

Methodological questionnaire

Statistics of employment, wages and hours of work derived from establishment surveys

The objective of this questionnaire is to obtain information about the most important features of the establishment survey(s) carried out in your country since 1990, that are used as sources of statistics of employment, wages and/or hours of work.

Please use as many questionnaires as there are establishment sources for these statistics. For each type of survey, please respond with reference to the latest (most recent) exercise. If you have any questions on which surveys should be covered by this questionnaire, please contact sources@ilo.org before completing the questionnaire. In case the most recent survey was conducted before 1990, please complete only section A. Identification.

This questionnaire is designed to require only a minimum of textual response. The use of pre-coded responses facilitates response but increases the number of pages in the questionnaire. The accompanying document provides international definitions and links to international classifications mentioned in this questionnaire.

We welcome any comments regarding this questionnaire (item J1. "Additional comments"). You can save and print the completed questionnaire at your convenience. Once finished, you can send it to us by clicking the submit button at the end of the questionnaire or by sending a saved copy of the completed questionnaire to sources@ilo.org.

Thank you for your cooperation.

A. Identification

A1. Country

A2. Title of the survey

A3. Organisation(s) responsible

A4. Website where additional information can be found:

Islamic Republic of Iran

Survey of manufacturing establishments

Statistical Centre of Iran

www.sci.org.ir

B. Periodicity and coverage								
B1. Periodicity: Th	ne survey is carried ou	t						
Once a year, con	tinue to B2							
⊂ Two times a year	r/half yearly, continue	to B2						
C Every quarter, co	ontinue to B2							
⊂ Every month, go	to B3							
C Every mc	onths, continue to B2							
C Every yea	ars, go to B3							
\bigcirc Ad hoc survey, co	ontinue to B2							
Further comments or explanations (if needed):								
B2. Months of the	survey: the survey	is carrie	ed out in	the following months				
January	Eebruary							
March	April							
May	June							
⊠July	August							
September	October							
November	November December							
B3. Year the survey started: 1972								
B4. Industry cove	rage: The survey inclu	udes esta	blishmen	ts in the following ISIC rev. 4 groups				
A. Agriculture, forestry and fishing		⊖ Yes	No	L. Real estate activities	⊖Yes	No		
B. Mining and quarrying		⊖Yes	No	M. Professional, scientific and technical	• Yes			
C. Manufacturing	Yes	∩No	activities	() Tes				
D. Electricity, gas, steam and air conditioning supply		⊖Yes	No	N. Administrative and support support service activities	⊖ Yes	No		
E. Water supply, sewerage, wast management and remediation act.		⊖Yes	No	O. Public administration; compulsory social security	⊖ Yes	No		
F. Construction		⊖ Yes	No	O. Defense	⊖ Yes	No		
G. Wholesale and re	etail trade; repair of	0.14	ΩN-	P. Education	⊖ Yes	No		
motor vehicles	-	⊖ Yes	INO	Q. Human health and social work activities	⊖ Yes	No		
H. Transportation and storage			No	R. Arts, entertainment and recreation	⊖Yes	No		
I. Accomodation and	.	<u></u>	S. Other service activities	⊖ Yes	No			

⊖Yes ●No

 Yes
 NO

 T. Activities of household as employers
 Yes

 Yes
 No

 Yes
 No

 Yes
 No

K. Financial and insurance activities

J. Information and communication

activities

5. Size coverage: The survey covers	B5. Size coverage: The s
All establishments of any size	○ All establishments of a
All establishments with at least 10 workers/employees	All establishments with
Other size coverage:	○ Other size coverage:

B6. Geographical coverage: The survey covers the ...

• Whole country

O Whole country, excluding the following remote/marginal areas:	
○ Capital city (can include surrounding area	35)
○ The following main cities:	
○ Only urban areas	

○ Other geographical coverage:	

B7. Worker coverage: The survey covers the following status in employment categories ...

(a) All persons in the payroll	⊖ Yes	No
(b) Only Paid employees	⊖Yes	No
(c) Only Manual / blue collar workers/wage earners/ production workers/ operatives, etc.	⊖ Yes	No
(d) Only Non-manual /white collar/administrative workers	⊖ Yes	No
(e) Paid employees and working proprietors (i.e., own account workers or employers)	⊖Yes	No
(f) All persons engaged (Paid employees, working proprietors and unpaid family workers)	• Yes	⊖ No

The following groups are included:

Pieceworkers	Yes	⊖ No	Apprentices	Yes	∩No
Part time employees	Yes	⊖ No	Trainees	Yes	∩No
Seconded employees	Yes	⊖ No	Employees absent from work the	• Yes	
Workers from temporary work agencies	Yes	⊖ No	entire reference period without pay	() Tes	
Casual and temporary employees	Yes	⊖ No	Employees on probation	Yes	\bigcirc No
Supervisors	Yes	⊖ No	Foreign employees	Yes	∩No
Managers	∩ Yes	No	Workers paid on commission	⊖ Yes	No
Non-adults/workers below a certain age	Yes	⊖No	Homeworkers	\bigcirc Yes	No
Volunteer workers	Yes	⊖No	Subcontracted workers	Yes	$\bigcirc No$

Other workers not mentioned above:

Further comments or explanations (if needed):

B8. Institutional sector coverage: The survey covers		
Establishments in the the private sector	• Yes	∩No
Establishments in the the public sector	• Yes	∩No
Unincorporated establishments	• Yes	∩No
Non-profit institutions	∩ Yes	No
Foreign establishments located within the country	⊖Yes	No
Establishments which did not operate part of the reference period	• Yes	∩No
National establishments located abroad	⊖ Yes	No

B9. Other coverage: The survey includes or excludes other types of establishments not already mentioned above

C. Concepts and operational definitions

C1. EMPLOYMENT

C1a. The survey measures EMPLOYMENT • Yes, continue to C1b • No, go to C2

C1b. Operational definition: EMPLOYME	NT relates to				
○ The total number of workers, on:	• A specific day:				
	○ The month of the survey				
	○ The quarter of the survey				
	\bigcirc The whole year				
	Other:				
• The average number of workers during:	○ A specific pay period				
	○ The month of the survey				
	○ The quarter of the survey				
	The whole year				
	Other:				
Other:					
C1c. The worker coverage is					
• The same as the survey coverage (c.f. B7.	.)				
○ A different coverage:					
C1d. Further comments or explanations (if needed):					

C2. Earnings

🔿 No, go to C3a

C2b. EARNINGS relates to:

GROSS earnings (before any deductions are made by the employer in respect of taxes, contributions of employees to social security and pension schemes, union dues, life insurance premiums, etc.)

○ NET earnings -> Deductions are made for:

Workers' contributions to compulsory social security schemes $\bigcirc {\rm Yes}$			
- Health related	Yes	∩No	
- Pension	Yes	∩No	
- Unemployment	Yes	∩No	
Union dues (Yes	∩No	
Advanced contributions to income tax (Yes	∩No	

Other:

C2c. The worker coverage is ...

- The same as the survey coverage
- A different coverage:

C2d. and the reference period is ...

• The same reference period as employment

- A specific week
- \bigcirc A specific month
- \bigcirc Another reference period:

C2e. Earnings includes:

(a) Payments in kind		Yes	∩No
(b) Cost of living allow	ances	\bigcirc Yes	No
(c) Family allowance al	llowances	\bigcirc Yes	No
(d) Other allowances in	n cash	• Yes	∩No
(e) Payments for time r	not worked	⊖ Yes	No
(f) Overtime payments		• Yes	∩No
(g) End of year bonuses	S	• Yes	∩No
(h) Profit sharing bonus	ses	• Yes	∩No
(i) Other regular bonus	es paid every pay period	• Yes	∩No
(j) Bonuses paid irregularly		• Yes	∩No
(k) Payments for periods outside the reference period		• Yes	∩No
(I) Payments for items required by the job		• Yes	∩No
(m) Tips and gratuities distributed by the employer		• Yes	∩No
(n) Severance and termination pay		• Yes	∩No
(o) Employers' contribu security schemes	itions to workers' social	• Yes	∩No
(p) Other components not			
mentioned above			

nue to C3b ONo, go to C4	
C3c. Concept:	
Minimum or standard wage ra	ites, fixed by or in
pursuance of	
	● Yes ○ No
-	● Yes ○ No
	Yes ONO
r	

C3. Wage rates

C3d. The worker coverage is ...

• The same as the survey coverage

○ A different coverage:

C3e. and the reference period is ...

○ Wage rates actually paid

• The same reference period as employment

... arbitral awards

● Yes ∩ No

- A specific week
- A specific month
- Another reference period:

C3f. Wage rates includes:

(a) Payments in kind	💿 Yes i 🔿 No
(b) Cost of living allowances	⊖Yes No
(c) Family allowances	⊖Yes ●No
(d) Other allowances in cash	Yes ONO
(e) Payments for time not worked	Yes ONO
(f) Overtime payments	Yes ONO
(a) Other	

components not mentioned above

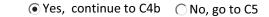
Further comments or explanations (if needed):

C4. Compensation of employees or Labour Cost

C4a. The survey measures COMPENSATION OF EMPLOYEES or **LABOUR COST**

C4b. The worker coverage is ...

- The same as the survey coverage
- A different coverage:



C4c. and the reference period is ...

- The same reference period as employment
- A specific week
- A specific month

○ A different reference period:

C4d. Compensation of employees or Labour cost includes:

(a) Payments in kind	● Yes ○ No Further comments or explanations (if
(b) Cost of living allowances	● Yes ○ No needed):
(c) Family allowance allowances	● Yes ○ No
(d) Other allowances in cash	● Yes ○ No
(e) Payments for time not worked	● Yes ○ No
(f) Overtime payments	● Yes ○ No
(g) End of year bonuses	● Yes ○ No
(h) Profit sharing bonuses	⊙ Yes ∩ No
(i) Other regular bonuses paid every year	⊙ Yes ∩ No
(j) Bonuses paid irregularly	● Yes ○ No
(k) Payments for periods outside the reference period	● Yes ○ No
(I) Payments for items required by the job	● Yes ○ No
(m) Tips and gratuities distributed by the employer	● Yes ○ No
(n) Severance and termination pay	● Yes ○ No
(o) Employers' contributions to workers' social security schemes	● Yes ○ No
(p) Workers' social benefits provided by the employer	● Yes ○ No
(q) Employers' cost of training	● Yes ○ No
(r) Employers' expenses for welfare services	● Yes ○ No
(s) Taxes paid by the employer on employment payrolls,etc.	● Yes ○ No
(t) Employment related subsidies received by the employer	● Yes ○ No
(u) Other	
components not mentioned above	

C5. Contractual/Normal hours of work

C5a. The survey measures CONTRACT	UAL/NORMAL HOURS OF WOR	RK Yes, continue to C5b No, go to C6
C5b. CONTRACTUAL/NORMAL HOUR	S OF WORK relates to hours five	xed by:
Laws or regulations Collective agreements Establishments' internal regulations Other	 ● Yes ○ No ● Yes ○ No 	C5c. Information is requested about normal hours () per day () per week () per pay period () per month () other:
C5d. Information is requested in	C5e. The reference period is	s C5f. And the worker coverage is
○ Days	• The same reference period	as for wages
\bigcirc Half days	○ Another reference period	:
Hours		
○ Minutes		
○ Other time unit:		

C6a.	The survey	/ measures	HOURS PAID FOR	○ Yes, continue to C6b	No, go to C7
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C6b. Information is requested in

○ Days

○ Half days

⊖ Hours

- Minutes
- Other time unit:

C6c. The reference period is ...

○ The same reference period as for wages ○ Another reference period:

C6d. And the worker coverage is ...

○ The same workers as for wages

○ Another coverage:

C6e. Hours paid for includes time paid	d due to			
(a) Overtime	⊖Yes ⊖No	(h) Down time (including stand b	oy time)	∩No
- Paid at special rates	⊖Yes ⊖No	(i) Time not worked (absence fro	m work) 🔿 Yes	∩No
- Paid at normal rates	⊖Yes ⊖No	- Vacation time	⊖ Yes	∩No
- Compensated with time off	⊖Yes ⊖No	- Sick leave	⊖ Yes	∩No
(b) Work at home	⊖Yes ⊖No	- Occupational injuries	⊖Yes	∩No
(c) Travelling time required by the job	⊖Yes ⊖No	- Labour disputes	⊖ Yes	∩No
(d) Meal breaks	⊖Yes ⊖No	- Other time not worked	⊖ Yes	∩No
(e) Commuting time	⊖Yes ⊖No	(j) Other:		
(f) Time for preparation	⊖Yes ⊖No			
(g) Training time	⊖Yes ⊖No			
Further comments or explanations (if needed): C6f. The survey measures ABSENCE F C6g. The survey measures OVERTIME		rately OYes ONo OYes ONo		
	C7. Hours	actually worked		
C7a. The survey measures HOURS AC	TUALLY WORKED	○ Yes, continue to C7b ④	No, go to C8	
C7b. Information is requested in	C7c. The refere	nce period is	C7d. And the worker cover	rage is
○ Days	○ The same ref	ference period as for wages	○ The same workers as for	r wages

 \bigcirc Half days

○ Hours

○ Minutes

○ Other time unit:

• The same reference period as for wages ○ Another reference period:

O The same workers as for wages

○ Another coverage:

C7e. Hours actually worked includes time paid due to

(a) Overtime	⊖ Yes	⊖ No	(h) Down tin	ne (including stand by time)	⊖ Yes	⊖ No
- Paid at special rates	⊖ Yes	⊖ No	(i) Time not v	worked (absence from work)	⊖ Yes	○No
- Paid at normal rates	⊖ Yes	⊖ No	- Vacation	time	∩Yes	∩No
- Compensated with time off	⊂ Yes	⊖ No	- Sick leav	е	⊂ Yes	∩No
- Unpaid and not compensated with time off	⊖ Yes	∩No	- Occupati	ional injuries	⊖Yes	∩No
(b) Work at home	⊖ Yes	⊖ No	- Labour d	lisputes	⊖ Yes	∩No
(c) Travelling time required by the job	∩Yes	∩No	- Other tin	ne not worked	⊖ Yes	∩No
(d) Meal breaks	⊖ Yes	∩No	(j) Other:			
(e) Commuting time	⊖ Yes	∩No				
(f) Time for preparation	⊖ Yes	∩No				
(g) Training time	⊖ Yes	∩No	L			
Further comments or explanations (if needed): C7f. The survey measures ABSENCE FROM WOR C7g. The survey measures OVERTIME separately		tely	⊖ Yes ⊖ Yes			
	C8. O	ther to	pics			
C8a. The survey measures LABOUR TURNOVER	⊖Yes,	continu	e to C8b	● No, go to C9a		
C8b. LABOUR TURNOVER includes the following	g compor	nents				
Workers who were hired OYes						
Workers who were fired O Yes						
Workers who resigned O Yes						
Workers who retired 🛛 🔿 Yes	⊖ No					
Workers who retired OYes	∩ No					
	∩ No		C8d. and	the worker coverage is		
Other		У		me workers as hours paid/h	iours actua	lly
Other Other C8c. The reference period is The same reference period as hours paid/hou		у	⊖ ^{The sa} worke	me workers as hours paid/h	ours actua	lly
Other		У	⊖ ^{The sa} worke	me workers as hours paid/h d	ours actua	lly
Other			C The sa worke	me workers as hours paid/h d	ours actua	lly
Other	rs actuall		C The sa worke	ame workers as hours paid/h ad er coverage:	ours actua	lly
Other	rs actuall		C The sa worke	ame workers as hours paid/h ad er coverage:	ours actua	lly

D. Classifications

	The establishment size categories used to group establishments are
It is variable with respect to f	uzzy clustering
D2a. Industry (branch o	of economic activity): The classification used to code industry is (based on)
○ ISIC rev 2	
ISIC rev 3, 3.1	
○ ISIC rev 4	
○ NACE, NAICS	
O National classification:	
Other:	
D2b. Number of groups	distinguished at the most detailed level when coding industry 140 groups
D2c. Computer assisted/	/automatic coding is used ∩Yes ●No
D2d. If not using ISIC, it	
Yes, to	
	D2e. The most important deviations between the classification used and the international
C ISIC, rev. 3	lassification (at the Section - one digit - level) are:
🔿 ISIC, rev. 4	
∩ No	
D3a. Occupation: If info	ormation by occupation is collected, the classification used to code occupation is (based on):
◯ ISCO-68	
O ISCO-88	
O ISCO-08	
O National classification:	
○ Other:	
D3b. Number of groups	distinguished at the most detailed level when coding occupation groups
D3c. Computer assisted/	automatic coding is used OYes ONo
D3d. If not using ISCO, it	is convertible to ISCO
Yes, to	
⊂ ISCO-68	D3e. The most important deviations between the classification used and the international
○ ISCO-88	classification (at the Major Group - one digit - level) are:
○ ISCO-08	
○ No	

D4a. Labour cost components: If measuring labour cost, the classification of labour cost components is the International Standard Classification of Labour Cost
• Yes ONo D4b. If no, the most important differences between the national classification and the international classification are:
\square Payments in kind (group IV) include Cost of workers' housing borne by employers (group V) and Cost of welfare services (group VIII)
Direct wages and salaries (group I) and Remuneration for time not worked (group II) are merged
Other differences:
D5. The survey uses other classifications, as follows:
Geographical regions
X Legal status of the establishment (i.e., institutional sector, type of ownership, etc.).
Cooperatives are separetely identified Yes No
Others:
D6. Further comments or explanations (if needed):
E. Questionnaire design
E1. Number of questionnaires: the survey uses
One questionnaire
Different types of questionnaires for different types of economic units:
○ One questionnaire for the economic unit as a whole, one for workers individually
O Other:

E2. The **unit(s) of observation:** Information is obtained ...

For the establishment as a whole (go to E3)	Yes	\bigcirc No
For (groups of) occupations within the establishment (go to E3)	CYes	No
For each individual worker in the establishment (go to E4)	CYes	No
For a sample of workers in the establishment (go to E4)	CYes	No

E3. The survey collects information separately by

Disaggregations	Employment	Wages concept (earnings, wage rates, etc	Working time concepts
Sex	X	X	
Age group			
Education level categories	X		
Occupation			
Manual/non-manual	X	X	
Full-time/part-time	X	X	
Skilled/semi-skilled/unskilled	X		
Casual/permanent worker			
Apprentices			
Adults/young workers			
Other disaggregation:	·····		

go to E5

E4. When information is obtained for individual workers, the survey collects information about their:

- 🗌 Sex
- Age (adults/young)
- Education level
- Occupation
- □ Full time/part time schedule
- Casual/permanent status
- Apprentices
- Other information:

E5. Wage components: the survey obtains information separately for ...

	Wage rates	Earnings	Compensation of employees or labour cost
Payments in kind	X	X	X
Cost of living allowances	X	X	X
Family allowances	X	X	X
Overtime payment		X	X
Employers' social security contributions		•	X
Workers' social security contributions		X	X
Other deductions of workers (e.g., for income tax)		X	X
Other:	X	\mathbf{X}	X
		<u></u>	

F. Sample design

F1. The sampling unit(s) is/are (all relevant options are indicated)
⊠ Establishment
Employee
Other:
F2. The sample frame is (all relevant options are indicated)
Business register
Employee or population register
Area frame
F3. The sources of information used to construct the register are (all relevant options are indicated)
Economic, Industrial, Establishment census
Agricultural census
Registers kept by the government
⊠Industrial/bussines directories
Sales tax records
Income tax records
Unemployment insurance records
Pension coverage records
Other, namely:
Records of workers or employers' associations
Field operations
Other, namely:
F4. Frame coverage: The percentage of all paid employees and/or economic units covered by the sample frame
% of all employees, and/or % of all economic units
F5. Updating frequency: The sample frame is updated
© Every months
Every 1 years
Continually
○ Not updated with a specific frequency
○ Never updated
F6. Type of sample
○ Complete enumeration, go to F10
• Random sample, go to F7
○ Purposive sample, go to F10
○ Other, go to F10:

F7. The sample is stratified

• Y	es:
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⊖ No

⊠ By region/location

🔀 By industry

 $\hfill\square$ By public and private sectors

🔀 By size (or number of workers) -- the strata are the same as those indicated in D1 above: 🔿 Yes: 🔿 No

Establishments **above this size** are included with certainty in the sample

Other strata:

F8. Sample error - relative standard error for each concept ... (may be percentages or ranges of percentages)

2,5%			
F9. Sample size: The number of econo	mic untis and/or wo	rkers in the f	final sample (or an estimate of the relative size)
13,000 economic units (establishn	nents/enterprises)	76	% of economic units
1,251,784 workers		94]% of all workers
F10. Further comments or explanations (if needed):			
	G. Dat	a collection	n
G1. Method(s) of data collection: Data	a are collected throu	gh (more	than one option may be selected)
Personal interview G2.	If personal or teleph	one intervie	W CN- CN-
∑ Telephone interview com	puter assisted interv	view is used	VY CYes No
Mail			
⊠Online/web based questionnaire			
Other, namely:			
G3. Substitution of units			
• Yes, in case of non-response			
○ Yes, in other cases:			
○ No			
G4. Non response rate: Percentage of	all units in the final s	sample that	are not inteviewed
3% c	of all units		
G5. Timeliness: Number of days or mo	onths between the re	ference peri	iod and the release of the results
days or 10 mon	:hs		

days	or [10	months
G6. Further comments or explanations (if needed):			
	1		

	Li Ect	imatas	
		imates	
H1. Estimation procedures (
Take into account estimates	from a previous reference per	iod	
Use benchmark data			
For employment			
For wages			
For working time			
Adjust for seasonality	Estimation formula based o	on sampling design	
⊠ Other adjustments, please s		an samping assign	
H2. If benchmark data are used	ł,		
the type of benchmark data us	ed		
is:			
H3. Types of indicators produc	ed (more than one option c	an be selected)	
(a) Average earnings (per worker)	(b) Median earnings (per worker)	(c) Real earnings (per worker)	(d) Labour cost (per worker)
🔀 per year	🗙 per year	🗙 per year	🔀 per year
🗌 per month	🗌 per month	🗌 per month	per month
🗌 per week	🗌 per week	🗌 per week	🗌 per week
🗌 per day	🗌 per day	🗌 per day	🗌 per day
per hour (actual or paid)	per hour (actual or paid)	per hour (actual or paid)	per hour (actual or paid)
(e) Hours actually worked (per worker)	(f) Hours paid for (per worker)	(g) Overtime hours (per worker)	(h) Absence from work hours (per worker)
🗌 per year	🗌 per year	🗌 per year	🗌 per year
🗌 per month	🗌 per month	🗌 per month	🗌 per month
🗌 per week	🗌 per week	🗌 per week	🗌 per week
per day	per day	per day	per day
(i) Workers by levels of earnings	(j) Earnings	(k) Earnings in each decile/ quartile	(l) Workers by levels of hours (paid or actual)
Number of workers	Deciles	Average earnings	Number of workers
Percentage of workers	Quartiles	Median earnings	Percentage workers
(m) Wage indexes		(n) Other indicators pr	oduced:
Simple unweighted index of	growth		
Laspeyres index with fixed c	occupational employment weig	ghts	
Laspeyres index with industrial employment weights			
Other wage index:			

H4. The above indicators are calculated for all workers covered

 \bigcirc Yes

• No, to a subset:

H5. Links to Laborsta series: Statistics from this survey are presented in the following LABORSTA series ...

- X 2E Paid employment by economic activity
- 2F Paid employment in manufacturing
- 4A Hours of work by economic activity
- 4B Hours of work in manufacturing
- × 5A Wages by economic activity
- 5B Wages in manufacturing
- 6A Labour cost in manufacturing
- OI Hours of work and wages in detailed occupations (October Inquiry)

H6. The statistics published in LABORSTA have the same coverage and follow the same definitions		
described above	Yes	∩No

If no , the main differences	25
are as follows:	

I. Historical information

11. Main changes in this survey since 1990 that have led to breaks in the series

I2. Additional comments on the survey

Additional comments regarding the questionnaire

THANK YOU FOR COMPLETING THIS QUESTIONNAIRE

Submit by Email