

REPUBLIC OF NORTH MACEDONIA  
STATE STATISTICAL OFFICE

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# LFS

*LABOUR FORCE SURVEY*

**METHODOLOGICAL MANUAL  
FOR CONDUCTING THE  
LABOUR FORCE SURVEY**

2019

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## 1. GENERAL FEATURES OF THE LABOUR FORCE SURVEY

### 1.1. WHAT IS THE LABOUR FORCE SURVEY?

Labour force surveys have been part of the statistical tradition of developed countries for many decades, and many undeveloped countries and countries in transition have also conducted these surveys for several years now.

The survey is a research method based on a sample of observed units, using questionnaires to obtain answers about the research subject.

The Labour Force Survey collects data on the economically active population or labour force in the country, according to the recommendations of ILO (International Labour Organisation) and the recommendations of the European Statistical Office (Eurostat). The labour force consists of all persons in employment or looking for work in order to earn a livelihood. Therefore, the main categories to examine are: total employment, unemployment, and demographic, geographic, socio-economic and other characteristics of individuals that are in each of these categories.

### 1.2. WHAT ARE THE OBJECTIVES OF THE LABOUR FORCE SURVEY?

The main objective of the survey is, based on the results, to determine the basic categories that make up the labour force of the country in a way that allows the use of modern methods of analysis of any scientific field: economics, sociology, psychology, etc. One of the objectives of the survey is to define total employment and unemployment in accordance with international standards so that these categories can be compared with similar occurrences in other countries, especially in European countries.

The procedure for sample selection and the design of the questionnaire are based on the recommendations of the International Labour Organisation and the recommendations of Eurostat.

### 1.3. SCOPE OF THE SURVEY AND MODEL OF THE SAMPLE

The survey is conducted throughout the Republic of Macedonia. The basis for selection of **the sample** is the Census of Population, Households and Dwellings 2002. The selection of the sample households is conducted in two stages. The first step is choosing enumeration districts, proportional to the population aged 15-79 years in the eight regions (Skopje, Pelagonia, Vardar, Northeast, Southwest, Southeast, Polog and East regions) and by type of settlement (city or other). In the second stage, 11250 addresses or households living at those addresses are randomly selected from the chosen enumeration districts. Selected households represent about 2% of the total number of households in the country.

According to the rotation pattern 2-2-2, each household will be surveyed in two consecutive quarters, left out for the next two quarters, surveyed again in the next two quarters, and then taken out of the sample.

### 1.4. UNITS OF OBSERVATION

The unit of observation is the household and everyone in it. A **household** is considered **a family or other community of people** living together and spending their income to cover the basic needs (housing, food, etc.), **regardless of whether all members are permanently resident in the place where the household is settled** or some of them reside in another place or foreign country for work, education or other reasons.

A household is also considered to be any person living alone (single-person household), who has no other household elsewhere. The single-person household may live in a separate or collective apartment, or as a single tenant, regardless of whether they share the room with another single person or with members of the landlord's household, but they do not spend their income together.

All persons regardless of age are surveyed in each household. For children, and sometimes for the elderly, answers are provided by other household members.

### **1.5. TIME OF OBSERVATION**

The time of observation in the survey, which measures employment, unemployment and inactivity, is EVERY WEEK IN THE YEAR. The survey is conducted continuously throughout the year, in 52 different time intervals, and has 52 reporting weeks accordingly. The reporting period is actually THE WEEK PRECEDING THAT OF THE INTERVIEW.

Most of the questions in the survey refer to the economic activity of individuals in the **reporting week** (Monday to Sunday), with only some questions referring to another period which is clearly stated in the questions.

### **1.6. WHO ARE THEUSERS OF THE OF RESULTS OF THE LABOUR FORCE SURVEY?**

The main data users are: the government, public institutions, other organisations, researchers, scientists, journalists and international organisations such as the International Labour Organisation, World Bank, OECD, UN, etc.

Results of the Labour Force Survey are published in quarterly and annual releases, Statistical Reviews and other publications of the State Statistical Office.

### **1.7. DATA CONFIDENTIALITY**

It is important to keep in mind that personal data (data about individuals and households) obtained by the survey are personal data protected by the Law on State Statistics and represent a professional secret, and that all participants in the survey who come into contact with them must comply with the provisions for data protection and privacy. The guidelines on the procedures to be followed are as follows:

- no one, except officially authorised persons can have access to completed questionnaires with personal data of this survey;
- completed questionnaires will be kept in a room in the regional statistical departments and will not be available to others;
- data on individuals and households will not be provided or disclosed to unauthorised entities (legal and natural persons) during and after the survey;
- completed questionnaires must be handled responsibly so as not to come into the hands of people who might abuse them on YOUR BEHALF;
- any loss of questionnaires or other circumstances that may lead to violation of the provisions of the Law on Personal Data Protection must be reported to the subject-matter department at the State Statistical Office;
- all persons and households that are interviewed must be informed that the data collected in this survey are protected by law and will be used only for statistical purposes and will not be made available or published as individual data.

Failure to protect personal data and individual data on households is punishable under the Law on Personal Data Protection.

## 2. GUIDELINES FOR CONDUCTING THE SURVEY

**DEADLINES:** Interviewers will conduct interviews at specified intervals, with precisely determined date for beginning and end of the interview.

**ALL COMPLETED QUESTIONNAIRES, AFTER THE INTERVIEW OF THE HOUSEHOLD, MUST BE SUBMITTED TO THE REGIONAL STATISTICAL DEPARTMENTS**

### 2.1. PROCEDURES FOR CONTROL OF SURVEY MATERIAL

- a) Introduction to the survey methodology and training attendance;

CHECK WHETHER:

- the selected household at the selected address from the list of households is interviewed. In case of changes, whether instructions have been followed and whether the relevant remarks are appropriately entered;
- data are entered properly;
- all respondents aged 15 to 79 have continued the survey, i.e. they have filled in questionnaire "B"; whether the flow answers is correct;
- the description of occupations and activities is sufficient and correct, in order to allow coding;
- The person responsible for control of the survey material, if necessary, returns the questionnaire to the field and prepares a report on the implementation of the survey. The report, among other things, must contain the following information:
- assessment of the interviewer's performance in general, with recommendations for future selection of interviewers;
- indication of the possible difficulties in conducting the survey, suggestions for future organisation, etc.;
- remarks on the questionnaire, potential inconsistencies, questions that respondents did not want to answer, unclear questions, questions with multiple answers offered, etc.

### 2.2. DUTIES AND RULES OF CONDUCT OF THE INTERVIEWER

#### 2.2.1. GENERAL GUIDELINES

- a) The interviewer must perform all tasks responsibly and in a timely manner;
- b) It is important to master the methodology and survey forms, and especially be careful about question jumps;
- c) Attendance is compulsory for the entire duration of the training;
- d) Prior to the survey, the interviewer must identify the area and addresses of households to be surveyed. If the area does not match the sketch and description, the interviewer must contact the State Statistical Office and if there are changes in address data these must be entered in the list of households in the "remarks" column;
- e) The interviewer must carefully complete the questionnaires in order to ensure that further processing runs smoothly. If questionnaires are not completed correctly, the interviewer is obliged to return to the household and successfully complete the survey;
- f) For any uncertainty regarding the procedure, methodology or unexpected circumstances in the field, the interviewer must contact the subject-matter department of the State Statistical Office;
- g) THE INTERVIEWER MUST NOT ARBITRARILY INTERVIEW HOUSEHOLDS THAT ARE NOT ON THE LIST OF SELECTED HOUSEHOLDS, and where the household does not live at the specified address, the interviewer must comply with the procedures set forth in the Guidelines in section 2.2.2.

### **2.2.2. PROCEDURE FOR LOOKING UP HOUSEHOLD ADDRESSES**

Interviewers will receive a list of households and their addresses for the selected enumeration districts. The list of households for each enumeration area contains addresses of 8 households. No omission or substitution of selected households is allowed in the field.

a) If the name of the street is changed, the interviewer records the changed address in the list of households and in the remarks section in the list of households;

b) If the interviewer concludes that the house numbers are changed, they need to find the selected house number and the household. The change is recorded in the list of households and in the remarks section in the list of households;

c) If the interviewer finds no one at the specified address, or only a person who cannot provide answers for the other household members, they should re-visit the household and try to carry out the survey. The visits and the time are first recorded in the list of households in the remarks section. Depending on whether the survey is performed or not performed successfully, the data on the visit and the time of the interview are copied from the list of households to the corresponding place in the questionnaire "A", following the flow of the interview;

d) If at the address of the selected household the interviewer finds another (but only one) household, then they interview that household. The change is recorded in the list of households and in the remarks section in the list of households;

e) If at the address of the selected household the interviewer finds, besides that household, another or several other households, they will interview only the selected household;

f) If at the address of the selected household the interviewer finds two or more new households, but not the selected household, they will interview only one household chosen at random - see Appendix 1.

The change is recorded in the list of households and in the remarks section in the list of households;

g) If the interviewer does not find the selected household in a building with several households, they must FIND THE APARTMENT where the selected household lived and proceed as in d), e) and h). In case the interviewer cannot find the selected household in a building with several apartments and cannot determine the apartment where the household lived, they randomly select a new household - see Appendix 1.

The change must be recorded in the list of households and in the remarks section in the list of households;

h) If the specified address is a building (apartment) that is not used for living, because it is damaged, demolished or used only for business activities, questionnaire "A" is filled in as well as the section about the reasons for non-response.

## APPENDIX 1

### Random selection of households

1. If **at the address of the selected household there are two or more households**, the interviewer assigns numbers to the households, and then from the accompanying table selects the first number equal to or less than the total number of households in the apartment. If it is a single-digit number, the interviewer chooses from the extract 3.a) of single-digit numbers, and if it is a two-digit number, from the extract 3.b) of two-digit numbers. Then they interview the household that is registered under the chosen number.

2. If **at the address of the selected household in a building with several apartments the interviewer cannot find the apartment where the household lived**, they determine the total number of apartments in the building or on the floor if the floor is known, and then from the accompanying table they select the first number equal to or less than the total number of apartments in the building or on the floor. If it is a single-digit number, the interviewer chooses from the extract 3.a) of single-digit numbers, and if it is a two-digit number, from the extract 3.b) of two-digit numbers. Then the interviewer counts the ground-floor apartments in the same direction (e.g. always on the right) until they get to the chosen apartment number. The household in the selected apartment is the selected household for the Labour Force Survey.

#### 3. Extract from the table of random numbers

a) single-digit numbers

**2, 6, 4, 5, 6, 7, 1, 7, 9, 7, 6, 2, 1, 5, 4, 7, 7, 3, 6, 7, 8, 3, 7, 3, 1, 2, 1, 8, 6, 6, 2, 8, 5, 3, 2, 3, 4, 5, 3, 6, 5, 2;**

b) two-digit numbers

**22, 04, 25, 28, 19, 25, 05, 21, 15, 06, 38, 29, 36, 15, 04, 22, 26, 21, 14, 37, 03, 01, 05, 09, 40, 16, 37, 07, 23, 31, 05, 31, 12, 28, 10, 19, 03, 35, 06, 07;**

**Note:** After selecting the number in the table, cross out that number in the table, and next time use the table by looking for a number after the crossed-out number.

For households that are surveyed again (second, third or fourth time) the interviewer must complete an auxiliary form. The auxiliary form lists persons in the household by ordinal number. This means that the next interview must be conducted according to the specified order of persons in the auxiliary form, i.e. the persons and their ordinal numbers with the other data form the auxiliary form **must** be copied in questionnaire "A".

#### 2.2.3. INTERVIEWER'S APPROACH TO HOUSEHOLDS

The interviewer:

- makes an introduction by stating his/her full name and presenting the authorisation by the State Statistical Office to participate in the survey and their ID card;
- explains that the survey pertains to the economic activity of the population and is carried out by the State Statistical Office as one of the regular statistical surveys;
- informs the respondent that the data about individuals are personal data and household data are individual data that are considered confidential and protected by the Law on Personal Data Protection;
- inquires whether the household received a letter announcing the arrival of the interviewer, and if not, presents a copy of that letter which clearly shows the stamp of the State Statistical Office;
- emphasises the randomness of the selection of the household for the survey;
- explains that the survey takes about 30 minutes;
- informs the respondent about the purpose of the survey and that data will be published as aggregated data;
- if the members of the household refuse to participate in the survey, the interviewer after leaving the household completes questionnaire "A" and the section about non-response.

### 3. GENERAL INFORMATION ABOUT THE QUESTIONNAIRES

For implementation of the Labour Force Survey there are three types of questionnaires: Household Questionnaire "A", Household Questionnaire "A - non-response" and Individual Questionnaire "B".

Questionnaire "A" contains questions that provide basic demographic, social and economic data on all household members, the flow of the interview.

Household Questionnaire "A – non-response" contains the reasons for incomplete household survey.

Questionnaire "B" is completed only for those people in the household who on the day of the interview were aged 15-79, i.e. all persons who have reached 15 years of age but have not exceeded 80 years of age.

#### 3.1. RESPONSES TO QUESTIONS

In the questionnaires, most questions offer possible answers and the interviewer circles the ordinal number of the answer given by the respondent.

In certain questions the interviewer also enters text, such as the answers to the description of activities and occupations.

If a question has more answers, this is indicated in the question itself.

Responses to questions are indicated by circling the codes of the possible answers or by entering data in the open boxes |\_\_|\_\_, and if the answer requires writing, the text is entered in the marked space (\_\_\_\_).

The sign "→" means that the next questions should be skipped and the interview should proceed with the specified question.

The individual form "B" has some marked sections pertaining to a particular category of respondents.

The interviewer has an obligation to read and explain to the respondent the options offered in response to the question.

#### 3.2. INSTRUCTIONS FOR FILLING OUT THE QUESTIONNAIRES

##### QUESTIONNAIRE "A" HOUSEHOLD DATA

At the top of the first page of the form "A", at the specified place, it is MANDATORY to write the serial number of the household. The interviewer writes the corresponding number of the household given in the list of households, which is the unique number of the household in the survey - and does not change in subsequent surveys.

The INTERVIEWER will copy the basic identification data – reference number of the municipality, settlement, ordinal number of the enumeration district in the municipality – from the list of households and their addresses.

On the front page of the questionnaire it is **mandatory** to enter the phone number of the household, if there is a phone number.

**Number of interviewer:** The number of interviewer is entered by the interviewer.

**Visits to the household:** It is **mandatory** to enter data on the date of visit (day, month, year), beginning of the interview (hour, minute) and whether the household accepts to be interviewed and, depending on the response, continues to answer questions in the section "Household data" or questions about "Non-response".



## HOUSEHOLD DATA

If the household is interviewed for the first time, the interviewer, based on the statements of the present members of the household, determines which persons are members of the household.

After determining which household members comprise the household, the interviewer identifies the head of the household.

Attention must be paid to the order of persons according to family relationships – if it is established that the oldest member is the head of the household, they are immediately followed by their wife, son/daughter who are not married, then the son/daughter who are married with their families **and live in the same household**.

If it is determined that the son is the head of the household, he is immediately followed by his wife, children, parents or partner's parents and, finally, other relatives while taking into account family relationships.

If the family consists of people who are not related, the interviewer determines the order of entry.

If other persons who are not members of the household (tenants) live in the same apartment, they are not written as household members. Temporarily present persons are not considered as household members.

Data on household members are entered separately for each household member in the manner as specified in this Manual.

If the household is interviewed again, people are copied in the same order as listed in the auxiliary form.

### ***Ordinal number of the person***

The ordinal numbers of household members are an uninterrupted sequence starting from 01 (head of the household) and covering with subsequent numbers all members of the same household, in the order that was previously explained.

### ***Note:***

If a household has more than 15 members, the interviewer will take another blank form "A" and continue entering data starting with ordinal number 16, 17, etc. for each additional household member. In this case, on the last page of the questionnaire "A" in the section about income and financial situation, the interviewer will write: "continues", on the first page of the other questionnaire they will copy the identification data and complete the interview.

### ***Name, father's name and surname***

This section refers to the name, father's name and surname as entered in the registry books, identity card or other identity documents. For infants who do not yet have a name, it should be written: son or daughter, and name and surname of the father or mother.

### ***Sex***

In the open boxes males are marked with 1, and females with 2.

### ***Date of birth***

This question refers to the day, month, year of birth and the remaining six digits of the unique citizen number. For respondents born in 2004 and 1939, the interviewer is obliged to ask for the exact date of birth. **If, until the reporting week (Monday to Sunday), which is the week preceding the interview, the respondent had reached 15 years of age or had not yet reached 80 years of age, the survey continues, and if the respondent had not yet turned 15 or had reached 80 years of age, questionnaire "B" is not filled in.**

By completing the table "Household data", the survey ends for all persons younger than 15 and older than 79 years, i.e. people born before 1940 and after 2005.

### ***Marital status***

There are five options. The interviewer enters the code of the option that matches **the legal** marital status of the person (This may not match the answer given to the question: Relationship to the head of the household). Code 5 is entered for respondents who are cohabiting and living together, i.e. in the same household, regardless of their legal marital status. Children up to 15 years of age are marked with 0.

Under the Law, the legal age for marriage is 18 years.

With special permission (parental consent, health certificate, etc.), young people can get legally married with less than 18 years, but not under 16 years of age.

### ***Relationship to the head of the household***

For each household member the interviewer determines the relationship to the head of the household, and the head of the household, which is already identified, is marked with 1.

If necessary, the interviewer may clarify that this question is necessary to determine the family relationships in the household.

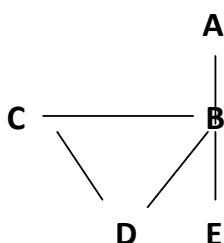
### ***Family relationships in the household***

For each household member the interviewer writes the ordinal number of the first column, for the spouse/partner, father and mother. If, for example, the respondent is a child, the spouse column is coded 99, while the father and mother columns are coded with the corresponding ordinal numbers of the father and mother of the first column, if they are members of the household. If they are not members of the household, the columns for the father and the mother are coded 99.

For example, Mrs A is the mother of Mrs B. Mrs B is married to Mr C. They have a child D. Mrs. B has another child from her first marriage (E).

**Columns 1, 9, 10 and 11 should be completed as follows:**

	Col.1	Col.9	Col.10	Col.11
A	01	99	99	99
B	02	03	99	01
C	03	02	99	99
D	04	99	03	02
E	05	99	0	02



### ***Flow of interview***

If the person in the household is interviewed for the first time, code 1 is used.

If the person is interviewed again, which the interviewer can see in the auxiliary form (second, third or fourth time), code 2 is entered.

If the person had previously been interviewed, but is no longer a member of the household in the current survey for any reason (married, became member of another household or is abroad more than one year), code 3 is used (the interviewer can see this information in the auxiliary form).

In cases when a person who was a member of the household during the first survey was no longer a member of the household in the next survey for any reason – and then in the current survey it is again a member of the household, code 4 is entered (the interviewer can see this in the auxiliary form).

For example, if the auxiliary form shows that the respondent first had a code 1 (during the first interview), then in a subsequent survey the same person had a code 3 (i.e. was not a member of the household for any reason), but in the current survey it is again a member of the household, then code 4 should be used in the current survey.

Code 5 is entered if the person does not want to be interviewed.

If the person who was a member of the household died, this is coded as 6 - Deceased.

### ***Citizenship***

Persons who are nationals of the Republic of Macedonia are coded 1. If a person is a dual citizen of both the Republic of Macedonia and another country, code 2 is used.

Code 3 is written for citizens of other countries, while stateless persons are coded as 4.

(If the answer is code 2 or 3, the name of the country should be specified on the line).

### ***Were you born in the Republic of Macedonia?***

The question is answered by all persons; if they were born in another country, they must write the name of the country in question 15 (column 15).

### ***Year since which you have resided in the Republic of Macedonia***

This question refers only to those who answered the citizenship question with code 2 or 3. This is the year when the person last established his or her usual residence in the Republic of Macedonia (i.e. when the person last moved to the country in order to live here).

For persons born in the country the answer is the year of birth.

### ***Presence in the household***

This question seeks to classify respondents according to presence, as follows:

- *Code 1* - household member who at the time of the survey is present at the place of residence, and has permanent residence/domicile;
- *Code 2* - household member who at the time of the survey is present at the place of residence, but has temporary residence/domicile;
- *Code 3* - household member who at the time of the survey is temporarily absent, up to 6 months, elsewhere in the country for reasons such as business or private trip, specialisation and other courses, visiting someone, etc.;
- *Code 4* - household member who at the time of the survey is absent from the official place of residence for more than 6 months and is elsewhere in the Republic of Macedonia because they are employed for definite or indefinite period, have a workshop, restaurant or other shop, law office and similar, perform seasonal work, or attend training, education, etc.;
- *Code 5* - household member who is abroad and is absent up to 1 year.

**Are you aged 15 to 79 years** – the last column of the table is coded 1-Yes, if the person is aged 15 to 79 years, and 2-No, if the person is younger than 15 years and older than 79 years.

Code 1 is used if, **until the last day of the** reporting week (Monday to Sunday), which is the week preceding that of the interview, the respondent had reached 15 years but not yet 80 years of age.

Code 2 is used if, **until the last day of the** reporting week (Monday to Sunday), which is the week preceding that of the interview, the respondent had not yet reached 15 years or had reached 80 years of age.

(For response Yes - code 1, Individual Questionnaire "B" must be completed as well).

After completing all socio-demographic questions for all household members, the interviewer starts interviewing all persons aged **15 to 79**, filling in **Questionnaire "B"** for each of them.

After completing all **questionnaires "B"** the interview continues with questions 2, 3 and 4 in **Questionnaire "A"**. Answers to these questions should be given by the head of the household.

**Question 2**

***What is the net monthly income of your household?***

For the amount of the total net monthly income of households, there are fourteen income groups as possible answers. The total net income includes the net income of all household members for the last month when it was received (net salary, earnings, net income from self-employment or agriculture, pensions, unemployment benefits, social assistance, benefits, other types of assistance from parents, relatives). Please note that farmers who earn income once a year and distribute it for spending throughout the year should state their average net monthly income.

**Question 3**

***How do you consider the financial situation of the household?***

There are 4 options for assessing the financial situation of the household.

**Question 4a**

***Would you like to be interviewed again?***

The answer is given by circling one of the two options offered.

**Question 4b**

***Would you like to be interviewed by phone?***

The answer is given by circling one of the three options offered.

**NON-RESPONSE**

**QUESTIONNAIRE "A - non-response"**

If people in the household do not want (refuse) to participate in the survey despite the explanation of the interviewer about the purpose of the survey and the need for participation of all selected households, the interviewer should fill in the questionnaire **"A - non-response"** and specify the reason for not completing the survey with the household on the back of the questionnaire.

**Reasons for non-response**

This question may require some additional data from other persons (such as neighbours, the vendor in a nearby grocery store, etc.), who can provide information about the presence of the selected household at that address.

The answer to this question is obtained by circling one of the options offered:

- *Indicated address does not exist* – code 1 is used when the specified address does not exist in the field and when there have been no changes in street names or house numbers;
- *empty dwelling* – code 2 is used when it is determined that nobody lives in the dwelling.
- *demolished dwelling* – code 3 is used when the dwelling is damaged and in such condition that it is not suitable for habitation;
- *dwelling used for business purposes* – code 4 is used when the dwelling is used for business purposes only and not for living;
- *Household refuses to be interviewed:*
  - *has no time* – code 5

- *head of household is absent* – code 6, when the other household members are under 15 years, or even though they are over 15 they do not want to answer because the head of the household is absent;
- *does not want to be interviewed in any survey* – code 7
- *does not want to participate in this survey* – code 8
- *too long participating in this survey* – code 9
- *other* – code 10 is used if, from the above, it cannot be established why the household refuses to be interviewed. The reason should be specified on the empty line.
- *elderly household* - code 11 is used when the household members are older than 80 years and unable to give even address information;
- *household is abroad for one year or more* – code 12;
- *household is absent in the survey week* – code 13. The absence may be due to vacation, business trip or staying abroad for a period less than 1 year;
- *other* – code 14 is used when no reason for non-response of the previous list (1-13) has been given. The reason should be specified on the empty line.

This code should also be used for disabled households.

After writing these data, the interviewer should record **the time (hour, minute) of completion of the interview** in the household.

After completing the interview, the interviewer should write his/her full name on the line provided.

### **AUXILIARY FORM - ARS**

The auxiliary form ARS allows us to follow the flow of the survey of households and their members.

In cases where the household is surveyed interviewed for the second, third or fourth time the interviewer receives a completed "Auxiliary Form" with data from previous interviews. The interviewer should copy these data to the household questionnaire "A". When transferring data, no persons and their ordinal numbers may be changed, even if the person is not a member of the household, which means that they must be registered under the same ordinal number as in the previous survey, and in the column "Flow of interview" the interviewer writes the code that should be obtained during the interview. When the interviewer encounters new members in the household, they are added in the auxiliary form and in the household questionnaire "A" with ordinal numbers following the last ordinal number of the previously registered persons.

When the household is interviewed for the first time interviewer receives a blank form that they need to fill.

Information on whether the household being interviewed in the current week is interviewed for the first, second, third or fourth time can be seen in the list of households.

The "Auxiliary Form" is completed after the interviewer has finished interviewing the household (i.e. after filling in the household form "A" and the forms for all household members aged 15-79 "B").

Filling in the "Auxiliary Form" actually means transferring the data contained in the household form "A".

**NOTE** that during each interview of the same household attention should be given to the serial number of the household and the order of persons within the household, which must not be changed.

## QUESTIONNAIRE "B" INDIVIDUAL QUESTIONNAIRE

***The individual questionnaire "B" must be filled in for all household members aged 15 to 79. Particular attention should be paid to people aged 15 and 80, whose dates of birth are exactly at these limits and for which questionnaire "B" may be skipped.***

Identification data about the reference number of the municipality, the ordinal number of the enumeration district in the municipality and the ordinal number of the respondent are copied from Questionnaire "A" – Household data.

For each interviewed person the interviewer fills in the following information: name and surname and place of birth (settlement, municipality, country).

**For each question in Questionnaire B it is important to see whether a particular option involves a jump to another question. If there is a jump to another question, it should be followed, i.e. the interview should proceed to the question indicated by an arrow, skipping all previous questions. Also, the interviewer should follow the instructions that indicate what parts of the questionnaire refer to which category of persons.**

### **Question 1**

**Did you do any kind of work or activity for profit or family gain, in cash or in kind, for at least one hour during the previous week?**

*Yes -code 1* - for all persons who during the previous week did any work for payment in cash, in kind, or for family gain.

According to international standards, employment means any economic activity for at least one hour in the previous week. This means that employment covers not only formal employment, but also other forms of work for earning a livelihood. Earning a livelihood does not mean only work for pay or other income, but also in kind (payment in products) or for family gain.

Work for own household, such as home maintenance, childcare, gardening, car repairs, etc., and activities performed as a hobby which do not result in material gain (in cash or in kind) are not considered work for earning a livelihood.

This answer applies to all persons working in any kind of business entity (in private, mixed, cooperative, state ownership), institution, agency, cooperative or other firm, for an indefinite or definite period, seasonal work, through a temporary employment agency or another type of contract, etc.; persons working in their own business entity or owned by another member of their family and their employees; persons working in their own professional practice (lawyers, artists, filmmakers, etc.); persons engaged in crafts or other activities, individually or with others; persons working on their own or someone else's farm and persons working in a business entity, shop or farm owned by a member of their household without pay (unpaid family workers).

People working in their own business entity, shop, farm or own professional practice (lawyers, artists, filmmakers, etc.), persons engaged in crafts or other activities, are considered to be working if:

- they work in their own business, shop, professional practice or farm for the purpose of earning a profit, even if the enterprise is failing to make a profit;
- they spend time on the operation of their business, shop, professional practice or farm even if no sales were made, no professional services were rendered, or nothing was actually produced (for example, a farmer who engages in farm maintenance activities; an architect who spends time waiting for clients, etc.).

Apprentices who during their apprenticeship are involved in the production of goods and services and receive a salary are considered employees.

Renting rooms to tourists, manufacture of various items (clothing, art and other household items) under contract for a business entity, individual or independent sale of these items, are also considered work for earning a livelihood.

Babysitting, cleaning and maintenance of other households, caring for elderly or sick persons, as activities for which some compensation is received, are also considered work for earning a livelihood.

*N-o - code 2* - for all persons who during the previous week did not perform any work/activity for earning a livelihood.

Work or activity for pay or other income means any work or activity for pay or profit during the reference week. Pay or profit means any payment in cash or in kind (payment in goods or services rather than money), regardless of whether payment was received in the week the work was done or not.

#### **Question 1a**

**Did you do any kind of occasional, incidental or irregular work during the previous week, even if you did not receive payment or income for that?**

The purpose of question 1a is to obtain information on persons engaged in work activity, regardless of whether that activity is performed permanently, incidentally, occasionally or irregularly during the previous week even if they did not receive payment.

Incidental work can be defined as work that is performed based on casual contract where the employee is engaged when necessary to carry out work activity and there is no expectation to continue working.

Occasional work includes work activity where the person has been informed in advance that they would perform the specified activity and there is expectation to continue working at another specified time/period.

Irregular work includes work activity that is performed irregularly without continuity or regularity, from time to time, and the person is informed and expects to continue working, based on casual contract, but is not informed of the period when they will be hired again.

Examples of people performing these work activities include: students, unpaid family workers in all sectors of activity (industry, construction, textiles, services), seasonal farm workers, people working on shipment unloading/loading, own-account workers in all sectors of activity (industry, construction, textiles, services), people working abroad, etc.

For all respondents who performed any incidental, occasional or irregular work in the reference week, *Code 1 - Yes* is entered. For those who did no such work during the previous week, *Code 2 - No* is entered.

#### **Question 2**

***Did you do any kind of activity for pay for at least one hour during the previous week, even if you are a student, unemployed, housewife or retired?***

The purpose of this question is to ask those categories of respondents that, as a rule, are inactive (students, retired persons, housewives), to recall whether they worked for some compensation (in cash or in kind) for at least one hour during the previous week.

#### **Question 3**

***Did you help or do any unpaid activity for at least one hour during the previous week, in a shop, a business entity or a farm owned by another household member (even if you are a student, unemployed, housewife or retired)?***

The purpose of this question is to ask those categories of respondents that, as a rule, are inactive (students, retired persons, housewives), to recall whether they worked without pay or other compensation, helped members of the household, in their business entities or farms, for at least one hour during the previous week.

People who performed some of the above activities for at least one hour during the previous week are coded 1 - Yes, while the others are coded 2 - No.

#### Question 4

***Did you do any of the following activities during the previous week:***

This question asks respondents, even though they answered to the previous three questions that they performed no activity, to recall whether during the reporting week, they were selling goods on a market, on the street, cleaning houses, performing various services or any other activity in order to earn a livelihood. This question has 8 response options.

#### Question 5

***Even if you did not work for payment in cash, in kind or for family gain, do you have a job, including occasional, own business entity/shop/farm from which you were temporarily absent during the previous week?***

This question is answered by people who were absent from work during the previous week, but who have a job attachment or work in their own business entity, shop or farm. This question refers to situations when a period of work is interrupted by a period of absence. This also includes persons such as: an architect who spends time waiting for clients in his/her office; a fisherman who repairs his boat or nets for future operations; persons who are renovating their work premises or installing equipment; persons who occasionally perform activities such as collecting and selling plastic, scrap metal, etc. for money, in kind, etc.

If the person has a job but was absent during the previous week, code 1 - Yes is used, otherwise code 2 - No.

#### Question 6

***What is the main reason for not having worked during the previous week?***

**Only one** of 16 offered responses is selected.

- *Code 01* - for all persons who have a job, but who were absent from work during the previous week because they were on **annual leave**;
- *Code 02* - for all persons who have a job, but who were absent from work during the previous week during **public holidays**;
- *Code 03, 04* - for all persons who have a job, but who were on **maternity or parental leave** during the last week. This answer applies to individuals using paid maternity leave for the birth of a child. Maternity leave is the statutory period (9 months, or 12 months for twins) given to the mother before and after childbirth. **Paternity or parental leave for the father is also included under this code. Parental leave is also used when adopting a child. Employees are also entitled to paid leave during the period of adaptation of the adopted child**;
- *Code 05* - for all persons who have a job, but were absent from work during the previous week because of **school education or training**, inside or outside the workplace;
- *Code 06* - for all persons who have a job, but who were on paid leave during the previous week due to **own illness, injury, or temporary disability**;
- *Code 07* - for all persons who have a job, but who were absent from work during the previous week due to suspension of work (**equipment breakdown, shortage of raw materials**), **for technical or economic reasons**;
- *Code 08* - for persons who were absent from work during the previous week due to **bankruptcy, liquidation, closure of the company**.
- *Code 09* - for persons who were absent from work during the previous week due to a **labour dispute**. *This applies only to those persons directly involved in a labour dispute. Other persons who did not work because production was impeded by a labour dispute are coded 06.*
- *Code 10* - for persons who did not work the previous week due to **strike**;
- *Code 11* - for persons who did not work the previous week due to **bad weather** (e.g. blizzards, floods, etc.)
- *Code 12* - for seasonal workers (in agriculture, construction, hospitality and tourism, etc.) who were absent from work during the reporting week due to the **seasonal nature of the work**;



- *Code 13* – for **employers, self-employed** (in agriculture, construction, hospitality and tourism, etc.) who were absent from work due to the **seasonal nature of the work**;
- *Code 14* – for persons working as **unpaid family workers** in the business entity, shop or farm owned by a member of their household, who were absent from work in the reporting week due to the **seasonal nature of the work**;
- *Code 15* - for persons who were absent from work in the previous week due to flexible working hours, or **variable working hours**. Their absence in the reference week is actually compensation for overtime hours worked in relation to the legally specified working time (or working time agreed by contract);
- *Code 16* – for persons that cannot be classified in any of the previous categories (01 to 13). The reason for not having worked for pay or other income during the previous week should be specified on the empty line.

Code 16 (other reason) can be selected as a response option only if the interviewed person does not match any of the previous options (01 to 15). Examples include serving a prison sentence, etc. Other reasons do not include training or studying, because they are coded as 4 - school education or training; or, in previous surveys, suspension of work has been given as "other reason", but it should be coded as 06 - Slack work for technical or economic reasons.

#### **Question 7**

***How long will the absence from work last? (starting from the date the absence began to the date you start work again)***

This question is answered by everyone who responded to question 6 with options 07, 08, 09, 10, 12 and 16.

The answer to this question is given by circling one of the five options offered. Depending on the answer, the interviewer should follow the jump to the corresponding question.

#### **Question 8**

***Do you receive compensation or other benefits?***

This question is answered by everyone who responded to question 7 with codes 03, 04 or 05. Distinction should be made whether the respondent during the absence receives half or more of the salary, less than half salary or no salary at all.

#### **Question 9**

***Do you have assurance of return to work for the same employer (household member)?***

This question is answered only by those who responded to question 6 with code 14. If the respondent has an assurance to resume working with the same employer (household member), code 1 - Yes is selected, otherwise code 2 - No.

## **EMPLOYED PERSONS**

### **MAIN ACTIVITY**

These questions refer to the main activity of employed persons during the reporting week (Monday to Sunday).

#### **Question 10**

##### ***What is your occupation during the reporting week?***

In order to get as complete an answer as possible, this question is divided into two sub-questions:

**a) Position or speciality** – the interviewer should write the correct name of the respondent's workplace, regardless of the level of education and training. For example, the person who completed law school can be: professor, judge, lawyer, journalist, etc. Also, if the person who completed law school earns a livelihood by working in an occupation that does not require high qualifications, then the name of that occupation is written (e.g. waiter, taxi driver, etc.).

It should be noted that in this question the respondent specifies the usual tasks performed last week, while those who were absent from work during the last week specify the activities and tasks they usually perform, or would perform if they were at work. If the respondent worked several jobs during the last week, they specify the job where they spent most of the working hours.

**b) Brief description** - description of the main activity the respondent performed in the previous week. In cases where the respondent's work is related to different stages of the production process, in the description it is necessary to use keywords such as: machinery, materials, equipment, tools, etc., depending on what is most important to accurately determine the occupation of respondents (e.g. forklift driver, electrician for household appliances, toolmaker, typesetter, etc.).

If the respondents works in sales, trade in goods, the description should include the product that is sold and the place of sale (shop, market or open space), for example, a grocer, farmer's market vendor, street newsvendor, furniture vendor, etc.

Interviewed owners of individual farms with mixed farm production are determined as producers of various products. Household members working on the farm are determined according to the activity where they spent the most time in the previous week, for example, grape harvesting, livestock farming, etc.

The interviewer should not accept generalised responses such as: employee, manager, handyman, clerk, officer, technician, farmer, etc. (see **Appendix 2** - Examples of properly recording the names of occupations).

#### **Question 11**

##### ***Activity of the business entity where you work?***

##### ***a) - Full name of the business entity where you work?***

The interviewer writes the name of the business entity where the respondent works.

Business entities are all natural and legal persons operating in the country, registered by a competent authority (sole proprietors, companies, state bodies, bodies of local self-government units, associations and foundations, religious communities and religious groups, political parties, embassies and consulates, representative offices of international organisations, banks and other financial institutions, business entities established under separate laws relating to health, education, science, culture, cooperatives, persons with their own professional practice - lawyers, notaries, doctors, architects, artists, accountants, etc.

##### **- Full name of the local unit**

If the business entity incorporates a local unit where the respondent works, the interviewer writes the name of the local unit. For example, if the respondent works in a store of the factory Evropa AD, the interviewer writes: Store number 2.

***b) What is the main activity of the business entity or the local unit where you work?***

The interviewer records the main activity of the business entity. If the respondent works in a unit (plant, store) that is part of a business entity, the interviewer writes the activity of that unit.

For example: If the respondent works in "Naum Naumovski Borce" AD, the interviewer writes on the empty line the description of the main activity – manufacture of man-made and synthetic fibres.

If the respondent works in a local unit (plant, store, construction site, warehouse), the interviewer writes the activity of that unit. For example: if the respondent works in the plastic processing plant "Naum Naumovski Borce" AD, the interviewer writes on the empty line - other plastic manufacturing, i.e. manufacture of plates, sheets, tubes and profiles of plastics.

The answer should accurately describe the type of product manufactured or sold by the business entity or local unit where the respondent works. For example, aluminium processing, copper processing (non-ferrous metals), manufacture of soaps and detergents, manufacture of perfumes and toilet preparations (chemical products), passenger transport, freight transport, retail sale of petroleum products.

For people who work in certain institutions, the name of the institution is entered. For example, Ministry of Foreign Affairs, Ministry of Defence, State Statistical Office, etc.

For people working in workshops, stores, restaurants and other private shops (owners, co-workers or helping household members), the interviewer should write on the lines the activity performed in the shop (by specifying the services offered). Example: repair of boots, shoes and other articles of leather (shoemaker).

For persons working in their own professional practice, full description of the main activity should be given (e.g. freelance translator, freelance sculptor, lawyer, notary, doctor, writer, singer, architect, accountant, etc.), or description of the activity performed as a self-employed person (e.g. manufacture of clothing, building cleaners, load movers, shoe shiners, lottery ticket retailers).

If the business entity performs several of these activities, then the one generating most of the total income is considered as the main activity.

The activity of persons engaged through a temporary employment agency should be determined according to the activity of the business entity where they actually perform the work, rather than the activity of the temporary employment agency.

For individual farmers working as owners on their own farm and unpaid family workers helping on the farm, the interviewer should write on the line the main activity carried out on the farm (e.g. cattle, sheep and goat raising, fruit and grape growing, grape production, cultivation of cereals and other crops and seed production, cultivation of industrial crops and seed production, etc.).

The code for the activity should be in accordance with the National Classification of Activities – NKD.

**Question 12. Type of ownership**

**Answer 1: Private ownership is used for:**

a. Business entities (enterprises) where work is performed with assets in private ownership (owners, co-owners, workers, whether or not socially insured and unpaid family workers);

b. Private stores, regardless of whether the persons working in the store are owners, co-owners or employees and whether they are socially insured and unpaid family workers;

c. Persons with their own professional practice (lawyers, notaries, artists, doctors in private practices, engineers, accountants and others who independently perform freelance jobs);

d. Persons working on their own farm and unpaid family workers helping on the farm.

**Answer 2: Other (state, mixed, cooperative) ownership is used for:**

a. Business entities (enterprises) where work is performed with assets in public ownership;

b. Business entities (enterprises) where work is performed with assets in mixed ownership. There are various forms of mixed ownership: cooperative and private ownership, private and state ownership;

c. Business entities where work is performed with assets in cooperative ownership - cooperatives;

d. Business entities for which the law stipulates that the real property, assets and equipment used in performing the activity are state owned - the state administration, health care institutions, schools, etc.;

### Question 13

#### ***Do you work in:?***

Respondents need to choose the appropriate code for the business entity, enterprise, farm or other, where they work or perform an economic activity. There are 7 responses offered.

### Question 14

#### ***Where do you work?***

There are three options offered as response to this question. If the respondent **works** in another municipality in the country, the name of that municipality should be written on the line, and if it is in another country, the name of that country.

If the respondent lives in one and works in another municipality, code 2 is used (in another municipality).

For pilots, conductors and other employees in transport, the place of work will be the municipality that is the headquarters to the smallest organisational unit (base airport, base of operation, etc.).

For people sent to work in the diplomatic and consular missions and other foreign organisations and individuals sent to work in another place in the country or abroad in order to perform construction work or other activities (customs, police, military, etc.), the place (country) where they are sent to work is considered as the workplace.

### Question 15

#### ***What year did you start working for this business entity, firm, for your present employer or performing your present independent activity?***

For employees, this refers to the year when the person started the current job. All previous engagements of the employee for the current employer, if intermittent, should not be taken into account.

For those who enter into a contract with an employer that is renewed without interruption, the month and year of the first contract should be written.

If the difference between the current year and the year when the person started working is less than 2 years, in addition to the year - a), the month when the person started working should be specified as well - b).

If the difference between the current year and the year when the person started working is more than 2 years, only the year is written, but not the month, when the person started working, i.e. answer is given only for a).

### Question 16

#### ***Are you registered with any of the institutions on the basis of this job?***

(Multiple answers)

- ***Pension and Disability Insurance Fund of Macedonia*** - code 1 - for individuals who are employed, for natural persons performing activities and categories of insured persons who are entitled to pension and disability insurance. Pension and disability insurance are acquired depending on the length and amount of investments for pension and disability insurance.

Insured with compulsory pension and disability insurance:

- 1) employees of a business entity, institution, association, company, etc.;
- 2) individual farmers - tax payers of income from agricultural activities that agriculture is their only occupation;
- 3) own-account workers who are entitled to pension and disability insurance;
- 4) other insured persons entitled to pension and disability insurance (employees in foreign representative offices, associations, consulates, etc.).

- ***Private Pension and Disability Insurance Funds*** - code 2 - for persons entitled to pension insurance through private pension insurance funds.

- ***Health and Social Insurance Fund of the Republic of Macedonia*** - code 3 - for persons entitled to health insurance

- ***Public Revenue Office*** - code 4 - for persons entitled to Public Revenue Office.

- ***Don't know*** - code 5 - for persons who do not know whether they are registered at one of these institutions.

- ***Not registered*** - code 6 - for persons who are not registered in any of the above institutions.

- ***Other*** - code 7 - if none of the offered 5 options is selected, the respondent should answer by specifying on the line for option 6.

### Question 17

#### ***Is the business entity where you work registered in the Central Register?***

Respondents should answer whether the business entity where they work is registered in the Central Register.

### Question 18

#### ***What is your economic status?***

The interviewer must read to the respondent all options offered.

- **Employee** - *code 1* - is used:
  - for people who are in employment (indefinite or fixed-term) in business entities (in public, private, mixed, cooperative and state), in banks, insurance companies and other financial institutions; in agricultural and other cooperatives; in government bodies, funds; in other organisations, communities, political parties and civic associations (including elected officials who receive salary for their work);
  - for persons working in private shops or farms, who are not owners (including household members) who receive salary or wages in cash or in kind for their work **regardless of whether they have social and pension insurance**;
  - for persons employed in diplomatic, trade and other offices of other countries, in business entities and shops of foreign nationals in the country, in mixed enterprises, banks, etc., as well as their subsidiaries abroad owned by foreign nationals, on the one hand, and Macedonian companies and Macedonian citizens on the other hand;
  - for persons serving in religious organisations;
  - for domestic workers whose regular work in other people's homes is the primary occupation for earning a livelihood;
  - for persons not in formal employment, but who perform seasonal, agricultural and other occasional work for earning a livelihood.
- **Employer** - *code 2* - for persons who run their own business entity and co-owners who participate in the management of the business entity (in mixed, cooperative or private ownership) and thus **employ one or more workers**. This answer also applies to people working in their own shop (craft, trade, hospitality or other), and to people who work in their own professional practice (lawyer, dentist, filmmaker, sculptor, etc.). The above three categories of persons may employ one or more workers.
- **Own-account workers (self-employed)** - *code 3* - for persons who have their own business entity, business, professional practice and work on a farm in order to generate income, while **not employing others**.
- **Unpaid family workers** - *code 4* - for all persons working in the business entity, shop, farm or other business, owned by a member of their household, without receiving pay.

These persons are supposed to live in the same household as the owner of the business entity or farm.

People engaged in various types of humanitarian work voluntarily, without pay, are not considered unpaid family workers.

This category includes:

- wife who helps her husband in his work, without pay;
- son or daughter living in the household and working in their parents' business or farm, without pay.

Examples: Childminders who look after children in their own home are considered employed if they are paid by an institution or other entity, but if they care for children individually, in a private capacity, they are considered self-employed.

If the son or daughter, for example, work in the family firm and receive pay, they are considered employed, but if not paid, they are considered unpaid family workers.

#### Question 19

***Are you employed through some of the temporary employment agencies?***

This refers to workers who the temporary employment agency places at the disposal of user firms for temporary work on a contract basis. Although they are hired by the agency, they perform work for the user firm and should be recorded as employees of the user firm.

The temporary employment agency must not assign workers to perform the same work for the same employer, with or without interruption, for more than 1 (one) year.

There are two answers offered.

#### Question 20

***Did you receive support from the Employment Service Agency in finding this job (if you have started working during the last 12 months)?***

There are three options offered.

If the Employment Service Agency carries out only courses and training for improving skills and qualifications of persons without specifically connecting them with employers, this is not considered support from the Agency.

#### Question 21

***Do you manage (are you responsible for) the work of the other employees?***

**A person is considered to have supervisory responsibility when they are formally responsible for controlling the work of other employees.**

Control over the work of other employees involves directly overseeing the work of other employees, but does not include quality control and consultancy. Supervisors may sometimes do some of the work they oversee. They direct the work of other employees and see if the work is carried out satisfactorily. A person is considered to have supervisory responsibilities if they control the work of at least one person (not including apprentices). It should be considered the usual situation and not the situation only during the reference week. Sometimes job titles can be misleading. For example, a warehouse manager may manage the warehouse but is not a supervisor of employees. Also, persons having supervisory responsibility in the reference week **only because they are temporarily replacing** an absent supervisor should not be considered as supervisors or controlling the work of employees.

There are two options offered.

#### Question 22

***Do you have a:***

**Written employment contract** - *code 1* - for persons employed by signing a written employment contract;

**Oral employment contract** - *code 2* - for persons who do not have a written employment contract.

#### Question 23

***Is your employment contract for:***

- **indefinite period** - *code 1* - for persons employed for a duration that is not predetermined, i.e. who have an employment contract of unlimited duration.

- **definite period (fixed-term)** - *code 2* - for persons without indefinite employment, i.e. who have an employment contract of limited duration.

#### Question 23a

***Is your fixed-term employment:***

- **Temporary** - *code 1* - for persons employed on a temporary basis, who know in advance that they are engaged for a fixed period of time.
- **Occasional** - *code 2* - for persons who carry out work occasionally or from time to time, with periods of interruption and re-engagement, for a longer period of time.
- **Seasonal** - *code 3* - for persons who carry out work seasonally, i.e. during the season.
- **Incidental** - *code 4* - for persons who carry out work for which they were incidentally engaged.

#### Question 24

##### ***What is the main reason for fixed-term employment?***

There are five responses offered for this question.

#### Question 25

##### ***Duration of the contract for fixed-time employment?***

The duration of the employment contract refers to the total time worked, plus the time remaining until the end of the current contract for a definite period.

For persons who have a contract to perform a particular task without specified duration of the contract, the answer should be an assessment of how long the execution of the task would take.

There are nine offered responses to this question.

#### Question 26

##### ***How many people, including you, work in the same business entity (unit), firm, farm (including the employer, partner and unpaid family workers)?***

One of the six offered responses is selected.

Respondents should answer how many people, including them, work in the same business entity or farm, including the employer, partner and unpaid family workers.

The designated box in the questionnaire should be completed only if code 1 (1 to 10) is selected.

#### Question 27

##### ***How many people (including you) usually work in your business entity, business, or activity?***

This question is answered by those who responded to question 18 with codes 2 or 3.

- **Owners** - *code 1* - for individuals who are owners or co-owners of a business entity and thus employ one or more workers. The designated boxes for **total** refer to the total number of owners or co-owners of business entities (including themselves), and the boxes for **females** to the number of females out of the total.

- **Unpaid family workers** - *code 2* - for persons employed as unpaid family workers in a business entity (company, shop owned by a household member), working without pay. The designated boxes for **total** refer to the total number of unpaid family workers, and the boxes for **females** to the number of females out of the total.

- **Paid family worker** - *code 3* - for persons employed as paid family workers in a business entity owned by a household member, working for pay. The designated boxes for **total** refer to the total number of paid family workers, and the boxes for **females** to the number of females out of the total.

- **Employed (regularly)** - *code 4* - for persons in employment (for indefinite or definite period) in the owner's business entity. The designated boxes for **total** refer to the total number of employees (regular), and the boxes for **females** to the number of females out of the total.

- **Employed (temporarily)** - *code 5* - for persons not in employment (for indefinite or definite period) in the owner's business entity, shop or company, but temporarily engaged due to increased workload, seasonal nature of the work, etc. The designated boxes for **total** refer to the total number of employees (temporary), and the boxes for **females** to the number of females out of the total.

- **Total** - *code 6* - the interviewer writes in the designated boxes the total sum 1+2+3+4+5 of the boxes in the previous responses.

### Question 28

#### ***Do you work:***

- **Full-time** - code 1 - for persons who during the previous week worked full-time (40 hours) prescribed by law. Full-time must not exceed 40 hours per week. By law or collective agreement, work lasting under 40, but not less than 36 hours per week, may also be considered full-time.

By law or other regulations in accordance with the law or by collective agreement, for jobs that entail greater risk of injury or damage to health, full-time may be defined as less than 36 hours per week.

Some employees may work less than full-time, while their work is considered full-time. Such is the case with school teachers who have 20 or more lessons per week, but are still considered as working full-time. This applies to: radiologists, air traffic controllers, miners, etc.

#### - **Part-time** - code 2 -

Part-time employees are those working less than full-time in accordance with the regulations on pension and disability insurance and the regulations on health insurance (medical rehabilitation).

Employees who work less than the legally prescribed or collectively agreed full-time are considered as working part-time. Such is the case with school teachers who have **less** than 20 lessons per week.

### Question 29

#### ***What is the main reason for working part-time?***

Only one of the seven offered responses is selected. If option 7 is chosen, the respondent should specify the main reason.

### Question 30

#### ***How many hours per week do you (usually) work in your main activity?***

This question does not refer to the hours worked the previous week, but to the usual hours the respondent works over a longer period (usual week without taking into consideration absences due to illness, public holidays etc.).

The longer period refers to at least the last four weeks and at most the last 3 months, not counting any absence from work.

If the usual hours of the respondent cannot be determined because they vary greatly, they should be estimated as follows:

- contractual hours of work in the reference week, for those who have an employment contract, plus regular overtime if the employee is expected to work overtime.
- an average of the actual hours worked in the last 4 weeks, plus the hours of absence from work in the last 4 weeks.

**Distinction should be made between the usual hours and regular hours as determined by law.** For example, an employee whose regular working hours are determined by law at 40 hours per week may usually work 5 hours overtime every week, in which case their usual hours per week are 45 hours.

Answer to this question is given by specifying the number of hours in the designated boxes.

This question is also answered by those who were absent from work during the previous week.

### Question 31

#### ***How many hours did you actually work during the previous week in your main activity?***

This question refers to the hours actually worked during the previous week. Hours actually worked include: effective hours of work performed in regular time and overtime, hours spent preparing the workplace, repairs and maintenance, preparation and cleaning of tools, leisure time at work (including coffee or tea breaks), and hours of waiting for work, suspensions and interruptions that are not caused by the employee (due to poor organisation of work, shortage of raw materials, energy, etc.). **Actual hours worked should not include hours that are paid, but not worked, such as: hours of annual leave, forced leave, public holidays, sick leave and other absences from work.**



Answer is given by specifying the number of hours actually worked in the designated boxes.

**For people who were absent from work during the previous week**, the answer is code 1 - the person did not work (was absent from work) during the previous week. The number of hours actually worked the previous week is zero, and the boxes are completed with 0.

**If the number of hours actually worked is the same as** (equal to) the usual hours, respondents should answer whether they worked overtime the previous week, and answer questions 34, skipping questions 32 and 33.

**If the number of hours actually worked is less** than the usual hours, respondents need to specify the reason for working fewer hours than usual. In this case question 32 is skipped, proceeding to question 33.

**If the number of hours actually worked is greater** than the usual hours, respondents should answer question 32, specifying the reason for working more hours than usual.

For any of the options 1, 2, 3 and 4, the number of actual hours worked must be written in the designated boxes.

### **Question 32**

***What is the main reason for working more hours than usual?***

- ***Overtime (increased workload)*** - *code 1* - when there are more hours worked in excess of the working hours agreed or determined by law. Such is the case of overtime hours due to increased workload.

- ***Variable hours, flexible working time*** - *code 2* - when during the previous week the respondent worked more hours than usual to make up for hours not worked in some previous period. These hours are a type of credit hours as a result of the agreed working hours with the employer, or within the framework of a so-called annualised hours contract.

- ***Other reason*** - *code 3* - respondents should specify the reason for working more hours than usual during the previous week.

### **Question 33**

***What is the main reason for working fewer hours than usual?***

Only one of the offered options is selected. If the respondent chooses option 13, they should specify the reason.

## **QUESTIONS 34 AND 35 ARE ANSWERED ONLY BY PERSONS WITH STATUS EMPLOYEE (OPTION 1 OF QUESTION 18)**

Questions 34 and 35 are answered only by those with status *employee*. Other persons with status of employer, own-account worker and unpaid family worker need to skip these questions and proceed to questions 36.

### **Question 34**

***Did you work overtime during the previous week?***

Respondents who worked more hours than usual during the previous week answer with code 1 - Yes, otherwise, code 2 - No.

### **Question 35**

***How many hours did you work overtime?***

The interviewer should ask for the total overtime hours and how many of them are paid or not, and write the appropriate answer in the designated boxes.

Overtime hours are the number of hours worked by employees in excess of their contractual hours of work.

**QUESTIONS 36 TO 38 ARE ANSWERED BY ALL PERSONS, I.E. BY THOSE WHO RESPONDED WITH OPTIONS 1, 2 3 AND 4 TO QUESTION 18**

**Question 36**

***Are you willing to work more hours per week than usual?***

If the respondent wishes to work additional hours, code 1 – Yes is used, otherwise, code 2 - No.

**Question 36a**

***Are you available to work additional hours?***

If the respondent is available to work more hours, code 1 – Yes is used, otherwise, code 2 - No.

**Question 37**

***Would you like these additional hours to be:***

Answer to this question is given by selecting one of the options offered:

- additional job, if besides the main or the main and secondary job, the respondent wants an additional job;
- another main job, if the respondent has a main job but wants to work more hours through another main job;
- within the present job, if the respondent has a main job and wants to work more hours within the present job;
- in any way, if the respondent wants to work more hours in any way.

**Question 38**

***How many hours per week would you like to work (total)?***

The answer to this question is given by specifying the total number of hours that the respondent would like to work during the week.

These hours may be the sum of the usual hours and the additional hours if the respondent wants to work more. These hours may be longer or shorter than the actual hours worked.

**QUESTION 39 IS ANSWERED ONLY BY PERSONS WITH STATUS EMPLOYEE (OPTION 1 OF QUESTION 18)**

**Question 39**

***Do you work in shifts?***

Answer to this question is given by selecting one of the options offered. Technical processes and work organisation may require working in shifts in order to maintain continuity in the production or other business process.

Shift work is defined as two or more periods of work within 24 hours (one day), with employees being regularly rotated.

Not considered as shift work is work performed only once in 24 hours (usually 7 to 8 hours), regardless of the time of day (morning, afternoon, night).

Persons having fixed assignment to a shift are not considered shift workers. For example, a person who always works the night shift in a factory should be coded as: night worker.

**QUESTION 40 IS ANSWERED BY ALL PERSONS, I.E. BY THOSE WHO RESPONDED WITH OPTIONS 1, 2 3 AND 4 TO QUESTION 18**

**Question 40**

***During the last four weeks, did you work:***

For each sub-question (working evenings, nights, Saturdays) there are 3 options of which the respondent chooses one. **Every sub-question should be answered.**

**Evening work** is difficult to define precisely, but it is generally considered as work done after the usual hours of working time, but before the usual sleeping hours.

**Night work** is generally considered as work done during the usual sleeping hours, which is generally the time after 10:00 pm or 11:00 pm.

**Saturday, Sunday work** is considered only if the formal employment contract clearly stipulates that the employee's work includes work on Saturday and/or Sunday.

Employees who on their own initiative take some of their work at home or work on Saturdays and/or Sundays should not be included in this group even if it refers to the period of four weeks preceding the interview.

Answer to this question is given by selecting one of the following options for each sub-question.

- **"usually"** means working at least half of the days worked in the last four weeks;
- **"sometimes"** means working less than half of the days worked in the last four weeks;
- **"never"** refers to people who have never done this kind of work;

If the respondent chooses option 01 – Other, they must specify the type of work.

*Working at home:*

The employer and the employee may agree, by an employment contract, for the employee to perform at home the work that is part of the employer's activity or that is required for performing the employer's activity.

**Working at home** is considered the work that the employee performs at home or at a place of their choice outside the business premises of the employer. If the place of work is a separate unit that is adjacent to the person's home, but with a separate entrance (e.g. doctor's surgery), the work performed there should not be considered as "work at home". A farmer working on a field adjacent to his house is not considered as "working at home". This concept applies to many self-employed people - artists, actors, singers, dancers, craftsmen, etc.

Persons with economic status employee are considered as working at home when their employment contract stipulates that the work will be performed at home.

Not considered as "working at home" is when the employee takes the work home due to personal interest or because of the short time frame for completion of the work, which should be completed at the workplace.

Answer to this question is given by selecting one of the following options:

- "usually" means working at least half of the days worked in the last four weeks;
- "sometimes" means working less than half of the days worked in the last four weeks;
- "never" refers to people who have never done this kind of work;

**Question 41**

***Do you mainly work?***

There are 8 options and the respondents should choose the appropriate answer that refers to the place where they perform their job.

**Question 42**

***What is your last monthly (net) pay or earnings from your main job?***

Respondent can declare a specific amount of salary or earnings, but if he/she do not specifically answer for amount of salary or earnings, should choose the appropriate answer that refers to featured groups.

Answer is given by selecting one of the options offered which is appropriate for the respondent.

The question refers to any kind of salary, net pay or earnings received by respondents for their job.

**Net pay** includes: remuneration for work in full, shorter than full and more than full-time (overtime); compensation for annual leave, public holidays, paid leave up to seven days, paid leave for vocational education, for sick leave up to 21 days, etc.; differences based on increasing the base salary and the value of the salary point; income based on periodic calculation and annual balance sheet and profit-sharing bonuses regardless of the period they refer to; income of apprentices and income based on work experience.

Respondents who were absent from work should specify the amount of the usual monthly net pay they would receive if they went to work. Farmers who earn income once a year and distribute it for spending throughout the year should state their average monthly net income.

Please note that option 11: The person does not receive pay, refers to respondents employed in business entities that have not been paid for several months. This answer does not apply to persons who did not receive pay only for the current month, but otherwise normally receive pay. Also, this answer does not apply to persons who have not yet taken their first pay or salary. These persons should specify the expected or agreed pay or salary they would receive.

## **ADDITIONAL JOB**

**Questions 43 to 49** refer to the additional job that the respondent performed in the previous week, in addition to their main job and mostly because of additional earnings.

If there are several additional jobs the respondent should provide answer for one of them. It should be noted that additional job is not necessarily only a job in a registered business entity or a store, but encompasses all jobs through which the respondent acquires additional earnings (e.g. working as mechanic, plumber, house painter, etc.).

When answering these questions, the explanations relating to the question about the main job of the respondent should be taken into consideration.

### **Question 50**

***How many hours did you actually work in your additional job during the previous week?***

This question refers to the hours that the respondent actually worked during the previous week in the additional job. The little houses are filled with the number of hours actually worked in the additional job.

### **Question 51**

***Are you looking for another job?***

Answer to this question is given by selecting one of three options offered.

### **Question 52**

***What is the main reason for looking for another job?***

Answer to this question is given by selecting one of eight options offered. If the respondent gives another reason, or chooses option 9, they should specify that reason.

## **PERSONS NOT WORKING**

### **Question 53**

***Have you ever worked for pay or other income (including unpaid family work)?***

Answer to this question is given by selecting one of two options:

*Yes - code 1* - for persons who have ever, in any way, worked for earning a livelihood (pay or other income or worked as unpaid family workers);

*No - code 2* - for persons who have never worked a job for pay or other income.

### **Question 54**

***What is the main reason for leaving your last job?***

There are eleven options offered as responses to this question.

For people who have been laid off from work, two options are offered:

- *Dismissed or made redundant - code 01* - for persons who lost their jobs because their business entity went bankrupt, or were dismissed and made redundant;
- *End of temporary job - code 02* - for persons whose last job was temporary and came to an end;
- *looking after children or incapacitated adults - code 03* - for persons who were unable to continue working on account of caring for children or disabled adults;
- *Other personal or family responsibilities - code 04* - for persons who were unable to continue working for other personal or family reasons;
- *Own illness or disability - code 05* - for persons who left their job due to some illness or disability (their own);
- *Education or training - code 06* - for persons who left their job for education or training;
- *Early retirement - code 07* - for persons who went into early retirement;
- *Regular retirement - code 08* - for persons who, according to the retirement law, went to regular retirement;
- *Seasonal nature of the work - code 09* - for persons who ended their job because of its seasonal nature;
- *poor working conditions, unpaid salary - code 10* - for persons who left their job because of poor working conditions or non-payment of salary;
- *Other - code 11* - for persons who left their job for reasons other than the above. It is necessary to specify the other reason.

### **Question 55**

***Specify the date when you left your last job:***

In this question, the boxes are completed with the month and year when the respondent ceased to work.

If more than 8 years have elapsed since the month and year when the respondent stopped working, they should answer question 60, skipping questions 56 to 59.

### **Question 56**

***What was your occupation during your last job?***

If more than 8 years have elapsed since the year the respondent stopped working (question 55), this question is not answered.

This question refers to the occupation of the respondent during the last job. This question is divided into two sub-questions a) and b), which are explained in the instructions in question 10.

### **Question 57**

***Activity of the business entity you were last employed at?***

*a) Full name of the business entity or local unit where you worked*

*b) Main activity of the business entity or the local unit*

Sub-questions a) and b) are explained in the instructions in question 11.

**Question 58*****Type of ownership of the business entity you were employed at?***

Answer to this question is given by selecting one of the two options. The options *private* and *other* (mixed, cooperative, state) are explained in **question 12**.

**Question 59*****What was your economic status in your last job?***

This question is answered by selecting one of the four responses. The options (employee, employer, own-account worker, unpaid family worker) are explained in **question 18**.

**Question 59a****What are your sources of livelihood?**

**(Only one answer is possible)**

Only one answer may be given to this question. If the person earns a livelihood from various sources, only the main source of livelihood is selected from the 11 offered responses. If the response cannot be classified in any of the categories from 01 to 10, Code 11 is selected and the source of livelihood is specified on the designated line

Code 1 - for persons whose main source of livelihood is the salary or other remuneration or pension of a member of the household;

Code 2 - for persons earning a livelihood through financial assistance from relatives or other persons not living in their household;

Code 3 - for persons earning a livelihood through financial assistance from household members or relatives working abroad;

Code 4 - for persons earning a livelihood from pension (old-age, disability or survivor's);

Code 5 - for persons earning a livelihood through income from occasional work abroad;

Code 6 - for persons whose main source of livelihood is scholarship;

Code 7 - for persons whose main source of livelihood is alimony;

Code 8 - for persons whose main source of livelihood is financial assistance received due to the termination of employment, due to redundancy, etc.;

Code 9 - for persons whose main sources of livelihood are social benefits, allowances and other social protection benefits (benefits for second, third or fourth child, carer's allowance, rehabilitation allowance, etc.);

Code 10 - for persons whose main source of livelihood is income from renting a house, apartment, shop and other property, royalties, dividends, savings, etc.;

Code 11 - selected if the response cannot be classified in any of the above categories, and the source of livelihood is specified on the designated line.

**Question 59b**

**Did you receive any income from occasional, incidental or irregular work during the previous week?**

The purpose of this question is to ask respondents who even though have answered the previous question about their main source of livelihood, to recall whether they had any income from incidental, occasional or irregular work in the reference week.

## LOOKING FOR JOB

### Question 60

***Did you actively look for a job in the last four weeks?***

Answer to this question is given by selecting of one of the three options.

### Question 60a

**What did you do the last 4 weeks in order to find a job?**

In this question, the interviewer must follow the explanation below.

When asking the question, the interviewer must specify that the job seeking period refers to the **last four** weeks. After asking the question, the interviewer should leave the respondent to answer without reading the options and then write the response on the line. The response is then matched to the offered options and Code 1 is entered for the corresponding option.

If the answer is from 01 to 12, the interviewer should ask the respondent again whether any additional method was undertaken to find a job, then read the options and, based on the response, mark the corresponding field with Code 1.

If the respondent answers that no action was taken to seek employment in the **last four weeks**, Code 1 is entered for option 13 *"No method to look for employment"*.

If the respondent provides answers for another person and does not know the answer, the interviewer may help in answering the question by asking *"whether taking active measures to seek employment was discussed at home"*. If the respondent does not recall any discussion on this topic, Code 1 is entered for option 13 *"No method to look for employment"*.

The remaining fields that are not marked with Code 1 are completed by writing Code 2.

In this question, Code 1 is entered for each sub-question where respondents reply that they have taken any of the activities listed below:

- *Contacted the Employment Service Agency of the Republic of Macedonia - Code 01* – for job seekers who in the last four weeks have actively registered as unemployed with the Employment Agency, enquired about job vacancies or followed job advertisements published by the Employment Agency;
- *Contacted private employment agencies - Code 02* – for persons who contacted private agencies enquiring about employment in the last four weeks;
- *Looked for land, premises or equipment - Code 03* – for persons seeking land, premises and equipment;
- *Looked for permits, licenses, financial resource - Code 04* – for persons seeking permits, licenses and financial resources from the authorities in order to start an activity;
- *Inserted or answered advertisements in newspapers or on the Internet - Code 05* – for persons who actively looked for employment, placed advertisements to find work, and answered job advertisements looking for workers;
- *Studied advertisements in newspapers or on the Internet - Code 6* – for persons seeking employment by following advertisements (in newspapers and other public media);
- *Applied to employers directly - Code 7* – for persons seeking employment through direct contact with employers;
- *Asked friends, relatives - Code 8* – for persons seeking employment through friends and relatives;
- *Took a test, interview or examination - Code 9* – for persons who took a test or were invited to a job interview;
- *Awaiting the results of an application for a job - Code 10* – for persons who have applied for a job and are waiting for the results of the application;
- *Waiting for a call from the Employment Agency - Code 11* – for persons registered with the Employment Agency, but who take no active steps to look for work;

- *Awaiting the results of a competition for recruitment to public-Code 14* – for persons who have applied for a job in public sector;
- *Other - Code 12* – for persons who, besides the above methods, used other job-searching methods that need to be specified;

*No method to look for employment - Code 13* – for persons who took no action to find a job in the last four weeks.

**Question 61**

***What is the main reason for not looking for a job?***

Answer is given by selecting one of the offered 10 options. If the respondent chooses code 11 - Other reason, they should specify what it is.

**Question 62**

***Are you willing to work?***

Answer to this question is given by selecting one of the two options.

**Question 63**

***Which of the following groups do you belong to?***

Respondents should give their subjective opinion about which of the specified groups (pupils, students, housewives, retired persons, etc.) they belong to.

They should choose one of **five** categories.

Code 6 - other, can be selected **only** if the respondent does not belong to any of the above five categories.

**Question 64**

***When will you start with the job you have found?***

This question is answered by selecting one of the two offered options.

**JOB SEEKERS**

**Question 65**

***What type of employment did you look for?***

Answer to this question is given by selecting one of the two options. The term *self-employed* refers to persons with status *own-account worker* and persons with status *employer*. These are explained in the instructions in **question 18**.

**Question 66**

***What type of working time arrangements have you sought or found?***

This question is answered by selecting one of the five options. (Full-time and part-time work are defined and explained in the instructions in **question 28**).

**Question 67**

***How long have you looked for a job?***

Answer to this question is given by writing the month and year since when the respondent has been looking for work.

**Question 68**

***What is the monthly wage or salary for which you would accept to work?***

There are 7 groups of monetary compensation offered in order to facilitate the decision of the respondent. One of the options is selected, based on the respondent's answer.



**Question 69**

***If you were offered a job (found a job), could you start working within two weeks?***

Answer is given by selecting one of the two options.

**Question 70**

***What is the main reason for not being available to start working within two weeks?***

Answer is given by selecting one of the 6 options offered.

**Question 71**

***During the last 4 weeks, were you registered with the Employment Agency as a job seeker?***

This question is answered by selecting one of the two options.

**Question 72**

***During the last 4 weeks, did you receive unemployment benefits or assistance?***

This question is answered by selecting one of the two options. If the respondent used benefits in the last four weeks, code 1 is used, otherwise code 2.

**Question 73**

***How long have you been continuously registered with the Employment Agency?***

Answer to this question is given by specifying in the designated boxes the month and year since when the respondent has been continuously registered with the Employment Agency as unemployed.

**Question 74**

***Were you involved in some education/training programmes through the Employment Agency during the last 12 months?***

Answer to this question is given by selecting one of the two options. If the person was involved in some education/training programmes in the last twelve months, code 1 is used, otherwise code 2.

**Question 75**

***What type of programme was it?***

This question is answered by selecting one of the four options. If the respondent chooses option 4 – other programme, they should specify what that is.

**EDUCATION / TRAINING**

**Question 76**

***What is your educational attainment?***

Educational attainment refers to the highest level of education a person has completed.

This education should be in accordance with the national education laws, institutionalised education carried out in private and public institutions as regular or part-time education. It should be part of a hierarchically structured ladder of education and training, i.e. part of the educational system of the country. With the completion of a certain level of education a person obtains a degree, diploma or other certificate.

The educational attainment is determined by the highest completed school level.

For example, if the respondent in the reference week attends IV year in a high school of economics, this question should be answered with code 4 - primary school, which is the highest completed education. Four years of high school as a response to this example is incorrect, since attending fourth year does not mean completed education.

**Question 77*****What is the field of your highest level of education completed?***

This question includes a classification of the main subjects of the educational programmes. The field of education is defined as the main subject that is taught in the educational programmes.

There are 11 separate fields of education.

The rule for coding is that respondents should be coded with the most detailed code possible and only with one code. For example, the study of foreign languages is classified in the field - humanities, languages and arts - code 3.

Also, the field - science, mathematics and statistics is a broad field that includes life sciences (including biology and environmental science), physical sciences, mathematics and statistics, etc. Respondents who studied chemistry should be coded with code 6.

Explanation of codes:

Code 01 - General programmes - includes basic, general programmes, literacy and numeracy, and personal abilities.

Basic general programmes provide basic knowledge of reading, writing, numeracy, and basic understanding of other subjects: history, geography, natural sciences, social sciences, art and music. These programmes are included in primary, lower secondary and upper secondary school (general education).

Code 02 - Teacher training and education science - includes training for pre-school teachers, teachers at basic levels, teachers with subject specialisation and education science - includes the study of pedagogical theory combined with practice and specialisation in particular subjects and the study of education science (theory and methods of learning and acquisition of knowledge).

Code 03 - Humanities, languages and arts - includes art, music and applied arts, foreign languages, history, philosophy, archaeology, ethics, religion, etc.

Code 04 - Social sciences, journalism and information - includes psychology, sociology and culture, political science, journalism, etc.

Code 05 - Business, administration and law – includes economics, marketing, management, finance, banking, accounting, insurance, law, administrative work, etc.

Code 06 - Science, mathematics and statistics – includes biology, environmental science, physics, chemistry, mathematics, Earth science, statistics, etc.

Code 07 - Information - telecommunication technology - includes all scientific disciplines related to informatics, computers, telecommunications and others.

Code 08 - Engineering, production and construction – includes electronics and automation, mechanics, electricity and energy, food processing, motor vehicles, ships and aircraft, manufacture of textiles, clothing, footwear, leather, materials (wood, paper, plastic, glass), mining and extraction, architecture and town planning, building and civil engineering, etc. For example, this code will be used for persons with completed education (secondary or tertiary) in the fields of textile processing, construction, mining, wood processing, food processing, electrical engineering.

Code 09 - Agriculture, forestry, fisheries and veterinary - includes crop and livestock production, horticulture, forestry, fisheries, veterinary, etc.

Code 10 - Health and welfare - includes medicine, dentistry, pharmacy, child care and youth services, social work and counselling, etc.

Code 11 - Services - includes hotels, restaurants and catering, tourism, sports, hair and beauty services, transport, sanitation services, civil security, military and defence.

**Question 78*****What year did you complete this education?***

Answer to this question is given by specifying the year when the person completed the highest degree of education.

#### Question 79

***Did you attend any kind of educational programme or school during the last 4 weeks?***

This question is answered by selecting one of the three options.

If the respondent attended any school or educational programme in the last four weeks, code 1 is used.

If the respondent attends school or educational programme, but was on holiday during the last four weeks, code 2 is used.

If the respondent does not attend (neither attending, nor on holiday) school/educational programme at all, code 3 is used.

#### Question 80

***What degree of education will you acquire by completing this educational programme?***

Answer to this question is given by selecting the appropriate code for the level of education that the respondent will acquire upon completion of the academic programme they attend.

#### Question 81

***What is the field of education you will acquire?***

In the designated boxes the interviewer should write the field of education of the degree that the respondent will acquire. The fields of education are given in question 77.

Response should be given by writing the corresponding codes for the fields of education (**0000, 0100, 0200**, etc.) specified in question 77, and not the code of the option (1, 2, 3, 4, etc.).

Explanations for the field of education are given in the instructions in question 77.

#### Question 82

***Did you attend any course for personal or work-related reasons (sewing, cooking, sports...), foreign language courses, seminars, conferences, training courses, driving test, religious classes, etc. during the last 4 weeks?***

These activities fall into institutionalised education (carried out in community colleges, schools for foreign languages, computers, music, dance, participation in seminars, conferences, workshops, etc.) and with the help of professionally qualified teachers or lecturers and educational programme that contributes to the knowledge of the individual, **but is outside the regular education system.**

Answer to this question is given by selecting one of the two options.

#### Question 83

***How many hours, in total, were you engaged in this activity/activities during the last 4 weeks?***

Answer to this question is given by recording the total number of hours (in one or several activities) in which the person was engaged.

#### Question 84

***What is the field of education/training of the most recent learning activity? (coding is performed according to the question 77)***

Answer to this question is given by entering the appropriate code listed in question 77 for each educational activity. Response should be given by writing the corresponding codes for the fields of education (**0000, 0100, 0200**, etc.) specified in question 77, and not the code of the option (1, 2, 3, 4, etc.).

The explanation for the field of education is given in the manual Answer 77.

#### Question 85

***What were the main reasons for the most recent learning activity?***

Answer is given by selecting one of the offered options.

**Question 86**

***The most recent learning activity in which you participated took place:***

Answer is given by selecting one of the offered options.

**Question 87**

***What is the main reason for not participating in any learning activity?***

Answer is given by selecting one of the offered options.

**ANNUAL FLUCTUATIONS**

This set of questions is answered by all persons with completed individual questionnaires. The questions refer to the period one year ago.

**Question 88**

***One year ago, did you live in:***

Answer is given by selecting one of the options offered.

If one year ago the respondent lived in another municipality or in another country, it should be specified on the line provided.

**Question 89**

***Who was your status one year ago?***

Answer is given by selecting one of the eight options offered.

The respondent should choose one of the seven categories. Option 8 – other, can be selected **only** if none of the above categories pertains to the respondent.

**Question 90**

***Where did you work?***

Answer is given by selecting one of the options offered.

**Question 91**

***One year ago, did you work in:***

Answer is given by selecting one of the options offered.

Since **questions 92 to 94** are repeated, the same explanations apply as for the previous sections of this manual.

***The following question is addressed to the interviewer.***

**Question 95**

***Who answered the questions?***

If the respondent personally answered the questions, code 1 is selected, and if the answers were provided by another member of the household, code 2 is used.

## APPENDIX 2

### Examples of properly recording the names of occupations

Incomplete and generalised answers	Correct answers
Farmer	Ploughman, grape grower, fruit grower, cattle breeder, shepherd, orchard worker - grafter, gardener, etc. Farmer, farm worker - only for people engaged in various agricultural work
Worker, industrial worker, metal worker, craftsman, craft worker, etc.	Construction carpenter, toolmaker, rug weaver, machine typesetter, men's clothing tailor, kiosk vendor, etc.
Foreman, supervisor, superintendent, manager, etc.	Warehouse manager, finishing work foreman, shop supervisor, construction supervisor, air traffic controller, etc.
Unqualified worker, unskilled worker, support worker, etc.	Agricultural machinery driver, hole digger, coal unloader, etc.
Clerk, officer, inspector, consultant, etc.	Registrar, social benefits officer, marketing consultant, financial accountant, sanitary technician, foreign exchange inspector, etc.
Associate, adviser, singer, architect, etc.	Entertainment programme editor, sales adviser, singer-soloist, architect-designer, architect-draughtsman, etc.
President, assistant, official	President of the Assembly of the Republic of Macedonia, president of first instance court, assistant general manager of a company, etc.
Doctor, engineer, technician, agronomist, controller, etc.	Doctor-surgeon, electrical engineer, civil engineering technician, mail manager, agronomist-gardener, public prosecutor, railway controller
Head, president, overseer, administrator, etc.	Head of legal department, court president, head of human resources service, customs house manager, etc.