



## 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](mailto: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](mailto:sources@ilo.org).

Thank you for your cooperation.

#### A. Identification

**A1. Country**

Botswana

**A2. Title of the survey**

Survey of Employment and Employees

**A3. Organisation(s) responsible**

Statistics Botswana

**A4. Website where additional information can be found:**

[http://www.cso.gov.bw/index.php?option=com\\_content1&parent\\_id=370&id=432&nid=370](http://www.cso.gov.bw/index.php?option=com_content1&parent_id=370&id=432&nid=370)

**A8. Date in which this questionnaire is filled**

May 2012

## B. Periodicity and coverage

### B1. Periodicity: The survey is carried out ...

- Once a year, continue to B2
- Two times a year/half yearly, continue to B2
- Every quarter, continue to B2
- Every month, go to B3
- Every  months, continue to B2
- Every  years, go to B3
- Ad hoc survey, continue to B2

Further comments  
or explanations (if  
needed):

### B2. Months of the survey: the survey is carried out in the following months ...

- January       February
- March       April
- May       June
- July       August
- September       October
- November       December

B3. Year the survey started:

1997

### B4. Industry coverage: The survey includes establishments in the following ISIC rev. 4 groups

- |  |   |  |   |
|--|---|--|---|
| A. Agriculture, forestry and fishing                             | <input checked="" type="radio"/> Yes <input type="radio"/> No | L. Real estate activities                                  | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| B. Mining and quarrying  | <input checked="" type="radio"/> Yes <input type="radio"/> No | M. Professional, scientific and technical activities       | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| C. Manufacturing   | <input checked="" type="radio"/> Yes <input type="radio"/> No | N. Administrative and support support service activities   | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| D. Electricity, gas, steam and air conditioning supply           | <input checked="" type="radio"/> Yes <input type="radio"/> No | O. Public administration; compulsory social security       | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| E. Water supply, sewerage, waste management and remediation act. | <input checked="" type="radio"/> Yes <input type="radio"/> No | O. Defense   | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| F. Construction  | <input checked="" type="radio"/> Yes <input type="radio"/> No | P. Education   | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| G. Wholesale and retail trade; repair of motor vehicles          | <input checked="" type="radio"/> Yes <input type="radio"/> No | Q. Human health and social work activities                 | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| H. Transportation and storage                                    | <input checked="" type="radio"/> Yes <input type="radio"/> No | R. Arts, entertainment and recreation                      | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| I. Accomodation and food service activities                      | <input checked="" type="radio"/> Yes <input type="radio"/> No | S. Other service activities                                | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| J. Information and communication                                 | <input checked="" type="radio"/> Yes <input type="radio"/> No | T. Activities of household as employers                    | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| K. Financial and insurance activities                            | <input checked="" type="radio"/> Yes <input type="radio"/> No | U. Activities of extraterritorial organizations and bodies | <input type="radio"/> Yes <input checked="" type="radio"/> No |

Further comments  
or explanations (if  
needed):

**B5. Size coverage:** The survey covers ...

- All establishments of any size
- All establishments with at least  workers/employees
- Other size coverage:

**B6. Geographical coverage:** The survey covers 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 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                           | <input type="radio"/> Yes <input type="radio"/> No | Apprentices  | <input type="radio"/> Yes <input type="radio"/> No |
| Part time employees                    | <input type="radio"/> Yes <input type="radio"/> No | Trainees   | <input type="radio"/> Yes <input type="radio"/> No |
| Seconded employees                     | <input type="radio"/> Yes <input type="radio"/> No | Employees absent from work the entire reference period without pay | <input type="radio"/> Yes <input type="radio"/> No |
| Workers from temporary work agencies   | <input type="radio"/> Yes <input type="radio"/> No | Employees on probation   | <input type="radio"/> Yes <input type="radio"/> No |
| Casual and temporary employees         | <input type="radio"/> Yes <input type="radio"/> No | Foreign employees  | <input type="radio"/> Yes <input type="radio"/> No |
| Supervisors                            | <input type="radio"/> Yes <input type="radio"/> No | Workers paid on commission   | <input type="radio"/> Yes <input type="radio"/> No |
| Managers                               | <input type="radio"/> Yes <input type="radio"/> No | Homeworkers  | <input type="radio"/> Yes <input type="radio"/> No |
| Non-adults/workers below a certain age | <input type="radio"/> Yes <input type="radio"/> No | Subcontracted workers  | <input type="radio"/> Yes <input type="radio"/> No |
| Volunteer workers                      | <input type="radio"/> Yes <input type="radio"/> No |  |  |

Other workers not mentioned above:

Further comments or explanations (if needed):

The survey is generally confined to the formal sector, and hence employment outside this sector is usually not covered. Thus persons such as domestic workers, cobblers, street barbers, street vendors etc. are not covered.

**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: EMPLOYMENT** relates to ...

- The total number of workers, on:
  - A specific day:
  - The month of the survey
  - The quarter of the survey
  - 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

**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  Yes  No

- 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

A specific month

Another reference period:

**C2e.** **Earnings includes:**

(a) *Payments in kind*  Yes  No

(b) *Cost of living allowances*  Yes  No

(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 pay period*  Yes  No

(j) *Bonuses paid irregularly*  Yes  No

(k) *Payments for periods outside the reference period*  Yes  No

(l) *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) *Other components not mentioned above*

**Further comments or explanations (if needed):**

### C3. Wage rates

**C3a.** The survey measures **WAGE RATES**  Yes, continue to C3b  No, go to C4

**C3b.** Time unit: **WAGE RATES** are requested ...

- per hour
- per day
- per week
- per month
- other time unit:

**C3c. Concept:**

- Minimum or standard wage rates, fixed by or in pursuance of ...
  - ... laws  Yes  No
  - ... regulations  Yes  No
  - ... collective agreements  Yes  No
  - ... arbitral awards  Yes  No
- Wage rates actually paid

**C3d.** The **worker coverage** is ...

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

**C3e.** and the **reference period** is ...

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

**C3f. Wage rates includes:**

- (a) *Payments in kind*  Yes  No
- (b) *Cost of living allowances*  Yes  No
- (c) *Family allowances*  Yes  No
- (d) *Other allowances in cash*  Yes  No
- (e) *Payments for time not worked*  Yes  No
- (f) *Overtime payments*  Yes  No

(g) *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**

Yes, continue to C4b  No, go to C5

**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
- (b) Cost of living allowances  Yes  No
- (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
- (l) 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

Further comments or explanations (if needed):

**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
- Other

**C5c.** Information is requested about normal hours ....

- per day
- per week
- per pay period
- per month
- other:

**C5d.** Information is requested in ....

- Days
- Half days
- Hours
- Minutes
- Other time unit:

**C5e.** The reference period is ...

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

**C5f.** And the worker coverage is ...

- The same as for wages
- Another coverage:

## C6. Hours paid for

**C6a.** The survey measures **HOURS PAID FOR**  Yes, continue to C6b  No, go to C7

**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 due to ....

(a) Overtime

- Paid at special rates
- Paid at normal rates
- Compensated with time off

Yes  No

Yes  No

Yes  No

Yes  No

(b) Work at home

Yes  No

(c) Travelling time required by the job

Yes  No

(d) Meal breaks

Yes  No

(e) Commuting time

Yes  No

(f) Time for preparation

Yes  No

(g) Training time

Yes  No

(h) Down time (including stand by time)

Yes  No

(i) Time not worked (absence from work)

Yes  No

- Vacation time

Yes  No

- Sick leave

Yes  No

- Occupational injuries

Yes  No

- Labour disputes

Yes  No

- Other time not worked

Yes  No

(j) Other:

Further comments or explanations (if needed):

**C6f.** The survey measures **ABSENCE FROM WORK** separately  Yes  No

**C6g.** The survey measures **OVERTIME** separately  Yes  No

## C7. Hours actually worked

**C7a.** The survey measures **HOURS ACTUALLY WORKED**  Yes, continue to C7b  No, go to C8

**C7b.** Information is requested in ....

- Days
- Half days
- Hours
- Minutes
- Other time unit:

**C7c.** The reference period is ...

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

**C7d.** And the worker coverage is ...

- The same workers as for wages
- Another coverage:



**C7e. Hours actually worked** includes time paid due to ....

- |  |  |   |  |
|--|--|---|--|
| (a) Overtime                               | <input type="radio"/> Yes <input type="radio"/> No | (h) Down time (including stand by time) | <input type="radio"/> Yes <input type="radio"/> No |
| - Paid at special rates                    | <input type="radio"/> Yes <input type="radio"/> No | (i) Time not worked (absence from work) | <input type="radio"/> Yes <input type="radio"/> No |
| - Paid at normal rates                     | <input type="radio"/> Yes <input type="radio"/> No | - Vacation time                         | <input type="radio"/> Yes <input type="radio"/> No |
| - Compensated with time off                | <input type="radio"/> Yes <input type="radio"/> No | - Sick leave                            | <input type="radio"/> Yes <input type="radio"/> No |
| - Unpaid and not compensated with time off | <input type="radio"/> Yes <input type="radio"/> No | - Occupational injuries                 | <input type="radio"/> Yes <input type="radio"/> No |
| (b) Work at home                           | <input type="radio"/> Yes <input type="radio"/> No | - Labour disputes                       | <input type="radio"/> Yes <input type="radio"/> No |
| (c) Travelling time required by the job    | <input type="radio"/> Yes <input type="radio"/> No | - Other time not worked                 | <input type="radio"/> Yes <input type="radio"/> No |
| (d) Meal breaks                            | <input type="radio"/> Yes <input type="radio"/> No | (j) Other:                              |  |
| (e) Commuting time                         | <input type="radio"/> Yes <input type="radio"/> No |   |  |
| (f) Time for preparation                   | <input type="radio"/> Yes <input type="radio"/> No |   |  |
| (g) Training time                          | <input type="radio"/> Yes <input type="radio"/> No |   |  |

Further comments or explanations (if needed):

**C7f.** The survey measures **ABSENCE FROM WORK** separately  Yes  No

**C7g.** The survey measures **OVERTIME** separately  Yes  No

**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 ...

- The same reference period as hours paid/hours actually worked
- Another reference period:

**C8d.** and the worker coverage is ...

- The same workers as hours paid/hours actually worked
- Another coverage:

**C9a.** The survey measures **VACANCIES**  Yes, continue to C11b  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 ...

5; 6-14; 15-30; 31-200; 201-500; 501+

**D2a. Industry (branch 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

National classification:

Other:

**D2b. Number of groups** distinguished at the most detailed level when coding industry  groups

**D2c. Computer assisted/automatic coding is used**  Yes  No

**D2d. If not using ISIC, it is convertible to ISIC:**

Yes, to

- ISIC, rev. 2
- ISIC, rev. 3
- ISIC, rev. 4
- No

**D2e. The most important deviations** between the classification used and the international classification (at the Section - one digit - level) are:

**D3a. Occupation:** If information by occupation is collected, the classification used to code occupation is (based on):

- ISCO-68
- ISCO-88
- ISCO-08
- National classification:
- Other:

Botswana Standard Occupational Coding Scheme (BOSCO)

**D3b. Number of groups** distinguished at the most detailed level when coding occupation  groups

**D3c. Computer assisted/automatic coding is used**  Yes  No

**D3d. If not using ISCO, it is convertible to ISCO**

Yes, to

- ISCO-68
- ISCO-88
- ISCO-08
- No

**D3e. The most important deviations** between the classification used and the international classification (at the Major Group - one digit - level) are:

**D4a. Labour cost components:** If measuring labour cost, the classification of labour cost components is the **International Standard Classification of Labour Cost**

- Yes  No **D4b.** If no, the most important differences between the national classification and the international classification are:
- 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
- Legal status of the establishment (i.e., institutional sector, type of ownership, etc.).  
Cooperatives are separately 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
- Other:

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

- |   |   |
|---|---|
| For the establishment as a whole (go to E3)                     | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| For (groups of) occupations within the establishment (go to E3) | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| For each individual worker in the establishment (go to E4)      | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| For a sample of workers in the establishment (go to E4)         | <input type="radio"/> Yes <input checked="" type="radio"/> No |

**E3. The survey collects information separately by ....**

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

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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cost of living allowances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Family allowances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overtime payment		<input type="checkbox"/>	<input type="checkbox"/>
Employers' social security contributions			<input type="checkbox"/>
Workers' social security contributions		<input type="checkbox"/>	<input type="checkbox"/>
Other deductions of workers (e.g., for income tax)		<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## F. Sample design

**F1. The sampling unit(s) is/are ...** (all relevant options are indicated)

- Enterprise  
 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/business directories  
 Licence records  
 Sales tax records  
 Income tax records  
 Unemployment insurance records  
 Pension coverage records

Other, namely:

Stats Bots Enterprise and Establishment Register - The register itself is maintained using a variety of sources, such as the Register of Companies maintained by the Ministry of Trade and Industry, the approval of trading licences, +

- 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  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:

This survey is designed to have fully enumerated and sampled strata. The following establishments are fully enumerated:  
- Central Government  
- Local Government  
- Parastatal organisations +

**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)**

**F9. Sample size: The number of economic units 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):**

**G. Data collection**

**G1. Method(s) of data collection: Data are collected through ... (more than one option may be selected)**

Personal interview

Telephone interview

Mail

Online/web based questionnaire

Other, namely:  If, after 15 days an establishment does not reply, a postal reminder is sent. If this also fails to elicit a response, members of the Labour Statistics Unit conduct follow-up visits.

**G2. If personal or telephone interview, computer assisted interview is used**  Yes  No

**G3. Substitution of units**

Yes, in case of non-response

Yes, in other cases:  For the few fully enumerated establishments, which do not respond, imputation is made on the basis of the previous returns or other information. No grossing up or ratio raising is done to allow for non-response.

No

**G4. Non response rate: Percentage of all units in the final sample that are not interviewed**

% of all units

**G5. Timeliness: Number of days or months between the reference period and the release of the results**

days or  months

**G6. Further comments or explanations (if needed):**

## 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 specify

### H2. If benchmark data are used, the **type of benchmark data** used is:

### H3. Types of indicators produced ... (more than one option can be selected)

- |  |  |  |  |
|--|--|--|--|
| <p>(a) Average earnings (per worker)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> per year</li> <li><input checked="" type="checkbox"/> per month</li> <li><input type="checkbox"/> per week</li> <li><input type="checkbox"/> per day</li> <li><input type="checkbox"/> per hour (actual or paid)</li> </ul> | <p>(b) Median earnings (per worker)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> per year</li> <li><input type="checkbox"/> per month</li> <li><input type="checkbox"/> per week</li> <li><input type="checkbox"/> per day</li> <li><input type="checkbox"/> per hour (actual or paid)</li> </ul> | <p>(c) Real earnings (per worker)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> per year</li> <li><input type="checkbox"/> per month</li> <li><input type="checkbox"/> per week</li> <li><input type="checkbox"/> per day</li> <li><input type="checkbox"/> per hour (actual or paid)</li> </ul> | <p>(d) Labour cost (per worker)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> per year</li> <li><input type="checkbox"/> per month</li> <li><input type="checkbox"/> per week</li> <li><input type="checkbox"/> per day</li> <li><input type="checkbox"/> per hour (actual or paid)</li> </ul> |
| <p>(e) Hours actually worked (per worker)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> per year</li> <li><input type="checkbox"/> per month</li> <li><input type="checkbox"/> per week</li> <li><input type="checkbox"/> per day</li> </ul>   | <p>(f) Hours paid for (per worker)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> per year</li> <li><input type="checkbox"/> per month</li> <li><input type="checkbox"/> per week</li> <li><input type="checkbox"/> per day</li> </ul>  | <p>(g) Overtime hours (per worker)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> per year</li> <li><input type="checkbox"/> per month</li> <li><input type="checkbox"/> per week</li> <li><input type="checkbox"/> per day</li> </ul>  | <p>(h) Absence from work hours (per worker)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> per year</li> <li><input type="checkbox"/> per month</li> <li><input type="checkbox"/> per week</li> <li><input type="checkbox"/> per day</li> </ul>   |
| <p>(i) Workers by levels of earnings</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Number of workers</li> <li><input type="checkbox"/> Percentage of workers</li> </ul>  | <p>(j) Earnings ...</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Deciles</li> <li><input type="checkbox"/> Quartiles</li> </ul>   | <p>(k) Earnings in each decile/ quartile</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Average earnings</li> <li><input type="checkbox"/> Median earnings</li> </ul>   | <p>(l) Workers by levels of hours (paid or actual)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Number of workers</li> <li><input type="checkbox"/> Percentage workers</li> </ul>   |

- (m) Wage indexes
- Simple unweighted index of growth
  - Laspeyres index with fixed occupational employment weights
  - Laspeyres index with industrial employment weights
  - Other wage index:

(n) Other indicators produced:

### 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