



International
Labour
Organization

QUICK GUIDE ON MEASURING ECONOMIC CHARACTERISTICS IN THE POPULATION CENSUS



STATISTICS
Department
of Statistics

2011

2013

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II. Introduction

The type of work people do is a basic characteristic of any population. Questions to measure work in a population and housing census provide essential data for analysis and planning. These data are an integral part of national monitoring systems to achieve a wide range of goals, including the Sustainable Development Goals (SDGs) of Decent Work (Goal 8), Gender Equality and Women's empowerment (Goal 5) and others (ILO, 2018a).



Source: @Boris15 (Borislav Marinic)/Depositphotos.com.

This quick guide provides a short overview on **why**, **what** and **how** to capture essential economic characteristics of the population in the Population Census. It covers:

- I. Introduction
- II. Essential concepts
- III. Relevance of census data on economic characteristics
- IV. Topics and placement in a census questionnaire
- V. Labour force status
- VI. Core characteristics of the employed
- VII. Additional characteristics of the employed
- VIII. Own-use producers of foodstuff
- IX. Essential tabulations and dissemination
- X. Decent work-related SDGs in the Census

III. Essential concepts

A. What is work?

Measuring the economic characteristics of the population is about measuring **work**. The international standards define work as:

“any activity performed by persons (of any sex and age) to produce goods or to provide services for use by others or for own use”¹

That is, **work** refers to the productive activities that people do, for themselves, or for others. In economic terms, **productive activities** are those that result in the production of a good or a service (i.e. products which can be exchanged or carried out by one unit (or person) for the benefit of another).

Basic human activities such as eating and sleeping are not productive in an economic sense because they cannot be done for the benefit of someone else. Cooking, cleaning, making furniture are all examples of productive activities because they can be done for oneself or for someone else's benefit.

Productive activities can be carried out for different purposes, for example, cooking can be done for one's own household; for pay as an employee of a restaurant; helping as a volunteer in a soup kitchen; unpaid to learn a profession as an apprentice at a culinary school restaurant, etc.

The international standards recognize these different **forms of work** (ILO, 2013), paid and unpaid, and provide separate concepts and definitions to support producing statistics on each.

Forms of work, paid and unpaid, and examples		
Own-use production work	Work performed to produce goods and services for own final use	<ul style="list-style-type: none">• Subsistence farming and fishing• Fetching water• Caring for own children
Employment work	Work performed for others in exchange for pay or profit	<ul style="list-style-type: none">• Paid employee, day labourer• Business owner• Helper in family business
Unpaid trainee work	Work performed for others without pay to acquire workplace experience or skills	<ul style="list-style-type: none">• Unpaid apprentice• Unpaid internship to complete a degree
Volunteer work	Non-compulsory work performed for others without pay	<ul style="list-style-type: none">• Volunteer in a hospital• Helping a sick neighbour with shopping
Other work activities	Work activities not elsewhere classified	<ul style="list-style-type: none">• Court-ordered community service

The population census does not aim to capture all forms of work. It focuses, in particular, on measuring people's participation in **employment work**, to provide basic information on their labour market situation. Where relevant, the Census will also capture people's participation in **own-use production work**, in particular production of foodstuff for own final use, given its complementary role to describe the basic structure of the economy and people's livelihoods.

¹ ILO, 2013. *Resolution concerning statistics of work, employment and labour underutilization, adopted by the Nineteenth International Conference of Labour Statisticians*. (Geneva, 2-11 October), p.2.

Measuring work and the economic characteristics of the population is a complex area of statistics. For more information go to: <https://ilostat ilo.org/resources/tutorials/>

IV. Relevance of census data on economic characteristics

A. Why collect census data on economic characteristics?

Collecting data on the economic characteristics of the population in the census is important to meet a number of needs that cannot be easily addressed through other data sources. Census data on this topic is needed to:

- Prepare essential cross-tabulations of the population by their labour market situation (employed, unemployed, outside the labour force) or activity status (student, homemaker, etc).
- Shed light on the labour market situation and activity status of small population groups, such as foreign-born persons, persons with disabilities, ethnic minorities, etc not often feasible with other data sources.
- Update national occupational classifications to ensure these cover all occupation groups, whether large or small as needed for economic, labour market and human-resource planning.
- Produce essential statistics for small areas (e.g. unemployment hot spots) and small or hard-to-measure worker groups, such as domestic workers, home-based workers, apprentices, detailed industry groups such as street food sellers, etc.
- Prepare updated sample frames with auxiliary information to support efficient sample design for a wide range of household and establishment surveys, and for benchmarking.

B. Other sources of data on economic characteristics

While playing a critical role, the population census is one of several sources of data on the economic characteristics of the population that include household surveys, in particular labour force surveys, establishment surveys and administrative records. Labour force surveys are the primary source in many countries to monitor people's participation in the labour market; establishment surveys provide information on the economy from the demand side; administrative records such as tax, pension and other registers, can provide additional information on the population covered by those systems. The different sources are complementary and necessary to have a complete picture of the economy, the labour market, and decent work.



Source: @garagestock/Depositphotos.com with authors' additions.

C. Promoting coherence between the Census and other data sources

To support a coherent set of statistics, the census should aim to use the same concepts, definitions and classifications as the national labour force survey. To ensure this, census managers must coordinate with labour force statistics experts in other parts of the statistical office or system.

Together, you should ensure the concepts, definitions and classifications used are coherent and comparable between all related sources. Aligning them with international standards will help with comparability across national sources and between countries.

D. Standards for measuring economic characteristics

Most international standards for measuring work are set by the **International Conference of Labour Statisticians (ICLS)**. Hosted by the International Labour Organization (ILO), this group of experts meets every five years to agree how to measure work, employment, and related decent work topics. These standards are made available to countries in the form of Resolutions and Guidelines, International Standard Classifications, etc.



Source: Authors' illustration

As part of the international statistical system, the ILO collaborates with the UN to promote coherence in the concepts, definitions and classifications recommended across sources and closely related domains, such as economic statistics and population statistics. This Quick Guide is based on the **United Nations Principles and Recommendations for Population and Housing Censuses, revision 3** (United Nations, 2017). The guidance it contains on economic characteristics is based on ICLS standards.

QUIZ 1. TEST YOUR KNOWLEDGE

Q1. Which of the following are examples of productive activities?

- a. Volunteering at a hospital
- b. Growing vegetables for consumption by the household
- c. Playing music in the street for tips
- d. Working as a federal employee
- e. Studying for an exam

Q2. Which of the following are examples of employment work?

- a. Cleaning houses for pay
- b. Growing vegetables for consumption by the household
- c. Playing music in the street for tips
- d. Begging on the street
- e. Buying and re-selling clothes

Q3. Which are important reasons to include questions on economic characteristics in a population and housing census?

- a. To capture all occupations in the country and update national classifications
- b. To avoid having to conduct a labour force survey
- c. To support development of sampling frames for surveys
- d. Questions like this have always been included
- e. To shed light on the labour market situation of the population, including small groups, and small areas
- f. To monitor changes in unemployment in the country

Q4. Which body is responsible for setting standards for measuring work?

- a. United Nations Statistical Commission
- b. International Conference of Labour Statisticians hosted by ILO
- c. The World Bank
- d. Food and Agriculture Organization (FAO)
- e. Organisation for Economic Co-operation and Development (OECD)

V. Topics and placement in the census questionnaire

Not all economic characteristics of the population are suitable for measurement in the population census. The international recommendations have identified a small set of topics for inclusion because of their relevance to describe the population and economy, to support related statistical activities, and to produce statistics for small areas or hard-to-measure worker groups.

A. Recommended topics

The latest international guidance recommends five core topics on economic activity and four additional topics that may be included depending on national priorities.

Core	Additional
<ul style="list-style-type: none">• Labour force status• Status in employment• Occupation• Industry• Participation in own-use production of goods	<ul style="list-style-type: none">• Place of work• Institutional sector of employment• Working time• Income

The five **core topics** are necessary to support essential breakdowns of the population by their labour market situation and to support other important statistical activities (preparation of sample frames, updating of national classifications).

Among the five core topics, participation in own-use production of goods has been assigned a “non-core” status in the UNECE region (United Nations, 2015). This reflects its relatively lower relevance in more advanced economies, where activities such as subsistence agriculture or fishing may not be common. Nevertheless, some countries may still regard it as important, because of particular national circumstances, for example, to characterize special population groups including minorities, or particular geographic areas.

The recommended **additional topics** provide enhanced analytical capabilities, and can enable identification of particularly hard-to-measure worker groups such as domestic workers and home-based workers.

More detailed characteristics, however, should be collected through other household surveys to ensure the quality of the census data collected, limit respondent burden, manage costs, and reduce the complexity of census operations. The aim should be to include only those additional topics for which the census represents the best or only source of data in the national context, or for which census data is needed to support the implementation of specialized household surveys.

B. Section placement and target population

In a census questionnaire, questions on economic characteristics usually follow those on education and are restricted to persons above a certain age group, such as everyone aged 15 years and above. Everyone above the selected age should be asked the questions on economic characteristics. This includes foreign-born persons, persons with disabilities, etc.

1. Which lower age limit to select?

The lower age limit should be based on the national context and informed by national legislation on the minimum age for employment or age of completion of compulsory schooling. Generally, the age limit should be the same (or lower) as that used in the national labour force survey (LFS). This will support coherent reporting of statistics on the “working age population” from both sources.

In countries where child labour is an issue, a lower age limit may be needed to capture the economic activities of children, as in the example below from Namibia. Using a lower age limit in the Census compared to the LFS can also serve to evaluate the appropriateness of the selected minimum age for reporting official statistics on the “working age population” in the country, and inform plans to conduct specialized child labour surveys.²

For international comparisons, the lower age limit should be no higher than 15 years of age.

D EDUCATION - For all persons 5 years and above			E LABOUR FORCE - For all persons 8 years and above		
Can (NAME) read and write a message in any language with understanding?	Has (NAME) ever attended school?	What is (NAME)'s highest grade/standard or level of education completed?	During the last 7 days prior to Census Night, did (NAME) work for at least one hour for pay, profit, or family gain?	Ask only if coded 01 or 02 in E1, else go to F	
	1 Never attended 2 Attending Pre-Primary 3 Attending adult education programme 4 Attending school 5 Left school 9 Don't know		01 Yes, worked 02 Has a job (on leave/ break) 03 Unemployed (actively looking for work) 04 Unemployed (not actively looking for work) 05 No jobs available 06 Student (full time) 07 Homemaker 08 Income recipient 09 Retired pensioner 10 Old age pensioner 11 Unable to work (ill) 12 Unable to work (severe disability) 13 Other, specify 99 Don't know	Occupation	Industry
				What type/kind of work did (NAME) do in his/her main job during the last seven days (or usually does, even if he/she was absent in the last 7 days)?	What are the main goods produced and/or services offered at the place where (NAME) had his/her main job?
				Describe the type of work in the space provided.	Briefly describe the main goods produced and/or services offered in the space provided.
D1	D2	D3	E1	E2	E3
	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 9		<input type="checkbox"/> 01 <input type="checkbox"/> 02 <input type="checkbox"/> 03 <input type="checkbox"/> 04 <input type="checkbox"/> 05 <input type="checkbox"/> 06 <input type="checkbox"/> 07 <input type="checkbox"/> 08 <input type="checkbox"/> 09 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/> 99		

Source: (Central Bureau of Statistics (Namibia), 2011)

2. What about an upper age limit?

The international guidance recommends not including an upper age limit. This is because in many countries, retirement is not universal or a viable option for all, and even where retirement might be compulsory, many persons in older age groups take up new employment. Lastly, information on the main activity of persons not engaged in the labour market is also needed.

² The international recommendations specify the target population for measuring child labour as all persons in the age group from 5 to 17 years, where age is measured as the number of completed years at the child's last birthday (ILO, 2018c).

C. Reference periods

Census questions on economic characteristics should aim to capture the situation around the time of the population census. This will enable to produce statistics that provide a snapshot picture of the structure of the population and the economy at a particular point in time. To promote coherence, it is useful to use a reference period similar to that used in the national labour force survey.

Census questions should ask people about their activity over a **short reference period** (e.g. last week, the week from [DATE] to [DATE]).

Using a moving reference week (e.g. last week) is recommended when the census data collection period is expected to extend over several weeks. This approach minimizes potential bias due to uneven recall periods among different segments of the population.

As will be highlighted in the next sections, the section on economic characteristics will make use of a few additional reference periods to capture specific concepts (job search, availability). Nevertheless, in all cases, the main aim is to capture the labour market situation of the person around the time of the population census.

Overall, it is **not recommended** to use long reference periods, for example 12 or 6 months, as that is:

- subject to important reporting errors
- increases burden on the respondents
- does not allow to capture the economic characteristics of the population with respect to a particular point in time (for example identify persons employed on a casual basis, the unemployed, potential labour force)
- does not support coherence with other labour force statistics

QUIZ 2. TEST YOUR KNOWLEDGE

Q1. Which of the following topics are recommended for inclusion in population censuses?

- Labour force status
- Informal sector employment
- Income from employment
- Occupation
- Usual activity in the previous 12 months

Q2. Which of the following age limits meet the international recommendations for measuring the economic characteristics of the population in Censuses?

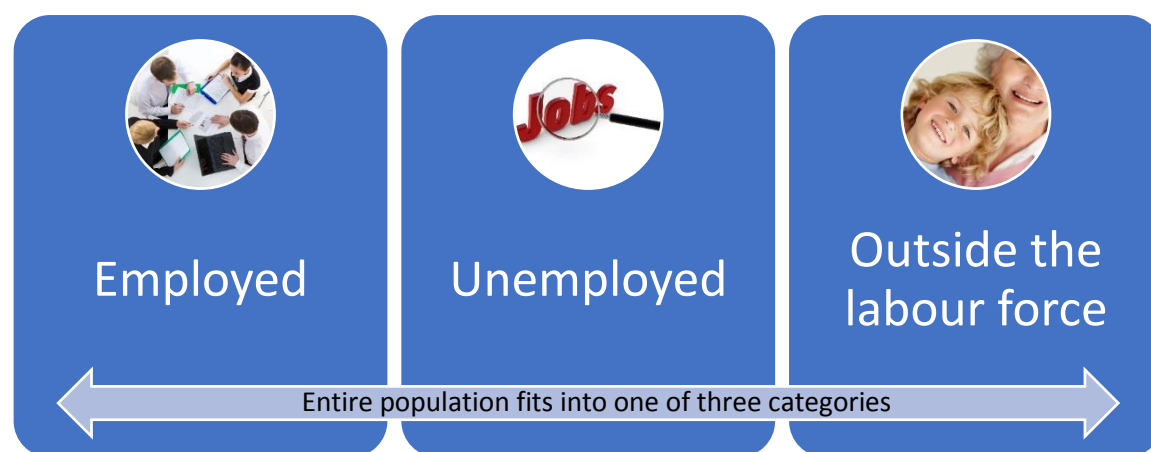
- 5+ years
- 18+ years
- 15-64 years
- 15+ years
- 10-74 years

VI. Labour force status in the census (core)

Labour force status is a core topic in a population and housing census. The labour force status classification is central as it provides information on how people relate to the labour market at a given point in time –whether they have employment work, are looking for employment, or are doing something else.

To capture the labour force status, every person above the minimum age established should be asked questions about what they did in a short reference period so they can be classified according whether they are **employed**, **unemployed** or **outside the labour force**. The three categories are mutually exclusive, meaning a person is allocated to one category only using what is known as the “Priority rule”.

In simple terms the “priority rule” gives precedence to any employment over all other activities, and to unemployment over being outside the labour force. This allows us to identify who is employed, even in part-time or casual jobs, who is putting pressure on the labour market by seeking employment, and finally who is not engaged in the labour market.



Source: Source: [left to right] @pressmaster/Depositphotos.com, @Pixelfeger/Depositphotos.com, @Yuri_Arcurs/Depositphotos.com.

Taken together the employed and the unemployed make up the **labour force**.

The **labour force** is defined as the current supply of labour for the production of goods and services in exchange for pay or profit.

The labour force provides a measure of the share of the population that is making or seeking to make an income by engaging in the labour market. It does not capture all persons contributing to production in an economy, as it does not take into account productive activities done without remuneration, including own-use production work, volunteer work, or unpaid trainee work.

This section introduces the basic definitions for each category of the labour force status classification (employed, unemployed, outside the labour force). It then shows how to apply the priority rule in a census questionnaire to classify people above the minimum age according to their labour force status.

A. Employed persons

The Employed is the first category of the labour force status classification.

The **employed** are all persons above the minimum age who, in the reference week, were engaged in any activity to produce goods or services in exchange for pay or profit.

It includes those who, in the reference week:

- worked at least 1 hour in their paid job or business activity
- had a paid job or business but did not work due to flexible work arrangements (e.g. shift work)
- had a paid job or business activity but were on temporary absence

This definition aims to capture all those persons working with the intention to generate an income, whether big or small. Any type of paid job or market-oriented business activity counts. This can be informal, casual, part-time, short-hour jobs or businesses, whether payment is in cash or in kind. Thus, all operators of market-oriented business activities (i.e. production intended mainly for sale), are considered as employed, whether they made a profit or loss. It also includes all helpers in family businesses, even when they may not receive direct pay (i.e. contributing family workers).

Following the priority-rule, it does not matter if the person was also doing something else in the reference week, or what their main activity was. This is because the labour force status classification gives priority to employment over any other activity. So, students, housewives, volunteers, anyone who also has a paid job or a business activity, even if small, are classified as employed.



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1. What about those working unpaid?

According to the latest international standards, the following forms of work are no longer counted as employment:

- Producing food and other goods intended mainly for own final use by the household
- Fetching water, collecting firewood for final use by the household
- Doing construction or renovation work of the household's own dwelling
- Unpaid work by trainees, interns, and apprentices
- Organization-based volunteer work
- Direct volunteering producing goods for other households

People who are engaged only in these forms of work, should be asked questions about job search and availability. Depending on their answers they will be classified as unemployed or outside the labour force. This will serve to identify those groups that do not have access to job or business opportunities that generate an income.

As will be discussed later, additional questions will be needed to separately identify all persons producing foodstuff from agriculture and fishing mainly intended for own final use in countries where this is an important livelihood strategy for some groups of the population.

B. Unemployed persons

Unemployed persons are the second category of the labour force status classification.

The **unemployed** are all persons above the minimum age who were:

1. not employed in the reference week
2. actively seeking a paid job or to start a business activity in the previous 4 weeks or month
3. available to start working in the reference week or two weeks after

The unemployed category aims to identify all those persons without employment that are ready to start working and are putting pressure on the labour market by seeking employment opportunities.

Seeking any type of paid job or business activity counts, including informal, casual, part-time jobs.



Examples of active job search include: applying for jobs through an employment agency; placing or replying to job advertisements; seeking help from friends, family, others; applying for permits, loans to start a business; looking for land, premises, equipment; going to places where people congregate to find daily work; taking exams, interviews for a vacancy; placing resumes on professional or social networking sites.

C. Persons outside the labour force

Persons outside the labour force are the last category in the labour force status classification.

Persons outside the labour force are those who are neither employed nor unemployed.

Persons outside the labour force can be further broken-down by their:

Main activity or situation	OR	Degree of labour market attachment
<ul style="list-style-type: none">• Studying, training• Taking care of the household or family• Retired on a pension or other form of income• Other reasons		<ul style="list-style-type: none">• Unavailable job seekers• Available potential job seekers• Willing non-job seekers• Others

1. Identifying the potential labour force

In the past, people outside the labour force were treated as a residual category. However, in many countries, this group includes many people who want employment but are not in a position to seek work or to start working. A new sub-group called the '**potential labour force**' serves to identify them.

The **Potential labour force** includes people outside the labour force who were:

- seeking employment but not available to start working (i.e. *Unavailable job seekers*)
- available to work but not seeking employment (i.e. *Available potential jobseekers*)

The potential labour force can be readily identified using the same questions needed to capture the unemployed. In fact, they share some but not all of the characteristics of the unemployed, and thus can be identified when "persons outside the labour force" are further broken down by their degree of labour market attachment, as shown above.

Separately identifying the potential labour force is important for developed and less developed countries. It is a valuable measure of labour underutilization in settings where seeking a job has less relevance (e.g. due to limited opportunities), during economic downturns, and for population groups that face additional demands on their time, in particular women with household or family responsibilities.

D. Census questions on labour force status

Census questions can be designed to classify the population by labour force status in an efficient way using a few questions.

Differences between Census and LFS questions on labour force status

Labour markets are very diverse within and across countries, with people doing all kinds of jobs and running all kind of business activities, big and small. Capturing this diversity of employment situations generally requires using a set of detailed questions and recoveries. This approach is recommended for labour force surveys where the main aim is to produce statistics to monitor short and long-term changes in the labour market and characteristics of jobs.

In Censuses, including a detailed set of questions on a single topic is often not feasible. A simplified approach will be necessary albeit based on the same set of concepts, definitions, classification rules and reference periods. This will help to achieve the greatest degree of coherence across sources possible (although results may not be directly comparable).

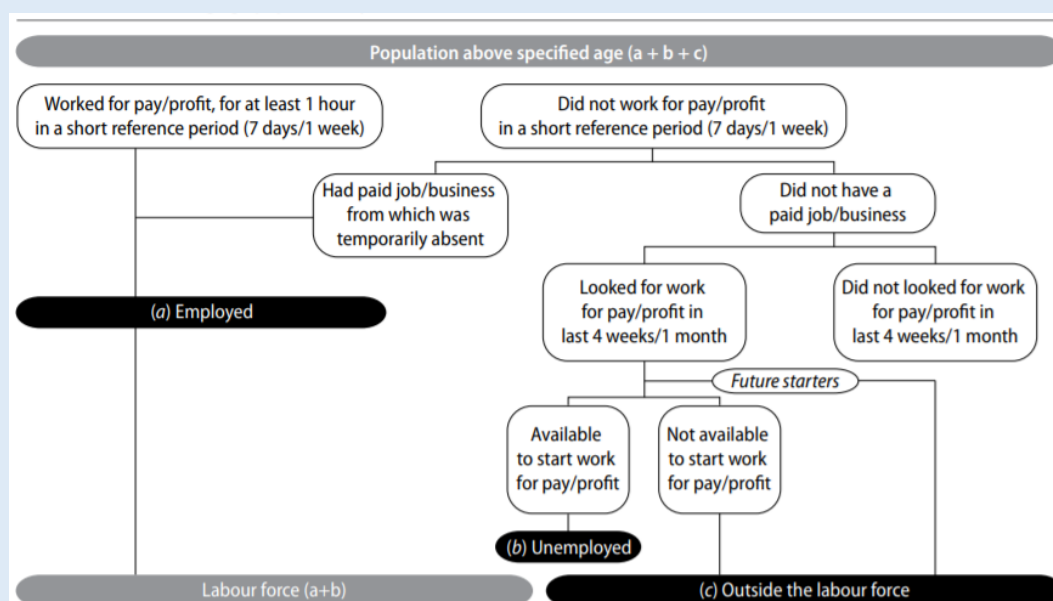
Two alternative approaches may be used in the Census:

- “Work for pay or profit” start
- “Main activity” start

In both approaches, it is essential that the questions allow persons to be classified following the “priority rule”.

Applying the priority rule

- “Employment” work (a) has precedence over any other activity. If someone had a paid job or business in the reference week, they are employed. This is regardless of what they do most of time (eg. Student, volunteer, housekeeping, etc) or whether they are also looking for a job.
- “Unemployment” (b) takes precedence over being “outside the labour force”. If a student or full-time homemaker is currently not also employed but is actively seeking work and available to start work, they should be counted as unemployed.
- Finally, the remaining group are those “outside the labour force” (c).



Source: (United Nations, 2017)

1. Work for pay or profit start

This approach is the most commonly used in labour force surveys and is also widespread in censuses. As its name suggests, this approach starts first with the test for employment, then unemployment. People are only counted as outside the labour force if they fail the test of employment and the test of unemployment. For example, let's look at the 2011 Albania census questionnaire.

Employed: Questions 22 and 24 are the test for employment. If respondents answer 1-4 for Q22, or they answer 1 to Q24, they are employed and will be asked questions about the characteristics of their main job, such hours worked (Q23) as shown in the illustration.

For persons less than 15 years (born after 30 September 1996) ► GO TO 35

22 During the week of Saturday 24 to Friday 30 September, did you perform one or more hours of work for payment or profit, or did you contribute to family business at least for one hour?

1 ☐ Yes, in paid employment
 2 ☐ Yes, in own business, as freelancer or in other independent activity
 3 ☐ Yes, working on a farm for sale or self-consumption
 4 ☐ Yes, in a casual paid/profit job
 5 ☐ No, did not work, not even for one hour ► GO TO 24

23 What is the total number of hours you worked during the week of 24 to 30 September?

► GO TO 28

24 Even if you haven't worked during the week of 24 to 30 September, did you then have a job from which you were temporarily absent?

1 ☐ YES ► GO TO 28
 2 ☐ NO

Persons employed who worked for at least 1 hour in the reference week are identified first, using a range of examples to capture all types of jobs, even casual (Q22=1-4).

Persons employed, but absent in the reference week are recovered next (Q24=1).

Persons NOT employed in the reference week, are asked questions about their job search activities (Q25) AND Availability to start working (Q27), depending on their answers they will be identified as **Unemployed** or **Outside the labour force**, and among the latter, as **Potential labour force**.

25 Did you search for work or try to start a business during the month of September?

Including applications to employers, enlisting at employers agency, checking at work sites, newspapers, applying for permits, etc.

1 ☐ YES ► GO TO 27
 2 ☐ NO

26 What was the main reason you did not search for work or try to start a business? Because you were:

1 ☐ Student/pupil
 2 ☐ Homemaker
 3 ☐ Retired/old age
 4 ☐ Unable to work
 5 ☐ Seasonal worker
 6 ☐ Doesn't want to work
 7 ☐ No work available
 8 ☐ Other (living on social assistance, etc.)

27 If a job had been available in the week of 24 to 30 September, could you have started it within two weeks?

1 ☐ YES
 2 ☐ NO] ► GO TO 35

Unemployed are those who answer YES to both questions (Q25=1 AND Q27=1).

Outside the labour force are the rest.

Potential labour force are those who answer YES to one of the questions but NO to the other. That is, they comprise:

-Unavailable jobseekers (Q25=1 & Q27=2)

-Available potential jobseekers (Q25=2 & Q27=1)

In addition, to have more details about persons outside the labour force, a question on main reason for not seeking work, or "main activity" is typically needed (26). This question is asked only to those not seeking employment.

2. Main activity approach

Another common approach starts with a question on “main activity” asked to all persons above the specified minimum age, as shown in the example below. This approach is common in population censuses, but not so in labour force surveys.

When this approach is used, it is important that additional questions about employment, job search and availability are asked to ALL those who do not self-identify as employed. If this is not done, the resulting statistics will not adequately capture the labour force status of the population. In particular, students and homemakers who also have jobs, may not report these; persons with casual jobs, may also not report them.

<p>27. Your main activity during the last 7 days</p> <p>2 Working or doing business</p> <p>3- On paid leave (e.g. on holiday, on sick leave, training, etc.) - On unpaid leave, but will resume work on an agreed date or within 30 days</p> <p>4 Not having a job 5 Taking care of the house/child(ren)</p> <p>6 Retired 7 With disability/ chronic illness</p> <p>8 Attending school (including student on summer holiday who is not working)</p> <p>9 Other, (Please specify on the line provided)</p> <p>During the past 7 days, have you worked for a paid job for one hour or more, including part-time or casual work? Have you worked for other family member(s) without a regular pay?</p> <p>3 No 1 Yes → Please go to question 28</p>	<p>(2)</p> <p>(3)</p> <p>(4) (5)</p> <p>(6) (7)</p> <p>(8)</p> <p>(9)</p> <p>1 → Please go to question 28</p> <p>3 months</p>	<p>When a question on main activity is used first (Q27). This can help identify a large group of the employed. But it is NOT sufficient to establish the labour force status of the population.</p>
<p>In the past 30 days, have you tried seeking for work?</p> <p>1 Yes, I have spent ____ month(s) seeking for work</p> <p>0 No → Why?</p> <p>2 Have found a job and will start working on a specified date</p> <p>3 Will resume current job within 30 days 4 Will start own business shortly</p> <p>5 Unavailability of a suitable job/Not meeting employer's requirements</p> <p>6 Personal or family reason (taking care of the house/attending school/retired, etc.)</p> <p>9 Other, (Please specify on the line provided)</p> <p>During the past 7 days, if you were hired, were you available to work immediately?</p> <p>1 Yes</p> <p>0 No, because of: →</p> <p>3 Illness/maternity 5 Attending school/training</p> <p>7 Taking care of the house/child(ren) 9 Other reasons</p>	<p>Yes</p> <p>1 ____ months</p> <p>0 No</p> <p>Reason:</p> <p>(2)</p> <p>(3) (4)</p> <p>(5) (6)</p> <p>(9)</p> <p>Available to work</p> <p>1</p> <p>0 →</p> <p>(3) (5)</p> <p>(7) (9)</p>	<p>Questions on job search and availability are needed next to identify the unemployed, persons outside the labour force, and among the latter, the potential labour force.</p>

Source: (Statistics and Census Service (Macao), 2006)

In summary, to capture the labour force status of the population, the census needs to include at minimum:

- one or two questions to identify the employed;
- one question on job search; and
- one question on availability to identify the unemployed, persons outside the labour force and the potential labour force
- In addition, a question on “main reason for not seeking employment” or on “main activity” is important to provide more details about persons outside the labour force.

QUIZ 3. TEST YOUR KNOWLEDGE

Q1. Which of the following cases would be classified as employed in the census?:

- a. Person offered a paid job to start the week after the census
- b. Student who worked for pay as an event promoter last Sunday
- c. Mother who in the reference week was employed part-time at an office
- d. Farmer growing corn mainly for his household
- e. Retired person who usually works in tourism during the holiday season

Q2. Which of the following cases would be classified as unemployed in the census?:

- a. Student looking for part-time work in retail, available to work Sundays
- b. Person working part-time looking for full-time work
- c. Factory worker who was laid-off the month before the census
- d. Person who submitted a job application three weeks before the census to start working as soon as possible
- e. Person wanting and available to work, who gave up looking for work because there is nothing in the area

Q3. Indicate if the following statements are True or False.

- a. A single question can be used to capture the labour force status of people
- b. Two questions (on job search and availability) asked to all not employed are sufficient in a census to identify the unemployed, persons outside the labour force and the potential labour force
- c. Persons who indicate their main activity is: studying, caring for the family, or retired are by default outside the labour force
- d. The priority rule serves to make sure people are classified in only one labour force status, giving priority first to employment for 1 or more hours, then unemployment and finally persons outside the labour force

VII. Employment characteristics in the census

For persons identified as Employed, the international standards recommend to capture a few essential characteristics of their **main job**. These are:

- Status in Employment
- Occupation
- Industry

Most people will only have one job or business activity in the reference week. However, for people with more than one job, the census will need to collect information on the main job only.

The **main job** is that in which the person usually works the most hours per week. If the person works the same hours in several jobs, then the main job is the one that generates the most income.

Only the paid jobs or businesses that the person had in the reference week should be taken into account. Previous jobs or jobs done only at particular times in the year, but not during the census period should not be taken into consideration, unless the person is on temporary absence from that job.

A. Status in employment (core topic)

Status in employment is one of the more common and important economic characteristics covered in population censuses.

Status in employment describes the type of work relationship someone has in their (main) job, taking into account the kind of the economic risk and authority experienced in that job.

At its most basic level, information on status in employment allows to distinguish between persons working for others (dependent workers) and those working for themselves (independent workers). It also distinguishes those working for pay and those working for profit. These two dimensions are essential to understand the basic structure and functioning of the labour market.

The classification for status in employment –known as the International Classification for Status in Employment (ICSE), changed in 2018 (ILO, 2018b). ICSE-18 is a hierarchical classification that comprises ten detailed categories meant to support more detailed monitoring of changes in the nature of the employment relationship, including the emergence of new, or non-standard forms of employment and growing labour market flexibility. The detailed categories can be aggregated into five broad groups, based on type of authority (ICSE-18-A) or type of economic risk (ICSE-18-R):

ICSE 93 (previous standards)	ICSE 18-A (latest standards)
<ul style="list-style-type: none"> • Employers • Own-account workers 	<i>Independent workers</i> <ul style="list-style-type: none"> • Employers • Independent workers without employees
....	
<ul style="list-style-type: none"> • Employees • Contributing family workers • Members of producers' cooperatives 	<i>Dependent workers</i> <ul style="list-style-type: none"> • Dependent contractors • Employees • Contributing family workers

Let's look at the main groups more closely,



© ILO /Cassidy K.

Employers – are independent workers who hire one or more paid employees on a regular basis. They may work alone or with partners.

Employers can hire employees on a formal or informal basis, for long or short durations, including casual employees. The distinguishing factor is that they hire one or more employees on a frequent basis.



Source: @alistairj cotton/Depositphotos.com.

Independent workers without employees – previously known as own-account workers, do not hire any employees on a regular basis. They may work alone or with partners including contributing family workers.

This group no longer includes persons in agriculture, fishing mainly for own consumption by their households. Instead, this is own use production and is measured as a separate form of work (as shown later).



© ILO /Deloche P.

Dependent contractors –share similarities with own-account workers but also with employees. Like own-account workers, they have a commercial relationship providing goods or services to or through another economic unit. But similar to employees, they are dependent on that unit for the organization or execution of the work, access to clients or markets, price-setting, etc.



Source: @jeffcagle/Depositphotos.com.

Employees – include people who work for someone else in exchange for pay. This is typically a wage or salary but may be a commission from sales or in kind payment such as with products, housing, daily meals.

Employees can be on contracts that are permanent, fixed-term, short-term, casual, or as apprentices. They can be formal or informal.



Source: @vlad_k/Depositphotos.com.

Contributing family workers – help without direct pay in a market-oriented business operated by the family or a household member. They do not make the most important decisions about the business nor have responsibility for it. For these reasons they are considered to be dependent workers.

Major changes in ICSE-18

The new ICSE-18 continues to include broad categories for employers, own-account workers (now called “independent workers without employees”), employees and contributing family workers. A few major changes, nevertheless, are important to note:

- The new category of “dependent contractors” was introduced to identify persons employed in jobs that share a mix of characteristics of independent (i.e. economic risk) and dependent workers (i.e. dependency).
- The category “members of producers’ cooperatives” is no longer part of the status in employment classification. Separate guidelines now exist to identify persons working in cooperatives who may have different work relationships.
- More detailed categories of employers, own-account workers and employees were introduced to support more detailed monitoring.
- New data collection guidelines recognize that several questions are needed to identify the new group of dependent contractors, as well as other detailed groups. Their identification should, therefore, be restricted to labour force surveys and similar household surveys.

1. Census questions on status in employment

Despite these changes, collecting basic information about status in employment in the population census remains vital. In particular,

The census should collect information about status in employment as *self-declared* by respondents.

Self-declared status in employment is typically captured with one question that lists the main categories of status in employment, using terms commonly understood by respondents. In many cases, this may require including additional terms or response options so that, for example, “day labourers” are able to self-identify, even when they may not recognize themselves as employees (see illustration, Colombia 2005).

When adding national categories, it is essential to ensure that these can be directly linked to one of the ICSE-18 categories. Response option 4 in the example below can be directly linked to the “employee” category.

49. ¿En ESE TRABAJO, ... Era:		49. In THAT JOB, ...Were you:
1	<input type="radio"/> Obrero(a), empleado(a)?	(1) Labourer, Employee?
2	<input type="radio"/> Patrón(a), empleador (a)?	(2) Owner-boss, employer?
3	<input type="radio"/> Trabajador(a) por cuenta propia?	(3) Own-account worker?
4	<input type="radio"/> Empleado(a) doméstico(a)?	(4) Employee in a private household?
5	<input type="radio"/> Trabajador(a) familiar sin remuneración?	(5) Unpaid family worker?

Source: (National Administrative Department of Statistics (Colombia), 2005)

Similarly, listing a separate category for **paid apprentices, interns or trainees** can be useful to improve self-reporting and to provide separate statistics on this sub-group of employees that may not be adequately captured through household surveys, given their overall small size in many countries.

To promote coherence with the national labour force survey, efforts should be made to use the same question based on self-declaration and response options in the two sources.

The census should ask each employed person about the type of work they do in their main job in order to capture their occupation.

Primary school teacher, Website Developer, Lawyer, Social Worker, Statistician, Shop Sales Assistant, Flight Attendant, Sawmill Operator, are all examples of occupations.



1. Census questions to capture occupation

It is general good practice to **collect occupation information as free text**, with the respondent describing their occupation in their own words. This information is latter matched to the national occupational classification in use or, if none available, to the latest International Standard Classification of Occupations (ISCO-08).

Two open-ended questions are generally needed to record the “occupation title” and the “main tasks and duties”. Where this is not possible, a single open-ended question may be used. Nevertheless, interviewers should be trained to record detailed descriptions that capture the occupation title (as relevant), as well as the main tasks and duties performed in the job.

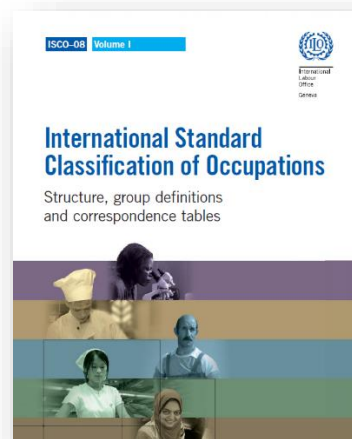
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2. Coding census data on occupation

The International Standard Classification of Occupations (ISCO-08) comprises 10 major groups (ILO, 2012):

1. Managers
2. Professionals
3. Technicians and Associate Professionals
4. Clerical Support Workers
5. Services and Sales Workers
6. Skilled Agricultural, Forestry and Fishery Workers
7. Craft and Related Trades Workers
8. Plant and Machine Operators, and Assemblers
9. Elementary Occupations
0. Armed Forces Occupations



The classification has four levels in total and occupations are usually coded to the three- or four-digit code level. Detailed coding at the lowest level of the classification supports better quality data that is also more useful for policy. To code accurately, the census needs to have collected sufficient detail about the job title and main tasks and duties.

35 In that job, what was your occupation, for example PRIMARY SCHOOL TEACHER, CLOTHING MACHINIST, MOTEL MANAGER, RECEPTIONIST?

Market stall seller

36 In that job, what tasks or duties do you spend the most time on, for example RUNNING MOTEL, SERVICING AND REPAIRING CARS, ANSWERING PHONES?

Selling fresh produce

1 digit → 2 digit → 3 digit → 4 digit level

5. Services and Sales Workers
- 51 Personal Services Workers
 - 52 Sales Workers
 - 521 Street and Market Salespersons
 - 5211 Stall and Market Salespersons
 - 5212 Street Food Salespersons
 - 522 Shop Salespersons
 - 523 Cashiers and Ticket Clerks
 - 524 Other Sales Workers
 - 53 Personal Care Workers
 - 54 Protective Services Workers

Source: Authors' illustration

Coding needs special attention

Particular attention must be given to coding during design and preparation, so the results are reliable. It is recommended that countries:

- Develop **national versions** of occupation and industry classifications, aligned with international standards, but reflecting the national context by adding or reducing the number of detailed occupations and industries as needed.
- Train enumerators to **record the full text responses** rather than assign codes at the time of data collection. Training should cover the types of information that should be recorded to facilitate coding.
- Hire and train a special team of **data coders** to assign codes during data processing. They need to be aware of the importance of their role and to apply codes in a correct and consistent way.

C. Industry (core topic)

The census should also capture the industry or branch of economic activity where employed persons work. It is a characteristic of the establishment where the person holds his or her (main) job. It describes what the establishment does, not what a person does when working for an establishment.

Industry refers to the main activity, products or services produced by the establishment where the person is employed (main job).



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Manufacture of dairy products, Waste collection, Sale of motor vehicles, Book publishing, Life insurance, Office administrative and support activities, animal production, are all examples of industries.



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1. Census questions to capture industry

To identify the industry, the census questionnaire should ask for the main activity of the establishment where the person is employed and the main products and services produced. Ideally, this information should be collected using two open-ended questions that capture the main activity or a description of the type of establishment that indicates its main activity (i.e. *restaurant, public health hospital*) and the main products or services provided (i.e. *serving meals, medical services*).

When space considerations limit the number of questions that can be included, one open-ended question may be used leaving sufficient space for interviewers to enter a detailed description.

Person Number	P27. What is the main product, service or activity of (NAME'S) place of work?
1	
2	

Source: (National Statistical Office (Malawi), 2008)

For those countries with a large formal sector and a good business register, collecting the name of the business or employer in the census can help to improve coding of industry information.

37 Give the full name of the business or employer that you worked for in that job.

38 What is the main activity of that business or employer, for example SHEEP FARMING, SELLING SHOES, MAKING CLOTHES?

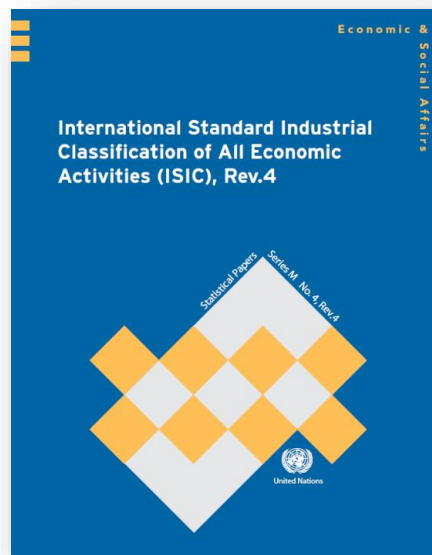
Source: (Statistics New Zealand, 2013)

2. Coding census data on industry

Industry categories and codes are listed in the International Standard Industrial Classification of All Economic Activities (ISIC). The latest is Revision 4, released in 2008 (United Nations, 2008).

There are 21 sections in ISIC rev 4.:

- | | |
|---|---|
| A. Agriculture, forestry and fishing | R. Arts, entertainment and recreation |
| B. Mining and quarrying | S. Other service activities |
| C. Manufacturing | T. Activities of households as employers; undifferentiated goods- and services-producing activities of households for own use |
| D. Electricity, gas, steam and air conditioning supply | U. Activities of extraterritorial organizations and bodies |
| E. Water supply; sewerage, waste management and remediation activities | |
| F. Construction | |
| G. Wholesale and retail trade; repair of motor vehicles and motorcycles | |
| H. Transportation and storage | |
| I. Accommodation and food service activities | |
| J. Information and communication | |
| K. Financial and insurance activities | |
| L. Real estate activities | |
| M. Professional, scientific and technical activities | |
| N. Administrative and support service activities | |
| O. Public administration and defence; compulsory social security | |
| P. Education | |
| Q. Human health and social work activities | |



Answers should be coded at the lowest level possible. Using our previous example of the market stall holder selling fresh produce, she works in the Retail trade industry (specifically retail trade), which falls under category G Wholesale and Retail Trade. Our stall holder is given code 4781 describing exactly where the main activity of her business fits in with the economic activities of the country.

Person Number	P27. What is the main product, service or activity of (NAME'S) place of work?
	Market stall selling fresh vegetables

1 digit → 2 digit → 3 digit → 4 digit level

G. Wholesale and retail trade; repair of motor vehicles and motorcycles

Division **47** Retail trade, except of motor vehicles and motorcycles

471 Retail sale in non-specialized stores

472 Retail sale of food, beverages and tobacco in specialized stores

...

477 Retail sale of other goods in specialized stores

478 Retail sale via stalls and markets

→ **4781** Retail sale via stalls and markets of food, beverages and tobacco products

4782 Retail sale via stalls and markets of textiles, clothing and footwear

4789 Retail sale via stalls and markets of other goods

479 Retail trade not in stores, stalls or markets

QUIZ 4. TEST YOUR KNOWLEDGE

Q1. Which of the following are examples of independent workers?

- a. Employer
- b. Contributing family worker
- c. Dependent contractor
- d. Own-account worker
- e. All of the above

Q2. Which of the following are examples of occupations?

- a. Livestock farmer
- b. Paid apprentice
- c. Primary School Teacher
- d. Food manufacture
- e. Domestic worker

Q3. Which of the following are examples of industries?

- a. Doctor
- b. Hospital activities
- c. Animal production
- d. Government
- e. Primary education

VIII. Additional characteristics of the employed (Non-core topics)

There are four non-core topics included in the latest *Principles and Recommendations for Population and Housing Censuses*. This guide looks at two of them: **place of work** and **working time**.

A. Place of work (non-core topic)

Place of work can refer to the **type of workplace** and/or the **geographic location**.

1. Type of place of work

Type of place of work refers to the physical characteristics of the place where an employed persons usually performs his/her (main) job.

People may work in many different types of locations. The classification by type of place of work aims to distinguish in particular between those usually working from their own home; those working at a fixed site with or without a permanent structure; and those working without a fixed location.

- **From own home** – Includes employed persons who typically work from their own home, without a separate dedicated work-space. That is rooms within the home, outbuildings such as sheds and garages intended for residential purposes, as well as yards and gardens immediately adjacent to the residence. However, fixed premises adjacent (in front, on the side, in the back) to the home served by a separate entrance and not normally used for residential purposes are considered as a “fixed place of work outside the home”



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- **No fixed place of work** – people who travel to different areas and who do not report in daily to a fixed address as a work base. For example, street vendors who set up their stall in different locations.



Source: @phtominus/Depositphotos.com.

- **With a fixed place of work outside the home** – This includes people working in all kinds of fixed premises, such as offices, workshops, factories, shops, client/employer homes, etc. as well as people who move around but report daily to a base, such as bus and taxi drivers.



Source: @Wavebreakmedia/Depositphotos.com.

2. Geographic location of place of work

Geographic location of the place of work refers to the precise location in which an employed person usually performs his/her (main) job.

Capturing information about the geographic location of the place of work can be particularly useful in the Census to support analysis of commuting patterns, including for small-areas. For this reason, the UNECE region has assigned this topic a core-status for the 2020 round of censuses (United Nations, 2015). When captured in the Census, the location of the place of work should preferably be coded to the precise address and/or geographic coordinates. If this is not possible, to the smallest possible administrative division.

Information on the geographic location of the place of work can be usefully collected as part of the set of questions on the industry or branch of economic activity, as shown in the example below.

D26 INDUSTRI INDUSTRY					
<p>(a) Apakah aktiviti / perkhidmatan / pengeluaran tempat kerja anda? (Terangkan dalam beberapa perkataan) <i>What are the activities / services / products of your place of work? (Describe in a few words)</i></p>	<p>(a)</p> <p>.....</p> <p>.....</p>				
<p>(b) Apakah nama dan alamat syarikat / majikan anda? (Jika berkenaan) <i>What is the name and address of your company / employer? (If relevant)</i></p>	<p>(b)i</p> <p>.....</p>				
<p>(i) Nama syarikat / majikan <i>Name of company / employer</i></p>	<p>(b)ii</p> <p>.....</p>				
<p>(ii) Alamat syarikat / majikan <i>Address of company / employer</i></p>	<p>.....</p> <p>.....</p>				
<p style="text-align: center;">Kegunaan Pejabat / Office Use</p> <table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> </tr> </table>					

Source: (Department of Statistics Malaysia, 2010)

It may also be combined together with information on the type of place of work, as shown below.

P31A	P31B								
Place of work									
<p>State if :</p> <p>1 Fixed place of work outside home</p> <p>2 No fixed place of work</p> <p>3 Worked at home</p> <p>4 Worked outside Mauritius</p>	<p>If P31A=1, write full address including municipal ward/village council area/locality.</p> <p>If P31A=2, write address where the person reported for work or the place where he/she worked the most.</p> <p>If P31A=3, write «HOME».</p> <p>If P31A=4, write the country.</p>								
<div style="display: flex; align-items: center;"> <div style="margin-right: 10px;"> <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 </div> <table border="1" style="width: 100%; height: 40px; border-collapse: collapse;"> <tr> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> </tr> </table> </div>					<table border="1" style="width: 100%; height: 40px; border-collapse: collapse;"> <tr> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> </tr> </table>				

Source: (Central Statistics Office (Mauritius), 2011)

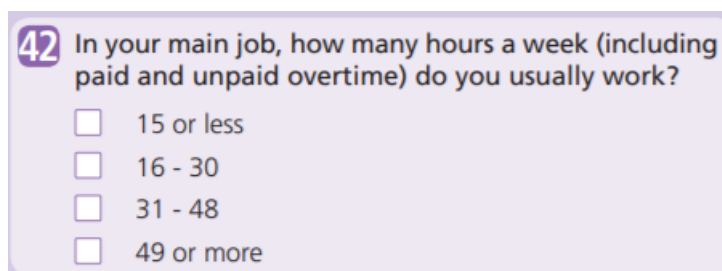
B. Working time (non-core topic)

Including a question on hours worked in the (main) job can provide more meaningful census information by supporting breakdowns of the employed population by bands of hours worked. Two alternative working time concepts may be considered: **hours actually worked** or **hours usually worked**.

- **Hours actually worked** – the total amount of time worked during the reference week
- **Hours usually worked** – the typical amount of time spent working per a given period (e.g. hours per week) over a longer period of time (e.g. quarter, season or year)

Of these two concepts, **hours usually worked** may be preferable for use in the Census, given the intended uses of the data to support basic characterization of the employed population. Hours usually worked will provide a more stable view of the typical time employed persons spend working in their main jobs. It is not affected by temporary absences or other factors that may influence working time around the census period.

Hours usually worked is often captured through one direct question as shown in the example from the 2011 Census of England:



42 In your main job, how many hours a week (including paid and unpaid overtime) do you usually work?

☐ 15 or less

☐ 16 - 30

☐ 31 - 48

☐ 49 or more

Source: (Office for National Statistics (England), 2011)

What counts as working time in a job or business activity?

The international standards recognize the following as components of working time, whether the hours are remunerated or not:

- **direct hours** carrying out the tasks and duties of the job/business activity, regardless of the location where they are performed;
- **related hours** spent maintaining or facilitating the work;
- **down time** due to interruptions of a technical, material or economic nature; and
- **resting time** spent for short periods (tea, coffee, prayer break) according to established norms or national circumstances

QUIZ 5. TEST YOUR KNOWLEDGE

Q1. Which of the following are additional non-core topics on economic characteristics recommended for population censuses?

- a. Informal sector employment
- b. Size of establishment
- c. Location of place of work
- d. Type of contract
- e. Institutional sector of employment

Q2. Indicate if the following statements are True or False.

- a. A shop owner with a locale set-up in front of her house is considered as working from home
- b. Public bus drivers who pick-up the bus and route every day from a central station are considered as working from a fixed location outside their home
- c. Employees who tele-work 20% of the time are considered as working from home
- d. To monitor commuting patterns the Census needs to include questions to capture the address of the usual place of work
- e. Capturing information on hours worked is necessary to identify the employed

IX. Own-use production of goods (core topic)

Producing goods for own final use, especially foodstuff production, can be a primary activity for many people and an important livelihood strategy for many more.

Persons in own-use production of goods are all those above the minimum age who, during a specified reference period, performed any activity to produce goods mainly for own final use.

Activities are part of own-use production work, when they are “**mainly intended for final use or consumption by the household or family.**”

Own-use production of goods includes activities such as the following, when done mainly for final use or consumption by the household or family:

- Farming and rearing animals
- Fishing, hunting and gathering
- Fetching water
- Collecting firewood
- Building, extending and/or renovating ones' own home
- Manufacturing household goods, such as furniture, clothing, boats, canoes
- Processing for storage preserved food products, beverages, tobacco, medicinal herbs



Source: [top left] @chanwity/Depositphotos.com, [top right] @lucidwaters/Depositphotos.com, [bottom left] @ Zzvet/Depositphotos.com, [bottom right] @besphoto/Depositphotos.com.

Participation in own-use production of goods is a new core topic for the 2020 Round of Population Census. The ILO has issued model questions to illustrate how this topic may be included in the census in countries where it is relevant. **To access the latest guidance go to:** <https://ilostat ilo.org/resources/>

As with all new topics, countries are advised to conduct pre-tests of the new or revised questions before their final inclusion in the Census form.

Decisions to include questions on own-use production of foodstuff in the population census will depend on a number of factors. Countries where a part of the population engages in own-use production of foodstuff will need to consider the following:

- **Relevance:** How relevant this form of work is to the national economy; and to the agriculture/fishing sector in particular.
- **Continuity:** Whether these activities were included before in employment.
- **Integration with other sources:** Whether the agriculture census covers subsistence agriculture, or if your country plans to link the population and agriculture censuses.
- **Availability of other sources:** How frequently other relevant household surveys can be conducted (other data sources).

People may produce foodstuff for own final use as a primary activity (e.g. subsistence farmer or fisher), or as a secondary activity (e.g. having a paid job and keeping a kitchen garden on the side). Where relevant, the census should aim to capture all persons engaged in own-use production of foodstuff, whether as a primary or secondary activity. **At a minimum, the census should identify persons engaged in own-use production of foodstuff as a primary activity.**

Asking about own-use production of other goods in the Census can introduce too many questions and compromise data quality. For this reason, detailed statistics on this topic will need to be collected through household surveys that cover related topics. This includes labour force surveys, household income and expenditure surveys, living standard measurement surveys, agriculture surveys, etc.

What about child-care and housework?

Unpaid provision of services in households, such as caring for others and doing housework is another part of own-use production work. It is however, **not** usually measured through censuses. Because child-care and housework are activities done throughout the day, often in parallel with other activities, information on these activities is best collected through time use surveys.

1. Census questions to capture own-use production of foodstuff

Many countries previously included own-use production of goods, in particular, foodstuff production, as part of employment work. The example from Albania discussed earlier (and shown below) illustrates this. For the next census, some question changes will be needed to separately capture persons engaged in own-use production of foodstuff. Different approaches may be used.

Countries that separately identify persons working in own-account farming or fishing in the census:

Can add a follow-up question on the main intended use of the products:

22 During the week of Saturday 24 to Friday 30 September, did you perform one or more hours of work for payment or profit, or did you contribute to family business at least for one hour?

- 1 ☐ Yes, in paid employment
- 2 ☐ Yes, in own business, as freelancer or in other independent activity
- 3 ☐ Yes, working on a farm for sale or self-consumption
- 4 ☐ Yes, in a casual paid/profit job
- 5 ☐ No, did not work, not even for one hour

▶ GO TO 24

Separate own-use production from employment

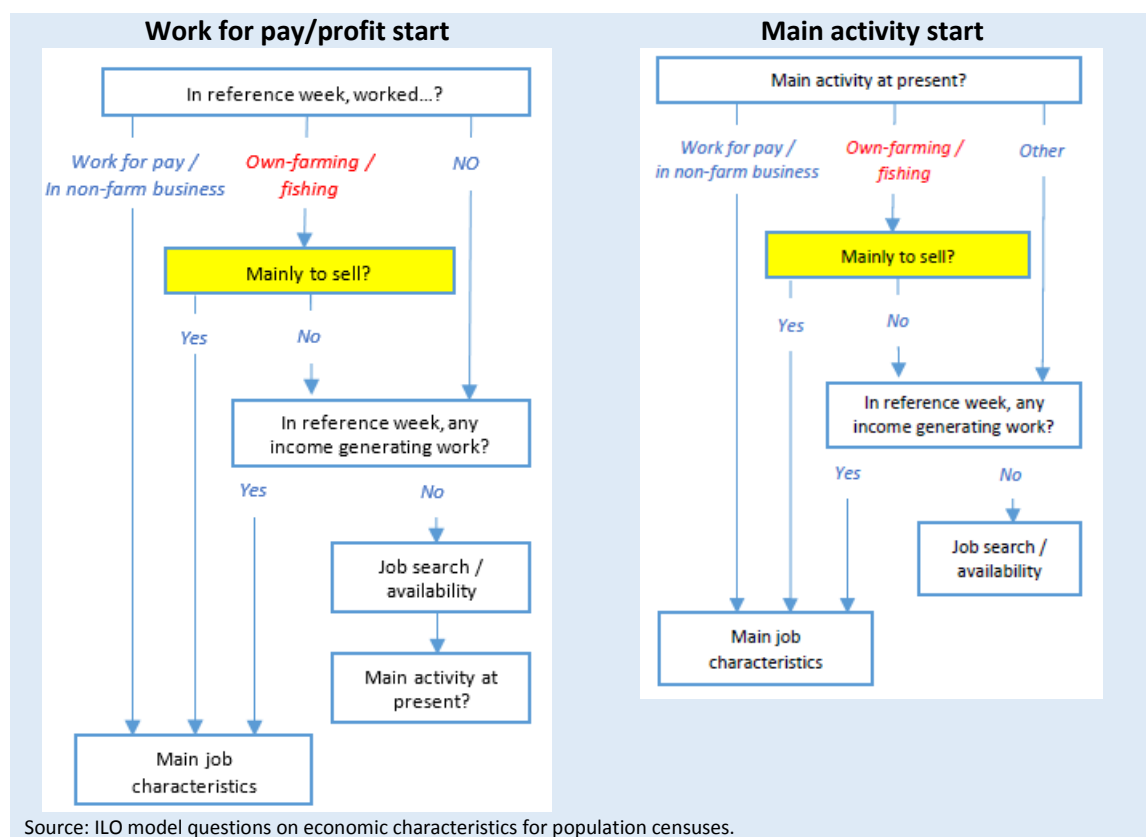
3a ☐ Yes, working on a farm mainly producing to sell

3b ☐ Yes, working on a farm mainly for self-consumption

Source: (Institute of Statistics - INSTAT (Albania), 2011)

In addition, those who report producing mainly for own consumption (own-use producers) should be further asked if they are also engaged in paid work. If not, then they should be asked questions on job search and availability, to fully determine their labour force status.

The below flowcharts illustrate how this can be achieved, regardless of whether the census captures the labour force status of people using a “work for pay/profit start” or a “main activity start”:



This approach will serve to distinguish between employment work and own-use production work to support classification of the population by their labour force status. It will also enable to identify persons engaged in own-use production of foodstuff as a primary activity.

Capturing key characteristics of own-use producers of foodstuff

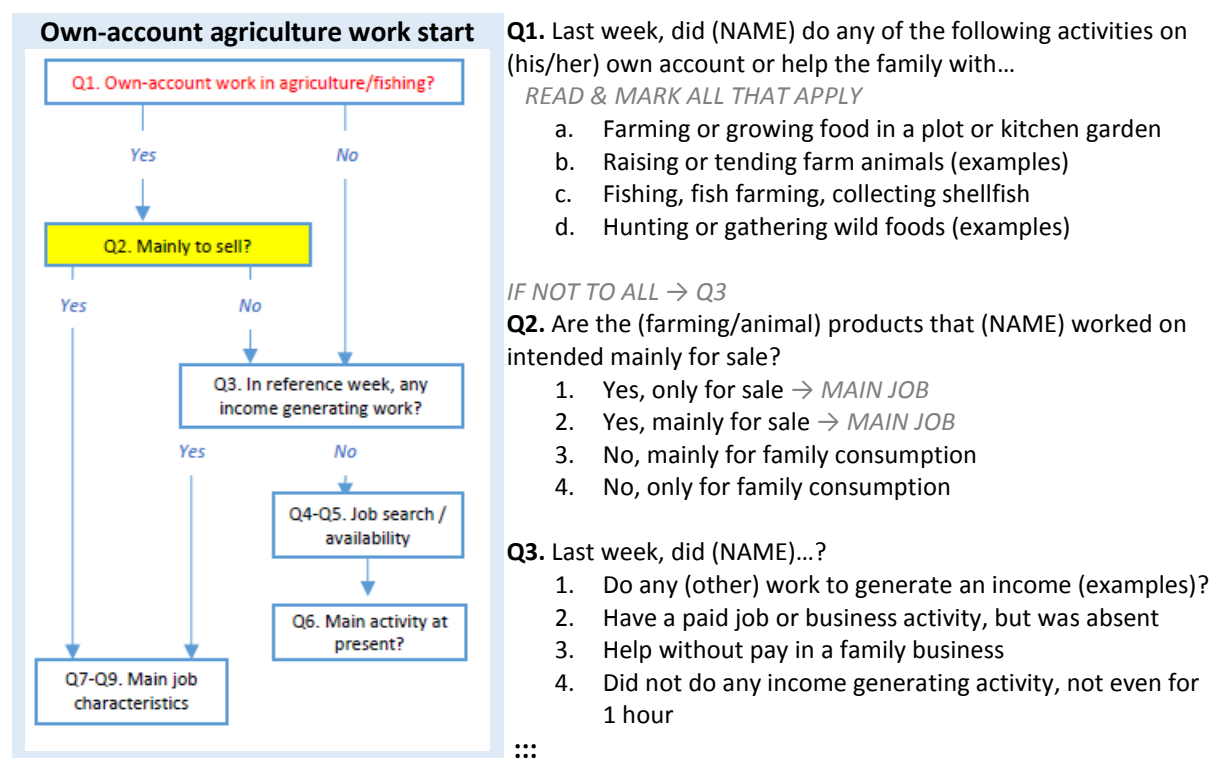
Capturing additional information on the main goods produced for own-final use can enable basic disaggregation of own-use foodstuff producers by detailed occupation and/or branch of economic activity. For example, it can help to distinguish between subsistence crop farmers, livestock farmers, mixed crop and livestock farmers, fishers, etc.

This information can be captured through a follow-up question on the main goods produced asked to persons identified as producing foodstuff mainly for consumption by the household. It can also be achieved, with less detail, by splitting the response options to a question on participation in own-account farming or fishing activities as shown in the illustration below (see sample question Q1).

Countries that do not separately identify persons working in own-account farming or fishing in the census:

Can add a two set-question, asked to all persons above the specified minimum age, at the start of the section on economic characteristics of the population, as shown in the below flow chart. This approach will be most relevant for countries where small family farms are commonplace, particularly low-income countries.

This approach will serve to capture all persons engaged in own-use production of foodstuff, whether as a primary or secondary activity. It will also help to distinguish between employment work and own-use production work as needed to classify the population by their labour force status.



Source: ILO model questions on economic characteristics for population censuses.

Countries where own-use production of foodstuff is not common or is primarily a lifestyle choice:

Countries with low levels of self-employment in agriculture, where subsistence agriculture is not practiced, may wish to capture own-use production of foodstuff (as a recreational or lifestyle choice) by including a small set of questions on the topic at the end of the section on economic characteristics of the population. The questions should be asked to all persons of working age, regardless of their labour force status, and should focus on activities to produce foodstuff mainly for final consumption by the household, as relevant in the national context, as shown in the below illustration. This approach will not serve to establish a boundary between employment and own-use production of goods. It is thus, not recommended for countries where a part of the population is engaged in subsistence agriculture or fishing.

Last week, did (NAME) do any of the following activities to produce food mainly for consumption by the household...

READ & MARK ALL THAT APPLY

- a. Farming or growing food in a plot or kitchen garden
- b. Raising or tending farm animals (examples)
- c. Fishing, fish farming, collecting shellfish
- d. Hunting or gathering wild foods (examples)
- e. Preparing preserved food, drinks, medicinal herbs for storage (examples)

QUIZ 6. TEST YOUR KNOWLEDGE

Q1. Which of the following activities are part of own-use production of goods?

- a. Helping to build the local church
- b. Building a boat or canoe for the family
- c. Making clothes for own children
- d. Growing vegetables to sell at market
- e. Raising chicken as a meat source for the family

Q2. Indicate if the following statements are True or False:

- a. Own-use production of goods is a core census topic for all countries
- b. Own-use production of foodstuff is an issue only in rural areas
- c. Identifying own-use producers of foodstuff in the census is important for countries with high levels of own-account workers in agriculture
- d. People who have paid jobs cannot be asked questions about own-use production
- e. Where relevant, at a minimum the census should capture participation in own-use production of foodstuff as a primary activity

X. Essential tabulations, analysis and dissemination

Essential tabulations of the population by core economic characteristics include:

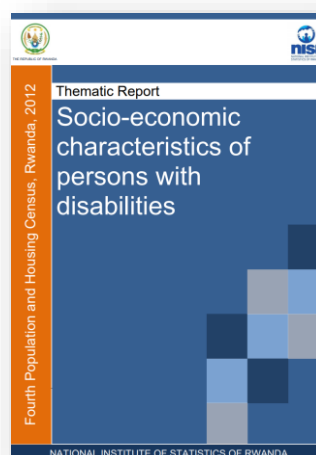
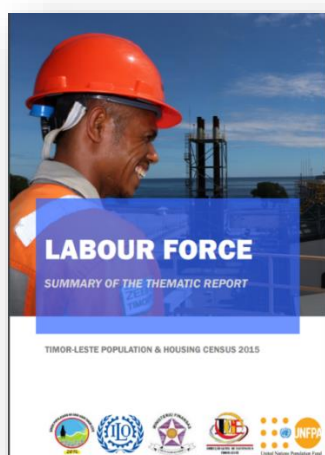
- Population by labour force status, age group, sex, and place of residence
- Employed by status in employment, age group, sex, and place of residence
- Employed by occupation, age group, sex, and place of residence
- Employed by industry, age group, sex, and place of residence
- Unemployed by education level, age group, sex, and place of residence
- Persons outside the labour force by main activity, age group, sex, and place of residence
- Persons outside the labour force by degree of labour market attachment, age group, sex, and place of residence

In addition, for countries including questions to separately identify own-use producers of foodstuff from agriculture and fishing, the following additional tabulations are recommended:

- Population by participation in own-use production of agriculture/fishing goods, age group, sex, and place of residence
- Own-use producers of agriculture/fishing goods by age group, sex and place of residence
- Own-use producers of agriculture/fishing goods by detailed industry group, age group, sex and place of residence
- Own-use producers of agriculture/fishing goods by detailed occupation group, age group, sex and place of residence
- Own-use producers of agriculture/fishing goods, by labour force status, age group, sex and place of residence
- Workers in Agriculture/Fishing by form of work (employment, own-use production), age group, sex and place of residence

Additional cross-tabulations by selected socio-demographic characteristics such as native/foreign born status, disability status, education level, etc. are also important to shed light on differences in labour market participation, employment access and outcomes among different groups of the population.

Thematic reports may also be prepared to communicate the key findings on the economic characteristics of the population with policymakers and general users.



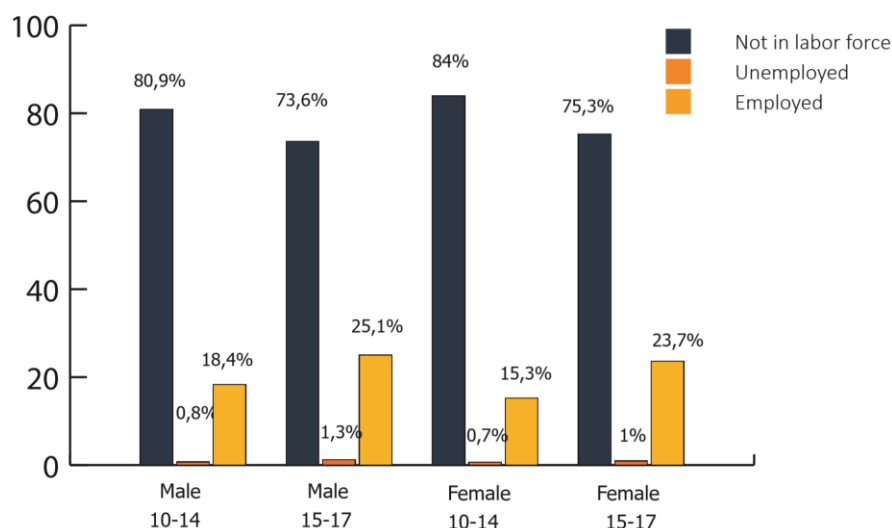
Source: Authors' illustration

As the type of disaggregations needed by data users is difficult to predict, online databases that allow users to generate their own tables is a valuable way to disseminate census results.

The population census often provides a unique opportunity to gather data on hard to reach populations or conduct analysis of specific vulnerable groups in society. Apart from the basic recommended tabulations, data on economic characteristics can be used for more in-depth analysis of issues of national importance. For example, in Sierra-Leone, the information was used to show the percentage of children engaged in employment work and how this is higher among boys than girls.

Graph from Sierra-Leone thematic report on gender, 2015 population census

Figure 5.1: Percentage of working children by broad age group



Source: (Statistics Sierra Leone, 2015)

The 2012 Rwanda census results were used to analyse the relative situation of people with a disability. It found that people with a disability were less likely to be employed (52.3% compared to 71% of the total population).

Table 17: Distribution (%) of persons with/without disabilities aged 16 and above by economic activity status by sex

Economic activity status	Persons with disabilities			Persons without a disability		
	Male	Female	Both sexes	Male	Female	Both sexes
Currently employed	55.8	48.9	52.3	72.4	69.7	71.0
Unemployed	2.1	2.5	2.3	2.0	2.9	2.5
Inactive	38.7	47.8	43.4	22.5	26.7	24.8
Not stated	3.3	0.9	2.1	3.0	0.7	1.8
Total	100.0	100.0	100.0	100.0	100.0	100.0
Count	187,354	198,458	385,812	2,614,443	2,953,833	5,568,276



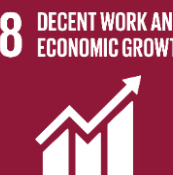

Source: Fourth Rwanda Population and Housing Census. Notes: (1) Base population: resident population with/without a disability aged 16 or above. (2) For details on the area of residence, see Table 49 in the Annex.

Source: (National Institute of Statistics of Rwanda, 2014)

XI. Decent-work related SDG indicators in the Census

No SDG labour market indicator calls for the specific use of population censuses as the source of data. However, the Census could be used as an alternative source for several indicators usually derived from labour force surveys, in the absence of such surveys.

There are several SDG indicators on economic characteristics that can could typically be produced with census data, to the extent that the core topics on economic characteristics are included.

	3.c.1 Health worker density and distribution	Requires occupation coded at three-digits (ideally) mapped to ISCO-08
	5.5.2 Proportion of women in managerial positions	Requires occupation coded at two-digits, mapped to ISCO-08
	8.5.2 Unemployment rate, by sex, age and persons with disabilities	Requires section with questions on disability status
	8.6.1 Proportion of youth (aged 15-24 years) not in education, employment or training	Requires section with questions on school attendance and (ideally) participation in training outside formal education
	8.7.1 Proportion and number of children aged 5-17 years engaged in child labour, by sex and age	A partial measure may be obtained by setting a low minimum age limit to identify the employed, capturing occupation, industry (coded at least at 3-digits) and hours usually or actually worked
	9.2.2 Manufacturing employment as a proportion of total employment	Requires coding of industry at two-digits, mapped to ISIC Rev4

Other important SDG labour market indicators would require coverage of additional topics in the census. Given the complexity of census operations, adding additional topics would not be recommended, unless the census is the only viable source of data on the economic characteristics of the population.

XII. Answers to Quizzes

QUIZ 1

Q1. a,b,c,d

Q2. a,c,e

Q3. a,c,e

Q4. b

QUIZ 2

Q1. Labour force status, Occupation

Q2. 5+ years, 15+ years

QUIZ 3

Q1. b,c

Q2. a,d

Q3. a:F; b:T; c:F; d:T

QUIZ 4

Q1. a,d

Q2. a,c,e

Q3. b,c,e

QUIZ 5

Q1. c,e

Q2. a:F; b:T; c:F ;d:T ;e:F

QUIZ 6

Q1. b,c,e

Q2. a:F ;b:F ;c:T ;d:F ;e:T

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