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International  
Labour  
Organization

# **ILO Volunteer Work add-on module**

## **National adaptation guide (v1)**

for PAPI and CAPI

July 2020



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## INTRODUCTION

This guide contains detailed guidance to support the implementation of the ILO Volunteer Work add-on module. It provides information on the main purpose of each question, valid response options, as well as guidance to adapt the questions to the national context, and to train interviewers on their correct application during the survey interview. It is intended for survey developers in national statistical offices and other agencies responsible for producing statistics on volunteer work. It covers useful information that can be used to develop a national version of the questions, to develop manuals for supervisors and interviewers and to train interviewers, supervisors and data processing staff.

This adaptation guide does not cover general guidance for contacting households and conducting interviews, for field supervision, data entry, coding and processing. It should be supplemented with the existing procedures and good practice established by the National Statistical Office to conduct household surveys, in particular Labour Force Surveys (LFS), so as to ensure data quality.

## GENERAL CONVENTIONS

### **Conventions used in the ILO model LFS questionnaires for PAPI**

- 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
- [Blue text]: Indicates questions that may be included/excluded as per national circumstances
- [Red 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

## MODULE VOL: IDENTIFICATION OF VOLUNTEER WORKERS

This module serves as the start of the personal interview on respondents' volunteering experience. It is addressed to working-age household members, who completed the individual LFS interviews and are selected to answer module questions. It contains questions to identify volunteers, by asking about participation in unpaid, voluntary activities to support others.

Explanations and questions use common words to help focus respondents' attention on the key concepts of the volunteer work definition. Identification of respondents who did unpaid work for others in the reference period (potential volunteers), is done in two steps:

- The initial question (**VOL\_1**) detects unpaid work done for four types of possible beneficiaries: individuals, organizations, community and nature;
- Two follow-up questions (**VOL\_2a** and **VOL\_2b**) recover unpaid work done in connection with non-financial donations.

QUESTION ID	DESCRIPTION AND GUIDELINES
<b>MODULE INTRODUCTION</b>	<p><b>Purpose</b></p> <ul style="list-style-type: none"> <li>• To highlight the change in topic during the interview.</li> <li>• To focus respondents' attention on a key element of volunteer work: the lack of expectation to receive a remuneration in exchange for the work done.</li> </ul> <p><b>National adaptation and implementation</b></p> <ul style="list-style-type: none"> <li>• All respondents of working age selected for the module must hear or read (as per mode of data collection) the introduction before answering the module questions.</li> <li>• In translating the introduction to the national language(s) care should be taken to ensure that respondents understand that the module questions refer to work done without the intention to ask for or the expectation to receive a remuneration (monetary or in-kind).</li> <li>• People may receive support (cash or in-kind) to enable their participation in unpaid activities. Such support does not represent remuneration for work done. It is offered to cover (partially or totally) the costs incurred by a person, while participating in a specific activity. Examples include travel to and from the place where unpaid work is done; meals; accommodation, in case a person has to spend several days away from home.</li> <li>• Translation(s) of the introduction must exclude the chance that respondents could think of employment work, for which payment was not received as expected (e.g. delayed or withheld).</li> </ul>
<b>VOL_1</b>	<p><b>Unpaid work for others</b></p> <p><b>Response options</b></p> <ol style="list-style-type: none"> <li>a. Friends, neighbors, strangers</li> <li>b. Organizations, associations, clubs, institutions [(such as NGOs, religious organizations, sports clubs, schools, on-line groups, etc.)]</li> <li>c. (The/Your) community</li> </ol>

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- d. Nature, wild/street animals [(such as dogs, cats, birds, fish, etc.)]
  - e. DID NOT PROVIDE UNPAID HELP

#### **Purpose**

- Identification of persons, who did unpaid work for others in the last [4 weeks/30days]. Four different types of beneficiaries are mentioned to help respondents better understand the question and facilitate recall.
- These types of beneficiaries are exhaustive, but not mutually exclusive. Because of this, the question is used to detect unpaid work done for others and not to establish who the beneficiary was.
- This question should not be used to classify respondents as volunteers nor to classify their work as direct or organization-based volunteer work.

#### **National adaptation and implementation**

- All respondents of working age selected for the module answer the question.
  - Only one reference period, “4 weeks” or “30 days” must be used in the question, as per national practice. For example, if the LFS uses one week as reference period (the previous one or a fixed one), then the “4 weeks” reference period should be used in this question. If the LFS uses the “last 7 days” reference period then the “last 30 days” should be used in this question.
  - The start and end dates for the reference period need to be specified as per national practice. For example, the interview is conducted on 6 May 2020. Then, the reference period of “4 weeks” should be specified as: *In the last 4 weeks, that is from [Monday, 6 April] to [Sunday, 3 May] ...*. The “last 30 days” reference period should be specified as: *In the last 30 days, that is from [6 April] up to yesterday...*
  - Interviewers should be trained to read the question, followed by the first answer option and wait for an answer from the respondent (YES/NO), before reading the next answer option.
  - Interviewers should be trained to provide examples for each type of beneficiary, as described below, if asked by the respondent.
  - Code **a.** refers to cases where unpaid help was provided to individuals who are not members of the respondent’s family or household. If for some reason the respondent will report helping family members (e.g. parents, spouse, own children, siblings) then the interviewer will have to explain that only help given to non-household and non-family members must be considered.
  - Code **b.** refers to cases where respondents did willingly unpaid work for/through economic units of different types, registered or not, private or public, market-oriented or non-profit. This code includes also unpaid work done for virtual or on-line interest groups organized on dedicated websites, web forums, social networks, messaging apps or any other electronic platform (e.g. administrating the group, moderating messages/posts, organizing off-line meetings). The text of this response option should be
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	<p>adapted to the national context, by providing examples of organizations and interest groups for/through which people often do voluntary work.</p> <ul style="list-style-type: none"> <li>• Code <b>c.</b> refers to cases where unpaid help was given to the group of people living within the same geographical area (e.g. village, neighborhood or town).</li> <li>• Code <b>d.</b> refers to cases where respondents voluntarily engaged in activities to: <ul style="list-style-type: none"> <li>- clean/prevent pollution of public forests, fields, parks, beaches, lakes, etc.</li> <li>- take care of/protect animals, wild birds in forests, fields, parks, on the streets.</li> <li>- take care of/protect fish, mammals, reptiles and other life forms living in public lakes, rivers, in seas and oceans. Reference to fish should be kept in this option only if it is relevant in the national context.</li> </ul> </li> <li>• Do not include unpaid help provided by respondents in family businesses or in paid jobs held by family members (this is employment).</li> <li>• Do not include help provided in the form of donations only (i.e. gifts, cash donations).</li> <li>• Code <b>e.</b> will be used to register cases where respondents will answer NO to all previous options (a, b, c and d).</li> </ul>
<b>WORK RELATED TO NON- FINANCIAL DONATIONS  INTRODUCTION</b>	<p><b>Purpose</b></p> <ul style="list-style-type: none"> <li>• To facilitate the understanding of the questions designed to recover cases of volunteer work carried out in connection with non-financial donations.</li> </ul> <p><b>National adaptation and implementation</b></p> <ul style="list-style-type: none"> <li>• All respondents of working age, with option <b>e</b> checked in question <b>VOL_1</b> must hear or read (as per mode of data collection) the introduction, before answering the next questions.</li> <li>• In translating the introduction to the national language(s) care should be taken to ensure that respondents understand that the next questions refer to any actions taken (doing something) to donate food or non-food products. That is working to donate goods to people or organizations without expecting a payment or something else in return (goods or services).</li> <li>• Translation(s) should avoid situations that could lead respondents to think about financial donations (i.e. cash or electronic money; or any other physical/electronic alternatives such as gift cards, vouchers, discount codes, etc.).</li> </ul>
<b>VOL_2a</b>	<p><b>Collecting and distributing donated goods</b></p> <p><b>Response options</b> 01 YES 02 NO</p> <p><b>Purpose</b></p>



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- Recovery of volunteer workers who spent any time collecting, buying or distributing goods or products to donate, as these are unpaid services provided to the beneficiaries of donations.

#### **National adaptation and implementation**

- All respondents of working age who do not report providing unpaid help answer the question.
- In translating the question to the national language(s) care should be taken to ensure that respondents understand that the question refers to time spent by themselves to:
  - personally collect the goods or products from other people or organizations that want to donate them;
  - personally buy the goods or products in order to donate them;
  - personally transport, deliver or distribute the goods or products to organizations or people (either final beneficiaries or intermediaries).
- Interviewers should be trained to provide examples of activities done to collect, buy or distribute goods typically donated in the national context, if asked by the respondent or if the respondent has difficulties answering the question.

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### **VOL\_2b**

#### **Preparing goods to be donated**

##### **Response options**

01 YES

02 NO

##### **Purpose**

- Recovery of volunteer workers who spent some time preparing or processing goods to donate, as these are unpaid services provided to the beneficiaries of donations.

#### **National adaptation and implementation**

- All respondents of working age who do not report providing unpaid help answer the question.
  - In translating the question to the national language(s) care should be taken to ensure that respondents understand that the question refers to spending time to prepare or process (e.g. make, repair, clean, iron, pack, disassemble/assemble, etc.) the goods before donating them.
  - Interviewers should be trained to provide examples of activities done to prepare or process goods typically donated in the national context, if asked by the respondent or if the respondent has difficulties answering the question. Examples should be relevant for the type of goods donated by the respondent.
  - Examples of activities to prepare or process the goods before donating them:
    - Picking fruits and vegetables, collecting plants, fishing, hunting;
    - Sorting fruits and vegetables;
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- Cooking meals, preparing beverages;
  - Making clothes, footwear, accessories (e.g. hat, gloves, belt, scarf) using diverse materials and techniques;
  - Sorting, repairing, adjusting, cleaning and ironing clothes;
  - Making/repairing toys, blankets and other household items using diverse materials;
  - Preparing hygiene products (e.g. soap, hand sanitizer) or plant medicines (e.g. herbal infusions);
  - Putting products (food or non-food) into bags, boxes, bottles, containers for distribution;
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**VOL\_3**  
(a, b, c)

### **Specific unpaid activities**

#### **Response options (*multiple options allowed*)**

Activity 1 \_\_\_\_\_ ISCO CODE:

MAIN TASKS AND DUTIES

Activity 2 \_\_\_\_\_ ISCO CODE:

MAIN TASKS AND DUTIES

Activity 3 \_\_\_\_\_ ISCO CODE:

MAIN TASKS AND DUTIES

#### **Purpose**

- Identification of the specific activities performed by the respondent to provide unpaid help, or in relation to donations of goods or products.

#### **National adaptation and implementation**

- All respondents of working age who report providing unpaid help or doing unpaid work in connection with non-financial donations answer the question.
  - In translating the question to the national language(s) care should be taken to ensure that respondents understand that the question refers to specific activities performed to help persons, organizations or nature.
  - From the respondents' answers, it should be clear what tasks were performed in a given activity and to whom the help was provided (e.g. helped a friend with learning how to use a text editor; did grocery shopping for elderly in the neighborhood; offered medical consultation in a homeless shelter; collected trash on the beach).
  - An activity is defined by the specific set of tasks performed by a respondent for a specific type of beneficiary, in the reference period. It is similar to one's occupation in a job. For example, a primary school teacher volunteers teaching children (2341 Primary School Teachers, ISCO-08) from poor families, without expecting to be paid. Additionally, the person could provide unpaid help to a neighbor with a disability with cleaning the house, cooking and shopping (9111 Domestic Cleaners and Helpers, ISCO-08).
  - A specific set of tasks, performed for different types of beneficiaries should be recorded as different activities. For example, cleaning a neighbor's house, cleaning a house of worship and cleaning the room where the community council meets are different activities, even if the tasks are similar.
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- Different sets of tasks performed for the same type of beneficiary should also be recorded as different activities. For example, cooking for neighbors and walking neighbors' dogs are different activities; distributing fliers on the street and offering free legal advice through an NGO are different activities; helping nature by cleaning a park and by treating wounded wild animals are different activities as well.
- A respondent may perform similar tasks for several beneficiaries of a specific type. In such cases, when the **beneficiaries are not organizations**, only one activity should be recorded. Examples:
  - The respondent fixed a neighbor's refrigerator and a friend's TV. One activity, "fixing others' home appliances" should be recorded;
  - A pediatrician during the weekends offers free medical consultations to poor families in the village where he/she lives, as part of the community's efforts to help those in need. One activity, "pediatric consultations to community" should be recorded;
  - The respondent spent time feeding street animals (dogs, cats) in different locations. One activity, "feeding street animals" should be recorded.
- When a specific set of tasks is performed **for different organizations**, different activities should be recorded. This enables the measurement of the number of volunteering activities undertaken by people, similar to the number of jobs held by employees. Examples of different activities: caring (unpaid) for sick people in two different hospitals; offering free legal advice through different NGOs; training children in different sports clubs.
- Similar to an occupation in a job, a volunteer activity may be performed once or several times (e.g. daily, once a week) in the reference period. The activity, however, remains the same irrespective of how many times it was performed. Thus, a respondent who, for example, cooked for a neighbor with a disability four times in the last 4 weeks/30 days should report the activity "cooking for neighbors" once, not four times.
- It is important to collect enough details to enable coding of the activities using ISCO-08 (or its national adaptation), similarly to how occupations are coded in the LFS. For details on the use of the ISCO-08 to classify volunteer activities, see the *ILO Manual on the measurement of volunteer work*.
- The question was designed to record up to three different activities. Practice shows that rarely people report a higher number of distinct activities in a short reference period.
- In cases where respondents will report more than three activities, only those, on which most of the time was spent should be recorded.
- Interviewers should be trained to remind respondents about the volunteer work they reported in previous questions, if they have difficulties answering this question.

**VOL\_4****optional****Volunteering for one or more hours****Response options**

01 YES

02 NO

**Purpose**

- Identification of respondents who during the last [4 weeks/30 days] did unpaid work for others, for at least one hour.
- To reduce potential respondent burden by excluding those performing volunteer activities for less than one hour in the specified reference period.

#### National adaptation and implementation

- **If this question is included**, all respondents of working age reporting at least one activity answer it.
- **If this question is NOT included**, all respondents of working age reporting at least one activity proceed directly to **Module CVA**.
- In translating the question to the national language(s) care should be taken to ensure that respondents understand that the question refers to the total time spent during the last [4 weeks/30days], in all reported activities.
- In this question, it is not essential to establish the exact number of hours, as this will be captured in **Module CVA**.

### VOL\_5 optional

#### Volunteering during 12 months

##### Response options

01 YES

02 NO

##### Purpose

- Identification of respondents who during the last 12 months provided unpaid help to others.

#### National adaptation and implementation

- **If this question is included**, all respondents of working age who do not report providing unpaid help or doing work do donate products answer it.
- Respondents reporting at least one activity are not asked this question, as by default the answer is YES (the last 4 weeks/30 days overlap with the last 12 months).
- The “last 12 months” reference period refers to twelve consecutive months, prior to the month, in which the interview is conducted.
- The start and end dates for the reference period need to be specified. For example, the interview is conducted on 6 June 2020. Then, the reference period of “12 months” should be specified as: *Now, please think about the last 12 months that is from [1 June] last year up to [31 May] this year....*
- Interviewers should be trained to remind the interviewer that the question is about the type of activities mentioned in previous questions, if asked by the respondent or if the respondent has difficulties answering the question.

## MODULE CVA: CHARACTERISTICS OF VOLUNTEERING ACTIVITIES

This module is administered only to working-age respondents who reported doing unpaid work for others in **Module VOL**. It collects detailed data on the characteristics of the identified volunteering activities (two at most).

Data on the following characteristics of each activity are collected:

- Main beneficiary of the specific volunteer activity;
- Time spent (in the last 4 weeks/30 days, LFS reference week);
- Frequency of engagement in the activity, in the last 4 weeks/30 days;
- Main reason for volunteering;
- Organizer of the activity;
- Name and main economic activity of the organization (if applicable);
- Type of support received (if applicable);
- Amount of monetary support received (if applicable).

Such data is necessary as to exclude possible cases of activities that do not meet the criteria of volunteer work, to produce the key volunteer work indicators and to enable disaggregation by essential characteristics relevant to inform policies.

QUESTION ID	DESCRIPTION AND GUIDELINES
<b>MODULE</b>	<b>Purpose</b>
<b>INTRO</b>	<ul style="list-style-type: none"> <li>• To ensure that respondents focus their attention on the specific activity (reported in <b>Module VOL</b>), before answering the module questions.</li> <li>• All respondents of working age selected for <b>Module CVA</b> must hear or read (as per data collection mode) the introduction before answering the module questions.</li> <li>• The text <b>[ACTIVITY]</b> must be replaced with the description of the specific activity recorder in <b>VOL_3</b>.</li> </ul>
<b>CVA_1</b>	<p><b>Beneficiary of unpaid work</b></p> <p><b>Response options</b></p> <p>01 FRIEND, NEIGHBOUR, STRANGER</p> <p>02 ORGANIZATION, ASSOCIATION, INSTITUTION, CLUB, BUSINESS</p> <p>03 COMMUNITY</p> <p>04 NATURE, STREET/WILD ANIMALS</p> <p>05 FAMILY MEMBER OR RELATIVE</p> <p><b>Purpose</b></p> <ul style="list-style-type: none"> <li>• To identify the beneficiary of the volunteer work.</li> <li>• To exclude unpaid help provided to family members and relatives. Such help is not volunteer work.</li> </ul> <p><b>National adaptation and implementation</b></p>

- All respondents selected for **Module CVA** answer the question.
- Interviewers should be trained to remind the respondent that the question is about the specific activity, if needed.
- Respondents might mention more than one answer option. It could happen in cases where help was provided to persons under codes 01 and 05 (e.g. caring for neighbors' and own sister's children). In such cases, code 01 will be recorded and next questions will refer to help provided to friends, neighbors or strangers.
- For description of codes 01-04, see explanations to codes **a, b, c** and **d** in **VOL\_1**.
- Code 05 refers to respondents' spouses/partners, parents, siblings, children, grandchildren, grandparents, cousins, uncles, aunts, in-laws. That is all blood and non-blood (e.g. through affinity, adoption) relatives regardless of where they live (whether in the same household with the respondent or in different households).

## CVA\_2 optional

### Hours worked in the LFS reference week

#### Response options

NUMBER OF HOURS

NUMBER OF MINUTES

ENTER "0" FOR HOURS IF DIDN'T DO WORK IN **THE [REFERENCE WEEK/ LAST WEEK/THE 7 DAYS]**

#### Purpose

- Collect the number of hours spent doing volunteer work, for the same reference period, for which LFS collects data on hours spent in employment.
- To enable joint analysis of hours actually worked in employment, if any, and volunteer work for the same reference period

#### National adaptation and implementation

- All respondents selected for **Module CVA** answer the question.
- Only one reference period, the "reference weeks", the "last week" or the "last 7 days" must be used in the question as per national practice. It should match the reference period used in LFS to measure time worked in employment.
- Interviewers should be trained to help the respondent recall the number of hours worked, as to avoid "DON'T KNOW" answers.
- In this question, the respondent may report working less than one hour as it concerns a shorter reference period. In such cases, enter value 0 "zero" for hours and the reported value for minutes (between 1 and 59).
- A limit for the number of hours worked should be identified, to serve as a warning for possible errors.
- The number of hours dedicated to the specific activity in the **[reference week/ last week/last 7 days]** will be available only for respondents who engaged in volunteer work in the **[reference week/ last week/last 7 days]**.

- Short breaks are also included in the time worked.
- Travelling to and from the place where volunteer work was done is not included. Except for cases where travelling is part of the volunteer work (e.g. delivering goods, travelling from one place to another to offer assistance, etc.)
- Exclude time spent travelling between the home and the place where the work was done, for example at the start and end of the day, as well as time spent on long breaks (e.g. meal breaks).

**CVA\_2b**  
optional

**Frequency of engagement in activity**

**Response options**

01 Every day

02 Every week (*NOT EVERY DAY*)

03 Less frequently (*NOT EVERY WEEK*)

**Purpose**

- Establish the frequency of participation in the activity, in the last [4 weeks/30 days].

**National adaptation and implementation**

- All respondents selected for **Module CVA** answer the question.
- Interviewers should be trained to read each answer option until a positive answer is offered.
- Code 01 refers to cases where the respondent performed the activity every day, in the last [4 weeks/30 days].
- Code 02 refers to cases where the respondent performed the activity at least once every week, in the last [4 weeks/30 days].
- Code 03 refers to cases where the respondent performed the activity less frequently. That is not every week.

**CVA\_3**

**Hours worked in the last [4 weeks/30 days]**

**Response options**

NUMBER OF HOURS

ENTER "999" IF CAN'T REMEMBER

**Purpose**

- Collect the number of hours spent in activity in the last [4 weeks/30 days].

**National adaptation and implementation**

- All respondents selected for **Module CVA** answer the question.
- In translating the question to the national language(s) care should be taken to ensure that respondents understand that this question refers to the time dedicated to the specific activity, in the last [4 weeks/30 days].
- Record hours in 0.5 hour intervals (i.e. 30 minutes). If the respondent gives a response in some other way (e.g. 3 hours 20 minutes), round up or down to the nearest 0.5 hours (i.e. 3.5 hours).

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- Interviewers should be trained to help the respondent to recall the number of hours worked, as to limit as much as possible the “CAN’T REMEMBER” answers.
  - If the respondent still cannot recall the number of hours, the interviewer should at least establish whether it is lower than one. If it is lower than one then the value 0.5 will be recorded. If it is equal to or higher than one then the value 999 will be recorded. It is important to do so, as the answer to this question is used to classify respondents as volunteers (work for at least one hour in the reference period).
  - A limit for the number of hours worked should be identified, to serve as a warning for possible errors.
  - In general, measurement of time spent in volunteer work should follow the same approach as measurement of time spent in employment. See notes to question **CVA\_2**.
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#### **CVA\_4**

#### **Main reason for providing unpaid help**

##### **Response options**

01 WANTED TO HELP (WAS ASKED/OFFERED TO HELP)

02 WANTED TO LEARN A PROFESSION/TRADE

03 WANTED TO ACCUMULATE WORK EXPERIENCE

04 REQUIRED TO COMPLETE [SCHOOL/UNIVERSITY/COLLEGE/COURSE]

05 LEGAL/CONTRACTUAL OBLIGATION

06 THREATENED INTO DOING IT

07 SOCIAL/PEER PRESSURE

08 OTHER (SPECIFY): \_\_\_\_\_

##### **Purpose**

- To collect data on reasons for volunteering.
- To identify and exclude possible cases of unpaid trainee work, and involuntary/compulsory engagement in the activity.

##### **National adaptation and implementation**

- All respondents selected for **Module CVA** answer the question.
  - In translating the question to the national language(s) care should be taken to ensure that respondents understand that this question refers to the main reason for participating in the activity.
  - Code 01 refers to cases where the respondent decided willingly to help when asked by someone, was offered the opportunity or observed the need to help. Examples:
    - a neighbor asked the respondent to help with cooking for a wedding;
    - an NGO advertised the activity to clean a park, inviting people to join; the respondent decided to help;
    - while walking in the park, the respondent observed a wounded cat and took care of it.
  - Code 02 refers to cases where the respondent’s main reason for helping unpaid was the wish to learn a specific profession or trade, or specific skills required in a profession or trade.
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- Code 03 refers to cases where the respondent's main reason for helping unpaid was the wish to practice a specific profession or trade as to maintain or improve own skills and accumulate work experience.
  - Code 04 refers to cases where the respondent did unpaid work because the educational process requires it; and it is one of the conditions that must be fulfilled, in order to successfully complete formal (school, university, college, etc.) or non-formal (training, workshop, course, etc.) education. Names of types of educational institutions/programmes relevant in the national context should be used.
  - Code 05 refers to cases where the respondent did unpaid work because of legal or contractual (written or verbal) obligations to do so.  
For example, unpaid work:
    - imposed by law, during emergency situations;
    - demanded by recognized authorities, to pay a penalty;
    - done according to an agreement, to pay a debt, the value of goods or services purchased.
  - Code 06 refers to cases where the respondent did not want to participate in the activity, but did so under menace (of punishment).  
As opposed to code 05, in code 06:
    - persons don't accept voluntarily to have obligations to work unpaid for others
    - menace of penalty comes from individuals, not from recognized authorities;
  - Code 07 refers to cases where the respondent did not want to perform the activity, but did so because he/she was thinking that others may otherwise react negatively; and wanted to avoid any possible tensions or bad consequences. As opposed to codes 05 and 06, in code 07 there is no evidence that the respondent did the work under menace or to avoid an actual penalty.
  - Code 08 will be used to code any other reason that cannot be classified under codes 01-07. In such cases, the interviewer will ask the respondent to specify the reason and to note it in the reserved field.
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**CVA\_5**

**Unpaid work in exchange for training**

**Response options**

01 YES

02 NO

**Purpose**

- To identify cases where unpaid work was done in exchange for a promise to receive support in learning a specific profession or trade; or in exchange for the opportunity to accumulate work experience in a profession or trade. Such cases are considered to be unpaid trainee work.

**National adaptation and implementation**

- All respondents reporting as their main reasons for engaging in the specific activity the wish to learn a profession or trade, or to accumulate work experience answer the question.
  - In translating the question to the national language(s) care should be taken to ensure that respondents understand that this question asks whether
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	someone promised to teach them a profession or trade, or help accumulate work experience in exchange for unpaid work.
<b>CVA_5b</b> optional	<p><b>Labour exchange</b></p> <p><b>Response options</b> 01 YES 02 NO</p> <p><b>Purpose</b></p> <ul style="list-style-type: none"> <li>• To identify cases where unpaid work was done as part of an explicit agreement to receive in return unpaid help in own job or business.</li> <li>• Such cases do not fall under the definition of volunteer work, as engagement in the specific activity is motivated by the agreement to receive unpaid services in return.</li> </ul> <p><b>National adaptation and implementation</b></p> <ul style="list-style-type: none"> <li>• If this question <b>is included</b>, all respondents selected for <b>Module CVA</b> (except for those who answer YES to <b>CVA_5</b>) answer the question.</li> <li>• In translating the question to the national language(s) care should be taken to ensure that respondents understand that this question asks about the existence of an explicit agreement with someone to receive unpaid help in own job or business, in return for unpaid help provided.</li> <li>• The explicit agreement may be verbal or written, but should establish that an expectation exists to exchange unpaid labour between the parties.</li> </ul>
<b>CVA_6</b>	<p><b>Organizer of the activity</b></p> <p><b>Response options</b> 01 RESPONDNET'S PLACE OF WORK 02 ANY OTHER ORGANIZATION ASSOCIATION, INSTITUTION, CLUB, BUSINESS 03 COMMUNITY 04 PERSON HELPED BY THE RESPONDENT 05 RESPONDENT HIMSELF/HERSELF 06 OTHER PERSON (SPECIFY): _____</p> <p><b>Purpose</b></p> <ul style="list-style-type: none"> <li>• Identify the organizer of the activity.</li> </ul> <p><b>National adaptation and implementation</b></p> <ul style="list-style-type: none"> <li>• All respondents selected for <b>Module CVA</b> answer the question.</li> <li>• In translating the question to the national language(s) care should be taken to ensure that respondents understand that this question refers to the organization or person that organized the activity.</li> <li>• Usually, the organizer of an activity is the organization or person that announces/asks what and when should be done. Often, the organizer also provides the tools and materials needed to perform the activity.</li> <li>• Code 01 refers to cases where the activity was organized by the organization (formal or informal), where the respondent works for wage or salary. This</li> </ul>

option is relevant mainly for respondents identified as employees, in the reference week by the LFS. It is still possible that some respondents, who will be identified by LFS as non-employees (self-employed, unemployed, out of labour force) could give a YES answer, if they worked as employees in the 3 weeks preceding the LFS reference week (i.e. a previous job).

- Code 02 refers to cases where any other organization (not the respondent's employer) of any kind (i.e. registered or not, private or public, market-oriented or non-profit) organized the activity.
- Code 03 refers to cases where the community, of which the respondent is a member, organized the activity. For example, residents of a village decided to help repair various house roofs damaged by a storm in the village. The respondent offered to transport construction materials from the town, to the village, using own van.
- Code 04 refers to cases where the activity was organized by the person who benefited from the respondent's unpaid help. Usually, this is the case when someone asks for help and others accept to provide it. The person that asks for help, tells what and how should be done and often provides the necessary tools/equipment. For example, a neighbor asked the respondent to take care of his/her dog for one week, while he/she is away. The respondent accepted to help and followed neighbor's instructions on how to take care of the dog.
- Code 05 refers to cases where the respondent him/herself organized the activity. Usually, this is the case when the respondent is the one who comes with the offer to help. For example, the respondent heard a neighbor living alone complaining about having a strong pain in the chest and difficulties breathing. The respondent offered to take him/her to a clinic to see a doctor.
- Code 06 will be used in cases where the activity was organized by a third person (i.e. neither the beneficiary nor the respondent himself/herself). In such cases, the interviewer will ask the respondent to specify who was that person and will note it in the reserved field.

## CVA\_7

### Corporate volunteering

#### Response options

01 YES

02 NO

#### Purpose

- Identify cases where time spent providing unpaid help for others is compensated by the respondent's employer. Such cases are known as "corporate" or "company" volunteering. They are excluded from the definition of volunteer work, as employees are remunerated for the time spent helping others (e.g. keep their salaries, receive cash bonuses, get additional days of paid leave, etc.).

#### National adaptation and implementation

- All respondents reporting that the activity was organized by their place of work answer the question.
- In translating the question to the national language(s) care should be taken to ensure that respondents understand this question asks about the existence of

	<p>an agreement with the employer to keep receiving the salary/wage or to receive a bonus for participating in the activity.</p> <ul style="list-style-type: none"> <li>• Respondents, who answer YES to this question, will not be asked about the name and main activity of their employer in the next question. This information will be available in the LFS questionnaire.</li> <li>• In two rare cases, however, this information may not be available and additional data may be needed to establish the name and main activity of the employer: <ul style="list-style-type: none"> <li>- If the respondent had two jobs and was an employee in both, the interviewer will have to clarify which of the two employers organized the activity;</li> <li>- If the respondent did not have an employee job in the LFS reference week, but had one in the preceding three weeks (i.e. previous job), the interviewer will have to ask about the name and economic activity of the unit in that job.</li> </ul> </li> </ul>
<b>CVA_8</b> <b>(a, b, c)</b>	<p><b>Entity organizing the activity</b></p> <p><b>Response options</b></p> <p>a) _____ (NAME)</p> <p>b) _____ MAIN ACTIVITY</p> <p>c) ISIC CODE: □□□□</p> <p><b>Purpose</b></p> <ul style="list-style-type: none"> <li>• To identify the organization that organized the specific activity and capture its main economic activity.</li> </ul> <p><b>National adaptation and implementation</b></p> <ul style="list-style-type: none"> <li>• All respondents reporting that the activity was organized by an organization answer the question.</li> <li>• Interviewers should be trained to apply the same approach as the one used to collect data on the name and main economic activity of establishments in the LFS.</li> <li>• It is important to collect enough details to enable coding of the main activity of entities using ISIC (or its national adaptation), similarly to how economic activities are coded in the LFS.</li> <li>• Respondents reporting that the activity was organized by the community are not asked this question as according to the System of National Accounts, such activities are assigned to the following two ISIC classes of household sector productive activities: 9810 (production of goods) and 9820 (provision of services).</li> <li>• For activities organized by communities, ISIC codes will be identified using the description of the unpaid activity (whether production of goods or services).</li> </ul>
<b>CVA_9</b>	<p><b>Support received</b></p> <p><b>Response options</b></p> <p>01 YES</p> <p>02 NO</p>

### Purpose

- To identify the respondents who received some support (cash or in-kind) for their participation in the activity.

### National adaptation and implementation

- All respondents selected for **Module CVA** answer the question.
- In translating the question to the national language(s) care should be taken to ensure that respondents understand that this question refers to anything that respondents may have received: money, meals/food products, accommodation, transport, clothes, etc.
- Respondents may have received something before starting the work (e.g. money to pay the taxi or to buy a bus, train or plane ticket), while doing the work (e.g. meals, clothes, accommodation) or after finishing the work (e.g. small gift, food, money for return ticket).
- If the respondent received something, the answer should be YES, irrespective of the amount of the money or the value of goods/services received.

CVA\_10

### What was received

#### Response options

- a MONEY
- b MEAL/FOOD
- c ACCOMMODATION
- d TRANSPORT
- e OTHER (SPECIFY): \_\_\_\_\_

### Purpose

- Collect data on what respondents received as support for their participation in the activity.

### National adaptation and implementation

- All respondents who report receiving support answer the question.
- Code **a** refers to money received in any currency, in cash or on debit/credit cards that could be saved and used to buy any type of goods/services. Or, any other physical/electronic alternatives to money such as gift cards, vouchers, discount codes, virtual money (e.g. bitcoin), etc.
- Code **b** refers to any meal/food products received by the respondents directly or indirectly through vouchers (physical or electronic) that could be exchanged only for food products; or through a verbal indication to go to a specific place and have a meal or pick-up some food products, as “everything was arranged for”.
- Code **c** refers to any accommodation offered to the respondent, in relation to his/her participation in the activity.
- Code **d** refers to any transport services provided to the respondent or any tickets given in relation to his/her participation in the activity.
- Code **e** will be used in cases where the respondent will report receiving something else (e.g. a book, a souvenir, ticket to a concert, etc.). In such cases, the interviewer will have to ask the respondent what exactly he/she received and note it.

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**CVA\_11**

**Amount of support received**

**Response options**

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AMOUNT

ENTER [9999] IF CAN'T REMEMBER OR REFUSES

**Purpose**

- To identify cases where the amount of support received for unpaid help (calculated per hour worked) is equal to or higher than one third of the wages on the local labour market. Such work is excluded from volunteer work.

**National adaptation and implementation**

- All respondents who report receiving money as support answer the question.
  - In translating the question to the national language(s) care should be taken to ensure that respondents understand that this question refers only to the amount of money received. This question does not ask about the value of goods, food products or services received as support.
  - Code [9999] will be used in cases where the respondent cannot or does not want to report the amount. This code should be adapted as per national practice of collecting survey data on wages or other forms of income.
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