

INTERNATIONAL LABOUR OFFICE

REPORT FORM

FOR THE

**STATISTICS OF WAGES AND HOURS
OF WORK CONVENTION,
1938 (No. 63)**

The present report form is for the use of countries which have ratified the Convention. It has been approved by the Governing Body of the International Labour Office, in accordance with article 22 of the ILO Constitution, which reads as follows: "Each of the Members agrees to make an annual report to the International Labour Office on the measures which it has taken to give effect to the provisions of Conventions to which it is a party. These reports shall be made in such form and shall contain such particulars as the Governing Body may request."

PRACTICAL GUIDANCE FOR DRAWING UP REPORTS

First reports

If this is your Government's first report following the entry into force of the Convention in your country, full information should be given on each of the provisions of the Convention and on each of the questions set out in the report form.

Subsequent reports

In subsequent reports, information need normally be given only on the following points:

- (a) any new legislative or other measures affecting the application of the Convention;
- (b) replies to the questions in the report form on the practical application of the Convention (for example, statistics, results of inspections, judicial or administrative decisions) and on the communication of copies of the report to the representative organisations of employers and workers and on any observations received from these organisations;
- (c) **replies to comments by supervisory bodies:** the report must contain replies to any comments regarding the application of the Convention in your country which may have been addressed to your Government by the Committee of Experts or by the Conference Committee on the Application of Conventions and Recommendations.

Article 22 of the Constitution of the ILO

Report for the period to
made by the Government of

on the

STATISTICS OF WAGES AND HOURS OF WORK CONVENTION, 1938 (No. 63)

(ratification registered on)

- I. If legislation, administrative regulations, etc., exist or have been adopted which apply the Convention, please give a list of such legislation, etc., indicating the provisions under which each of the following Articles is applied. Where copies have not already been supplied to the International Labour Office, please forward copies of the said legislation, etc., with this report.

Please give any available information concerning the extent to which these laws and regulations have been enacted or modified to permit of, or as a result of, ratification.

- II. Please supply for the following Articles of the Convention, with the exception of Articles contained in Parts which have been excluded from your acceptance, the information requested on the measures taken to give effect to their provisions.

If in your country ratification of the Convention gives the force of national law to its terms, please indicate by virtue of what constitutional provisions the ratification has had this effect. Please also specify what action has been taken to make effective those provisions of the Convention which require a national authority to take certain specific steps for its implementation, such as measures to define the exact scope of the Convention and the extent to which advantage may be taken of permissive exceptions provided for in it, measures to draw the attention of the parties concerned to its provisions, and arrangements for adequate inspection and penalties.

If the Committee of Experts or the Conference Committee on the Application of Conventions and Recommendations has requested additional information or has made an observation on the measures adopted to apply the Convention please supply the information asked for or indicate the action taken by your Government to settle the points in question.

PART I. GENERAL PROVISIONS

Article 1

Each Member of the International Labour Organisation which ratifies this Convention undertakes that—

- (a) it will compile as required by this Convention statistics relating to wages and hours of work;
- (b) it will publish the data compiled in pursuance of this Convention as promptly as possible and will endeavour to publish data collected at quarterly or more frequent intervals during the succeeding quarter and to publish data collected at intervals of six or twelve months during the succeeding six or twelve months respectively; and
- (c) it will communicate the data compiled in pursuance of this Convention to the International Labour Office at the earliest possible date.

See Articles 5 to 22 below.

Article 2

1. Any Member which ratifies this Convention may, by a declaration appended to its ratification, exclude from its acceptance of the Convention—

- (a) any one of Parts II, III or IV; or
- (b) Parts II and IV; or
- (c) Parts III and IV.

2. Any Member which has made such a declaration may at any time cancel that declaration by a subsequent declaration.

3. Every Member for which a declaration made under paragraph 1 of this Article is in force shall indicate each year in its annual report upon the application of this Convention the extent to which any progress has been made with a view to the application of the Part or Parts of the Convention excluded from its acceptance.

Where a declaration made under paragraph 1 of this Article and still in force excludes one or more Parts of the Convention from acceptance by your Government please indicate, in accordance with paragraph 3 of this Article, what progress has been made with a view to the application of the excluded Part or Parts.

Article 3

Nothing in this Convention imposes any obligation to publish or to reveal particulars which would result in the disclosure of information relating to any individual undertaking or establishment.

Article 4

1. Each Member which ratifies this Convention undertakes that its competent statistical authority shall, unless it has already obtained the information in some other way, make enquiries relating either to all, or to a representative part, of the wage earners concerned, in order to obtain the information required for the purpose of the statistics which it has undertaken to compile in accordance with this Convention.

2. Nothing in this Convention shall be interpreted as requiring any Member to compile statistics in cases in which, after enquiries made in the manner required by paragraph 1 of this Article, it is found impracticable to obtain the necessary information without the exercise of compulsory powers.

Please indicate what inquiries have been undertaken in accordance with paragraph 1 of Article 4 in order to obtain the information required in accordance with the Convention, and what information has been obtained in some other way. If these indications are given in the publications communicated to the International Labour Office in accordance with the provisions of Article 1, please indicate these publications.¹

PART II. STATISTICS OF AVERAGE EARNINGS AND OF HOURS ACTUALLY WORKED IN MINING AND MANUFACTURING INDUSTRIES

Article 5

1. Statistics of average earnings and of hours actually worked shall be compiled for wage earners employed in each of the principal mining and manufacturing industries, including building and construction.

2. The statistics of average earnings and of hours actually worked shall be compiled on the basis of data relating either to all establishments and wage earners or to a representative sample of establishments and wage earners.

3. The statistics of average earnings and of hours actually worked shall—

- (a) give separate figures for each of the principal industries; and
- (b) indicate briefly the scope of the industries or branches of industry for which figures are given.

1. *Please indicate the publications in which the statistics of average earnings and of hours actually worked, compiled in accordance with this Article as well as Articles 6, 9 and 10, have been communicated to the International Labour Office and the dates of such communications. Where modifications have been made in the figures previously communicated in respect of earlier years, please state whether such modifications are included in the publications referred to above; if they are not so included, please indicate the nature of these modifications.*

2. *Please indicate, in the case of statistics of earnings and hours actually worked which are compiled on the basis of data relating to a representative sample of establishments and wage earners, the criteria on the basis of which the representative sample has been selected. If this information is given in the publications referred to above it will be sufficient to give a reference to these publications.*

3. *Please give references to the publications in which the scope of the industries or branches of industry for which figures are given is briefly indicated.*

Article 6

The statistics of average earnings shall include—

- (a) all cash payments and bonuses received from the employer by the persons employed;

¹ Throughout this questionnaire the word "publications" should be interpreted to include communications in any other form, in advance of publication, in which the data compiled in accordance with the Convention have been communicated to the International Labour Office.

- (b) contributions such as social insurance contributions payable by the employed persons and deducted by the employer; and
- (c) taxes payable by the employed persons to a public authority and deducted by the employer.

See above under Article 5, paragraph 1.

Article 7

In the case of countries and industries in which allowances in kind, for example in the form of free or cheap housing, food or fuel, form a substantial part of the total remuneration of the wage earners employed, the statistics of average earnings shall be supplemented by particulars of such allowances, together with estimates, so far as practicable, of their money value.

In the case of industries in which allowances in kind, for example in the form of free or cheap housing, food or fuel, form a substantial part of the total remuneration of the wage earners employed, please give a reference to the publications in which particulars are given of such allowances, including estimates, so far as practicable, of the money value of such allowances.

Article 8

The statistics of average earnings shall be supplemented, so far as practicable, by indications as to the average amount of any family allowances per person employed in the period to which the statistics relate.

Please state the publications in which indications have been given, so far as practicable, of the average amount per person employed of any family allowances in the period to which the statistics of average earnings relate.

Article 9

1. The statistics of average earnings shall relate to average earnings per hour, day, week or other customary period.

2. Where the statistics of average earnings relate to average earnings per day, week or other customary period, the statistics of actual hours shall relate to the same period.

See above under Article 5, paragraph 1.

Article 10

1. The statistics of average earnings and of hours actually worked, referred to in Article 9, shall be compiled once every year and where possible at shorter intervals.

2. Once every three years and where possible at shorter intervals the statistics of average earnings and, so far as practicable, the statistics of hours actually worked shall be supplemented by separate figures for each sex and for adults and juveniles; provided that it shall not be necessary to compile these separate figures in the case of industries in which all but an insignificant number of the wage earners belong to the same sex or age group, or to compile the separate figures of hours actually worked for males and females, or for adults and juveniles, in the case of industries in which the normal hours of work do not vary by sex or age.

See above under Article 5, paragraph 1.

Article 11

Where the statistics of average earnings and of hours actually worked relate not to the whole country but to certain districts, towns or industrial centres, these districts, towns or centres shall, so far as practicable, be indicated.

Where the statistics of average earnings and of hours actually worked relate not to the whole country but to certain districts, towns or industrial centres, please state the publications in which indications have been given, so far as practicable, of the districts, towns or centres covered.

Article 12

1. Index numbers showing the general movement of earnings per hour and where possible per day, week or other customary period shall be compiled at as frequent and as regular intervals as possible on the basis of the statistics compiled in pursuance of this Part of this Convention.

2. In compiling such index numbers due account shall be taken, inter alia, of the relative importance of the different industries.

3. In publishing such index numbers indications shall be given as to the methods employed in their construction.

Please indicate the publications, and the date of their communication to the International Labour Office, in which—

- (1) *the index numbers of the general movement of earnings compiled in accordance with this Article have been published;*

- (2) *the method of taking account of the relative importance of different industries is given;*
- (3) *the methods of constructing these index numbers are given.*

PART III. STATISTICS OF TIME RATES OF WAGES AND OF NORMAL HOURS OF WORK IN MINING AND MANUFACTURING INDUSTRIES

Article 13

Statistics of time rates of wages and of normal hours of work of wage earners shall be compiled for a representative selection of the principal mining and manufacturing industries, including building and construction.

Please indicate the publications in which the statistics of time rates of wages and of normal hours of work of wage earners, compiled in accordance with this Article and with Articles 14 (paragraphs 1 and 4), 15, 16 (subparagraph (a)), and 17, including the data specified in subparagraphs (a) and (b) of paragraph 1 of Article 15, have been communicated to the International Labour Office and the dates of such communications. Where modifications have been made in the figures previously communicated in respect of earlier years please state whether such modifications are included in the publications referred to above; if not so included please indicate the nature of these modifications.

Article 14

1. The statistics of time rates of wages and of normal hours of work shall show the rates and hours—
 - (a) fixed by or in pursuance of laws or regulations, collective agreements or arbitral awards;
 - (b) ascertained from organisations of employers and workers, from joint bodies, or from other appropriate sources of information, in cases where rates and hours are not fixed by or in pursuance of laws or regulations, collective agreements or arbitral awards.
2. The statistics of time rates of wages and of normal hours of work shall indicate the nature and source of the information from which they have been compiled and whether it relates to rates or hours fixed by or in pursuance of laws or regulations, collective agreements or arbitral awards, or to rates or hours fixed by arrangements between employers and wage earners individually.
3. When rates of wages are described as minimum (other than statutory minimum) rates, standard rates, typical rates, or prevailing rates, or by similar terms, the terms used shall be explained.
4. "Normal hours of work", where not fixed by or in pursuance of laws or regulations, collective agreements or arbitral awards, shall be taken as meaning the number of hours, per day, week or other period, in excess of which any time worked is remunerated at overtime rates or forms an exception to the rules or custom of the establishment relating to the classes of wage earners concerned.

1. *See above under Article 13.*

2. *Please give reference to the publications in which indications are given, in accordance with paragraph 2 of the present Article, of the nature and sources of the information from which the statistics of time rates of wages and of normal hours of work have been compiled, including specifications in particular for each industry and occupation covered by the statistics whether it relates to rates or hours fixed by or in pursuance of laws or regulations, by collective agreements, by arbitral awards, or by arrangements between employers and wage earners individually.*

3. *When rates of wages are described as minimum (other than statutory minimum) rates, standard rates, typical rates, or prevailing rates, or by similar terms, please indicate the publications in which these terms are explained.*

Article 15

1. The statistics of time rates of wages and of normal hours of work shall give—
 - (a) at intervals of not more than three years, separate figures for the principal occupations in a wide and representative selection of the different industries; and
 - (b) at least once a year, and if possible at shorter intervals, separate figures for the main occupations in the most important of these industries.
2. The data relating to time rates of wages and of normal hours of work shall be presented, so far as practicable, on the basis of the same occupational classification.
3. Where the sources of information from which the statistics are compiled do not indicate the separate occupations to which the rates or hours apply, but fix varying rates of wages or hours of work for other categories of workers (such as skilled workers, semi-skilled workers and unskilled workers) or fix normal hours of work by classes of undertakings or branches of undertakings, the separate figures shall be given according to these distinctions.

4. Where the categories of workers for which figures are given are not separate occupations, the scope of each category shall, in so far as the necessary particulars are given in the sources of information from which the statistics are compiled, be indicated.

1, 2 and 3. *See above under Article 13.*

4. *Where the categories of workers for which figures are given are not separate occupations please indicate the publications in which the scope of each category is defined, in so far as the necessary particulars are given in the sources of information from which the statistics are compiled.*

Article 16

Where the statistics of time rates do not give the rates per hour but give rates per day, week, or other customary period—

- (a) the statistics of normal hours of work shall relate to the same period; and
- (b) the Member shall communicate to the International Labour Office any information appropriate for the purpose of calculating the rates per hour.

(a) *See above under Article 13.*

(b) *Where the statistics of time rates do not give rates per hour, please communicate to the International Labour Office, in accordance with subparagraph (b) of this Article, any information appropriate for the purpose of calculating the rates per hour, unless this information has already been communicated to the International Labour Office.*

Article 17

Where the sources of information from which the statistics are compiled give separate particulars classified by sex and age, the statistics of time rates of wages and of normal hours of work shall give separate figures for each sex and for adults and juveniles.

See above under Article 13.

Article 18

Where the statistics of time rates of wages and of normal hours of work relate not to the whole country but to certain districts, towns or industrial centres, these districts, towns or centres shall, so far as practicable, be indicated.

Where the statistics of time rates of wages and of normal hours of work relate not to the whole country but to certain districts, towns or industrial centres, please give references to the publications in which indications, so far as practicable, are given of the districts, towns or centres.

Article 19

Where the sources of information from which the statistics of time rates and of normal hours of work are compiled contain such particulars, the statistics shall at intervals not exceeding three years indicate—

- (a) the scale of any payment for holidays;
- (b) the scale of any family allowances;
- (c) the rates or percentage additions to normal rates paid for overtime; and
- (d) the amount of overtime permitted.

Where the sources of information from which the statistics of time rates of wages and of normal hours of work are compiled contain such particulars, please give references to the publications in which indications are given of (a) the scale of any payment for holidays, (b) the scale of any family allowances, (c) the rates or percentage additions to normal rates paid for overtime, and (d) the amount of overtime permitted.

Article 20

In the case of countries and industries in which allowances in kind, for example in the form of free and cheap housing, food or fuel, form a substantial part of the total remuneration of the wage earners employed, the statistics of time rates of wages shall be supplemented by particulars of such allowances, together with estimates, so far as practicable, of their money value.

In the case of industries in which allowances in kind, for example in the form of free and cheap housing, food or fuel, form a substantial part of the total remuneration of the wage earners employed, please indicate the publications which give particulars of such allowances, together with estimates, so far as practicable, of their money value.

Article 21

1. Annual index numbers showing the general movement of rates of wages per hour or per week shall be compiled on the basis of the statistics compiled in pursuance of this Part of this Convention,

supplemented, where necessary, by any other relevant information which may be available (for example, particulars as to changes in piecework rates of wages).

2. Where only an index number of rates of wages per hour or only an index number of rates of wages per week is compiled, there shall be compiled an index number of changes in normal hours of work constructed on the same basis.

3. In compiling such index numbers due account shall be taken, *inter alia*, of the relative importance of the different industries.

4. In publishing such index numbers indications shall be given as to the methods employed in their construction.

1 and 2. *Please communicate the index numbers showing the general movement of rates of wages per hour or per week compiled in accordance with paragraph 1 of this Article—as well as, in the case specified in paragraph 2 of the said Article, the index numbers of changes in normal hours of work calculated on the same basis—for the entire period covered by the index numbers, and for all the dates for which the indexes have been calculated. If necessary supplement this by any other relevant information which may be available (for example, particulars as to changes in piecework rates of wages).*

3 and 4. *Please indicate the publications, and the date of their communication to the International Labour Office, in which the methods employed in constructing these index numbers are given (paragraph 4) including the method of taking account of the relative importance of the different industries (paragraph 3) and including indications as to the extent to which other relevant information (paragraph 1) has been used in their compilation.*

PART IV. STATISTICS OF WAGES AND HOURS OF WORK IN AGRICULTURE

Article 22

1. Statistics of wages shall be compiled in respect of wage earners engaged in agriculture.

2. The statistics of wages in agriculture shall—

- (a) be compiled at intervals not exceeding two years;
- (b) give separate figures for each of the principal districts; and
- (c) indicate the nature of the allowances in kind (including housing), if any, by which money wages are supplemented, and, if possible, an estimate of the money value of such allowances.

3. The statistics of wages in agriculture shall be supplemented by indications as to—

- (a) the categories of agricultural wage earners to which the statistics relate;
- (b) the nature and source of the information from which they have been compiled;
- (c) the methods employed in their compilation; and
- (d) so far as practicable, the normal hours of work of the wage earners concerned.

1 and 2. *Please indicate the publications, and the date of their communication to the International Labour Office, in which are given the statistics of wages of wage earners engaged in agriculture in each of the principal districts, compiled in accordance with this Article, and in which are given the nature of the allowances in kind (including housing), if any, by which money wages are supplemented and an estimate, where possible, of the money value of such allowances. Where modifications have been made in the figures previously communicated please indicate the nature of such modifications, unless they are given in the publications referred to above.*

3. *Please indicate the publications in which the statistics of wages in agriculture, compiled in accordance with paragraphs 1 and 2 of this Article, are supplemented by indications as to—*

- (a) *the categories of agricultural wage earners to which the statistics relate;*
- (b) *the nature and source of the information from which they have been compiled;*
- (c) *the methods employed in their compilation; and*
- (d) *so far as practicable, the normal hours of work of the wage earners concerned.*

PART V. MISCELLANEOUS PROVISIONS

Article 23

1. Any Member the territory of which includes large areas in respect of which, by reason of the difficulty of creating the necessary administrative organisation and the sparseness of the population or the stage of economic development of the area, it is impracticable to compile statistics complying with the requirements of this Convention may exclude such areas from the application of this Convention in whole or in part.

2. Each Member shall indicate in its first annual report upon the application of this Convention submitted under article 22 of the Constitution of the International Labour Organisation any areas in respect of which it proposes to have recourse to the provisions of this Article and no Member shall, after the date of its first annual report, have recourse to the provisions of this Article except in respect of areas so indicated.

3. Each Member having recourse to the provisions of the present Article shall indicate in subsequent annual reports any areas in respect of which it renounces the right to have recourse to the provisions of this Article.

1 and 2. Please indicate in the first annual report of your Government any areas which have, in virtue of the authorisation given in paragraph 1 of this Article, been excluded, in whole or in part, from the application of this Convention together with the reason or reasons for their exclusion.

3. Please indicate in subsequent annual reports any areas in respect of which the right to have recourse to the provisions of this Article has been renounced.

Article 24

1. The Governing Body of the International Labour Office may, after taking such technical advice as it may deem appropriate, communicate to the Members of the Organisation proposals for improving and amplifying the statistics compiled in pursuance of this Convention or for promoting their comparability.

2. Each Member ratifying this Convention undertakes that it will—

- (a) submit for the consideration of its competent statistical authority any such proposals communicated to it by the Governing Body;
- (b) indicate in its annual report upon the application of the Convention the extent to which it has given effect to such proposals.

Where the Governing Body has availed itself of the provisions of this Article to communicate proposals to Members of the Organisation please indicate the extent to which your Government has given effect to such proposals.

III. Please indicate the statistical authority or authorities to which the task of compiling statistics complying with the requirements of this Convention is entrusted.

IV. Please give a general appreciation of the manner in which the Convention is applied in your country.

V. Please indicate the representative organisations of employers and workers to which copies of the present report have been communicated in accordance with article 23, paragraph 2, of the Constitution of the International Labour Organisation.¹ If copies of the report have not been communicated to representative organisations of employers and/or workers, or if they have been communicated to bodies other than such organisations, please supply information on any particular circumstances existing in your country which explain the procedure followed.

Please indicate whether you have received from the organisations of employers or workers concerned any observations, either of a general kind or in connection with the present or the previous report, regarding the practical application of the provisions of the Convention or the application of the legislation or other measures implementing the Convention. If so, please communicate a summary of the observations received, together with any comments that you consider useful.

¹ Article 23, paragraph 2, of the Constitution reads as follows: "Each Member shall communicate to the representative organisations recognised for the purpose of article 3 copies of the information and reports communicated to the Director-General in pursuance of articles 19 and 22."