

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	Norway
A2. Title of the survey	Labour Cost Survey
A3. Organisation(s) responsible	Statistics Norway
A4. Website where additional information can be found:	

)9.	1	2.	2	0	1	1

B. Periodicity and coverage

B1. Periodicity: The survey is carri	ed out				
Once a year, continue to B2					
Two times a year/half yearly, cor	itinue to B2				
© Every quarter, continue to B2					
○ Every month, go to B3					
Every months, continue t	o B2				
© Every 4 years, go to B3					
Ad hoc survey, continue to B2					
Further comments or explanations (if needed):					
B2. Months of the survey: the su	ırvey is carrie	d out in	the following months		
☐ January ☐ February					
☐May ☐June					
☐July ☐August					
☐ September ☐ October					
□ November □ December					
B3. Year the survey started: 2000					
B4. Industry coverage: The survey	y includes esta	blishmen	ts in the following ISIC rev. 4 groups		
A. Agriculture, forestry and fishing		No	L. Real estate activities	Yes	○No
B. Mining and quarrying	Yes	○ No	M. Professional, scientific and technical	© Vos	○ No
C. Manufacturing	Yes	○ No	activities	Yes	ONO
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 retail trade; repai	r of O Yes	♠ No	P. Education	Yes	○No
motor vehicles	Yes	No	Q. Human health and social work activities	Yes	○No
H. Transportation and storage	Yes	○ No	R. Arts, entertainment and recreation	Yes	○No
I. Accomodation and food service	Yes	○ No	S. Other service activities	Yes	○No
activities	(Tes	ONO	T. Activities of household as employers		No
J. Information and communication	Yes	∩No	U. Activities of extraterritorial organizations	○Yes	No
K. Financial and insurance activities	Yes		and bodies	0.44	
Further comments or explanations (if needed):					

B5. Size coverage: The survey covers							
○ All establishments of any size							
• All establishments with at least 10 wo	rkers/emp	loyees					
Other size coverage:							
B6. Geographical coverage: The survey cov	ers the						
Whole country							
Whole country, excluding the following remote/marginal areas:							
Capital city (can include surrounding areas)						
The following main cities:							
Only urban areas							
Other geographical coverage:							
B7. Worker coverage: The survey covers the	e following	status in	employment categori	es			
(a) All persons in the payroll				Yes	○ No		
(b) Only Paid employees				○ Yes			
(c) Only Manual / blue collar workers/wage workers/ operatives, etc.	earners/ pi	roduction		○ Yes	No		
(d) Only Non-manual /white collar/administ	rative work	kers		○ Yes	No		
(e) Paid employees and working proprietors (i			kers or employers)	○Yes	No		
(f) All persons engaged (Paid employees, work				○ Yes	No		
The fall accions are used and in alcohol.							
The following groups are included: Pieceworkers	O Vos	No.	Annranticas			○ Voc	○ No
. 1000110111010	○ Yes ○		Apprentices Trainees				
Part time employees Seconded employees	Yes C					() res	ONO
Workers from temporary work agencies	Yes C		Employees absent from entire reference period			○ Yes	○No
Casual and temporary employees	Yes C		Employees on probatio		- p 7	○Yes	○ No
Supervisors	O Yes O		Foreign employees	''			○ No
Managers	○ Yes ○		Workers paid on comm	ission		○ Yes	_
Non-adults/workers below a certain age			Homeworkers	1551611		○ Yes	
Volunteer workers	○ Yes ○		Subcontracted workers			○ Yes	
Other workers not mentioned above:							
mentioned above.							
Further comments or explanations (if							
needed):							

B8. Institutional sector coverage: The su	urvey 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 o	f establishments not already mentioned above		
C. (Concepts and operatio	nal definitions		
C1a. The survey measures EMPLOYMEN	C1. EMPLOYME			
C1b. Operational definition: EMPLOYME	ENT relates to			
The total number of workers, on:	○ A specific day:			
,, ,, ,, ,	☐ The month of the sur	vey		
	○ The quarter of the su	rvey		
	○ The whole year			
	Other: sum of the year	per enterprise for the year the survey applies to		
	Guier			
The average number of workers during:	A specific pay period			
	The month of the surveyThe quarter of the survey			
	The whole year	rvey		
	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

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 ○ 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 Yes, contin	nue to C3b No, go to C4	
C3b. Time unit: WAGE RATES are requested	C3c. Concept:	
○ per hour ○ per day	Minimum or standard wage rates, fixed by or in pursuance of laws	
C per week	regulations	
© per month	collective agreements	
Other time unit:	arbitral awards	
	○ Wage rates actually paid	
C3d. The worker coverage is	C3e. and the reference period is	
○ The same as the survey coverage	The same reference period as employment	
○ A different coverage:	○ A specific week	
	○ A specific month	
	○ Another reference period:	
C3f. Wage rates includes:		
(a) Payments in kind	No	
(b) Cost of living allowances	No	
(c) Family allowances	No	
(d) Other allowances in cash	No	
(e) Payments for time not worked	No	
(f) Overtime payments	No	
(g) Other components not mentioned above		
Further comments or explanations (if needed):		
C4. Compe	ensation of employees or Labour Cost	
C4a. The survey measures COMPENSATION OF EMPLOYE LABOUR COST	EES or Yes, continue to C4b No, go to C5 	
C4b. The worker coverage is	C4c. and the reference period is	
The same as the survey coverage	The same reference period as employment	
○ A different coverage:	○ A specific week	
	A specific month	
	A different reference period:	
	Sum of the year the survey applies to	

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/Norma	al hours of work
C5a. The survey measures CONTRACTUAL/NORMAL HOURS OF	WORK
C5b. CONTRACTUAL/NORMAL HOURS OF WORK relates to ho	urs fixed by:
Laws or regulations • Yes No	
Collective agreements	C5c. Information is requested about normal hours
Establishments' internal regulations Yes No	○ per day
	○ per week
Other	○ per pay period
	C per month
	• other: Sum of all employees per enterprise for the year the survey applies to
C5d. Information is requested in C5e. The reference per	riod is C5f. And the worker coverage is
○ Days ○ The same reference	period as for wages
○ Half days ○ Another reference p	eriod: Another coverage:
○ Hours	
○ Minutes	
Other time unit:	
sum of year	

C6. Hours paid for

C6a. The survey measures HOURS PAIL	FOR • Yes, continue to C6b No, go to	C7
C6b. Information is requested in	C6c. The reference period is	C6d. 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	due to	
(a) Overtime	● Yes ○ No (h) Down time (including stand b	oy time) • Yes • No
- Paid at special rates	Yes No (i) Time not worked (absence from	
- Paid at normal rates	Yes ○No - Vacation time	Yes \(\text{No} \)
- Compensated with time off	● Yes ○ No - Sick leave	○ Yes ○ No
(b) Work at home		○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		
(g) Training time		
Further comments or explanations (if needed):		
C6f. The survey measures ABSENCE FR	OM WORK separately Yes No	
C6g. The survey measures OVERTIME s	separately Yes • No	
	C7. Hours actually worked	
C7a. The survey measures HOURS ACT	UALLY WORKED Yes, continue to C7b •	No, go to C8
C7b. Information is requested in	C7c. The reference period is	C7d. 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 19 groups
D2c. Computer assisted/a	automatic coding is used Yes No
D2d. If not using ISIC, it is	s convertible to ISIC:
Yes, to	
© 1510, 10V. 2	2e. The most important deviations between the classification used and the international assification (at the Section - one digit - level) are:
○ ISIC, rev. 3	assincation (at the section) one digital levely are.
○ ISIC, rev. 4	
○ No	
L	
D3a. Occupation: If infor	rmation 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	is 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 we 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	
Legal status of the establishment (i.e., institutional sector, type	e of ownership, etc.).
Cooperatives are separetely identified Yes No	
Others:	
D6. Further comments or explanations (if needed):	
explanations (if fleeded).	
E. Questionnair	e 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 we	
Other:	,
53 51 54 3 6 1 3 3 3 6 3 3 3 3 3 3 3 3 3 3	
E2. 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
For each individual worker in the establishment (go to E4) For a sample of workers in the establishment (go to E4)	CYes

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	ts
Sex	П	П	П	
Age group				
Education level categories				
Occupation				
Manual/non-manual				
-ull-time/part-time				
Skilled/semi-skilled/unskilled				
Casual/permanent worker				
Apprentices				
Adults/young workers				
Other disaggregation:				
☐ Sex☐ Age (adults/young)☐ Education level				
 ☐ Occupation ☐ Full time/part time schedule ☐ Casual/permanent status ☐ Apprentices ☐ Other information: 				
☐ Full time/part time schedule ☐ Casual/permanent status ☐ Apprentices ☐ Other information:	obtains information	separately for Wage rates	!	ompensation o employees or labour cost
☐ Full time/part time schedule ☐ Casual/permanent status ☐ Apprentices	obtains information		!	employees or
☐ Full time/part time schedule ☐ Casual/permanent status ☐ Apprentices ☐ Other information: E5. Wage components: the survey	obtains information		!	employees or labour cost
☐ Full time/part time schedule ☐ Casual/permanent status ☐ Apprentices ☐ Other information: E5. Wage components: the survey	obtains information		!	employees or labour cost
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	obtains information		!	employees or labour cost
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 labour cost
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 contribute	tions		!	employees or labour cost
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 contribution	tions		!	employees or labour cost
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 contribute	tions		!	employees or labour cost

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 Licence records 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 4 years Continually O Not updated with a specific frequency Never updated **F6.** Type of sample Complete enumeration, go to F10 Random sample, go to F7 OPurposive sample, go to 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)
Coefficients of variations for sum = 0,007
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
600,000 workers % of all workers
F10. Further comments or explanations (if needed):
G. Data collection
G. Data collection
G1. Method(s) of data collection: 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
☐ Other namely: ☐ Other namely: ☐ Other namely: ☐ Other na
Other, namely:
G3. Substitution of units
Yes, in case of non-response
Tes, in case of non-response
○ Yes, in other cases:
No
G4. Non response rate: Percentage of all units in the final sample that are not inteviewed
4 % of all units
G5. Timeliness: Number of days or months between the reference period and the release of the results
days or 14 months
G6. Further
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 pe	riod			
Use benchmark data					
☐ For employment					
For wages					
For working time					
Adjust for seasonality					
Other adjustments, please s	pecify				
H2 . If benchmark data are used the type of benchmark data usis:					
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	(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	roduced:		
☐ Simple unweighted index of	f growth				
☐ Laspeyres index with fixed of	occupational employment wei	ghts			
★ Laspeyres index with indust	rial employment weights				
☑ Other wage index: labour	cost index				
H4. The above indicators are calculated for all workers covered • Yes					
○ No, to a subset:					
,					

H5. Links to Laborsta series: Statistics from this survey are presented in the following LABORSTA series					
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 are as follows:					
I. Historical information					
I1. 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