National adaptation guide

Demographic modules for use with ILO model LFS for PAPI

(version 3)

July 2019
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INTRODUCTION

This guide forms part of the ILO model LFS toolkit. It is designed specifically for use with the ILO model LFS questionnaires for Paper and Pencil interviewing (PAPI).

The guide provides essential information about the questions included in the ILO model LFS questionnaires, with a particular focus on the Household Roster and Background modules covering household-level characteristics and selected social and demographic characteristics of household members. It provides basic guidance regarding the scope, main measurement objectives and target respondents for each module; as well as the intended purpose of each question, valid response options and issues to consider for national adaptation and implementation.

The guide is intended for survey developers in national statistical offices and other agencies responsible for collecting statistics on the work and labour market characteristics of the population through labour force surveys or similar household surveys. While much of the content may be adapted for preparation of interviewer guides, this document will not be sufficient for that purpose on its own or without adaptation to the national context where appropriate.

As with all content of the ILO model LFS toolkit, the Household Roster and Background modules follow a modular design, each covering a specific topic, to facilitate national adaptation, for example inclusion of new modules covering additional topics; exclusion of selected modules when information on a given topic is needed on a less frequent basis; or extension of existing modules to capture more detailed information. The Background modules in particular cover only the minimum set of questions needed to capture essential social and demographic characteristics as background information to support basic disaggregation and analysis of labour force patterns by different sub-groups of the population. It is the developer’s responsibility to ensure that any adaptation, either additions, removals or changed wording, is appropriately tested before field implementation.

Versions of the Household Roster and Background modules and related documents for Computer Assisted Personal Interviewing (CAPI) are also available as part of the toolkit. The CAPI versions have been developed with a similar structure to the PAPI options, but they are designed to make use of the enhanced routing possible through CAPI. Both the CAPI and PAPI options are available through the ILO website.

All content of the ILO model LFS toolkit is aligned with the most recent internationally agreed statistical standards and recommendations available at the time of its publications. All materials are subject to update based on additional experience, testing or revisions to the international statistical standards. Any such updates will be issued as new versions. Users are advised to visit the ILO website for the latest available versions.
GENERAL CONVENTIONS

Conventions used in the ILO model LFS for CAPI

- Regular text: Indicates text to be read by the interviewer
- *Italics*: Indicates interviewer instructions or aids, not to be read out loud
- **CAPS**: Indicates response categories and filters not to be read out loud
- (Parenthesis): Indicates that a choice or a substitution must be made
- **Red text**: Indicates questions that may be included/excluded as per national circumstances
- [Blue text within square brackets]: Indicates text that must be adapted as per national circumstances
- **Bold text**: Indicates question numbers, section headings, skips, and other structural items

Reference periods

- Last 12 months: Refers to the twelve months before the interview date.
- Last 4 weeks: Refers to the four calendar weeks before the interview date.

Target population

- To be defined as per existing national household survey practice.
- The target population for labour force surveys generally covers the “resident population” living in private households. Depending on the national context and relevance to the national labour market, persons living in collective living quarters, such as camps and worker’s quarters, selected types of institutions, rooming houses and other lodging houses, may also be covered. The notion of resident population is based on the concept of “usual residence” based on a “de jure” enumeration approach.

Household and household membership

- To be defined as per existing national household survey practice. Decisions regarding the concepts of “household” and “household member” and the enumeration approach (de jure or de facto) to be used will impact the instructions to be provided to enumerate the selected households and their members (i.e. rules for the identification of households and treatment of members absent, visitors, etc.). It is critical that the general guidance provided in this document be adapted to be consistent with the national concepts and definitions to be used in the survey.
- In general, international guidance recommends using a “housekeeping” concept as basis to define a household and a “de jure” enumeration approach based on the concept of “usual residence”.
- The housekeeping concept defines “households” taking into account the pooling of resources to make provisions for food and other essentials for living. On this basis, there may be one-person or multi-person households, with members who may or may not be related. There may also be one or multiple households in a single dwelling unit. Households may also be located in collective living quarters, including institutions.
- Alternately some countries may use a “household dwelling” concept which considers all persons living in a housing unit as belonging to the same household. Following this concept, there is one household per occupied housing unit.
MODULE 1: HOUSEHOLD ROSTER AND DEMOGRAPHICS

Module 1 serves as the start of the survey interview. It is addressed to the household reference person and aims to identify all members of the household as specified in the national context, assign them a unique identifier (PPNO), and capture essential demographic and social characteristics. This includes: relationship to the reference person, sex, date of birth, age, marital status, highest level of education completed, field of education, current school enrolment and participation in training outside the formal education system. The module requires adaptation to ensure relevance to the national context and to capture additional background characteristics as needed to meet user demands for disaggregation and analysis.

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**Purpose**

- To introduce the interviewer, establish initial rapport and identify a household “reference person”

**National adaptation and implementation**

- The statement should be adapted to the national context, based on existing survey practice.
- Clear guidelines should be provided to identify a suitable respondent or “reference person”. A main objective of identifying a reference person is to establish the type of family relationships among household members and to provide basic information on the household and its members. The “reference person” may also become the main respondent to the survey when other household members are not available to respond directly. Thus, it is important that the “reference person” be a knowledgeable adult present at the time of the survey and with sufficient information about the household and its members.
- General recommendations for the selection of a “reference person” include:
  (a) Either spouse of a married couple living in the household (preferably from the middle generation in a multigenerational household);
  (b) Either partner of a consensual union couple living in the household where there is no married couple present (where applicable);
  (c) The parent, where one parent lives with his or her sons or daughters of any age; or
  (d) Where none of the above conditions apply, any adult member of the household may be selected, excluding roomers, boarders, or paid household employees.
- Note that, the “reference person” is not meant to identify the member with primary authority or responsibility for household affairs. For countries interested in identifying the “household head” (or heads) based on self-declaration, it is recommended to do so using a separate question asked after establishment of the
household roster (e.g. Whom among the members of this household has primary responsibility for making decisions about this household and its members?).

CONFIDENTIALITY STATEMENT
Survey participation and confidentiality statement

Purpose
- To introduce the purpose of the survey, guarantee the confidentiality of the information, and provide other related information

National adaptation and implementation
- The statement should be adapted to the national context based on existing survey practice. Introductory statements should provide a basic description of the topic covered by the survey, a guarantee of data confidentiality, intended uses of the information, type of participation (voluntary or mandatory) and expected duration of the interview. It is also good practice to provide the respondent with an opportunity to ask for more information before the start of the interview.

A.1 HOUSEHOLD MEMBER UNIQUE IDENTIFIER
Unique number assigned to each household member.

Response options
01-20

Purpose
- To enable linking of data at the individual level from different survey modules for the same household member
- When combined with unique household and/or area identifiers, to enable linking of data at the individual level across survey waves, as relevant.

National adaptation and implementation
- Assign code 01 to the “reference person”, and continue with all other household members as per national practice. It is usually a good practice to request listing of household members using a combination of kinship type (nuclear family, extended family, non-related members) and chronological age order.
- Instructions for the identification of household members should follow conventions agreed for use in national household surveys. This includes decisions regarding the concepts of “household” and “household member” to be applied and the enumeration approach to be used (de jure or de facto), including in particular, rules for the treatment of household members absent during the data collection period, temporary visitors, persons who regularly live in more than one residence, students away from the home during the school cycle, homeless, nomads, etc (see guidance under GENERAL CONVENTIONS section).
- Additional questions may need to be included in the household roster module to facilitate consistent application of the criteria established to define “usual
residence” (when using a “de jure” enumeration) and “household membership” in the national context, particularly in settings with important internal or international migration, diverse family structures and/or living arrangements.

- The assigned number should identify only one member of the household, and should remain the same across survey modules (and/or survey waves as relevant).

### A.2 NAME OF HOUSEHOLD MEMBER

Name of the household member

#### Response options

Open-ended field

#### Purpose

- For use during the course of the interview.

#### National adaptation and implementation

- To be recorded as per national practice. Requesting full names may be sensitive in certain contexts. Where this is the case, to minimize potential underreporting of selected household members, recording may be limited to the first name and/or initials. Nevertheless, sufficient details should be recorded that allow to differentiate between household members sharing a common first name or initials.
- Interviewers should be trained to re-assure respondents about the confidentiality of the personal information to be provided, as needed. In addition, procedures should be put in place to ensure that all personal identifiers, including names of household members, are kept confidential, secure and are used exclusively for statistical purposes.

### A.3 SEX OF HOUSEHOLD MEMBER

Sex of household member

#### Response options

01 MALE
02 FEMALE

#### Purpose

- To enable disaggregation by sex.

#### National adaptation and implementation

- When used as a basic background characteristic, the variable is defined as the biological sex assigned to the person at birth.
- Interviewers should be trained to not read the question aloud in the case of direct respondents and in other cases where the biological sex can be inferred without doubt. Alternately interviewers may be trained to introduce the question with a preface to reduce sensitivity, as follows: To avoid any assumptions, I am being requested to confirm the sex of [NAME], is [NAME] male or female?
• When the interest is to capture gender identity based on self-perception, it is recommended to do so through a separate question where additional response options may be included (e.g. Non-binary, Other) as recognized in the national context.

A.4 RELATIONSHIP TO REFERENCE PERSON
Relationship to the reference person

Response options
01 REFERENCE PERSON
02 SPOUSE / PARTNER
03 SON / DAUGHTER
04 MOTHER / FATHER
05 OTHER RELATIVE
06 OTHER UNRELATED PERSON
[07 DOMESTIC WORKER]

Purpose
• To enable reconstruction of the nature of the relationship (kin/non-kin) between household members and the reference person
• To support analysis by type of household

National adaptation and implementation
• Code 01: This category identifies one “reference person” as basis to establish the type of family relationships among household members. It can only be assigned to a single knowledgeable adult member of the household that is selected to act as reference person (PPNO=01). It is not meant to identify a member with primary authority or responsibility for household affairs. For more details see guidance for the selection of a household “reference person” provided under INTERVIEW OPENING. All additional household members must be assigned a code with reference to their relationship to the assigned reference person.
• Code 02: Includes cohabiting partners and multiple spouses in the case of polygamous households. The category may be split where there is interest in distinguishing between households with married partners and cohabiting households.
• Code 03: Includes biological, foster, step or adopted children.
• Code 04: Includes biological, foster, step, or adoptive parents.
• Code 05: Includes all other related persons living in the same household as the reference person, including siblings, family in law, etc.
• Code 06: Includes all other unrelated persons living in the same household as the reference person, for example friends, boarders, roomers. National adaptation of this category should take into account the concept of household (“housekeeping” or “household dwelling”) and related special rules adopted for the survey.
• Code 07: Includes domestic workers living in the household, including maids, cooks, drivers, security guards. To be included as per national relevance when a
concept of “household dwelling” is used, which considers all persons living in a housing unit as belonging to the same household.

A.5 DATE OF BIRTH
Day, month and year when the person was born, expressed in Gregorian calendar.

Response options
DD.MM.YYYY
Where DD = 01-31,97; MM = 01-12, 97; and YY=1900-CURRENT YEAR, 9997

Purpose
• To determine the age of the person

National adaptation and implementation
• The type of calendar used should be adapted to national circumstances to facilitate reporting of the date of birth.
• To reduce age reporting errors, where appropriate, it may be useful to train interviewers to request the respondent to retrieve the birth certificates or any other official documentation that may contain the date of birth of household members.
• If the person cannot recall the day of birth, record the month and year
• If the person cannot recall the month and year of birth, then a question on age in completed years can be used as a way to reduce the extent of missing age information. A direct question on age, however, tends to be subject to various problems of reporting, including rounding and deliberate misreporting. Thus, it should be used only as a recovery strategy.

A.6 AGE
Age of the person at last birthday, expressed in complete solar years.

Response options
0-100

Purpose
• To determine the age of the person

National adaptation and implementation
• Recommended only for persons who cannot recall the month and year of birth.
• Optional question to be included as per national context, if it is expected that selected groups are unlikely to recall the exact month and year of birth.
• For children under one year of age, record “00”.

A.7 MARITAL STATUS
Status of the respondent in relation to the marriage laws or customs of the country at the time of the survey.
Response options
01 SINGLE / NEVER MARRIED
02 MARRIED
03 COHABITING
04 SEPARATED
05 DIVORCED
06 WIDOWED

Purpose
- As background information. To support disaggregation and analysis of outcomes by marital status

National adaptation and implementation
- The question should be asked only of persons above a minimum age limit. The minimum age limit should take into account the national minimum legal age as well as the customary age for marriage, whichever is lower. For international comparisons, the age limit should not be set higher than 15+ years.
- Code 01 refers to persons never married nor in a cohabiting relationship at the time of the survey.
- Code 02 includes persons legally married. It also includes persons contractually married but not yet living together.
- Code 03 includes customary unions, such as registered unions and cohabiting partnerships. Additional response options may be included to separately identify specific marital arrangements such as polygamous or polyandrous marital status.
- Code 04 includes legally and de facto separated.
- Code 05 refers to persons legally divorced. Persons divorced who, at the time of the survey are re-married or in a new cohabiting relationship should be recorded in categories 02 or 03 as appropriate.
- Code 06 refers to persons who have lost their spouse through death and are not re-married nor in a new cohabiting relationship at the time of the survey.

A.8 EDUCATION LEVEL
Highest level of education successfully completed in the educational system of the country where the education was received.

Response options
01 [NEVER ATTENDED SCHOOL]
02 [LESS THAN PRIMARY]
03 [PRIMARY]
04 [LOWER SECONDARY]
05 [UPPER SECONDARY]
06 [POST-SECONDARY NON TERTIARY]
07 [TERTIARY]
Purpose

- To provide background information on the highest broad level of education successfully completed. To support disaggregation by broad level of education attained.

National adaptation and implementation

- Asked only of persons aged 5+ years.
- Response options should be adapted to fit the country’s education system, taking into account possible changes in the structure of the education system that may have taken place over time to enable reporting by different age groups of the population.
- Pending on national household survey practice, information on the highest level of education successfully completed may be captured instead with a question asking for the last grade or year completed from a given level of education (e.g. What is the highest grade that (NAME) has completed?). In this case, response options should include the specific grades for levels with clearly defined grade progression (e.g. Primary, Secondary), but avoid listing specific grades for levels without clearly defined grade progression (e.g. Pre-Primary, Post-Secondary, Tertiary)
- It is imperative that levels (and grades) are listed using names and references easily understood by respondents rather than analytical categories or official titles that might be more familiar to analysts or policymakers.
- To enable cross-country comparisons it is recommended that the response categories included in the survey allow mapping, at minimum, to the first digit of the most recent International Standard Classification of Education (ISCED). The UNESCO Institute for Statistics is the custodian agency for international standards on education statistics. Additional details regarding ISCED and mappings between national education programmes and ISCED are available at: http://uis.unesco.org/en/topic/international-standard-classification-education-ised

A.9 FIELD OF EDUCATION

Main subject or area of the highest level of education successfully completed.

Response options

Open-ended text

Purpose

- To provide background information on the field of study completed. To support analysis by broad fields of education.

National adaptation and implementation

- Asked to persons who completed post-secondary non-tertiary education or tertiary education. The target group may be expanded to include persons who completed at least one grade in secondary education, or who attended other
organized educational and training programmes at equivalent levels, as per relevance in the national context.

- An open-ended response field is suggested to allow detailed coding during data processing using a national classification of fields of education. Countries which have not developed a standard national classification of fields of education, may adapt the ISCED Fields of Education and Training (ISCED-F) classification to suit the national context.

- A problem may arise in identifying the exact fields of education and training of persons with interdisciplinary or multidisciplinary fields of specialization. In these cases it is recommended that countries identify the major or principal field of education and training of those with multidisciplinary specialization.

- To enable cross-country comparisons it is recommended that a correspondence be established between the national classification and ISCED-F to allow mapping, at minimum, to the first digit of the classification (broad field level).


### A.10 CURRENT SCHOOL ATTENDANCE

**De facto regular attendance in the current school year or cycle at any regular accredited educational institution or programme, public or private, for organized learning at any level of education.**

**Response options**

01 YES
02 NO

**Purpose**

- To serve as background information for analysis purpose
- Necessary for identification of young persons not in education and not in employment (i.e. NEET)

**National adaptation and implementation**

- The question is asked only of persons in a target age range, generally between 5 and 29 years.
- The lower age limit may be lowered to 3+ years when there is interest in capturing pre-school attendance, as relevant in the national context. In such cases, the question wording should also include reference to “pre-school” to reduce possible underreporting (e.g. *Is (NAME) currently attending school (or pre-school)*?).
- The upper age limit may also vary depending on the national education system and national definitions used to identify the youth population. For international comparisons, the upper age limit for this question should not be set lower than 29 years of age.
- Code 01 includes persons attending any regular accredited educational institution or programme, public or private on a full-time or part-time basis. It also includes persons not attending school during the data collection period due to short term illness, vacation, holidays, etc. but who were nonetheless regularly attending school in the current school year or cycle. Also included under code 01 are students who are in regular education but are on holidays between school cycles.

- When the aim is also to produce indicators on school attendance, and for surveys conducted over a data collection period spanning more than one school year, the question may be reformulated to make explicit reference to the school year (e.g. “Did (NAME) attend school at any time during the YYYY-YYYY school year?”)

A.11 CURRENT PARTICIPATION IN UNPAID APPRENTICESHIPS AND SIMILAR WORK-PLACE TRAINING

Participation in the last 4 weeks in unpaid apprenticeships, internships and similar work-place training

Response options
01 YES
02 NO

Purpose
- To serve as background information for analysis purpose
- Necessary for identification of young persons not in employment, education or training (i.e. NEET)

National adaptation and implementation
- The question is asked only of persons in a target age range, generally between 15 and 29 years.
- It includes unpaid formal, informal or traditional apprenticeships, internships, traineeships or other similar programmes, when the training takes place in a work environment, as part of the production process of a market or non-market economic unit.
- It excludes participation in apprenticeships, internships, traineeships when the trainee receives payment for the work done or hours worked or when it takes place within the context of a family business. It also excludes periods of probation associated with the start of a paid job, general on-the-job or life-long learning in employment, and training periods in the context of volunteering or learning-by-doing in own-use production work.
- Depending on the national context, unpaid trainees may receive education stipends or grants, or other incentives or allowances in cash or in kind to facilitate their participation in the training programme. Guidance should be provided to interviewers to facilitate identification of persons participating in unpaid apprenticeships and similar work-place training, even when receiving stipends or education grants, from those employed as paid apprentices.
A.12 **CURRENT PARTICIPATION IN NON-FORMAL EDUCATION**

Participation in the last 4 weeks in non-formal education outside the work-place to develop specific skills.

**Response options**
- 01 YES
- 02 NO
- 97 DON’T KNOW

**Purpose**
- To serve as background information for analysis purpose
- Necessary for identification of young persons not in employment, education or training (i.e. NEET)

**National adaptation and implementation**
- The question is asked only of persons in a target age range, generally between 15 and 29 years.
- “Non-formal education” covers all organised learning activities offered by an education provider outside formal education (i.e. non-formal education and training). It is an addition, alternative and/or a complement to formal education within the process of lifelong learning. It may be short in duration and/or low intensity, and it is typically provided in the form of short courses, workshops or seminars. Non-formal education mostly leads to qualifications that are not recognized as formal qualifications by the relevant national educational authorities or to no qualifications at all.
- Depending on the national context, non-formal education can cover programmes contributing to adult and youth literacy and education for out-of-school children, as well as programmes on life skills, work skills, and social or cultural development. It can include training in a workplace to improve or adapt existing qualifications and skills, training for unemployed or inactive persons, as well as alternative educational pathways to formal education and training in some cases. It can also include learning activities pursued for self-development and, thus, is not necessarily job-related.
MODULE 2: INTERNATIONAL MIGRATION STATUS

Module 2 covers basic characteristics needed to capture international migration status as a background characteristic. It captures country of birth, date of most recent arrival to live in the country, reason for moving to live in the country, and country of citizenship. The module is designed to support disaggregation of labour force data by native- and foreign-born status; nationals and foreigners; recent and long-term migrants; and for disaggregation of the foreign-born population by country or region of origin, and by main reason for migration (employment and non-employment related reasons). The module does not cover return migration, short-term international labour migration, internal migration, nor remittances. Inclusion of this module in the survey does not guarantee that estimates of key indicators by international migration status can be produced with sufficient level of precision. Assessment of the survey sample design and size is needed prior to implementing the module.

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<td>Respondent was born in survey Country</td>
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Response options
01 YES
02 NO

Purpose
- To identify persons born in the country where the survey is taking place
- Necessary for disaggregation by Native-born and Foreign-born status and for the identification of international migrants.

National adaptation and implementation
- The question is asked of all household members
- To identify the native born population, all persons actually born in the country where the survey is taking place (survey country) should be recorded as such, regardless of the mother’s place of residence at the time of the birth, or their legal status in the country.
- When the boundaries of a country have changed over time, the country of birth should refer to the national boundaries existing at the time of the survey.
- Merging of questions B.1 and B.2 is not recommended, as this can impact the quality of the data, in particular as B.2 may be more prone to Don’t Know answers. At a minimum separate inclusion of B.1 in the survey will enable to distinguish between the native-born and foreign-born population.

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<th>COUNTRY OF BIRTH FOR FOREIGN-BORN</th>
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<td>Country of birth for foreign-born respondents</td>
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Response options
Open-ended text
Purpose

- To identify the country of birth of foreign-born respondents
- Useful for analysis of the foreign-born population by country of birth

National adaptation and implementation

- The question is asked only of persons not born in the country where the survey is taking place (survey country)
- For purposes of measuring international migration and to identify the foreign-born population, “country of birth” should refer to the country in which the birth actually took place, and not the country of residence of the mother at the time of the birth.
- When the boundaries of a country have changed over time, the country of birth should refer to the national boundaries existing at the time of the survey.
- For data quality purposes it is recommended to include a full pre-coded list of country names. Use of a mixed list of selected country names and regions or sub-regions can result in mis-classification of countries of origin during data collection. Aggregation of countries into regions or sub-regions should be carried out during the data dissemination stage, as per national relevance and taking into account the quality of the data.

B.3 DATE OF LAST ARRIVAL TO COUNTRY

Year and month of last arrival to survey country

Response options

MM.YYYY

Where MM = 01-12, 97; and YY=1900-CURRENT YEAR, 9997

Purpose

- To distinguish between recent and long-term migrants
- Enables derivation of the age at migration to the country
- Supports analysis by duration since last arrival

National adaptation and implementation

- The question is asked only of foreign-born respondents
- Last arrival refers to the “last” time the respondent moved to the survey country with the intention to reside there. Short international trips undertaken by the respondent after moving to the survey country (e.g. family visit, vacation, etc.) should not be taken into consideration. Internal moves within the survey country should also not be taken into consideration.
- Month and year of arrival are needed to compute duration since last arrival in completed years. When respondents do not know or do not recall the month of arrival, it is still important to capture the year of arrival at a minimum. This is
preferable to asking for number of years living in the country, as the latter can be subject to misreporting.

- The information on year of “last” arrival is generally more relevant for countries where people migrate into more than once, whether at different life stages or in a circular way such as for work.
- When the main interest is to use the duration since arrival as a proxy to assess issues related to the adjustment of migrants to local labour, housing markets and society in general, countries may, in addition, add a question to capture the date of first arrival to the country.

### B.4 DURATION SINCE LAST ARRIVAL TO COUNTRY

**Response options**

- 01 Less than 12 months
- 02 One year to less than 5 years
- 03 Five years to less than 10 years
- 04 Ten years or more

**Purpose**

- To recover information when the respondent is unable to provide the year of last arrival
- To distinguish between recent and long-term migrants
- Enables derivation of the age at migration to the country
- Supports analysis by duration since last arrival

**National adaptation and implementation**

- The question is asked only of foreign-born persons who could not provide the year of last arrival
- Last arrival refers to the “last” time the respondent moved to the survey country with the intention to reside there. Short international trips undertaken by the respondent after moving to the survey country should not be taken into consideration. Internal moves within the survey country should also not be taken into consideration.

### B.5 MAIN REASON FOR MOVING

Main reason for moving to survey country

**Response options**

- 01 TO TAKE UP A JOB
- 02 JOB TRANSFER
- 03 TO LOOK FOR WORK, CLIENTS
- 04 TO STUDY
- 05 MARRIAGE
- 06 FAMILY MOVED/JOINING FAMILY
- 07 MEDICAL TREATMENT, HEALTH
- 08 CONFLICT, INSECURITY, NATURAL DISASTER
09 LIFESTYLE, COST-OF-LIVING
10 OTHER SPECIFY

Purpose
- Supports analysis of reasons for migration into survey country
- To separately identify migrants who moved for employment-related reasons

National adaptation and implementation
- The question is asked only of foreign-born respondents
- Answers should be recorded as self-declared by the respondent. Only one main reason should be recorded. When the respondent mentions more than one reason, interviewers should be trained to probe for the main reason.
- Response options 01-04 cover employment-related reasons
- Code 01 covers cases where the respondent moved to start a paid job that had already been arranged before departure from the country of previous residence
- Code 02 covers international employee transfers. That is persons who were already in employment in the country of previous residence and who were transferred to the survey country by their organization, regardless of whether the request for transfer was initiated by the respondent or the employer organization, as well as self-employed persons with businesses already established in the survey country.
- Code 03 covers persons who moved with the main intention to seek a paid job, regardless of whether the respondent actually found a job or not upon arrival to the survey country. It also covers persons who moved with the main intention of starting their own business in the survey country, regardless of whether the respondent actually started a business upon arrival.
- Code 04 refers to moves for education purposes, whether the person was already enrolled in an education programme or planning to apply to education programmes. It includes formal education programmes (high school, university, etc) and non-formal education programmes, such as language courses, or training in specific skills.
- Code 05 covers international moves for the purpose of marriage or cohabitation.
- Code 06 covers cases of family reunification, to be close to family, or following a family move in the case of children.
- Code 07 covers cases related to health, such as to seek medical treatment or alleviate an existing medical condition
- Code 08 covers cases of involuntary displacement in the face of an imminent threat whether natural or human-made, for example: war; violence; natural disasters such as earthquakes, floods, drought; persecution for religious, political or other reasons.
- Code 09 covers moves for personal reasons related to lifestyle, including retirement, lower-cost of living, leisure
- Code 10 covers all other reasons
Whether the respondent is a citizen of the survey country or of another country

Response options
a. SURVEY COUNTRY
b. Another country
c. STATELESS

Purpose
- To distinguish between the national and foreigner population
- Support analysis by legal rights to employment in the survey country

National adaptation and implementation
- The question is asked of all respondents
- Multiple answers may be chosen, to capture persons with multiple citizenships
- Country of citizenship is defined as the country an individual is a citizen of and with which the individual enjoys a particular legal bond, acquired by birth, naturalization, marriage or some other mechanism
- Care should be taken when translating the question to national languages. Depending on context, it is not recommended to use wording such as: Is (NAME) a “national” of... as this may be misinterpreted as referring to ethnic group identity or ancestry.
- The STATELESS category should not be read aloud by interviewers. STATELESS refers to a person who is not considered as a national (citizen) by any State under the operation of its law. The category may apply to native or foreign born persons.

B.7 COUNTRY OF CITIZENSHIP
Country of citizenship
Response options
Open-ended text

997 DON’T KNOW

Purpose
- To capture the country(ies) of citizenship of respondents
- Supports analysis of the foreigner population by country of citizenship

National adaptation and implementation
- The question is asked only of persons who report being citizens of a country other than (or in addition to) the survey country
- Multiple countries may be selected, to capture persons with multiple citizenships
- Country of citizenship is defined as the country an individual is a citizen of and with which the individual enjoys a particular legal bond, acquired by birth, naturalization, marriage or some other mechanism.
- Care should be taken when translating the question to national languages. Depending on context, it is not recommended to use wording such as: Which
country is (NAME) a “national” of... as this may be misinterpreted as referring to ethnic group identity or ancestry.

- For data quality purposes it is recommended to include a full pre-coded list of country names. Use of a mixed list of selected country names and regions or sub-regions can result in mis-classification of countries during data collection. Aggregation of countries into regions or sub-regions should be planned during the data dissemination stage, as per national relevance and taking into account the quality of the data.

- Use of pre-coded as adjectives (British, French) rather than as country names is not recommended, since some of those adjectives are also used for ethnic group identification and may not correctly capture the country where the person enjoys citizenship rights.
MODULE 3: DISABILITY STATUS

This optional module covers the six essential questions to capture disability status as a background characteristic. It captures the degree of difficulty with six core functional domains (seeing, hearing, walking, cognition, self-care and communication) as per the latest recommendations of the Washington Group on Disability Statistics (as of the publication of this document). The full set of recommendations and guidelines of the Washington Group on Disability Statistics are available at: http://www.washingtongroup-disability.com/publications/implementing/

The module is designed to support disaggregation of labour force data by disability status. Thus it is restricted to persons of working age, as set in the national context. Inclusion of this module in the survey however does not guarantee that estimates of key labour force indicators by disability status can be produced with sufficient level of precision. Assessment of the survey sample design and size is needed prior to implementing the module.

The module is not adequate to capture disability among children. Where there is interest in capturing disability among children, a separate dedicated module as recommended by UNICEF, should be considered (see: https://data.unicef.org/resources/module-child-functioning/+).  

<table>
<thead>
<tr>
<th>QUESTION ID</th>
<th>DESCRIPTION AND GUIDELINES</th>
</tr>
</thead>
<tbody>
<tr>
<td>DISABILITY INTRO</td>
<td>Purpose</td>
</tr>
<tr>
<td></td>
<td>• To inform the respondent that the next set of questions have a health context</td>
</tr>
</tbody>
</table>

National adaptation and implementation

• Interviewers should be trained to read aloud this statement. Skipping the introductory statement may impact the interpretation of the questions and thus the identification of persons with disabilities.
• Care should be taken when translating the introductory statement to national languages. In particular, it is important that the introductory statement does not include the term “disability” or similar terms as these can be sensitive (may carry shame or stigma) and may be easily misinterpreted.
• The phrase “because of a health problem” is instrumental in setting the right context for the interpretation of the question in the module, else respondents might associate their answers with issues related to, for example, child development or ageing.
• The introductory statement should remain in the present tense without reference to a particular reference period.

C.1 DIFFICULTY SEEING

Whether the respondent has difficulty seeing

Response options

01 No, no difficulty
02 Yes, some difficulty
03 Yes, a lot of difficulty
04 Cannot do it at all
Purpose
- To identify persons who have vision difficulties or problems seeing even when wearing glasses (if they wear glasses)

National adaptation and implementation
- The question should be asked of all members of working age.
- Interviewers should be trained to read the list of response options in full before requesting an answer from the respondent.
- “Seeing” refers to an individual using his/her eyes and visual capacity in order to perceive or observe what is happening around them.
- “Even when wearing glasses” refers to difficulty seeing with glasses if the respondent has, and uses, them – NOT how vision would be if glasses, or better glasses, were provided to one who needed them.
- Included are problems:
  - seeing things close up or far away, and
  - seeing out of one eye or only seeing directly in front but not to the sides.
- Any problem with vision that the respondent considers a problem should be captured.

C.2 DIFFICULTY HEARING
Whether the respondent has difficulty hearing

Response options
01 No, no difficulty
02 Yes, some difficulty
03 Yes, a lot of difficulty
04 Cannot do it at all

Purpose
- To identify persons who have some hearing limitation or problems of any kind with their hearing even when using a hearing aid (if they wear a hearing aid).

National adaptation and implementation
- The question should be asked of all members of working age.
- Interviewers should be trained to only read the list of response options if the respondent cannot recall the scale based on the previous question.
- “Hearing” refers to an individual using his/her ears and auditory (or hearing) capacity in order to know what is being said to them or the sounds of activity, including danger that is happening around them.
- “Even if using a hearing aid” refers to difficulty hearing with a hearing aid if the respondent has, and uses, that device – NOT how hearing would be if hearing aids, or better hearing aids, were provided to one who needed them.
- Where use of hearing aids is rare the phrase “even if using a hearing aid” may be deleted from the question formulation.
• Included are problems:
  • hearing in a noisy or a quiet environment,
  • distinguishing sounds from different sources, and
  • hearing in one ear or both ears.
• Any difficulty with hearing that is considered a problem should be captured

### C.3 DIFFICULTY WALKING

Whether the respondent has walking or climbing

**Response options**

01 No, no difficulty
02 Yes, some difficulty
03 Yes, a lot of difficulty
04 Cannot do it at all

**Purpose**

• To identify persons who have some limitation or problems of any kind getting around on foot.

**National adaptation and implementation**

• The question should be asked of all members of working age.
• Interviewers should be trained to only read the list of response options if the respondent cannot recall the scale based on the previous questions.
• “Walking” refers to the use of lower limbs (legs) in such a way as to propel oneself over the ground to get from point A to point B. The capacity to walk should be without assistance of any device (wheelchair, crutches, walker etc.) or human. If such assistance is needed, the person has difficulty walking.
• Included are problems:
  • walking short (about 100 yards/meters) or long distances (about 500 yards/meters),
  • walking any distance without stopping to rest is included, and
  • walking up or down steps.
• Difficulties walking can include those resulting from impairments in balance, endurance, or other non-musculoskeletal systems, for example blind people having difficulty walking in an unfamiliar place or deaf people having difficulty climbing stairs when there is no lighting.
• Any difficulty with walking (whether it is on flat land or up or down steps) that is considered a problem should be captured.

### C.4 DIFFICULTY CONCENTRATING

Whether the respondent has difficulty remembering or concentrating

**Response options**

01 No, no difficulty
02 Yes, some difficulty
03 Yes, a lot of difficulty
04 Cannot do it at all

Purpose
- To identify persons who have some problems with remembering or focusing attention that contribute to difficulty in doing their daily activities.

National adaptation and implementation
- The question should be asked of all members of working age.
- Interviewers should be trained to only read the list of response options if the respondent cannot recall the scale based on the previous questions.
- “Remembering” refers to the use of memory to recall incidents or events. It means the individual can bring to mind or think again about something that has taken place in the past (either the recent past or further back). With younger people, remembering is often associated with storing facts learned in school and being able to retrieve them when needed. Remembering should NOT be equated with memorizing or with good or bad memories.
- “Concentrating” refers to the use of mental ability to accomplish some task such as reading, calculating numbers, learning something. It is associated with focusing on the task at hand in order to complete the task.
- Included are:
  - problems finding one’s way around, being unable to concentrate on an activity, or forgetting one’s whereabouts or the date, and
  - problems remembering what someone just said or becoming confused or frightened about most things.
- Any difficulty with remembering, concentrating or understanding what is going on around them that they or family members (if the family member is the respondent) consider a problem should be captured.
- Note that difficulties remembering or concentrating because of common everyday situations such as high workload or stress, or as a result of substance abuse are EXCLUDED.

C.5 DIFFICULTY SELF-CARE
Whether the respondent has difficulty with self-care

Response options
01 No, no difficulty
02 Yes, some difficulty
03 Yes, a lot of difficulty
04 Cannot do it at all

Purpose
- To identify persons who have some problems with taking care of themselves independently

National adaptation and implementation
• The question should be asked of all members of working age.
• Interviewers should be trained to only read the list of response options if the respondent cannot recall the scale based on the previous questions.
• “Washing all over” refers to the process of cleaning one’s entire body (usually with soap and water) in the usual manner for the culture. The washing activity includes cleaning hair and feet, as well as gathering any necessary items for bathing such as soap or shampoo, a wash cloth, or water.
• “Dressing” refers to all aspects of putting clothing or garments on the upper and lower body including the feet if culturally appropriate.
• Included are the acts of gathering clothing from storage areas (i.e. closet, dressers), securing buttons, tying knots, zipping, etc.

C.6 DIFFICULTY COMMUNICATING
Whether the respondent has difficulty communicating

Response options
01 No, no difficulty
02 Yes, some difficulty
03 Yes, a lot of difficulty
04 Cannot do it at all

Purpose
• To identify persons who have some problems with talking, listening or understanding speech such that it contributes to difficulty in making themselves understood to others or understanding others.

National adaptation and implementation
• The question should be asked of all members of working age.
• Interviewers should be trained to only read the list of response options if the respondent cannot recall the scale based on the previous questions.
• “Communicating” refers to a person exchanging information or ideas with other people through the use of language.
• Communication difficulties can originate in numerous places in the exchange process. It may involve mechanical problems such as hearing impairment or speech impairment, or it may be related to the ability of the mind to interpret the sounds that the auditory system is gathering and to recognize the words that are being used or an inability of the mind to compose a sentence or say a word even when the person knows the word and sentence.
• Included is the use of the voice for the exchange or using signs (including sign language) or writing the information to be conveyed.
• Included are problems making oneself understood, or problems understanding other people when they speak or try to communicate in other ways.
• NOTE: Difficulty understanding or being understood due to non-native or unfamiliar language is NOT included.
MODULE 4: HOUSEHOLD SOURCES OF LIVELIHOOD

This optional module covers basic information on sources of household livelihood. It identifies all sources of household livelihood in the 12 months preceding the interview date, as well as the main source as self-declared by the household reference person or head. It distinguishes between income from employment and other sources of household income, including remittances, transfers, and own-production of foodstuff. The module is to be asked only to the household reference person or head.

**QUESTION ID**

<table>
<thead>
<tr>
<th>D.1 SOURCES OF LIVELIHOOD IN LAST 12 MONTHS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Different sources of household livelihood in the last 12 months</td>
</tr>
</tbody>
</table>

**Response options**

- **a.** Income from household farming or fishing
- **b.** Income from a household business (other than farming or fishing)
- **c.** Income from a paid job (held by a household member or yourself)
- **d.** Foodstuff produced by the household from farming, raising animals or fishing
- **e.** Money or support from people living abroad
- **f.** Support from other households in the country
- **g.** Income from properties, investments or savings
- **h.** Private or state pension or other Government support
- **i.** Charity from NGOs or other charitable organisations
- **j.** OTHER (SPECIFY)

**Purpose**

- To capture the different sources of livelihood/support available to the household in the 12 months before the interview date, as basic background characteristic at the household level
- To facilitate identification of the main source of household livelihood with a follow-up question
- To identify selected sources of household income, including employment-related income, own-use production of foodstuff from agriculture or fishing, remittances, as per national relevance

**National adaptation and implementation**

- The question should be asked only to the household reference person or head.
- Care should be taken when translating the question to national languages. In particular, the phrase “sources of support” should be understood as covering financial but can include other sources of support such as foodstuff produced by the household for itself or support from other households in the form of gifts, products, etc.
- The question should include explicit reference to the start and end of the 12 month reference period: “In the last 12 months, starting from [May 2018] up to last month...”
Interviewers should be trained to read through each response category, one at a time, and give the respondent time to indicate if that source was received by the household or not, before moving to the next response category.

The interviewer should mark all the sources received by the household in the last 12 months up to the time of the interview. All members of the household should be considered when identifying the different sources, including transfers from other households.

Item (a) includes all income received by any household member from the sale of goods produced by a household farm or from fishing.

Item (b) covers all income, in cash or in kind, received by any household member from a household business, including own-account activities in non-agriculture or fishing.

Item (c) includes any income or other pay (including payment in kind) from paid jobs of any household member. This includes any casual or part-time jobs which provided income in the last 12 months.

Item (d) covers any foodstuff (from agriculture, fishing, animal husbandry produced directly by the household for its own use or consumption. It excludes purchase of food and cooking daily meals. Where “hunting and/or gathering” constitutes part of the livelihood strategies for some households, this should be explicitly included in the item formulation, for example “hunting for wild/bush meat”, “gathering wild mushrooms, tubers, berries”.

Item (e) includes all remittances received from persons living abroad. This may include money or goods purchased abroad, whether sent or brought in. Persons sending or bringing the remittances may or may not be related to the household.

Item (f) includes any support provided by other households within the country. Mainly this includes financial support (such as cash loans, cash gifts, payments of alimony or child support, cash inheritances, etcetera from persons living in other households in the country) but it can also include non-financial support that forms part of the livelihood of the household (e.g. products such as foodstuff, clothing, and other essentials).

Item (g) includes any income from rental of properties, savings or investments, but excludes pensions which are included under code (h).

Item (h) includes pensions whether private or public and other forms of support from the Government such as unemployment benefits, disability allowances, food stamps etc. Examples of national benefit schemes commonly recognized by the population should be included to improve reporting.

Item (i) includes the help of charities and non-governmental organisations. This refers to support provided through non-profit organisations rather than directly from other private households which should be included under item (f).

**D.2 MAIN SOURCE OF LIVELIHOOD IN LAST 12 MONTHS**

Main source of household livelihood in the last 12 months

**Response options**

a. Income from household farming or fishing
b. Income from a household business (other than farming or fishing)
c. Income from a paid job (held by a household member or yourself)
d. Foodstuff produced by the household from farming, raising animals or fishing
e. Money or support from people living abroad
f. Support from other households in the country
g. Income from properties, investments or savings
h. Private or state pension or other Government support
i. Charity from NGOs or other charitable organisations
j. OTHER (SPECIFY)

997=CANNOT SAY

Purpose
- To identify the main source of household livelihood in the 12 months before the interview date, as basic background characteristic at the household level
- To identify household relying on selected sources of household income as primary source, including employment-related income, own-use production of foodstuff from agriculture or fishing, remittances, as per national relevance

National adaptation and implementation
- The question should be asked only to the household reference person or head.
- The question should be asked only when multiple sources of household support have been reported in the previous question.
- Only the response items reported in the previous question should be asked.
- Interviewers should be trained to read the selected response items only if needed.
- Code 997 should be used only where a respondent is unable to identify a single MAIN source.
- Care should be taken when translating the question to national languages. In particular, the phrase “source of support” should be understood as covering financial but can include other sources of support such as foodstuff produced by the household for itself or support from other households in the form of gifts, products, etc.
- For a description of the item categories see D.1.
MODULE 5: HOUSEHOLD AGRICULTURE

Module 5 covers basic information on household agriculture and fishing activities, performed on an independent basis, regardless of whether or not the household owns land or related equipment. Basic information captured includes: household participation in farming, animal husbandry or fishing activities on an independent basis, main intended destination of the production at the household level, identification of household members engaged in the household agriculture or fishing activities and participation of household members in decision-making regarding the household agriculture or fishing activities.

The module is to be asked only to the household reference person. To adequately capture household agriculture it is important that the survey be implemented during the active period when households are engaged in farming and/or fishing activities. Where this is not possible, the reference period may need to be adjusted to refer to the “last season” or a 12-month reference period before the interview date.

<table>
<thead>
<tr>
<th>QUESTION ID</th>
<th>DESCRIPTION AND GUIDELINES</th>
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</thead>
<tbody>
<tr>
<td>E.1</td>
<td>HOUSEHOLD CROP FARMING</td>
</tr>
<tr>
<td></td>
<td>Any member engaged in household crop farming</td>
</tr>
</tbody>
</table>

Response options
- 01 YES
- 02 NO

Purpose
- To identify households engaged in crop farming activities on an independent basis in the reference period
- May be used to cross-check with information captured at the person level

National adaptation and implementation
- The question should be asked only to the household reference person.
- Covers all activities related to crop farming done on an independent basis, regardless of whether the output is intended for sale or family consumption.
- Any work performed by any member of the household on an independent basis (i.e. as an employer, own-account worker or family helper), in the corresponding activities during the reference period should be recorded. Crop farming done as an employee for someone else, including as casual farm-worker is excluded.
- Includes all activities to produce crops, fruits, vegetables and plant propagation at any stage of the cycle (growing, harvesting). It also includes activities incidental to growing crops, such as preparing fields, weeding, trimming trees, harvesting, preparing crops for primary markets (cleaning, trimming, grading, disinfecting), etc. Included are farm, garden, kitchen or backyard gardening, regardless of whether the land is privately owned, communal or rented by the household.
- Examples should be adapted to refer to nationally relevant crops.
E.2  HOUSEHOLD LIVESTOCK FARMING
Any member engaged in household livestock farming

Response options
01  YES
02  NO

Purpose
- To identify households engaged in livestock farming activities on an independent basis in the reference period
- May be used to cross-check with information captured at the person level

National adaptation and implementation
- The question should be asked only to the household reference person.
- Covers all activities related to livestock farming done on an independent basis, regardless of whether the output is intended for sale or family consumption.
- Any work performed by any member of the household on an independent basis (i.e. as an employer, own-account worker or family helper), in the corresponding activities during the reference period should be recorded. Livestock farming done as an employee for someone else, including as casual farm-worker is excluded.
- It covers work animals and livestock production, including raising and breeding of all animals, except aquatic animals, such as raising of cattle and buffaloes; raising of horses and other equines; raising of camels and camelids; raising of sheep and goats; raising of pigs; raising of poultry; etc.
- Activities to produce bi-products from animals should also be included such as collecting eggs, milking cows, collecting honey.
- It excludes care for domestic pets.
- Examples should be adapted to refer to nationally relevant animal production.

E.3  HOUSEHOLD FISHING
Any member engaged in household fishing, fish farming or collecting shellfish

Response options
01  YES
02  NO

Purpose
- To identify households engaged in fishing and aquaculture activities on an independent basis in the reference period
- May be used to cross-check with information captured at the person level

National adaptation and implementation
- The question should be asked only to the household reference person.
- Covers all activities related to fishing done on an independent basis, regardless of whether the output is intended for sale or family consumption.
• Any work performed by any member of the household on an independent basis (i.e. as an employer, own-account worker or family helper), in the corresponding activities during the reference period should be recorded. Fishing done as an employee for someone else, including as casual worker is excluded.

• Any work performed by any member of the household on an independent basis (i.e. as an employer, own-account worker or family helper), in the corresponding activities during the reference period should be recorded.

• It includes capture fishery and aquaculture, covering the use of fishery resources from marine, brackish or freshwater environments, with the goal of capturing or gathering fish, crustaceans, molluscs and other marine organisms and products (e.g. aquatic plants, pearls, sponges etc).

• In countries where aquaculture is prevalent, additional colloquial terms referring to “fish farming” may need to be included.

E.4 MAIN DESTINATION OF HOUSEHOLD FARMING OR FISHING
Main intended destination of household farming, livestock rearing or fishing

Response options
01 Only for sale
02 Mainly for sale
03 Mainly for family use
04 Only for family use
05 CANNOT SAY

Purpose
• To distinguish market oriented activities from own-use production at the household level
• May be used to cross-check with information captured at the person level

National adaptation and implementation
• Response categories 01 to 04 should be read aloud by the interviewer.
• This question asks about the main intended destination of the total household production, as self-declared by the respondent.
• Respondents should report the general situation for the goods produced in the reference period (current or last season).
• If the respondent indicates that the products are both for sale/barter and family use, the interviewer should try to get the respondent to indicate which one is the main use in general.
• If the respondent is absolutely unable to state the main intended destination they should be coded to category 05 and an additional question about past use of the products will be asked.
E.5 PAST USE OF HOUSEHOLD FARMING OR FISHING
Past use of household farming, livestock or fishing products

Response options
01 Only for sale
02 Mainly for sale
03 Mainly for family use
04 Only for family use

Purpose
- To distinguish market oriented activities from own-use production at the household level
- May be used to cross-check with information captured at the person level

National adaptation and implementation
- This question is asked of those who are unsure of the main intended destination of the household production. For those respondents, the past use of the products can instead be used to establish the main intended destination of the household production.
- This question asks about the main use of the total household production in previous seasons, as self-declared by the respondent.
- If the respondent indicates that the products were both sold and used by the family, the interviewer should try to get the respondent to indicate whether most of the production was sold or kept for the family.

E.6 MEMBERS ENGAGED IN HOUSEHOLD FARMING OR FISHING
Members participating in household farming or fishing

Response options
List of PPNOs

Purpose
- To identify the members who participated in the household farming or fishing activities in the reference period

National adaptation and implementation
- The interviewer should record the PPNO (rather than name) of each household member who is reported as having participated in the farming or fishing activities previously mentioned.
- Any work in the household farming or fishing activities, performed during the reference period (current or last season), even for 1 hour, should be taken into consideration. This includes work or help provided to prepare the land, plant, maintain, fertilize, weed, harvest, sort or pack, transport produce, etc.; maintain
or repair fishing nets, boats, fish or process fish, feed or care for animals, milk or pick-up eggs, collect honey, sell the products, etc.

E.7 DECISION MAKING IN HOUSEHOLD FARMING OR FISHING
Members participation in decision making on household farming or fishing

Response options
List of PPNOs

Purpose
- To identify the members involved in making decisions regarding the household farming or fishing activities in the reference period

National adaptation and implementation
- The interviewer should record the PPNO (rather than name) of each household member who is reported as making decisions related to the household farming or fishing. This may include people who were not listed as participating in the activities under question E.6.
- Participation in decision making refers to being involved in decisions about what, when or how much to plant, harvest, keep or sell, how much to charge, etc.