

#### 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	Iraq
A2. Title of the survey	General of census population and Housing( Enumeration and Listing Report)2009
A3. Organisation(s) responsible	Ministry of planning / central statistic Oreg
A4. Website where additional information can be found:	www.cosit.gov.iq

## **B.** Periodicity and coverage

<b>B1. Periodicity:</b> The survey is carrie	d out				
Once a year, continue to B2					
Two times a year/half yearly, cont	tinue to B2				
© Every quarter, continue to B2					
C Every month, go to B3					
Every months, continue to	ъ В2				
© Every 10 years, go to B3					
Ad hoc survey, continue to B2					
Further comments or explanations (if needed):					
<b>B2. Months of the survey:</b> the sur	rvev is carrie	d out in t	the following months		
☐ January ☐ February	,		9		
☐ March ☐ April					
☐ May ☐ June					
☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐					
September October					
□ November □ December					
<b>B3. Year</b> the survey started: 2009					
<b>B4. Industry coverage:</b> The survey	includes esta	blishment	ts in the following ISIC rev. 4 groups		
A. Agriculture, forestry and fishing	<ul><li>Yes</li></ul>	○ No	L. Real estate activities	○ Yes	<ul><li>No</li></ul>
B. Mining and quarrying	○Yes	<ul><li>No</li></ul>	M. Professional, scientific and technical	© Vos	○ No
C. Manufacturing	<ul><li>Yes</li></ul>	○No	activities	<ul><li>Yes</li></ul>	() NO
D. Electricity, gas, steam and air conditioning supply	<ul><li>Yes</li></ul>	○ No	N. Administrative and support support service activities	<ul><li>Yes</li></ul>	○No
E. Water supply, sewerage, wast management and remediation act.	<ul><li>Yes</li></ul>	○ No	O. Public administration; compulsory social security	<ul><li>Yes</li></ul>	○ No
F. Construction	<ul><li>Yes</li></ul>	○ No	O. Defense	<ul><li>Yes</li></ul>	○No
G. Wholesale and retail trade; repair	of Over	○ Na	P. Education	<ul><li>Yes</li></ul>	○No
motor vehicles	• Yes	() INO	Q. Human health and social work activities	○ Yes	<ul><li>No</li></ul>
H. Transportation and storage	<ul><li>Yes</li></ul>	○ No	R. Arts, entertainment and recreation	<ul><li>Yes</li></ul>	○No
I. Accomodation and food service	O V	○ No	S. Other service activities	○ Yes	<ul><li>No</li></ul>
activities	<ul><li>Yes</li></ul>	ONO	T. Activities of household as employers	<ul><li>Yes</li></ul>	○ No
J. Information and communication	<ul><li>Yes</li></ul>	○ No	U. Activities of extraterritorial organizations	○Yes	<ul><li>No</li></ul>
K. Financial and insurance activities	<ul><li>Yes</li></ul>		and bodies	OTCS	( NO
Further comments					
or explanations (if needed):					

<b>B5. Size coverage:</b> The survey covers							
<ul><li>All establishments of any size</li></ul>							
All establishments with at least wo	rkers/en	nployees					
Other size coverage:							
<b>B6. Geographical coverage:</b> The survey cov	ers the .						
<ul><li>Whole country</li></ul>							
Whole country, excluding the following remote/marginal areas:							
Capital city (can include surrounding areas)	)						
○ The following main cities:							
Only urban areas							
Other geographical coverage:							
<b>B7. Worker coverage:</b> The survey covers the	e followi	ng <b>status i</b>	<b>n employment</b> categor	ies			
(a) All persons in the payroll				<ul><li>Yes</li></ul>	○ No		
(b) Only Paid employees				○ Yes	<ul><li>No</li></ul>		
(c) Only Manual / blue collar workers/wage workers/ operatives, etc.	earners/	production /	n	○ Yes	<ul><li>No</li></ul>		
(d) Only Non-manual /white collar/administrative workers			<ul><li>No</li></ul>				
(e) Paid employees and working proprietors (i.	.e., own	account wo	orkers or employers)	○ Yes	<ul><li>No</li></ul>		
(f) All persons engaged (Paid employees, working proprietors and unpaid family workers		l unpaid family workers)	<ul><li>Yes</li></ul>	○ No			
The fall accions are an included.							
The following groups are included: Pieceworkers	<ul><li>Yes</li></ul>	○ No	Appropries			Yes	○ No
Part time employees	<ul><li>Yes</li></ul>		Apprentices Trainees				○ No
Seconded employees	( Yes					(•) res	ONO
Workers from temporary work agencies	<ul><li>Yes</li></ul>		Employees absent from entire reference period			<ul><li>Yes</li></ul>	○No
Casual and temporary employees	<ul><li>Yes</li></ul>		Employees on probatio		, , ,	○ Yes	○ No
Supervisors	<ul><li>Yes</li></ul>	_	Foreign employees			<ul><li>Yes</li></ul>	
Managers	<ul><li>Yes</li></ul>		Workers paid on comm	ission		<ul><li>Yes</li></ul>	
Non-adults/workers below a certain age			Homeworkers			○ Yes	
Volunteer workers	○ Yes		Subcontracted workers			○Yes	
Other workers not							
mentioned above:							
Further comments or							
explanations (if							
needed):							

<b>B8. Institutional sector coverage:</b> The su	irvey covers		
Establishments in the the private sector			
Establishments in the the public sector			
Unincorporated establishments			
Non-profit institutions	○ Yes		
Foreign establishments located within the o	ountry		
Establishments which did not operate part	of the reference period Yes   No		
National establishments located abroad	○ Yes		
<b>B9. Other coverage:</b> The survey includes of	or excludes other types of establishments not already mentioned above		
C. (	Concepts and operational definitions		
	C1. EMPLOYMENT		
C1a. The survey measures EMPLOYMEN	▼ Yes, continue to C1b No, go to C2		
C1b. Operational definition: EMPLOYME			
• The total number of workers, on:	A specific day:		
	<ul><li>The month of the survey</li><li>The quarter of the survey</li></ul>		
	The whole year		
	Other:		
$\bigcirc$ 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: Employment and une	mployment Survey		
C1d. Further comments or explanations (if needed):			

#### C2. Earnings

C2a. The survey measures EARNINGS 
Yes, continue to C2b 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 \(\cap \) Yes \(\cap \) No ○Yes ○No - Health related - Pension - Unemployment ○ Yes ○ No Union dues ○Yes ○ No Advanced contributions to income tax Other: C2c. The worker coverage is ... **C2d.** and the **reference period** is ... The same reference period as employment The same as the survey coverage ○ A specific week A different coverage: A specific month Another reference period: **C2e.** Earnings includes: ○ Yes ○ No (a) Payments in kind Further comments or explanations (if needed): (b) Cost of living allowances ○ Yes ○ No (c) Family allowance allowances ○ Yes ○ No (d) Other allowances in cash (e) Payments for time not worked ○ Yes ○ No (f) Overtime payments ○ Yes ○ No (g) End of year bonuses (h) Profit sharing bonuses ○ Yes ○ No (i) Other regular bonuses 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' contributions to workers' social ○Yes ○No security schemes (p) Other components not mentioned above

## C3. Wage rates

C3a. The survey measures WAGE RATES		o C3b	No, go to C4	
C3b. Time unit: WAGE RATES are reques	ited	<b>C3</b> c	c. Concept:	
<ul><li>○ per hour</li><li>○ per day</li></ul>		( )	Minimum or standard wage rates	
○ per week			laws	○ Yes ○ No
oper month			regulations	○ Yes ○ No
other time unit:			collective agreements	○ Yes ○ No
			arbitral awards	○ Yes ○ No
		_	Nage rates actually paid	
C3d. The worker coverage is		C3e. and	the <b>reference period</b> is	
○ The same as the survey coverage		○The sar	me reference period as employn	nent
○ A different coverage:		○ A speci	fic week	
		○ A speci	fic month	
		○ Anothe	er reference period:	
C3f. Wage rates includes:				
(a) Payments in kind	○ Yes ○ No			
(b) Cost of living allowances	○ Yes ○ No			
(c) Family allowances				
(d) Other allowances in cash	○ Yes ○ No			
(e) Payments for time not worked	○ Yes ○ No			
(f) Overtime payments				
(g) Other components not mentioned above				
Further comments or explanations (if needed):				
	C4. Compensa	ition of er	mployees or Labour Cost	
C4a. The survey measures COMPENSATION LABOUR COST	ON OF EMPLOYEES o	or	Yes, continue to C4b	No, go to C5
C4b. The worker coverage is		<b>C4c.</b> a	and the <b>reference period</b> is	
The same as the survey coverage		The same reference period as employment		
○ A different coverage:		○ A specific week		
		○ A specific month		
		$\bigcirc$ A c	lifferent reference period:	
L				

(a) Payments in kind (b) Cost of living allowances (c) Family allowance allowances (c) Family allowance in cash (d) Other allowances in cash (e) Payments for time not worked (f) Overtime payments (g) End of year bonuses (l) Other regular bonuses poid every year (l) Benuses paid irregularly (k) Payments for periods outside the reference period (l) Payments for periods outside by the employer (l) Payments for items required by the employer (l) Period Payments for periods outside by the employer (l) Payments for periods outside by the employer (l) Period Payments for periods outside by the employer (l) Period Payments for periods outside periods outside periods (l) Period Payments for periods outside periods (l) Period Payments for periods outside periods (l) Period Payments for period	C4d. Compensation of employees or Labour cost includes:	
(c) Continuation c	(a) Payments in kind	○ Yes ○ No Further comments or explanations (if
(d) Other allowances in cash (e) Payments for time not worked (f) Overtime payments (g) End of year bonuses (h) Profit sharing bonuses (h) Payments for tems required by the employer (h) Sharing and gratuities distributed by the employer (h) Employers' contributions to workers' social security schemes (h) Workers' social benefits provided by the employer (h) Employers' contributions to workers' social security schemes (h) Workers' social benefits provided by the employer (h) Employers' expenses for welfore services (h) Employment related subsidies received by the employer (h) Employment related subsidies received by th	(b) Cost of living allowances	○ Yes ○ No needed):
(e) Payments for time not worked (f) Overtime payments (g) End of year bonuses (h) Profit sharing bonuses (i) Other regular bonuses paid every year (ii) Other regular bonuses paid every year (iii) Bonuses paid irregularly (iv) Other regular bonuses paid every year (iv) Other regular bonuses (iv	(c) Family allowance allowances	○ Yes ○ No
(g) End of year bonuses (h) Profit sharing bonuses (h) Profit sharing bonuses (h) Profit sharing bonuses (l) Other regular bonuses paid every year (l) Bonuses paid irregularly (k) Payments for periods outside the reference period (l) Payments for items required by the job (l) Payments for items required by the job (l) Fayments for items required by the job (l) Fayments for items required by the employer (l) Severance and termination pay (l) Employers' contributions to workers' social security schemes (la) Employers' cost of training (la) Employers' expenses for welfare services (la) Employers' expenses for welfare services (la) Taxes paid by the employer on employment payrollis, etc. (l) Employment related subsidies received by the employer (la) Other (components not mentioned above  C5a. The survey measures CONTRACTUAL/NORMAL HOURS OF WORK (l) Expension for the survey measures CONTRACTUAL/NORMAL HOURS OF WORK relates to hours fixed by:  Laws or regulations (l) Exployment related subsidies received by the employer (l) Other (l) Exployment related subsidies received by the employer (l) Other (l) Exployment related subsidies received by the employer (l) Other (l) Exployment related subsidies received by the employer (l) Other (l) Exployment related subsidies received by the employer (l) Other (l) Exployment related subsidies received by the employer (l) Other (l) Exployment related subsidies received by the employer (l) Other (l) Exployment related subsidies received by the employer (l) Other (l) Exployment related subsidies received by the employer (l) Expl	(d) Other allowances in cash	○ Yes ○ No
(g) End of year bonuses (h) Profit sharing bonuses (r) Other regular bonuses paid every year on the paid of	(e) Payments for time not worked	○ Yes ○ No
(h) Profit sharing bonuses (i) Other regular bonuses paid every year (j) Bonuses paid irregularly (k) Payments for periods outside the reference period (Yes No (l) Payments for items required by the job (r) Tips and gratuities distributed by the employer (n) Tips and gratuities distributed by the employer (r) Severance and termination pay (p) Employers' contributions to workers' social security schemes (p) Workers' social benefits provided by the employer (q) Employers' cost of training (Yes No (g) Taxes poid by the employer on employment payrolls, etc. (r) Employers' expenses for welfare services (r) Employment related subsidies received by the employer (v) Other  C5a. The survey measures CONTRACTUAL/NORMAL HOURS OF WORK (Yes, continue to C5b (No, go to C6  C5b. CONTRACTUAL/NORMAL HOURS OF WORK relates to hours fixed by:  Laws or regulations (Yes No Collective agreements (Yes No Collective agreements (Yes No Cother  C5c. Information is requested about normal hours (per day (per week  C5d. Information is requested in  C5d. Information	(f) Overtime payments	○ Yes ○ No
(i) Other regular bonuses paid every year  (ij) Bonuses paid irregularly  (ij) Bonuses paid irregularly  (iv) Payments for periods outside the reference period  (iv) Payments for periods outside the reference period  (iv) Payments for items required by the job  (iv) Pes No  (iv) Figs and gratuities distributed by the employer  (iv) Employers' contributions to workers' social security schemes  (iv) Employers' esci of training  (iv) Employers' expenses for welfare services  (iv) Employers expenses for welfare services  (iv) Employment related subsidies received by the employer  (iv) Other  (iv) Other  (iv) Employment related subsidies received by the employer  (iv) Other  (iv) Employment related subsidies received by the employer  (iv) Other  (iv) Employment related subsidies received by the employer  (iv) Other  (iv) Employment related subsidies received by the employer  (iv) Other  (iv) Other  (iv) Employment related subsidies received by the employer  (iv) Other  (iv) Employment related subsidies received by the employer  (iv) Other	(g) End of year bonuses	○ Yes ○ No
(i) Bonuses paid irregularly (ii) Bonuses paid irregularly (iii) Payments for periods outside the reference period (iii) Payments for items required by the job (iv) Payments for items required by the job (iv) Yes (iv) No (iv) Tips and gratuities distributed by the employer (iv) Severance and termination pay (iv) Employers' contributions to workers' social security schemes (iv) Employers' contributions to workers' social security schemes (iv) Employers' cost of training (iv) Employers' expenses for welfare services (iv) Tips part of training (iv) Employers' expenses for welfare services (iv) Employers' expenses for welfare services (iv) Employers' expenses for welfare services (iv) Employers related subsidies received by the employer (iv) Other  C5. Contractual/Normal hours of work  C5a. The survey measures CONTRACTUAL/NORMAL HOURS OF WORK (Yes, continue to C5b) (iv) No, go to C6  C5b. CONTRACTUAL/NORMAL HOURS OF WORK relates to hours fixed by:  Laws or regulations (iv) Yes (iv) No Collective agreements (iv) Yes (iv) (iv) No Collective agreements (iv) Yes (iv) (iv) No (iv) (iv) No (iv) No (iv) No (iv) (iv) (iv) (iv) (iv) (iv) (iv) (iv)	(h) Profit sharing bonuses	○ Yes ○ No
(k) Payments for periods outside the reference period (l) Payments for items required by the job (r) Fayments for items required by the employer (r) Fayments for items for it	(i) Other regular bonuses paid every year	○ Yes ○ No
(I) Payments for items required by the job  (The sand gratuities distributed by the employer  (The same as for wages  (The same as for wages)	(j) Bonuses paid irregularly	○ Yes ○ No
(m) Tips and gratuities distributed by the employer (n) Severance and termination pay (v) Employers' contributions to workers' social security schemes (v) Employers' cost of training (r) Employers' cost of training (r) Employers' expenses for welfare services (s) Taxes paid by the employer on employment payrolls, etc. (v) Employment related subsidies received by the employer (v) Other  C5. Contractual/Normal hours of work  C5a. The survey measures CONTRACTUAL/NORMAL HOURS OF WORK (2 Yes, continue to C5b) (n) Other  C5b. CONTRACTUAL/NORMAL HOURS OF WORK relates to hours fixed by:  Laws or regulations (Yes) No Collective agreements (Yes) No Coll	(k) Payments for periods outside the reference period	○ Yes ○ No
(n) Severance and termination pay (o) Employers' contributions to workers' social security schemes Yes No (p) Workers' social benefits provided by the employer (q) Employers' cost of training (r) Employers' expenses for welfare services (s) Taxes paid by the employer on employment payrolls, etc. (t) Employement related subsidies received by the employer (vu) Other components not mentioned above  C5. Contractual/Normal hours of work  C5a. The survey measures CONTRACTUAL/NORMAL HOURS OF WORK Yes, continue to C5b  © No, go to C6  C5b. CONTRACTUAL/NORMAL HOURS OF WORK relates to hours fixed by:  Laws or regulations (Yes No Collective agreements (Yes No Collectiv	(I) Payments for items required by the job	○ Yes ○ No
(a) Employers' contributions to workers' social security schemes	(m) Tips and gratuities distributed by the employer	○ Yes ○ No
(p) Workers' social benefits provided by the employer (q) Employers' cost of training (r) Employers' expenses for welfare services (s) Taxes paid by the employer on employment payrolls, etc. (t) Employment related subsidies received by the employer (u) Other components not mentioned above  C5. Contractual/Normal hours of work  C5a. The survey measures CONTRACTUAL/NORMAL HOURS OF WORK (Yes, continue to C5b) No, go to C6  C5b. CONTRACTUAL/NORMAL HOURS OF WORK relates to hours fixed by:  Laws or regulations (Yes) No  Collective agreements (Yes) No  Establishments' internal regulations (Yes) No  Cother (Per day per day per day per week  Other (Per pay period per month other:  C5d. Information is requested in C5e. The reference period is C5f. And the worker coverage is  Days (The same reference period as for wages)  Half days (Another reference period: Another coverage:	(n) Severance and termination pay	○ Yes ○ No
(q) Employers' cost of training	(o) Employers' contributions to workers' social security schemes	Yes ONo
(r) Employers' expenses for welfare services (s) Taxes paid by the employer on employment payrolls, etc. (t) Employment related subsidies received by the employer (u) Other components not mentioned above  C5. Contractual/Normal hours of work  C5a. The survey measures CONTRACTUAL/NORMAL HOURS OF WORK Yes, continue to C5b  C5b. CONTRACTUAL/NORMAL HOURS OF WORK relates to hours fixed by:  Laws or regulations (Yes No Collective agreements Yes No Establishments' internal regulations (Yes No Cother C5c. Information is requested about normal hours (Per day (Per week (Per pay period (Per month (Other) (The same reference period is C5d. Information is requested in C5f. And the worker coverage is C5d. Information is requested in C5f. Another coverage: (Half days (Another reference period: (Another coverage:	(p) Workers' social benefits provided by the employer	○Yes ○No
(s) Taxes paid by the employer on employment payrolls, etc.  (t) Employment related subsidies received by the employer  (u) Other  Components not mentioned above  C5. Contractual/Normal hours of work  C5a. The survey measures CONTRACTUAL/NORMAL HOURS OF WORK	(q) Employers' cost of training	○Yes ○No
(t) Employment related subsidies received by the employer (u) Other components not mentioned above  C5. Contractual/Normal hours of work  C5a. The survey measures CONTRACTUAL/NORMAL HOURS OF WORK Yes, continue to C5b  C5b. CONTRACTUAL/NORMAL HOURS OF WORK relates to hours fixed by:  Laws or regulations  C9es No  C5c. Information is requested about normal hours  Per day  per day  per week  Other  C5d. Information is requested in  C5d. Information is requested in  C5d. Information is requested in  C5e. The reference period is  C5f. And the worker coverage is  C5d. Information is requested in  C5d. Information is requested in  C5d. Information is requested in  C5d. Another coverage is  C5d. Another coverage:  C5d. Hours  Another reference period:  Another coverage:	(r) Employers' expenses for welfare services	○Yes ○No
C5. Contractual/Normal hours of work  C5a. The survey measures CONTRACTUAL/NORMAL HOURS OF WORK	(s) Taxes paid by the employer on employment payrolls,etc.	○Yes ○No
C5. Contractual/Normal hours of work  C5a. The survey measures CONTRACTUAL/NORMAL HOURS OF WORK Yes, continue to C5b No, go to C6  C5b. CONTRACTUAL/NORMAL HOURS OF WORK relates to hours fixed by:  Laws or regulations Yes No  Collective agreements Yes No  Establishments' internal regulations Yes No  Cper day  per week  Other Oper month  other:  C5d. Information is requested in C5f. And the worker coverage is  Days The same reference period as for wages  Half days Another reference period:  Hours  Minutes	(t) Employment related subsidies received by the employer	○Yes ○No
C5a. The survey measures CONTRACTUAL/NORMAL HOURS OF WORK  Yes, continue to C5b  No, go to C6  C5b. CONTRACTUAL/NORMAL HOURS OF WORK relates to hours fixed by:  Laws or regulations  Yes  No  Collective agreements  Yes  No  Establishments' internal regulations  Yes  No  Other  Per pay period  Per month  Other:  C5c. Information is requested about normal hours  Per day  Per week  Other:  C5d. Information is requested in  C5e. The reference period is  C5f. And the worker coverage is  C5d. Information is requested in  C5d. Another reference period:  Another coverage:	components not	
C5a. The survey measures CONTRACTUAL/NORMAL HOURS OF WORK Pes, continue to C5b No, go to C6  C5b. CONTRACTUAL/NORMAL HOURS OF WORK relates to hours fixed by:  Laws or regulations Pes No  Collective agreements Per No  Establishments' internal regulations Per No  Other  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  C5f. And the worker coverage is  C5f. Another coverage:  Half days  Another reference period:  Another coverage:	mentioned above	
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C5a. The survey measures CONTRACTUAL/NORMAL HOURS OF WORK Pes, continue to C5b No, go to C6  C5b. CONTRACTUAL/NORMAL HOURS OF WORK relates to hours fixed by:  Laws or regulations Pes No  Collective agreements Per No  Establishments' internal regulations Per No  Other  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  C5f. And the worker coverage is  C5f. Another coverage:  Half days  Another reference period:  Another coverage:		
C5b. CONTRACTUAL/NORMAL HOURS OF WORK relates to hours fixed by:  Laws or regulations  Oyes ONo  Establishments' internal regulations  Other  C5c. Information is requested about normal hours  Oper day  Oper week  Oper pay period  Oper month  Oother:  C5d. Information is requested in  C5d. Information is requested in  C5e. The reference period is  C5f. And the worker coverage is  C5f. And the worker coverage is  C5f. Another coverage:  Ohours  Ohours  Minutes	C5. Contractual/Norma	al hours of work
Laws or regulations  Collective agreements  Yes No  Per day  per week  Other  C5d. Information is requested in  C5d. And the worker coverage is  C5f. And the worker coverage is  The same as for wages  Another reference period:  Another coverage:	C5a. The survey measures CONTRACTUAL/NORMAL HOURS O	F WORK Yes, continue to C5b No, go to C6
Collective agreements  Other  Cother	C5b. CONTRACTUAL/NORMAL HOURS OF WORK relates to ho	ours fixed by:
Collective agreements  Yes No  per day  per week  Other  C5d. Information is requested in  C5d. Information is requested about normal hours  per day  per week  other:  C5f. And the worker coverage is  C5f. And the worker coverage is  The same as for wages  Another reference period:  Another coverage:	Laws or regulations	
Establishments' internal regulations  Other  Other  C5d. Information is requested in  Days  Half days  Another reference period:  Another coverage:  Hours  Minutes		·
Other  Other  Oper pay period  per month  other:  C5d. Information is requested in  C5e. The reference period is  Days  The same reference period as for wages  Half days  Another reference period:  Another coverage:  Hours  Minutes		
C5d. Information is requested in  C5e. The reference period is  Days  The same reference period as for wages  Half days  Another reference period:  Another coverage:  Minutes		
C5d. Information is requested in  C5e. The reference period is  C5f. And the worker coverage is  The same reference period as for wages  Half days  Another reference period:  Another coverage:	Other	
C5d. Information is requested in  Days  Half days  Hours  Minutes  C5e. The reference period is  C5e. The reference period is  C5f. And the worker coverage is  The same reference period as for wages  Another reference period:  Another coverage:		•
<ul> <li>Days</li> <li>The same reference period as for wages</li> <li>Half days</li> <li>Another reference period:</li> <li>Another coverage:</li> <li>Minutes</li> </ul>		Oother:
<ul> <li>Days</li> <li>The same reference period as for wages</li> <li>Half days</li> <li>Another reference period:</li> <li>Another coverage:</li> <li>Minutes</li> </ul>	C5d Information is requested in C5e. The reference ne	riod is C5f And the worker coverage is
<ul><li>Half days</li><li>Another reference period:</li><li>Hours</li><li>Minutes</li><li>Another coverage:</li></ul>		
○ Hours ○ Minutes		
○ Minutes	•	Allottiei coverage.
COORDINATE OF THE CONTROL OF THE CON		
	Other time unit.	

## C6. Hours paid for

C6a. The survey measures HOURS PAI	<b>D FOR</b> Yes, continue to C6b No, go to	C7	
<b>C6b.</b> Information is requested in	<b>C6c.</b> The reference period is	<b>C6d.</b> And the worker coverage is	
○ Days	○ The same reference period as for wages	○ The same workers as for wages	
○ Half days	○ Another reference period:	○ Another coverage:	
○ Hours			
○ Minutes			
Other time unit:			
C6e. Hours paid for includes time paid	l due to		
(a) Overtime	Yes No (h) Down time (including stand	by time)	
- Paid at special rates	Yes No (i) Time not worked (absence fro	m work)	
- 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 FF	ROM WORK separately Yes No		
C6g. The survey measures OVERTIME			
	C7. Hours actually worked		
C7a. The survey measures HOURS ACT	TUALLY WORKED Yes, continue to C7b	No, go to C8	
C7b. Information is requested in	C7c. The reference period is	<b>C7d.</b> And the worker coverage is	
○ Days	○ The same reference period as for wages	○ The same workers as for wages	
○ Half days	○ Another reference period:	○ Another coverage:	
○ Hours			
○ Minutes			
Other time unit:			

C7e. Hours actually worked includes time paid due to .... (a) Overtime Yes No (h) Down time (including stand by time) - Paid at special rates Yes No (i) Time not worked (absence from work) ○Yes ○No - Paid at normal rates - Vacation time - Compensated with time off ○Yes ○No - Sick leave ○Yes ○No - Unpaid and not compensated with time off - Occupational injuries ○Yes ○ No (b) Work at home ○ Yes ○ No - Labour disputes ○Yes ○No (c) Travelling time required by the job ○Yes ○No - Other time not worked ○Yes ○No (j) Other: (d) Meal breaks (e) Commuting time ○Yes ○No (f) Time for preparation ○ Yes ○ No (g) Training time ○Yes ○No **Further comments** or explanations (if needed): **C7f.** The survey measures **ABSENCE FROM WORK** separately ○ Yes ○ No ○Yes ○No **C7g.** The survey measures **OVERTIME** separately **C8.** Other topics **C8a.** The survey measures **LABOUR TURNOVER** Yes, continue to C8b No, go to C9a **C8b. LABOUR TURNOVER** includes the following components Workers who were hired ○ Yes ○ No Workers who were fired ○Yes ○No Workers who resigned ○Yes ○No Workers who retired ○Yes ○No Other **C8c.** The **reference period** is ... **C8d.** and the worker coverage is ... The same workers as hours paid/hours actually The same reference period as hours paid/hours actually worked worked Another reference period: Another coverage: Yes, continue to C11b **C9a.** The survey measures **VACANCIES** No, go to C10 **C9b. VACANCIES** are defined as: C10. Other topics: The survey measures other topics not mentioned above, namely ...

	D. Classifications
D1. Establishment size:	The establishment size categories used to group establishments are
D2a. Industry (branch o	f 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 d	istinguished at the most detailed level when coding industry groups
D2c. Computer assisted/a	automatic coding is used  \( \text{Yes} \) \( \text{No} \)
D2d. If not using ISIC, it is	s convertible to ISIC:
Yes, to	
0 1310, 101. 2	<b>2e.</b> The most important <b>deviations</b> between the classification used and the international assification (at the Section - one digit - level) are:
○ ISIC, rev. 3	assince that the section one digit levely are.
● ISIC, rev. 4	
○No	
L	
D3a. Occupation: If infor	mation by occupation is collected, the classification used to code occupation is (based on):
○ ISCO-68	
○ ISCO-88	
● ISCO-08	
National classification:	
Other:	
D3b. Number of groups d	istinguished at the most detailed level when coding occupation groups
D3c. Computer assisted/a	automatic coding is used   Yes   No
D3d. If not using ISCO, it i	s convertible to ISCO
Yes, to	
○ ISCO-68	D3e. The most important deviations between the classification used and the international
	classification (at the Major Group - one digit - level) are:
○ ISCO-08	
○ No	

Standard Classification of Labour Cost			
Yes No D4b. If no, the most important differences between classification are:	een the national classification and the international		
Payments in kind (group IV) include Cost of w welfare services (group VIII)	orkers' housing borne by employers (group V) and Cost of		
☐ Direct wages and salaries (group I) and Remu	neration for time not worked (group II) are merged		
Other differences:			
D5. The survey uses other classifications, as follows:			
⊠ Geographical regions			
$\hfill \Box$ Legal status of the establishment (i.e., institutional sector, typ	e of ownership, etc.).		
Cooperatives are separetely identified  Yes  No			
Others:			
<b>D6.</b> Further comments or			
explanations (if needed):			
E. Questionnair	re design		
E1. Number of questionnaires: the survey uses			
<ul><li>One questionnaire</li></ul>			
Different types of questionnaires for different			
types of economic units:			
One questionnaire for the economic unit as a whole, one for w			
Other:	STACES III ALVIAGUAILY		
L			
<b>E2.</b> The unit(s) of observation: Information is obtained			
For the establishment as a whole (go to E3)	●Yes ○ No		
For (groups of) occupations within the establishment (go to E3)	CYes ● No		
For each individual worker in the establishment (go to E4)  Yes  No			
For a sample of workers in the establishment (go to E4)	○Yes   No		

D4a. Labour cost components: If measuring labour cost, the classification of labour cost components is the International

Disaggregations	Employment	Wages concept (earnings, wage rates, etc	Working time concep	ots
Sex	X			
Age group	X			
Education level categories	×			
Occupation	X			
Manual/non-manual				
Full-time/part-time	X			
Skilled/semi-skilled/unskilled	X			
Casual/permanent worker				
Apprentices				
Adults/young workers	X			
Other disaggregation:	X			
☐ Sex				
<ul> <li>☐ Age (adults/young)</li> <li>☐ Education level</li> <li>☐ Occupation</li> <li>☐ Full time/part time schedule</li> <li>☐ Casual/permanent status</li> <li>☐ Apprentices</li> <li>☐ Other information:</li> </ul>				
<ul> <li>☐ Education level</li> <li>☐ Occupation</li> <li>☐ Full time/part time schedule</li> <li>☐ Casual/permanent status</li> <li>☐ Apprentices</li> </ul>	y obtains information	separately for Wage rates	C Earnings	ompensation o employees or labour cost
<ul> <li>☐ Education level</li> <li>☐ Occupation</li> <li>☐ Full time/part time schedule</li> <li>☐ Casual/permanent status</li> <li>☐ Apprentices</li> <li>☐ Other information:</li> </ul> E5. Wage components: the survey	y obtains information			employees or
☐ Education level ☐ Occupation ☐ Full time/part time schedule ☐ Casual/permanent status ☐ Apprentices ☐ Other information:  E5. Wage components: the survey Payments in kind	y obtains information			employees or
☐ Education level ☐ Occupation ☐ Full time/part time schedule ☐ Casual/permanent status ☐ Apprentices ☐ Other information:  E5. Wage components: the survey Payments in kind Cost of living allowances	y obtains information			employees or
☐ Education level ☐ Occupation ☐ Full time/part time schedule ☐ Casual/permanent status ☐ Apprentices ☐ Other information:  E5. Wage components: the survey  Payments in kind Cost of living allowances Family allowances	y obtains information			employees or
Education level  Occupation Full time/part time schedule Casual/permanent status Apprentices Other information:  E5. Wage components: the survey Payments in kind Cost of living allowances Family allowances Overtime payment				employees or
☐ Education level ☐ Occupation ☐ Full time/part time schedule ☐ Casual/permanent status ☐ Apprentices ☐ Other information:  E5. Wage components: the survey  Payments in kind Cost of living allowances Family allowances Overtime payment  Employers' social security contribu	utions			employees or
☐ Education level ☐ Occupation ☐ Full time/part time schedule ☐ Casual/permanent status ☐ Apprentices ☐ Other information:  E5. Wage components: the survey  Payments in kind Cost of living allowances Family allowances Overtime payment  Employers' social security contribu	utions			employees or
<ul> <li>□ Education level</li> <li>□ Occupation</li> <li>□ Full time/part time schedule</li> <li>□ Casual/permanent status</li> <li>□ Apprentices</li> <li>□ Other information:</li> </ul>	utions			employees or

# F. Sample design

F1. The sampling unit(s)	is/are (all relevant options are indicated)
⊠Enterprise	
Establishment	
☐ Employee	
Other:	
<b>F2.</b> The <b>sample frame</b> is .	(all relevant options are indicated)
Business register	
⊠ Employee or population	on register
Area frame	
	nation used to construct the register are (all relevant options are indicated)
Economic, Industrial, E	stablishment census
Agricultural census	
Registers kept by the g	
☐ Industrial/bussines	s directories
Licence records	
<ul><li>☐ Sales tax records</li><li>☒ Income tax record</li></ul>	c.
Unemployment in:	
Pension coverage	
<del>_</del>	lecords
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 emplo	oyees, and/or 100 % of all economic units
F5. Updating frequency:	The sample frame is updated
○ Every	months
© Every 2	years
Continually	
○ Not updated with a sp	ecific frequency
Never updated	
F6. Type of sample	
<ul><li>Complete enumeration</li></ul>	n, go to F10
○ Random sample, go to	F7
OPurposive sample, go t	:o F10
Other, go to F10:	

F7. The sample is stratified				
○ Yes: ○ No				
☐ By region/location				
☐ By industry				
☐ 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)				
(may be persentages of ranges of persentages)				
F9. Sample size: The number of economic untis and/or workers in the final sample (or an estimate of the relative size)				
economic units (establishments/enterprises) % of economic units				
workers % of all workers				
F10. Further comments or explanations (if needed):				
C Data callegian				
G. Data collection				
<b>G1. Method(s) of data collection:</b> Data are collected through (more than one option may be selected)				
Personal interview  G2. If personal or telephone interview,  Yes  No				
Telephone interview computer assisted interview is used				
☐ Mail				
Online/web based questionnaire				
Other, namely:				
G3. Substitution of units				
Yes, in case of non-response [VON(General Census)				
Yes, in other cases:				
No     No				
<b>G4. Non response rate:</b> Percentage of all units in the final sample that are not inteviewed				
% of all units				
G5. Timeliness: Number of days or months between the reference period and the release of the results				
days or 9 months				
G6. Further				
comments or explanations (if				

H. Estimates					
H1. Estimation procedures (	more than one option may be	selected)			
☐ Take into account estimates from a previous reference period					
Use benchmark data					
☐ For employment					
☐ For wages					
☐ For working time					
Adjust for seasonality					
Other adjustments, please s	pecify				
<b>H2.</b> If benchmark data are used the <b>type of benchmark data</b> us is:	l l				
H3. Types of indicators produced (more than one option can 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	(I) Workers by levels of hours (paid or actual)		
☐ Number of workers	☐ Deciles	Average earnings	☐ Number of workers		
Percentage of workers	Quartiles		Percentage workers		
(m) Wage indexes  Simple unweighted index of	f growth	(n) Other indicators pr	roduced:		
☐ Laspeyres index with fixed o	occupational employment weig	ghts			
☐ Laspeyres index with indust	rial employment weights				
Other wage index:					
H4. The above indicators are calculated for all workers covered					
Yes	mediated for all works. 5512.	Cu			
No, to a subset:					
0.13,11.2.1.1.1.1					

H5. Links to Laborsta series	: Statistics from this survey are presented in the following LABORSTA series								
	economic activity								
■ 2F - Paid employment in manufacturing									
						☐ 5B - Wages in manufactur			
						6A - Labour cost in manuf			
_	rages in detailed occupations (October Inquiry)								
_									
<b>H6.</b> The statistics published described above	in LABORSTA have the same coverage and follow the same definitions	<ul><li>Yes</li></ul>	○ No						
If <b>no</b> , the main differences are as follows:									
	I. Historical information								
I1. Main changes in this sur	vey since 1990 that have led to breaks in the series								
General of Census population and									
I2. Additional comments of	n the survey								
Additional comments regard	ding the questionnaire								

THANK YOU FOR COMPLETING THIS QUESTIONNAIRE