...?

READ

1. For a specified period of time
2. Until the date a task is completed
3. Permanent or until retirement
4. Ongoing, until further notice

DO NOT READ

97. DON'T KNOW

ASK IF (MJC_CONTRA = 2 & MJC_CONOP = 4,97) OR MJC_CONTRA = 97

MJC_TEMPTOTAL

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

1. LESS THAN A MONTH
2. BETWEEN 1 AND 2 MONTHS
3. MORE THAN 2 MONTHS BUT LESS THAN 3 MONTHS
4. 3 TO LESS THAN 6 MONTHS
5. 6 MONTHS OR MORE
6. IT IS UNTIL FURTHER NOTICE/NO SPECIFIC AGREEMENT

97. DON'T KNOW

MJC_TEMPDUR

ASK IF (MJC_CONTRA=1, 2 & MJC_CONOP=1)

A. How long in total is (your/NAME's) current contract or agreement?

ASK IF (MJC_CONTRA=1, 2 & MJC_CONOP=2)

B. How long in total (do/does) (you/NAME) expect (your/his/her) current contract or agreement to be?

1. DAILY CONTRACT/AGREEMENT
2. LESS THAN ONE MONTH
3. 1 TO LESS THAN 3 MONTHS
4. 3 TO LESS THAN 6 MONTHS
5. 6 TO LESS THAN 12 MONTHS
6. 12 TO LESS THAN 24 MONTHS
7. TWO YEARS OR MORE
8. NO SPECIFIED DURATION

MAIN JOB – CORE CONTRACT CHARACTERISTICS (MJC) continued
<i>ASK IF (MJC_TEMPTOTAL = 1,2,3,4) OR (MJC_TEMPDUR = 1,2,3,4)</i> MCD_TASKSE Is (your/NAME's) contract or agreement temporary because it is seasonal work? 1 YES 2 NO
MCD_CONTHRS <i>ASK IF MJC_CONTRA = 1</i> A. Does (your/NAME's) contract specify the number of hours (you/he/she) (are/is) supposed to work? <i>ASK IF MJC_CONTRA = 2</i> B. (Do/does) (you/NAME) have an agreed number of hours (you/he/she) (are/is) supposed to work? 1 YES 2 NO
<i>ASK IF MCD_CONTHRS = 1</i> MCD_CONTHRS_NUM What are (your/NAME's) agreed or contractual working hours per week in this job? _____ HOURS PER WEEK 997 DON'T KNOW
MCD_CONMIN <i>ASK IF (MJC_CONTRA = 1) & (MCD_CONTHRS = 2)</i> A. Does the contract guarantee a minimum amount of hours or work for (you/NAME)? <i>ASK IF (MJC_CONTRA = 2) & (MCD_CONTHRS = 2)</i> B. (Do/Does) (you/NAME) have a minimum amount of hours or work agreed with (your/his/her) employer? 1. YES, MINIMUM HOURS TO BE WORKED 2. YES, TASKS OR WORK TO DO 3. NO, 0-HOUR CONTRACT, CONTACTED WHEN NEEDED
END OF MODULE (MJC)

MAIN JOB – INFORMAL EMPLOYMENT OF EMPLOYEES (MIE)

OBJECTIVE AND SCOPE

- For persons who self-reported working as employees or apprentices in their main job, and family workers receiving some form of pay (excluding tips).
- 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 concerning a statistical definition of informal employment (21st ICLS, Resolution I, 2023)

MIE_SOCPRO

ASK IF MJJ_EMP_REL = 1, 4

A: Does (your/NAME's) employer pay contributions to the [Pension Fund/Unemployment Insurance] for (you/NAME)?

ASK IF (MJJ_EMP_REL = 3,5) & (MJJ_REM_TYP=a)

B: Are contributions paid to the [Pension Fund/Unemployment Insurance] for (you/NAME) for doing this work?

1 YES

2 NO

97 DON'T KNOW

NOTE: The question MIE_SOCPRO needs to be adapted taken the national social security system in to account. Countries should include one (or more) job-related statutory social insurances covering employees and that requires mandatory contributions from the employer.

ASK IF (MJJ_EMP_REL = 1, 4) & (MJJ_REM_TYP NE a) & (MIE_SOCPRO = 2,97)

MIE_SOCPRO_SELF

In relation to this job (do/does) (you/name) contribute to the [Pension Fund/Unemployment Insurance] on (your/his/her) own behalf?

1 YES

2 NO

97 DON'T KNOW

ASK IF (MJJ_EMP_REL = 1,4) OR (MJJ_EMP_REL = 3,5 & MJJ_REM_TYP=a)

MIE_PVACLV

(Do/Does) (you/NAME) get paid annual leave?

1 YES

2 NO

97 DON'T KNOW

ASK IF (MJJ_EMP_REL = 1,4) OR (MJJ_EMP_REL = 3,5 & MJJ_REM_TYP=a)

MIE_PSCKLV

Would (you/NAME) get paid sick leave in case of illness or injury?

1 YES

2 NO

97 DON'T KNOW

END OF MODULE (MIE)

MAIN JOB – INDEPENDENT WORKER RELATIONSHIP (MJI)

OBJECTIVE AND SCOPE

- 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)

IMPLEMENTATION NOTES

- 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).

ASK IF (MJJ_EMP_REL=2 & MJJ_HIRES=2) OR (MJJ_CFW_CHK=1,2 & MJJ_HIRES=2)

MJD_SINGLE_CLIENT

Does more than half of the income from the business/activity come from ...?

1. One single client/customer
2. Multiple clients/customers
3. HAVE NOT HAD ANY CLIENTS YET

ASK IF MJD_SINGLE_CLIENT=2

MJD_SOURCE_CLIENT

(Do/Does) (you/NAME) get (your/his/her) customers, clients or buyers through someone else, for example from another company, intermediary or person ...?

1. Yes, all of them
2. Yes, most of them
3. Yes, but only some of them
4. No

ASK IF (MJD_SOURCE_CLIENT=3,4) OR (MJD_SINGLE_CLIENT=3)

MJD_SELL_CLIENT

In this business activity (do/does) (you/NAME) ...?

READ AND MARK ALL THAT APPLY

- 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

DO NOT READ

- d. NONE OF THE ABOVE

MAIN JOB – INDEPENDENT WORKER RELATIONSHIP (MJI) continued

ASK IF (MJD_SINGLE_CLIENT=1) OR (MJD_SOURCE_CLIENT=1,2) OR (MJD_SELL_CLIENT= a, b, c)

MJD_CONTROL

Does this client / company / intermediary / person ...?

READ AND MARK ALL THAT APPLY

- a. Set the price of the products or services that you offer
- b. Decide the minimum amount of sales or tasks you must complete
- c. Decide the places, routes or areas where you do your work
- d. Decide how to organize the work such as supervising or deciding on working time
- e. Decide the supplier(s) to use
- f. Provide the premises or machines you use

DO NOT READ

g. NONE OF THE ABOVE

NOTE: The standard version of the questionnaire includes a list of 6 response categories for different forms of control. However, a shorter version has been tested with only 2 response categories which are wider. This can be considered by countries as an option. If this shorter option is chosen the CAPI questionnaire should be updated to include the 2 response categories below in place of the 6 above.

ALTERNATIVE LIST:

- 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*

DO NOT READ

g. NONE OF THE ABOVE

END OF MODULE (MJI)

MAIN JOB – FORMAL STATUS OF ECONOMIC UNIT (MJL)
OBJECTIVE AND SCOPE - The module includes a single question to capture the legal organization of the economic unit in which the main job is located - Questions have been developed for testing as part of the engendering informality statistics project
IMPLEMENTATION NOTES - 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) - The question should be adapted to fit the national context
MJL_REGI <i>ASK IF MJJ_EMP_REL=2</i> A: Is (your/NAME's) (business/farm) registered in the [National Business Register]? <i>ASK IF (MJJ_EMP_REL=1,4,5 & MJU_INS=2,3) & (MIE_SOCPRO=2 OR (MIE_SOCPRO=97 & (MIE_PVACLV=2,97 OR MIE_PSCKLV=2,97)))</i> B: Is the (business/farm) (you/NAME) (work/works) for registered in the [National Business Register]? <i>ASK IF MJJ_EMP_REL=3</i> C: Is the family (business/farm) registered in the [National Business Register]? 1. YES 2. NO 97. DON'T KNOW <i>The string (business/farm) depends on answers to MJU_INS</i>
MJL_CORP_TYP <i>ASK IF MJJ_EMP_REL=2 & MJL_REGI=1</i> A: Is (your/NAME's) (business/farm) registered as...? <i>ASK IF MJJ_CFW_CHK=1,2 & MJL_REGI=1</i> B: Is the (business/farm) (you/NAME) (work/works) for registered as...? READ 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)] DO NOT READ 97. DON'T KNOW <i>NOTE FOR NATIONAL ADAPTATION: 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). See the national adaptation guidelines for further details.</i> <i>Any changes have to be reflected in the derivation of the hidden variable MJL_CORP (see below).</i>

MAIN JOB – FORMAL STATUS OF ECONOMIC UNIT (MJL) continued

Hidden Derived Variable (not a question)

MJL_CORP

Business Incorporation

1. INCORPORATED
2. NOT INCORPORATED
97. DON'T KNOW

*IF (MJL_CORP_TYP = 1,2,3,4,5) THEN ASSIGN MJL_CORP = 1
ELSE IF (MJL_CORP_TYP = 6) THEN ASSIGN MJL_CORP = 2
ELSE IF (MJL_CORP_TYP = 97) THEN ASSIGN MJL_CORP = 97*

ASK IF ((MJJ_EMP_REL=2 OR MJJ_CFW_CHK=1,2) & (MJD_CONTROL NE g) & (MJL_REGI=2,97)) OR (MJJ_EMP_REL=1 & MJJ_REM_TYP NE a & (MIE_SOCPRO=2 OR (MIE_SOCPRO=97 & (MIE_PVACLV=2,97 OR MIE_PSCKLV=2,97))))

MJL_REGP

(Have/Has) (you/NAME) registered (your/his/her) activities in [\[The national tax registration for persons in employment for profit, declaring their tax on profits made\]](#)?

1. YES
2. NO
97. DON'T KNOW

ASK IF (MJJ_EMP_REL=2,3) OR ((MJJ_EMP_REL = 1,4,5 & MJU_INS = 2,3) & (MIE_SOCPRO = 2 OR (MIE_SOCPRO = 97 & (MIE_PVACLV =2,97 OR MIE_PSCKLV = 2,97))))

MIS_BOOK_TYP

What kind of accounts or records does the (business/farm) keep? Are they...

READ

1. A complete set of written accounts for tax purposes
2. Simplified written accounts to be submitted for tax purposes
3. Simplified written accounts not for tax purposes
4. Informal records of orders, sales, purchases
5. No records are kept

DO NOT READ

97. DON'T KNOW

The string (business/farm) depends on answers to MJU_INS

NOTE FOR NATIONAL ADAPTATION: In countries where the possibility for keeping simplified accounts for tax purposes do 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). See the national adaptation guidelines for further details.

Changes and national specificities have to be reflected in the derivation of the hidden variable MIS_BOOK (see below).

MAIN JOB – FORMAL STATUS OF ECONOMIC UNIT (MJL) continued

Hidden Derived Variable (not a question)

MIS_BOOK

Accounts or records kept with the intention to be submitted for tax purposes

- 1. Yes
- 2. No
- 97. DON'T KNOW

*IF (MIS_BOOK_TYP = 1,2) THEN ASSIGN MIS_BOOK = 1
ELSE IF (MIS_BOOK_TYP = 3,4,5) THEN ASSIGN MIS_BOOK = 2
ELSE IF (MIS_BOOK_TYP = 97) THEN ASSIGN MIS_BOOK = 97*

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.

MIS_SOCPRO_DC

ASK IF (MJJ_EMP_REL=2) & (MJD_CONTROL = a-f)

A: In relation to these activities (do/does) (you/name) contribute to the [Pension Fund/Unemployment Insurance] on (your/his/her) behalf?

ASK IF (MJJ_CFW_CHK=1,2) & (MJD_CONTROL = a-f)

B: Are contributions paid to the [Pension Fund/Unemployment Insurance] for (you/NAME) for doing this work?

- 1 YES
- 2 NO
- 97 DON'T KNOW

NOTE FOR NATIONAL ADAPTATION: The question MIS_SOCPRO_DC needs to be adapted taken the national social security system in to account. Countries should include one (or more) job-related statutory social insurances (voluntary or mandatory) covering persons in employment for profit. The question can be excluded/removed in countries where no such arrangements exist for persons in employment for profit. See the national adaptation guidelines for further details.

ASK IF (MJJ_CFW_CHK=3,4) & (MJJ_REM_TYP NE a)

MIS_SOCPRO_CFW

Are contributions paid to the [Pension Fund/Unemployment Insurance] for (you/NAME) for doing this work?

- 1 YES
- 2 NO
- 97 DON'T KNOW

NOTE FOR NATIONAL ADAPTATION: The question MIS_SOCPRO_CFW needs to be adapted taken the national social security system in to account. 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. See the national adaptation guidelines for further details.

END OF MODULE (MJL)

SECOND JOB – CORE JOB CHARACTERISTICS (SJJ)
OBJECTIVES AND SCOPE • Start of the 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. • It captures the occupation, branch of economic activity, and basic status in employment of the respondent in his/her second job.
IMPLEMENTATION NOTES • To be asked to all employed persons identified as multiple job-holders in the reference week. • Requires inclusion of the module on the core characteristics of the main job (MJJ). • It can be combined with other modules to capture additional characteristics of the second job, including informal sector employment, informal employment, contract characteristics, detailed status in employment, etc.
<i>ASK IF MJJ_MULT=2</i> SJB_TEXT READ I am now going to ask you some questions about (your/NAME's) second job or business activity. 1. OK, CONTINUE WITH THE SECOND JOB 2. SKIP BECAUSE DOES NOT HAVE A SECOND JOB <i>Note for interviewer: choose 2 only if respondents mistakenly originally answered that they had multiple jobs (i.e. MJJ_MULT=2). It is not necessary to go back and correct MJJ_MULT.</i>
<i>ASK IF MJJ_MULT=2 & SJB_TEXT=1</i> In this second job, what kind of work (do/does) (you/NAME) do? SJJ_OCC_TLE _____ (OCCUPATIONAL TITLE, IF ANY) (E.g. [street seller: commercial or mainly market oriented farmer; primary school teacher; registered nurse; domestic worker; truck driver]) SJJ_OCC_MTD _____ (MAIN TASKS AND DUTIES) (eg. [Breed, raise and sell cattle; Patrol the streets; Plan and prepare meals; Teach children how to read and write])
<i>ASK IF MJJ_MULT=2 & SJB_TEXT=1</i> SJJ_IND_MAC What is the main activity of the business or place where (you/NAME) work(s)? _____ (MAIN ACTIVITY, GOODS OR SERVICES) (e.g.: [Police Department - public safety; Restaurant - preparing and serving meals; Transport Company - long distance transport of goods])
<i>ASK IF MJJ_MULT=2 and SJB_TEXT=1</i> SJJ_EMP_REL In this second job, (do/does) (you/NAME) work...? READ 1. As an [employee] 2. In (your/his/her) own [business activity] 3. Helping in a family or household business 4. As an apprentice, intern 5. Helping a family member who works for someone else

SECOND JOB – CORE JOB CHARACTERISTICS (SJJ) continued

ASK IF SJJ_EMP_REL=2

SJJ_HIRES

(Do/Does) (you/NAME) hire any paid employees on a regular basis?

1. YES
2. NO

ASK IF MJJ_MULT=2 & SJJ_EMP_REL=2,3

SJJ_REGI

Is this business registered in the [National Business Register]?

1. YES
2. NO
97. DON'T KNOW

END OF MODULE (SJJ)

SECOND JOB – DEPENDENT CONTRACTORS (SJD)

OBJECTIVE AND SCOPE

- 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.

ASK IF SJJ_EMP_REL=1,3,4,5

SJD_REM_TYP

Which of the following types of pay (do/does) (you/NAME) receive for this work?

READ AND MARK ALL THAT APPLY

- A wage or salary
- Payment by piece of work completed
- Commissions
- Tips
- Fee for services provided
- Payment with meals or accommodation
- Payment in products
- OTHER CASH PAYMENT (SPECIFY): _____
- NOT PAID

SJD_SOCPRO

ASK IF SJJ_EMP_REL= 1, 4

A: Does (your/NAME's) employer pay contributions to the [Pension Fund/Unemployment Insurance] for (you/NAME)?

ASK IF SJJ_EMP_REL=3,5 & SJD_REM_TYP=a

B: Are contributions paid to the [Pension Fund/Unemployment Insurance] for (you/NAME) for doing this work?

- YES
- NO

97. DON'T KNOW

ASK IF SJJ_HIRES=2

SJD_SINGLE_CLIENT

Does more than half of the income from the business/activity come from...

- One single client/customer?
- Multiple clients/customers?
- HAVE NOT HAD ANY CLIENTS YET

ASK IF SJD_SINGLE_CLIENT = 2

SJD_SOURCE_CLIENT

(Do/Does) (you/NAME) get (your/his/her) customers, clients or buyers through someone else, for example from another company, intermediary or person?

- Yes all of them
- Yes most of them
- Yes, but only some of them
- No

SECOND JOB – DEPENDENT CONTRACTORS (SJD) continued

ASK IF SJD_SINGLE_CLIENT=1 OR SJD_SOURCE_CLIENT = 1,2

SJD_CONTROL

Does this client / company / intermediary / person ...?

- 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

DO NOT READ

- g. NONE OF THE ABOVE

SJD_SOCPRO_SELF

ASK IF (SJD_CONTROL=a,b & SJJ_REGI=1) OR (SJJ_EMP_REL=1 & SJD_REM_TYP NE a & SJD_SOCPRO=2,97)

A: In relation to these activities do (you/name) contribute to the [Pension Fund/Unemployment Insurance] on your behalf?

ASK IF SJJ_EMP_REL=3,5 & SJD_REM_TYP NE a & SJJ_REGI=1

B: Are contributions paid to the [Pension Fund/Unemployment Insurance] for (you/NAME) for doing this work?

- 1. YES
- 2. NO

97. DON'T KNOW

END OF MODULE (SJD)

WORKING TIME IN EMPLOYMENT (WKT)

OBJECTIVE AND SCOPE

- To be asked to all employed persons in the reference week.
- 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).

IMPLEMENTATION NOTES

- Requires inclusion of the module on core characteristics of the main job (MJJ).

ASK IF MJJ_MULT = 2 & SJB_TEXT = 1

WKT_INTRO

READ

Now, I would like to ask some questions about the hours that (you/NAME) work(s), starting with (your/his/her) main job as [MJJ_OCC_TLE] ...

ASK IF GLO_EMP = 1

WKT_MJ_USHRS_REP

How many hours (do/does) (you/NAME) usually work per week in (your/his/her) main job?

HOURS PER WEEK

997 DON'T KNOW

ASK IF WKT_MJ_USHRS_REP = 997

WKT_MJ_USDAY

How many days per week do (you/NAME) usually work in (your/his/her) main job?

DAYS PER WEEK

997 DON'T KNOW

ASK IF WKT_MJ_USHRS_REP = 997 & WKT_MJ_USDAY NE 997

WKT_MJ_USHRDY

And how many hours per day do (you/NAME) usually work in (your/his/her) main job?

HOURS PER DAY

997 DON'T KNOW

WORKING TIME –ALL JOBS (WKT) continued	
*/ VARIABLES FOR USUAL HOURS WORKED TO BE COMPUTED IN THE BACKGROUND */ Hidden Derived Variable (not a question) WKT_MJ_USHRS Hours usually work per week in the main job _____ HOURS PER WEEK 997 DON'T KNOW <i>IF (GLO_EMP=1 & WKT_MJ_USHRS_REP NE 997) THEN ASSIGN WKT_MJ_USHRS = WKT_MJ_USHRS_REP ELSE IF (WKT_MJ_USHRS_REP = 997 & WKT_MJ_USDAY NE 997 & WKT_MJ_USHRDY NE 997) THEN ASSING WKT_MJ_USHRS = WKT_MJ_USDAY * WKT_MJ_USHRDY ELSE IF (WKT_MJ_USHRS_REP = 997 & (WKT_MJ_USDAY = 997 OR WKT_MJ_USHRDY = 997) THEN ASSIGN WKT_MJ_USHRS = 997</i>	
<i>ASK IF GLO_EMP = 1 & ABS_JOB NE 1 & WKT_MJ_USHRS NE 997</i> WKT_MJ_SAMEHRS In total, last week did (you/NAME) work the same hours as usual in (your/his/her) main job? 1. YES 2. NO	
<i>ASK IF GLO_EMP = 1 & ABS_JOB = 1</i> WKT_ABS_CHK1 Earlier you told me that (you/NAME) (were/was) absent from (your/his/her) job, just to confirm, last week did (you/NAME) work any hours at all in your main job? 1. YES, WORKED 2. NO, DID NOT WORK AT ALL	
<i>IF (WKT_MJ_SAMEHRS = 1) THEN ASSIGN WKT_MJ_ACTHRS = WKT_MJ_USHRS ELSE IF (WKT_ABS_CHK1 = 2) THEN ASSIGN WKT_MJ_ACTHRS = 0 (zero) ELSE ASK IF WKT_MJ_USHRS = 997 OR WKT_MJ_SAMEHRS = 2 OR WKT_ABS_CHK1 = 1</i> WKT_MJ_ACTHRS How many hours did (you/NAME) work in total in (your/his/her) main job last week? _____ HOURS IN REF. WEEK 997 DON'T KNOW <i>Note for CAPI implementation: The question is not actually asked when WKT_MJ_SAMEHRS = 1 or WKT_ABS_CHK1 = 2 because the value is automatically assigned</i>	
<i>ASK IF MJJ_MULT=2 & SJB_TEXT = 1</i> WKT_NUMJBS You said previously that (you/NAME) had more than one job or business activity last week. How many jobs did (you/he/she) have in total, even if absent? 2. TWO JOBS 3. MORE THAN TWO JOBS	
<i>ASK IF WKT_NUMJBS=2,3</i> WKT_SJ_USHRS How many hours (do/does) (you/NAME) usually work per week in (your/his/her) second job? _____ HOURS PER WEEK 997 DON'T KNOW	

WORKING TIME –ALL JOBS (WKT) continued

ASK IF WKT_SJ_USHRS NE 997

WKT_SJ_SAMEHRS

Is that the number of hours (you/NAME) worked last week in (your/his/her) second job?

1. YES
2. NO

*IF (WKT_SJ_SAMEHRS = 1) THEN ASSIGN WKT_SJ_ACTHRS = WKT_SJ_USHRS
ELSE ASK IF WKT_SJ_SAMEHRS=2 OR WKT_SJ_USHRS=997*

WKT_SJ_ACTHRS

How many hours did (you/NAME) work last week in (your/his/her) second job?

HOURS IN REF. WEEK

997 DON'T KNOW

Note for CAPI implementation: The question is not actually asked when WKT_SJ_SAMEHRS = 1 because the value is automatically assigned

ASK IF WKT_NUMJBS=3

WKT_OJ_USHRS

How many hours (do/does) (you/NAME) usually work per week in (your/his/her) other job(s)?

HOURS PER WEEK

997 DON'T KNOW

ASK IF WKT_OJ_USHRS NE 997

WKT_OJ_SAMEHRS

Is that the number of hours (you/NAME) worked last week in (your/his/her) other job(s)?

1. YES
2. NO

*IF (WKT_OJ_SAMEHRS = 1) THEN ASSIGN WKT_OJ_ACTHRS = WKT_OJ_USHRS
ELSE ASK IF WKT_OJ_SAMEHRS=2 OR WKT_OJ_USHRS=997*

WKT_OJ_ACTHRS

How many hours did (you/NAME) work last week in (your/his/her) other jobs?

HOURS IN REF. WEEK

997 DON'T KNOW

Note for CAPI implementation: The question is not actually asked when WKT_OJ_SAMEHRS = 1 or WKT_ABS_CHK1 = 2 because the value is automatically assigned

WORKING TIME –ALL JOBS (WKT) continued

**/VARIABLES FOR TOTAL HOURS WORKED TO BE COMPUTED IN THE BACKGROUND*/*

Hidden Derived Variable (not a question)

WKT_USHRSTOT_CALC

*IF ((MJJ_MULT = 1 OR (MJJ_MULT = 2 & SJB_TEXT = 2)) & WKT_MJ_USHRS NE 997)
THEN ASSIGN WKT_USHRSTOT_CALC = WKT_MJ_USHRS*

*ELSE IF (WKT_NUMJOBS = 2 & (WKT_MJ_USHRS NE 997 AND WKT_SJ_USHRS NE 997))
THEN ASSIGN WKT_USHRSTOT_CALC = (WKT_MJ_USHRS + WKT_SJ_USHRS)*

*ELSE IF (WKT_NUMJOBS = 3 & (WKT_MJ_USHRS NE 997 AND WKT_SJ_USHRS NE 997 AND WKT_OJ_USHRS
NE 997))
THEN ASSIGN WKT_USHRSTOT_CALC = (WKT_MJ_USHRS + WKT_SJ_USHRS + WKT_OJ_USHRS)*

*ELSE IF ((MJJ_MULT = 1 OR (MJJ_MULT = 2 & SJB_TEXT = 2)) & WKT_MJ_USHRS = 997)
THEN ASSIGN WKT_USHRSTOT_CALC = 997*

*ELSE IF (WKT_NUMJOBS = 2 & (WKT_MJ_USHRS = 997 OR WKT_SJ_USHRS = 997))
THEN ASSIGN WKT_USHRSTOT_CALC = 997*

*ELSE IF (WKT_NUMJOBS = 3 & (WKT_MJ_USHRS = 997 OR WKT_SJ_USHRS = 997 OR WKT_OJ_USHRS =
997))
THEN ASSIGN WKT_USHRSTOT_CALC = 997*

**/VARIABLES FOR TOTAL HOURS WORKED TO BE COMPUTED IN THE BACKGROUND*/*

Hidden Derived Variable (not a question)

WKT_ACHRSTOT_CALC

*IF ((MJJ_MULT = 1 OR (MJJ_MULT = 2 & SJB_TEXT = 2)) & WKT_MJ_ACTHRS NE 997)
THEN ASSIGN WKT_ACHRSTOT_CALC = WKT_MJ_ACTHRS*

*ELSE IF (WKT_NUMJOBS = 2 & WKT_MJ_ACTHRS NE 997 AND WKT_SJ_ACTHRS NE 997)
THEN ASSIGN WKT_ACHRSTOT_CALC = WKT_MJ_ACTHRS + WKT_SJ_ACTHRS*

*ELSE IF (WKT_NUMJOBS = 3 & WKT_MJ_ACTHRS NE 997 AND WKT_SJ_ACTHRS NE 997 AND
WKT_OJ_ACTHRS NE 997)
THEN ASSIGN WKT_ACHRSTOT_CALC = WKT_MJ_ACTHRS + WKT_SJ_ACTHRS + WKT_OJ_ACTHRS*

*ELSE IF ((MJJ_MULT = 1 OR (MJJ_MULT = 2 & SJB_TEXT = 2)) & WKT_MJ_ACTHRS = 997)
THEN ASSIGN WKT_ACHRSTOT_CALC = 997*

*ELSE IF (WKT_NUMJOBS = 2 & (WKT_MJ_ACTHRS = 997 OR WKT_SJ_ACTHRS = 997))
THEN ASSIGN WKT_ACHRSTOT_CALC = 997*

*ELSE IF (WKT_NUMJOBS = 3 & (WKT_MJ_ACTHRS = 997 OR WKT_SJ_ACTHRS = 997 OR WKT_OJ_ACTHRS
= 997))
THEN ASSIGN WKT_ACHRSTOT_CALC = 997*

WORKING TIME –ALL JOBS (WKT) continued

ASK IF WKT_NUMJBS = 2,3 AND WKT_USHRSTOT_CALC NE 997

WKT_USHRSTOT_CHK

So in total, this means that (you/NAME) usually work(s) [WKT_USHRSTOT_CALC] hours per week, is that correct?

1. YES
2. NO

*IF (MJJ_MULT = 1 OR (MJJ_MULT = 2 & SJB_TEXT=2)) THEN ASSIGN WKT_USHRSTOT = WKT_USHRSTOT_CALC
ELSE IF (WKT_NUMJBS = 2,3 AND WKT_USHRSTOT_CHK = 1) THEN ASSIGN WKT_USHRSTOT = WKT_USHRSTOT_CALC
ELSE ASK IF (WKT_NUMJBS = 2,3 AND (WKT_USHRSTOT_CHK = 2 OR WKT_USHRSTOT_CALC = 997))*

WKT_USHRSTOT

How many hours (do/does) (you/NAME) usually work per week in total?

HOURS PER WEEK

997 DON'T KNOW

Note for CAPI implementation: The question is not actually asked when (MJJ_MULT = 1 OR (MJJ_MULT = 2 & SJB_TEXT=2)) or (WKT_NUMJBS = 2,3 AND WKT_USHRSTOT_CHK = 1) because the value is automatically assigned

ASK IF WKT_NUMJBS = 2,3 AND WKT_ACHRSTOT_CALC NE 997

WKT_ACHRSTOT_CHK

And in total, last week, is it correct that (you/NAME) worked [WKT_ACHRSTOT_CALC] hours?

1. YES
2. NO

*IF (MJJ_MULT = 1 OR (MJJ_MULT = 2 & SJB_TEXT=2)) THEN ASSIGN WKT_ACHRSTOT = WKT_ACHRSTOT_CALC
ELSE IF (WKT_NUMJBS = 2,3 AND WKT_ACHRSTOT_CHK = 1) THEN ASSIGN WKT_ACHRSTOT = WKT_ACHRSTOT_CALC
ELSE ASK IF (WKT_NUMJBS = 2,3 AND (WKT_ACHRSTOT_CHK = 2 OR WKT_ACHRSTOT_CALC = 997))*

WKT_ACHRSTOT

How many hours did (you/NAME) work in total last week?

HOURS IN REF. WEEK

997 DON'T KNOW

Note for CAPI implementation: The question is not actually asked when MJJ_MULT = 1 OR (MJJ_MULT = 2 & SJB_TEXT=2) or (WKT_NUMJBS = 2,3 & WKT_ACHRSTOT_CHK = 1) because the value is automatically assigned

WORKING TIME –ALL JOBS (WKT) continued

ASK IF GLO_EMP=1

WKT_SRH_OJB

During the last four weeks, that is from [START_DATE] up to [last END_DAY/yesterday] did (you/NAME) look for additional or other paid work?

1. YES
2. NO

NOTE: The option “yesterday” should be displayed when INTREVIEW DAY – 1 = END_DAY

ASK IF WKT_USHRSTOT <40

WKT_WNT_MRH

Would (you/NAME) want to work more hours per week than usually worked, provided the extra hours are paid?

1. YES
2. NO

NOTE: The threshold may be customized to the national context. In all cases it should not be below 30 hours

ASK IF WKT_WNT_MRH=1

WKT_AVL_MRH

Could (you/NAME) start working more hours within the next two weeks?

1. YES
2. NO

ASK IF WKT_AVL_MRH=1

WKT_NUM_MRH

How many additional hours per week could (you/NAME) work?

ADDITIONAL HOURS PER WEEK

997 DON'T KNOW

END OF MODULE (WKT)

WORKING TIME – INADEQUATE EMPLOYMENT SITUATIONS (WKI)
OBJECTIVE AND SCOPE • 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.
IMPLEMENTATION NOTES • For all persons in employment. • For implementation after other questions on working time and those on time-related underemployment.
<i>ASK IF GLO_EMP=1</i> WKI_INAD (Do/Does) (you/NAME) want to change (your/his/her) current employment situation? 1. YES 2. NO
<i>ASK IF WKI_INAD=1</i> WKI_INAD_RES What is the main reason why (you/NAME) want(s) to change (your/his/her) employment situation? 1. PRESENT JOB(S) IS/ARE TEMPORARY 2. TO HAVE A BETTER PAID JOB 3. TO HAVE MORE CLIENTS/BUSINESS 4. TO WORK MORE HOURS 5. TO WORK FEWER HOURS 6. TO BETTER MATCH SKILLS 7. TO WORK CLOSER TO HOME 8. TO IMPROVE OTHER WORKING CONDITIONS 9. OTHER (SPECIFY): _____
END OF MODULE (WKI)

JOB SEARCH AND AVAILABILITY (SRH)

OBJECTIVE AND SCOPE

- To be asked to persons not employed in the reference week.
- The module serves to identify the unemployed, the potential labour force, persons in long-term unemployment, as well as other groups such as future starters, discouraged job seekers, etc.
- It covers current job search, method of job search, duration of job search, job search in the last 12 months, desire to work, availability to work, reasons for not seeking work, reasons for not being available to work, main activity at present
- It is aligned with the latest international standards on the measurement of work, employment and labour underutilization (19th ICLS, 2013).

SRH_JOB

ASK IF GLO_EMP=0 & GLO_OPF=0 & ABS_WHY NE 01

A: During the last four weeks, from [START_DATE] up to [last END_DAY/yesterday] did (you/NAME) do anything to find a paid job?

ASK IF GLO_EMP=0 & GLO_OPF=1 & ABS_WHY NE 01

B: During the last four weeks, from [START_DATE] up to [last END_DAY/yesterday] did (you/NAME) look for additional or other paid work?

1. YES
2. NO

NOTE: The option "yesterday" should be displayed when INTREVIEW DAY – 1 = END_DAY

2

SRH_BUS

ASK IF GLO_EMP=0 & GLO_OPF=0 & SRH_JOB=2

A: Or did (you/NAME) try to start a business?

ASK IF GLO_EMP=0 & GLO_OPF=1 & SRH_JOB=2

B: Or did (you/NAME) try to start another activity to generate income, a business for example?

1. YES
2. NO

ASK IF (SRH_JOB=1 OR SRH_BUS=1)

SRH_MTD

What did (you/NAME) mainly do in the last four weeks to (find a paid job/start a business)?

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 ONLINE
05. REGISTER WITH [PUBLIC EMPLOYMENT CENTER]
06. REGISTER WITH PRIVATE EMPLOYMENT CENTER
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 PERMIT OR LICENSE TO START A BUSINESS
14. OTHER (SPECIFY): _____

NOTE: The string (find a paid job/start a business) depends on answers to SRH_JOB and SRH_BUS

JOB SEARCH AND AVAILABILITY (SRH) continued

ASK IF SRH_MTD=03

SRH_ACT

In addition to reading job advertisements, did (you/NAME) do anything else in the last four weeks to (find a paid job/start a business)?

1. YES
2. NO

NOTE: The string (find a paid job/start a business) depends on answers to SRH_JOB and SRH_BUS

ASK IF SRH_ACT=1

SRH_OTH

What else did (you/NAME) do?

01. APPLY TO PROSPECTIVE EMPLOYERS
02. PLACE OR ANSWER JOB ADVERTISEMENTS
04. POST/UPDATE RESUME ON PROFESSIONAL/SOCIAL NETWORKING SITES ONLINE
05. REGISTER WITH [PUBLIC EMPLOYMENT CENTER]
06. REGISTER WITH PRIVATE EMPLOYMENT CENTER
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 PERMIT OR LICENSE TO START A BUSINESS
14. OTHER (SPECIFY): _____

ASK IF (SRH_JOB=1 OR SRH_BUS=1)

SRH_DUR

For how long (have/has) (you/NAME) been without work and trying to find a paid job or start a business?

1. LESS THAN 1 MONTH
2. ONE MONTH TO < 3 MONTHS
3. THREE MONTHS TO < 6 MONTHS
4. SIX MONTHS TO < 12 MONTHS
5. ONE YEAR TO < 2 YEARS
6. TWO YEARS OR MORE

ASK IF SRH_BUS=2

SRH_YER

At any time in the last 12 months, that is since [CURRENT MONTH -12, YY] up to last month did (you/NAME) look for a paid job or try to start a business?

1. YES
2. NO

ASK IF SRH_BUS=2

SRH_DES

At present, (do/does) (you/NAME) want to work?

1. YES
2. NO

JOB SEARCH AND AVAILABILITY (SRH) continued

ASK IF SRH_DES =1

SRH_DWY

What is the main reason why (you/NAME) did not try to find a paid job or start a business in the last four weeks?

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 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): _____

SRH_FTR

ASK IF (GLO_EMP=0 & ABS_WHY=01)

A: You told me earlier that (you/NAME) expect(s) to start working in a new job or business. How soon (do/does) (you/NAME) expect to start working in this new job or business?

ASK IF SRH_DWY=04

B: How soon (do/does) (you/NAME) expect to start working in this new job or business?

1. ONE MONTH OR LESS
2. MORE THAN ONE MONTH AND UP TO THREE MONTHS
3. MORE THAN THREE MONTHS

ASK IF SRH_DWY=04 OR (GLO_EMP=0 & ABS_WHY=01)

SRH_FAN

If it depended on (you/NAME), could (you/NAME) have started working last week in this new job or business?

1. YES
2. NO

ASK IF (SRH_JOB=1 OR SRH_BUS=1 OR (SRH_DES =1 & SRH_DWY NE 04))

SRH_AVN

If a job or business opportunity had been available, could (you/NAME) have started working last week?

1. YES
2. NO

ASK IF (SRH_FAN=2 OR SRH_AVN=2)

SRH_AVL

Or, could (you/NAME) start working within the next two weeks?

1. YES
2. NO

JOB SEARCH AND AVAILABILITY (SRH) continued

ASK IF SRH_AVL=2

SRH_NAR

Why is that?

1. AWAITING RECALL FROM A PREVIOUS JOB
2. WAITING FOR THE SEASON TO START
3. IN STUDIES, TRAINING
4. FAMILY / HOUSEHOLD RESPONSIBILITIES
5. IN AGRICULTURE / FISHING FOR FAMILY USE
6. RETIRED, PENSIONER
7. OWN DISABILITY, INJURY, ILLNESS

ASK IF SRH_DES =2

SRH_MAC

Which of the following best describes what (you/NAME) (are/is) mainly doing at present?

READ

1. Studying or training
2. Engaged in household or family responsibilities
3. Farming or fishing to produce food for the family
4. Retired or pensioner
5. With a long-term illness, injury or disability
6. Doing volunteering, community or charity work
7. Engaged in cultural or leisure activities
8. OTHER (SPECIFY): _____

END OF MODULE (SRH)

OWN USE PRODUCTION OF CROPS (OPC)	
OBJECTIVE AND SCOPE - The module captures participation and actual hours worked in the reference week producing foodstuff from crop farming. - Part of the identification of 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).	
IMPLEMENTATION NOTES - To be asked to all working age persons who did not report work in agriculture in module AFG. - The questions should be adapted to include nationally relevant examples.	
<i>ASK IF (GLO_WAP=1 & GLO_OPF=0)</i> OPC_INTRO The next questions are about activities that (you/NAME) may have done, without pay, to produce food mainly for consumption by the household or family.	
<i>ASK IF (GLO_WAP=1 & GLO_OPF=0)</i> OPC_HCROP Last week, from [START_DAY] up to [last END_DAY/yesterday], did (you/NAME) plant, maintain or harvest any crops, vegetables or fruits? 1. YES 2. NO <i>NOTE: The option "yesterday" should be displayed when INTREVIEW DAY – 1 = END_DAY</i>	
<i>ASK IF (OPC_HCROP=1)</i> OPC_HPROD What are the main crops, vegetables or fruits that (you/NAME) (were/was) working on mainly for consumption by your household or family? (for example: <i>[cassava, rice, ...]</i>) _____ MAIN CROPS _____ ISIC CODE (ENTER 9999 FOR DON'T KNOW AND ENTER LATER)	
<i>ASK IF (OPC_HCROP=1)</i> OPC_HDAY On how many days did (you/NAME) do this work last week? _____ DAYS IN REF. WEEK	
<i>ASK IF (OPC_HCROP=1)</i> OPC_HHRS How many hours per day did (you/NAME) spend doing this last week? _____ HOURS PER DAY 97 DON'T KNOW	
END OF MODULE (OPC)	

OWN USE PRODUCTION OF NON-CROP FOODSTUFF (OPF)
OBJECTIVE AND SCOPE - The module captures participation and actual hours worked in the reference week producing foodstuff from agriculture, fishing, hunting and gathering. - It serves to identify 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).
IMPLEMENTATION NOTES - To be asked to all working age persons who did not report work in agriculture in module AFG. - The questions should be adapted to include nationally relevant examples.
OPF_HFOOD <i>ASK IF (GLO_WAP=1 & GLO_OPF=0)</i> A: (And/Or) did (you/NAME) do any of the following to produce food for the family, last week, such as...? <i>READ AND MARK ALL THAT APPLY</i> - Raise or tend farm animals such as [sheep, goats, chicken...] - Go fishing or collecting shellfish - Gather wild food such as [mushrooms, berries, herbs...] - Go hunting for [bush meat...] - Prepare preserved food or drinks for storage such as [flour, dried fish, butter, cheese, ...] - NONE OF THE ABOVE <i>ASK IF (GLO_WAP=1 & GLO_OPF=1)</i> B: In addition to what you have told me, last week, from [START_DAY] up to [last END_DAY/yesterday], did (you/NAME) do any of the following activities to produce food mainly for consumption by the household or family...? <i>READ AND MARK ALL THAT APPLY</i> - Gather wild food such as [mushrooms, berries, herbs...] - Go hunting for [bush meat...] - Prepare preserved food or drinks for storage such as [flour, dried fish, butter, cheese, ...] - NONE OF THE ABOVE <i>NOTE: The option "yesterday" should be displayed when INTREVIEW DAY - 1 = END_DAY String (And/Or) depends on answers to OPC_HCROP.</i>
<i>ASK IF (OPF_HFOOD=a-e)</i> OPF_HDAY <i>ASK IF (SINGLE ANSWER IN OPF_HFOOD)</i> A: On how many days did (you/NAME) [FOOD_STRING] last week? <i>ASK IF (MULTIPLE ANSWERS IN OPF_HFOOD)</i> B: Thinking about the different activities you just told me (you/NAME) did, last week, on how many days did (you/he/she) do this work? DAYS IN REF. WEEK <i>NOTE: Replace FOOD_STRING with the corresponding phrase highlighted in OPF_HFOOD</i>
<i>ASK IF (OPF_HFOOD=a-e)</i> OPF_HHRS How many hours per day did (you/NAME) spend doing this last week in total? HOURS PER DAY 97 DON'T KNOW
END OF MODULE (OPF)

OWN USE PRODUCTION OF GOODS –CONSTRUCTION (BLDG)

OBJECTIVE AND SCOPE

- This module captures participation and actual hours spent in the reference week doing unpaid construction, renovation or major repair of the household dwelling/premises or helping family members living in other households with similar work.
- Part of the sequence of questions to fully identify own-use producers of goods.
- It is aligned with the international standards on the measurement of working time (18th ICLS, 2008), and the measurement of work, employment and labour underutilization (19th ICLS, 2013).

IMPLEMENTATION NOTES

- To be asked to all working age persons, regardless of whether they are employed, unemployed or outside the labour force.
- This module should be combined with additional modules available in the ILO LFS toolkit to fully capture participation in own-use production goods, as per national relevance. Other relevant modules include:
 - OPF: Own-use production of foodstuff
 - MNF: Manufacture of non-food items for household use(clothes, furniture, mats, pots)
 - WTR: fetching water from natural and other sources
 - FIR: collecting and/or processing for storage mining and forestry products, including firewood and other fuels
- The questions should be further adapted to include nationally relevant examples.

ASK IF GLO_WAP=1

BLD_OPG

Last week, did (you/NAME) do any construction work to build, renovate or extend the family home or help a family member with similar work?

1. YES
2. NO

ASK IF BLD_OPG=1

BLD_OPG_HRS

How many hours did (you/NAME) spend doing this last week?

HOURS IN REF. WEEK

997 DON'T KNOW

END OF MODULE (BLDG)

OWN USE PRODUCTION OF GOODS –MANUFACTURE (MNF)

OBJECTIVE AND SCOPE

- This set of modules captures participation and actual hours spent in the reference week producing non-food items for household use such as clothes, furniture, mats, pots for final use by the household or by family members living in another household.
- Part of the sequence of questions to fully identify own-use producers of goods.
- It is aligned with the international standards on the measurement of working time (18th ICLS, 2008), and the measurement of work, employment and labour underutilization (19th ICLS, 2013).

IMPLEMENTATION NOTES

- To be asked to all working age persons, regardless of whether they are employed, unemployed or outside the labour force.
- This module should be combined with additional modules available in the ILO LFS toolkit to fully capture participation in own-use production goods, as per national relevance. Other relevant modules include:
 - OPF: Own-use production of foodstuff
 - BLDG: Construction, renovation or major repair of the household dwelling/premises;
 - WTR: fetching water from natural and other sources
 - FIR: collecting and/or processing for storage mining and forestry products, including firewood and other fuels
- The questions should be further adapted to include nationally relevant examples.

ASK IF GLO_WAP=1

MNF_OPG

Last week, did (you/NAME) spend any time making goods for use by your household or family such as [mats, baskets, furniture, clothing,..]?

1. YES
2. NO

ASK IF MNF_OPG=1

MNF_OPG_HRS

How many hours did (you/NAME) spend on these activities last week?

HOURS IN REF. WEEK

997 DON'T KNOW

END OF MODULE (MNF)

OWN USE PRODUCTION OF GOODS –FETCHING WATER (WTR)

OBJECTIVE AND SCOPE

- This set of modules captures participation and actual hours spent in the reference week fetching water from natural and other sources for final use by the household or by family members living in another household.
- Part of the sequence of questions to fully identify own-use producers of goods.
- It is aligned with the international standards on the measurement of working time (18th ICLS, 2008), and the measurement of work, employment and labour underutilization (19th ICLS, 2013).

IMPLEMENTATION NOTES

- To be asked to all working age persons, regardless of whether they are employed, unemployed or outside the labour force.
- This module should be combined with additional modules available in the ILO LFS toolkit to fully capture participation in own-use production goods, as per national relevance. Other relevant modules include:
 - OPF: Own-use production of foodstuff
 - BLDG: Construction, renovation or major repair of the household dwelling/premises;
 - MNF: Manufacture of non-food items for household use such as clothes, furniture, mats, pots (MNF)
 - FIR: collecting and/or processing for storage mining and forestry products, including firewood and other fuels
- The questions should be further adapted to include nationally relevant examples.

ASK IF GLO_WAP=1

WTR_OPG

Last week, did (you/NAME) fetch water from natural or public sources for use by your household or family?

1. YES
2. NO

ASK IF WTR_OPG=1

WTR_OPG_HRS

How many hours did (you/NAME) spend fetching water last week?

HOURS IN REF. WEEK

997 DON'T KNOW

END OF MODULE (WTR)

OWN USE PRODUCTION OF GOOD –COLLECTING FIREWOOD (FIRE)	
OBJECTIVE AND SCOPE • This set of modules captures participation and actual hours spent in the reference week collecting and/or processing for storage mining and forestry products, including firewood and other fuels for final use by the household or by family members living in another household. • Part of the sequence of questions to fully identify own-use producers of goods. • It is aligned with the international standards on the measurement of working time (18th ICLS, 2008), and the measurement of work, employment and labour underutilization (19th ICLS, 2013).	
IMPLEMENTATION NOTES • To be asked to all working age persons, regardless of whether they are employed, unemployed or outside the labour force. • This module should be combined with additional modules available in the ILO LFS toolkit to fully capture participation in own-use production goods, as per national relevance. Other relevant modules include: ○ OPF: Own-use production of foodstuff ○ BLDG: Construction, renovation or major repair of the household dwelling/premises; ○ MNF: Manufacture of non-food items for household use such as clothes, furniture, mats, pots (MNF) ○ WTR: fetching water from natural and other sources • The questions should be further adapted to include nationally relevant examples.	
<i>ASK IF GLO_WAP=1</i> FIR_OPG Last week, did (you/NAME) collect any firewood [or other natural products] for use as fuel by your household or family? 1. YES 2. NO	
<i>ASK IF FIR_OPG=1</i> FIR_OPG_HRS Last week, how many hours did (you/NAME) spend collecting firewood [or other natural products]? _____ HOURS IN REF. WEEK 997 DON'T KNOW	
END OF MODULE (FIRE)	

INT_CLOSE

That brings us to the end of the interview. I would like to thank you very much for your time and the information provided.

Thank you.

INTERVIEWER: SAVE THE (COMPLETED) QUESTIONNAIRE?