



International
Labour
Organization

ILO model questions on economic characteristics for Population Censuses (Version 1)

February 2020

Contents

INTRODUCTION	3
TOPIC COVERAGE	4
MODEL QUESTION SEQUENCES	5
MODEL QUESTION CONVENTIONS	7
APPROACH A: WORK FOR PAY OR PROFIT START	8
Approach A: Model question flow chart.....	9
Approach A: Model question sequence.....	10
Approach A: Key derived variables ¹	13
Approach A: Explanatory Notes	14
APPROACH B: MAIN ACTIVITY START	26
Approach B: Model question flow chart.....	27
Approach B: Model question sequence.....	28
Approach B: Key Derived variables ¹	31
Approach B: Explanatory Notes	32
APPROACH C: OWN-ACCOUNT AGRICULTURE START	43
Approach C: Model question flow chart.....	44
Approach C: Model question sequence.....	45
Approach C: Key Derived variables ¹	48
Approach C: Explanatory Notes	49
APPROACH D: Own-use production of foodstuff as secondary activity or lifestyle choice	61
Approach D: Model question flow chart.....	62
Approach D: Model question sequence	62
Approach D: Explanatory notes	63

INTRODUCTION

This practical guide has been prepared by the ILO Department of Statistics¹ to support preparations for the 2020 round of Population and Housing Censuses. It provides examples of model question sequences to capture essential information on the economic characteristics of the population suitable for inclusion in a population census questionnaire.

The model question sequences follow the *UN Principles and Recommendations for Population and Housing Censuses Revision 3*² and are aligned with the most recent standards adopted by the International Conference of Labour Statisticians (ICLS). Special emphasis is placed on illustrating how to capture the labour force status of the population, and separately identify own-use producers in agriculture/fishing (where relevant), following the recommendations on statistics of work, employment and labour underutilization adopted in 2013 by the 19th ICLS (see box 1).³

Box 1. Employment and Work in the international statistical standards

In 2013, the 19th ICLS adopted new standards that introduced updated definitions of work, employment, labour force, and labour underutilization which impact the way statistics on these topics are to be collected and reported by countries. Many countries have begun updating their national data collection systems, in particular labour force surveys, to be in line with these latest standards. Updating census questions on economic activity will be instrumental in promoting a coherent set of labour statistics as countries enter a new decade of statistical planning.

The ILO model census sequences are designed to support reporting census results according to the new standards. However, they will also support classification of the population by labour force status according to the previous standards on current activity (13th ICLS, 1982). The resulting statistics may nevertheless differ from previous census rounds for a number of reasons, including differences in the approach to capture economic activity used previously in the population census (e.g. usual activity, main activity, current activity), national adaptations of the definitions, changes in the question formulation and design, interviewer training, etc.

The model question sequences are provided as illustration only. Countries are advised to adapt the question sequence to the national context and conduct qualitative and operational tests to validate the sequence prior to its final inclusion in the forthcoming national Population and Housing Census. General guidance to support national adaptation and implementation is also provided. In adapting the model question sequences, care should be taken to not change the underlying meaning and intention of the questions and response categories.

A generic syntax is included showing how to construct key derived variables (i.e. employed, unemployed, potential labour force) using the model question sequence. This syntax, however, will not be sufficient to generate census outputs. Countries will need to develop additional code to handle missing or DON'T KNOW answers, introduce quality checks, etc.

¹ Prepared by Elisa M. Benes, ILO Department of Statistics, with contributions from Kieran Walsh, Michael Frosch and Sandra Ximena Mora Caballero, ILO Department of Statistics.

² https://unstats.un.org/unsd/publication/seriesM/Series_M67Rev3en.pdf

³ https://www.ilo.org/wcmsp5/groups/public/---dgreports/---stat/documents/normativeinstrument/wcms_230304.pdf

TOPIC COVERAGE

The UN Recommendations for the 2020 round of Population and Housing Censuses identify the following topics on economic activity for inclusion:

Core	Additional
<ul style="list-style-type: none">• Labour force status• Status in employment• Occupation• Branch of economic activity (i.e. Industry)• Participation in own-use production of goods	<ul style="list-style-type: none">• Place of work• Institutional sector of employment• Working time• <i>Income</i>

The five **core topics** are necessary to support essential breakdowns of the population by their labour market situation and activity status and to generate labour market information for small areas (e.g. unemployment hot spots) and for hard-to-measure or small groups (e.g. foreign-born population, population with disabilities, apprentices, domestic workers, street-food sellers). They are also necessary to support other important statistical activities, in particular, to prepare sample frames for surveys and update national classifications.

The recommended **additional topics** provide enhanced analytical capabilities, for example, supporting breakdowns of employees by institutional sector of employment (public/private/household), analysis of commuting patterns, etc.

This practical guide illustrates how to measure the UN recommended **core topics** and selected **additional topics** in a population census. It also shows how to incorporate a minimal set of questions to measure informal employment as needed to produce SDG indicator 8.3.1⁴ that may be of particular interest to countries where the population census may be the only source of data on this topic.

More detailed information on work and employment patterns of the population should be captured through a labour force survey (LFS) or similar household surveys. Limiting the number of topics on economic characteristics included in the census is important to maintain the overall quality of the census operations and results. 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.

In general, census data on economic activity should not be used to produce headline labour market indicators, such as the unemployment rate, especially when a regular national LFS or similar survey exists in the country. The indicators are likely to differ between the census and the LFS given differences in operations, training of personnel, limitations in the number and type of questions that can be included, etc. Use of common concepts, definitions, classification rules and reference periods between the two sources, however, is recommended to promote coherence across sources.

For more details on the topics recommended for inclusion in the 2020 round of population censuses please consult the ILO Quick Guide on Measuring Economic Characteristics in the Population Census.⁵

⁴ See: <https://www.ilo.org/ilostat-files/Documents/Guidebook-SDG-En.pdf>

⁵ Available at: <https://ilostat.ilo.org/resources/>.

MODEL QUESTION SEQUENCES

Different approaches have been used by countries around the world to capture the economic characteristics of the population in censuses⁶. This guide illustrates how some of the most common approaches may be adapted to be in line with the latest international standards. It is targeted in particular to census planners in middle- and lower-income countries where own-account agriculture and/or fishing activities are prevalent in certain geographic areas or among certain population groups.

Census planners will need to choose the most relevant approach, taking into account the national context and existing practice. Selecting an approach similar to that used in the national LFS will serve to promote coherence between the two sources.

The model sequences cover the same core and additional topics, but differ in the starting approach and/or in the way own-use producers are captured (see diagram 1).

- **Approach A:** Work for pay/profit start
- **Approach B:** Main activity start
- **Approach C:** Own-account agriculture work start
- **Approach D:** Own-use production of foodstuff as secondary activity or lifestyle choice

Approaches A, B and C are particularly relevant for countries where part of the population may engage in own-account farming or fishing activities for household consumption, or partly for sale and household consumption. In these cases, the census questions will need to be designed to distinguish between persons engaged in market-oriented farming or fishing (employed) and those producing mainly for household consumption (own-use producers).

- **Approach A and B:** Separate between employment and own-use production, and capture persons engaged in agriculture/fishing for own consumption as a primary activity only.
- **Approach C:** Captures all persons engaged in agriculture/fishing for own consumption (as primary or secondary activity), and separates between employment and own-use production. Countries where own-account agriculture is widespread may find it particularly relevant.

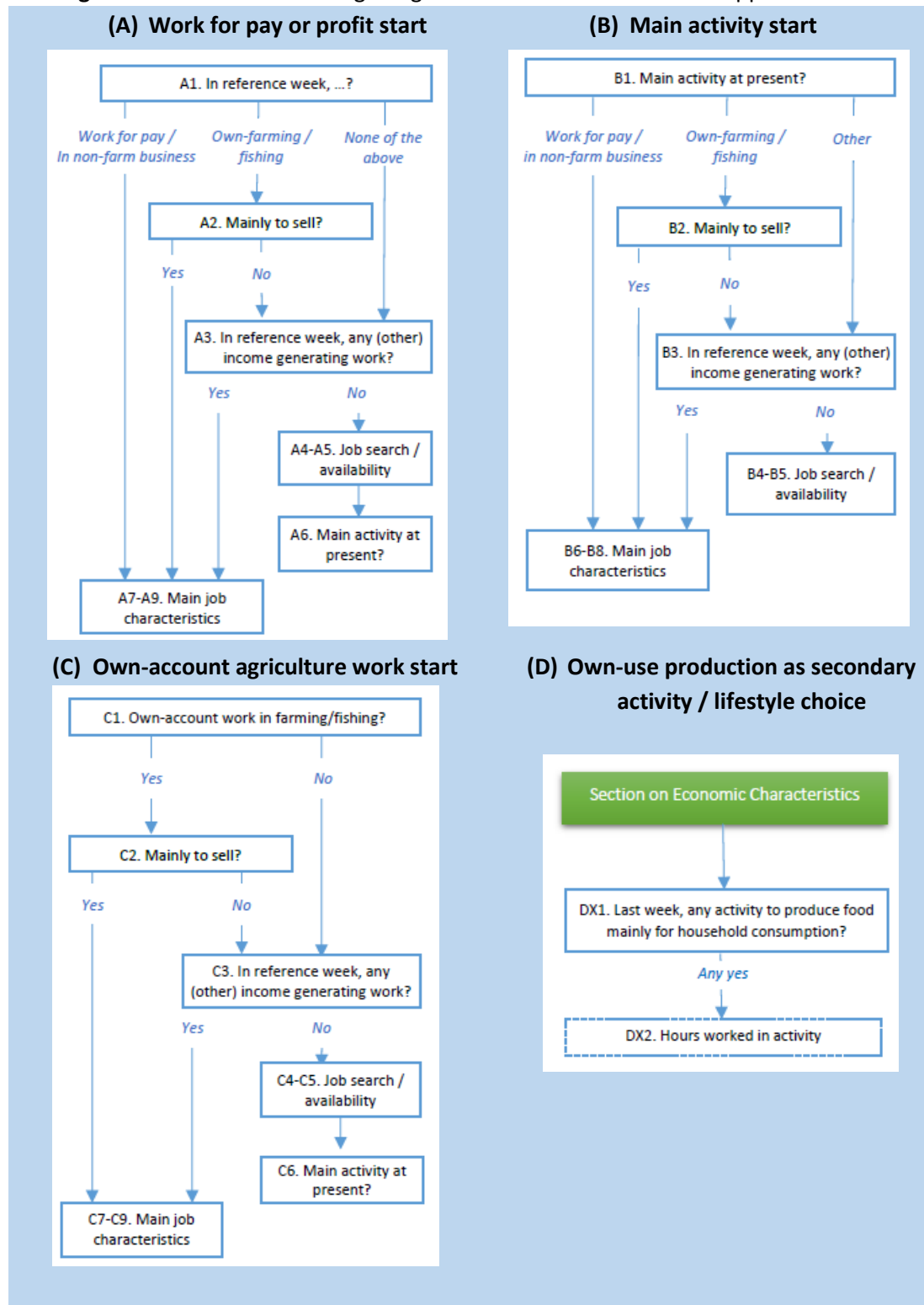
Approach D is relevant for countries where subsistence farming/fishing is not practiced, and the agriculture sector is predominantly market-oriented. In these cases, countries do not need to incorporate new questions to distinguish between employment and own-use production. Instead they may choose to capture participation in own-use production of foodstuff (as a lifestyle choice) by adding a short set of questions at the end of their existing section on economic activity.

Enhanced data collection through CAPI

The model sequences use simple filters suitable for censuses implemented using paper and pencil interviewing (PAPI). For countries using computed assisted personal interviewing (CAPI), additional guidance is provided to fully capture participation in own-use production of foodstuff from agriculture/fishing, whether as a primary or secondary activity. This may be accomplished by combining approaches A or B with approach D.

⁶ See https://www.ilo.org/wcmsp5/groups/public/---dgreports/---stat/documents/meetingdocument/wcms_222950.pdf

Diagram 1. Flow charts showing the general structure of the model approaches.



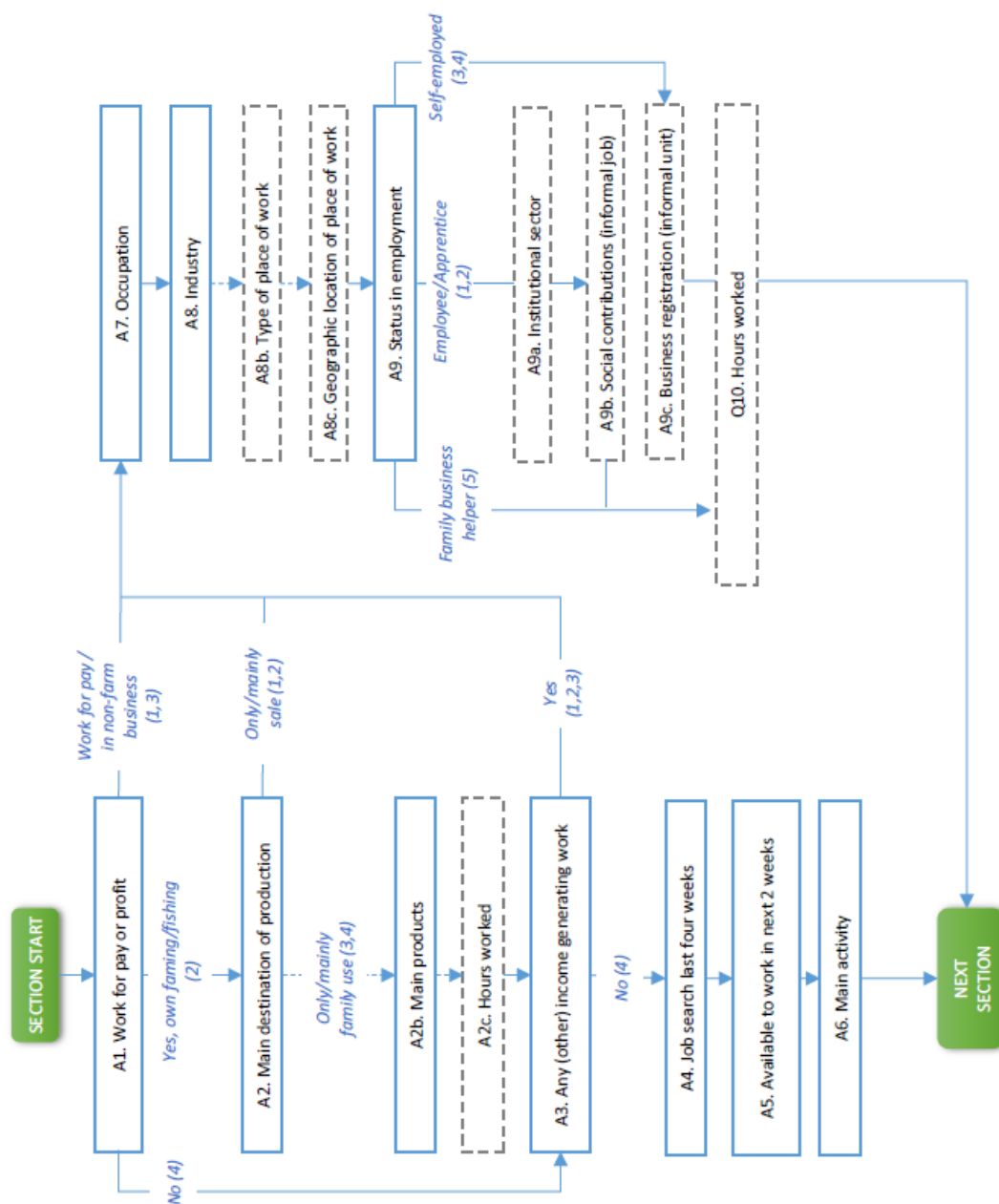
MODEL QUESTION CONVENTIONS

- Regular text: Indicates text to be read by the interviewer
- *Italics*: Indicates interviewer instructions or aids, not to be read out loud
- CAPS: INDICATES RESPONSE CATEGORIES AND FILTERS NOT TO BE READ OUT LOUD
- (Parenthesis): Indicates that a choice or a substitution must be made by the interviewer or CAPI system
- **Red text**: Indicates overall filter groups to be asked a question/set of questions or skip instructions
- **[Blue text within square brackets]**: Indicates text that must be adapted as per national circumstances
- **Bold text**: Indicates question numbers, section headings, and other structural items
- Grey text: Denotes optional census topics and questions

APPROACH A: WORK FOR PAY OR PROFIT START

Approach A: Model question flow chart

APPROACH A: WORK FOR PAY OR PROFIT START



Approach A: Model question sequence

START OF SECTION

FOR PERSONS OF WORKING AGE [N+]

A1. Last week, from (DAY) to (DAY), did (...) do any of the following...?

1. Work for someone else for pay ([as employee, labourer, apprentice]) → A7
2. Work in (...) own/family farming or fishing
3. Work in any other kind of business activity → A7
4. None of the above → A3

A2. Are the farming or animal products that (...) (are/is) working on intended...?

1. Only for sale → A7
2. Mainly for sale → A7
3. Mainly for family consumption
4. Only for family consumption

A2b. What are the main (products/animals) that (...) (are/is) working on?

(WRITE MAIN GOODS –e.g. [maize, rice, apples, oranges, cattle, sheep, fresh water fish])

[OPTIONAL A2c.] Last week, how many hours did (...) spend working on this activity?

A3. Last week, did (...)...?

1. Do any (other) activity to generate an income, even for 1 hour (e.g. [casual work, odd jobs, make things to sell, provide services for pay,...]) → A7
2. Have a paid job or business activity, but (were/was) temporarily absent → A7
3. Help without pay in a family business → A7
4. Did not do any income generating activity, not even for one hour.

A4. In the last 4 weeks, did (...) look for a paid job or try to start a business?

1. YES
2. NO

A5. If a job or business opportunity became available, could (...) start working [within the next 2 weeks]?

1. YES
2. NO

A6. Which of the following best describes what (...) (are/is) mainly doing at present?

1. Taking care of the home/family → NEXT SECTION
2. Studying → NEXT SECTION
3. Doing an unpaid apprenticeship, internship → NEXT SECTION
4. Farming or fishing to produce food for the family → NEXT SECTION
5. Doing unpaid voluntary, community, charity work → NEXT SECTION
6. Retired, pensioner → NEXT SECTION
7. Long term illness, injury, disability → NEXT SECTION
8. Other (specify: _____) → NEXT SECTION

FOR PERSONS EMPLOYED

A7. What kind of work (do/does) (...) do in (his/her) main job/business?

(Write the occupation title and main tasks and duties –e.g [Cattle farmer –breed, raise and sell cattle; Policeman –patrol the streets; Primary school teacher –teach children to read and write])

OCCUPATION TITLE: _____

MAIN TASKS AND DUTIES: _____

A8. What is the main activity of the place where (...) work(s)?

(Write the main activity of establishment and main products or services provided –eg. [Police Department –public safety; Restaurant –preparing and serving meals; Transport company – long distance transport of goods])

MAIN ACTIVITY: _____

MAIN GOODS OR SERVICES: _____

[OPTIONAL A8b.] (Do/Does) (...) typically work...?

1. From home →A9
2. At a fixed location outside the home
3. Without a fixed location

[OPTIONAL A8c.] In which [ADMINISTRATIVE UNIT] is (...) place of work located?

1. THIS [ADMINISTRATIVE UNIT]
2. ANOTHER [ADMINISTRATIVE UNIT]: _____
- [3. ANOTHER COUNTRY]: _____
9. DON'T KNOW

A9. (Do/Does) (...) work as...?

1. Employee...
2. Paid apprentice, intern...

→
→

[OPTIONAL A9a.]

- a. in government, public company
- b. in a private business, farm
- c. in a non-profit organization
- d. in a household (as domestic worker)
- e. in a foreign embassy, international org.

3. Employer (with hired employees) → Q9c
4. Own-account worker (without hired employees) → Q9c
5. Helper (without pay) in a family business → Q10

[OPTIONAL A9b.] Does (...) employer pay contributions to [NAME OF NATIONAL PENSION FUND, HEALTH INSURANCE] on (...) behalf?

1. YES → Q10
2. NO → Q10
9. DON'T KNOW → Q10

[OPTIONAL A9c.] Is (...) business registered in the [NAME OF NATIONAL BUSINESS REGISTER]?

1. YES
2. NO
9. DON'T KNOW

[OPTIONAL A10.] Last week, how many hours did (...) spend working in this job/business?

END OF SECTION

Extension for CAPI applications

ASK IF (A1=1,3,4)

A11. Last week, did (...) 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)]

Approach A: Key derived variables¹

As per 19th ICLS standards (2013)

- Employed = IF ((A1=1,3) OR (A1=2 AND A2=1,2) OR (A3=1,2,3))
- Own-use producer of foodstuff = IF (A1=2) AND (A2=3,4)
- Unemployed = IF “Not Employed” AND (A4=1 AND A5=1)
- Outside labour force = IF “Not Employed” AND (A4=2 OR A5=2)
- Potential labour force = IF “Not Employed” AND (A4=1 AND A5=2) OR (A4=2 AND A5=1)
- Informal employment= IF ((A9=1,2) AND (A9b=2)) OR ((A9=3,4) AND (A9c=2)) OR (A9=5)

As per 13th ICLS standards (1982)²

- Employed = IF ((A1=1,2,3) OR (A3=1,2,3) OR (A6=3,5))
- Unemployed = IF “Not Employed” AND (A4=1 AND A5=1)
- Outside labour force = IF “Not Employed” AND (A4=2 OR A5=2)

(1) Requires additional specifications for the treatment of DON'T KNOW or missing answers.

(2) Reclassifies the following groups as employed: Own-use producers of foodstuff; persons who report “unpaid apprentice”, “volunteer” as main activity status. May differ from definition of employment used at national level. Excludes persons engaged in construction of own-dwelling, fetching water, collecting firewood, producing other goods for household use, not identified through the census model question sequence.

Approach A: Explanatory Notes

A1	<p>Any work in reference week Work for pay, in own farming/fishing or in own non-farm business in reference week</p> <p>Response categories</p> <ol style="list-style-type: none"> 1. Work for someone else for pay 2. Work in own/family farming or fishing 3. Work in any other kind of business activity 4. None of the above <p>Status</p> <ul style="list-style-type: none"> • Core census question <p>Purpose</p> <ul style="list-style-type: none"> • Part of question sequence to identify persons employed in the reference period • Serves to separately identify persons working in own-account farming or fishing who will be asked about the main intended destination of their production <p>National adaptation and implementation</p> <ul style="list-style-type: none"> • Indicating the start and end of the reference period in the question formulation will help to improve consistent reporting. • Interviewers should be trained to read each response category and wait for a YES/NO answer. The next response category should be read only if the respondent answers NO to the previous response category. • Code 1 refers to persons who worked for someone else for pay (dependent workers), for example employees, day labourers, etc. Pay may include wages, salary, tips, commissions for sales, whether in cash or in kind. Categories of different types of paid jobs may be included as examples to improve reporting (e.g. employee, labourer, paid apprentice). • Code 2 refers to persons who worked in farming, animal husbandry or fishing activities on their own account (i.e. self-employed). • Code 3 refers to persons who worked in any other kind of business activity, whether on their own account or as employers (independent workers). Any type of business, big or small, formal or informal, is included.
A2	<p>Main intended destination of production Main intended destination of products from work in farming, rearing animals or fishing.</p> <p>Response categories</p> <ol style="list-style-type: none"> 1 Only for sale 2 Mainly for sale 3 Mainly for family consumption 4 Only for family consumption <p>Status</p> <ul style="list-style-type: none"> • Core census question <p>Purpose</p> <ul style="list-style-type: none"> • Main criterion to distinguish between employment and own-use production work.

	<ul style="list-style-type: none"> Based on whether the main intended use of the products from the work is for sale (employment) or own/family use (own use production work). <p>National adaptation and implementation</p> <ul style="list-style-type: none"> Response categories should be read aloud by the interviewer. For this question all of the products the person was working on should be considered together. For example, if the person worked to look after both chickens and pigs then they should report whether the chicken and pigs together were mainly for family use or for sale/barter. Respondents should report in reference to the products/animals he/she is directly involved in producing. It does not refer to products the respondent may have worked on in the past, or goods produced only by other household members. If the respondent indicates that the products are <i>both</i> for sale/barter and family use, the interviewer should try to get the respondent to indicate which one is the main use in general.
A2b	<p>Main products produced through farming/fishing Description of the main products intended for consumption by the household or family</p> <p>Response categories Open ended responses</p> <p>Status</p> <ul style="list-style-type: none"> Core census question <p>Purpose</p> <ul style="list-style-type: none"> To tabulate own-use producers by detailed branch of economic activity To produce complete statistics of workers in agriculture, by form of work, and detailed branch of economic activity To support disaggregation of subsistence farmers, fishers by detailed occupation group (i.e. subsistence crop farmer, subsistence livestock farmer, subsistence mixed crop and livestock farmer, subsistence fisher) <p>National adaptation and implementation</p> <ul style="list-style-type: none"> List examples to assist the respondent. The examples should include the main staple products and animals kept for own-consumption in the country (e.g: rice, cassava, freshwater fish, chicken, goats). If the respondent reports multiple products ask them to indicate which ones were the main ones (this could be based on quantity, value, amount of time spent but mainly the respondent should be asked to identify this without further guidance if possible). Record enough information about the main goods or products produced to enable coding at 4 Digits level of the ISIC rev. 4 classification, i.e. avoid generic terms like 'crops'.
A2c	<p>Hours worked in the reference week Number of hours worked in the reference week to produce goods from agriculture or fishing for household or family consumption</p> <p>Response categories 0-120.0</p> <p>Status</p>

	<ul style="list-style-type: none"> • Additional census question <p>Purpose</p> <ul style="list-style-type: none"> • To produce estimates of working time in own-use production of foodstuff <p>National adaptation and implementation</p> <ul style="list-style-type: none"> • Hours actually worked refers to time spent directly on and in relation to farming/fishing work activities by the respondent to produce goods intended mainly for final consumption by the household or family. • Record hours in 0.5 hour intervals. • Interviewers should be trained to help the respondent by getting them to talk about how much time they spent on each of the days they worked in the reference week. • Exclude time spent travelling between the home and the land plot, lake, sea, etc. for example at the start and end of the work day, as well as time spent on long breaks, for example, meal breaks. • For data quality assurance a maximum hour's threshold should be established, taking into account the national context.
A3	<p>Recovery for small jobs in reference week Recovery for small jobs, temporary absence, helpers in family business in reference week</p> <p>Response categories</p> <ol style="list-style-type: none"> 1. Any activity to generate an income, even for 1 hour 2. Have a paid job or business activity, but was temporarily absent 3. Help without pay in a family business 4. Did not do any income-generating activity, not even for 1 hour <p>Status</p> <ul style="list-style-type: none"> • Core census question <p>Purpose</p> <ul style="list-style-type: none"> • Part of question sequence to identify persons employed in the reference period • Recovers persons with small, casual jobs, on temporary absence from a job/business, and persons helping in family businesses <p>National adaptation and implementation</p> <ul style="list-style-type: none"> • Interviewers should be trained to read each response category and wait for a YES/NO answer. The next response category should be read only if the respondent answers NO to the previous response category. • Code 1 refers to persons who did any work with the intention to generate an income for at least 1 hour in the reference week. Examples should be adapted to fit the national context, and should include colloquial words used for casual work, small-scale business activities and/or examples of common jobs likely to go unreported. • Code 2 refers to persons with a paid job or business that did not report it in the previous questions because they were absent from their work in the reference week due to reasons such as holidays, short-illnesses, personal leave, special working time arrangements (e.g. shift work), maternity/paternity leave, bad weather, temporary interruption of the work, etc. Only persons that expect to return to their existing job or business should be included. • Code 3 refers to persons who helped without receiving pay in a business operated by a household or family member.

	<ul style="list-style-type: none"> Code 4 should be used only for persons who indicate not having any income generating activity, not even for 1 hour, in the reference week.
A4	<p>Active job search Any activity done in the last 4 weeks to find a paid job or to start a business.</p> <p>Response categories 1 YES 2 NO</p> <p>Status</p> <ul style="list-style-type: none"> Core census question <p>Purpose</p> <ul style="list-style-type: none"> To identify people who were actively searching for employment. Part of the sequence of questions required to identify the unemployed and the potential labour force. <p>National Adaptation and Implementation</p> <ul style="list-style-type: none"> Indicating the start and end of the reference period in the question formulation can promote more consistent reporting. Any activity to seek a paid job or to start a business should be recorded as YES, even if the activity was performed only for a few hours or if the job sought was a casual job. Activities to seek a paid job may be through formal or informal means. This includes applying to job postings; taking a test or job interview; applying directly to employers; posting or updating CVs in online job matching, professional or social networking sites; checking for jobs at factories, work sites; seeking help from relatives, friends, others; registering with public or private employment centres when the aim is to get matched with a job. Typical activities to start a business would include applying for loans, looking for land, buildings or equipment or applying for a licence to start a business. It includes activities which take place up to the point where the business is operational and ready to take customers or produce goods or services. Looking for clients once the business is operational is part of the work in a business and should be classified as employment.
A5	<p>Availability to start working Availability to start working</p> <p>Response categories 1 YES 2 NO</p> <p>Status</p> <ul style="list-style-type: none"> Core census question <p>Purpose</p> <ul style="list-style-type: none"> To identify respondents who are available for work, whether or not they were looking for work. Part of the sequence of questions required to identify the unemployed and the potential labour force.

	<p>National Adaptation and Implementation</p> <ul style="list-style-type: none"> • The focus of this question is on the respondent's time availability to start working should a job or business opportunity exist. • The reference period may be adapted to refer to (a) the reference week and/or (b) the 2 weeks immediately following the interview date, depending on the national practice. • The respondent should not be required to consider any type of job or pay. He/she should reply in reference to their time availability and not on the basis of the characteristics of the job or business.
A6	<p>Main activity at present The respondent's main activity at present.</p> <p>Response categories</p> <ol style="list-style-type: none"> 1 Taking care of the home/family 2 Studying 3 Doing an unpaid apprenticeship, internship 4 Farming or fishing to produce food for the family 5 Doing unpaid voluntary, community, charity work 6 Retired or pensioner 7 Long-term illness, injury or disability 8 Other (specify) <p>Status</p> <ul style="list-style-type: none"> • Core census question <p>Purpose</p> <ul style="list-style-type: none"> • To classify persons outside the labour force by their main activity <p>National Adaptation and Implementation</p> <ul style="list-style-type: none"> • The list of categories may be expanded depending on national interest and relevance of categories. Care is needed to keep the list at a reasonable length, as it will be read out to the respondent. • This is a self-perception question. It should reflect which category the respondent feels best describes what they mainly do. It could be the activity they spend most time on or the activity they feel is most important but should in general be reported based on the respondents' self-perception. • The phrase "at present" is to be interpreted as understood by the respondent. There is no pre-defined reference period in the past. • Code 1 refers covers persons providing unpaid services for their own homes, including cleaning, cooking, caring for family or household members. It includes those responsible for these activities as well as household members helping in these activities. • Code 2 refers to persons attending formal education as well as non-formal education or training programmes. • Code 3 refers to persons engaged in unpaid apprenticeships, internships, traineeships or other similar programmes, when the training takes place in a work environment (i.e. as part of the production process of the economic unit). It excludes participation in apprenticeships, internships, traineeships when the trainee receives payment for the

	<p>work done or hours worked or when it takes place within the context of a family business.</p> <ul style="list-style-type: none"> • Code 4 refers to persons working in their own/family farming or fishing activities producing mainly for final consumption by the household or family. It includes persons responsible for this work as well as those helping in these activities. • Code 5 refers to persons willingly working without pay for the benefit others outside their family. This includes volunteering for organizations, community volunteering, volunteering directly to help neighbours, strangers, the environment, etc.
A7	<p>Occupation in main job Occupation in main job</p> <p>Response categories Open-ended responses</p> <p>Status</p> <ul style="list-style-type: none"> • Core census question <p>Purpose</p> <ul style="list-style-type: none"> • To capture the occupation of the respondent in their main job • To capture sufficient detail to enable the data coder to find the appropriate ISCO-08 (or national classification) code. <p>National adaptation and implementation</p> <ul style="list-style-type: none"> • Occupational title refers to the title/name of the occupation or profession of the respondent. Main tasks and duties refers to the kind of work typically performed in a job. • Interviewers should be trained to capture sufficiently detailed information about the title and main tasks or duties to enable coding at 4 Digits level. For example, if the respondent says he/she is a teacher, the interviewer should inquire further as to what type of teacher- primary school, vocational school, subject matter taught, language, etc and then record both the title and the tasks and duties reported. • The examples should be adapted to list nationally relevant occupations. Detailed descriptions should be provided in the examples, as these are meant as guidance for the interviewer, and not to be read aloud. This includes examples of occupational titles (e.g. long-distance truck driver, police officer, office cleaner, tuk-tuk driver etc) and main task and duties associated with that occupation (e.g. transporting goods between cities) to highlight the type of information required for detailed coding.
A8	<p>Industry in main job Description of the main activity of the establishment in which the work is carried out.</p> <p>Response categories Open-ended responses</p> <p>Status</p> <ul style="list-style-type: none"> • Core census question <p>Purpose</p>

	<ul style="list-style-type: none"> • To identify the branch of economic activity (industry) of the establishment where the main job is located • To enable the data coder to find the appropriate ISIC Rev.4 code (or equivalent national classification). <p>National adaptation and implementation</p> <ul style="list-style-type: none"> • Interviewers should be trained to capture enough information about the main goods or products produced or service rendered at the place of work to enable coding at 4 Digits level. • The examples should be adapted to list nationally relevant industries, products and services. Detailed descriptions should be provided in the examples, as these are meant as guidance for the interviewer, and not to be read aloud. This includes descriptive words that illustrate the main activity of an establishment (e.g. pharmacy) and of relevant main goods or services provided (e.g. sale of medicines to the general public) to highlight the type of information required for detailed coding.
A8b	<p>Type of place of work The type of place where the respondent typically works in their main job.</p> <p>Response categories 1 From home 2 At a fixed location outside the home 3 Without a fixed location</p> <p>Status</p> <ul style="list-style-type: none"> • Additional census question <p>Purpose</p> <ul style="list-style-type: none"> • As basic background characteristic on working conditions • To enable identification of home-based workers <p>National adaptation and implementation</p> <ul style="list-style-type: none"> • This refers to the type of location where the person typically carries out the work. If a worker works in different locations of the same type, that type of location should be recorded as the answer, for example an electrician who typically works in his clients' homes should be coded 2 as the work typically takes place in clients' homes. • Code 1 includes cases where the respondent works in a space within the household premises. This includes rooms within the residential premises, outbuildings such as sheds and garages intended for residential purposes, as well as yards and gardens immediately adjacent to the residence. Fixed premises adjacent (in front, on the side, in the back) to the household dwelling served by a separate entrance and not normally used for residential purposes should be coded 2. • Code 2 refers to persons working in all kinds of fixed premises outside the home, such as offices, workshops, factories, shops, client/employer homes, as well as persons who move around but report daily to a base, such as public transport bus drivers.

	<ul style="list-style-type: none"> Code 3 refers to 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, door-to-door sellers, etc.
A8c	<p>Location of place of work Geographic location of the place of work</p> <p>Response categories 1 THIS [ADMINISTRATIVE UNIT] 2 ANOTHER [ADMINISTRATIVE UNIT] 3 ANOTHER COUNTRY 9 DON'T KNOW</p> <p>Status</p> <ul style="list-style-type: none"> Additional census question <p>Purpose</p> <ul style="list-style-type: none"> To support analysis of commuting patterns May support breakdowns of the employed by urban/rural place of work <p>National adaptation and implementation</p> <ul style="list-style-type: none"> The smallest possible administrative division should be used to specify the [Administrative Unit] (i.e. county, municipality, district, etc.). Where feasible to ask for a precise address, an open-ended question may be used instead asking for the address of the place of work.
A9	<p>Status in employment Employment relationship of the respondent in the main job</p> <p>Response categories 1 Employee 2 Paid apprentice, intern 3 Employer (with hired employees) 4 Own-account worker (without hired employees) 5 Helper (without pay) in a family business</p> <p>Status</p> <ul style="list-style-type: none"> Core census question <p>Purpose</p> <ul style="list-style-type: none"> To capture the status in employment of the respondent as self-declared. To distinguish between dependent and independent workers. <p>National adaptation and implementation</p> <ul style="list-style-type: none"> Status in employment refers to the type of relationship, or employment arrangement, between the respondent and the unit they work for. The question is designed to capture status in employment as self-perceived by the respondent. Code 1: Refers to persons working for someone else for pay. This is typically a wage or salary, but may also be a commission from sales or in kind pay such as with products,

	<p>housing and meals. It includes formal and informal employees with permanent, fixed-term, casual, temporary contracts or agreements, whether written or verbal. At national level, additional keywords or common terms may be needed to ensure wide coverage of employees in different employment situations (e.g. day labourer).</p> <ul style="list-style-type: none"> • Code 2: The respondent holds a paid job on a temporary basis to acquire workplace experience or skills. It includes formal and informal paid apprentices, interns, trainees, etc. It excludes employees on probation periods or on training assignments required by their job, which should be coded 1. • Code 3: The respondent works in his/her own business activity and hires paid employees on a regular basis. Employers may hire employees on a formal or informal basis, for long or short durations, including casual employees. The distinguishing factor is that employers hire one or more employees on a frequent basis. • Code 4: The respondent works on his/her own account, without hiring employees on a regular basis. Persons working on their own-account may have business partners or family helpers, but do not hire employees. • Code 5: The respondent helps without receiving direct pay in business activity of a household member or a family member living elsewhere. It also includes cases of respondents helping a family member with their paid job.
A9a	<p>Institutional sector of employment Type of ownership of the establishment where the person is employed</p> <p>Response categories</p> <ul style="list-style-type: none"> a. In government, public company b. In a private business, farm c. In a non-profit organization d. In a household (as domestic worker) e. In a foreign embassy, international organization <p>Status</p> <ul style="list-style-type: none"> • Additional census question <p>Purpose</p> <ul style="list-style-type: none"> • To enable classification employed persons by institutional sector of employment. <p>National adaptation and implementation</p> <ul style="list-style-type: none"> • The question is intended only for employees and apprentices/interns. • It should not be asked of persons who work in their own business or in a business run by a family member. The institutional sector for all self-employed persons is the private sector. Thus, the corresponding code should be assigned during data processing. • The institutional sector of employment refers to the type of institution the person works in, rather than their usual place of work. For example, a government doctor who works on call in different households works in “government” (code 1) even though the usual place of work may be the clients’ households. In cases where a respondent is hired through an employment agency to work for another organisation/household then the sector where the work is performed should be recorded. For example, a domestic

	<p>worker hired through and paid by an agency should still be recorded as code 4 (private household).</p> <ul style="list-style-type: none"> • Code 1: Includes all government institutions, whether at national, regional or local level, and state-owned enterprises (i.e. ownership of 50% or more by the state). • Code 2: Includes private farms producing mainly for the market and all other (ie. non-farm) personal or private businesses, whether formal or informal, that are not publicly owned (or owned at less than 50% by the state). • Code 3: Includes all non-profit institutions, such as NGO, charities, religious institutions, that provide their services or products to households or the community at large. It excludes NGOs controlled by the government. • Code 4: Includes private households as employers of domestic workers only. • Code 5: Includes public institutions but owned by foreign or international institutions such as foreign embassies etc.
A9b	<p>Job-related social contributions Whether the employer pays social contributions for the respondent.</p> <p>Response categories 1 YES 2 NO 9 DON'T KNOW</p> <p>Status</p> <ul style="list-style-type: none"> • Additional census question <p>Purpose</p> <ul style="list-style-type: none"> • Part of the sequence of questions to identify persons in informal employment <p>National adaptation and implementation</p> <ul style="list-style-type: none"> • The question should be adapted to include references to national social contributions systems that are job-dependent such as public health insurance funds, national pension schemes, unemployment insurance, etc. Names for pension or insurance programmes commonly known by the population should be included to improve understanding of the question. • Non-job dependent social contribution schemes, such as means-tested and universal schemes, should not be listed in this question. • In translating the question to the national language(s) care should be taken to ensure that respondents understand that the question refers to the payment of social contributions by their employer, and not by themselves.
A9c	<p>Registration of the business Whether the business is registered on a national business register or similar.</p> <p>Response categories 1 YES 2 NO 9 DON'T KNOW</p>

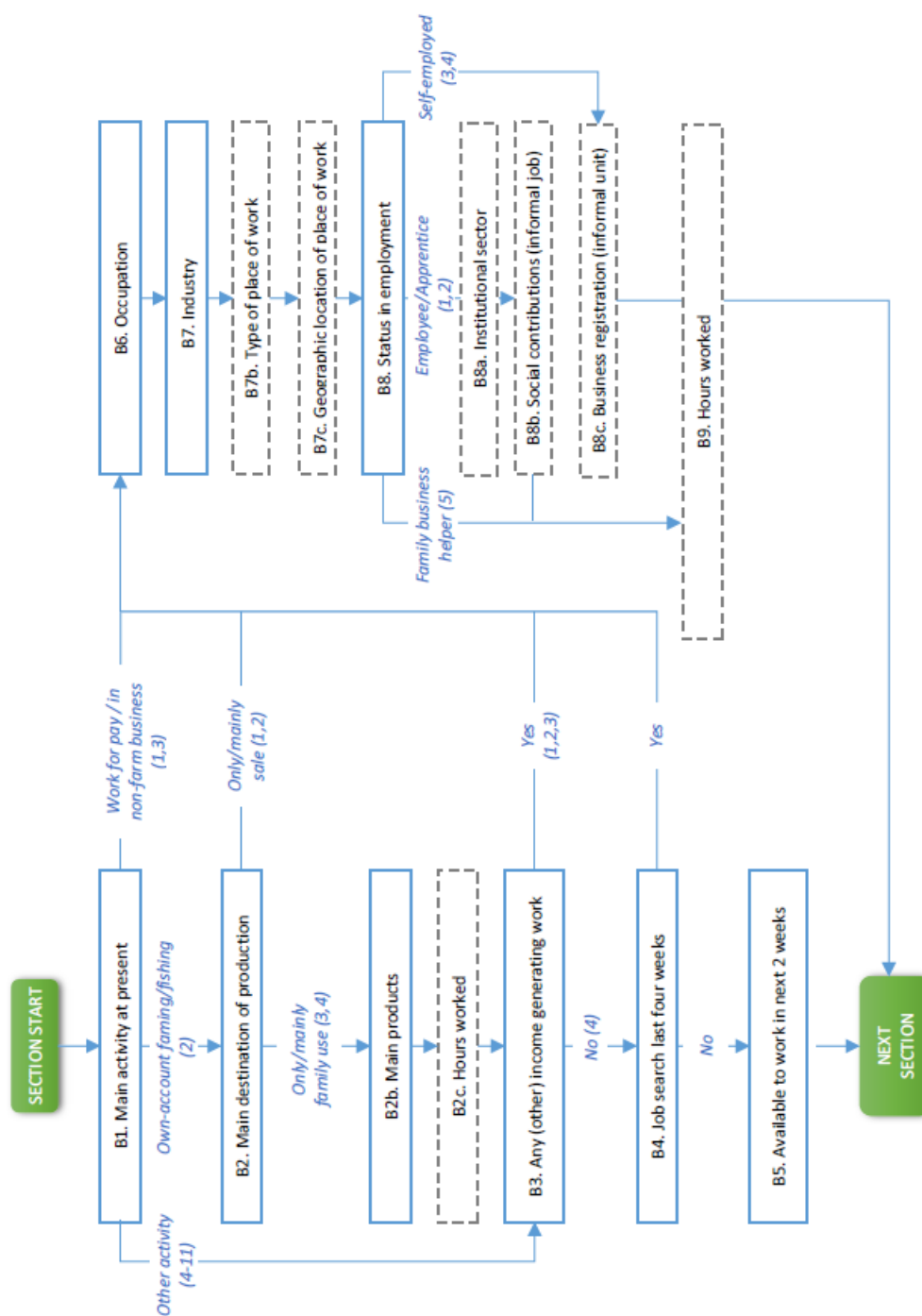
	<p>Status</p> <ul style="list-style-type: none"> • Additional census question <p>Purpose</p> <ul style="list-style-type: none"> • Part of the sequence of questions to identify persons in informal employment <p>National adaptation and implementation</p> <ul style="list-style-type: none"> • The question should be adapted to list the name of the national business register or relevant national business registration systems. If multiple officially recognised registers exist, for example covering different industries, or covering different rights and responsibilities they should all be listed. This includes for example, registration under factories or commercial acts, tax or social security laws, professional groups' regulatory acts, or similar acts, laws or regulations established by national legislative bodies. • Local registration systems that are not national in coverage, or are not linked to a set of legal rights and obligations should not be considered. • Interviewers should be trained on the scope of the register(s) listed, and on those that should not be considered.
A10	<p>Hours worked in the reference week Number of hours worked in the main job in the reference week</p> <p>Response categories 0-120.0</p> <p>Status</p> <ul style="list-style-type: none"> • Additional census question <p>Purpose</p> <ul style="list-style-type: none"> • To support breakdowns of the employed population by bands of hours worked <p>National adaptation and implementation</p> <ul style="list-style-type: none"> • Hours actually worked refers to the time spent in a job during the reference week for the performance of activities that contribute to the production of goods or services. It includes direct hours carrying out the tasks and duties of the job, 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 according to established norms or national circumstances. • Exclude time spent travelling between the home and the place of work, for example at the start and end of the work day, as well as time spent on long breaks, for example, meal breaks. • If the respondent cannot provide a total number of hours actually worked, interviewers should be trained to assist with recall by asking about hours worked per day and days worked in reference week. • Record hours in 0.5 hour intervals. Round up or down to the nearest 0.5 hours if necessary.

	<ul style="list-style-type: none"> • For data quality assurance a maximum hour's threshold should be established taking into account the national context, in particular situations where shift work or other types of work arrangements prevalent in certain industries may result in schedules of more than 120 hours worked in a given week.
--	--

APPROACH B: MAIN ACTIVITY START

Approach B: Model question flow chart

APPROACH B: MAIN ACTIVITY START



Approach B: Model question sequence

START OF SECTION

FOR PERSONS OF WORKING AGE [N+]

B1. Which of the following best describes what (...) (are/is) MAINLY doing at present...?

1. Working for someone else for pay → B6
2. Working in own farming, raising animals or fishing
3. Working in any other kind of business activity → B6
4. Taking care of the home/family → B3
5. Studying → B3
6. Doing an unpaid apprenticeship, internship → B3
7. Doing unpaid voluntary, community, charity work → B3
8. Looking for work → B3
9. Retired or pensioner → B3
10. With long-term illness, injury or disability → B3
11. Other (specify: _____) → B3

B2. Are the farming, fishing or animal products that (...) (are/is) working on intended...?

1. Only for sale → B6
2. Mainly for sale → B6
3. Mainly for family consumption
4. Only for family consumption

B2b. What are the main (products/animals) that (...) (are/is) working on?

(WRITE MAIN GOODS –e.g. [maize, rice, apples, oranges, cattle, sheep, fresh water fish])

[OPTIONAL B2c.] Last week, how many hours did (...) spend working on this activity?

B3. Last week, from (DAY) to (DAY), did (...)...?

1. Do any (other) work to generate an income, even for 1 hour [e.g. casual, part-time, odd jobs, making things to sell, offering services for pay] → B6
2. Have a paid job or business activity, but (were/was) temporarily absent → B6
3. Help without pay in a family business → B6
4. Did not do any income generating activity, not even for one hour.

B4. In the last 4 weeks, did (...) look for a paid job or try to start a business?

1. YES
2. NO

B5. If a job or business opportunity became available, could (...) start working [within the next 2 weeks]?

1. YES → NEXT SECTION
2. NO → NEXT SECTION

FOR PERSONS EMPLOYED

B6. What kind of work (do/does) (...) do in (your/his/her) main job/business?

(Write the occupation title and main tasks and duties –e.g [Cattle farmer –breed, raise, sell cattle; Policeman –patrol the streets; Primary school teacher –teach children to read, write])

OCCUPATION TITLE: _____

MAIN TASKS/DUTIES: _____

B7. What is the main activity of the place where (...) work(s)?

(Write the main activity of the establishment and main products or services provided –eg. [Police Department –public safety; Restaurant –preparing and serving meals; Transport company –long distance transport of goods])

MAIN ACTIVITY: _____

MAIN GOODS/SERVICES: _____

[OPTIONAL B7b.] (Do/Does) (...) typically work...?

1. From home → B8
2. At a fixed location outside the home
3. Without a fixed location

[OPTIONAL B7c.] In which [ADMINISTRATIVE UNIT] is (...) place of work located?

1. THIS [ADMINISTRATIVE UNIT]
2. ANOTHER [ADMINISTRATIVE UNIT]: _____
3. ANOTHER COUNTRY: _____
9. DON'T KNOW

B8. (Do/Does) (...) work as...?

1. Employee...
2. Paid apprentice, intern...

→

→

[OPTIONAL B8a.]

- a. in government, public company
- b. in a private business or farm
- c. in a non-profit organization
- d. in a household (as domestic worker)
- e. in a foreign embassy, international org..

3. Employer (with hired employees) → B8c
4. Own-account worker (without hired employees) → B8c
5. Helper (without pay) in a family business → B9

[OPTIONAL B8b.] Does (...) employer pay contributions to [NAME OF NATIONAL PENSION FUND, HEALTH INSURANCE] on (...) behalf?

1. YES → B9
2. NO → B9
9. DON'T KNOW → B9

[OPTIONAL B8c.] Is (...) business registered in the [NAME OF NATIONAL BUSINESS REGISTER]?

1. YES
2. NO
9. DON'T KNOW

[OPTIONAL B9.] Last week, how many hours did (...) spend working in this job/business?

END OF SECTION

Extension for CAPI applications

ASK IF (B1=1,3,4-11)

B10. Last week, did (...) 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)]

Approach B: Key Derived variables¹

As per 19th ICLS standards (2013)

Employed = IF (B1=1,3) OR (B1=2 AND B2=1,2) OR (B3=1, 2,3)

Unemployed = IF “Not Employed” AND (B4=1 AND B5=1)

Outside labour force = IF “Not Employed” AND (B4=2 OR B5=2)

Potential labour force = IF “Not Employed” AND (B4=1 AND B5=2) OR (B4=2 AND B5=1)

Main status “Own-use producer of foodstuff”= IF (B1=2) AND (B2=3,4)

Informal employment= IF ((B8=1,2) AND (B8b=2)) OR ((B8=3,4) AND (B8c=2)) OR (B8=5)

As per 13th ICLS standards (1982)²

Employed = IF (B1=1,2,3,6,7) OR (B3=1,2,3)

Unemployed = IF “Not Employed” AND (B4=1 AND B5=1)

Outside labour force = IF “Not Employed” AND (B4=2 OR B5=2)

(1) Requires additional specifications for the treatment of DON'T KNOW or missing answers.

(2) Reclassifies as employed persons who report as main activity status: “working in own-farm/fishing mainly for household consumption”, “unpaid apprentice”, “volunteer”. May differ from definition of employment used at national level. Excludes persons engaged in construction of own-dwelling, fetching water, collecting firewood, producing other goods for household use, not identified through the census model question sequence.

Approach B: Explanatory Notes

B1	<p>Main activity at present The respondent's main activity at present.</p> <p>Response categories</p> <ol style="list-style-type: none"> 1 Working for someone else for pay 2 Working in own farming, raising animals or fishing 3 Working in any other kind of business activity 4 Taking care of the home/family 5 Studying 6 Doing an unpaid apprenticeship, internship 7 Doing unpaid voluntary, community, charity work 8 Looking for work 9 Retired or pensioner 10 Long-term illness, injury or disability 11 Other (specify) <p>Status</p> <ul style="list-style-type: none"> • Core census question <p>Purpose</p> <ul style="list-style-type: none"> • To classify persons by their main activity, as self-perceived • Part of sequence to classify persons by their labour force status <p>National Adaptation and Implementation</p> <ul style="list-style-type: none"> • This is a self-perception question. It should reflect which category the respondent feels best describes what they mainly do. It could be the activity they spend most time on or the activity they feel is most important but should in general be reported based on the respondents' self-perception. • The intention is to capture the situation 'at present'. A specific reference period should not be defined. • If the respondent indicates that they are temporarily away from their main activity (e.g. on holidays or due to illness) then they should be asked what they normally do. • If the respondent indicates that a number of categories are relevant ask them to select which they consider to be main. As much as possible the respondent should identify this themselves but if not the interviewer can remind them that this is about what they mainly do or about the category which they think best relates to them.
B2	<p>Main intended destination of production Main intended destination of products from work in own farming, rearing animals or fishing.</p> <p>Response categories</p> <ol style="list-style-type: none"> 1 Only for sale 2 Mainly for sale 3 Mainly for family consumption 4 Only for family consumption

	<p>Status</p> <ul style="list-style-type: none"> Core census question <p>Purpose</p> <ul style="list-style-type: none"> Main criterion to distinguish between employment and own-use production work. Based on whether the main intended use of the products from the work is for sale (employment) or own/family use (own use production work). To produce statistics on persons whose main activity is to produce foodstuff for final use by the household or family <p>National adaptation and implementation</p> <ul style="list-style-type: none"> Response categories should be read aloud by the interviewer. For this question all of the products the person was working on should be considered together. For example, if the person worked to look after both chickens and pigs then they should report whether the chicken and pigs together were mainly for family use or for sale/barter. Respondents should report in reference to the products/animals he/she is directly involved in producing. It does not refer to products the respondent may have worked on in the past, or goods produced only by other household members. If the respondent indicates that the products are <i>both</i> for sale/barter and family use, the interviewer should try to get the respondent to indicate which one is the main use in general.
B2b	<p>Main products produced through farming/fishing Description of the main products intended for consumption by the household or family</p> <p>Response categories Open ended responses</p> <p>Status</p> <ul style="list-style-type: none"> Core census question <p>Purpose</p> <ul style="list-style-type: none"> To tabulate own-use producers by detailed branch of economic activity To produce statistics of workers in agriculture, by form of work, and detailed branch of economic activity To support disaggregation of subsistence farmers, fishers by detailed occupation group (i.e. subsistence crop farmer, subsistence livestock farmer, subsistence mixed crop and livestock farmer, subsistence fisher) <p>National adaptation and implementation</p> <ul style="list-style-type: none"> List examples to assist the respondent. The examples should include the main staple products and animals kept for own-consumption in the country (e.g: rice, cassava, freshwater fish, chicken, goats). If the respondent reports multiple products ask them to indicate which ones were the main ones (this could be based on quantity, value, amount of time spent but mainly the respondent should be asked to identify this without further guidance if possible). Record enough information about the main goods or products produced to enable coding at 4 Digits level of the ISIC rev. 4 classification, i.e. avoid generic terms like 'crops'.

B2c	<p>Hours worked in own use production of foodstuff in the reference week Number of hours worked in the reference week to produce goods from agriculture or fishing for household or family consumption</p> <p>Response categories 0-120.0</p> <p>Status</p> <ul style="list-style-type: none"> • Additional census question <p>Purpose</p> <ul style="list-style-type: none"> • To produce estimates of working time in own-use production of foodstuff <p>National adaptation and implementation</p> <ul style="list-style-type: none"> • Hours actually worked refers to time spent directly on and in relation to farming/fishing work activities by the respondent to produce goods intended mainly for final consumption by the household or family. • Record hours in 0.5 hour intervals. • Interviewers should be trained to help the respondent by getting them to talk about how much time they spent on each of the days they worked in the reference week. • Exclude time spent travelling between the home and the land plot, lake, sea, etc. for example at the start and end of the work day, as well as time spent on long breaks, for example, meal breaks. • For data quality assurance a maximum hour's threshold should be established, taking into account the national context.
B3	<p>Recovery for small jobs in reference week Recovery for small jobs, temporary absence, helpers in family business in reference week</p> <p>Response categories</p> <ol style="list-style-type: none"> 1. Any activity to generate an income, even for 1 hour 2. Have a paid job or business activity, but was temporarily absent 3. Help without pay in a family business 4. Did not do any income-generating activity, not even for 1 hour <p>Status</p> <ul style="list-style-type: none"> • Core census question <p>Purpose</p> <ul style="list-style-type: none"> • Part of question sequence to identify persons employed in the reference period • Recovers persons with small, casual jobs, on temporary absence from a job/business, and persons helping in family businesses <p>National adaptation and implementation</p> <ul style="list-style-type: none"> • Interviewers should be trained to read each response category and wait for a YES/NO answer. The next response category should be read only if the respondent answers NO to the previous response category. • Code 1 refers to persons who did any work with the intention to generate an income for at least 1 hour in the reference week. Examples should be adapted to fit the national context, and should include colloquial words used for casual work, small-scale business activities and/or examples of common jobs likely to go unreported.

	<ul style="list-style-type: none"> • Code 2 refers to persons with a paid job or business that did not report it in the previous questions because they were absent from their work in the reference week due to reasons such as holidays, short-illnesses, personal leave, special working time arrangements (e.g. shift work), maternity/paternity leave, bad weather, temporary interruption of the work, etc. Only persons that expect to return to their existing job or business should be included. • Code 3 refers to persons who helped (without receiving pay) in a business operated by a household or family member. • Code 4 should be used only for persons who indicate not having any income generating activity, not even for 1 hour, in the reference week.
B4	<p>Active job search Any activity done in the last 4 weeks to find a paid job or to start a business.</p> <p>Response categories 1 YES 2 NO</p> <p>Status</p> <ul style="list-style-type: none"> • Core census question <p>Purpose</p> <ul style="list-style-type: none"> • To identify people who were actively searching for employment. • Part of the sequence of questions required to identify the unemployed and the potential labour force. <p>National Adaptation and Implementation</p> <ul style="list-style-type: none"> • Indicating the start and end of the reference period in the question formulation can promote more consistent reporting. • Any activity to seek a paid job or to start a business should be recorded as YES, even if the activity was performed only for a few hours or if the job sought was a casual job. • Activities to seek a paid job may be through formal or informal means. This includes applying to job postings; taking a test or job interview; applying directly to employers; posting or updating CVs in online job matching, professional or social networking sites; checking for jobs at factories, work sites; seeking help from relatives, friends, others; registering with public or private employment centres when the aim is to get matched with a job. • Typical activities to start a business would include applying for loans, looking for land, buildings or equipment or applying for a licence to start a business. It includes activities which take place up to the point where the business is operational and ready to take customers or produce goods or services. Looking for clients once the business is operational is part of the work in a business and should be classified as employment.
B5	<p>Availability to start working Availability to start working</p> <p>Response categories 1 YES 2 NO</p>

	<p>Status</p> <ul style="list-style-type: none"> Core census question <p>Purpose</p> <ul style="list-style-type: none"> To identify respondents who are available for work, whether or not they were looking for work. Part of the sequence of questions required to identify the unemployed and the potential labour force. <p>National Adaptation and Implementation</p> <ul style="list-style-type: none"> The focus of this question is on the respondent's time availability to start working should a job or business opportunity exist. The reference period may be adapted to refer to (a) the reference week and/or (b) the 2 weeks immediately following the interview date, depending on the national practice. The respondent should not be required to consider any type of job or pay. He/she should reply in reference to their time availability and not on the basis of the characteristics of the job or business.
B6	<p>Occupation in main job Occupation in main job</p> <p>Response categories Open-ended responses</p> <p>Status</p> <ul style="list-style-type: none"> Core census question <p>Purpose</p> <ul style="list-style-type: none"> To capture the occupation of the respondent in their main job To capture sufficient detail to enable the data coder to find the appropriate ISCO-08 (or national classification) code. <p>National adaptation and implementation</p> <ul style="list-style-type: none"> Occupational title refers to the title/name of the occupation or profession of the respondent. Main tasks and duties refers to the kind of work typically performed in a job. Interviewers should be trained to capture sufficiently detailed information about the title and main tasks or duties to enable coding at 4 Digits level. For example, if the respondent says he/she is a teacher, the interviewer should inquire further as to what type of teacher- primary school, vocational school, subject matter taught, language, etc and then record both the title and the tasks and duties reported. The examples should be adapted to list nationally relevant occupations. Detailed descriptions should be provided in the examples, as these are meant as guidance for the interviewer, and not to be read aloud. This includes examples of occupational titles (e.g. long-distance truck driver, police officer, office cleaner, tuk-tuk driver etc) and main task and duties associated with that occupation (e.g. transporting goods between cities) to highlight the type of information required for detailed coding.
B7	<p>Industry in main job Description of the main activity of the establishment in which the work is carried out.</p>

	<p>Response categories Open-ended responses</p> <p>Status</p> <ul style="list-style-type: none"> Core census question <p>Purpose</p> <ul style="list-style-type: none"> To identify the branch of economic activity (industry) of the establishment where the main job is located To enable the data coder to find the appropriate ISIC Rev.4 code (or equivalent national classification). <p>National adaptation and implementation</p> <ul style="list-style-type: none"> Interviewers should be trained to capture enough information about the main goods or products produced or service rendered at the place of work to enable coding at 4 Digits level. The examples should be adapted to list nationally relevant industries, products and services. Detailed descriptions should be provided in the examples, as these are meant as guidance for the interviewer, and not to be read aloud. This includes descriptive words that illustrate the main activity of an establishment (e.g. pharmacy) and of relevant main goods or services provided (e.g. sale of medicines to the general public) to highlight the type of information required for detailed coding.
B7b	<p>Type of place of work The type of place where the respondent typically works in their main job.</p> <p>Response categories 1 From home 2 At a fixed location outside the home 3 Without a fixed location</p> <p>Status</p> <ul style="list-style-type: none"> Additional census question <p>Purpose</p> <ul style="list-style-type: none"> As basic background characteristic on working conditions To enable identification of home-based workers <p>National adaptation and implementation</p> <ul style="list-style-type: none"> This refers to the type of location where the person typically carries out the work. If a worker works in different locations of the same type, that type of location should be recorded as the answer, for example an electrician who typically works in his clients' homes should be coded 2 as the work typically takes place in clients' homes. Code 1 includes cases where the respondent works in a space within the household premises. This includes rooms within the residential premises, outbuildings such as sheds and garages intended for residential purposes, as well as yards and gardens immediately adjacent to the residence. Fixed premises adjacent (in front, on the side,

	<p>in the back) to the household dwelling served by a separate entrance and not normally used for residential purposes should be coded 2.</p> <ul style="list-style-type: none"> • Code 2 refers to persons working in all kinds of fixed premises outside the home, such as offices, workshops, factories, shops, client/employer homes, as well as persons who move around but report daily to a base, such as public transport bus drivers. • Code 3 refers to 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, door-to-door sellers, etc.
B7c	<p>Location of place of work Geographic location of the place of work</p> <p>Response categories 1 THIS [ADMINISTRATIVE UNIT] 2 ANOTHER [ADMINISTRATIVE UNIT] 3 ANOTHER COUNTRY 9 DON'T KNOW</p> <p>Status</p> <ul style="list-style-type: none"> • Additional census question <p>Purpose</p> <ul style="list-style-type: none"> • To support analysis of commuting patterns • May support breakdowns of the employed by urban/rural place of work <p>National adaptation and implementation</p> <ul style="list-style-type: none"> • The smallest possible administrative division should be used to specify the [Administrative Unit] (i.e. county, municipality, district, etc.). • Where feasible to ask for a precise address, an open-ended question may be used instead asking for the address of the place of work.
B8	<p>Status in employment Employment relationship of the respondent in the main job</p> <p>Response categories 1 Employee 2 Paid apprentice, intern 3 Employer (with hired employees) 4 Own-account worker (without hired employees) 5 Helper (without pay) in a family business</p> <p>Status</p> <ul style="list-style-type: none"> • Core census question <p>Purpose</p> <ul style="list-style-type: none"> • To capture the status in employment of the respondent as self-declared. • To distinguish between dependent and independent workers. <p>National adaptation and implementation</p>

	<ul style="list-style-type: none"> • Status in employment refers to the type of relationship, or employment arrangement, between the respondent and the unit they work for. • The question is designed to capture status in employment as self-perceived by the respondent. • Code 1: Refers to persons working for someone else for pay. This is typically a wage or salary, but may also be a commission from sales or in kind pay such as with products, housing and meals. It includes formal and informal employees with permanent, fixed-term, casual, temporary contracts or agreements, whether written or verbal. At national level, additional keywords or common terms may be needed to ensure wide coverage of employees in different employment situations (e.g. day labourer). • Code 2: The respondent holds a paid job on a temporary basis to acquire workplace experience or skills. It includes formal and informal paid apprentices, interns, trainees, etc. It excludes employees on probation periods or on training assignments required by their job, which should be coded 1. • Code 3: The respondent works in his/her own business activity and hires paid employees on a regular basis. Employers may hire employees on a formal or informal basis, for long or short durations, including casual employees. The distinguishing factor is that employers hire one or more employees on a frequent basis. • Code 4: The respondent works on his/her own account, without hiring employees on a regular basis. Persons working on their own-account may have business partners or family helpers, but do not hire employees. • Code 5: The respondent helps without receiving direct pay in business activity of a household member or a family member living elsewhere. It also includes cases of respondents helping a family member with their paid job.
B8a	<p>Institutional sector of employment Type of ownership of the establishment where the person is employed</p> <p>Response categories</p> <ul style="list-style-type: none"> a. In government, public company b. In a private business or farm c. In a non-profit organization d. In a household (as domestic worker) e. In a foreign embassy, international organization <p>Status</p> <ul style="list-style-type: none"> • Additional census question <p>Purpose</p> <ul style="list-style-type: none"> • To enable classification employed persons by institutional sector of employment. <p>National adaptation and implementation</p> <ul style="list-style-type: none"> • The question is intended only for employees and apprentices/interns. • It should not be asked of persons who work in their own business or in a business run by a family member. The institutional sector for all self-employed persons is the private sector. Thus, the corresponding code should be assigned during data processing.

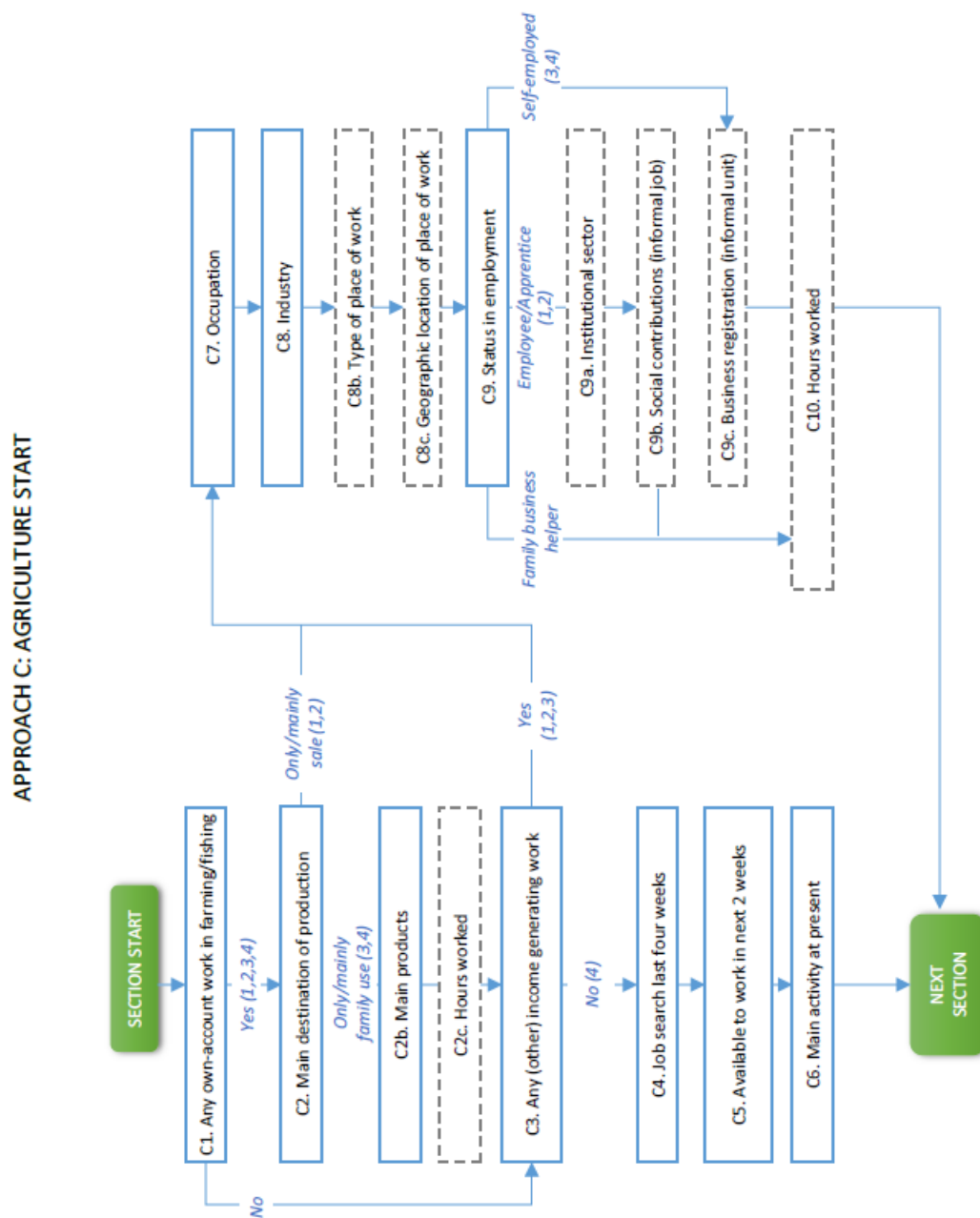
	<ul style="list-style-type: none"> • The institutional sector of employment refers to the type of institution the person works in, rather than their usual place of work. For example, a government doctor who works on call in different households works in “government” (code 1) even though the usual place of work may be the clients’ households. In cases where a respondent is hired through an employment agency to work for another organisation/household then the sector where the work is performed should be recorded. For example, a domestic worker hired through and paid by an agency should still be recorded as code 4 (private household). • Code 1: Includes all government institutions, whether at national, regional or local level, and state-owned enterprises (i.e. ownership of 50% or more by the state). • Code 2: Includes private farms producing mainly for the market and all other (ie. non-farm) personal or private businesses, whether formal or informal, that are not publicly owned (or owned at less than 50% by the state). • Code 3: Includes all non-profit institutions, such as NGO, charities, religious institutions, that provide their services or products to households or the community at large. It excludes NGOs controlled by the government. • Code 4: Includes private households as employers of domestic workers only. • Code 5: Includes public institutions but owned by foreign or international institutions such as foreign embassies etc.
B8b	<p>Job-related social contributions Whether the employer pays social contributions for the respondent.</p> <p>Response categories 1 YES 2 NO 9 DON'T KNOW</p> <p>Status</p> <ul style="list-style-type: none"> • Additional census question <p>Purpose</p> <ul style="list-style-type: none"> • Part of the sequence of questions to identify persons in informal employment <p>National adaptation and implementation</p> <ul style="list-style-type: none"> • The question should be adapted to include references to national social contributions systems that are job-dependent such as public health insurance funds, national pension schemes, unemployment insurance, etc. Names for pension or insurance programmes commonly known by the population should be included to improve understanding of the question. • Non-job dependent social contribution schemes, such as means-tested and universal schemes, should not be listed in this question. • In translating the question to the national language(s) care should be taken to ensure that respondents understand that the question refers to the payment of social contributions by their employer, and not by themselves.
B8c	Registration of the business

	<p>Whether the business is registered on a national business register or similar.</p> <p>Response categories</p> <p>1 YES 2 NO 9 DON'T KNOW</p> <p>Status</p> <ul style="list-style-type: none"> Additional census question <p>Purpose</p> <ul style="list-style-type: none"> Part of the sequence of questions to identify persons in informal employment <p>National adaptation and implementation</p> <ul style="list-style-type: none"> The question should be adapted to list the name of the national business register or relevant national business registration systems. If multiple officially recognised registers exist, for example covering different industries, or covering different rights and responsibilities they should all be listed. This includes for example, registration under factories or commercial acts, tax or social security laws, professional groups' regulatory acts, or similar acts, laws or regulations established by national legislative bodies. Local registration systems that are not national in coverage, or are not linked to a set of legal rights and obligations should not be considered. Interviewers should be trained on the scope of the register(s) listed, and on those that should not be considered.
B9	<p>Hours worked main job in the reference week</p> <p>Number of hours worked in the main job in the reference week</p> <p>Response categories</p> <p>0-120.0</p> <p>Status</p> <ul style="list-style-type: none"> Additional census question <p>Purpose</p> <ul style="list-style-type: none"> To support breakdowns of the employed population by bands of hours worked <p>National adaptation and implementation</p> <ul style="list-style-type: none"> Hours actually worked refers to the time spent in a job during the reference week for the performance of activities that contribute to the production of goods or services. It includes direct hours carrying out the tasks and duties of the job, 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 according to established norms or national circumstances.

	<ul style="list-style-type: none"> • Exclude time spent travelling between the home and the place of work, for example at the start and end of the work day, as well as time spent on long breaks, for example, meal breaks. • If the respondent cannot provide a total number of hours actually worked, interviewers should be trained to assist with recall by asking about hours worked per day and days worked in reference week. • Record hours in 0.5 hour intervals. Round up or down to the nearest 0.5 hours if necessary. • For data quality assurance a maximum hour's threshold should be established taking into account the national context, in particular situations where shift work or other types of work arrangements prevalent in certain industries may result in schedules of more than 120 hours worked in a given week.
--	--

APPROACH C: OWN-ACCOUNT AGRICULTURE START

Approach C: Model question flow chart



Approach C: Model question sequence

START OF SECTION

FOR PERSONS OF WORKING AGE [N+]

C1. Last week, from (DAY) to (DAY), did (...) do any of the following activities on (...) own-account or help the family with..?

READ AND MARK ALL THAT APPLY

1. Farming or growing food in a plot or kitchen garden
2. Raising or tending farm animals
3. Fishing, fish farming, collecting shellfish
4. Hunting or gathering wild foodstuff

IF NO TO ALL → C3, ELSE CONTINUE

C2. Are the farming, animal [or fishing] products that (...) worked on intended..?

1. Only for sale → C7
2. Mainly for sale → C7
3. Mainly for family consumption
4. Only for family consumption

C2b. What are the main (products/animals) that (...) (are/is) working on?

(WRITE MAIN GOODS –e.g. [maize, rice, apples, oranges, cattle, sheep, fresh water fish...])

[OPTIONAL C2c.] Last week, how many hours did (...) spend working on this activity?

C3. Last week, did (...) ...?

1. Do any (other) work to generate an income, even for 1 hour [e.g. paid job, own business, casual, part-time, odd jobs, making things to sell, offering services for pay] → C7
2. Have a paid job or business activity, but (were/was) temporarily absent → C7
3. Help without pay in a family business → C7
4. Did not do any income generating activity, not even for one hour.

C4. In the last 4 weeks, did (...) look for a paid job or try to start a business?

1. YES
2. NO

C5. If a job or business opportunity became available, could (...) start working [within the next 2 weeks]?

1. YES
2. NO

C6. Which of the following best describes what (...) (are/is) MAINLY doing at present...?

1. Taking care of the home/family →NEXT SECTION
2. Studying →NEXT SECTION
3. Doing an unpaid apprenticeship, internship →NEXT SECTION
4. Farming or fishing to produce food for the family →NEXT SECTION
5. Doing unpaid voluntary, community, charity work →NEXT SECTION
6. Retired, pensioner →NEXT SECTION
7. Long term illness, injury, disability →NEXT SECTION
8. Other (specify: _____) →NEXT SECTION

FOR PERSONS EMPLOYED

C7. The next questions are about (...) main income generating activity, what kind of work (do/does) (...) do?

(Write the occupation title and main tasks and duties –e.g [Cattle farmer –breed, raise, sell cattle; Policeman –patrol the streets; Primary school teacher –teach children to read, write])

OCCUPATION TITLE: _____

MAIN TASKS AND DUTIES: _____

C8. What is the main activity of the place where (...) work(s)?

(Write the main activity of establishment and main products or services provided –eg. [Police Department –public safety; Restaurant –preparing and serving meals; Transport company – long distance transport of goods])

MAIN ACTIVITY: _____

MAIN GOODS OR SERVICES: _____

[OPTIONAL C8b.] (Do/Does) (...) typically work...?

1. From home →C9
2. At a fixed location outside the home
3. Without a fixed location

[OPTIONAL C8c.] In which [ADMINISTRATIVE UNIT] is (...) place of work located?

1. THIS [ADMINISTRATIVE UNIT]
2. ANOTHER [ADMINISTRATIVE UNIT]: _____
3. ANOTHER COUNTRY: _____
9. DON'T KNOW

C9. (Do/Does) (...) work as a/an...?

1. Employee...
2. Paid apprentice, intern...

→
→

[OPTIONAL C9A.]

- a. in government, public company
- b. in a private business, farm
- c. in a non-profit organization
- d. in a household (as domestic worker)
- e. in a foreign embassy, international org.

3. Employer (with hired employees) → C9c
4. Own-account worker (without hired employees) → C9c
5. Helper (without pay) in a family business → C10

[OPTIONAL C9b.] Does (...) employer pay contributions to [NAME OF NATIONAL PENSION FUND, HEALTH INSURANCE] on (...) behalf?

1. YES → C10
2. NO → C10
9. DON'T KNOW → C10

[OPTIONAL C9c.] Is (...) business registered in the [NAME OF NATIONAL BUSINESS REGISTER]?

1. YES
2. NO
9. DON'T KNOW

[OPTIONAL C10.] Last week, how many hours did (...) spend working in this job/business?

END OF SECTION

Approach C: Key Derived variables¹

As per 19th ICLS standards (2013)

- Employed = IF ((C1=1,2,3,4) AND (C2=1,2)) OR (C3=1,2,3)
- Own-use producer of foodstuff = IF ((C1=1,2,3,4) AND (C2=3,4))
- Unemployed = IF “Not Employed” AND (C4=1 AND C5=1)
- Outside labour force = IF “Not Employed” AND (C4=2 OR C5=2)
- Potential labour force = IF “Not Employed” AND ((C4=1 AND C5=2) OR (C4=2 AND C5=1))
- Informal employment= IF ((C9=1,2) AND (C9b=2)) OR ((C9=3,4) AND (C9c=2)) OR (C9=5)

As per 13th ICLS standards (1982)²

- Employed = IF (C1=1,2,3,4) OR (C3=1,2,3) OR (C6=3,5)
- Unemployed = IF “Not Employed” AND (C4=1 AND C5=1)
- Outside labour force = IF “Not Employed” AND (C4=2 OR C5=2)

(1) Requires additional specifications for the treatment of DON'T KNOW or missing answers

(2) Reclassifies all “own-use producers of foodstuff” as employed. Also reclassifies persons reporting as main activity: “unpaid apprentice”, “volunteer work”. May differ from definition of employment used at national level. Excludes persons engaged in construction of own-dwelling, fetching water, collecting firewood, producing other goods for household use, not identified through the census model question sequence.

Approach C: Explanatory Notes

C1	<p>Any work in agriculture/fishing in reference week Own-account work in agriculture/fishing in reference week</p> <p>Response categories</p> <ol style="list-style-type: none"> 1. Farming or growing food in a plot or kitchen garden 2. Raising or tending farm animals 3. Fishing, fish farming, collecting shellfish 4. Hunting or gathering wild foodstuff <p>Status</p> <ul style="list-style-type: none"> • Core census question <p>Purpose</p> <ul style="list-style-type: none"> • Part of question sequence to identify persons employed in the reference period • Part of question sequence to separately identify persons in own-use production of foodstuff <p>National adaptation and implementation</p> <ul style="list-style-type: none"> • The question refers to work in agriculture, fishing, hunting and gathering, performed on an independent basis. It includes market-oriented production (e.g. commercial farming) as well as production intended mainly as foodstuff for the household. • The question does not aim to capture all employment in agriculture, which should be derived using the question on main activity of the establishment asked later in the section to persons identified as employed. However, it is part of the question sequence needed to identify persons engaged in agriculture work, whether as own-use producers or as employed workers. • Indicating the start and end of the reference period in the question formulation will help to improve consistent reporting. • The activity scope for the question is restricted to primary activities in crop farming, animal production, fishing and aquaculture, hunting and gathering and related support activities. The activity scope may need to be adapted to fit the national context, for example, by excluding hunting or gathering where not relevant. • Response options should be read aloud, and all positive answers recorded. • Response options (1), (2), (3) should not be collapsed. Their separate listing aims to improve better reporting of work in these activities. It can also aid in coding information on the branch of economic activity and occupation during data processing. • Code (1) refers to crop production. This includes all activities covered under groups 011, 012, 013 and 0161, 0163, 0164 (Division 01) of the International Standard Industrial Classification of All Economic Activities (ISIC rev. 4). Examples include growing any kind of produce such as cereals, rice, vegetables, fruits, nuts, etc, and related activities such as preparing the land, harvesting. National translations of the response item should avoid use of the term “agriculture”. Accumulated experience suggest the term is not widely interpreted as intended. • Code (2) refers to animal production. This includes all activities covered under group 014 (Division 01) of the International Standard Industrial Classification of All Economic Activities (ISIC rev. 4). Examples include raising or breeding cattle, sheep, poultry, goats,
----	---

	<p>pigs, bee keeping, etc. It also includes activities to produce by-products such as eggs and dairy products.</p> <ul style="list-style-type: none"> • Code (3) refers to fishery and aquaculture activities, covered under Division 03 of the International Standard Industrial Classification of All Economic Activities (ISIC rev. 4). Examples include marine or freshwater fishing, farming fish, crustaceans, molluscs, etc. Code (3) is to be included depending on its relevance in the national context. When included, wording should be evaluated to ensure respondents consider both fishing and aquaculture. • Code (4) refers to hunting, trapping and related service activities (group 0170, ISIC rev4.), and gathering of non-wood forest products (group 0230, ISIC rev. 4). Code (4) is to be included depending on its relevance in the national context.
C2	<p>Main intended destination of production Main intended destination of products from work in farming, rearing animals or fishing.</p> <p>Response categories 1 Only for sale 2 Mainly for sale 3 Mainly for family consumption 4 Only for family consumption</p> <p>Status <ul style="list-style-type: none"> • Core census question </p> <p>Purpose <ul style="list-style-type: none"> • Main criterion to distinguish between employment and own-use production work. • Based on whether the main intended use of the products from the work is for sale (employment) or own/family use (own use production work). </p> <p>National adaptation and implementation <ul style="list-style-type: none"> • Response categories should be read aloud by the interviewer. • For this question all of the products the person was working on should be considered together. For example, if the person worked to look after both chickens and pigs then they should report whether the chicken and pigs together were mainly for family use or for sale/barter. • Respondents should report in reference to the products/animals he/she is directly involved in producing. It does not refer to products the respondent may have worked on in the past, or goods produced only by other household members. • If the respondent indicates that the products are <i>both</i> for sale/barter and family use, the interviewer should try to get the respondent to indicate which one is the main use in general </p>
C2b	<p>Main products produced through farming/fishing Description of the main products intended for consumption by the household or family</p> <p>Response categories Open ended responses</p> <p>Status <ul style="list-style-type: none"> • Core census question </p>

	<p>Purpose</p> <ul style="list-style-type: none"> • To tabulate own-use producers by detailed branch of economic activity • To produce complete statistics of workers in agriculture, by form of work, and detailed branch of economic activity • To support disaggregation of subsistence farmers, fishers by detailed occupation group (i.e. subsistence crop farmer, subsistence livestock farmer, subsistence mixed crop and livestock farmer, subsistence fisher) <p>National adaptation and implementation</p> <ul style="list-style-type: none"> • List examples to assist the respondent. The examples should include the main staple products and animals kept for own-consumption in the country (e.g: rice, cassava, freshwater fish, chicken, goats). • If the respondent reports multiple products ask them to indicate which ones were the main ones (this could be based on quantity, value, amount of time spent but mainly the respondent should be asked to identify this without further guidance if possible). • Record enough information about the main goods or products produced to enable coding at 4 Digits level of the ISIC rev. 4 classification, i.e. avoid generic terms like 'crops'.
C2c	<p>Hours worked in the reference week Number of hours worked in the reference week to produce goods from agriculture or fishing for household or family consumption</p> <p>Response categories 0-120.0</p> <p>Status</p> <ul style="list-style-type: none"> • Additional census question <p>Purpose</p> <ul style="list-style-type: none"> • To produce estimates of working time in own-use production of foodstuff <p>National adaptation and implementation</p> <ul style="list-style-type: none"> • Hours actually worked refers to time spent directly on and in relation to farming/fishing work activities by the respondent to produce goods intended mainly for final consumption by the household or family. • Record hours in 0.5 hour intervals. • Interviewers should be trained to help the respondent by getting them to talk about how much time they spent on each of the days they worked in the reference week. • Exclude time spent travelling between the home and the land plot, lake, sea, etc. for example at the start and end of the work day, as well as time spent on long breaks, for example, meal breaks. • For data quality assurance a maximum hour's threshold should be established, taking into account the national context.
C3	<p>Recovery for small jobs in reference week Recovery for small jobs, temporary absence, helpers in family business in reference week</p> <p>Response categories</p> <p>1. Any (other) activity to generate an income, even for 1 hour [e.g. casual, part-time, odd jobs, making things to sell, offering services for pay]</p>

	<p>2. Have a paid job or business activity, but was temporarily absent</p> <p>3. Help without pay in a family business</p> <p>4. Did not do any income-generating activity, not even for 1 hour</p> <p>Status</p> <ul style="list-style-type: none"> Core census question <p>Purpose</p> <ul style="list-style-type: none"> Part of question sequence to identify persons employed in the reference period Recovers persons with small, casual jobs, on temporary absence from a job/business, and persons helping in family businesses <p>National adaptation and implementation</p> <ul style="list-style-type: none"> Interviewers should be trained to read each response category and wait for a YES/NO answer. The next response category should be read only if the respondent answers NO to the previous response category. Code 1 refers to persons who did any work with the intention to generate an income for at least 1 hour in the reference week. Examples should be adapted to fit the national context, and should include colloquial words used for casual work, small-scale business activities and/or examples of common jobs likely to go unreported. Code 2 refers to persons with a paid job or business that did not report it in the previous questions because they were absent from their work in the reference week due to reasons such as holidays, short-illnesses, personal leave, special working time arrangements (e.g. shift work), maternity/paternity leave, bad weather, temporary interruption of the work, etc. Only persons that expect to return to their existing job or business should be included. Code 3 refers to persons who helped without receiving pay in a business operated by a household or family member. Code 4 should be used only for persons who indicate not having any income generating activity, not even for 1 hour, in the reference week.
C4	<p>Active job search</p> <p>Any activity done in the last 4 weeks to find a paid job or to start a business.</p> <p>Response categories</p> <p>1 YES</p> <p>2 NO</p> <p>Status</p> <ul style="list-style-type: none"> Core census question <p>Purpose</p> <ul style="list-style-type: none"> To identify people who were actively searching for employment. Part of the sequence of questions required to identify the unemployed and the potential labour force. <p>National Adaptation and Implementation</p> <ul style="list-style-type: none"> Indicating the start and end of the reference period in the question formulation can promote more consistent reporting. Any activity to seek a paid job or to start a business should be recorded as YES, even if the activity was performed only for a few hours or if the job sought was a casual job.

	<ul style="list-style-type: none"> Activities to seek a paid job may be through formal or informal means. This includes applying to job postings; taking a test or job interview; applying directly to employers; posting or updating CVs in online job matching, professional or social networking sites; checking for jobs at factories, work sites; seeking help from relatives, friends, others; registering with public or private employment centres when the aim is to get matched with a job. Typical activities to start a business would include applying for loans, looking for land, buildings or equipment or applying for a licence to start a business. It includes activities which take place up to the point where the business is operational and ready to take customers or produce goods or services. Looking for clients once the business is operational is part of the work in a business and should be classified as employment.
C5	<p>Availability to start working Availability to start working</p> <p>Response categories 1 YES 2 NO</p> <p>Status</p> <ul style="list-style-type: none"> Core census question <p>Purpose</p> <ul style="list-style-type: none"> To identify respondents who are available for work, whether or not they were looking for work. Part of the sequence of questions required to identify the unemployed and the potential labour force. <p>National Adaptation and Implementation</p> <ul style="list-style-type: none"> The focus of this question is on the respondent's time availability to start working should a job or business opportunity exist. The reference period may be adapted to refer to (a) the reference week and/or (b) the 2 weeks immediately following the interview date, depending on the national practice. The respondent should not be required to consider any type of job or pay. He/she should reply in reference to their time availability and not on the basis of the characteristics of the job or business.
C6	<p>Main activity at present The respondent's main activity at present.</p> <p>Response categories 1 Taking care of the home/family 2 Studying 3 Doing an unpaid apprenticeship, internship 4 Farming or fishing to produce food for the family 5 Doing unpaid voluntary, community, charity work 6 Retired or pensioner 7 Long-term illness, injury or disability 8 Other (specify)</p> <p>Status</p>

	<ul style="list-style-type: none"> Core census question <p>Purpose</p> <ul style="list-style-type: none"> To classify persons outside the labour force by their main activity <p>National Adaptation and Implementation</p> <ul style="list-style-type: none"> The list of categories may be expanded depending on national interest and relevance of categories. Care is needed to keep the list at a reasonable length, as it will be read out to the respondent. This is a self-perception question. It should reflect which category the respondent feels best describes what they mainly do. It could be the activity they spend most time on or the activity they feel is most important but should in general be reported based on the respondents' self-perception. The phrase "at present" is to be interpreted as understood by the respondent. There is no pre-defined reference period in the past. Code 1 refers covers persons providing unpaid services for their own homes, including cleaning, cooking, caring for family or household members. It includes those responsible for these activities as well as household members helping in these activities. Code 2 refers to persons attending formal education as well as non-formal education or training programmes. Code 3 refers to persons engaged in unpaid apprenticeships, internships, traineeships or other similar programmes, when the training takes place in a work environment (i.e. as part of the production process of the economic unit). It excludes participation in apprenticeships, internships, traineeships when the trainee receives payment for the work done or hours worked or when it takes place within the context of a family business. Code 4 refers to persons working in their own/family farming or fishing activities producing mainly for final consumption by the household or family. It includes persons responsible for this work as well as those helping in these activities. Code 5 refers to persons willingly working without pay for the benefit others outside their family. This includes volunteering for organizations, community volunteering, volunteering directly to help neighbours, strangers, the environment, etc.
C7	<p>Occupation in main job Occupation in main job</p> <p>Response categories Open-ended responses</p> <p>Status</p> <ul style="list-style-type: none"> Core census question <p>Purpose</p> <ul style="list-style-type: none"> To capture the occupation of the respondent in their main job To capture sufficient detail to enable the data coder to find the appropriate ISCO-08 (or national classification) code. <p>National adaptation and implementation</p>

	<ul style="list-style-type: none"> Occupational title refers to the title/name of the occupation or profession of the respondent. Main tasks and duties refers to the kind of work typically performed in a job. The question serves as the start of the sequence on the characteristics of the main paid job or business of the respondent. In translating the question, care should be taken to ensure that the question formulation clearly states the question refers to the main paid job or business activity of the respondent. This is particularly important for respondents who report work in agriculture in the previous section, which may or may not be their main job or business activity. Interviewers should be trained to capture sufficiently detailed information about the title and main tasks or duties to enable coding at 4 Digits level. For example, if the respondent says he/she is a teacher, the interviewer should inquire further as to what type of teacher- primary school, vocational school, subject matter taught, language, etc and then record both the title and the tasks and duties reported. The examples should be adapted to list nationally relevant occupations. Detailed descriptions should be provided in the examples, as these are meant as guidance for the interviewer, and not to be read aloud. This includes examples of occupational titles (e.g. long-distance truck driver, police officer, office cleaner, tuk-tuk driver etc) and main task and duties associated with that occupation (e.g. transporting goods between cities) to highlight the type of information required for detailed coding.
C8	<p>Industry in main job Description of the main activity of the establishment in which the work is carried out.</p> <p>Response categories Open-ended responses</p> <p>Status</p> <ul style="list-style-type: none"> Core census question <p>Purpose</p> <ul style="list-style-type: none"> To identify the branch of economic activity (industry) of the establishment where the main job is located To enable the data coder to find the appropriate ISIC Rev.4 code (or equivalent national classification). <p>National adaptation and implementation</p> <ul style="list-style-type: none"> Interviewers should be trained to capture enough information about the main goods or products produced or service rendered at the place of work to enable coding at 4 Digits level. The examples should be adapted to list nationally relevant industries, products and services. Detailed descriptions should be provided in the examples, as these are meant as guidance for the interviewer, and not to be read aloud. This includes descriptive words that illustrate the main activity of an establishment (e.g. pharmacy) and of relevant main goods or services provided (e.g. sale of medicines to the general public) to highlight the type of information required for detailed coding.

C8b	<p>Type of place of work The type of place where the respondent typically works in their main job.</p> <p>Response categories 1 From home 2 At a fixed location outside the home 3 Without a fixed location</p> <p>Status</p> <ul style="list-style-type: none"> • Additional census question <p>Purpose</p> <ul style="list-style-type: none"> • As basic background characteristic on working conditions • To enable identification of home-based workers <p>National adaptation and implementation</p> <ul style="list-style-type: none"> • This refers to the type of location where the person typically carries out the work. If a worker works in different locations of the same type, that type of location should be recorded as the answer, for example an electrician who typically works in his clients' homes should be coded 2 as the work typically takes place in clients' homes. • Code 1 includes cases where the respondent works in a space within the household premises. This includes rooms within the residential premises, outbuildings such as sheds and garages intended for residential purposes, as well as yards and gardens immediately adjacent to the residence. Fixed premises adjacent (in front, on the side, in the back) to the household dwelling served by a separate entrance and not normally used for residential purposes should be coded 2. • Code 2 refers to persons working in all kinds of fixed premises outside the home, such as offices, workshops, factories, shops, client/employer homes, as well as persons who move around but report daily to a base, such as public transport bus drivers. • Code 3 refers to 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, door-to-door sellers, etc.
C8c	<p>Location of place of work Geographic location of the place of work</p> <p>Response categories 1 THIS [ADMINISTRATIVE UNIT] 2 ANOTHER [ADMINISTRATIVE UNIT] 3 ANOTHER COUNTRY 9 DON'T KNOW</p> <p>Status</p> <ul style="list-style-type: none"> • Additional census question <p>Purpose</p> <ul style="list-style-type: none"> • To support analysis of commuting patterns • May support breakdowns of the employed by urban/rural place of work

	<p>National adaptation and implementation</p> <ul style="list-style-type: none"> • The smallest possible administrative division should be used to specify the [Administrative Unit] (i.e. county, municipality, district, etc.). • Where feasible to ask for a precise address, an open-ended question may be used instead asking for the address of the place of work.
C9	<p>Status in employment Employment relationship of the respondent in the main job</p> <p>Response categories</p> <ol style="list-style-type: none"> 1 Employee 2 Paid apprentice, intern 3 Employer (with hired employees) 4 Own-account worker (without hired employees) 5 Helper (without pay) in a family business <p>Status</p> <ul style="list-style-type: none"> • Core census question <p>Purpose</p> <ul style="list-style-type: none"> • To capture the status in employment of the respondent as self-declared. • To distinguish between dependent and independent workers. <p>National adaptation and implementation</p> <ul style="list-style-type: none"> • Status in employment refers to the type of relationship, or employment arrangement, between the respondent and the unit they work for. • The question is designed to capture status in employment as self-perceived by the respondent. • Code 1: Refers to persons working for someone else for pay. This is typically a wage or salary, but may also be a commission from sales or in kind pay such as with products, housing and meals. It includes formal and informal employees with permanent, fixed-term, casual, temporary contracts or agreements, whether written or verbal. At national level, additional keywords or common terms may be needed to ensure wide coverage of employees in different employment situations (e.g. day labourer). • Code 2: The respondent holds a paid job on a temporary basis to acquire workplace experience or skills. It includes formal and informal paid apprentices, interns, trainees, etc. It excludes employees on probation periods or on training assignments required by their job, which should be coded 1. • Code 3: The respondent works in his/her own business activity and hires paid employees on a regular basis. Employers may hire employees on a formal or informal basis, for long or short durations, including casual employees. The distinguishing factor is that employers hire one or more employees on a frequent basis. • Code 4: The respondent works on his/her own account, without hiring employees on a regular basis. Persons working on their own-account may have business partners or family helpers, but do not hire employees.

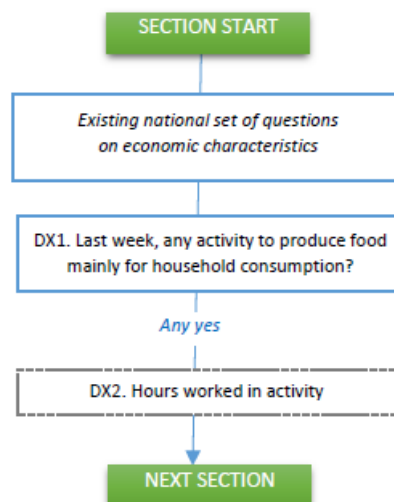
	<ul style="list-style-type: none"> Code 5: The respondent helps without receiving direct pay in business activity of a household member or a family member living elsewhere. It also includes cases of respondents helping a family member with their paid job.
C9a	<p>Institutional sector of employment Type of ownership of the establishment where the person is employed</p> <p>Response categories</p> <ul style="list-style-type: none"> a. In government, public company b. In a private business or farm c. In a non-profit organization d. In a household (as domestic worker) e. In a foreign embassy, international organization <p>Status</p> <ul style="list-style-type: none"> Additional census question <p>Purpose</p> <ul style="list-style-type: none"> To enable classification employed persons by institutional sector of employment. <p>National adaptation and implementation</p> <ul style="list-style-type: none"> The question is intended only for employees and apprentices/interns. It should not be asked of persons who work in their own business or in a business run by a family member. The institutional sector for all self-employed persons is the private sector. Thus, the corresponding code should be assigned during data processing. The institutional sector of employment refers to the type of institution the person works in, rather than their usual place of work. For example, a government doctor who works on call in different households works in “government” (code 1) even though the usual place of work may be the clients’ households. In cases where a respondent is hired through an employment agency to work for another organisation/household then the sector where the work is performed should be recorded. For example, a domestic worker hired through and paid by an agency should still be recorded as code 4 (private household). Code 1: Includes all government institutions, whether at national, regional or local level, and state-owned enterprises (i.e. ownership of 50% or more by the state). Code 2: Includes private farms producing mainly for the market and all other (ie. non-farm) personal or private businesses, whether formal or informal, that are not publicly owned (or owned at less than 50% by the state). Code 3: Includes all non-profit institutions, such as NGO, charities, religious institutions, that provide their services or products to households or the community at large. It excludes NGOs controlled by the government. Code 4: Includes private households as employers of domestic workers only. Code 5: Includes public institutions but owned by foreign or international institutions such as foreign embassies etc.
C9b	<p>Job-related social contributions Whether the employer pays social contributions for the respondent.</p>

	<p>Response categories</p> <p>1 YES 2 NO 9 DON'T KNOW</p> <p>Status</p> <ul style="list-style-type: none"> • Additional census question <p>Purpose</p> <ul style="list-style-type: none"> • Part of the sequence of questions to identify persons in informal employment <p>National adaptation and implementation</p> <ul style="list-style-type: none"> • The question should be adapted to include references to national social contributions systems that are job-dependent such as public health insurance funds, national pension schemes, unemployment insurance, etc. Names for pension or insurance programmes commonly known by the population should be included to improve understanding of the question. • Non-job dependent social contribution schemes, such as means-tested and universal schemes, should not be listed in this question. • In translating the question to the national language(s) care should be taken to ensure that respondents understand that the question refers to the payment of social contributions by their employer, and not by themselves.
C9c	<p>Registration of the business</p> <p>Whether the business is registered on a national business register or similar.</p> <p>Response categories</p> <p>1 YES 2 NO 9 DON'T KNOW</p> <p>Status</p> <ul style="list-style-type: none"> • Additional census question <p>Purpose</p> <ul style="list-style-type: none"> • Part of the sequence of questions to identify persons in informal employment <p>National adaptation and implementation</p> <ul style="list-style-type: none"> • The question should be adapted to list the name of the national business register or relevant national business registration systems. If multiple officially recognised registers exist, for example covering different industries, or covering different rights and responsibilities they should all be listed. This includes for example, registration under factories or commercial acts, tax or social security laws, professional groups' regulatory acts, or similar acts, laws or regulations established by national legislative bodies.

	<ul style="list-style-type: none"> Local registration systems that are not national in coverage, or are not linked to a set of legal rights and obligations should not be considered. Interviewers should be trained on the scope of the register(s) listed, and on those that should not be considered.
C10	<p>Hours worked in the reference week Number of hours worked in the main job in the reference week</p> <p>Response categories 0-120.0</p> <p>Status</p> <ul style="list-style-type: none"> Additional census question <p>Purpose</p> <ul style="list-style-type: none"> To support breakdowns of the employed population by bands of hours worked <p>National adaptation and implementation</p> <ul style="list-style-type: none"> Hours actually worked refers to the time spent in a job during the reference week for the performance of activities that contribute to the production of goods or services. It includes direct hours carrying out the tasks and duties of the job, 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 according to established norms or national circumstances. Exclude time spent travelling between the home and the place of work, for example at the start and end of the work day, as well as time spent on long breaks, for example, meal breaks. If the respondent cannot provide a total number of hours actually worked, interviewers should be trained to assist with recall by asking about hours worked per day and days worked in reference week. Record hours in 0.5 hour intervals. Round up or down to the nearest 0.5 hours if necessary. For data quality assurance a maximum hour's threshold should be established taking into account the national context, in particular situations where shift work or other types of work arrangements prevalent in certain industries may result in schedules of more than 120 hours worked in a given week.

APPROACH D: Own-use production of foodstuff as secondary activity or lifestyle choice

Approach D: Model question flow chart



Approach D: Model question sequence

ASK IF AGE > N

DX1. Last week, from (DAY) to (DAY), did (...) 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)]

ASK IF ANY = YES IN DX1

[OPTIONAL DX2.] In total, how many hours did (...) spend working on (this/these) (activity/activities, last week)?

Approach D: Explanatory notes

DX1	<p>Any work in agriculture/fishing for own use in reference week Work in agriculture/fishing mainly for household consumption in reference week</p> <p>Response categories</p> <ol style="list-style-type: none"> 1. Farming or growing food in a plot of kitchen garden 2. Raising or tending farm animals 3. Fishing, fish farming, collecting shellfish 4. Hunting or gathering wild foodstuff <p>Status</p> <ul style="list-style-type: none"> • Core census question (as per national context) <p>Purpose</p> <ul style="list-style-type: none"> • Part of question sequence to separately identify persons in own-use production of foodstuff <p>National adaptation and implementation</p> <ul style="list-style-type: none"> • The activity scope for the question is restricted to primary activities in crop farming, animal production, fishing and aquaculture, hunting and gathering and related support activities. This scope aims to support identification of producers of foodstuff intended mainly for household consumption. The activity scope may need to be adapted to fit the national context, for example, by excluding hunting or gathering where not relevant. • Response options should be read aloud, and all positive answers recorded. • . • Response options (1), (2), (3) should not be collapsed. Their separate listing aims to improve better reporting of work in these activities. It can also aid in coding information on the branch of economic activity and occupation during data processing. • Code (1) refers to crop production. This includes all activities covered under groups 011, 012, 013 and 0161, 0163, 0164 (Division 01) of the International Standard Industrial Classification of All Economic Activities (ISIC rev. 4). Examples include growing any kind of produce such as cereals, rice, vegetables, fruits, nuts, etc, and related activities such as preparing the land, harvesting. National translations of the response item should avoid use of the term “agriculture”. Accumulated experience suggest the term is not widely interpreted as intended. • Code (2) refers to animal production. This includes all activities covered under group 014 (Division 01) of the International Standard Industrial Classification of All Economic Activities (ISIC rev. 4). Examples include raising or breeding cattle, sheep, poultry, goats, pigs, bee keeping, etc. It also includes activities to produce by-products such as eggs and dairy products. • Code (3) refers to fishery and aquaculture activities, covered under Division 03 of the International Standard Industrial Classification of All Economic Activities (ISIC rev. 4). Examples include marine or freshwater fishing, farming fish, crustaceans, molluscs, etc. Code (3) is to be included depending on its relevance in the national context. When
-----	---

	<p>included, wording should be evaluated to ensure respondents consider both fishing and aquaculture.</p> <ul style="list-style-type: none"> • Code (4) refers to hunting, trapping and related service activities (group 0170, ISIC rev4.), and gathering of non-wood forest products (group 0230, ISIC rev. 4). Code (4) is to be included depending on its relevance in the national context.
DX2	<p>Hours worked in the reference week Number of hours worked in the reference week to produce goods from agriculture or fishing for household or family consumption</p> <p>Response categories 0-120.0</p> <p>Status</p> <ul style="list-style-type: none"> • Additional census question <p>Purpose</p> <ul style="list-style-type: none"> • To produce estimates of working time in own-use production of foodstuff <p>National adaptation and implementation</p> <ul style="list-style-type: none"> • Hours actually worked refers to time spent directly on and in relation to farming/fishing work activities by the respondent to produce goods intended mainly for final consumption by the household or family. • Record hours in 0.5 hour intervals. • Interviewers should be trained to help the respondent by getting them to talk about how much time they spent on each of the days they worked in the reference week in the different activities reported. • For data quality assurance a maximum hour's threshold should be established, taking into account the national context.