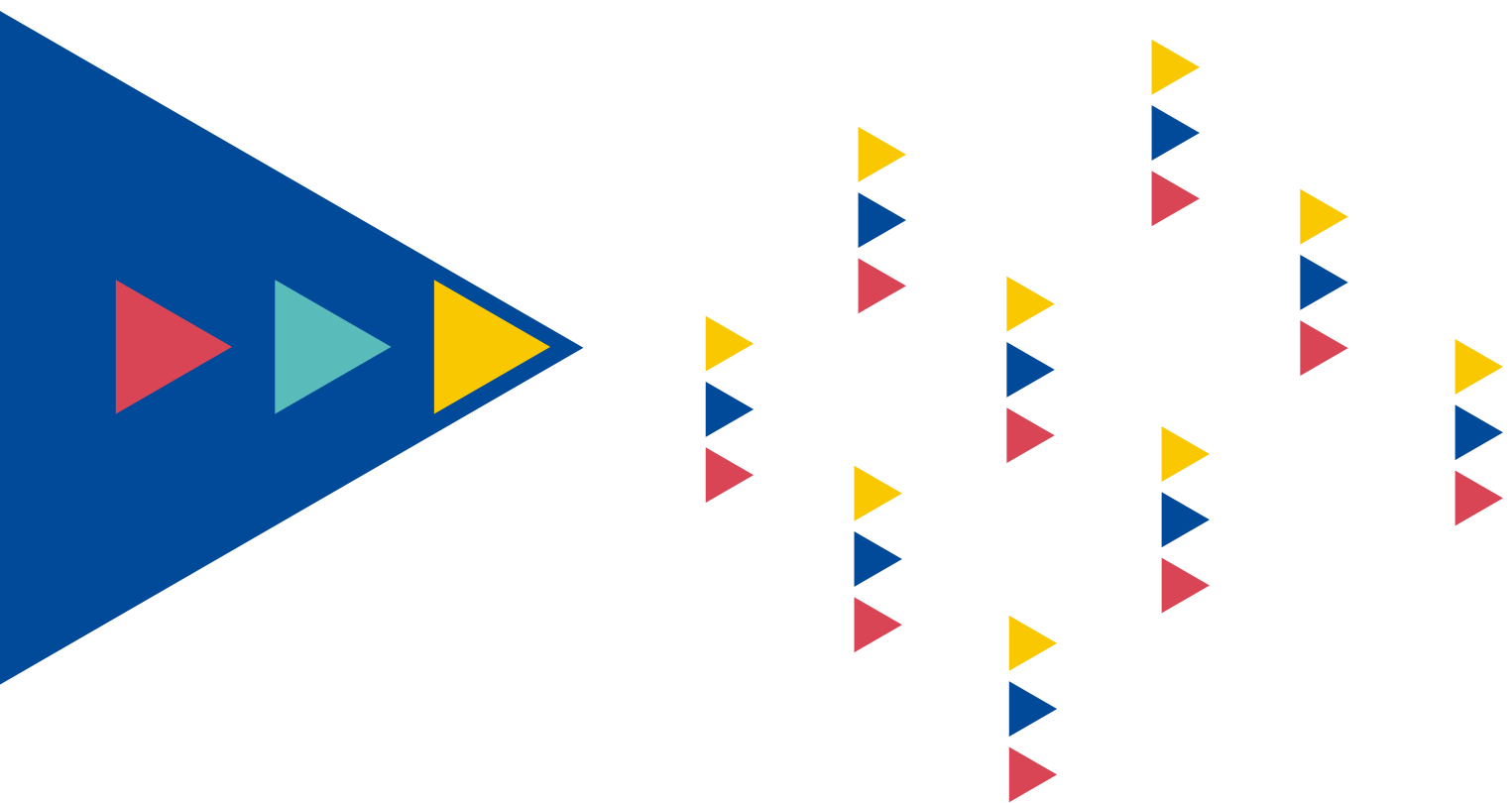




International  
Labour  
Organization

# ▶ Guide to reporting labour statistics to the ILO using the Excel questionnaire



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## ▶ ILOSTAT StaRS

The ILOSTAT Statistics Reporting System, [ILOSTAT StaRS](#), allows for convenient reporting of labour statistics to the ILO Department of Statistics. Users can submit completed questionnaires and microdata files, find reference materials regarding statistical concepts, review data availability and update contact information.

### Submitting data files

To submit a file, first select the related inquiry. The two regular data-related inquiries are annual indicators (YI) and/or International Labour Migration Statistics (ILMS). The user's profile determines which collection can be accessed.

The interface uses the ["drag and drop" function](#).

### Data availability reports

For your convenience, various reports are available to review the data we have available in ILOSTAT for your country:

- ▶ Questionnaire indicators – this refers to the subset of ILOSTAT indicators which are requested in the annual inquiry.
- ▶ SDG indicators – this refers to the subset of ILOSTAT indicators which are submitted to UNSD for the SDG labour market-related indicators which are under the custody of the ILO. Note this includes ILO estimates not reported by national statistical offices, such as labour productivity.
- ▶ Go to ILOSTAT database – this will take you to the website. The [bulk download](#) section provides all country files in the [ref\_area] folder. Note these csv files are large.

### Settings

Under settings, users can update their profile including email address and job title. Users can also review the list of questionnaire contacts and all agency contacts. Contact us to update this information.

### Getting help

The help section provides reference materials, including links to [international statistical standards, guides and manuals](#) and a [glossary](#). The [concepts and definitions](#) section of ILOSTAT also includes [indicator descriptions](#) and information on [classifications](#).

For those interested in establishing a Memorandum of Understanding with the ILO regarding the sharing of microdata, see the Microdata sample MoU.

If you still have questions, contact us.

## Uses of ILOSTAT data

ILOSTAT is the leading source of international labour statistics.

Data are widely used for analysis of labour markets by the ILO, with findings published in numerous publications, including the ILO flagship report *World Employment and Social Outlook*.

ILOSTAT data also serve as inputs for various international indices and databases, including but not limited to:

- ▶ UN's Sustainable Development Goal (SDG) indicator database
- ▶ World Bank's World Development Indicators (WDI) database
- ▶ OECD's World Indicators of Skills for Employment (WISE) database
- ▶ UNDP's Human Development Index (HDI)
- ▶ UNDP's Gender Inequality Index (GII)
- ▶ WEF's Global Competitiveness Index (GCI)

The timely, complete and accurate submission of ILO member States' labour market statistics to its annual questionnaires is therefore essential for the continued international dissemination of your labour market data.

## ▶ Questionnaire instructions

Please read these instructions carefully before completing the ILOSTAT questionnaire on labour statistics.

The [“Sources” sheet](#) should be completed before entering data. On each subsequent [topic sheet](#), complete the metadata fields and data tables based on the latest figures available and following international definitions and classifications. Once you have completed the questionnaire, go to the [sheet “Summary for review”](#) to assess if there are any issues and fix any problems. Please upload the files via ILOSTAT StaRS no later than **30 June 2023**.

Below are more detailed instructions. Do not hesitate to contact us if you have further questions. Once again, we thank you for your valuable contribution to [ILOSTAT](#).

## Structure of Excel files

The ILOSTAT questionnaire is now divided into two separate Excel files, which differs from past exercises. The first Excel file is the LFS questionnaire, which contains indicators targeting labour force statistics (e.g., employment and unemployment) from labour force surveys. The second file is the OTHER questionnaire, which contains indicators for other labour-related topics, for which data often come from establishment surveys, national accounts, administrative records, and official estimates. It is crucial to obtain labour statistics from a variety of sources, not just from labour force surveys, to cover a wider range of labour topics. If you are not receiving the LFS questionnaire because you provide the ILO with access to household survey-based

microdata, please do fill out the OTHER questionnaire. Countries who do not wish to share microdata should complete both the LFS and OTHER questionnaires.

Note that each file contains a “Sources” sheet, to be completed first, followed by sheets corresponding to different topics.

The files are protected to facilitate automatic upload of the data into our system. This implies that rows and columns cannot be added or deleted. This should not be necessary since each table provides additional columns to enter historical revisions. Labels within tables also cannot be edited, although variations of the classifications can be selected using the drop-down menus. If an item differs from the corresponding data, provide an explanation in the comments box below the relevant table.

In addition to completing the data tables, respondents should complete the requested metadata, which is organized by source, topic and indicator. All metadata fields are in yellow and have pre-defined categories provided in drop-down menus.

***NOTE: QUESTIONNAIRES MISSING RELEVANT METADATA CANNOT BE PROCESSED.***

### ***Sheet “Summary for review”***

To improve our expediency in processing the data we receive, we kindly request that you carefully review the completed tables before sending us the file. A new sheet “Summary for review” provides an overview of the data you provided in the workbook and flags potential issues. Below are explanations for the warnings and errors that may appear on this sheet. Also, note that comment boxes on the header row of the summary table in the workbook provide similar clarifications. If you need further guidance while troubleshooting, contact us.

<b>Column</b>	<b>Severity</b>	<b>Potential issue</b>	<b>Solution/Comment</b>
C (Latest year)	Error	The latest year differs for tables on the same sheet/topic	The latest year should only differ if the sources differ
	Warning	No data provided as indicated by “None”	Verify this accurately reflects a lack of data availability and not an accidental omission
D (Source ID and label)	Error	Source is missing as indicated by three dots (...)	Select source using drop-down menu above data table
	Warning	Sources differ across tables within the same sheet/topic	Typically, the sources should only differ if the indicators differ
E (Notes ok)	Error	FALSE = Metadata is incomplete	Complete metadata using drop-down menus at the topic level (top of sheet) and indicator level (above the data table)

F (% of cells filled)	Warning	Less than 50% of the cells are completed	Ensure you have selected the most appropriate classification version and that you have not provided the same data in another table (e.g., do not provide only totals in more than one table on the same sheet/topic)
G (TOTAL provided for latest year)	<i>There are no warnings or errors but please use this information to double-check total figures provided are logical and of the same magnitude for related indicators</i>		
H (Males + Females = TOTAL)	Warning	The sum of males and females does not equal to the total for both sexes	Review and fix any underlying data issue (note rounding is taken into account by the formula)
I (Sum of items = TOTAL)	Warning	The sum of the classification items does not equal to the total (first line of table)	Review and fix any underlying data issue (note rounding is taken into account by the formula)

***NOTE: THIS IS THE INITIAL SET OF CHECKS WE MUST UNDERTAKE BEFORE UPLOADING DATA INTO ILOSTAT FOR FURTHER PROCESSING AND VERIFICATION. AS SUCH, WE MAY STILL NEED TO CONTACT YOU REGARDING OTHER ERRORS OR MISSING INFORMATION.***

### **Sheet “Sources”**

You must complete this sheet first. The questionnaire uses this sheet throughout to link each indicator with its corresponding source of information. Wherever possible, information has been pre-filled based on the latest ILOSTAT contents. Edit this information as needed. Also complete missing information (i.e., yellow fields with “...”). If one of the pre-filled fields states “Nonstandard...”, either select another option from the drop-down menu or provide an explanation in the optional notes field. If fields are not applicable for a particular source, these will disappear automatically, or you may select “Non applicable” from the drop-down menu.

### **Sheets by topic**

Following the Sources sheet, there are spreadsheets organized by topic, which should be completed according to the following:

<b>Source</b>	<ul style="list-style-type: none"> <li>▶ Under each indicator, select the source used using the drop-down menu. The list that appears refers to the sources entered on the Sources sheet.</li> <li>▶ Data provided for a given topic should come from the same statistical source and should be consistent throughout as regards scope and coverage.</li> </ul>
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	<ul style="list-style-type: none"> <li>▶ If data for an indicator are available from more than one official source, you may provide them in separate copies of the questionnaire.</li> </ul>
<b>Reference period</b>	<ul style="list-style-type: none"> <li>▶ We are requesting data for 2022. If the latest data available refers to a prior year (and we have not yet received these data), use the drop-down menu to select the relevant year.</li> <li>▶ For household and establishment surveys, data should be annual averages rather than refer to a given month or quarter.</li> <li>▶ For administrative records, data typically refer to the end of the year.</li> </ul>
<b>Definitions</b>	<ul style="list-style-type: none"> <li>▶ Definitions should be based on international standards. Refer to the Definitions section for further guidance.</li> <li>▶ Also, they should be the same as those submitted in previous years. If not, clearly denote breaks in series while providing an explanation in the optional notes field.</li> </ul>
<b>Unit</b>	<ul style="list-style-type: none"> <li>▶ Data are requested in units for persons (not thousands of persons), hours, cases, workplaces, and days.</li> <li>▶ Percentages and other rates should be reported using two decimals. The percentage symbol (%) should be omitted.</li> <li>▶ Local currency can be reported with up to two decimals depending on the indicator and magnitude of the figures.</li> </ul>
<b>Flags</b>	<ul style="list-style-type: none"> <li>▶ In addition to figures, only the following standard symbols should be used to fill out the tables, where applicable: <ul style="list-style-type: none"> <li>(C) = confidential</li> <li>(E) = estimated</li> <li>(P) = provisional</li> <li>(S) = not significant</li> <li>(U) = unreliable</li> </ul> </li> <li>▶ The cell should be left blank if data are not applicable or not available.</li> <li>▶ Breaks in series should be indicated in the optional notes field.</li> </ul>
<b>Classifications</b>	<ul style="list-style-type: none"> <li>▶ Classifications used should be based on international standards.</li> <li>▶ Use the drop-down menu to select the appropriate version if it differs from the one provided by default (e.g., to select ISIC-Rev. 3 instead of ISIC-Rev. 4). The default is the desired classification as it is the most recent or most detailed. If a classification version is too detailed to yield reliable results, select a more aggregated version.</li> <li>▶ Refer to the Classifications section for further guidance.</li> <li>▶ For items that differ from the classification selected, provide an explanation in the optional notes field (note that the text in the tables cannot be altered since the file is protected).</li> </ul>



<b>Metadata fields</b>	<ul style="list-style-type: none"> <li>▶ The metadata requested is organized by source, topic and indicator. Metadata provided at the source level will be applied to all indicators using that source; metadata provided at the topic level will be applied to all indicators for that topic.</li> <li>▶ All metadata fields have pre-defined categories provided in drop-down menus in yellow cells. The first item listed is typically the target.</li> <li>▶ In case a metadata field is not applicable, select the option “not applicable” from the drop-down menu rather than leaving it blank.</li> <li>▶ Wherever possible, information has been pre-filled based on the latest ILOSTAT contents. Please ensure the metadata is complete and accurate before entering data.</li> </ul>
<b>Optional notes</b>	<p>Optional notes under each table can be provided in the language of correspondence and can be used as follows:</p> <ul style="list-style-type: none"> <li>▶ To report discrepancies between the data reported and the information requested, that is, whenever it is not possible to supply information for the variable or indicator or disaggregation categories requested,</li> <li>▶ For explanations about any changes affecting the statistics during the period covered in the tables, such as definitions, coverage, method of data collection, etc.,</li> <li>▶ To indicate if final figures are not yet available and provisional data or estimates are provided in the tables.</li> </ul>

## Tables omitted in the questionnaire

The ILO Department of Statistics is continuing automating how it captures labour market statistics from countries to reduce their reporting burden. Increasingly we can obtain official data directly from government websites or by processing of anonymized household survey microdata. For details, refer to the section on [Microdata instructions](#). The Excel questionnaires exclude the data tables obtained through these channels.

## Shorter version of the questionnaire

When we have been unsuccessful in receiving a response from your country for several rounds, we request that you complete a shorter version of our questionnaire, in the hopes that this reduced reporting burden will allow you to submit data for some key labour market indicators. This is typically the case for countries that do not conduct regular surveys, and thus have limited data available for reporting.

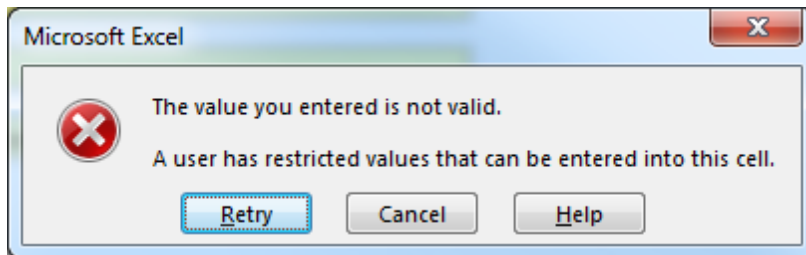
If you are receiving the shorter version of the questionnaire as indicated in our comments, you can still use this guide as reference material, although the structure of the file is slightly different. For each sheet, simply complete the metadata using the drop-down menus (click on

the cell for the list to appear) and complete each data table with the data that are available. Cells to be completed are in blue.

## FAQ

### *Why does Excel tell me the value I entered is not valid?*

The workbook is protected. Respondents can enter information only in designated cells.



### *What if the categories for which I have data do not match those in the classification requested?*

Use the drop-down menu to find the classification that most closely matches. Then indicate deviations from the requested line items by entering comments in the optional notes field just below the table.

Since the workbook is protected, you cannot edit the text within the table. For example, if data by age refer to persons ages 16-19, enter the data next to the line for ages 15-19 and include a comment in the optional notes field below the table to indicate that data refer to ages 16-19. If this applies to multiple tables, you also can enter this comment in the optional notes field at the topic level (top of the sheet).

### *Why does the drop-down menu not work?*

To use the drop-down menus in the questionnaire, the user's Excel settings must allow for automatic calculations. Click on the File tab, click Options, and then click the Formulas category, and under Workbook Calculation, click Automatic.

## ► **Microdata instructions**

If your microdata is available on your website, there is no need to submit files to us. It is likely we already use these. If not, let us know these are available. You can see which files we are using in the microdata section of StaRS on the "Received" tab.

To submit microdata, submit the anonymized microdata sets and supporting documentation, which includes guidelines to collect, process and disseminate information, questionnaires, data dictionaries, methodological documents and reports. **Please do NOT submit the completed ILOSTAT Excel questionnaire(s) in this section.**

If you would like to establish a memorandum of understanding, contact us. There is a sample in the Help section of StaRS.

For information on how we process microdata, refer to [ILOSTAT microdata processing quick guide](#).

Also, please submit data from establishment surveys, national accounts, administrative records, and official estimates via other means.

## ► Definitions

The framework established in the [Resolution concerning statistics of work, employment and labour underutilization](#), adopted by the Nineteenth International Conference of Labour Statisticians, introduces major changes to concepts and definitions. If you submit data according to these revised definitions, please clearly indicate there is a break in series from prior years.

The definitions below are split into two sections (one for each Excel file) and organized according to each topic sheet in the order in which they appear in the Excel files.

### LFS questionnaire

This Excel file contains tables for labour force statistics to be completed using data from a labour force survey or other household survey. A population census may be used if no other source is available for a given year.

**NOTE: THE SAME SOURCE AND SAME POPULATION COVERAGE (I.E., THE SAME AGE COVERAGE) SHOULD BE USED FOR ALL INDICATORS IN THIS FILE TO ENSURE CONSISTENCY ACROSS RELATED SERIES.**

#### *[POP] Working-age population*

For statistical purposes, the working-age population comprises all persons above a specified minimum age threshold for which an inquiry on economic activity is made. For purposes of international comparability, the working-age population is commonly defined as persons aged 15 years and older, but this varies from country to country. In addition to using a minimum age threshold, certain countries also apply a maximum age limit. Adoption of a specified upper age limit means that all persons above that age limit are excluded from the count of the working-age population. Most countries, however, do not use a maximum age limit.

#### *[EAP] Labour force*

The labour force comprises all persons of working age who furnish the supply of labour for the production of goods and services (as defined by the United Nations System of National Accounts (SNA) production boundary) during a specified time-reference period. It is measured in relation to a short reference period such as one week or one day. It refers to the sum of all persons of working age who are employed and those who are unemployed.

The labour force participation rate is calculated as the labour force during a given reference period given as a percent of the working-age population in the same reference period.

For more detailed information, refer to the [Resolution concerning statistics of work, employment and labour underutilization](#), adopted by the Nineteenth International Conference of Labour Statisticians (October 2013).

### **[EMP] Employment**

The employed comprise all persons of working age who during a specified brief period, such as one week or one day, were in the following categories: a) paid employment (whether at work or with a job but not at work); or b) self-employment (whether at work or with an enterprise but not at work).

The concept at work refers to persons who during the reference period performed some work for wage or salary, in cash or in kind (for paid employment), or persons who during the reference period performed some work for profit or family gain, in cash or in kind (for self-employment). For operational purposes, the notion "some work" may be interpreted as work for at least one hour.

The employment-to-population ratio is calculated as the number of persons who are employed during a given reference period as a percent of the total of working age population in the same reference period.

Given that there is no agreed international definition as to the minimum number of hours of work in a week that constitute full-time work, the dividing line used to report statistics on part-time employment should be the one used at the country level, and it should be clearly specified in the corresponding metadata fields.

For more detailed information, refer to the [Resolution concerning statistics of work, employment and labour underutilization](#), adopted by the Nineteenth International Conference of Labour Statisticians (October 2013).

### **[TRU] Time-related underemployment**

Persons in time-related underemployment comprise all persons in employment, who satisfy the following three criteria during the reference period: a) are willing to work additional hours; b) are available to work additional hours i.e., are ready, within a specified subsequent period, to work additional hours, given opportunities for additional work; and c) worked less than a threshold relating to working time i.e., persons whose hours actually worked in all jobs during the reference period were below a threshold, to be chosen according to national circumstances.

Regarding the first criterion, for example, workers should report that they want another job or jobs in addition to their current employment, that they want to replace any of their current jobs with another job or jobs with increased hours of work, that they want to increase the hours of work of any of their current jobs or that they want a combination of the above. This criterion

also encompasses those persons who actively seek to work additional hours, using for this purpose the same definition of job search as in the measurement of unemployment.

Examples of practices used to determine the working time threshold include the boundary between full-time and part-time employment; median values, averages, or norms for hours of work as specified in relevant legislation; and collective agreements, or agreements on working time arrangements or labour practices in countries.

For more detailed information, refer to the [Resolution concerning statistics of work, employment and labour underutilization](#), adopted by the Nineteenth International Conference of Labour Statisticians (October 2013).

### **[UNE] Unemployment**

The unemployed comprise all persons of working age who were: a) without work during the reference period (i.e., were not in paid employment or self-employment); b) currently available for work (i.e., were available for paid employment or self-employment during the reference period); and c) seeking work (i.e., had taken specific steps in a specified recent period to seek paid employment or self-employment). For purposes of international comparability, the period of job search is preferably defined as the preceding four weeks.

The specific steps taken to seek employment may include registration at a public or private employment exchange; application to employers; checking at worksites, farms, factory gates, market or other assembly places; placing or answering newspaper advertisements; seeking assistance of friends or relatives; looking for land, building, machinery or equipment to establish own enterprise; arranging for financial resources; and applying for permits and licences.

Although the 13th ICLS recommendations allowed in some cases to apply a relaxed definition of unemployment, the resolution adopted by the 19th ICLS defines persons who were not in employment, were currently available and wanted employment but did not carry out activities to seek employment as "available potential jobseekers" within the potential labour force. Thus, data on unemployment requested on this questionnaire should be referred, if possible and for the purpose of international comparability, to the strict definition of unemployment (i.e., people who met all three criteria during the reference period).

The unemployment rate is calculated as the number of persons who are unemployed during the reference period given as a percent of the total number of employed and unemployed persons (i.e., the labour force) in the same reference period.

For more detailed information, refer to the [Resolution concerning statistics of work, employment and labour underutilization](#), adopted by the Nineteenth International Conference of Labour Statisticians (October 2013).

### **[EIP] Persons outside the labour force and NEET**

Persons outside the labour force comprise all persons of working age who, during the specified reference period, were not in the labour force (that is, were not employed or unemployed). The working-age population is commonly defined as persons aged 15 years and older, but this varies from country to country. In addition to using a minimum age threshold, certain countries also apply a maximum age limit.

The resolution adopted by the 19th ICLS distinguishes among the persons outside the labour force those who were in the potential labour force, and defines the potential labour force as all persons of working age who, during the short reference period, were neither in employment nor in unemployment and (a) carried out activities to seek employment, were not currently available but would become available within a short subsequent period (i.e. unavailable jobseekers); or (b) did not carry out activities to seek employment, but wanted employment and were currently available (i.e. available potential jobseekers).

For more detailed information, refer to the [Resolution concerning statistics of work, employment and labour underutilization](#), adopted by the Nineteenth International Conference of Labour Statisticians (October 2013).

In order to obtain the number of youth not in employment, education or training (NEET), it is necessary to add together the number of youth outside the labour force and the number of unemployed youth, and subtract from this total the number of youth outside the labour force and unemployed youth who are in education.

$$\text{NEET} = (\text{Youth outside the labour force} + \text{Unemployed youth}) - (\text{Youth outside the labour force in education} + \text{Unemployed youth in education})$$

For statistical purposes, the United Nations defines youth as those persons between the ages of 15 and 24 years. In practice however, many national statistics offices apply definitions of youth which differ from the international standard. Youth not in education are those who were neither enrolled in school nor in a formal training program (e.g., vocational training) during a specified reference period (e.g., one week).

### **[HOW] Working time**

The resolution adopted by the 19th ICLS promotes the collection of information on both hours usually worked and hours actually worked to allow for the proper identification of all groups defined in the resolution.

The concept of hours usually worked relates to the typical value of hours actually worked in a job per a short reference period such as one week, over a long observation period of a month, quarter, season or year that comprises the short reference measurement period used. The typical value may be the modal value of the distribution of hours actually worked per short period over the long observation period, where meaningful. The short reference period for

measuring hours usually worked should be the same as the reference period used to measure employment.

The concept of hours actually worked within the System of National Accounts (SNA) production boundary relates to the time that persons in employment spend directly on, and in relation to, productive activities; down time; and resting time during a specified time reference period. It thus includes (a) “direct hours” or the time spent carrying out the tasks and duties of a job, (b) “related hours”, or the time spent maintaining, facilitating or enhancing productive activities (c) “down time”, or time when a person in a job cannot work due to machinery or process breakdown, accident, lack of supplies or power or Internet access and (d) “resting time”, or time spent in short periods of rest, relief or refreshment, including tea, coffee or prayer breaks, generally practised by custom or contract according to established norms and/or national circumstances.

Hours actually worked excludes time not worked during activities such as: (a) Annual leave, public holidays, sick leave, parental leave or maternity/paternity leave, other leave for personal or family reasons or civic duty, (b) Commuting time between work and home when no productive activity for the job is performed; for paid employment, even when paid by the employer; (c) Time spent in certain educational activities; for paid employment, even when authorized, paid or provided by the employer; (d) Longer breaks distinguished from short resting time when no productive activity is performed (such as meal breaks or natural repose during long trips); for paid employment, even when paid by the employer.

For a paid-employment job, hours paid for refers to the time for which employees have received payment from their employer (at normal or premium rates, in cash or in kind) during a specified reference period, regardless of whether the hours were actually worked or not. It includes time paid but not worked such as paid annual leave, paid public holidays and certain absences such as paid sick leave, and excludes time worked but not paid by the employer, such as unpaid overtime, and absences that are not paid by the employer, such as unpaid educational leave or maternity leave.

Data on working time reported should reflect the hours worked in different types of working time arrangements (e.g. full-time and part-time) and include the hours worked in all jobs of employed persons (if the data are derived from a labour force survey). Data should be presented, whenever possible, based on the mean number of hours of work per week.

Mean hours actually worked per week are calculated by dividing the total number of hours actually worked per week by: a) the total number of employee-held jobs during the same period, if the estimates are derived from an establishment survey; or b) the total number of persons in employment (or employees) if the statistics are derived from a labour force survey. Mean hours paid for should be given as the mean hours paid for in all employee-held jobs.

For more detailed information, refer to the [Resolution concerning the measurement of working time](#), adopted by the Eighteenth International Conference of Labour Statisticians (December 2008).

## OTHER questionnaire

Typical sources for the following indicators include, but are not limited to, establishment surveys and administrative records. The source with the most comprehensive coverage should be used.

### *[EAR] Earnings*

The statutory nominal gross monthly minimum wage effective December 31st of each year refers to the statutory nominal gross monthly minimum wage in effect as of December 31st of each year. The scope and coverage of statutory minimum wages vary from country to country. In this regard the following methodology should be used:

- ▶ **Singular national minimum wage:** use the national minimum wage in place.
- ▶ **Regional minimum wage:** use the minimum wage in place in the capital city (or region), the largest city (or region), or an average of the largest cities (or regions) to capture the minimum wage which affects the largest percentage of employees.
- ▶ **Sectoral minimum wage:** use the minimum wage in place for the sector which has the greatest employment coverage (if known). Otherwise, use the minimum wage in place in the manufacturing sector or sector with the greatest concentration of unskilled labour.
- ▶ **Occupational minimum wage:** use the minimum wage in place for the occupation which has the greatest employment coverage (if known). Otherwise, use the minimum wage in place for the most unskilled type of occupation.

The concept of earnings, as applied in wages statistics, relates to gross remuneration in cash and in kind paid to employees, as a rule at regular intervals, for time worked or work done together with remuneration for time not worked, such as annual vacation, other type of paid leave or holidays. Earnings exclude employers' contributions in respect of their employees paid to social security and pension schemes and also the benefits received by employees under these schemes. Earnings also exclude severance and termination pay.

Statistics of earnings should relate to employees gross remuneration, i.e. the total before any deductions are made by the employer in respect of taxes, contributions of employees to social security and pension schemes, life insurance premiums, union dues and other obligations of employees.

Earnings should include: direct wages and salaries, remuneration for time not worked (excluding severance and termination pay), bonuses and gratuities and housing and family allowances paid by the employer directly to this employee.

Data on earnings should be presented, whenever possible, in nominal terms and based on the mean of monthly earnings of all employees, unless otherwise stated in the title of the table. The data on earnings are most often obtained from payroll data and derived from establishment surveys or censuses.



For more detailed information, refer to the [Resolution concerning an integrated system of wages statistics](#), adopted by the Twelfth International Conference of Labour Statisticians (October 1973).

### **[LAC] Labour cost**

Labour cost is the cost incurred by the employer in the employment of labour in a specified reference period. The statistical concept of labour cost comprises remuneration for work performed, payments in respect of time paid for but not worked, bonuses and gratuities, the cost of food, drink and other payments in kind, cost of workers' housing borne by employers, employers' social security expenditures, cost to the employer for vocational training, welfare services and miscellaneous items, such as transport of workers, work clothes and recruitment, together with taxes regarded as labour cost.

Data on labour cost should be presented, whenever possible, in nominal terms and based on the mean hourly labour cost per employee.

Labour cost and compensation of employees are closely related concepts, with many common elements. If data on labour cost are not available, countries may wish to report data on the compensation of employees, a concept defined in the United Nations System of National Accounts 2008 as the total remuneration, in cash or in kind, payable by an enterprise to an employee in return for work done by the latter during the accounting period. The compensation of employees has two main components: a) wages and salaries payable in cash or in kind and b) social insurance contributions payable by employers, which include contributions to social security schemes; actual social contributions to other employment-related social insurance schemes and imputed social contributions to other employment-related social insurance schemes.

For more detailed information, refer to:

- ▶ [Resolution concerning statistics of labour cost](#), adopted by the Eleventh International Conference of Labour Statisticians (October 1966)
- ▶ [United Nations System of National Accounts 2008](#) (regarding the definition of compensation of employees).

### **[PSE] Public sector employment**

Data provided on public sector employment should be consistent with the System of National Accounts (SNA). The SNA consists of a coherent, consistent and integrated set of macroeconomic accounts, balance sheets and tables based on a set of internationally agreed concepts, definitions, classifications and accounting rules. The unit of measurement refers to number of persons employed. The number of persons employed covers all persons employed directly by the institutions belonging to the different sectors, without regard for the particular type of employment contract. The employed comprise all persons who, during a particular reference period (usually a week), were in the following categories: paid employment or self-employment.

Public sector employment covers all employment of the general government sector as defined in the [System of National Accounts 2008](#) (2008 SNA) plus employment of public corporations.

General government sector employment is the total employment of all resident institutional units operating at central, state and local levels of government; i.e. all government units, social security funds and non-market Non Profit Institutions (NPIs) that are controlled by public authority. Government units carry out government functions and have fiscal, legislative and executive authority, which extend to their competent geographical areas (see 2008 SNA, paragraph 4.9):

- ▶ Central government units consist in general of a single institution composed of departments or ministries, of autonomous agencies carrying out special functions, and of all non-market NPIs which are controlled by public authority. Their fiscal, legislative and executive authority extends over the entire territory of the country. The administration units which provide some services to local residents but which are directly dependent on central units should be an integral part of central government unit (see 2008 SNA, paragraphs 4.134 to 4.139).
- ▶ State government units consist of state governments which are separate institutional units plus those non-market NPIs that are controlled by state governments. Their fiscal, legislative and executive authority extends to the territory of the state into the country (see 2008 SNA, paragraphs 4.140 to 4.144).
- ▶ Local government units are institutional units, plus those non-market NPIs that are controlled by local governments, whose fiscal, legislative and executive authority is generally much less than that of central or state governments. They typically provide a wide range of services to local residents and often depend on grants or transfers from higher levels of governments (see 2008 SNA, paragraphs 4.145 and 4.146).
  - Non Profit Institutions (NPIs) are legal or social entities which are separately identified from government units. They are classified under the general government (in each corresponding level) if they are non-market, and controlled by public authority.
- ▶ Social security funds are institutional units that refer to social insurance schemes covering the community as a whole or large sections of the community, and are imposed and controlled by government units. They operate at all levels of government and can be recorded separately as sub-sector of general government or alternatively included in each level of government (see 2008 SNA, paragraphs 4.147 and 4.148).

***NOTE: SOCIAL SECURITY FUNDS SHOULD ONLY BE RECORDED SEPARATELY AS A SUB-SECTOR OF GENERAL GOVERNMENT IF NOT INCLUDED IN THE OTHER SUB-SECTORS, SUCH THAT THE TOTAL OF GENERAL GOVERNMENT EMPLOYMENT IS THE SUM OF ITS PARTS WITHOUT DOUBLE-COUNTING EMPLOYMENT FOR SOCIAL SECURITY FUNDS.***

Employment of public corporations is the employment of all units producing goods or services for the market and which are controlled (e.g. mainly owned) by government units. This category is not included in general government sector employment.

For more detailed information, refer to the [2008 System of National Accounts](#).

### **[ILR] Industrial relations**

A trade union is defined as an independent workers' organization, constituted for the purpose of furthering and defending the interests of workers. Trade union membership is defined as the total number of workers that currently belong to a trade union.

For more detailed information, refer to:

- ▶ Article 10, Freedom of Association and the Right to Organise Convention, 1948 (ILO Convention No. 87)
- ▶ Article 2, ILO Promotion of Collective Bargaining Convention, 1981 (ILO Convention No. 154)
- ▶ Article 1, ILO Equal Remuneration for Men and Women Workers for Work of Equal Value Convention, 1951 (ILO Convention No. 100)
- ▶ Paragraph 2, ILO Collective Agreements Recommendation, 1951 (ILO Convention No. 91)
- ▶ [Guidebook on how and why to collect and use data on industrial relations](#)

Collective bargaining coverage is defined as the number of workers in employment whose pay and/or conditions of employment is determined by one or more collective agreement(s). This number should include individuals whose pay and/or employment conditions are determined by collective bargaining agreements based on the extension of those agreements.

Collective bargaining refers to all negotiations which take place between an employer, a group of employers or one or more employers' organisations, on the one hand, and one or more workers' organisations, on the other, for: (a) determining working conditions and terms of employment; and/or (b) regulating relations between employers and workers; and/or (c) regulating relations between employers or their organisations and a workers' organisation or workers' organisations.

For this inquiry, collective bargaining should involve the determination of remuneration and other terms and conditions of employment. Remuneration includes basic or minimum wage or salary and any additional emoluments whatsoever payable directly or indirectly, whether in cash or in kind, by the employer to the worker and arising out of the worker's employment.

Collective bargaining agreements refer to all agreements in writing regarding working conditions and terms of employment concluded between an employer, a group of employers or one or more employers' organisations, on the one hand, and one or more representative workers' organisations, on the other.

For more detailed information, refer to:

- ▶ Article 10, Freedom of Association and the Right to Organise Convention, 1948 (ILO Convention No. 87)
- ▶ Article 2, ILO Promotion of Collective Bargaining Convention, 1981 (ILO Convention No. 154)

- ▶ Article 1, ILO Equal Remuneration for Men and Women Workers for Work of Equal Value Convention, 1951 (ILO Convention No. 100)
- ▶ Paragraph 2, ILO Collective Agreements Recommendation, 1951 (ILO Convention No. 91))
- ▶ [Quick guide on sources and uses of collective bargaining statistics](#)
- ▶ [Guidebook on how and why to collect and use data on industrial relations](#)

### **[INJ] Occupational injuries**

An occupational injury is defined as any personal injury, disease or death resulting from an occupational accident; an occupational injury is therefore distinct from an occupational disease, which is a disease contracted as a result of an exposure over a period of time to risk factors arising from work activity.

An occupational accident is an unexpected and unplanned occurrence, including acts of violence, arising out of or in connection with work which results in one or more workers incurring a personal injury, disease or death.

A case of occupational injury is the case of one worker incurring an occupational injury as a result of one occupational accident. An occupational injury could be fatal (as a result of occupational accidents and where death occurred within one year of the day of the accident) or non-fatal with lost work time.

Incapacity for work is the inability of the victim, due to an occupational injury, to perform the normal duties of work in the job or post occupied at the time of the occupational accident. Incapacity can be permanent or temporary.

Cases of permanent incapacity for work are cases of occupational injury where the persons injured were never able to perform again the normal duties of work in the job or post occupied at the time of the occupational accident causing the injury.

Cases of temporary incapacity are cases of occupational injury where the workers injured were unable to work from the day after the day of the accident, but were later able to perform again the normal duties of work in the job or post occupied at the time of the occupational accident causing the injury within a period of one year from the day of the accident.

The workers in the particular group under consideration and covered by the source of the statistics of occupational injuries are known as the workers in the reference group. In the case of a notification system, it is the number of workers in, for example, the establishments or selected economic activities covered by the system as set out in the relevant legislation or regulations.

To make meaningful comparisons between countries, activities and over time, relative differences in these variables need to be considered, by calculating comparative measures. The incidence rate is calculated as the number of new cases of injury during the calendar year divided by the number of workers in the reference group during the year, multiplied by 100,000.

Days lost due to temporary incapacity refers to the total number of calendar days during which those persons temporarily incapacitated were unable to work, excluding the day of the accident, up to a maximum of one year. Temporary absences from work of less than one day for medical treatment are not included.

For more detailed information, refer to the [Resolution concerning statistics of occupational injuries](#) (resulting from occupational accidents), adopted by the Sixteenth International Conference of Labour Statisticians (October 1998).

### **[STR] Strikes and lockouts**

A strike is a temporary work stoppage carried out by one or more groups of workers with a view to enforcing or resisting demands or expressing grievances, or supporting other workers in their demands or grievances.

A lockout is a total or partial temporary closure of one or more places of employment, or the hindering of the normal work activities of employees, by one or more employers with a view to enforcing or resisting demands or expressing grievances, or supporting other employers in their demands or grievances.

Workers involved in strikes and lockouts represents the number of workers implicated directly or indirectly at any time during a strike or lockout, whether the involvement was for the full duration of the strike or lockout or only part of it. Workers who are unable to work as a result of the secondary effects of strikes or lockouts should not be included.

Workers directly involved in a strike are those who participated directly by stopping work. Workers indirectly involved in a strike are those employees of the establishments involved, or self-employed workers in the group involved, who did not participate directly by stopping work but who were prevented from working because of the strike.

Workers directly involved in a lockout are those employees of the establishments involved who were directly concerned by the labour dispute and who were prevented from working by the lockout. Workers indirectly involved in a lockout are those employees of the establishments involved who were not directly concerned by the labour dispute but who were prevented from working by the lockout.

Days not worked as a result of strikes and lockouts represent the total number of working days not worked as a result of strikes and lockouts in progress during the year. It is measured in terms of the sum of the actual working days during which work would normally have been carried out by each worker involved had there been no stoppage.

Rates of days not worked due to strikes and lockouts represent the severity rates of strikes and lockouts, generally calculated in terms of the number of days not worked per a specified number of workers, (either employees or persons employed, depending on national circumstances and practices).

For more detailed information, refer to the [Resolution concerning statistics of strikes, lockouts and other action due to labour disputes](#), adopted by the Fifteenth International Conference of Labour Statisticians (January 1993).

### ***[LAI] Labour inspection***

Labour inspectors are public officials or other authorities who are responsible for three key labour inspection activities: a) securing the enforcement of the legal provisions relating to conditions of work and the protection of workers while engaged in their work, such as provisions relating to hours, wages, safety, health and welfare, the employment of children and young persons, and other connected matters, in so far as such provisions are enforceable by labour inspectors; b) supplying technical information and advice to employers and workers concerning the most effective means of complying with the legal provisions; c) bringing to the notice of the competent authority defects or abuses not specifically covered by existing legal provisions. Labour inspectors have the authority to initiate processes that may lead to legal action.

Labour inspection visits refer to a physical presence of a labour inspector in a workplace for the purpose of carrying out a labour inspection and which is duly documented as required by national legislation.

A workplace can be defined as any physical space, whether a physical construction (such as a building or set of buildings) or not, in which at least one employed person carries out their work activities. Only those workplaces that are registered and could potentially be selected for labour inspection should be included in the total number.

## ► Classifications

### General guidelines

Most of the information requested should be disaggregated by sex, that is, for men and women separately in addition to the total. The following additional classifications are used throughout the questionnaire:

#### Age

Data requested by age should be provided according to five-year age bands: 10-14 (only for those countries where the lower limit of working age population is under 15), 15-19, 20-24, and so on. If data cannot be provided by five-year age bands (for example, due to sample size limitations), use the 10-year age bands: 15-24, 25-34, 35-44, 45-54, 55-64 and 65+. As a last resort, you may use the aggregate age bands: 15-24, 25-54, 55-64, and 65+.

#### Rural/urban areas

Data requested by rural/urban areas entail a disaggregation by rural and urban areas where the differentiation between these areas should be made according to national definitions.

#### Education

Data requested by level of education should be provided according to the highest level of education *completed*, classified according to the International Standard Classification of Education (see [ISCED-11](#) and [ISCED-97](#)). Where such data cannot be provided, you may use the aggregated levels of education using the correspondence table below.

Aggregate Levels of Education	ISCED-11	ISCED-97
Less than basic	X. No schooling	X. No schooling
	0. Early childhood education	0. Pre-primary education
Basic	1. Primary education	1. Primary education or first stage of basic education
	2. Lower secondary education	2. Lower secondary or second stage of basic education
Intermediate	3. Upper secondary education	3. Upper secondary education
	4. Post-secondary non-tertiary education	4. Post-secondary non-tertiary education
Advanced	5. Short-cycle tertiary education	5. First stage of tertiary education (not leading directly to an advanced research qualification)
	6. Bachelor's or equivalent level	
	7. Master's or equivalent level	

	8. Doctoral or equivalent level	6. Second stage of tertiary education (leading to an advanced research qualification)
Level not stated	9. Not elsewhere classified	?. Level not stated

### **Disability status**

This classification differentiates between persons with and without disability. The term “Disability”, as defined in the International Classification of Functioning, Disability and Health (ICF) (World Health Organization, Geneva, 2001), is used as an umbrella term, covering impairments, activity limitations, and participation restrictions. Impairments are problems in body function or structure such as a significant deviation or loss. Activity limitations are difficulties an individual may have in executing activities. Participation restrictions are problems an individual may experience in involvement in life situations. For measurement purposes, a person with disability is defined as a person who is limited in the kind or amount of activities that he or she can do because of ongoing difficulties due to a long-term physical condition, mental condition or health problem. The following list of broad categories of disabilities, may be used:

- seeing difficulties (even if wearing glasses)
- hearing difficulties (even if using hearing aid)
- speaking difficulties (e.g., talking)
- moving/mobility difficulties (e.g., walking, climbing stairs, standing)
- body movement difficulties (e.g., reaching, crouching, kneeling)
- gripping/holding difficulties (e.g., using fingers to grip or handle objects)
- learning difficulties (e.g., intellectual difficulties, retardation)
- behavioural difficulties (e.g., psychological, emotional problems)
- personal care difficulties (e.g., bathing, dressing, feeding)
- other difficulties

### **Status in employment**

Jobs can be classified with respect to the type of explicit or implicit contract of employment the person has with other persons or organizations. The basic criteria used to define the groups of the classification are the type of economic risk and the type of authority over establishments and other workers which the job incumbents have or will have. Topics disaggregated by status in employment should be provided according to the International Standard Classification of Status in Employment (ICSE-93), although a later version (ICSE-18) was adopted by the 20<sup>th</sup> ICLS in October 2018. For more information, refer to the [Resolution concerning statistics on work relationships](#).

### **Economic activity**

This type of classification refers to the main activity of the establishment in which a person worked during the reference period, or last worked if unemployed. The branch of economic



activity of a person does not depend on the specific duties or functions of the person's job, but on the characteristics of the economic unit in which this person works.

Topics disaggregated by economic activity should be provided according to the latest version of the International Standard Industrial Classification of All Economic Activities ([ISIC-Rev. 4](#)). If the relevant data cannot be provided according to this classification, data should be coded according to [ISIC-Rev. 3](#). If the national industrial classification differs from the ISIC, provide data based on the correspondence from the national classification to one of the ISIC or the aggregated economic activity using the table below.

<b>Aggregate Economic Activity</b>			<b>Sections ISIC- Rev. 4</b>	<b>Sections ISIC- Rev. 3</b>	<b>Sections ISIC- Rev. 2</b>
Agriculture			A	A B	1
Non Agriculture	Industry	Manufacturing	C	D	3
		Construction	F	F	5
		Mining and quarrying; Electricity, gas and water supply	B, D, E	C, E	2, 4
	Services	Market Services (Trade; Transportation; Accommodation and food; and Business and administrative services)	G, H, I, J, K, L, M, N	G, H, I, J, K	6, 7, 8
		Non-market services (Public administration; Community, social and other services and activities)	O, P, Q, R, S, T, U	L, M, N, O, P, Q	9
Not classifiable by economic activity			X		0

The purpose of international classification schemes is not to supersede national classifications but to provide a framework for the international comparison of national statistics.

### **Occupation**

Information on occupation provides a description of the set of tasks and duties which are carried out by, or can be assigned to, one person. Persons are classified by occupations through their relationship to a present job, for employed persons, or a past job, for persons who are unemployed.

Topics disaggregated by occupation should be provided according to the latest version of the International Standard Classification of Occupations ([ISCO-08](#)), which may require recoding the data based on the correspondence from the national classification to ISCO-08. Where such data cannot be provided, you may use [ISCO-88](#) or the aggregate categories of occupation, which correspond to broad skill levels, using the correspondence table below. For some indicators,

only data disaggregated at the ISCO Major Group level are requested, while for other indicators, data are requested for selected Sub-Major Groups.

<b>Aggregate Categories of Occupation</b>	<b>ISCO-08</b>	<b>ISCO-88</b>
Managers, professionals, and technicians (skill levels 3 and 4 – high)	1. Managers	1. Legislators, senior officials and managers
	2. Professionals	2. Professionals
	3. Technicians and associate professionals	3. Technicians and associate professionals
Clerks and service, agricultural, trades, and plant workers (skill level 2 – medium)	4. Clerical support workers	4. Clerks
	5. Service and sales workers	5. Service workers and shop and market sales workers
	6. Skilled agricultural, forestry and fishery workers	6. Skilled agricultural and fishery workers
	7. Craft and related trades workers	7. Craft and related trades workers
	8. Plant and machine operators, and assemblers	8. Plant and machine operators and assemblers
Elementary occupations (skill level 1 – low)	9. Elementary occupations	9. Elementary occupations
Armed forces and not elsewhere classified	0. Armed forces occupations	0. Armed forces
	X. Not elsewhere classified	X. Not elsewhere classified

### ***Institutional sector***

Data requested by institutional sector refers to disaggregations by public and private sector employment. Public sector employment covers employment in the government sector plus employment in publicly owned resident enterprises and companies, operating at central, state (or regional) and local levels of government. It covers all persons employed directly by those institutions, regardless of the particular type of employment contract. Private sector employment comprises employment in all resident units operated by private enterprises, that is, it excludes enterprises controlled or operated by the government sector.

### ***Weekly actual hours of work***

This classification aims to collect data on the distribution of all employed persons according to their weekly actual working time. Countries should provide data on the number of employed persons who fall in the standardized hour bands as follows: 0; 1-14; 15-29; 30-34; 35-39; 40-48;

and 49 hours or more. If data by the requested hour bands cannot be produced, it is requested that countries provide data using hour bands that are as close as possible to those requested and provide information regarding the hour bands used in the notes field.

### ***Migrant status***

An international migrant is any individual who changes his or her country of usual residence. A person's country of usual residence is that in which the person lives, i.e., the country in which the person has a place to live where he or she normally spends the daily period of rest.

Temporary travel abroad for purposes of recreation, holiday, business, medical treatment or religious pilgrimage does not entail a change in the country of usual residence.

In practice, the definition of migrants can be based on citizenship (citizen versus non-citizen) or place of birth (native-born versus foreign-born) or other criteria. You may indicate the criteria in the optional notes field.

### ***Type of incapacity***

Data on occupational injuries should be disaggregated by type of incapacity, reflecting (1) cases of permanent incapacity for work (where the persons injured were never again able to perform the normal duties of work in the job or post occupied at the time of the occupational accident causing the injury) and (2) cases of temporary incapacity (where the workers injured were unable to work from the day after the day of the accident, but were again able to perform the normal duties of work in the job or post occupied at the time of the occupational accident causing the injury within a period of one year from the day of the accident).

## **International Classification by Status in Employment (ICSE-1993)**

- 1 Employees
- 2 Employers
- 3 Own-account workers
- 4 Members of producers' cooperatives
- 5 Contributing family workers
- 6 Workers not classifiable by status

## **International Standard Classification of Education (ISCED-11)**

- 0 Early childhood education**
  - 01 Early childhood educational development
  - 02 Pre-primary education
- 1 Primary education**
  - 10 Primary education
- 2 Lower secondary education**
  - 24 General
  - 25 Vocational
- 3 Upper secondary education**
  - 34 General
  - 35 Vocational
- 4 Post-secondary non-tertiary education**
  - 44 General
  - 54 Vocational

- 5 Short-cycle tertiary education**
  - 54 General
  - 55 Vocational
- 6 Bachelor's or equivalent level**
  - 64 Academic
  - 65 Professional
  - 66 Orientation unspecified
- 7 Master's or equivalent level**
  - 74 Academic
  - 75 Professional
  - 76 Orientation unspecified
- 8 Doctoral or equivalent level**
  - 74 Academic
  - 75 Professional
  - 76 Orientation unspecified
- 9 Not elsewhere classified**
  - 99 Not elsewhere classified

## International Standard Classification of Education (ISCED-97)

- X No schooling**
- 0 Pre-primary education**
- 1 Primary education or first stage of basic education**
- 2 Lower secondary or second stage of basic education**
  - 2A Direct access to Level 3 (3A or 3B) in a sequence leading ultimately to tertiary education
  - 2B Direct access to Level 3C
  - 2C Direct access to the labour market
- 3 Upper secondary education**
  - 3A Direct access to Level 5A
  - 3B Direct access to Level 5B
  - 3C Not designed to lead directly to Levels 5A or 5B, but rather to the labour market or to Level 4 or other Level 3 programmes
- 4 Post-secondary non-tertiary education**
  - 4A Preparation for entry to Level 5
  - 4B Do not give access to Level 5 (primarily designed for labour market entry)
- 5 First stage of tertiary education (not leading directly to an advanced research qualification)**
  - 5A Programmes are largely theoretically based and are intended to provide sufficient qualifications for gaining entry into advanced research programmes and professions with high skill requirements (e.g. medicine, dentistry, architecture, etc.) They have a minimum cumulative theoretical duration of three years full-time equivalent, although typically they are four or more years.
  - 5B Programmes are practically oriented/ occupationally specific and mainly designed to permit the acquisition of the practical skills and know-how necessary for employment in a particular occupation or trade; successful completion usually provides participants with a labour-market relevant qualification. Programmes are typically shorter than in 5A with a minimum duration of 2 years' full-time equivalent and they do not provide direct access to advanced research programmes.
- 6 Second stage of tertiary education (leading to an advanced research qualification)**

## International Standard Classification of Occupations (ISCO-08)

- 1 Managers**
  - 11 Chief executives, senior officials and legislators

- 111 Legislators and senior officials
- 112 Managing directors and chief executives
- 12 Administrative and commercial managers
  - 121 Business services and administration managers
  - 122 Sales, marketing and development managers
- 13 Production and specialised services managers
  - 131 Production managers in agriculture, forestry and fisheries
  - 132 Manufacturing, mining, construction, and distribution managers
  - 133 Information and communications technology service managers
  - 134 Professional services managers
- 14 Hospitality, retail and other services managers
  - 141 Hotel and restaurant managers
  - 142 Retail and wholesale trade managers
  - 143 Other services managers
- 2 Professionals**
  - 21 Science and engineering professionals
    - 211 Physical and earth science professionals
    - 212 Mathematicians, actuaries and statisticians
    - 213 Life science professionals
    - 214 Engineering professionals (excluding electrotechnology)
    - 215 Electrotechnology engineers
    - 216 Architects, planners, surveyors and designers
  - 22 Health professionals
    - 221 Medical doctors
    - 222 Nursing and midwifery professionals
    - 223 Traditional and complementary medicine professionals
    - 224 Paramedical practitioners
    - 225 Veterinarians
    - 226 Other health professionals
  - 23 Teaching professionals
    - 231 University and higher education teachers
    - 232 Vocational education teachers
    - 233 Secondary education teachers
    - 234 Primary school and early childhood teachers
    - 235 Other teaching professionals
  - 24 Business and administration professionals
    - 241 Finance professionals
    - 242 Administration professionals
    - 243 Sales, marketing and public relations professionals
  - 25 Information and communications technology professionals
    - 251 Software and applications developers and analysts
    - 252 Database and network professionals
  - 26 Legal, social and cultural professionals
    - 261 Legal professionals
    - 262 Librarians, archivists and curators
    - 263 Social and religious professionals
    - 264 Authors, journalists and linguists
    - 265 Creative and performing artists
- 3 Technicians and associate professionals**
  - 31 Science and engineering associate professionals
    - 311 Physical and engineering science technicians
    - 312 Mining, manufacturing and construction supervisors
    - 313 Process control technicians
    - 314 Life science technicians and related associate professionals
    - 315 Ship and aircraft controllers and technicians
  - 32 Health associate professionals

- 321 Medical and pharmaceutical technicians
- 322 Nursing and midwifery associate professionals
- 323 Traditional and complementary medicine associate professionals
- 324 Veterinary technicians and assistants
- 325 Other health associate professionals
- 33 Business and administration associate professionals
  - 331 Financial and mathematical associate professionals
  - 332 Sales and purchasing agents and brokers
  - 333 Business services agents
  - 334 Administrative and specialised secretaries
  - 335 Regulatory government associate professionals
- 34 Legal, social, cultural and related associate professionals
  - 341 Legal, social and religious associate professionals
  - 342 Sports and fitness workers
  - 343 Artistic, cultural and culinary associate professionals
- 35 Information and communications technicians
  - 351 Information and communications technology operations and user support technicians
  - 352 Telecommunications and broadcasting technicians
- 4 Clerical support workers**
  - 41 General and keyboard clerks
    - 411 General office clerks
    - 412 Secretaries (general)
    - 413 Keyboard operators
  - 42 Customer services clerks
    - 421 Tellers, money collectors and related clerks
    - 422 Client information workers
  - 43 Numerical and material recording clerks
    - 431 Numerical clerks
    - 432 Material-recording and transport clerks
  - 44 Other clerical support workers
    - 441 Other clerical support workers
- 5 Service and sales workers**
  - 51 Personal service workers
    - 511 Travel attendants, conductors and guides
    - 512 Cooks
    - 513 Waiters and bartenders
    - 514 Hairdressers, beauticians and related workers
    - 515 Building and housekeeping supervisors
    - 516 Other personal services workers
  - 52 Sales workers
    - 521 Street and market salespersons
    - 522 Shop salespersons
    - 523 Cashiers and ticket clerks
    - 524 Other sales workers
  - 53 Personal care workers
    - 531 Child care workers and teachers' aides
    - 532 Personal care workers in health services
  - 54 Protective services workers
    - 541 Protective services workers
- 6 Skilled agricultural, forestry and fishery workers**
  - 61 Market-oriented skilled agricultural workers
    - 611 Market gardeners and crop growers
    - 612 Animal producers
    - 613 Mixed crop and animal producers
  - 62 Market-oriented skilled forestry, fishery and hunting workers

- 621 Forestry and related workers
- 622 Fishery workers, hunters and trappers
- 63 Subsistence farmers, fishers, hunters and gatherers
  - 631 Subsistence crop farmers
  - 632 Subsistence livestock farmers
  - 633 Subsistence mixed crop and livestock farmers
  - 634 Subsistence fishers, hunters, trappers and gatherers
- 7 Craft and related trades workers**
  - 71 Building and related trades workers, excluding electricians
    - 711 Building frame and related trades workers
    - 712 Building finishers and related trades workers
    - 713 Painters, building structure cleaners and related trades workers
  - 72 Metal, machinery and related trades workers
    - 721 Sheet and structural metal workers, moulders and welders, and related workers
    - 722 Blacksmiths, toolmakers and related trades workers
    - 723 Machinery mechanics and repairers
  - 73 Handicraft and printing workers
    - 731 Handicraft workers
    - 732 Printing trades workers
  - 74 Electrical and electronic trades workers
    - 741 Electrical equipment installers and repairers
    - 742 Electronics and telecommunications installers and repairers
  - 75 Food processing, wood working, garment and other craft and related trades workers
    - 751 Food processing and related trades workers
    - 752 Wood treaters, cabinet-makers and related trades workers
    - 753 Garment and related trades workers
    - 754 Other craft and related workers
- 8 Plant and machine operators, and assemblers**
  - 81 Stationary plant and machine operators
    - 811 Mining and mineral processing plant operators
    - 812 Metal processing and finishing plant operators
    - 813 Chemical and photographic products plant and machine operators
    - 814 Rubber, plastic and paper products machine operators
    - 815 Textile, fur and leather products machine operators
    - 816 Food and related products machine operators
    - 817 Wood processing and papermaking plant operators
    - 818 Other stationary plant and machine operators
  - 82 Assemblers
    - 821 Assemblers
  - 83 Drivers and mobile plant operators
    - 831 Locomotive engine drivers and related workers
    - 832 Car, van and motorcycle drivers
    - 833 Heavy truck and bus drivers
    - 834 Mobile plant operators
    - 835 Ships' deck crews and related workers
- 9 Elementary occupations**
  - 91 Cleaners and helpers
    - 911 Domestic, hotel and office cleaners and helpers
    - 912 Vehicle, window, laundry and other hand cleaning workers
  - 92 Agricultural, forestry and fishery labourers
    - 921 Agricultural, forestry and fishery labourers
  - 93 Labourers in mining, construction, manufacturing and transport
    - 931 Mining and construction labourers
    - 932 Manufacturing labourers
    - 933 Transport and storage labourers
  - 94 Food preparation assistants

- 941 Food preparation assistants
- 95 Street and related sales and service workers
  - 951 Street and related service workers
  - 952 Street vendors (excluding food)
- 96 Refuse workers and other elementary workers
  - 961 Refuse workers
  - 962 Other elementary workers

**0 Armed forces occupations**

- 01 Commissioned armed forces officers
  - 011 Commissioned armed forces officers
- 02 Non-commissioned armed forces officers
  - 021 Non-commissioned armed forces officers
- 03 Armed forces occupations, other ranks
  - 031 Armed forces occupations, other ranks

## International Standard Classification of Occupations (ISCO-88)

**1 Legislators, senior officials and managers**

- 11 Legislators and senior officials
  - 111 Legislators
  - 112 Senior government officials
  - 113 Traditional chiefs and heads of villages
  - 114 Senior officials of special-interest organisations
- 12 Corporate managers
  - 121 Directors and chief executives
  - 122 Production and operations department managers
  - 123 Other department managers
- 13 General managers
  - 131 General managers

**2 Professionals**

- 21 Physical, mathematical and engineering science professionals
  - 211 Physicists, chemists and related professionals
  - 212 Mathematicians, statisticians and related professionals
  - 213 Computing professionals
  - 214 Architects, engineers and related professionals
- 22 Life science and health professional
  - 221 Life science professionals
  - 222 Health professionals (except nursing)
  - 223 Nursing and midwifery professionals
- 23 Teaching professionals
  - 231 College, university and higher education teaching professionals
  - 232 Secondary education teaching professionals
  - 233 Primary and pre-primary education teaching professionals
  - 234 Special education teaching professionals
  - 235 Other teaching professionals
- 24 Other professionals
  - 241 Business professionals
  - 242 Legal professionals
  - 243 Archivists, librarians and related information professionals
  - 244 Social science and related professionals
  - 245 Writers and creative or performing artists
  - 246 Religious professionals

**3 Technicians and associate professionals**

- 31 Physical and engineering science associate professionals
  - 311 Physical and engineering science technicians



- 312 Computer associate professionals
- 313 Optical and electronic equipment operators
- 314 Ship and aircraft controllers and technicians
- 315 Safety and quality inspectors
- 32 Life science and health associate professionals
  - 321 Life science technicians and related associate professionals
  - 322 Modern health associate professionals (except nursing)
  - 323 Nursing and midwifery associate professionals
  - 324 Traditional medicine practitioners and faith healers
- 33 Teaching associate professionals
  - 331 Primary education teaching associate professionals
  - 332 Pre-primary education teaching associate professionals
  - 333 Special education teaching associate professionals
  - 334 Other teaching associate professionals
- 34 Other associate professionals
  - 341 Finance and sales associate professionals
  - 342 Business services agents and trade brokers
  - 343 Administrative associate professionals
  - 344 Customs, tax and related government associate professionals
  - 345 Police inspectors and detectives
  - 346 Social work associate professionals
  - 347 Artistic, entertainment and sports associate professionals
  - 348 Religious associate professionals
- 4 Clerks**
  - 41 Office clerks
    - 411 Secretaries and keyboard-operating clerks
    - 412 Numerical clerks
    - 413 Material-recording and transport clerks
    - 414 Library, mail and related clerks
    - 419 Other office clerks
  - 42 Customer service clerks
    - 421 Cashiers, tellers and related clerks
    - 422 Client information clerks
- 5 Service workers and shop and market sales workers**
  - 51 Personal and protective services workers
    - 511 Travel attendants and related workers
    - 512 Housekeeping and restaurant services workers
    - 513 Personal care and related workers
    - 514 Other personal service workers
    - 515 Astrologers, fortune-tellers and related workers
    - 516 Protective services workers
  - 52 Models, salespersons and demonstrators
    - 521 Fashion and other models
    - 522 Shop salespersons and demonstrators
    - 523 Stall and market salespersons
- 6 Skilled agricultural and fishery workers**
  - 61 Market-oriented skilled agricultural and fishery workers
    - 611 Market gardeners and crop growers
    - 612 Market-oriented animal producers and related workers
    - 613 Market-oriented crop and animal producers
    - 614 Forestry and related workers
    - 615 Fishery workers, hunters and trappers
  - 62 Subsistence agricultural and fishery workers
    - 621 Subsistence agricultural and fishery workers
- 7 Craft and related trade workers**
  - 71 Extraction and building trade workers
    - 711 Miners, shotfirers, stone cutters and carvers

- 712 Building frame and related trades workers
- 713 Building finishers and related trades workers
- 714 Painters, building structure cleaners and related trades workers
- 72 Metal, machinery and related trades workers
  - 721 Metal moulders, welders, sheet-metal workers, structural-metal preparers, and related trades workers
  - 722 Blacksmiths, tool-makers and related trades workers
  - 723 Machinery mechanics and fitters
  - 724 Electrical and electronic equipment mechanics and fitters
- 73 Precision, handicraft, printing and related trades workers
  - 731 Precision workers in metal and related materials
  - 732 Potters, glass-makers and related trades workers
  - 733 Handicraft workers in wood, textile, leather and related material
  - 734 Printing and related trades workers
- 74 Other craft and related trades workers
  - 741 Food processing and related trades workers
  - 742 Wood treaters, cabinet-makers and related trades workers
  - 743 Textile, garment and related trades workers
  - 744 Pelt, leather and shoemaking trades workers
- 8 Plant and machine operators and assemblers**
  - 81 Stationary plant and related operators
    - 811 Mining and mineral-processing-plant operators
    - 812 Metal-processing-plant operators
    - 813 Glass, ceramics and related plant-operators
    - 814 Wood-processing-and papermaking-plant operators
    - 815 Chemical-processing-plant operators
    - 816 Power-production and related plant operators
    - 817 Automated-assembly-line and industrial-robot operators
  - 82 Machine operators and assemblers
    - 821 Metal-and mineral-products machine operators
    - 822 Chemical-products machine operators
    - 823 Rubber- and plastic-products machine operators
    - 824 Wood-products machine operators
    - 825 Printing-, binding-and paper-products machine operators
    - 826 Textile-, fur-and leather-products machine operators
    - 827 Food and related products machine operators
    - 828 Assemblers
    - 829 Other machine operators and assemblers
  - 83 Drivers and mobile plant operators
    - 831 Locomotive engine drivers and related workers
    - 832 Motor vehicle drivers
    - 833 Agricultural and other mobile plant operators
    - 834 Ships' deck crews and related workers
- 9 Elementary occupations**
  - 91 Sales and services elementary occupations
    - 911 Street vendors and related workers
    - 912 Shoe cleaning and other street services elementary occupations
    - 913 Domestic and related helpers, cleaners and launderers
    - 914 Building caretakers, window and related cleaners
    - 915 Messengers, porters, doorkeepers and related workers
    - 916 Garbage collectors and related labourers
  - 92 Agricultural, fishery and related labourers
    - 921 Agricultural, fishery and related labourers
  - 93 Labourers in mining, construction, manufacturing and transport
    - 931 Mining and construction labourers
    - 932 Manufacturing labourers
    - 933 Transport labourers and freight handlers
- 0 Armed forces**

## International Standard Industrial Classification of all Economic Activities (ISIC-Rev. 4)

### **A Agriculture, forestry and fishing**

- 01 Crop and animal production, hunting and related service activities
- 02 Forestry and logging
- 03 Fishing and aquaculture

### **B Mining and quarrying**

- 05 Mining of coal and lignite
- 06 Extraction of crude petroleum and natural gas
- 07 Mining of metal ores
- 08 Other mining and quarrying
- 09 Mining support service activities

### **C Manufacturing**

- 10 Manufacture of food products
- 11 Manufacture of beverages
- 12 Manufacture of tobacco products
- 13 Manufacture of textiles
- 14 Manufacture of wearing apparel
- 15 Manufacture of leather and related products
- 16 Manufacture of wood and of products of wood and cork, except furniture; manufacture of articles of straw and plaiting materials
- 17 Manufacture of paper and paper products
- 18 Printing and reproduction of recorded media
- 19 Manufacture of coke and refined petroleum products
- 20 Manufacture of chemicals and chemical products
- 21 Manufacture of basic pharmaceutical products and pharmaceutical preparations
- 22 Manufacture of rubber and plastics products
- 23 Manufacture of other non-metallic mineral products
- 24 Manufacture of basic metals
- 25 Manufacture of fabricated metal products, except machinery and equipment
- 26 Manufacture of computer, electronic and optical products
- 27 Manufacture of electrical equipment
- 28 Manufacture of machinery and equipment n.e.c.
- 29 Manufacture of motor vehicles, trailers and semi-trailers
- 30 Manufacture of other transport equipment
- 31 Manufacture of furniture
- 32 Other manufacturing
- 33 Repair and installation of machinery and equipment

### **D Electricity, gas, steam and air conditioning supply**

- 35 Electricity, gas, steam and air conditioning supply

### **E Water supply; sewerage, waste management and remediation activities**

- 36 Water collection, treatment and supply
- 37 Sewerage
- 38 Waste collection, treatment and disposal activities; materials recovery
- 39 Remediation activities and other waste management services

### **F Construction**

- 41 Construction of buildings
- 42 Civil engineering
- 43 Specialized construction activities

### **G Wholesale and retail trade; repair of motor vehicles and motorcycles**

- 45 Wholesale and retail trade and repair of motor vehicles and motorcycles
- 46 Wholesale trade, except of motor vehicles and motorcycles
- 47 Retail trade, except of motor vehicles and motorcycles

### **H Transportation and storage**

- 49 Land transport and transport via pipelines
- 50 Water transport
- 51 Air transport
- 52 Warehousing and support activities for transportation
- 53 Postal and courier activities
- I Accommodation and food service activities**
- 55 Accommodation
- 56 Food and beverage service activities
- J Information and communication**
- 58 Publishing activities
- 59 Motion picture, video and television programme production, sound recording and music publishing activities
- 60 Programming and broadcasting activities
- 61 Telecommunications
- 62 Computer programming, consultancy and related activities
- 63 Information service activities
- K Financial and insurance activities**
- 64 Financial service activities, except insurance and pension funding
- 65 Insurance, reinsurance and pension funding, except compulsory social security
- 66 Activities auxiliary to financial service and insurance activities
- L Real estate activities**
- 68 Real estate activities
- M Professional, scientific and technical activities**
- 69 Legal and accounting activities
- 70 Activities of head offices; management consultancy activities
- 71 Architectural and engineering activities; technical testing and analysis
- 72 Scientific research and development
- 73 Advertising and market research
- 74 Other professional, scientific and technical activities
- 75 Veterinary activities
- N Administrative and support service activities**
- 77 Rental and leasing activities
- 78 Employment activities
- 79 Travel agency, tour operator, reservation service and related activities
- 80 Security and investigation activities
- 81 Services to buildings and landscape activities
- 82 Office administrative, office support and other business support activities
- O Public administration and defence; compulsory social security**
- 84 Public administration and defence; compulsory social security
- P Education**
- 85 Education
- Q Human health and social work activities**
- 86 Human health activities
- 87 Residential care activities
- 88 Social work activities without accommodation
- R Arts, entertainment and recreation**
- 90 Creative, arts and entertainment activities
- 91 Libraries, archives, museums and other cultural activities
- 92 Gambling and betting activities
- 93 Sports activities and amusement and recreation activities
- S Other service activities**
- 94 Activities of membership organizations
- 95 Repair of computers and personal and household goods
- 96 Other personal service activities
- T Activities of households as employers; undifferentiated goods- and services-producing activities of households for own use**

- 97 Activities of households as employers of domestic personnel
- 98 Undifferentiated goods- and services-producing activities of private households for own use
- U Activities of extraterritorial organizations and bodies**
- 99 Activities of extraterritorial organizations and bodies
- X Not classifiable by economic activity**

## International Standard Industrial Classification of all Economic Activities (ISIC-Rev. 3)

- A Agriculture, Hunting and Forestry**
  - 01 Agriculture, Hunting and related service activities
  - 02 Forestry, Logging and related service activities
- B Fishing**
  - 05 Fishing, Operation of Fish Hatcheries and Fish Farms; Service activities incidental to Fishing
- C Mining and Quarrying**
  - 10 Mining of Coal and Lignite; Extraction of Peat
  - 11 Extraction of Crude Petroleum and Natural Gas; Service activities incidental to Oil and Gas extraction, excluding surveying
  - 12 Mining of Uranium and Thorium Ores
  - 13 Mining of Metal Ores
  - 14 Other Mining and Quarrying
- D Manufacturing**
  - 15 Manufacture of Food Products and Beverages
  - 16 Manufacture of Tobacco Products
  - 17 Manufacture of Textiles
  - 18 Manufacture of Wearing Apparel; Dressing and Dyeing of Fur
  - 19 Tanning and Dressing of Leather; Manufacture of Luggage, Handbags, Saddlery, Harness and Footwear
  - 20 Manufacture of Wood and of Products of Wood and Cork, except Furniture; Manufacture of articles of Straw and Plaiting Materials
  - 21 Manufacture of Paper and Paper Products
  - 22 Publishing, Printing and Reproduction of Recorded Media
  - 23 Manufacture of Coke, Refined Petroleum Products and Nuclear Fuel
  - 24 Manufacture of Chemicals and Chemical Products
  - 25 Manufacture of Rubber and Plastics Products
  - 26 Manufacture of Other Non-Metallic Mineral Products
  - 27 Manufacture of Basic Metals
  - 28 Manufacture of Fabricated Metal Products, except Machinery and Equipment
  - 29 Manufacture of Machinery and Equipment NEC
  - 30 Manufacture of Office, Accounting and Computing Machinery
  - 31 Manufacture of Electrical Machinery and Apparatus NEC
  - 32 Manufacture of Radio, Television and Communication Equipment and Apparatus
  - 33 Manufacture of Medical, Precision and Optical Instruments, Watches and Clocks
  - 34 Manufacture of Motor Vehicles, Trailers and Semi-Trailers
  - 35 Manufacture of other Transport Equipment
  - 36 Manufacture of Furniture; Manufacturing NEC
  - 37 Recycling
- E Electricity, Gas and Water Supply**
  - 40 Electricity, Gas, Steam and Hot Water Supply
  - 41 Collection, Purification and Distribution of Water
- F Construction**
  - 45 Construction
- G Wholesale and Retail Trade; Repair of Motor Vehicles, Motorcycles and Personal and Household Goods**

- 50 Sale, Maintenance and Repair of Motor Vehicles and Motorcycles; Retail Sale of Automotive Fuel
- 51 Wholesale Trade and Commission Trade, except of Motor Vehicles and Motorcycles
- 52 Retail Trade, except of Motor Vehicles and Motorcycles; Repair of Personal and Household Goods
- H Hotels and Restaurants**
- 55 Hotels and Restaurants
- I Transport, Storage and Communications**
- 60 Land Transport; Transport via Pipelines
- 61 Water Transport
- 62 Air Transport
- 63 Supporting and Auxiliary Transport Activities; Activities of Travel Agencies
- 64 Post and Telecommunications
- J Financial Intermediation**
- 65 Financial Intermediation, except Insurance and Pension Funding
- 66 Insurance and Pension Funding, except Compulsory Social Security
- 67 Activities auxiliary to Financial Intermediation
- K Real Estate, Renting and Business Activities**
- 70 Real Estate activities
- 71 Renting of Machinery and Equipment without Operator and of Personal and Household Goods
- 72 Computer and related activities
- 73 Research and Development
- 74 Other Business activities
- L Public Administration and Defence; Compulsory Social Security**
- 75 Public Administration and Defence; Compulsory Social Security
- M Education**
- 80 Education
- N Health and Social Work**
- 85 Health and Social Work
- O Other Community, Social and Personal Service Activities**
- 90 Sewage and Refuse Disposal, Sanitation and similar activities
- 91 Activities of Membership Organizations NEC
- 92 Recreational, Cultural and Sporting activities
- 93 Other Service activities
- P Private Households with Employed Persons**
- 95 Private Households with Employed Persons
- Q Extra-Territorial Organizations and Bodies**
- 99 Extra-Territorial Organizations and Bodies
- X Not classifiable by economic activity**