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International  
Labour  
Organization

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

## **Variable derivation guide**

for PAPI and CAPI  
(version 1)

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## INTRODUCTION

The variable derivation algorithms shown in this guide refer only to the final questions in the sequence to determine the variables' values. That is not all module questions answered by respondents are included in the mapping and flow charts. As only respondents, who answer questions from **Module CVA** can potentially be classified as volunteers, only questions from that module are considered for variable derivation. First, unpaid activities reported by respondents are classified as volunteer or non-volunteer work. Then, activities identified as volunteer work are classified either as organization-based or direct. Corresponding variables are derived for each of the two possible activities.

Persons who did volunteer work (volunteers) are identified based on the values of those variables. Classification of volunteers into categories defined by the International Classification of Status at Work (ICSaW-18)<sup>1</sup> is done based on the type of volunteer work activities performed.

Some particular points of note about the derivations include:

- The derivations are in line with the latest ICLS standards, in particular Resolution I of the 19<sup>th</sup>;
- The derivations are meant as model illustrations only. They are based on the assumption that all core questions within the sequence are included. In other words, it is assumed that no questions have been excluded other than those which have been specifically marked as optional in the module;
- Variable derivation algorithms should be applied only to valid response cases;
- A basic syntax is provided in STATA that takes into account the different criteria specified in the international recommendations for computing selected variable. Additional code may need to be specified to take account of possible missing data in core variables, new response options introduced at national level, additional checks using supplementary information captured in the survey, and other such national adaptations.
- No specific guidance is provided on the treatment of missing values or DON'T KNOW answers in the core variables, except for these cases:
  - Missing values in question **VOL\_3** for respondents, who must not answer this question (according to the skipping rules), are treated as indication of lack of any unpaid activity for others, in the reference period;
  - **CAN'T REMEMBER** answers (code 999) to question on hours worked in the last 4 weeks/30 days are treated as values of "at least one hour worked";
  - **CAN'T REMEMBER** or **REFUSE** answers (code 9999) to question on the amount of cash support received are treated as values below one third of the local market wages;

No specific guidance is provided on what indicator should be used to calculate the threshold of one third of the local market wages. Countries will have to make a decision based on the national context and available data. The identified value for the threshold will have to be widely accepted as the limit, below which, amounts received as support will not be considered as payment for work.

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<sup>1</sup> ICSaW-18, established by the 20<sup>th</sup> ICLS (Geneva, 2018), defines two categories of volunteers: Direct volunteers and Organization-based volunteers

## FLOW CHARTS KEY

The diagram below shows the different symbols used in the flow charts and their intended meaning. Users should refer to this key when interpreting the flow charts used in this guide.

	Initial condition(s)
	Variable / model question
	Value of the variable
	Decision point for optional modules or previous status / classification
	Target derived variable
	Previously derived variable
	Other ending status / classification

## VOLUNTEER WORK

### A. International definition

**Volunteer work** refers to unpaid, non-compulsory activities to produce goods or provide services for others.

“unpaid” is interpreted as the absence of remuneration in cash or in kind for work done or hours worked, i.e. there is no expectation or agreement to receive something (money, goods or services) in exchange for work. Volunteers may receive some small form of support or stipend in cash (e.g. for out-of-pocket expenses or to cover living expenses incurred for the activity), or in kind (e.g. meals, transportation, symbolic gifts). However, in order to consider the work unpaid, the amount of cash support received by volunteers should be lower than one third of the local market wages.

Persons may not receive anything from the beneficiary of their work, but may be compensated by someone else. One specific case of this kind, explicitly excluded from volunteer work by the international standards, is the so-called “corporate” or “company” volunteering. Through it, employers offer employees the choice to engage in unpaid work for others during paid time (instead of performing job-related tasks) or by offering them additional bonuses (e.g. additional paid leave);

“non-compulsory” is interpreted as lack of civil, legal or administrative obligations to do the work. Fulfilment of social responsibilities of a communal, cultural or religious nature is not considered as an obligation.

More specifically, according to this criterion, the following activities cannot be considered volunteer work:

- community service and work by prisoners ordered by a court or similar authority, compulsory military or alternative civilian service;
- unpaid work required as part of education or training programmes.

“others” refer to all sorts of organizations (market and non-market units) including self-help, mutual aid or community-based groups of which the volunteer is a member; and persons that are not members of the volunteer’s household or family.

*Source:* Resolution I concerning statistics of work, employment and labour underutilization, paragraph 37, 19th ICLS (2013).

*Additional resources:* ILO Manual on the measurement of volunteer work  
[https://www.ilo.org/wcmsp5/groups/public/---dgreports/---stat/documents/publication/wcms\\_162119.pdf](https://www.ilo.org/wcmsp5/groups/public/---dgreports/---stat/documents/publication/wcms_162119.pdf)

### B. Measurement strategy and question mapping

*Measurement strategy* The ILO module to measure volunteer work uses a step-wise process to detect volunteer work activities:

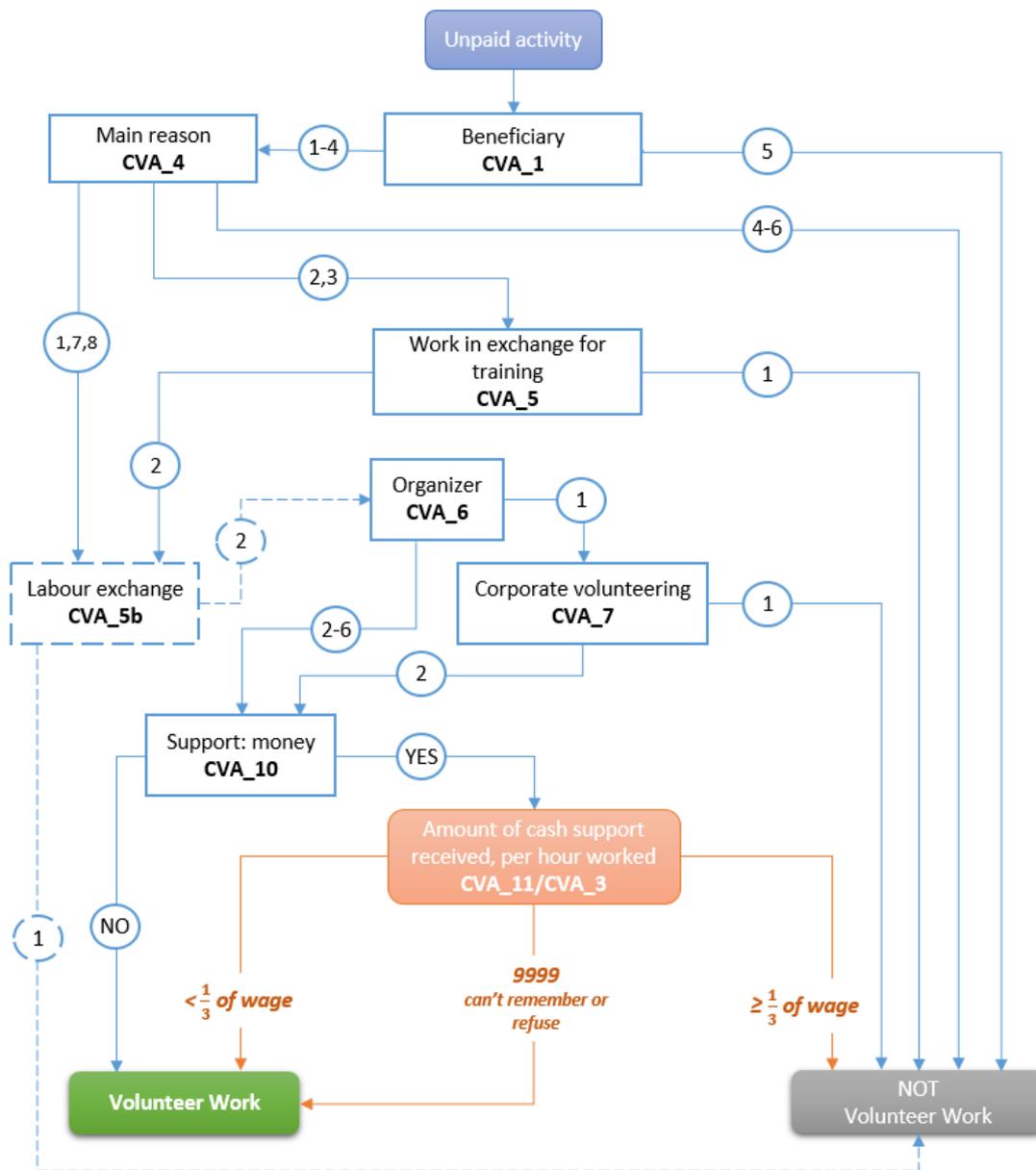
- **Module VOL:** Persons who spent time doing unpaid work for others in the reference period; and the activities they performed are identified first;
- **Module CVA:** Some characteristics of the activities performed by the potential volunteers are tested against the key concepts of the volunteer work definition. Only conforming activities are classified as volunteer work;

*Relevant questions*

- **VOL\_3**
- **CVA\_1, CVA\_3, CVA\_4, CVA\_5, CVA\_5b, CVA\_6, CVA\_7, CVA\_10, CVA\_11**

C. Flow chart

Each specific activity, on which data was collected in **Module CVA**, is classified as volunteer work according to the following algorithm



Reference Syntax	Activity status
IF CVA_1=1,2,3,4 AND ((CVA_4=2,3 AND CVA_5=2) OR CVA_4=1,7,8) AND CVA_5b=2 AND* ((CVA_6=1 AND CVA_7=2) OR CVA_6=2,3,4,5,6) AND ((CVA_10≠a OR (CVA_10=a AND (CVA_11=9999 OR CVA_3=999))) OR (CVA_10=a AND CVA_11≠9999 AND CVA_3≠999 AND CVA_11/CVA_3 < ONE_THIRD_OF_WAGE))	Volunteer work

\* Optional condition. To be used only if the optional question is included into the module.

## D. Basic syntax for Variable Derivation in Stata

```

*****
/*Volunteer work*/
/*NOTE: AGE is the variable indicating the age of the respondent and N is the minimum age for the inclusion
into the working-age population, based on national practice*/
/*NOTE: the values of ONE_THIRD_OF_WAGE and the code 9999 to designate a refuse to answer or
difficulty to provide an answer are to be defined based on national practice*/
/*Two variables should be generated using this syntax: var ilo_vol_act1 and var ilo_vol_act2. One for each
of the two possible activities. Letter X at the end of the variable name should be substituted by number 1 or
2. */
/*Value 1 in variable cva_10a means that the respondent received money as support and value 2 that the
respondent did not receive money */
*****
gen ilo_vol_actX=0 if AGE ≥ N&inlist(cva_1,1,2,3,4,5)
recode ilo_vol_actX 0=1 if inlist(cva_1,1,2,3,4)
recode ilo_vol_actX 1=2 if (inlist(cva_4,2,3)&cva_5==2)|inlist(cva_4,1,7,8)
recode ilo_vol_actX 2=3 if cva_5b==2
recode ilo_vol_actX 3=4 if (cva_6==1&cva_7==2)|inlist(cva_6,2,3,4,5,6)
recode ilo_vol_actX 4=5 if cva_10a==2|(cva_10a==1&(cva_11==9999|cva_3==999))
recode ilo_vol_actX 4=5 if cva_10a==1&cva_11!=9999&cva_3!=999&cva_11/cva_3< ONE_THIRD_OF_WAGE
recode ilo_vol_actX 5=1
recode ilo_vol_actX 0/4=2
recode ilo_vol_actX .=3 if AGE ≥ N
lab def vol_act_lab 1 "Volunteer work" 2 "Not volunteer work" 3 "No activity"
lab values ilo_vol_actX vol_act_lab

lab var ilo_vol_act1 "Activity 1"
lab var ilo_vol_act2 "Activity 2"

```

## TYPE OF VOLUNTEER WORK

### A. International definition

**Volunteer work activities** can be classified in two broad types:

- *organization-based* work performed through or for organizations comprising market and non-market units, including self-help, mutual aid or community-based groups of which the volunteer is a member;
- *direct* work for households other than the household of the volunteer worker or of related family members (e.g. neighbours, friends, strangers).

*Source:* Resolution I concerning statistics of work, employment and labour underutilization, paragraph 37, 19th ICLS (2013).

*Additional resources:* ILO Manual on the measurement of volunteer work  
[https://www.ilo.org/wcmsp5/groups/public/---dgreports/---stat/documents/publication/wcms\\_162119.pdf](https://www.ilo.org/wcmsp5/groups/public/---dgreports/---stat/documents/publication/wcms_162119.pdf)

### B. Measurement strategy and question mapping

*Measurement strategy* The **type of each volunteering activity** is established using the information on who organized it:

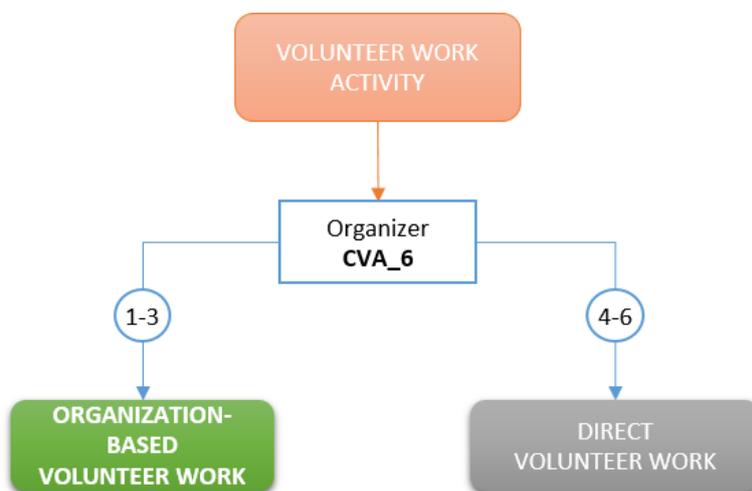
- When organized by a community or an organization (registered or unregistered), the activity will be classified as *organization-based*;
- When organized by a person, individually, the activity will be classified as *direct*;

This classification of activities is mutually exclusive. A specific activity can be assigned only to one type.

*Relevant questions* **CVA\_6**

**C. Flow chart**

The type of each volunteer work activity, on which data was collected in **Module CVA** depends on who organized it.



Reference Syntax	Type of volunteer work
IF CVA_6=1,2,3	Organization-based
IF CVA_6=4,5,6	Direct

**D. Basic syntax for Variable Derivation in Stata**

```

*****
/*Type of volunteer work*/
/*Two variables should be generated using this syntax: var ilo_vol_act1_type and var ilo_vol_act2_type.
One for each of the two possible activities. Letter X at the end of the variable name should be substituted by
number 1 or 2.*/
*****

gen ilo_vol_actX_type=.
replace ilo_vol_actX_type=1 if ilo_vol_actX==1 & inlist(cva_6,1,2,3)
replace ilo_vol_actX_type=2 if ilo_vol_actX==1 & inlist(cva_6,4,5,6)
lab def vol_act_type 1 "Organization-based" 2 "Direct"
lab values ilo_vol_act_type vol_actX_type

lab var ilo_vol_act1_type "Type of Activity 1"
lab var ilo_vol_act2_type "Type of Activity 2"
  
```

## VOLUNTEERS

### A. International definition

**Volunteers** are defined as all those of working age who, during a short reference period, performed any *unpaid, non-compulsory activity to produce goods or provide services for others (i.e. volunteer work)*.

“short reference period” refers to a specified period of four weeks, one calendar month or 30 days prior to the interview date.

“any activity” refers to work for at least one hour;

*Source:* Resolution I concerning statistics of work, employment and labour underutilization, paragraphs 19 and 37, 19th ICLS (2013).

*Additional resources:* ILO Manual on the measurement of volunteer work  
[https://www.ilo.org/wcmsp5/groups/public/---dgreports/---stat/documents/publication/wcms\\_162119.pdf](https://www.ilo.org/wcmsp5/groups/public/---dgreports/---stat/documents/publication/wcms_162119.pdf)

### B. Measurement strategy and question mapping

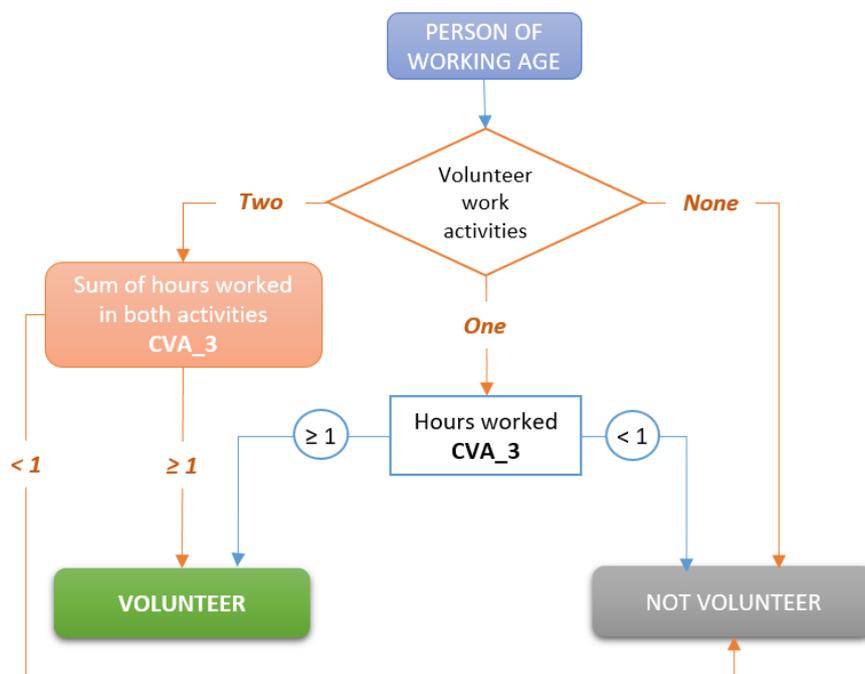
*Measurement strategy* Working-age respondents will be classified as volunteers depending on the time spent in activities identified as volunteer work:

- If only one activity of those reported is identified as volunteer work and at least 1 hour was spent in that activity, then the person will be classified as volunteer;
- If two activities are identified as volunteer work and at least 1 hour in total was spent in both activities, then the person will be classified as volunteer;
- If no activity was reported or none of the reported activities were identified as volunteer work, then the person will not be classified as volunteer.

*Relevant questions* **CVA\_3**

C. Flow chart

Respondents are classified as volunteers if at least one activity on which data was collected in **Module CVA** is classified as volunteer work and total time spend in activity/activities during 4 weeks/30 days is one hour or more.



Reference Syntax	Respondnet's status
IF (ONE ACTIVITY AND CVA_3≥1) OR (TWO ACTIVITIES AND (CVA_3_ACT1+CVA_3_ACT2)≥1)	Volunteer
Note: <ul style="list-style-type: none"> <li>- ONE ACTIVITY refers to cases when the respondent performed only one activity, classified as volunteer work;</li> <li>- TWO ACTIVITIES refers to cases when the respondent performed two activities, and both were classified as volunteer work;</li> <li>- CVA_3_ACT1 is the variable indicating the answer to CVA_3 in relation to the first activity classified as volunteer work;</li> <li>- CVA_3_ACT2 is the variable indicating the answer to CVA_3 in relation to the second activity classified as volunteer work;</li> <li>- To establish the respondent's status, the value 999 (can't remember) in variables CVA_3_ACT1 and CVA_3_ACT2 is treated as "at least one hour".</li> </ul>	

#### D. Basic syntax for Variable Derivation in Stata

```

*****
/*Volunteer of working age*/
/*NOTE: AGE is the variable indicating the age of the respondent and N is the minimum age for the inclusion
into the working-age population, based on national practice*/
/*NOTE: variables ilo_vol_act1 and ilo_vol_act2 were derived in a previous step and indicate whether the
activities performed are volunteer work or not*/
*****
gen ilo_vol_status =. if AGE ≥ N
replace ilo_vol_status =1 if ilo_vol_act1==1& ilo_vol_act2!=1&cva_3_act1>=1
replace ilo_vol_status =1 if ilo_vol_act1!=1& ilo_vol_act2==1&cva_3_act2>=1
replace ilo_vol_status =1 if ilo_vol_act1==1&ilo_vol_act2==1&(cva_3_act1+cva_3_act2)>=1
recode ilo_vol . =2 if AGE ≥ N
lab def vol_status 1 "Volunteer" 2 "Not volunteer"
lab values ilo_vol_status vol_status

```

## TYPE OF VOLUNTEERS

### A. International definition

Based on the type of volunteer work done, **volunteers** can be classified in two groups: *organization-based volunteers* and *direct volunteers*.

*Source:* Resolution I concerning statistics on work relationships, paragraphs 66 and 71, 20th ICLS (2018).

*Additional resources:* ILO Manual on the measurement of volunteer work  
[https://www.ilo.org/wcmsp5/groups/public/---dgreports/---stat/documents/publication/wcms\\_162119.pdf](https://www.ilo.org/wcmsp5/groups/public/---dgreports/---stat/documents/publication/wcms_162119.pdf)

### B. Measurement strategy and question mapping

*Measurement strategy* Classification of **volunteers according to the type of volunteer work** done depends on the number of volunteer work activities performed and their types:

- If only one activity, then the volunteer will be classified according to the type of the activity;
- If two activities, then the volunteer may be classified in one or both types:
  - When both activities are of the same type, the volunteer will be classified according to that type;
  - When activities are of different types, the volunteer will be classified according to both types.

This classification of volunteers according to the type of volunteer work done is not mutually exclusive. One volunteer may be assigned to both types simultaneously. Thus, the sum of the two components will not match the total.

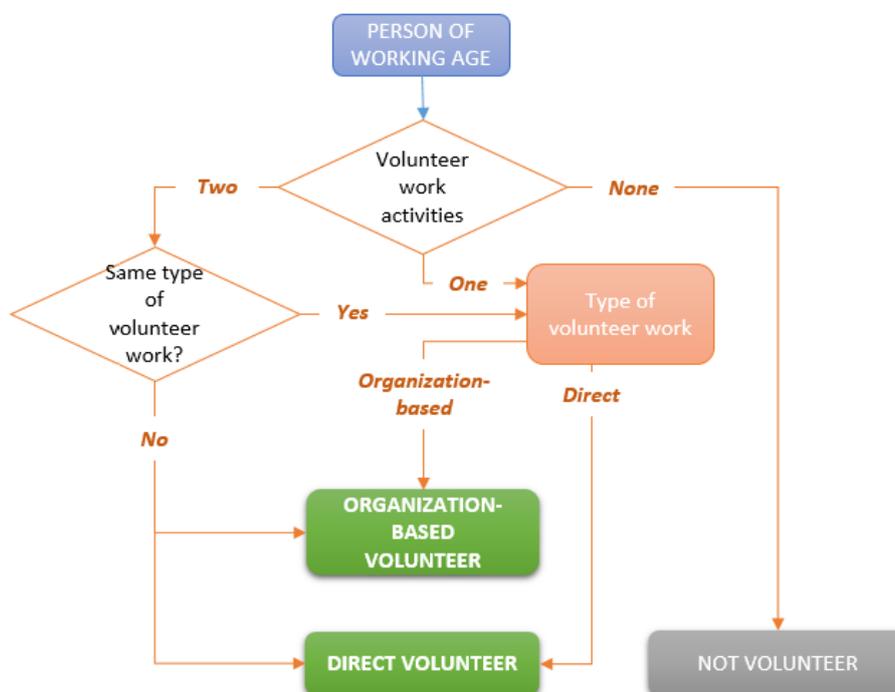
A mutually exclusive classification of volunteers can be derived by creating a third group, to include volunteers that did both types of volunteer work. The three components (i.e. only organization-based, only direct, both-types volunteers) will be distinct and their sum will be equal to the total.

It is advised to use the non-mutually exclusive classification by default, when disseminating the key estimates. It offers a clear way to disaggregate statistics by the type of volunteer work. The mutually exclusive classification, should be used as complementary or when generating outputs for more complex analyses.

*Relevant questions*

C. Flow chart

The type of volunteer, depends on the type of the volunteer work activity/activities on which data was collected in **Module CV**. One volunteer can engage in one or both types of volunteer work.



Reference Syntax	Volunteer's type
IF (ONE ACTIVITY AND CVA_6=1,2,3) OR (TWO ACTIVITIES AND (CVA_6_ACT1=1,2,3 OR CVA_6_ACT2=1,2,3))	Organization-based volunteer
IF (ONE ACTIVITY AND CVA_6=4,5,6) OR (TWO ACTIVITIES AND (CVA_6_ACT1=4,5,6 OR CVA_6_ACT2=4,5,6))	Direct volunteer
Note: <ul style="list-style-type: none"> <li>- ONE ACTIVITY refers to cases when the respondent performed only one activity, classified as volunteer work;</li> <li>- TWO ACTIVITIES refers to cases when the respondent performed two activities, and both were classified as volunteer work;</li> <li>- CVA_6_ACT1 is the variable indicating the answer to CVA_6 in relation to the first activity classified as volunteer work</li> <li>- CVA_6_ACT2 is the variable indicating the answer to CVA_6 in relation to the second activity classified as volunteer work</li> </ul>	

#### D. Basic syntax for Variable Derivation in Stata

```

*****
/*Organization-based volunteer*/
/*NOTE: variables ilo_vol_act1_type and ilo_vol_act2_type were derived in a previous step an refer to the
type of volunteering activities performed by the respondent*/
*****

gen ilo_vol_org =.
replace ilo_vol_org =1 if ilo_vol_status==1&(ilo_vol_act1_type==1| ilo_vol_act2_type==1)
lab def vol_org 1 "Organization-based volunteer"
lab values ilo_vol_org vol_org
*****

/*Direct volunteer*/
/*NOTE: variables ilo_vol_act1_type and ilo_vol_act2_type were derived in a previous step an refer to the
type of volunteering activities performed by the respondent*/
*****

gen ilo_vol_dir =.
replace ilo_vol_dir =1 if ilo_vol_status==1&(ilo_vol_act1_type==2| ilo_vol_act2_type==2)
lab def vol_dir 1 "Direct volunteer"
lab values ilo_vol_dir vol_dir

```