



International
Labour
Organization

▶ Guide to reporting labour statistics to the ILO using the Excel questionnaire

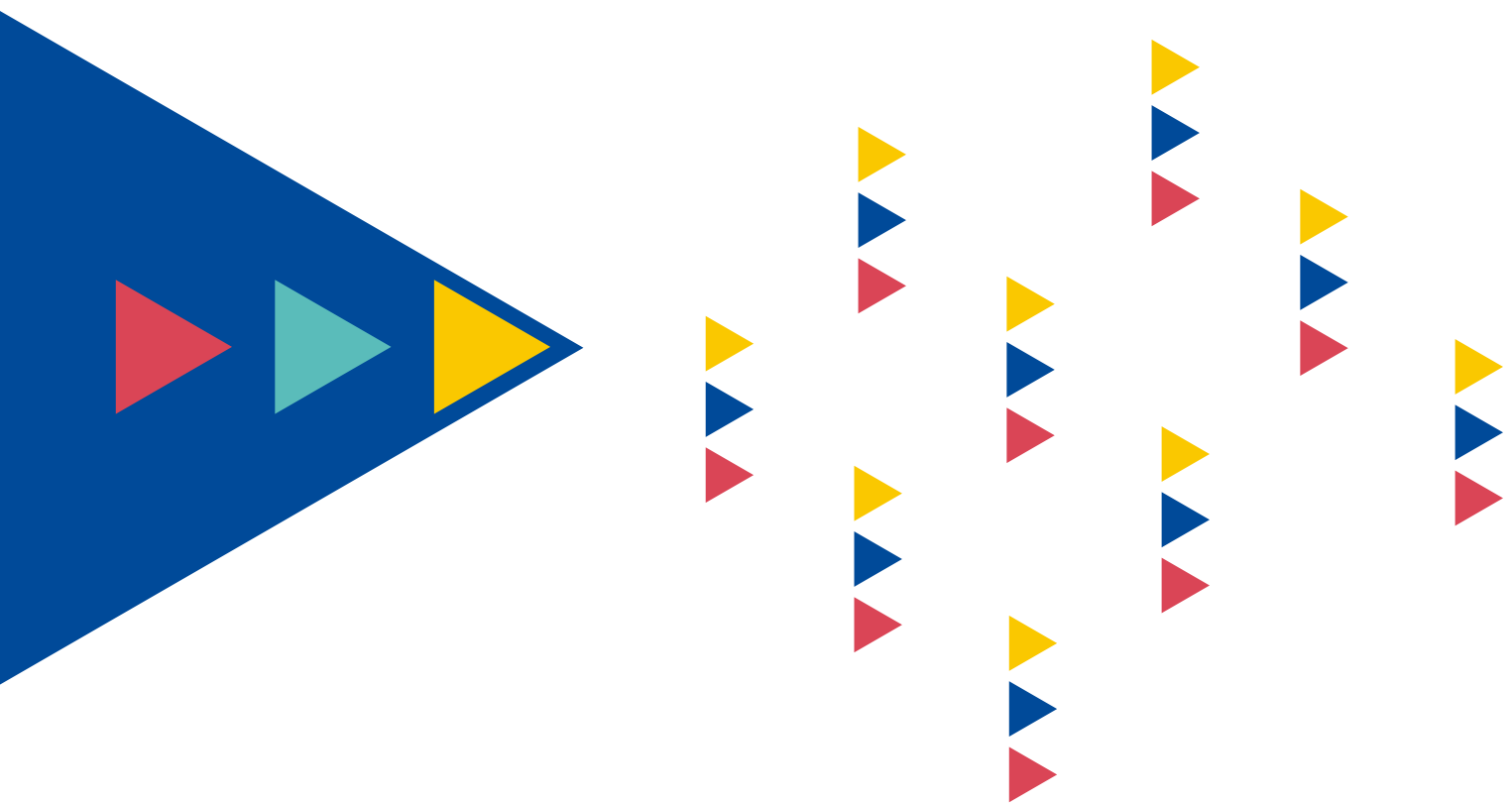


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▶ ILOSTAT StaRS

The ILOSTAT Statistics Reporting System, [ILOSTAT StaRS](#), allows for convenient reporting of labour statistics to the ILO Department of Statistics. Users can submit completed questionnaires and microdata files, find reference materials regarding statistical concepts, review data availability and update contact information.

Submitting data files

To submit a file, first select the related inquiry. The two regular data-related inquiries are annual indicators (YI) and/or International Labour Migration Statistics (ILMS). The user's profile determines which collection can be accessed.

The interface uses the ["drag and drop" function](#).

Data availability reports

For your convenience, various reports are available to review the data we have available in ILOSTAT for your country.

Settings

Under settings, users can update their profile including email address and job title. Users can also review the list of questionnaire contacts and all agency contacts. Contact us to update this information.

Getting help

The help section provides reference materials, including links to [international statistical standards, guides and manuals](#) and the [concepts and definitions](#) section of ILOSTAT which includes database descriptions and information on classifications.

If you still have questions, contact us.

Uses of ILOSTAT data

ILOSTAT is the leading source of international labour statistics.

Data are widely used for analysis of labour markets by the ILO, with findings published in numerous publications, including the ILO flagship report *World Employment and Social Outlook*.

ILOSTAT data also serve as inputs for various international indices and databases, including but not limited to:

- ▶ UN's Sustainable Development Goal (SDG) indicator database

- ▶ World Bank's World Development Indicators (WDI) database
- ▶ OECD's World Indicators of Skills for Employment (WISE) database
- ▶ WIPO's Global Innovation Index (GII)
- ▶ UNDP's Human Development Index (HDI)
- ▶ UNDP's Gender Inequality Index (GII)
- ▶ WEF's Global Competitiveness Index (GCI)

The timely, complete and accurate submission of ILO member States' labour statistics to its annual questionnaires is therefore essential for the continued international dissemination of your labour data.

▶ Microdata instructions

As of this year, indicators typically from household surveys (i.e. employment and unemployment) will only be produced and published on ILOSTAT through microdata processing.

If your microdata is available on your website, there is no need to submit files to us. It is likely we already use these. If not, let us know these are available. You can see which files we are using in the microdata section of StaRS on the "Received" tab.

To submit microdata, submit the **anonymized** microdata files and supporting documentation, which includes guidelines to collect, process and disseminate information, questionnaires, data dictionaries, methodological documents and reports. **Please do NOT submit the completed ILOSTAT Excel questionnaire in this section.**

If you would like to establish a memorandum of understanding, contact us. There is a sample in the Help section of StaRS.

For information on how we process microdata, refer to [ILOSTAT microdata processing quick guide](#). For information on the benefits to sharing microdata, refer to the document [Unlocking the Power of Microdata: Enhancing International Comparability and Data Availability in ILOSTAT and Beyond](#).

▶ Questionnaire instructions

Please read these instructions carefully before completing the ILOSTAT questionnaire on labour statistics.

The "[Sources](#)" [sheet](#) should be completed before entering data. On each subsequent [topic sheet](#), complete the metadata fields and data tables based on the latest figures available and following international definitions and classifications. Once you have completed the questionnaire, go to the [sheet "Summary for review"](#) to assess if there are any issues and fix any problems. Please upload the files via ILOSTAT StaRS no later than **31 July 2024**.

Below are more detailed instructions. Do not hesitate to contact us if you have further questions. Once again, we thank you for your valuable contribution to [ILOSTAT](#).

Structure of Excel file

The ILOSTAT questionnaire is now a single Excel file, which differs from past exercises. . The current file contains indicators that typically come from administrative records, establishment surveys, national accounts, and official estimates.

The file contains a “Sources” sheet, to be completed first, followed by sheets corresponding to different topics.

The file is protected to facilitate automatic upload of the data into our system. This implies that rows and columns cannot be added or deleted. This should not be necessary since each table provides additional columns to enter historical revisions. Labels within tables also cannot be edited, although variations of the classifications can be selected using the drop-down menus. If an item differs from the corresponding data, provide an explanation in the comments box below the relevant table.

In addition to completing the data tables, respondents should complete the requested metadata, which is organized by source, topic and indicator. All metadata fields are in yellow and have pre-defined categories provided in drop-down menus.

NOTE: QUESTIONNAIRES MISSING RELEVANT METADATA CANNOT BE PROCESSED.

Sheet “Summary for review”

To improve our expediency in processing the data we receive, we kindly request that you carefully review the completed tables before sending us the file. A new sheet “Summary for review” provides an overview of the data you provided in the workbook and flags potential issues. Below are explanations for the warnings and errors that may appear on this sheet. Also, note that comment boxes on the header row of the summary table in the workbook provide similar clarifications. If you need further guidance while troubleshooting, contact us.

Column	Severity	Potential issue	Solution/Comment
C (Latest year)	Error	The latest year differs for tables on the same sheet/topic	The latest year should only differ if the sources differ
	Warning	No data provided as indicated by “None”	Verify this accurately reflects a lack of data availability and not an accidental omission
D (Source ID and label)	Error	Source is missing as indicated by three dots (...)	Select source using drop-down menu above data table
	Warning	Sources differ across tables within the same sheet/topic	Typically, the sources should only differ if the indicators differ

E (Notes ok)	Error	FALSE = Metadata is incomplete	Complete metadata using drop-down menus at the topic level (top of sheet) and indicator level (above the data table)
F (% of cells filled)	Warning	Less than 50% of the cells are completed	Ensure you have selected the most appropriate classification version and that you have not provided the same data in another table (e.g., do not provide only totals in more than one table on the same sheet/topic)
G (TOTAL provided for latest year)	<i>There are no warnings or errors but please use this information to double-check total figures provided are logical and of the same magnitude for related indicators</i>		
H (Males + Females = TOTAL)	Warning	The sum of males and females does not equal to the total for both sexes	Review and fix any underlying data issue (note rounding is taken into account by the formula)
I (Sum of items = TOTAL)	Warning	The sum of the classification items does not equal to the total (first line of table)	Review and fix any underlying data issue (note rounding is taken into account by the formula)

NOTE: THIS IS THE INITIAL SET OF CHECKS WE MUST UNDERTAKE BEFORE UPLOADING DATA INTO ILOSTAT FOR FURTHER PROCESSING AND VERIFICATION. AS SUCH, WE MAY STILL NEED TO CONTACT YOU REGARDING OTHER ERRORS OR MISSING INFORMATION.

Sheet “Sources”

You must complete this sheet first. The questionnaire uses this sheet throughout to link each indicator with its corresponding source of information. Wherever possible, information has been pre-filled based on the latest ILOSTAT contents. Edit this information as needed. Also complete missing information (i.e., yellow fields with “...”). If one of the pre-filled fields states “Nonstandard...”, either select another option from the drop-down menu or provide an explanation in the optional notes field. If fields are not applicable for a particular source, these will disappear automatically, or you may select “Non applicable” from the drop-down menu.

Sheets by topic

Following the Sources sheet, there are spreadsheets organized by topic, which should be completed according to the following:

Source	▶ Under each indicator, select the source used using the drop-down menu. The list that appears refers to the sources entered on the Sources sheet.
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	<ul style="list-style-type: none"> ▶ Data provided for a given topic should come from the same statistical source and should be consistent throughout as regards scope and coverage.
Reference period	<ul style="list-style-type: none"> ▶ We are requesting data for 2023. If the latest data available refers to a prior year (and we have not yet received these data), use the drop-down menu to select the relevant year. ▶ For surveys, data should be annual averages rather than refer to a given month or quarter. ▶ For administrative records, data typically refer to the end of the year.
Definitions	<ul style="list-style-type: none"> ▶ Definitions should be based on international standards. Refer to the Definitions section for further guidance. ▶ Also, they should be the same as those submitted in previous years. If not, clearly denote breaks in series while providing an explanation in the optional notes field.
Unit	<ul style="list-style-type: none"> ▶ Data are requested in units for persons (not thousands of persons), hours, cases, workplaces, and days. ▶ Percentages and other rates should be reported using two decimals. The percentage symbol (%) should be omitted. ▶ Local currency can be reported with up to two decimals depending on the indicator and magnitude of the figures.
Flags	<ul style="list-style-type: none"> ▶ In addition to figures, only the following standard symbols should be used to fill out the tables, where applicable: <ul style="list-style-type: none"> (C) = confidential (E) = estimated (P) = provisional (S) = not significant (U) = unreliable ▶ The cell should be left blank if data are not applicable or not available. ▶ Breaks in series should be indicated in the optional notes field.
Classifications	<ul style="list-style-type: none"> ▶ Classifications used should be based on international standards. ▶ Use the drop-down menu to select the appropriate version if it differs from the one provided by default (e.g., to select ISIC-Rev. 3 instead of ISIC-Rev. 4). The default is the desired classification as it is the most recent or most detailed. If a classification version is too detailed to yield reliable results, select a more aggregated version. ▶ Refer to the Classifications section for further guidance.

	<ul style="list-style-type: none"> ▶ For items that differ from the classification selected, provide an explanation in the optional notes field (note that the text in the tables cannot be altered since the file is protected).
Metadata fields	<ul style="list-style-type: none"> ▶ The metadata requested is organized by source, topic and indicator. Metadata provided at the source level will be applied to all indicators using that source; metadata provided at the topic level will be applied to all indicators for that topic. ▶ All metadata fields have pre-defined categories provided in drop-down menus in yellow cells. The first item listed is typically the target. ▶ In case a metadata field is not applicable, select the option “not applicable” from the drop-down menu rather than leaving it blank. ▶ Wherever possible, information has been pre-filled based on the latest ILOSTAT contents. Please ensure the metadata is complete and accurate before entering data.
Optional notes	<p>Optional notes under each table can be provided in the language of correspondence and can be used as follows:</p> <ul style="list-style-type: none"> ▶ To report discrepancies between the data reported and the information requested, that is, whenever it is not possible to supply information for the variable or indicator or disaggregation categories requested, ▶ For explanations about any changes affecting the statistics during the period covered in the tables, such as definitions, coverage, method of data collection, etc., ▶ To indicate if final figures are not yet available and provisional data or estimates are provided in the tables.

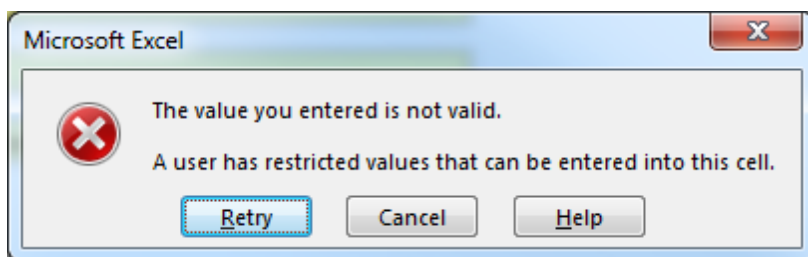
Tables omitted in the questionnaire

The ILO Department of Statistics is continuing automating how it captures labour market statistics from countries to reduce their reporting burden. Increasingly we can obtain official data directly from government websites (in addition to processing of anonymized household survey microdata). The Excel questionnaire excludes indicators obtained through this channel.

FAQ

Why does Excel tell me the value I entered is not valid?

The workbook is protected. Respondents can enter information only in designated cells.



What if the categories for which I have data do not match those in the classification requested?

Use the drop-down menu to find the classification that most closely matches. Then indicate deviations from the requested line items by entering comments in the optional notes field just below the table.

Since the workbook is protected, you cannot edit the text within the table. For example, if data by age refer to persons ages 16-19, enter the data next to the line for ages 15-19 and include a comment in the optional notes field below the table to indicate that data refer to ages 16-19. If this applies to multiple tables, you also can enter this comment in the optional notes field at the topic level (top of the sheet).

Why does the drop-down menu not work?

To use the drop-down menus in the questionnaire, the user's Excel settings must allow for automatic calculations. Click on the File tab, click Options, and then click the Formulas category, and under Workbook Calculation, click Automatic.

► Definitions

Typical sources for the following indicators include, but are not limited to, administrative records, establishment surveys, national accounts and official estimates. The source with the most comprehensive coverage should be used. **Do not use data from household surveys to complete these tables.**

[INJ] Occupational injuries

An occupational injury is defined as any personal injury, disease or death resulting from an occupational accident; an occupational injury is therefore distinct from an occupational disease, which is a disease contracted as a result of an exposure over a period of time to risk factors arising from work activity.

An occupational accident is an unexpected and unplanned occurrence, including acts of violence, arising out of or in connection with work which results in one or more workers incurring a personal injury, disease or death.

A case of occupational injury is the case of one worker incurring an occupational injury as a result of one occupational accident. An occupational injury could be fatal (as a result of occupational accidents and where death occurred within one year of the day of the accident) or non-fatal with lost work time.

Incapacity for work is the inability of the victim, due to an occupational injury, to perform the normal duties of work in the job or post occupied at the time of the occupational accident. Incapacity can be permanent or temporary.

Cases of permanent incapacity for work are cases of occupational injury where the persons injured were never able to perform again the normal duties of work in the job or post occupied at the time of the occupational accident causing the injury.

Cases of temporary incapacity are cases of occupational injury where the workers injured were unable to work from the day after the day of the accident, but were later able to perform again the normal duties of work in the job or post occupied at the time of the occupational accident causing the injury within a period of one year from the day of the accident.

The workers in the particular group under consideration and covered by the source of the statistics of occupational injuries are known as the workers in the reference group. In the case of a notification system, it is the number of workers in, for example, the establishments or selected economic activities covered by the system as set out in the relevant legislation or regulations.

To make meaningful comparisons between countries, activities and over time, relative differences in these variables need to be considered, by calculating comparative measures. The incidence rate is calculated as the number of new cases of injury during the calendar year divided by the number of workers in the reference group during the year, multiplied by 100,000.

Days lost due to temporary incapacity refers to the total number of calendar days during which those persons temporarily incapacitated were unable to work, excluding the day of the accident, up to a maximum of one year. Temporary absences from work of less than one day for medical treatment are not included.

For more detailed information, refer to the [Resolution concerning statistics of occupational injuries](#) (resulting from occupational accidents), adopted by the Sixteenth International Conference of Labour Statisticians (October 1998).

[ILR] Industrial relations

A trade union is defined as an independent workers' organization, constituted for the purpose of furthering and defending the interests of workers. Trade union membership is defined as the total number of workers that currently belong to a trade union.

Collective bargaining coverage is defined as the number of workers in employment whose pay and/or conditions of employment is determined by one or more collective agreement(s). This number should include individuals whose pay and/or employment conditions are determined by collective bargaining agreements based on the extension of those agreements.

Collective bargaining refers to all negotiations which take place between an employer, a group of employers or one or more employers' organisations, on the one hand, and one or more workers' organisations, on the other, for: (a) determining working conditions and terms of

employment; and/or (b) regulating relations between employers and workers; and/or (c) regulating relations between employers or their organisations and a workers' organisation or workers' organisations.

For this inquiry, collective bargaining should involve the determination of remuneration and other terms and conditions of employment. Remuneration includes basic or minimum wage or salary and any additional emoluments whatsoever payable directly or indirectly, whether in cash or in kind, by the employer to the worker and arising out of the worker's employment.

Collective bargaining agreements refer to all agreements in writing regarding working conditions and terms of employment concluded between an employer, a group of employers or one or more employers' organisations, on the one hand, and one or more representative workers' organisations, on the other.

For more detailed information, refer to:

- ▶ Article 10, Freedom of Association and the Right to Organise Convention, 1948 (ILO Convention No. 87)
- ▶ Article 2, ILO Promotion of Collective Bargaining Convention, 1981 (ILO Convention No. 154)
- ▶ Article 1, ILO Equal Remuneration for Men and Women Workers for Work of Equal Value Convention, 1951 (ILO Convention No. 100)
- ▶ Paragraph 2, ILO Collective Agreements Recommendation, 1951 (ILO Convention No. 91)
- ▶ [Quick guide on sources and uses of collective bargaining statistics](#)
- ▶ [Guidebook on how and why to collect and use data on industrial relations](#)

[STR] Strikes and lockouts

A strike is a temporary work stoppage carried out by one or more groups of workers with a view to enforcing or resisting demands or expressing grievances, or supporting other workers in their demands or grievances.

A lockout is a total or partial temporary closure of one or more places of employment, or the hindering of the normal work activities of employees, by one or more employers with a view to enforcing or resisting demands or expressing grievances, or supporting other employers in their demands or grievances.

Workers involved in strikes and lockouts represents the number of workers implicated directly or indirectly at any time during a strike or lockout, whether the involvement was for the full duration of the strike or lockout or only part of it. Workers who are unable to work as a result of the secondary effects of strikes or lockouts should not be included.

Workers directly involved in a strike are those who participated directly by stopping work. Workers indirectly involved in a strike are those employees of the establishments involved, or self-employed workers in the group involved, who did not participate directly by stopping work but who were prevented from working because of the strike.

Workers directly involved in a lockout are those employees of the establishments involved who were directly concerned by the labour dispute and who were prevented from working by the lockout. Workers indirectly involved in a lockout are those employees of the establishments involved who were not directly concerned by the labour dispute but who were prevented from working by the lockout.

Days not worked as a result of strikes and lockouts represent the total number of working days not worked as a result of strikes and lockouts in progress during the year. It is measured in terms of the sum of the actual working days during which work would normally have been carried out by each worker involved had there been no stoppage.

Rates of days not worked due to strikes and lockouts represent the severity rates of strikes and lockouts, generally calculated in terms of the number of days not worked per a specified number of workers, (either employees or persons employed, depending on national circumstances and practices).

For more detailed information, refer to the [Resolution concerning statistics of strikes, lockouts and other action due to labour disputes](#), adopted by the Fifteenth International Conference of Labour Statisticians (January 1993).

[LAI] Labour inspection

Labour inspectors are public officials or other authorities who are responsible for three key labour inspection activities: a) securing the enforcement of the legal provisions relating to conditions of work and the protection of workers while engaged in their work, such as provisions relating to hours, wages, safety, health and welfare, the employment of children and young persons, and other connected matters, in so far as such provisions are enforceable by labour inspectors; b) supplying technical information and advice to employers and workers concerning the most effective means of complying with the legal provisions; c) bringing to the notice of the competent authority defects or abuses not specifically covered by existing legal provisions. Labour inspectors have the authority to initiate processes that may lead to legal action.

Labour inspection visits refer to a physical presence of a labour inspector in a workplace for the purpose of carrying out a labour inspection and which is duly documented as required by national legislation.

A workplace can be defined as any physical space, whether a physical construction (such as a building or set of buildings) or not, in which at least one employed person carries out their work activities. Only those workplaces that are registered and could potentially be selected for labour inspection should be included in the total number.

[LAC] Labour cost

Labour cost is the cost incurred by the employer in the employment of labour in a specified reference period. The statistical concept of labour cost comprises remuneration for work

performed, payments in respect of time paid for but not worked, bonuses and gratuities, the cost of food, drink and other payments in kind, cost of workers' housing borne by employers, employers' social security expenditures, cost to the employer for vocational training, welfare services and miscellaneous items, such as transport of workers, work clothes and recruitment, together with taxes regarded as labour cost.

Data on labour cost should be presented, whenever possible, in nominal terms and based on the mean hourly labour cost per employee.

Labour cost and compensation of employees are closely related concepts, with many common elements. If data on labour cost are not available, countries may wish to report data on the compensation of employees, a concept defined in the United Nations System of National Accounts 2008 as the total remuneration, in cash or in kind, payable by an enterprise to an employee in return for work done by the latter during the accounting period. The compensation of employees has two main components: a) wages and salaries payable in cash or in kind and b) social insurance contributions payable by employers, which include contributions to social security schemes; actual social contributions to other employment-related social insurance schemes and imputed social contributions to other employment-related social insurance schemes.

For more detailed information, refer to:

- ▶ [Resolution concerning statistics of labour cost](#), adopted by the Eleventh International Conference of Labour Statisticians (October 1966)
- ▶ [United Nations System of National Accounts 2008](#) (regarding the definition of compensation of employees).

[PSE] Public sector employment

Data provided on public sector employment should be consistent with the System of National Accounts (SNA). The SNA consists of a coherent, consistent and integrated set of macroeconomic accounts, balance sheets and tables based on a set of internationally agreed concepts, definitions, classifications and accounting rules. The unit of measurement refers to number of persons employed. The number of persons employed covers all persons employed directly by the institutions belonging to the different sectors, without regard for the particular type of employment contract. The employed comprise all persons who, during a particular reference period (usually a week), were in the following categories: paid employment or self-employment.

Public sector employment covers all employment of the general government sector as defined in the [System of National Accounts 2008](#) (2008 SNA) plus employment of public corporations.

General government sector employment is the total employment of all resident institutional units operating at central, state and local levels of government; i.e. all government units, social security funds and non-market Non Profit Institutions (NPIs) that are controlled by public authority. Government units carry out government functions and have fiscal, legislative and

executive authority, which extend to their competent geographical areas (see 2008 SNA, paragraph 4.9):

- ▶ Central government units consist in general of a single institution composed of departments or ministries, of autonomous agencies carrying out special functions, and of all non-market NPIs which are controlled by public authority. Their fiscal, legislative and executive authority extends over the entire territory of the country. The administration units which provide some services to local residents but which are directly dependent on central units should be an integral part of central government unit (see 2008 SNA, paragraphs 4.134 to 4.139).
- ▶ State government units consist of state governments which are separate institutional units plus those non-market NPIs that are controlled by state governments. Their fiscal, legislative and executive authority extends to the territory of the state into the country (see 2008 SNA, paragraphs 4.140 to 4.144).
- ▶ Local government units are institutional units, plus those non-market NPIs that are controlled by local governments, whose fiscal, legislative and executive authority is generally much less than that of central or state governments. They typically provide a wide range of services to local residents and often depend on grants or transfers from higher levels of governments (see 2008 SNA, paragraphs 4.145 and 4.146).
 - NPIs are legal or social entities which are separately identified from government units. They are classified under the general government (in each corresponding level) if they are non-market, and controlled by public authority.
- ▶ Social security funds are institutional units that refer to social insurance schemes covering the community as a whole or large sections of the community, and are imposed and controlled by government units. They operate at all levels of government and can be recorded separately as sub-sector of general government or alternatively included in each level of government (see 2008 SNA, paragraphs 4.147 and 4.148).

NOTE: SOCIAL SECURITY FUNDS SHOULD ONLY BE RECORDED SEPARATELY AS A SUB-SECTOR OF GENERAL GOVERNMENT IF NOT INCLUDED IN THE OTHER SUB-SECTORS, SUCH THAT THE TOTAL OF GENERAL GOVERNMENT EMPLOYMENT IS THE SUM OF ITS PARTS WITHOUT DOUBLE-COUNTING EMPLOYMENT FOR SOCIAL SECURITY FUNDS.

Employment of public corporations is the employment of all units producing goods or services for the market and which are controlled (e.g. mainly owned) by government units. This category is not included in general government sector employment.

For more detailed information, refer to the [2008 System of National Accounts](#).

► Classifications

Most of the information requested should be disaggregated by sex, that is, for men and women separately in addition to the total. The following additional classifications are used.

Economic activity

This type of classification refers to the main activity of the establishment in which a person worked during the reference period, or last worked if unemployed. The branch of economic activity of a person does not depend on the specific duties or functions of the person's job, but on the characteristics of the economic unit in which this person works.

Topics disaggregated by economic activity should be provided according to the latest version of the International Standard Industrial Classification of All Economic Activities (ISIC-Rev. 4). If the relevant data cannot be provided according to this classification, data should be coded according to ISIC-Rev. 3. If the national industrial classification differs from the ISIC, provide data based on the correspondence from the national classification to one of the ISIC or the aggregated economic activity using the table below.

Aggregate Economic Activity			Sections ISIC- Rev. 4	Sections ISIC- Rev. 3	Sections ISIC- Rev. 2
Agriculture			A	A B	1
Non Agriculture	Industry	Manufacturing	C	D	3
		Construction	F	F	5
		Mining and quarrying; Electricity, gas and water supply	B, D, E	C, E	2, 4
	Services	Market Services (Trade; Transportation; Accommodation and food; and Business and administrative services)	G, H, I, J, K, L, M, N	G, H, I, J, K	6, 7, 8
		Non-market services (Public administration; Community, social and other services and activities)	O, P, Q, R, S, T, U	L, M, N, O, P, Q	9
Not classifiable by economic activity			X		0

For more details on ISIC, refer to the [ILOSTAT ISIC page](#).

The purpose of international classification schemes is not to supersede national classifications but to provide a framework for the international comparison of national statistics.

Occupation

Information on occupation provides a description of the set of tasks and duties which are carried out by, or can be assigned to, one person. Persons are classified by occupations through their relationship to a present job, for employed persons, or a past job, for persons who are unemployed.

Topics disaggregated by occupation should be provided according to the latest version of the International Standard Classification of Occupations (ISCO-08), which may require recoding the data based on the correspondence from the national classification to ISCO-08. Where such data cannot be provided, you may use ISCO-88 or the aggregate categories of occupation, which correspond to broad skill levels, using the correspondence table below. For some indicators, only data disaggregated at the ISCO Major Group level are requested, while for other indicators, data are requested for selected Sub-Major Groups.

Aggregate Categories of Occupation	ISCO-08	ISCO-88
Managers, professionals, and technicians (skill levels 3 and 4 – high)	1. Managers	1. Legislators, senior officials and managers
	2. Professionals	2. Professionals
	3. Technicians and associate professionals	3. Technicians and associate professionals
Clerks and service, agricultural, trades, and plant workers (skill level 2 – medium)	4. Clerical support workers	4. Clerks
	5. Service and sales workers	5. Service workers and shop and market sales workers
	6. Skilled agricultural, forestry and fishery workers	6. Skilled agricultural and fishery workers
	7. Craft and related trades workers	7. Craft and related trades workers
	8. Plant and machine operators, and assemblers	8. Plant and machine operators and assemblers
Elementary occupations (skill level 1 – low)	9. Elementary occupations	9. Elementary occupations
Armed forces and not elsewhere classified	0. Armed forces occupations	0. Armed forces
	X. Not elsewhere classified	X. Not elsewhere classified

For more details on ISCO, refer to the [ILOSTAT ISCO page](#).

Migrant status

An international migrant is any individual who changes his or her country of usual residence. A person's country of usual residence is that in which the person lives, i.e., the country in which the person has a place to live where he or she normally spends the daily period of rest. Temporary travel abroad for purposes of recreation, holiday, business, medical treatment or religious pilgrimage does not entail a change in the country of usual residence.

In practice, the definition of migrants can be based on citizenship (citizen versus non-citizen) or place of birth (native-born versus foreign-born) or other criteria. You may indicate the criteria in the optional notes field.

Type of incapacity

Data on occupational injuries should be disaggregated by type of incapacity, reflecting (1) cases of permanent incapacity for work (where the persons injured were never again able to perform the normal duties of work in the job or post occupied at the time of the occupational accident causing the injury) and (2) cases of temporary incapacity (where the workers injured were unable to work from the day after the day of the accident, but were again able to perform the normal duties of work in the job or post occupied at the time of the occupational accident causing the injury within a period of one year from the day of the accident).