



International
Labour
Organization

National adaptation guide

for ILO Model LFS Questionnaire for CAPI

Approach 1 (version 2)

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INTRODUCTION

This guide forms part of the **ILO model LFS toolkit**. It is designed specifically for use with the ILO model LFS questionnaire for **Computer Assisted Personal Interviewing (CAPI), Approach 1 (version 2)**.

It is intended for survey developers in national statistical offices and other agencies responsible for collecting statistics on the work and labour market characteristics of the population. The guide provides essential information about the questions included in the ILO model LFS questionnaire, in particular their intended purpose, valid response options and issues to consider for national adaptation and implementation.

The guide is limited to the modules capturing work and labour market characteristics of the respondents. While much of the content may be adapted for preparation of interviewer guides, this document will not be sufficient for that purpose on its own or without adaptation to the national context where appropriate. At minimum, national adaptation of the ILO model LFS questionnaire will require inclusion of a household roster and a demographic module covering typical questions on social and demographic characteristics of household members, as per national practice. To facilitate this task, separate model questions covering basic social and demographic characteristics have also been made available as part of the toolkit.

The content of the ILO model LFS questionnaires for CAPI is designed on a modular basis to facilitate adaptation, for example addition of new modules covering specific work-related topics of national relevance or for which statistics are needed on a less frequent basis. It is the developer's responsibility to ensure that any adaptation, either additions, removals or changed wording, is appropriately tested before field implementation.

A PAPI version of the questionnaire and related documents are also being developed as part of the toolkit. The PAPI versions have been developed with a similar structure to the CAPI options, but they are designed with simplified routing to facilitate paper implementation. Both the CAPI and PAPI options are available through the ILO website. Those planning to implement through computer assisted interviewing are advised to work with the CAPI option(s).

The contents of the **ILO model LFS toolkit** are aligned with the most recent international standards adopted by the International Conference of Labour Statisticians (ICLS) ¹ and other relevant internationally agreed statistical standards and recommendations, available at the time of its publication.

The toolkit has been developed following an extensive review of national LFS practice and testing process which took place between 2015 and 2017 in collaboration between the ILO and National

¹ Available at: <https://www.ilo.org/global/statistics-and-databases/standards-and-guidelines/lang--en/index.htm>

Statistical Offices across different regions of the world. The description of these tests and their conclusions are contained in a series of reports also available on the ILO website².

A general conclusion of the testing process is that different survey question sequences can be used to capture key indicators such as employment following the internationally agreed concepts and definitions. For this reason the ILO will be making available alternative model LFS questionnaires over time which testing has indicated can generate comparable estimates. The questionnaires will differ in flow, question wording and overall length. Users should choose the model questionnaire most appropriate to their context and national requirements with reference to the evidence from the ILO LFS pilot studies.

All materials are subject to update based on additional experience, testing or revisions to the international statistical standards. Any such updates will be issued as new versions. Users are advised to visit the ILO website for the latest available versions.

One other key general conclusion from the testing process, which should be borne in mind by all users of the toolkit, is that careful translation and adaptation to national context are critical to ensure questionnaires are nationally relevant. Appropriate testing is also crucial and sufficient time and resources should be planned for to enable the development process to be completed to an appropriate standard.

Global flow variables:

Within the CAPI questionnaire global flow variables have been defined. The purpose of these variables is to ease the management of the flow within the questionnaire. These variables are defined at the beginning of the individual questionnaire. They are updated based on responses to different questions and subsequently used as filter variables. For example the variable GLO_EMP indicates whether the respondent is identified as employed (GLO_EMP=1). This variable can then be used to identify those who need to be asked questions about employment (ASK IF GLO_EMP=1), rather than specifying a long filter based on multiple variables on each occasion. This also allows some flexibility in applying a modular approach, where removal of a module would enable the CAPI tool to continue to work. For example if the section on 'Agricultural Work and Market Orientation' was excluded, the filters for the later sections of the questionnaire would remain valid.

² Available at: https://www.ilo.org/stat/Areasofwork/Standards/lfs/WCMS_627815/lang--en/index.htm

GENERAL CONVENTIONS

Conventions used in the ILO model LFS questionnaires for CAPI

- 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
- **Red text**: Indicates overall filter groups to be asked a question/set of questions, related instructions or other guidance to the developer
- **[Blue text within square brackets]**: Indicates text that must be adapted as per national circumstances
- **Bold text**: Indicates question numbers, section headings, skips, and other structural items

Reference periods

- Reference week: Refers to the calendar week before the interview date, starting from [START_DAY] to [END_DAY]. The start and end day of the week are to be defined as per national circumstances (e.g. Monday to Sunday; Sunday to Saturday).
- Last 4 weeks: Refers to the four calendar weeks before the interview date.

Survey population, household and household membership

- To be defined as per existing national household survey practice.

Working age respondents

- The age limits to identify respondents eligible to answer the modules on work and labour-market characteristics are to be defined as per national circumstances and taking into consideration the measurement objectives of the survey, in particular, the coverage of child labour. In line with the latest international standards (19th ICLS, 2013), to identify the working age population,
 - the lower age limit should be set taking into consideration the minimum age for employment and exceptions specified in national laws or regulations, or the age of completion of compulsory schooling. To support international comparisons, the minimum age in data collection should not be set higher than 15 years
 - no upper age limit is recommended to so permit comprehensive coverage of work activities of the adult population.

MODULE: RESPONDENT STATUS (RSP)

This module serves as the start of the personal interview on work-related characteristics. It is addressed to household members of working age, as specified in the national context. It includes a small set of questions aimed at selecting the respondent for the personal interview and recording essential information for data quality evaluation. This covers: the type of respondent (direct or proxy) who answers to the questions on labour market characteristics, the characteristics of proxy respondents, and the start time of the personal interview.

QUESTION ID	DESCRIPTION AND GUIDELINES
RSP_AVAIL	<p>RESPONDENT AVAILABILITY</p> <p>Availability of the selected respondent to answer the personal interview</p> <p>Response options</p> <p>1 YES 2 NO</p> <p>Purpose</p> <ul style="list-style-type: none"> • To request direct participation of the selected respondent in the interview • To reduce reliance on indirect respondents during field operations • To improve the quality of data on labour market characteristics recorded <p>National adaptation and implementation</p> <ul style="list-style-type: none"> • Recommended as a data quality measure to promote direct participation of eligible respondents in the survey • It may be excluded in countries where cultural norms may preclude conducting interviews with selected household members • Requires the interviewer to request the selected respondent by name
RSP_DIR	<p>TYPE OF RESPONDENT</p> <p>Direct or indirect participation of the household member in the personal interview</p> <p>Response options</p> <p>1 YES 2 NO</p> <p>Purpose</p> <ul style="list-style-type: none"> • To calculate the survey proxy response rate • To monitor interviewer quality and plan duration of field operations when information on the number of visits to complete a household is also collected • To evaluate the impact of proxy response on data quality <p>National adaptation and implementation</p> <ul style="list-style-type: none"> • Not to be read out loud

- Efforts should be made to interview directly each eligible household member, including for example, by scheduling a second visit
- If not possible to interview each eligible household member, then a knowledgeable adult household member should be identified
- Code 1 includes all persons responding directly about their own situation
- Code 2 includes all proxy respondents

RSP_PPNO **PROXY PPNO**

Identifier of the proxy respondent

Response options

PPNO

Purpose

- To allow identification of the proxy respondent in the household roster
- For analysis of the impact of proxy response by demographic characteristics

National adaptation and implementation

- Not to be read out loud

RSP_REL **RELATIONSHIP OF PROXY**

Relationship of proxy respondent to the household member for which information is being collected

Response options

1 SPOUSE OR PARTNER

2 SON OR DAUGHTER

3 MOTHER OR FATHER

4 OTHER RELATIVE

5 UNRELATED

Purpose

- To record the relationship between the proxy respondent and the selected household member
- For analysis of the impact of proxy response

National adaptation and implementation

- Optional inclusion
 - Code 1 includes cohabiting partners and multiple spouses in the case of polygamous households
 - Code 2 includes biological, foster, step or adopted children
 - Code 3 includes biological, foster, step parents or adoptive parents
 - Code 4 includes other family relationships including siblings, family in law, etc.
 - Code 5 includes all unrelated persons, including domestic workers, living in the same household
-

MODULE: EMPLOYED, AT WORK (ATW)

The ATW module serves as the start of the questions aimed at establishing the labour force status of the respondent. It is addressed to all household members of working age, as specified in the national context. It includes a small set of questions to identify persons who were employed and working (i.e. “at work” in the short reference period). The questions are aligned with the international standards on *statistics of work, employment and labour underutilization* adopted by the 19th ICLS in 2013.

QUESTION ID	DESCRIPTION AND GUIDELINES
ATW_PAY	<p data-bbox="365 568 595 600">WORKED FOR PAY</p> <p data-bbox="365 607 1086 638">Worked for pay at least 1 hour in the short reference period</p> <p data-bbox="365 689 584 721">Response options</p> <p data-bbox="365 730 432 761">1 YES</p> <p data-bbox="365 770 432 801">2 NO</p> <p data-bbox="365 853 469 884">Purpose</p> <ul data-bbox="365 898 1394 1055" style="list-style-type: none"> <li data-bbox="365 898 1394 969">• To identify persons who worked for someone else in exchange for remuneration such as salary, wage, tips, commissions <li data-bbox="365 978 1394 1055">• Required as part of the sequence to identify persons employed in the short reference period <p data-bbox="365 1106 871 1137">National adaptation and implementation</p> <ul data-bbox="365 1151 1394 1962" style="list-style-type: none"> <li data-bbox="365 1151 1394 1263">• The start and end dates for the reference week need to be specified as per national practice. For example, a moving calendar week should be specified as: Reference week, that is from [Monday] to [Sunday/yesterday], did... <li data-bbox="365 1272 1394 1429">• The question is targeted to persons working for pay for someone else, in a dependent relationship. This includes persons who worked in the reference week in any type of paid job, for example as employees or apprentices, including casual, informal and part-time employees, for as little as one hour. <li data-bbox="365 1438 1394 1639">• Paid jobs may be remunerated in wages, salaries, commission, tips or other pay, for work done or hours worked. The pay may be in cash or in kind (e.g. with food and lodging, with products or vouchers). It includes persons who worked in expectation of payment regardless of whether the payment was actually received or not. <li data-bbox="365 1648 1394 1720">• Include persons who were temporarily not at their normal place of work for reasons such as job-related travel or job-related training required by the employer <li data-bbox="365 1729 1394 1962">• Exclude persons who worked as self-employed, for example in a business or market- oriented activity with the intention of earning a profit, whether as employer or own-account worker, or helping in a family business. This includes farmers producing goods mainly for sale. These self-employed workers are meant to be captured in subsequent questions (ATW_PFT and ATW_FAM). This is important to ensure that respondents are appropriately routed in the

questionnaire. The questions are not used to assign status in employment which is assigned based on questions asked after the respondent is identified as employed.

- The question requires careful translation to the national language(s). Wording chosen to translate “*any work for someone else for pay*” should be evaluated in the national context to ensure it is understood by respondents from different backgrounds as referring generally to “dependent paid employment” such as employees and apprentices, whether formal or informal.
- It is not recommended to list many examples of types of pay nor to mention explicitly payment in kind in the question formulation. Accumulated field evidence indicates that long list of examples tends to confuse respondents rather than help. Reference to “pay in kind” is not widely understood and often misunderstood as carrying negative connotations.
- Risk of misinterpretation by respondents and interviewers alike can lead to misclassification of own-use producers as employed (i.e. working for pay), in particular. For this reason the most important risk to avoid is that people working in own account farming or fishing where the production is either partially or fully kept for own-use understand this question as covering their type of work.

ATW_PFT WORKED FOR PROFIT

Worked for profit at least 1 hour in the short reference period

Response options

- 1 YES
- 2 NO

Purpose

- To identify persons who worked in their business, including small own-account market-oriented activities
- Required as part of the sequence to identify persons employed in the short reference period

National adaptation and implementation

- The question refers to persons who worked in the reference week in any kind of business activity to earn an income in the form of profits, in cash or in kind, for as little as one hour. This includes persons who worked as employers, own account workers producing goods or providing services intended mainly for the market, or as members working in a family business or farm producing mainly for the market.
 - It includes persons who worked in a business activity with the intention of earning a profit, even if the business was not making a profit or was incurring a loss by the time of the interview.
 - Exclude persons who worked in the reference week in any kind of paid job, as employees or apprentices. These persons should have been captured in the previous question (ATW_PAY).
 - Exclude farming or fishing activities when intended mainly for own final use by the household or family, even if a part of the production is sold or bartered.
-

- The question requires careful translation to the national language(s). Wording chosen to translate “any kind of business, farming or other activity to generate an income” should be evaluated in the national context to ensure it is understood by respondents from different backgrounds as referring generally to “market oriented self-employment”, whether formal or informal. Accumulated evidence indicates that the term “business” in particular tends to be understood more narrowly than intended, often excluding own-account market-oriented activities without fixed business premises. Inclusion of the additional terms “farming or other activity to generate an income” in the question is important to limit possible underreporting of self-employment activity.
- Examples should be adapted to the national context and read only if needed. Useful examples include colloquial words commonly used locally for “casual self-employment work” and descriptors of common own-account market-oriented activities that may not be recognized as employment by people in general.

ATW_FAM WORKED AS FAMILY HELPER

Recovery question for family helpers who worked at least 1 hour in the short reference period

Response options

- 1 YES
- 2 NO

Purpose

- To recover persons who worked without receiving pay in a family-run business or helped a family member with their paid job.
- Part of the sequence to identify persons employed in the short reference period

National adaptation and implementation

- It includes persons who worked in any kind of business operated by a family member, for as little as one hour. The business may be any kind of self-employment activity, including a farm, producing goods or providing services intended mainly for the market. The business may be operated by family members living in the same household or in another household. Examples include a wife who assists her husband in the family business or a son or daughter helping in a family business without receiving any direct pay on a regular basis.
- It also includes persons who assisted with any of the tasks or duties of an employee job held by a family member for as little as one hour. The family member may be living in the same household or in another household.
- Accumulated evidence indicates that this question is critical to improve reporting of employment in family businesses, particularly among women and younger workers.
- The term “help” should be retained in translations to the national language(s) as the question is targeted to persons who may not recognize their participation as employment, or even work.

MODULE: TEMPORARY ABSENCE FROM EMPLOYMENT (ABS)

This module is part of the sequence of questions aimed at establishing the labour force status of the respondent. It is addressed to household members of working age, who did not report having worked for pay or profit in the reference week (ATW module). It includes a small set of questions to identify persons who were temporarily absent from a paid job or business in the short reference period. The questions are aligned with the international standards on *statistics of work, employment and labour underutilization* adopted by the 19th ICLS in 2013.

QUESTION ID	DESCRIPTION AND GUIDELINES
ABS_JOB	<p>Absence from paid job or business Absence from paid job or business in the short reference period</p> <p>Response options 1 YES 2 NO</p> <p>Purpose</p> <ul style="list-style-type: none"> To identify persons on temporary absence from a paid job or business in the reference period Required as part of the sequence to identify persons employed <p>National adaptation and implementation</p> <ul style="list-style-type: none"> Asked only of persons of working age who were not identified as employed in the module “Employed, at work” Temporary absence from a job or business refers to an interruption from an existing job or business. That is, the person should have been previously working in a specific paid job or business and expected to return to that same job or business after the absence. Persons absent from their normal place of work for work-related reasons such as job-related travel or training should be considered employed, at work, in the reference week. That is, they should be captured as employed in the module “Employed, at work” Persons who are about to start a new job or business, but have not yet started to work by the interview date are not considered to be absent from work. Instead, they are future starters and are to be identified as such in a subsequent module on “Job search.”
ABS_WHY	<p>Reason for absence Reason for temporary absence from a paid job or business.</p> <p>Response options 01 WAITING TO START NEW JOB OR BUSINESS 02 LOW OR OFF-SEASON 03 SHIFT WORK, FLEXI TIME, NATURE OF WORK</p>

- 04 VACATION, HOLIDAYS
- 05 SICKNESS, ILLNESS, ACCIDENT
- 06 MATERNITY, PATERNITY LEAVE
- 07 EDUCATION LEAVE OR TRAINING
- 08 OTHER PERSONAL LEAVE (CARE FOR FAMILY, CIVIC DUTIES, ...)
- 09 TEMPORARY LAYOFF, NO CLIENTS OR MATERIAL, WORK BREAK
- 10 BAD WEATHER, NATURAL DISASTER
- 11 STRIKE OR LABOUR DISPUTE
- 12 LONG-TERM DISABILITY
- 13 OTHER (SPECIFY)

Purpose

- To identify the reason for absence from employment
- Required as part of the sequence to identify persons employed in the short reference period
- Depending on the reason along with the duration of absence and continued receipt of payment, the respondent will be identified as employed or not.

National adaptation and implementation

- Code 01: Includes all persons who had already found a job or arranged to start a business, but had not yet started working in the reference period.
 - Code 02: Includes all persons with seasonal jobs who indicated not having worked in the reference period because of the low or off-season. This excludes short periods (e.g. 1 or 2 weeks) of low activity that may take place during the active season which should be coded 03.
 - Code 03: Includes situations where the respondent was absent for the entire reference period due to their working time arrangement or the nature of their work. This includes for example, persons who work on “tours” with schedules such as two weeks on and 2 weeks off; persons on time off as compensation for time previously worked and other flexible working time arrangements. It also includes persons working in agriculture or in other industries where the nature of their work may include short periods (e.g. lasting a week or two) with no activity during the productive cycle. Note, however that the off-season should be recorded as Code 02. Involuntary breaks in work due to economic reasons should be recorded as Code 09.
 - Code 06: Refers to the statutory period of maternity or paternity leave established in national legislation around the time of childbirth. It excludes maternal or parental leave that may be requested at different times for child care purposes. Maternal or parental leave should be recoded under code 08 (other personal leave)
 - Code 07: Includes all kinds of education or training, not required by the employer. Note that persons attending education or training required by the employer are to be considered as “Employed, at work” and captured in the previous module as such.
-

- Code 09: Includes involuntary breaks due to work interruptions for economic reasons such as a lack of available business, a lack of materials, difficulties with premises etc. This also includes any absence where a person is temporarily laid off by their employer. The person must have an expectation of a return to work with the employer.
- Code 11: This includes only people who were personally involved in a labour dispute. Absences due to being unable to attend work due to other people engaging in a labour dispute should be coded 09.

ABS_SEA

Continued work during off-season

Whether some work is performed during off-season

Response options

1 YES

2 NO

Purpose

- To identify persons with seasonal jobs who continue to perform some of the tasks or duties of their job during the low or off-season
- Required as part of the sequence to identify persons employed in the short reference period

National adaptation and implementation

- Asked only of persons who reported being absent from a job due to the low or off-season. It aims to establish if during the period considered as low or off-season, the person continues to perform some of the tasks or duties of their job. For example, clearing a field, applying fertilizer, checking orchards for overall tree health, etc. in preparation for the active season.

ABS_DUR

Return within 3 months

Whether the absence will be less than 3 months.

Response options

1 YES

2 NO

97 DON'T KNOW

Purpose

- To identify persons on temporary absence from a paid job or business.
- Required as part of the sequence to identify persons employed in the short reference period

National adaptation and implementation

- Refers to the expected total duration of the absence. This includes both the elapsed duration to date and the expected future period of absence.
-

- If the total duration is unknown the elapsed duration can be asked in case the elapsed duration is already more than 3 months. However the respondent should be pushed to say whether they think it will be more or less than 3 months in total.

ABS_PAY **Continued receipt of income during absence**

Whether the respondent continues to receive income for their work during the period of temporary absence.

Response options

1 YES

2 NO

97 DON'T KNOW

Purpose

- To identify persons on temporary absence from a paid job or business.
- Required as part of the sequence to identify persons employed in the short reference period

National adaptation and implementation

- Income includes all income in cash or in kind which is related to the job they are absent from and which they continue to receive during the absence.
 - Respondents who receive income which is not directly related to the job should be coded as NO.
-

MODULE: AGRICULTURAL WORK AND MARKET ORIENTATION (AGF)

The AGF module is part of the sequence of questions aimed at establishing the labour force status of the respondent. The module has three main objectives: (a) to recover persons working in agriculture or fishing who may have not reported this work in the previous section; (b) for all those reporting work in agriculture or fishing, to determine whether the production is intended mainly for sale/barter (and thus to be treated as employment), or mainly for final consumption by the respondent's household or family (and thus to be treated as own-use production work); and (c) for those not employed who report own-use production work in agriculture or fishing, to capture the main industry, occupation and time spent in this activity.

The module is essential for countries where a part of the population is engaged in mixed or subsistence agriculture or fishing. It allows the identification of the employed population, as per the *international standards on statistics of work, employment and labour underutilization* adopted by the 19th ICLS in 2013. It also allows identification of an important part of subsistence foodstuff producers as recommended by the international standards. For complete identification of own-use producers of goods, in addition to the AGF module, the survey should also include modules OPF, BLDG, MNF, WTR and FIR which cover own use production of different goods.

QUESTION ID	DESCRIPTION AND GUIDELINES
AGF_CHK	<p>Broad industry of the work performed Broad industry of the employment activity reported</p> <p>Response options</p> <ol style="list-style-type: none"> Farming or rearing farm animals [Fishing or fish farming] Another type of job or business <p>Purpose</p> <ul style="list-style-type: none"> To identify whether the respondents' work was in farming or rearing animals, fishing, or another type of activity. Part of the question sequence to distinguish between employment and own-use production work. For those who answer that the work was in farming, rearing animals or fishing, follow-up questions will be asked about the main intended use of the products. <p>National adaptation and implementation</p> <ul style="list-style-type: none"> The question is essential to measure employment as per the latest international standards, in countries where a part of the population is engaged in small-scale agriculture and/or fishing. Ensure the respondent is replying in relation to the work already reported for previous questions.

- Codes (a) and (b) refer to activities falling under Divisions 01 and 03 (Agriculture and Fishing respectively) of the International Standard Industrial Classification of All Economic Activities (ISIC rev. 4).
- Code (b) 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 (c) includes any sector of activity other than farming, rearing animals or fishing. In other words all respondents whose work was not in those activities should be recorded in code (c).
- Multiple responses are valid, if respondents had work in multiple different sectors (e.g. a teacher who also works in farming).

AGF_ANY	Work in farming or, animal rearing or fishing Recovery question for work in farming, rearing animals or fishing
	Response options 1 YES 2 NO
	Purpose <ul style="list-style-type: none">• Recovery question to identify persons who potentially did market-oriented work in agriculture but did not self-identify as employed in the previous modules.
	National adaptation and implementation <ul style="list-style-type: none">• The question is asked only to respondents who did not self-identify as employed in the previous questions.• It refers to activities falling under Divisions 01 and 03 (Agriculture and fishing, respectively) of the International Standard Industrial Classification of All Economic Activities (ISIC rev. 4). Any work done for at least one hour in these activities during the reference week should be included.• The question requires careful translation to the national language(s). It is not recommended to use the terms “agriculture, forestry and fishing” directly in the question formulation. Accumulated evidence indicates that respondents tend to associate the term “agriculture” predominantly with crop farming, but not with animal husbandry. At minimum, the question formulation should make reference to farming and raising animals separately.• Reference to fishing activities in the question formulation will depend on its relevance in the national context. In countries where aquaculture is prevalent, additional colloquial terms referring to “fish farming” may need to be included, at minimum, as an example to be read if needed.• It should be adapted to use the same terminology as the AGF_CHK question
AGF_MKT	Main intended destination of production The main intended destination of the products output from the work in farming or rearing animals or fishing.

Response options

- 1 Only for sale
- 2 Mainly for sale
- 3 Mainly for family use
- 4 Only for family use

NOT TO BE READ

5 CANNOT SAY

Purpose

- Main criterion to distinguish between employment and own-use production work.
- To identify whether work done in farming or rearing animals, fishing, or other type of activity should be identified as employment or own use production work. This is 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).

National adaptation and implementation

- Response categories 1 to 4 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 the general situation for the goods produced rather than just the goods produced in the reference week. It refers to products the respondent was directly working on in the reference week. 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 *both* for sale/barter and family use, the interviewer should try to get the respondent to indicate which one is the main use in general.
- If the respondent is absolutely unable to state the main intended destination they should be coded to category 5 and an additional question about past use of the products will be asked.

AGF_HIS

Past use of production from farming/fishing

Whether the products from farming and fishing were previously mainly sold or mainly kept for family use.

Response options

- 1 ONLY SOLD
 - 2 MAINLY SOLD
 - 3 MAINLY KEPT FOR FAMILY USE
 - 4 ONLY KEPT FOR FAMILY USE
-

Purpose

- To identify whether work done in farming or rearing animals, fishing, or other type of activity should be identified as employment or own use production work.
- This question is asked of those who are unsure of the main intended destination. For those respondents, the past use of the products can instead be used to establish if the activity can be considered own use production of goods or employment.

National adaptation and implementation

- 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.
- As with previous questions, it refers to the products (foodstuff, animals, fish) the respondent was directly working on in the reference week. It does not refer to products the respondent may have worked on in the past, or goods produced only by other household members.

AGF_HIR **Employee relationship in agricultural/fishing work**
Whether the respondent was hired by someone else to do the work in farming/fishing

Response categories

- 1 YES
- 2 NO

Purpose

- To identify if the work reported should be considered employment
- To identify people who may have reported that the goods were mainly intended for own final use but may actually be paid to do the work (e.g. paid in kind with part of the production)

National adaptation and implementation

- This refers to the work done in the reference week, even if they were only hired to work during that week.
- This refers to any situation where the work was done in return for the promise of payment, whether actually received or not.
- Work done for payment in kind in the form of products or services (e.g. payment in food), whether provided in the past or the future, is included.

AGF_GDS **Main products produced through farming/fishing**
Description of the main products produced by respondents who worked to produce foodstuff for own-use in farming or fishing

Response categories

Open ended responses

Purpose

- This will allow an analysis of the main types of goods from agriculture and/or fishing being produced by persons engaged in this work.
- To enable the data coder to find the appropriate ISIC Rev.4 Code or corresponding national classification.

National adaptation and implementation

- If needed, give examples to assist the respondent. List examples typical of the local area or region (e.g: citrus fruits, vegetables, freshwater fish, cattle, chicken, taro, rice).
- 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 classification, i.e. avoid generic terms like ‘crops’.

AGF_OCC Main Tasks in farming/fishing work

Description of the main tasks and duties usually performed in own-use farming/fishing work

Response categories

Open ended responses

Purpose

- To enable the data coder to find the appropriate detailed ISCO 08 Code or corresponding national classification.

National adaptation and implementation

- If needed, give examples to assist the respondent. List examples typical of the local area or region (e.g: preparing the fields for planting, applying fertilizer, supervising fields for pests, etc).
- The respondent should be prompted to describe the main tasks usually performed in conducting this activity, not the tasks performed in the reference week).
- Interviewers should be trained to record a detailed description to enable coding at 4 Digits level of the classification, i.e. avoid generic terms like ‘farmer’.

AGF_DYS Number of days worked in own-use farming/fishing work

The number of days the respondent did work to produce goods from agriculture or fishing for household consumption in the reference week

Response categories

1 to 7

Purpose

- To allow the calculation of hours actually worked in the reference week by collecting first the number of days worked and then the average number of hours per day
- To produce estimates of working time in own-use production of goods

National adaptation and implementation

- Respondents should report any day during the reference period when they carried out the activity even for a short period of time.
- Any activity in this case refers to time spent directly on and in relation to agricultural or fishing activities by the respondent to produce goods intended mainly for own final consumption by the household. Exclude time spent in activities intended to produce goods mainly for sale or barter.

AGF_HRS Hours per day worked in the reference week

The number of hours per day the respondent worked to produce goods from agriculture or fishing for household consumption in the reference week

Response categories

0.5-16.0

Purpose

- To produce estimates of working time in own-use production of goods
- To produce estimates of the contribution of own-use production of goods to SNA labour input

National adaptation and implementation

- The number to be entered is the average number per day that the respondent actually worked on. For example if the respondent reported working on 3 days and on those days they worked 1 hour, 3 hours and 5 hours then the average per day worked is 3 hours and that should be recorded here.
 - Hours actually worked refers to time spent directly on and in relation to farming and or fishing work activities by the respondent to produce goods intended mainly for own final consumption by the household or family. Exclude time spent in activities intended mainly for sale or barter.
 - Record hours in 0.5 hour intervals. If the respondent gives a response in some other way (e.g. 10 hours 20 minutes), round up or down to the nearest 0.5 hours (i.e. 10.5 hours).
 - 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 as reported for the previous question.
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- 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. The threshold should take into consideration the extent to which fishing activities, in particular, may be performed over 24-hour shift periods
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MODULE: MULTIPLE JOB HOLDING AND CHARACTERISTICS OF MAIN JOB (MJJ)

The module on multiple job holding and characteristics of main job (MJJ) is asked of all respondents who have been identified as employed based on previous questions. It starts by capturing if the respondent has only one job or business, or multiple jobs or businesses. After this it will capture information on occupation and self-identified status in employment.

This module is critical to provide important analytical information (occupation and status in employment) but also to enable appropriate routing of respondents for additional questions on the main job. Different questions are appropriate depending on whether the respondent initially self-identifies as a dependent worker (employee, apprentice, contributing family worker, assisting family member), or an independent worker (own-account or employer). The module also allows identification of wage and salaried employees, and of co-operators in family businesses.

QUESTION ID	DESCRIPTION AND GUIDELINES
MJJ_MULT	<p data-bbox="387 857 639 891">Multiple job holding</p> <p data-bbox="387 898 1086 931">Person holding one or more than one job(s) / business(es).</p> <p data-bbox="387 981 639 1014">Response categories</p> <p data-bbox="387 1021 639 1055">1 ONE JOB/BUSINESS</p> <p data-bbox="387 1061 799 1095">2 MORE THAN ONE JOB/BUSINESS</p> <p data-bbox="387 1144 491 1178">Purpose</p> <ul data-bbox="387 1184 1394 1263" style="list-style-type: none"> <li data-bbox="387 1184 815 1218">• To identify multiple-job holders <li data-bbox="387 1225 1394 1263">• To identify respondents who will have to provide information about a second job <p data-bbox="387 1312 895 1346">National adaptation and implementation</p> <ul data-bbox="387 1352 1394 1836" style="list-style-type: none"> <li data-bbox="387 1352 1394 1592">• A self-employed person who works for more than one client is not considered to have more than one job or business. A separate job should involve working in a different economic activity or in a different status in employment. For example, a person who runs a business and also works as a government employee, or a self-employed person who runs a convenience shop and drives a taxi at other times. <li data-bbox="387 1599 1394 1715">• For employees it refers to the number of employers they have, for example an employee of an agency has one job, regardless of how many clients they might serve through that agency. <li data-bbox="387 1722 1394 1836">• If the respondent is identified as having more than one job or business the interviewer will be prompted to read a statement to the respondent to assist them in identifying the main job as a reference for following questions.

MJJ_OCC_TLE Occupation in main job (occupational title)

Occupational title in the main job / business.

Response categories

Open-ended responses

Purpose

- 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.

National adaptation and implementation

- Occupational title refers to the title/name of the occupation or profession of the respondent.
- It is vital 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).

MJJ_OCC_MTD Occupation in main job (main tasks and duties)

Main tasks and duties in the main job / business.

Response categories

Open-ended responses

Purpose

- 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.

National adaptation and implementation

- Main tasks and duties refers to the kind of work typically performed in a job.
 - It is vital 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 tasks and duties. Detailed descriptions should be provided in the examples, as these are meant as
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guidance for the interviewer, and not to be read aloud. This includes examples of relevant main task and duties associated with that occupation (e.g. transporting goods between cities) to highlight the type of information required for detailed coding.

MJJ_EMP_REL Status in employment

Employment relationship of the respondent in the main job

Codes

- 1 As an [employee] for someone else
- 2 In (your/name's) own business activity
- 3 Without pay in a household or family business
- 4 As an apprentice, intern
- 5 Helping a family member who works for someone else

Purpose

- Part of the sequence of questions to assign a code under the International Classification of Status in Employment (ICSE).

National adaptation and implementation

- Status in employment refers to the type of relationship between the respondent and the unit they work for.
- Code 1: The respondent holds a job with a written or oral contract which gives him/her a basic pay that is not directly dependent on the revenue of the unit in which he/she works. The term “employee” aims to capture casual, temporary as well as permanent employees in formal or informal employment situations. 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 works on his/her own account or with partners. He/she holds a “self-employment” type of job and may or may not have engaged employees to work for him/her. The phrase “business activity” should be adapted to the national context to ensure that independent workers self-identify as such regardless of the type or size of their independent activity.
- Code 3: The respondent participated in any activity to support the operation of a business activity of a household member or a family member living elsewhere.
- Code 4: The respondent holds a job on a temporary basis to acquire workplace experience or skills.
- Code 5: The respondent helped with any of the tasks or duties of an employee job held by a household member or a family member living elsewhere. For example, a son who helps his mother with grading exams as part of her job as a teacher.

MJJ_CFW_CHK Decision making in running of business

Participation in decisions about the running of the household or family business

Response categories

- 1 (You/NAME)
- 2 (You/NAME) together with others
- 3 Other family member(s)
- 4 Other (non-related person(s) only

Purpose

- To assess participation in decision making within the family business.
- Part of the sequence of questions to distinguish between contributing family workers and co-operators in family businesses
- Part of the sequence of questions for detailed coding under the International Classification of Status in Employment (ICSE).

National adaptation and implementation

- Only asked of respondents who work in a household or family business.
- This refers to usual decision making about the running of the business such as the types of goods and services offered, hiring of employees, etc.

MJJ_HIRES

Hiring of employees

Whether the respondent hired any paid employees reference week

Response categories

- 1 YES
- 2 NO

Purpose

- To confirm whether a self-employed respondent has employees.
- Part of the sequence of questions to distinguish between employers and own-account workers, as needed to assign a code under the International Classification of Status in Employment (ICSE).

National adaptation and implementation

- The question is only asked to respondents who are identified as operating their own business
- It refers to the situation in the reference week and the business considered as the main job of the respondent (i.e. employees hired for some other purpose should not be included)
- It includes situations where the employee was temporarily absent from work in the reference week
- It includes casual/temporary/part-time employees even if they are only hired on a one off basis during the reference week

MJJ_REM_TYP

Types of payments received

The types of payments the respondent receives

Response categories

- a. A wage or salary
- b. Payment by piece of work completed
- c. Commissions
- d. Tips
- e. Fees for services provided
- f. Payment in meals or accommodation
- g. Payment in products
- h. OTHER CASH PAYMENT (specify)
- i. I AM NOT PAID

Purpose

- Analysis of the types of payments received by respondents
- Part of a sequence of questions used to confirm the status in employment of respondents
- To confirm if respondents who self-identified as employees do receive a wage or salary or not. Those not in receipt of a wage or salary may be re-classified as dependent contractors depending on their answers to additional questions.

National adaptation and implementation

- This question is only asked of people who said their status in employment was an employee, apprentice/intern or helping a family member who works for someone else.
 - This only refers to payment received by the respondent directly themselves.
 - Multiple answers can be recorded if the respondent received multiple different types of payment.
 - Category (a) (wage or salary) refers to payments in return for time worked. It can be an amount per hour, day, week, month or other time period. Wages or salaries are not directly dependent on the profits of business/organisation in which the respondent works, or sales etc.
 - Categories (f) and (g) refer to different types of payment in kind, i.e. where non-monetary payments are received.
 - Category (h) includes any other type of cash payment which is not covered by categories (a) to (e).
 - Category (i) should only be used for respondents who report that they do not directly receive any form of pay (for example helpers in family businesses who indicate not receiving any pay).
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MODULE: MAIN JOB – DEPENDENT WORKER RELATIONSHIP (MJD)

This module provides additional information for those who are initially self-identified as dependent workers in their main job with a focus on responsibility for payment of taxes. Based on the information the respondent may be reclassified as an independent worker in their main job (e.g. if they are not paid a wage or salary and are responsible for deducting taxes on their income). They could also be identified as working in a triangular employment relationship where they are paid by someone other than the organisation/business where they do their work.

QUESTION ID	DESCRIPTION AND GUIDELINES
MJD_WHO_PAYS	<p data-bbox="411 667 608 696">Entity who pays</p> <p data-bbox="411 707 1182 736">Which business/organisation or household pays the respondent</p> <p data-bbox="411 790 667 819">Response categories</p> <p data-bbox="411 831 1394 860">1 The business/organisation or household where (you/NAME) (do/does) the work</p> <p data-bbox="411 871 1038 900">2 Or a different organisation, business or household</p> <p data-bbox="411 954 517 983">Purpose</p> <ul data-bbox="411 994 1394 1151" style="list-style-type: none"> <li data-bbox="411 994 1394 1066">• To provide supplementary information on the working relationship between the respondent and their employer as proposed by ICSE-18. <li data-bbox="411 1077 1394 1151">• To identify cases where a respondent is paid by someone other than who they perform the work for (i.e. employees in triangular relationships). <p data-bbox="411 1205 919 1234">National adaptation and implementation</p> <ul data-bbox="411 1245 1394 1688" style="list-style-type: none"> <li data-bbox="411 1245 1394 1357">• This and the following questions are only asked of respondents in a dependent employment relationship (employee, apprentice/intern, family helpers who receive a cash payment, excluding tips). <li data-bbox="411 1368 1394 1525">• Code 2 includes only cases where the person receives their pay from a business/household or organisation other than the one for whom they perform the work. This will generally include workers employed through agencies such as security agencies, cleaning agencies, nursing agencies etc. <li data-bbox="411 1536 1394 1608">• All others (i.e. those directly paid by the business/household the work is performed for should be coded 1). <li data-bbox="411 1619 1394 1688">• Respondents with multiple clients who are paid directly by those clients separately should be coded 1.
MJD_BOSS_TAX	<p data-bbox="411 1704 1038 1733">Responsibility for payment of income related taxes</p> <p data-bbox="411 1744 1394 1816">Whether the respondent or their employer is responsible for deducting income related taxes</p> <p data-bbox="411 1870 491 1899">Codes</p> <p data-bbox="411 1910 762 1939">1 EMPLOYER IS RESPONSIBLE</p> <p data-bbox="411 1951 727 1980">2 (NAME) IS RESPONSIBLE</p> <p data-bbox="411 1991 639 2020">3 NOT APPLICABLE</p>

9 DON'T KNOW

Purpose

- As part of the set of questions to identify dependent contractors among those who self-identified as working in a dependent employment relationship.
- Those who are responsible for payment of their own taxes may be classified as dependent contractors within the ICSE classification.

National adaptation and implementation

- This refers to the responsibility to pay taxes even if no taxes are actually paid, for example because the income earned is below a threshold required for payment of income related tax.
 - The underlying intention of the question is to help identify respondents who may have a commercial agreement for their services even though they might self-identify as working for someone else (i.e. as employees, apprentices, etc.).
 - Care should be taken to ensure informal workers answers refer to on who falls the responsibility for paying income tax, and not on whether income tax is actually paid or not.
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MODULE: MAIN JOB – CORE CHARACTERISTICS OF THE ECONOMIC UNIT (MJU)

This module provides additional information on the main job. The questions cover institutional sector (for dependent workers), industry, establishment size and type of place of work.

QUESTION ID	DESCRIPTION AND GUIDELINES
MJU_INS	<p data-bbox="359 499 598 533">Institutional sector</p> <p data-bbox="359 539 1209 573">Description of the institutional sector in which the main job is located.</p> <p data-bbox="359 622 619 656">Response categories</p> <ol data-bbox="359 663 997 902" style="list-style-type: none"> 1 Government or a state owned enterprise 2 A farm 3 A private business (non-farm) 4 A household as a domestic worker 5 An NGO, non-profit institution, church 6 An international organization or a foreign embassy <p data-bbox="359 952 470 985">Purpose</p> <ul data-bbox="359 992 1385 1070" style="list-style-type: none"> • To enable classification employed persons by institutional sector of employment. • To develop estimates for use in the National Accounts <p data-bbox="359 1120 874 1153">National adaptation and implementation</p> <ul data-bbox="359 1160 1396 1944" style="list-style-type: none"> • The question is intended only for respondents with a dependent employment relationship in their main job (employee, apprentice/intern, helping a family member who works for someone else). • 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 that employs the person rather than their place of work. For example, a government doctor who work on call in different households is employed by government (code 1) even though the usual place of work may be the clients’ households. Domestic worker employed by the household they should be recorded as code 4. • Code 1: Includes all the government institutions or state-owned enterprises (i.e. ownership of 50% or more by the state). • Code 2: Includes private farms producing mainly for the market. • Code 3: Includes 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 4: Includes private households as employers of domestic workers only.

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- Code 5: Includes all non-profit institutions, such as NGO, charities, religious institutions, that provide their services or product to households or the community at large. It excludes NGOs controlled by the government.
 - Code 6: Includes public institutions but owned by foreign or international institutions such as foreign embassies etc.
 -

MJU_REF **Whether the business or place of work has a name**
Question to identify if the business/place of work has a name

Response categories

- 1 YES
- 2 NO
- 97 DON'T KNOW

Purpose

- Part of the sequence of questions needed to identify the branch of economic activity (industry) of the establishment where the main job is located

National adaptation and implementation

- This refers to the name of the place of work of the respondent, not the physical location where the work takes place, which may or may not be different.
- For employees it refers to the business that employs them. For self-employed it will refer to the respondent's business.
- 'NO' should be used only in cases when the business/place of work has no name, for example respondents working in informal own-account business activities.

MJU_NAM **Name of business or place of work**
The name of the business or place of work

Response categories

Open-ended responses

Purpose

- Part of the sequence of questions needed to identify the branch of economic activity (industry) of the establishment where the main job is located
- It may also be used to link LFS data with industry data obtained from business registers where available, for more precise coding

National adaptation and implementation

- The question should be asked only to respondents who said the business or place of work had a name in response to the previous question.

MJU_MAC **Industry in main job**
Description of the main activity of the establishment in which the work is carried out.

Response categories

Open-ended responses

Purpose

- Part of the sequence of questions needed 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).

National adaptation and implementation

- It is vital to have 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.

MJU_SIZ

Establishment size

Number of persons working in the establishment including the owner and the respondent.

Response categories

- 1 Only 1
- 2 Between 2-4
- 3 Between 5-9
- 4 Between 10-19
- 5 Between 20-49
- 6 Equal to or more than 50

Purpose

- To identify the size of the establishment.

National adaptation and implementation

- The question refers to the establishment where the person works. For large organizations, respondents should be prompted to provide the size of the Division or Department in which they work.
 - It refers to the current situation but also including any workers who may be temporarily absent in the reference week.
 - Includes all workers regardless of their status in employment (employees, paid apprentices, contributing family workers, business co-operators, etc), whether full-time, part-time, with a temporary contract or agreement, etc.
-

MJU_PLC **Type of place of work**

The type of place where the respondent typically works in their main job.

Codes

- 1 AT (YOUR/NAME'S) OWN HOME
- 2 AT THE CLIENT OR EMPLOYER'S HOME
- 3 AT A FARM, AGRICULTURAL LAND OR FISHING SITE
- 4 AT A BUSINESS, OFFICE, FACTORY, FIXED PREMISE OR SITE
- 5 ON THE STREET OR ANOTHER PUBLIC SPACE
- 6 ON A VEHICLE (WITHOUT DAILY WORK BASE)
- 7 DOOR-TO-DOOR
- 8 OTHER

- 9 CANNOT SAY

Purpose

- To enable analysis of working relationships and conditions
- To enable identification of home-based workers, and as additional supporting information to identify domestic workers, workers in triangular relationships

National adaptation and implementation

- 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 4.
 - Code 2 includes respondents who typically work at the client's or employer's home, for example, domestic workers (even when residing at the employer's premises), plumbers to work at their client's houses, etc.
 - Code 3 refers to farmland, orchards, gardens or any other type of land plots used for the purposes of crop, livestock, forestry, fishery, or aquaculture production, regardless of size.
 - Code 4 refers to cases where the respondent typically works at a fixed premise or site. This can be a shop, workshop, office building, factory, mine, construction site, permanent market place, warehouse, or any other kind of fixed premise or site. Workers who move around for their work but have a fixed-base location to which they report daily are included in this category.
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- Code 5 includes cases where the respondent typically works on the street or another public space that enables interaction with potential clients (e.g. plaza, parking area, public park, etc.) without a permanent structure. It includes, for example, street vendors, push-cart operators, operators of street stalls that are removed at the end of each day.
 - Code 6 will include all cases where the work typically involves use of a motorized or non-motorized vehicle, including water, air or land-based vehicles. Workers who depart each day from a central location to which they return upon completion of their workday (for example a public transport employee) should be coded as working from a fixed premise, Code 4.
 - Code 7 refers to persons who work on an itinerant basis seeking potential clients at their residential premises (i.e. without prior agreement), for example door to door.
 - Countries may choose to further break down the response categories for their own analytical purposes. Care should be taken to ensure that the response options remains mutually exclusive and exhaustive, retaining essential break-downs to enable identification of home-based workers, domestic workers, and workers in triangular relationships, as relevant in the national context.
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MODULE: MAIN JOB – TENURE (MJT)

This module captures information on tenure in the main job (year and month).

QUESTION ID	DESCRIPTION AND GUIDELINES
MJT_SYR	<p>Duration of employment in current economic unit –year commenced Year when started working for the current employer or in the current business</p> <p>Codes 4 DIGIT YEAR (9997 = DON'T KNOW)</p> <p>Purpose</p> <ul style="list-style-type: none"> To enable analysis by duration of job/business <p>National adaptation and implementation</p> <ul style="list-style-type: none"> It provides a measure of the stability and continuity of employment, including in cases where a worker has had a series of contracts with the same economic unit. It refers to the year in which the respondent started working for the current employer or in the current business. For dependent workers (ie. employees, apprentices) this refers to the year when the person started working for their employer, even if since then, the person has been promoted or changed job description, responsibilities or tasks, within the economic unit. For self-employed people with a registered business it will refer to work in the specific registered business. For informal businesses it refers to the year the person started working in the activity. When a worker has had a series of renewed temporary engagements with the same economic unit, the duration of employment in that economic unit should be based on the total duration since the first engagement, unless the gap between engagements was one month or longer. When a worker has been transferred between different establishments or locations within an enterprise, or enterprise group, or between different ministries or departments within the same government, duration in the current economic unit should be based on the highest level institutional unit considered as a single economic unit. For workers employed through agencies, for example in multi-party employment arrangements, the duration of employment should be with the agency not the client of the agency.
MJT_SMO	<p>Duration of employment in current economic unit – month commenced Month when started working for the current employer or in the current business</p> <p>Codes 01 JANUARY 02 FEBRUARY 12 DECEMBER</p>

97 DON'T KNOW

Purpose

- To enable analysis by duration of job/business

National adaptation and implementation

- See notes for year commenced
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MODULE: MAIN JOB – LEGAL ORGANIZATION OF ECONOMIC UNIT (MJL)

This module is asked of all respondents who have been identified as employed in the private sector in their main job or business. The purpose is to identify that the employment is in an incorporated enterprise or not, for use in analysis of informality and identification of the status in employment in line with the latest classification of status in employment (ICSE).

QUESTION ID	DESCRIPTION AND GUIDELINES
MJL_CORP	<p data-bbox="368 584 727 618">Incorporation of the business</p> <p data-bbox="368 622 1174 656">Whether the business the respondent is working in is incorporated.</p> <p data-bbox="368 707 443 741">Codes</p> <p data-bbox="368 748 432 781">1 YES</p> <p data-bbox="368 788 432 822">2 NO</p> <p data-bbox="368 828 571 862">97 DON'T KNOW</p> <p data-bbox="368 913 469 947">Purpose</p> <ul data-bbox="368 954 1394 1111" style="list-style-type: none"> <li data-bbox="368 954 1394 1025">• Part of the sequence of questions to identify persons employed in the informal sector <li data-bbox="368 1032 1394 1111">• Part of the new sequence of questions for detailed coding under the International Classification of Status in Employment (ICSE). <p data-bbox="368 1162 871 1196">National adaptation and implementation</p> <ul data-bbox="368 1202 1394 1442" style="list-style-type: none"> <li data-bbox="368 1202 1394 1319">• Incorporation refers to the process of establishing a business/establishment with a separate legal identity from its owner(s), which limits the liability of the owners in case of losses by the business. <li data-bbox="368 1326 1394 1442">• The question requires national adaptation to list the types of arrangements which identify incorporated enterprises in the country such as limited companies, limited partnerships, etc.

MODULE: MAIN JOB – INFORMAL SECTOR EMPLOYMENT (MIS)

This module captures information on registration and book-keeping at the business in which the respondent is employed. It is only asked of those working in the private sector in businesses which are not incorporated (MJL_CORP = 2 or 3). This is used to identify if the work takes place in the formal or informal sector and thus informal sector employment.

QUESTION ID	DESCRIPTION AND GUIDELINES
MIS_REGI	<p>Registration of the business</p> <p>Whether the business is registered on a national business register.</p> <p>Codes</p> <p>1 YES 2 NO 97 DON'T KNOW</p> <p>Purpose</p> <ul style="list-style-type: none"> Part of the sequence of questions to identify persons employed in the informal sector <p>National adaptation and implementation</p> <ul style="list-style-type: none"> The question should be adapted to list the names of national business register. If multiple officially recognised registers exist they should all be listed.
MIS_BOOK	<p>Complete set of accounts</p> <p>Whether the business maintains a complete set of accounts (balance sheet, profit and loss statement etc.).</p> <p>Codes</p> <p>1 YES 2 NO 97 DON'T KNOW</p> <p>Purpose</p> <ul style="list-style-type: none"> Part of the sequence of questions to identify persons employed in the informal sector <p>National adaptation and implementation</p> <ul style="list-style-type: none"> The question should be adapted to list nationally relevant types of accounts as appropriate covering the business balance sheet, profit and loss statements, registers of assets etc. The accounts may or may not be submitted to taxation or other public authorities. This refers to the fact that the business does or does not maintain these types of accounts.

MODULE: MAIN JOB – INDEPENDENT WORKER RELATIONSHIP (MJI)

This module captures information relevant to the identification of dependent contractors. This version of the questionnaire contains questions related to price setting (whether the respondent can set the prices for the goods or services produced). Additional operational approaches may be used to identify dependent contractors. Thus, these questions may change or be supplemented over time based on accumulated experience.

QUESTION ID	DESCRIPTION AND GUIDELINES
MJI_PRICE_SELF Price setting	Whether the respondent can set the price for the goods/services they produce
	Response categories
	1 YES
	2 NO
	Purpose
	<ul style="list-style-type: none"> To establish if the respondent has the authority to set the prices charged for the good or services they product Part of the questions to identify workers who may be classified as dependent contractors among those who self-identify as operating their own business. Part of the new sequence of questions for detailed coding under the International Classification of Status in Employment (ICSE).
	National adaptation and implementation
	<ul style="list-style-type: none"> The question is intended only for respondents who self-identify as operating their own business If the respondent has multiple products or services a YES should be recorded as long as they can set the price for any of those goods or services If they can set the price only with the agreement of a partner or co-operator in the business this should still be recorded as YES If the respondent indicates that they cannot set the price and explains the reason for this, refer to the notes for the following question. Cases which would fall under code 1 in the next question should be recorded as NO here and 1 in the next question. All other cases can be coded YES.
MJI_PRICE_OTH Reason for not being able to set the price	The reason the respondent cannot set the price for the goods/services they produce
	Response categories
	1 Another enterprise or agent sets the price
	2 Prices are set by the customers
	3 Government defines the price by law/regulation

4 Prices are negotiated with the customer

5 It's the going rate on the market

6 Other (specify): _____

Purpose

- To identify the reason the respondent is unable to set the price charged for the goods or services they produce
- To confirm if the respondent should be considered an independent worker or a dependent contractor under the ICSE classification.

National adaptation and implementation

- The question is intended only for respondents who say that they could not set prices for the products themselves
 - Code 1 covers cases where the respondent cannot set the price because another business or commercial entity sets the price. It include cases where the respondent may get directly paid for the goods or services but they have no authority to alter the price. The respondents captured under this code are those who may be identified as dependent contractors under the ICSE classification.
 - Code 2 covers cases where the respondent cannot set the price because a customer or client sets the price. This includes final customers as well as clients who may act as intermediaries. Respondents captured under this code are part of the group who may be identified as dependent contractors under the ICSE classification.
 - Code 3 refers to situations where prices are regulated by a Government agency. Regulation of this type is often for specific sectors/activities (for example school books, staple food items, fuel, taxis etc).
 - Code 4 covers all situations where the price is agreed between the respondent and the customer/client. Negotiation does not need to take place with every transaction, it may be that a price is negotiated and agreed for a period of time or set of tasks.
 - Code 5 refers to situations where prices for products are not regulated, but are maintained at a given price to as a way to limit competition among providers. Respondents captured under this code would not be considered as dependent contractors on this basis.
-

MODULE: MAIN JOB – CONTRACT CHARACTERISTICS (MJC)

This module captures basic information on the characteristics of the contract held by the respondent. It is asked of those previously identified as working in a dependent relationship (employees, apprentices or contributing family workers/assisting family members who report receive a wage or salary). This information enables basic analysis on contract types and employment stability.

QUESTION ID	DESCRIPTION AND GUIDELINES
MJC_CONTRA	<p>Existence of contract</p> <p>Whether the respondent has a written contract or oral agreement with their employer.</p> <p>Response categories</p> <p>1 YES, WRITTEN CONTRACT 2 YES, ORAL AGREEMENT 9 DON'T KNOW</p> <p>Purpose</p> <ul style="list-style-type: none"> To assess the relationship between the respondent and their employer <p>National adaptation and implementation</p> <ul style="list-style-type: none"> This relates to the nature of the agreement the respondent has with their employer covering the work they do and their working conditions. The question is only asked of respondents in a paid dependent employment relationship (employee, apprentice/intern or helping a family member who works for someone else). Code 1 covers any kind of written agreement between the respondent and their employer which indicates their duties/role and working conditions. Code 2 covers situations where there is no written agreement but the conditions have been orally agreed between the respondent and the employer
MJC_CONOP	<p>Type of agreement/contract</p> <p>The type of contract or agreement held by the respondent.</p> <p>Response categories</p> <p>1 For a specified period of time 2 Permanent or until retirement 3 Not permanent but without a specified end date 4 For the completion of tasks or tasks</p> <p>Purpose</p> <ul style="list-style-type: none"> To identify the type of contact or agreement held between the respondent and their employer. To enable sub-classification of employees by degree of permanency of the contract or agreement

National adaptation and Implementation

- The question is only asked of respondents in a paid dependent employment relationship (employee, apprentice/intern or helping a family member who works for someone else) who indicate having a written or oral agreement with their employer.
- Code 1 include all cases where the respondent's agreement has a specified end date whether in writing or not even if the respondent expects to continue working in the job after that date.
- Code 3 includes all cases where there is an expectation of continued employment but no explicit end date is specified.
- If the respondent states that it is for the completion of a task but also includes a time limit record it as code 4.

MJC_TEMPDUR Duration of contract/agreement

The specified duration of the contract or agreement

Codes

- 1 DAILY CONTRACT/AGREEMENT
- 2 LESS THAN ONE MONTH
- 3 ONE MONTH TO LESS THAN 3 MONTHS
- 4 THREE MONTHS TO LESS THAN 6 MONTHS
- 5 SIX MONTHS TO LESS THAN 12 MONTHS
- 6 TWELVE MONTHS TO LESS THAN 24 MONTHS
- 7 TWO YEARS OR MORE
- 8 NO SPECIFIED DURATION

Purpose

- Identify the length of agreement to allow analysis of working conditions
- For an assessment of different categories of workers, based on their working arrangements.

Implementation guidelines

- Only ask of respondents who indicated that they had a limited duration contract or agreement in response to the previous question
 - The duration referred to should be the total duration of the current contract or agreement, not elapsed duration or remaining time.
 - Code 1 includes respondents who work on the basis of daily agreements with their employer and have no guarantee of work with that employer beyond each day they are recruited.
 - Respondents with an agreement for the completion of tasks who nevertheless have a specified time limit should be coded in the corresponding duration bracket
-

MODULE: MAIN JOB – DETAILED CONTRACT CHARACTERISTICS (MCD)

This module captures additional information on the characteristics of the contract held by the respondent. It is asked of those previously identified as working in a dependent relationship (employees, apprentices or contributing family workers/assisting family members who report receive a wage or salary). This information enables more detailed analysis on contract types and employment stability.

QUESTION ID	DESCRIPTION AND GUIDELINES
MCD_TEMPRES	<p>Reason for fixed term contract</p> <p>The main reason the respondent has a fixed term contract.</p> <p>Codes</p> <ol style="list-style-type: none"> 1 It is a period of training (apprentice, trainee research assistant, etc) 2 It is required before a permanent contract is granted 3 It is seasonal work 4 It is part of an employment creation program 5 It is substitute work 6 It terminates once a specific task is completed 7 OTHER REASONS <p>Purpose</p> <ul style="list-style-type: none"> • For a classification of employed persons with a fixed term contract by type of contract <p>National adaptation and implementation</p> <ul style="list-style-type: none"> • Only ask of respondents who indicated that they had a limited duration contract or agreement. • If multiple reasons are reported the respondent should be prompted to select the main one. • The question may be supplemented with an additional follow-up question on whether the temporary employment is voluntary or not. • Code 3 should be used only for persons employed in jobs whose timing and duration are significantly influenced by seasonal factors such as climatic seasons, holidays and agricultural preparations or harvests. Seasonal jobs are typically performed during part of the year and followed by a period of inactivity.
MCD_TASKSE	<p>Seasonal work</p> <p>Whether the respondents work is seasonal</p> <p>Codes</p> <ol style="list-style-type: none"> 1 YES 2 NO

Purpose

- To identify employed persons with no contract or with a contract for the completion of a task who are engaged in seasonal work.
- To be used together with the question on reasons for having a fixed term contract to fully identify all persons employed whose main job is seasonal.

National adaptation and implementation

- Seasonal work refers to jobs whose timing and duration are significantly influenced by seasonal factors such as climatic seasons, holidays and agricultural preparations or harvests. Seasonal jobs are typically performed during part of the year and followed by a period of inactivity.
- Jobs which are subject to short periods of inactivity of one or two weeks should be coded 2
- Only persons with jobs subject to seasonal conditions with periods of inactivity longer than a month should be coded 1.

MCD_CONMIN Guaranteed hours or work

Whether the agreement with the employer specifies a minimum number of hours or work.

Response categories

- 1 YES, IT SPECIFIES MINIMUM HOURS TO BE WORKED
- 2 YES, IT SPECIFIES TASKS OR WORK TO DO
- 3 NO, 0-HOUR CONTRACT, CONTACTED WHEN NEEDED

Purpose

- To assess the relationship between the respondent and their employer
- To identify respondents with zero hours contracts

National adaptation and implementation

- This relates to the nature of the agreement the respondent has with their employer covering the work they do and their working conditions.
 - The question is only asked of respondents in a paid dependent employment relationship (employee, apprentice/intern or helping a family member who works for someone else) who indicate having a written or oral agreement with their employer.
 - Code 1 covers any kind of written or oral agreement between the respondent and their employer covering the expected working time, whether it be a set number of hours per time-period or a minimum amount of time over the duration of the agreement.
 - Code 2 covers respondents whose agreement is specified for the completion of a task or tasks without reference to a set or minimum number of hours required to complete the task.
 - Code 3 covers situations where there is no agreed minimum number of hours or work expected or guaranteed between the respondent and their employer
-

MODULE: MAIN JOB – INFORMAL EMPLOYMENT OF EMPLOYEES (MIE)

This module includes questions used to identify informal employment among those identified as employees in their main job. This enables estimates to be derived of informality among employees and informal employment when combined with information relevant to self-employed and contributing family workers.

QUESTION ID	DESCRIPTION AND GUIDELINES
MIE_SOCPRO Responsibility for payment of social contributions	<p>Whether the employer pays social contributions for the respondent.</p> <p>Codes</p> <p>1 YES 2 NO 97 DON'T KNOW</p> <p>Purpose</p> <ul style="list-style-type: none">• Part of the sequence of questions to identify employees with informal jobs• To enable analysis of informality in employment and job-related benefits <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 unemployment insurance, public health insurance funds, national pension schemes 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.
MIE_PVACLV Ability to take paid annual leave	<p>Whether the respondent is entitled and able to take paid annual leave.</p> <p>Codes</p> <p>1 YES 2 NO 97 DON'T KNOW</p> <p>Purpose</p> <ul style="list-style-type: none">• Part of the sequence of questions to identify employees with informal jobs• To enable analysis of informality in employment

National adaptation and implementation

- This refers to the respondent's ability to take paid annual leave through their job. If the entitlement exists but the person is unable to take the leave in practice this should be coded as 'NO'. Only respondents who are both entitled and able in practice to take the leave should be coded as 'YES'.

MIE_PSCKLV Ability to take paid sick leave

Whether the respondent is entitled and able to take paid sick leave.

Codes

1 YES

2 NO

97 DON'T KNOW

Purpose

- Part of the sequence of questions to identify employees with informal jobs
- To enable analysis of informality in employment

National adaptation and implementation

- This refers to the respondent's ability to take paid sick leave through their job. If the entitlement exists but the person is unable to take the leave in practice this should be coded as 'NO'. Only respondents who are both entitled and able in practice to take the leave should be coded as 'YES'.
 - The amount of sick leave is not specified. Even if only a low amount is available this should still be recorded as "YES"
 - If the payment is received through a social insurance scheme and not directly from the employer this should still be coded as 'YES', so long as the paid sick leave is dependent on the worker's job. That is, schemes that are not related to having a particular job should be excluded.
-

MODULE: SECOND JOB – CORE JOB CHARACTERISTICS (SJJ)

This module is asked of all respondents who previously stated that they had more than one job or business. It captures essential characteristics of the second job/business of the respondent.

These questions are important for countries wishing to undertake analysis of the characteristics of all jobs, which is not possible if only characteristics of the main job are collected. They are also useful to enable analysis of total volume of work (or full-time equivalent employment) in combination with questions on hours worked in second and other jobs. This can also enable more detailed analysis of the circumstances and types of jobs of those who hold multiple jobs.

QUESTION ID	DESCRIPTION AND GUIDELINES
SJJ_OCC_TLE	<p>Occupation in second job (occupational title) Occupational title in the second job / business.</p> <p>Response categories Open-ended responses</p> <p>Purpose</p> <ul style="list-style-type: none"> To capture the occupation of the respondent in their second 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. It is vital 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).
SJJ_OCC_MTD	<p>Occupation in main job (main tasks and duties) Main tasks and duties in the main job / business.</p> <p>Response categories Open-ended responses</p> <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.

National adaptation and implementation

- Main tasks and duties refers to the kind of work typically performed in a job.
- It is vital 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 tasks and duties. 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 relevant main task and duties associated with that occupation (e.g. transporting goods between cities) to highlight the type of information required for detailed coding.

SJJ_IND_MAC Industry in main job

Description of the main activity of the establishment in which the work is carried out.

Response categories

Open-ended responses

Purpose

- Needed to identify the branch of economic activity (industry) of the establishment where the second job is located
- To enable the data coder to find the appropriate ISIC Rev.4 code (or equivalent national classification).

National adaptation and implementation

- It is vital to have 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.

SJJ_EMP_REL Status in employment

Employment relationship of the respondent in the second job

Codes

- 1 As an [employee] for someone else
 - 2 In (your/his/her) own business activity
-

- 3 Without pay in a household or family business
- 4 as an apprentice, intern
- 5 helping a family member who works for someone else

Purpose

- Part of the sequence of questions to assign a code under the International Classification of Status in Employment (ICSE).

National adaptation and implementation

- Status in employment refers to the type of relationship between the respondent and the unit they work for.
- Code 1: The respondent holds a job with a written or oral contract which gives him/her a basic pay that is not directly dependent on the revenue of the unit in which he/she works. The term “employee” aims to capture casual, temporary as well as permanent employees in formal or informal employment situations. 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 works on his/her own account or with partners. He/she holds a “self-employment” type of job and may or may not have engaged employees to work for him/her. The phrase “business activity” should be adapted to the national context to ensure that independent workers self-identify as such regardless of the type or size of their independent activity.
- Code 3: The respondent participated in any activity to support the operation of a business activity of a household member or a family member living elsewhere.
- Code 4: The respondent holds a job on a temporary basis to acquire workplace experience or skills.
- Code 5: The respondent did any work in any of the tasks or duties of an employee job held by a family member living in the same or in another household.

SJJ_HIRES

Hiring of employees

Whether the respondent hired any paid employees reference week

Response categories

- 1 YES
- 2 NO

Purpose

- To confirm whether a self-employed respondent has employees.
- Part of the sequence of questions to distinguish between employers and own-account workers, as needed to assign a code under the International Classification of Status in Employment (ICSE).

National adaptation and implementation

- The question is only asked to respondents who are identified as operating their own business
 - It refers to the situation in the reference week and the business considered as the second job of the respondent (i.e. employees hired for some other purpose should not be included)
 - It includes situations where the employee was temporarily absent from work in the reference week
 - It includes casual/temporary/part-time employees even if they are only hired on a one off basis during the reference week
-

MODULE: SECOND JOB – DEPENDENT CONTRACTORS (SJD)

This module is asked of all respondents who previously stated that they had more than one job or business. It captures information relevant to the identification of dependent contractors in the second job and confirmation of the appropriate classification of status in employment.

QUESTION ID	DESCRIPTION AND GUIDELINES
SJD_REM_TYP	<p data-bbox="397 488 740 517">Types of payments received</p> <p data-bbox="397 528 967 557">The types of payments the respondent receives</p> <p data-bbox="397 611 651 640">Response categories</p> <ul style="list-style-type: none"> <li data-bbox="397 651 624 680">a. A wage or salary <li data-bbox="397 692 874 721">b. Payment by piece of work completed <li data-bbox="397 732 571 761">c. Commission <li data-bbox="397 772 475 801">d. Tips <li data-bbox="397 813 740 842">e. Fees for services provided <li data-bbox="397 853 868 882">f. Payment in meals or accommodation <li data-bbox="397 893 676 922">g. Payment in products <li data-bbox="397 934 815 963">h. OTHER CASH PAYMENT (specify) <li data-bbox="397 974 600 1003">i. I AM NOT PAID <p data-bbox="397 1059 501 1088">Purpose</p> <ul style="list-style-type: none"> <li data-bbox="397 1099 1394 1173">• Part of a sequence of questions used to confirm the status in employment of respondents <li data-bbox="397 1184 1394 1301">• To confirm if respondents who self-identified as employees do receive a wage or salary or not. Those not in receipt of a wage or salary may be re-classified as dependent contractors depending on their answers to additional questions. <li data-bbox="397 1312 1150 1341">• Analysis of the types of payments received by respondents <p data-bbox="397 1397 903 1426">National adaptation and implementation</p> <ul style="list-style-type: none"> <li data-bbox="397 1438 1394 1554">• This question is only asked of people who said their status in employment was an employee, apprentice/intern or helping a family member who works for someone else. <li data-bbox="397 1565 1358 1594">• This only refers to payment received by the respondent directly themselves. <li data-bbox="397 1606 1394 1680">• Multiple answers can be recorded if the respondent received multiple different types of payment. <li data-bbox="397 1691 1394 1845">• Category (a) (wage or salary) refers to payments in return for time worked. It can be an amount per hour, day, week, month or other time period. Wages or salaries are not directly dependent on the profits of business/organisation in which the respondent works, or sales etc. <li data-bbox="397 1856 1394 1930">• Categories (f) and (g) refer to different types of payment in kind, i.e. where non-monetary payments are received. <li data-bbox="397 1942 1394 2007">• Category (h) includes any other type of cash payment which is not covered by categories (a) to (e).

- Category (i) should only be used for respondents who report that they do not directly receive any form of pay (for example helpers in family businesses who indicate not receiving any pay).

SJD_BOSS_TAX Responsibility for payment of income related taxes

Whether the respondent or their employer is responsible for deducting income related taxes

Codes

- 1 EMPLOYER IS RESPONSIBLE
- 2 RESPONDENT IS RESPONSIBLE

Purpose

- As part of the set of questions to identify dependent contractors among those who self-identified as working in a dependent employment relationship.
- Those who are responsible for payment of their own taxes may be classified as dependent contractors within the ICSE classification.

National adaptation and implementation

- This refers to the responsibility to pay taxes even if no taxes are actually paid, for example because the income earned is below a threshold required for payment of income related tax.
- The underlying intention of the question is to help identify respondents who may have a commercial agreement for their services even though they might self-identify as working for someone else (i.e. as employees, apprentices, etc.).
- Care should be taken to ensure informal workers answers refer to on who falls the responsibility for paying income tax, and not on whether income tax is actually paid or not.

SJD_PRICE_SELF Price setting

Whether the respondent can set the price for the goods/services they produce

Response categories

- 1 YES
- 2 NO

Purpose

- To establish if the respondent has the authority to set the prices charged for the good or services they product
- Part of the questions to identify workers who may be classified as dependent contractors among those who self-identify as operating their own business.
- Part of the new sequence of questions for detailed coding under the International Classification of Status in Employment (ICSE).

National adaptation and implementation

- The question is intended only for respondents who self-identify as operating their own business
- If the respondent has multiple products or services a YES should be recorded as long as they can set the price for any of those goods or services
- If they can set the price only with the agreement of a partner or co-operator in the business this should still be recorded as YES
- If the respondent indicates that they cannot set the price and explains the reason for this, refer to the notes for the following question. Cases which would fall under code 1 in the next question should be recorded as NO here and 1 in the next question. All other cases can be coded YES.
- Additional operational approaches may be used to identify dependent contractors. Thus, this question may change or be supplemented over time based on accumulated experience.

SJD_PRICE_OTH Reason for not being able to set the price

The reason the respondent cannot set the price for the goods/services they produce

Response categories

- 1 Another enterprise or agent sets the price
- 2 Prices are set by the customers
- 3 Government defines the price by law/regulation
- 4 Prices are negotiated with the customer
- 5 It's the going rate on the market
- 6 Other (specify): _____

Purpose

- To identify the reason the respondent is unable to set the price charged for the goods or services they produce
- To confirm if the respondent should be considered an independent worker or a dependent contractor under the ICSE classification.

National adaptation and implementation

- The question is intended only for respondents who say that they could not set prices for the products themselves
 - Code 1 covers cases where the respondent cannot set the price because another business or commercial entity sets the price. It include cases where the respondent may get directly paid for the goods or services but they have no authority to alter the price. The respondents captured under this code are those who may be identified as dependent contractors under the ICSE classification.
 - Code 2 covers cases where the respondent cannot set the price because a customer or client sets the price. This includes final customers as well as clients who may act as intermediaries. Respondents captured under this code are part of the group who may be identified as dependent contractors under the ICSE classification.
-

- Code 3 refers to situations where prices are regulated by a Government agency. Regulation of this type is often for specific sectors/activities (for example school books, staple food items, fuel, taxis etc).
 - Code 4 covers all situations where the price is agreed between the respondent and the customer/client. Negotiation does not need to take place with every transaction, it may be that a price is negotiated and agreed for a period of time or set of tasks.
 - Code 5 refers to situations where prices for products are not regulated, but are maintained at a given price to as a way to limit competition among providers. Respondents captured under this code would not be considered as dependent contractors on this basis.
 - Additional operational approaches may be used to identify dependent contractors. Thus, this question may change or be supplemented over time based on accumulated experience.
-

MODULE: WORKING TIME IN EMPLOYMENT (WKT)

The module on working time in employment is asked of all respondents who previously stated that they had more than one job or business. The purpose of the module is to capture information on working time in the respondent's different jobs and the total hours worked in all jobs. Two main concepts of working time identified in the international standards on the measurement of working time (18th ICLS, 2008) are covered in the module, namely hours actually worked and hours usually worked.

In addition to hours worked, questions are included relevant to the measurement of time related underemployment and other inadequate employment situations, in line with the latest international standards on these topics (19th ICLS 2013 and 16th ICLS 1998, respectively).

This module is a core part of any labour force survey sequence given the importance of analysis of working time, its role in productivity measurement and the link to the measurement of labour underutilization.

QUESTION ID	DESCRIPTION AND GUIDELINES
WKT_MJ_CONTHRS	<p>Contractual working hours per week in main job</p> <p>The number of hours stated in the contract or agreement between the employee and their employer</p> <p>Response categories</p> <p>0.5-112.0</p> <p>998 NO AGREED OR CONTRACTUAL WORKING HOURS</p> <p>Purpose</p> <ul style="list-style-type: none"> To produce estimates of working time based on contractual hours in main job <p>National adaptation and implementation</p> <ul style="list-style-type: none"> Only asked of those who were identified as having a written contract or oral agreement with their employer
WKT_J_USHRS	<p>Hours usually worked per week in main job</p> <p>The number of hours the respondent usually works per week in their main job.</p> <p>Response categories</p> <p>0.5-112.0</p> <p>997 DO NOT KNOW</p> <p>Purpose</p> <ul style="list-style-type: none"> To produce estimates of working time As a reference for the measurement of time related underemployment

National adaptation and implementation

- Hours usually worked per week refers to the typical value (mode) of the hours actually worked per week assessed over a longer reference period than the reference week, as self-declared by the respondent.
- Record hours in 0.5 hour intervals. Round to the nearest 0.5 hours if necessary.
- If the respondent reports variable hours encourage them to estimate the average over the last 4 weeks.
- The upper hour threshold may need to be revised to fit national circumstances, in particular in cases where shift work or other types of work arrangements prevalent in certain industries may result in schedules of more than 84 hours usually worked in a given week.

WKT_MJ_USDAY

Number of days usually worked per week in main job

The number of days usually worked per week by the respondent in their main job

Response categories

1 to 7

Purpose

- To produce estimates of hours usually worked per week in combination with a question on hours usually worked per day

National Adaptation and Implementation

- Only asked to respondents who could not provide an estimate of hours usually worked per week in response to the previous question.
- This refers to the number of days on which any work is usually performed. If the number of days vary ask the respondent to estimate an average over the previous 4 weeks.

WKT_MJ_USHRDY

Number of hours per day usually worked in main job

The number of hours the respondent usually works per day in their main job

Response categories

0.5 to 16

Purpose

- To produce estimates of hours usually worked per week in combination with a question on number of days usually worked per week

National Adaptation and Implementation

- Only asked to respondents who could not provide an estimate of hours usually worked per week.
- This refers to the number of days on which any work is usually performed in the main job each week. If the number of hours per day vary ask the respondent to estimate an average over the previous 4 weeks.
- The upper hour threshold may need to be revised to fit national circumstances, in particular in cases where shift work or other types of work arrangements prevalent in certain industries may result in schedules longer than 16 hours in a given day.

WKT_MJ_ABS

Absences from work

Whether the respondent had any absences from work in their main job during the reference week

Response categories

- 1 YES
- 2 NO

Purpose

- As part of the sequence to estimate hours actually worked
- Included to ensure respondents consider any absences from work when estimating hours actually worked in the reference week when estimating hours actually worked

National Adaptation and Implementation

- Absences refer to any absences which could account for differences between usual hours of work and those actually worked in the reference week
- The absence could be for any reason including holidays, sick leave, personal leave, etc.

WKT_MJ_OVT

Additional hours worked in reference week

Whether the respondent had any extra hours worked in their main job during the reference week

Response categories

- 1 YES
- 2 NO

Purpose

- As part of the sequence to estimate hours actually worked
- Included to ensure respondents consider any hours in addition to normal worked during the reference week when estimate hours actually worked

National Adaptation and Implementation

- The extra hours could be for any reason including voluntary or involuntary overtime. It includes extra hours worked whether paid or unpaid.
- The reference point is hours usually worked as declared in previous questions

WKT_MJ_OVHRS

Total number of additional hours worked in reference week

Total additional hours worked in the reference week in the main job

Response categories

00 to 50

997 DON'T KNOW

Purpose

- As part of the sequence to estimate hours actually worked
- Included to ensure respondents consider any hours in addition to normal worked during the reference week when estimating hours actually worked

National Adaptation and Implementation

- The extra hours could be for any reason including voluntary or involuntary overtime
- The reference point is hours usually worked as declared in previous questions

WKT_MJ_SAMEHRS

Usual vs actual hours differences

Whether the respondent worked the same number as hours as usual in their main job in the reference week.

Response categories

1 YES (same number of hours as usual)

2 NO (usually works a different number of hours)

Purpose

- To identify whether hours worked in the reference week are more or less than usual. People who say their actual hours are the same as their usual hours will not need to be asked an additional question about actual hours.

Implementation guidelines

- To be recorded as declared by the respondent.
-

WKT_MJ_ACTHRS	<p>Hours actually worked in main job in the reference week</p> <p>The number of hours the respondent actually worked in their main job in the reference week</p> <p>Response categories</p> <p>0.5-112.0</p> <p>Purpose</p> <ul style="list-style-type: none">• To produce estimates of working time• To assess differences between usual and actual working hours <p>National Adaptation and Implementation</p> <ul style="list-style-type: none">• Hours actually worked refers to the time spent in a job for the performance of activities that contribute to the production of goods or services during the reference week. 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.• Record hours in 0.5 hour intervals. Round up or down to the nearest 0.5 hours if necessary.• If the respondent cannot provide a total number of hours actually worked, assist with recall by asking about hours worked per day and days worked in reference week.• The upper hour threshold may need to be revised to fit national circumstances, in particular in cases where shift work or other types of work arrangements prevalent in certain industries may result in schedules of more than 112 hours worked in a given week.
WKT_NUMJBS	<p>Number of jobs/businesses</p> <p>The number of jobs or businesses held by the respondent.</p> <p>Response categories</p> <p>1 ONE JOB 2 TWO JOBS 3 MORE THAN TWO JOBS</p> <p>Purpose</p> <ul style="list-style-type: none">• To identify multiple-job holders• To enable routing of following questions designed for multiple job holders <p>National adaptation and implementation</p> <ul style="list-style-type: none">• Refer to guidance for MJJ_MULT (multiple job holding question).

WKT_SJ_USHRS	<p>Hours usually worked per week in second job</p> <p>The number of hours the respondent usually works per week in their second job.</p> <p>Response categories</p> <p>0.5-84.0 997 DO NOT KNOW</p> <p>Purpose</p> <ul style="list-style-type: none">• To produce estimates of working time• As a reference for the measurement of time related underemployment <p>National adaptation and implementation</p> <ul style="list-style-type: none">• Hours usually worked per week refers to the typical value (mode) of the hours actually worked per week assessed over a longer reference period than the reference week, as self-declared by the respondent.• Record hours in 0.5 hour intervals. Round to the nearest 0.5 hours if necessary.• If the respondent reports variable hours encourage them to estimate the average over the last 4 weeks.• The upper hour threshold may need to be revised to fit national circumstances, in particular in cases where shift work or other types of work arrangements prevalent in certain industries may result in schedules of more than 84 hours usually worked in a given week although this is unlikely in a second job.
WKT_SJ_SAMEHRS	<p>Usual vs actual hours differences</p> <p>Whether the respondent worked the same number as hours as usual in their second job in the reference week.</p> <p>Response categories</p> <p>1 YES (same number of hours as usual) 2 NO (usually works a different number of hours)</p> <p>Purpose</p> <ul style="list-style-type: none">• To identify whether hours worked in the reference week are more or less than usual. People who say their actual hours are the same as their usual hours will not need to be asked an additional question about actual hours. <p>Implementation guidelines</p> <ul style="list-style-type: none">• To be recorded as declared by the respondent.

WKT_SJ_ACTHRS	<p>Hours actually worked in second job in the reference week</p> <p>The number of hours the respondent actually worked in their second job in the reference week</p> <p>Response categories</p> <p>0.5-84.0</p> <p>Purpose</p> <ul style="list-style-type: none">• To produce estimates of working time• To assess differences between usual and actual working hours <p>National Adaptation and Implementation</p> <ul style="list-style-type: none">• Hours actually worked refers to the time spent in a job for the performance of activities that contribute to the production of goods or services during the reference week. 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.• Record hours in 0.5 hour intervals. Round up or down to the nearest 0.5 hours if necessary.• If the respondent cannot provide a total number of hours actually worked in the second job, assist with recall by asking about hours worked per day and days worked in the second job in the reference week.• The upper hour threshold may need to be revised to fit national circumstances, in particular in cases where shift work or other types of work arrangements prevalent in certain industries may result in schedules of more than 84 hours usually worked in a given week.
WKT_OJ_USHRS	<p>Hours usually worked per week in other jobs</p> <p>The number of hours the respondent usually works per week in their other jobs.</p> <p>Response categories</p> <p>0.5-84.0 997 DO NOT KNOW</p> <p>Purpose</p> <ul style="list-style-type: none">• To produce estimates of working time in all jobs• As a reference for the measurement of time related underemployment <p>National adaptation and implementation</p> <ul style="list-style-type: none">• Only asked of those who reported having more than two jobs.

- To be reported for all other jobs in total
- Hours usually worked per week refers to the typical value (mode) of the hours actually worked per week assessed over a longer reference period than the reference week, as self-declared by the respondent.
- Record hours in 0.5 hour intervals. Round to the nearest 0.5 hours if necessary.
- If the respondent reports variable hours encourage them to estimate the average over the last 4 weeks.

WKT_OJ_SAMEHRS**Usual vs actual hours differences**

Whether the respondent worked the same number as hours as usual in their other jobs in the reference week.

Response categories

- 1 YES (same number of hours as usual)
- 2 NO (usually works a different number of hours)

Purpose

- To identify whether hours worked in the reference week are more or less than usual. People who say their actual hours are the same as their usual hours will not need to be asked an additional question about actual hours.

Implementation guidelines

To be recorded as declared by the respondent.

WKT_OJ_ACTHRS**Hours actually worked in other jobs in the reference week**

The number of hours the respondent actually worked in their other jobs in the reference week

Response categories

0.5-84.0

997 DON'T KNOW

Purpose

- To produce estimates of working time
- To assess differences between usual and actual working hours

National Adaptation and Implementation

- Hours actually worked refers to the time spent in a job for the performance of activities that contribute to the production of goods or services during the reference week. 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.

- Record for all other jobs in total
- Record hours in 0.5 hour intervals. Round up or down to the nearest 0.5 hours if necessary.
- If the respondent cannot provide a total number of hours actually worked, assist with recall by asking about hours worked per day and days worked in reference week.

WKT_USHRSTOT__CHK Check on total hours usually worked

Total hours usually worked in all jobs

Response categories

1 YES (TOTAL IS CORRECT)

2 NO (TOTAL IS NOT CORRECT)

Purpose

- To confirm the total hours usually worked in all jobs
- To provide a reference point for the measurement of time related underemployment

National Adaptation and Implementation

- The interviewer should confirm the total number of hours usually worked across all jobs previously recorded
- The totals should be confirmed with the respondent. If the respondent does not confirm the totals please ask for the correct totals and record those
- Some international experiences have highlighted that summing hours worked across jobs may not lead to reliable estimates of total hours worked among respondents with multiple jobs, making this check necessary to ensure data quality.
- In addition, for hours usually worked, the total hours usually worked may not be equal to the sum of hours usually worked per week in each job. This is particularly the case of persons who perform different jobs on different weeks of the month. In such cases, interviewers should be trained to request respondents to provide an estimate of the hours typically worked in a given week, taking into account their multiple jobs.

WKT_USHRSTOT1 Hours usually worked per week in all jobs

The number of hours the respondent usually works per week in all jobs.

Response categories

0.5-112.0

997 DO NOT KNOW

Purpose

- To produce estimates of working time in all jobs
- As a reference for the measurement of time related underemployment

National adaptation and implementation

- Only asked of those who indicated that the sum of the hours usually worked in the different jobs reported was not the correct total usual number of hours worked per week.

WKT_ACTHRSTOT_CHK Check on total hours actually worked

Total hours actually worked in all jobs

Response categories

1 YES (TOTAL IS CORRECT)

2 NO (TOTAL IS NOT CORRECT)

Purpose

- To confirm the total hours actually worked in all jobs

National Adaptation and Implementation

- The interviewer should confirm the total number of hours actually worked across all jobs previously recorded
- The totals should be confirmed with the respondent. If the respondent does not confirm the totals please ask for the correct totals and record those
- Some international experiences have highlighted that summing hours worked across jobs may not lead to reliable estimates of total hours worked among respondents with multiple jobs, making this check necessary to ensure data quality.
- In addition, for hours usually worked, the total hours usually worked may not be equal to the sum of hours usually worked per week in each job. This is particularly the case of persons who perform different jobs on different weeks of the month. In such cases, interviewers should be trained to request respondents to provide an estimate of the hours typically worked in a given week, taking into account their multiple jobs.

WKT_ACHRSTOT1

Hours actually worked in all jobs in the reference week

The number of hours the respondent actually worked in all jobs in the reference week

Response categories

0.5-112.0

997 DO NOT KNOW

Purpose

- To produce estimates of working time in all jobs

National adaptation and implementation

- Only asked of those who indicated that the sum of the hours actually worked in the different jobs reported was not the correct total actual number of hours worked in the reference week.

WKT_SRH_OJB

Search for additional/other paid work

Active search for an additional or other job in the past 4 weeks.

Response categories

1 YES

2 NO

Purpose

- To identify people who actively searched for other work even if the person is currently in employment

Implementation guidelines

- It refers to search for an additional job to the current one(s) or search for a new job to replace the current one. The search can be within the current economic unit or in a different economic unit.
- Within the question use the specific dates which cover the 4 weeks before the interview.
- Any active measure to seek employment should be included as YES. See guidelines for questions on job search for further guidance.

WKT_WNT_MRH

Desire to work more hours than usual

Willingness to work more paid hours each week

Codes

1 YES

2 NO

Purpose

- Part of the sequence of questions required to identify people in time-related underemployment. That is people who want to work more hours and are available to do so and worked below an established hours' threshold in all of their jobs.
- Part of the computation of measures of labour underutilization.

National Adaptation and Implementation

- It refers to desire to work more hours than usually worked provided that these are remunerated. This may be in any of the current job(s) or in a different job.
- Should be recorded with regard to the usual working hours in all jobs regardless of the hours actually worked in the reference week.
- For computer assisted implementation countries could choose to apply a threshold of hours to ask this question, based on a national boundary between full-time and part-time employment. Respondent's whose usual hours worked in all jobs were higher than this threshold could skip this question and proceed to the question on desire to change job/business. This can be difficult to implement through PAPI.

WKT_AVL_MRH

Availability to work more hours than usual

Availability to work more paid hours each week.

Codes

- 1 YES
- 2 NO

Purpose

- Part of the sequence of questions required to identify people in time-related underemployment. That is people who want to work more hours and are available to do so and worked below an established hour's threshold in all of their jobs.
- Part of the computation of measures of labour underutilization.

Implementation guidelines

- It refers to time availability with respect to the usual situation (not just the situation before the week).
- The reference period for availability is two weeks from the date of the interview.

WKT_NUM_MRH

Number of additional hours

Number of additional hours per week the respondent is available to work

Codes

- 0.5 – 84.0
- 997 DON'T KNOW

Purpose

- To estimate the volume of time-related underemployment.

Implementation guidelines

- The additional hours should be reported based on usual hours worked in all jobs. It refers to the extra hours they are available to work in addition to those usually worked not the total number of desired hours per week.
 - This refers to the respondent's preferred working situation (not the maximum number they could feasibly work).
-

MODULE: WORKING TIME – INADEQUATE EMPLOYMENT SITUATIONS (WKI)

This optional module is asked of all respondents in employment. It identifies respondents wishing to change their employment situation and, for those who do, the main reason. This enables analysis of inadequate employment situations by main self-identified reason. As the main reason only is captured this can only partially identify inadequate employment situations. For more comprehensive analysis of specific types of mismatch additional questions would be needed (e.g. skills mismatch).

QUESTION ID	DESCRIPTION AND GUIDELINES
WKI_INAD	<p>Desire to change employment Desire to change the current employment situation to something else.</p> <p>Codes 1 YES 2 NO</p> <p>Purpose</p> <ul style="list-style-type: none"> To identify people who wish to change current employment situation. This will help to identify persons in inadequate employment situations. <p>Implementation guidelines</p> <ul style="list-style-type: none"> To be recorded as declared by the respondent. The intention is to capture that the person is not satisfied with their current working arrangement. This should not be constrained by whether such a change is possible. This refers to their employment situation and not just their main job if the respondent holds multiple jobs. For example the respondent may wish to change from having two part-time jobs to one full-time job. This should be recorded as code 1 'YES' here.
WKI_INAD_RES	<p>Reason for desire to change job/business Reason for desire to change current employment situation.</p> <p>Response categories 1 PRESENT JOB(S) IS/ARE TEMPORARY 2 TO HAVE BETTER PAID JOB 3 TO HAVE MORE CLIENTS/BUSINESS 4 TO WORK MORE HOURS 5 TO WORK FEWER HOURS 6 TO BETTER MATCH SKILLS 7 TO WORK CLOSER TO HOME 8 TO IMPROVE OTHER WORKING CONDITIONS 9 OTHER (SPECIFY):</p>

Purpose

- To identify the reason that the respondent wishes to change their employment situation

National Adaptation and Implementation

- This refers to their overall employment situation, not just a main job.
 - The response categories may be adapted to reflect national policy interest in different types of inadequate employment situation. Bear in mind that the analysis is limited to the 'main reason'. More thorough analysis of types of inadequate employment situations such as skills mismatch would require additional questions.
-

MODULE: JOB SEARCH AND AVAILABILITY (SRH)

This module is asked of all respondents not identified as employed in the reference week. The purpose of the module is to identify different situations of labour underutilization including unemployment and people in the potential labour force as defined in Resolution I of the 19th ICLS. In addition to the core questions on search, desire and availability for work the sequence includes questions on reasons for not seeking and non-availability for work to enable a wider range of barriers to labour market engagement.

This module is a core part of any labour force survey sequence as it is the source of the unemployment rate and other labour underutilization indicators.

QUESTION ID	DESCRIPTION AND GUIDELINES
SRH_JOB	<p>Active search to find a paid job The respondent did anything to find a paid job in the last 4 weeks.</p> <p>Response categories 1 YES 2 NO</p> <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"> Within the question use the specific dates which cover the 4 weeks before the interview. Any activity to seek a paid job should be recorded as YES, even if the amount of activity was low or if the job sought was a casual job for only few hours a week.
SRH_BUS	<p>Active search to start a business The respondent did anything to try to start a business in the last 4 weeks.</p> <p>Response categories 1 YES 2 NO</p> <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>Implementation guidelines</p> <ul style="list-style-type: none"> Any activity to try to start a business should be recorded, even if the amount of activity was low. 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.

- This refers to the 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 considered as part of the work in the business and part of the working time.

SRH_MTD **Job search activities**

Main job search activity used.

Response categories

- 01 APPLY TO PROSPECTIVE EMPLOYERS
- 02 PLACE OR ANSWER JOB ADVERTISEMENTS
- 03 STUDY OR READ JOB ADVERTISEMENTS
- 04 POST/UPDATE RESUME ON PROFESSIONAL/SOCIAL NETWORKING SITES
- 05 REGISTER WITH PUBLIC EMPLOYMENT SERVICE
- 06 REGISTER WITH PRIVATE RECRUITMENT OFFICES
- 07 TAKE A TEST OR INTERVIEW
- 08 SEEK HELP FROM RELATIVES, FRIENDS, OTHERS
- 09 CHECK AT FACTORIES, WORK SITES
- 10 WAIT ON THE STREET TO BE RECRUITED
- 11 SEEK FINANCIAL HELP TO START A BUSINESS
- 12 LOOK FOR LAND, BUILDING, EQUIPMENT, MATERIALS TO START A BUSINESS
- 13 APPLY FOR A PERMIT OR LICENSE TO START A BUSINESS
- 14 OTHER (SPECIFY)

Purpose

- To confirm that an active search method was used to find a job or to start a business.

National Adaptation and Implementation

- Only record the main job search activity used in case the respondent reports multiple job search methods.
- The same reference period of a 4 weeks should be used as was used for the first job search question.

SRH_ACT **Additional job search activity**

Whether the respondent did anything else to look for a job other than study or read job advertisements

Response categories

- 1 YES
- 2 NO

Purpose

- To assess additional job search methods used by those reporting a passive method as the main job search method

National Adaptation and Implementation

- Studying/reading job advertisements may be considered as a passive job search method as it does not entail a contact with a prospective job/business opportunity. As a consequence those who only read job advertisements could be excluded from labour underutilization measures. This question ensures that those who report studying/reading job advertisements as their main method of job search can still be identified as having undertaken active job search.
- Only asked of those who reported reading or studying advertisements as their main activity to search for a job or start a business.

SRH_OTH Additional job search activities

Additional search activity used.

Response categories

- 01 APPLY TO PROSPECTIVE EMPLOYERS
- 02 PLACE OR ANSWER JOB ADVERTISEMENTS
- 04 POST/UPDATE RESUME ON PROFESSIONAL/SOCIAL NETWORKING SITES
- 05 REGISTER WITH PUBLIC EMPLOYMENT SERVICE
- 06 REGISTER WITH PRIVATE RECRUITMENT OFFICES
- 07 TAKE A TEST OR INTERVIEW
- 08 SEEK HELP FROM RELATIVES, FRIENDS, OTHERS
- 09 CHECK AT FACTORIES, WORK SITES
- 10 WAIT ON THE STREET TO BE RECRUITED
- 11 SEEK FINANCIAL HELP TO START A BUSINESS
- 12 LOOK FOR LAND, BUILDING, EQUIPMENT, MATERIALS TO START A BUSINESS
- 13 APPLY FOR A PERMIT OR LICENSE TO START A BUSINESS
- 14 OTHER (SPECIFY)

Purpose

- To confirm that those whose main search activity was studying/reading a job advertisement had used an additional active search method to find a job or to start a business.

National Adaptation and Implementation

- The same reference period of a 4 weeks should be used as was used for the previous job search question.

SRH_DUR Duration of job search

How long the respondent has been without work and searching for work.

Response categories

- 1 LESS THAN 1 MONTH
-

-
- 2 ONE MONTH TO LESS THAN 3 MONTHS
 - 3 THREE MONTHS TO LESS THAN 6 MONTHS
 - 4 SIX MONTHS TO LESS THAN 12 MONTHS
 - 5 ONE YEAR TO LESS THAN 2 YEARS
 - 6 TWO YEARS OR MORE

Purpose

- To identify the duration of unemployment for people who are currently unemployed.
- To identify persons in long-term unemployment.

National Adaptation and Implementation

- The respondent should indicate the duration and the interviewer should code the response to the response categories.
- The duration will be the shorter of the time since the respondent last worked and the time the person has been seeking work. For example if the respondent has been looking for work for 6 months but did some work for pay 3 months ago then the duration would be 3 months.

SRH_YER Job search in last 12 months

If the respondent sought work at any time in the last 12 months.

Response categories

- 1 YES
- 2 NO

Purpose

- For respondents who are not currently seeking work this identifies people who have looked for work at some time in the past 12 months. This can be compared to the current unemployment situation to assess if this gives additional information about pressure on the labour market.

National Adaptation and Implementation

- Only asked of respondents not currently employed and not currently seeking work as captured in earlier questions.
- Any activity over the previous 12 months should be recorded as a YES.

SRH_DES Desire for work

Whether the respondent would want to work if a job was available

Response categories

- 1 YES
- 2 NO

Purpose

- To identify respondents who would want to work if the work was available.
-

-
- Part of the sequence of questions required to identify the potential labour force.

National Adaptation and Implementation

- This is only asked of people who are not looking for work currently. The focus of the question should be on the person's desire for work and not on the type of work or how the work would be found.
- The response should be a spontaneous indication of the respondent and the interviewer should not guide the respondent about the type of work or level of pay which would be involved.

SRH_DWY

Reason for not seeking work

Reason for not seeking work in the last (month/4 weeks/30 days) for respondents who want to work but are not employed or seeking work.

Response categories

- 01 WAITING FOR RESULTS OF A PREVIOUS SEARCH
- 02 AWAITING RECALL FROM A PREVIOUS JOB
- 03 WAITING FOR THE SEASON TO START
- 04 WAITING TO START A NEW JOB OR BUSINESS
- 05 TIRED OF LOOKING FOR JOBS, NO JOBS IN AREA
- 06 NO JOBS MATCHING SKILLS, LACKS EXPERIENCE
- 07 CONSIDERED TOO YOUNG/OLD BY EMPLOYERS
- 08 IN STUDIES, TRAINING
- 09 FAMILY / HOUSEHOLD RESPONSIBILITIES
- 10 IN AGRICULTURE / FISHING FOR FAMILY USE
- 11 OWN DISABILITY, INJURY, ILLNESS
- 12 RETIRED, PENSIONER, OTHER SOURCES OF INCOME
- 13 OTHER (SPECIFY)

Purpose

- To identify the reasons for not seeking work. This will include discouraged workers who are not looking for work as they do not believe it is available. This allows an assessment of the barriers to engagement with the labour market.
- As part of the sequence to identify future starters who have found a job to start in the future who may be considered unemployed subject to other criteria.

National Adaptation and Implementation

- If the respondent mentions multiple reasons, one of which is category 03 (waiting to start a new job or business), record 03. Otherwise, if multiple reasons are indicated the main reason, as subjectively reported by the respondent, should be recorded.
-

SRH_FTR	<p>Job start in the future The start date of a job which has already been found.</p> <p>Response categories 1 ONE MONTH OR LESS 2 MORE THAN 1 MONTH AND UP TO 3 MONTHS 3 MORE THAN 3 MONTHS</p> <p>Purpose</p> <ul style="list-style-type: none">• To identify respondents who have found a job to start within a short subsequent period or who have concrete plans to start a business within a short subsequent period. <p>National Adaptation and Implementation</p> <ul style="list-style-type: none">• Those starting within a short subsequent period to be determined as per national circumstances will be considered unemployed if they are available for work as identified in later questions.• The duration is defined as from the date of interview.
SRH_FAN	<p>Availability to start work reference week Whether the respondent was available to start work in the week before the interview.</p> <p>Response categories 1 YES 2 NO</p> <p>Purpose</p> <ul style="list-style-type: none">• To identify future starters (have a job to start in future and available in the reference week)• 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">• Asked of those who were identified as having a job which will start within the following 3 months.• The focus of this question is on the respondent's time availability to start work in a short period (the week before the interview) should a job or business opportunity existed. The respondent should not be required to consider any specific type of job or pay. He or she should reply in reference to their time availability and not on the basis of the characteristics of the job or business.

SRH_AVN	Availability to start work in the reference week Whether the respondent was available to start work in the week before the interview. Response categories 1 YES 2 NO Purpose <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 National Adaptation and Implementation <ul style="list-style-type: none">• The focus of this question is on the respondent's time availability to start work in a short period (the week before the interview) should a job or business opportunity existed. The respondent should not be required to consider any specific type of job or pay. He or she should reply in reference to their time availability and not on the basis of the characteristics of the job or business.
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SRH_AVL	Availability to start work within the next two weeks Whether the respondent is available to start work within a short period after the interview date. Response categories 1 YES 2 NO Purpose <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 National Adaptation and Implementation <ul style="list-style-type: none">• For respondents who were not available in the reference week (i.e. they said no to the previous question) they are asked if they would be available in the two weeks following the interview.• The focus of this question is on the respondent's time availability to start work in a short subsequent period should a job or business opportunity existed. The respondent should not be required to consider any type of job or pay. He or she should reply in reference to their time availability and not on the basis of the characteristics of the job or business.
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SRH_NAR	Reason for not being available to work <p>For respondents who are not available to work the reason for not being available.</p> <p>Response categories</p> <ol style="list-style-type: none">1 AWAITING RECALL FROM A PREVIOUS JOB2 WAITING FOR THE SEASON TO START3 IN STUDIES OR TRAINING4 FAMILY/HOUSEHOLD RESPONSIBILITIES5 IN AGRICULTURE/FISHING FOR FAMILY USE6 RETIRED, PENSIONER7 OWN DISABILITY, INJURY OR ILLNESS <p>Purpose</p> <ul style="list-style-type: none">• To allow the analysis of reasons for unavailability for work. The different reasons can indicate different levels of attachment to the labour market. <p>National Adaptation and Implementation</p> <ul style="list-style-type: none">• This is asked of people who are not employed and not available to work, whether they are seeking or not.
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SRH_MAC	Main activity at present <p>The respondent's main activity at present.</p> <p>Response categories</p> <ol style="list-style-type: none">1 Studying or training2 Engaged in household or family responsibilities3 Farming or fishing to produce foodstuff for the family4 Retired or pensioner5 With a long-term illness, injury or disability6 Doing volunteering, community or charity work7 Engaged in cultural or leisure activities8 Other (specify) <p>Purpose</p> <ul style="list-style-type: none">• For evaluation purposes, to classify those who are not employed according to their main activity• It may be compared with the Labour Force Status classification to identify groups who self-identify differently but are nonetheless engaged in the labour market (as identified in the labour force status classification). <p>National Adaptation and Implementation</p> <ul style="list-style-type: none">• The list of categories could be added to 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.
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- 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 as their self-perception.
 - The notion of “at present” is to be interpreted as understood by the respondent. There is no pre-defined reference period in the past.
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MODULE: OWN-USE PRODUCTION OF FOODSTUFF (OPF)

This module is used to identify own use production of foodstuff. It first identifies if the respondent was engaged in any of the types of activities covered. For those who were it collects information on the main products and hours worked in the reference week.

This module is essential for countries wishing to produce a comprehensive measure of own use production of goods, in particular foodstuff from agriculture or fishing, in addition to employment and unemployment estimates typically produced from the LFS.

This module is meant to be used together with the AGF module, for a complete identification of own-use producers of foodstuff among the working age population, irrespective of their labour force status. Additionally, inclusion of other modules on own use-production of goods will enable a complete identification of own-use producers of goods among the working age population.

QUESTION ID	DESCRIPTION AND GUIDELINES
OPF_HFOOD	<p>Participation in activities to produce foodstuff for own/family use</p> <p>Whether the respondent did any of the listed activities mainly to produce food for consumption by the household/family.</p> <p>Response categories (select if respondent says yes)</p> <ol style="list-style-type: none">Plant, maintain or harvest any crops, vegetables or fruitsRaise or tend farm animals such as (sheep, goats, chicken...)Go fishing or collect shellfishGather wild food such as (mushrooms, berries, herbs...)Go hunting for (bush meat.....)Prepare preserved food or drinks for storage such as (flour, dried fish, butter, cheese....) <p>Purpose</p> <ul style="list-style-type: none">To identify own-use producers of foodstuffTo estimate participation rates in different types of own-use production activities <p>National Adaptation and Implementation</p> <ul style="list-style-type: none">Categories (a) to (c) refer to activities falling under Divisions 01 and 03 (Agriculture and fishing, respectively) of the International Standard Industrial Classification of All Economic Activities (ISIC rev. 4). Any work done for at least one hour in these activities during the reference week should be included.The categories require careful translation to the national language(s). It is not recommended to use the terms “agriculture, forestry and fishing” directly in the response categories. Accumulated evidence indicates that respondents tend to associate the term “agriculture” predominantly with crop farming, but not with animal husbandry.Inclusion of response categories (c), (d), (e) or (f) will depend on their relevance in the national context. In countries where aquaculture is prevalent, additional

colloquial terms referring to “fish farming” may need to be included for category (c).

- Examples should be adapted to refer to nationally relevant products/animals.
- Only activities to produce foodstuff mainly for use or consumption of the respondent’s household or family should be reported.
- Raising or tending of animals (category b) does not refer to domestic pets, only cover animals where the animal or it’s bi-products (eggs, milk etc) are for consumption by the family
- National translation of the question should make reference to “consumption by the household or family”. Replacement with the expression “for use by the household or family” has been observed to cause misinterpretation as including ‘use for sale’.
- This does not include work done when hired by someone else.

OPF_HPROD Main foodstuff produced for household or family consumption

Description of the main products produced by respondents who worked as own use producers of foodstuff

Response categories

Open ended responses

Purpose

- This will allow an analysis of the main types of goods being produced by persons engaged in this work.
- To enable the data coder to find the appropriate ISIC Rev.4 Code or corresponding national classification.

National adaptation and implementation

- If needed, give examples to assist the respondent. List examples typical of the local area or region (e.g: citrus fruits, vegetables, freshwater fish, cattle, chicken, taro, rice).
- 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 classification, i.e. avoid generic terms like ‘crops’.

OPF_HDAY Number of days worked in own-use farming/fishing work

The number of days the respondent did work to produce goods from agriculture or fishing for household consumption in the reference week

Response categories

1 to 7

Purpose

- To allow the calculation of hours actually worked in the reference week/7 days by collecting first the number of days worked and then the average number of hours per day
- To produce estimates of working time in own-use production of goods

National adaptation and implementation

- Respondents should report any day during the reference period when they carried out the activity even for a short period of time.
- Any activity in this case refers to time spent directly on and in relation to agricultural or fishing activities by the respondent to produce goods intended mainly for own final consumption by the household. Exclude time spent in activities intended to produce goods mainly for sale or barter.

OPF_HHRS Hours per day worked in the reference week

The number of hours per day the respondent worked to produce goods from agriculture or fishing for household consumption in the reference week

Response categories

0.5-16.0

97 DON'T KNOW

Purpose

- To produce estimates of working time in own-use production of goods
- To produce estimates of the contribution of own-use production work to SNA labour input

National adaptation and implementation

- The number to be entered is the average number per day that the respondent actually worked on. For example if the respondent reported working on 3 days and on those days they worked 1 hour, 3 hours and 5 hours then the average per day worked is 3 hours and that should be recorded here.
 - Hours actually worked refers to time spent directly on and in relation to farm work activities by the respondent to produce goods intended mainly for own final consumption by the household or family. Exclude time spent in activities intended mainly for sale or barter.
 - Record hours in 0.5 hour intervals. If the respondent gives a response in some other way (e.g. 10 hours 20 minutes), round up or down to the nearest 0.5 hours (i.e. 10.5 hours).
 - If needed, help the respondent by getting them to talk about how much time they spent on each of the days they worked as reported for the previous question.
 - 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.
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- For data quality assurance a maximum hour's threshold should be established, taking into account the national context. The threshold should take into consideration the extent to which fishing activities, in particular, may be performed over 24-hour shift periods
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MODULE: OWN USE PRODUCTION OF GOODS: CONSTRUCTION (BLD)

This module captures participation and actual hours spent in the reference week doing unpaid construction, renovation or major repairs of the household dwelling/premises or helping family members living in other households with similar work.

This module and following modules are optional and should be used in contexts where comprehensive measures of participation and time spent in own use production of goods are sought. Countries may wish to include this module periodically to obtain benchmarks, depending on national demand. Countries should review the set of activities included and remove those of low national relevance. Other activities could be added subject to appropriate development and testing processes.

QUESTION ID	DESCRIPTION AND GUIDELINES
BLD_OPG	<p>Construction of own household/buildings</p> <p>The respondent performed activities to preserve foodstuff for later consumption.</p> <p>Response categories</p> <p>1 YES</p> <p>2 NO</p> <p>Purpose</p> <ul style="list-style-type: none"> To generate estimates of participation in own use production of goods by type of activity. <p>National Adaptation and Implementation</p> <ul style="list-style-type: none"> Any time spent in the activity in the reference week should be recorded, even if less than 1 hour. It includes activities performed in relation the construction and major repair of the household dwellings and other structures such as building animal sheds, roof, walls, and fences, storage facilities for produce, garage; demolition or wrecking of building structures. It also includes activities to acquire inputs and materials for construction or major repair, including collecting wood, palm leaf, bamboo, stone, making bricks for use in repairs or construction of own property etc. except where those inputs and materials are purchased. It excludes more minor maintenance activities such as painting, decorating or maintaining the home, doing minor repairs, installing fixtures and fittings such as lights, bathroom fittings etc.

BLD_OPG_HRS Hours spent in construction of own household/buildings

Hours spent in the activity in the reference week

Response categories

1.0 to 84.0

997 DON'T KNOW

Purpose

- To generate estimates of hours spent in own use production of goods by type of activity.

National Adaptation and Implementation

- Record activities in 0.5 hour intervals. Round to the nearest 0.5 hours as needed.
 - If the respondent requires assistance to estimate the hours spent invite them to describe the hours spent on each day of the reference week, one at a time.
-

MODULE: OWN USE PRODUCTION OF GOODS: MANUFACTURE (MNF)

This module captures participation and actual hours spent in the reference week doing unpaid work to manufacture non-foodstuff goods for use by the household or family.

QUESTION ID	DESCRIPTION AND GUIDELINES
MNF_OPG	<p>Manufacturing of goods for household or family use</p> <p>The respondent performed activities to manufacture/make goods for use by the household or family.</p> <p>Response categories</p> <p>1 YES 2 NO</p> <p>Purpose</p> <ul style="list-style-type: none"> To generate estimates of participation in own use production of goods by type of activity. <p>National Adaptation and Implementation</p> <ul style="list-style-type: none"> The list of examples should be updated to reflect nationally representative activities. Any time spent in the activity in the reference week should be recorded, even if less than 1 hour. It includes activities to produce household goods, excluding foodstuff, such as pottery, furniture (e.g. cutting, carving, sanding, varnishing, painting, assembling wood products), clothing and other textiles (e.g. weaving, spinning, sewing, leather work, embroidery, needlework, knitting, etc); making shoes, footwear, handbags, carpets, baskets, mats, paper, paper products, soap, perfume, candles, utensils and other crafts. This only includes activities where the goods produced were mainly or fully kept for household or family use.
MNF_OPG_HRS	<p>Hours spent in manufacture of goods for household or family use</p> <p>Hours spent in the activity in the reference week</p> <p>Response categories</p> <p>1.0 to 84.0</p> <p>997 DON'T KNOW</p> <p>Purpose</p> <ul style="list-style-type: none"> To generate estimates of hours spent in own use production of goods by type of activity.

National Adaptation and Implementation

- Record activities in 0.5 hour intervals. Round to the nearest 0.5 hours as needed.
 - If the respondent requires assistance to estimate the hours spent invite them to describe the hours spent on each day of the reference week, one at a time.
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MODULE: OWN USE PRODUCTION OF GOODS: FETCHING WATER (WTR)

This module captures participation and actual hours spent in the reference week fetching water from natural and other sources for use by the household or family members living in other households.

QUESTION ID	DESCRIPTION AND GUIDELINES
WTR_OPG	<p>Fetching of water</p> <p>Participation in the reference week in activities to collect water from natural or public sources intended mainly for final use by the household.</p> <p>Response categories</p> <p>1 YES 2 NO</p> <p>Purpose</p> <ul style="list-style-type: none"> To generate estimates of participation in own use production of goods by type of activity. <p>National Adaptation and Implementation</p> <ul style="list-style-type: none"> Any time spent in the activity in the reference week should be recorded, even if less than 1 hour. It includes activities to fetch water from natural or public sources when <u>intended mainly</u> for final use by the household. This includes drawing water from wells, rivers, ponds or lakes for domestic use; or fetching water from public distribution centers including pipes. It excludes purchase and transport of water from shops and transport of water from different areas within the household compound, such as a private patio.
WTR_OPG_HRS	<p>Hours spent fetching water</p> <p>Hours spent in the activity in the reference week</p> <p>Response categories</p> <p>1.0 to 84.0</p> <p>997 DON'T KNOW</p> <p>Purpose</p> <ul style="list-style-type: none"> To generate estimates of hours spent in own use production of goods by type of activity. <p>National Adaptation and Implementation</p> <ul style="list-style-type: none"> Record activities in 0.5 hour intervals. Round to the nearest 0.5 hours as needed. If the respondent requires assistance to estimate the hours spent invite them to describe the hours spent on each day of the reference week, one at a time.

MODULE: OWN USE PRODUCTION OF GOODS: COLLECTING FIREWOOD (FIR)

This module captures participation and actual hours spent in the reference week doing unpaid work to collect and/or process firewood or other natural products for use as fuels for use by the household or family members living in other households.

QUESTION ID	DESCRIPTION AND GUIDELINES
FIR_OPG	<p>Gathering of firewood or other natural products Participation in the reference week in activities to collect firewood for fuel.</p> <p>Response categories 1 YES 2 NO</p> <p>Purpose</p> <ul style="list-style-type: none"> To generate estimates of participation in own use production of goods by type of activity. <p>National Adaptation and Implementation</p> <ul style="list-style-type: none"> Any time spent in the activity in the reference week should be recorded, even if less than 1 hour. It includes activities to cutting, collecting and transporting firewood, dung, peat or other fuel products on foot or using hand or animal carts when <u>intended mainly</u> for final use by the household. It excludes activities to purchase products for use as fuels and transportation of purchased products. This only includes activities where the products/fuel gathered was mainly or fully kept for household or family use.
FIR_OPG_HRS	<p>Hours spent in gathering of firewood or other natural products Hours spent in the activity in the reference week</p> <p>Response categories 1.0 to 84.0 997 DON'T KNOW</p> <p>Purpose</p> <ul style="list-style-type: none"> For estimates of hours spent in own use production of goods by type of activity. <p>National Adaptation and Implementation</p> <ul style="list-style-type: none"> Record activities in 0.5 hour intervals. Round to the nearest 0.5 hours as needed. If the respondent requires assistance to estimate the hours spent invite them to describe the hours spent on each day of the reference week, one at a time.