



International  
Labour  
Organization

**National adaptation guide**  
**for**  
**ILO Model LFS Questionnaires for PAPI**  
**(2024 Edition)**

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## Introduction

This guide forms part of the ILO model LFS toolkit. It is designed specifically for use with the 2024 version of ILO model LFS questionnaires for Paper Assisted Personal Interviewing (PAPI).

It 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. The guide provides essential information about the questions included in the ILO model LFS questionnaires, in particular their intended purpose, valid response options and issues to consider for national adaptation and implementation.

The guide is limited to the modules capturing work and labour market characteristics of the respondents. 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. At minimum, national adaptation of the ILO model LFS questionnaires will require inclusion of a household roster and a demographic module covering typical questions on social and demographic characteristics of household members, as per national practice. To facilitate this task, separate model questions covering basic social and demographic characteristics have also been made available as part of the toolkit.

The content of the ILO model LFS questionnaires for PAPI is designed on a modular basis to facilitate adaptation, for example addition of new modules covering specific work-related topics of national relevance or for which statistics are needed on a less frequent basis. It is the developer's responsibility to ensure that any adaptation, either additions, removals or changed wording, is appropriately tested before field implementation.

The ILO model LFS questionnaires for PAPI have been developed with a similar structure to the CAPI options, but they are designed with simplified routing to facilitate paper implementation. Both the CAPI and PAPI options are available through the ILO website<sup>1</sup>. An interactive LFS questionnaire viewer has been developed for the PAPI version of the questionnaires to facilitate easier navigation of the questionnaire and related guidance.<sup>2</sup> Those planning to implement through computer assisted interviewing are advised to work with the CAPI option(s).

The contents of the ILO model LFS toolkit are aligned with the most recent international standards adopted by the International Conference of Labour Statisticians (ICLS)<sup>3</sup> and other relevant internationally agreed statistical standards and recommendations, available at the time of its publication. More specifically the questionnaire contains content designed to apply core definitions adopted at the 19th, 20th and 21st ICLS through resolution I of each conference.

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<sup>1</sup> <https://ilostat.ilo.org/resources/lfs-resources/>

<sup>2</sup> <https://ilostat.ilo.org/resources/lfs-resources/lfs-questionnaire-viewer/>

<sup>3</sup> <https://ilostat.ilo.org/about/standards/icls/icls-documents/>

The toolkit has been developed following several rounds of testing and development work undertaken by the ILO in collaboration with National Statistical Offices across different regions of the world. The description of these tests and their conclusions are contained in a series of reports also available on the ILO website<sup>4</sup>.

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.

One other key general conclusion from the testing process, which should be borne in mind by all users of the toolkit, is that careful translation and adaptation to national context are critical to ensure questionnaires are nationally relevant. Appropriate testing is also crucial and sufficient time and resources should be planned for to enable the development process to be completed to an appropriate standard.

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<sup>4</sup> <https://ilostat.ilo.org/about/lfs-research-and-development/>

## General conventions

Summary of conventions used in the ILO labour force survey model questionnaire for PAPI:

- Regular text: Indicates text to be read by the interviewer
- *Italics*: Indicates interviewer instructions or aids, not to be read out loud
- CAPS: INDICATES RESPONSE CATEGORIES AND FILTERS NOT TO BE READ OUT LOUD
- (Parenthesis): Indicates that a choice or a substitution must be made
- [Text in red square brackets]: Indicates text that must be adapted as per national circumstances
- **Bold text (other)**: Indicates question numbers, Module headings, skips, and other structural items
- Skips are marked with this sign: →

### Reference periods

- Reference week: Refers to the calendar week before the interview date, starting from [DAY] to [END\_DAY]. The start and end day of the week are to be defined as per national circumstances (e.g. Monday to Sunday; Sunday to Saturday).
- Last 4 weeks: Refers to the four calendar weeks before the interview date

### Survey population, household and household membership

- To be defined as per existing national household survey practice.

### Working age respondents

- The age limits to identify respondents eligible to answer the modules on work and labour-market characteristics are to be defined as per national circumstances and taking into consideration the measurement objectives of the survey, in particular, the coverage of child labour. In line with the latest international standards (19th ICLS, 2013), to identify the working age population,
- the lower age limit should be set taking into consideration the minimum age for employment and exceptions specified in national laws or regulations, or the age of completion of compulsory schooling. To support international comparisons, the minimum age in data collection should not be set higher than 15 years.
- no upper age limit is recommended to so permit comprehensive coverage of work activities of the adult population.

## Module RSP: Respondent Status

|                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Purpose</b>           | <ul style="list-style-type: none"> <li>Module RSP serves as the start of the personal interview on work-related characteristics.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Adaptation advice</b> | <ul style="list-style-type: none"> <li>It is addressed to household members of working age, as specified in the national context. It includes a small set of questions aimed at selecting the respondent for the personal interview and recording essential information for data quality evaluation. This covers: the type of respondent (direct or proxy) who answers to the questions on labour market characteristics, the characteristics of proxy respondents, and the start time of the personal interview.</li> </ul> |

**RSP\_1 (RSP\_AVAIL)** Is (PPNO# NAME) available and willing to be interviewed?

|                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Answer options</b>    | <ol style="list-style-type: none"> <li>YES</li> <li>NO</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Purpose</b>           | <ul style="list-style-type: none"> <li>To request direct participation of the selected respondent in the interview</li> <li>To reduce reliance on indirect respondents during field operations</li> <li>To improve the quality of data on labour market characteristics recorded</li> </ul>                                                                                                                                                                                                                                    |
| <b>Adaptation advice</b> | <ul style="list-style-type: none"> <li>Recommended as a data quality measure to promote direct participation of eligible respondents in the survey</li> <li>It may be excluded in countries where cultural norms may preclude conducting interviews with selected household members</li> <li>Requires the interviewer to request the selected respondent by name</li> <li>In PAPI surveys interviewers should be trained to write the PPNO and NAME of household members of working age in the corresponding space.</li> </ul> |

**RSP\_2 (RSP\_DIR)** IS THE PERSON (HIM/HERSELF) RESPONDING TO THE QUESTIONS?

|                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Answer options</b>    | <p>INTERVIEWER TO ANSWER: IS THE PERSON (HIM/HERSELF) RESPONDING TO THE QUESTIONS?</p> <ol style="list-style-type: none"> <li>YES</li> <li>NO</li> </ol>                                                                                                                                                                                                                                                                                                      |
| <b>Purpose</b>           | <ul style="list-style-type: none"> <li>To calculate the survey proxy response rate</li> <li>To monitor interviewer quality and plan duration of field operations when information on the number of visits to complete a household is also collected</li> <li>To evaluate the impact of proxy response on data quality</li> </ul>                                                                                                                              |
| <b>Adaptation advice</b> | <ul style="list-style-type: none"> <li>Efforts should be made to interview directly each eligible household member, including for example, by scheduling a second visit</li> <li>If not possible to interview each eligible household member, then a knowledgeable adult household member should be identified</li> <li>Code 01 includes all persons responding directly about their own situation</li> <li>Code 02 includes all proxy respondents</li> </ul> |

**RSP\_3 (RSP\_PPNO)** THE PPNO OF THE PERSON RESPONDING TO THE QUESTIONS

|                          |                                                                                                                                                                                 |
|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Answer options</b>    | <p>INTERVIEWER, ENTER THE PPNO OF THE PERSON RESPONDING TO THE QUESTIONS</p> <ol style="list-style-type: none"> <li>PPNO ____</li> </ol>                                        |
| <b>Purpose</b>           | <ul style="list-style-type: none"> <li>For analysis of the impact of proxy response by demographic characteristics</li> </ul>                                                   |
| <b>Adaptation advice</b> | <ul style="list-style-type: none"> <li>In PAPI surveys interviewers should be trained to write in the PPNO of the proxy respondent as listed in the household roster</li> </ul> |

**RSP\_4 (RSP\_REL)** Can you let me know what is your relationship to (PPNO#NAME)?

|                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Answer options</b>    | <ol style="list-style-type: none"> <li>1. SPOUSE OR PARTNER</li> <li>2. SON OR DAUGHTER</li> <li>3. MOTHER OR FATHER</li> <li>4. OTHER RELATIVE</li> <li>5. UNRELATED</li> </ol>                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Purpose</b>           | <ul style="list-style-type: none"> <li>• To record the relationship between the proxy respondent and the selected household member</li> <li>• For analysis of the impact of proxy response</li> </ul>                                                                                                                                                                                                                                                                                                                                                 |
| <b>Adaptation advice</b> | <ul style="list-style-type: none"> <li>• Optional inclusion</li> <li>• Code 01 includes cohabiting partners and multiple spouses in the case of polygamous households</li> <li>• Code 02 includes biological, foster, step or adopted children</li> <li>• Code 03 includes biological, foster, step parents or adoptive parents</li> <li>• Code 04 includes other family relationships including siblings, family in law, etc.</li> <li>• Code 05 includes all unrelated persons, including domestic workers, living in the same household</li> </ul> |

#### **RSP\_5 (RSP\_START) START TIME OF THE INTERVIEW**

|                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Answer options</b>    | <p>INTERVIEWER, RECORD THE START TIME OF THE INTERVIEW</p> <ol style="list-style-type: none"> <li>1. HH:MM __ : __</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Purpose</b>           | <ul style="list-style-type: none"> <li>• To enable calculation of the total duration of the individual interviews</li> <li>• To support analysis of respondent burden by individual characteristics of the respondent</li> </ul>                                                                                                                                                                                                                                                                                            |
| <b>Adaptation advice</b> | <ul style="list-style-type: none"> <li>• To be recorded in hours AND minutes, for each personal interview</li> <li>• The start time of the individual interview should be recorded at the start of the questions on employment, after completion of the household roster and any other module on the demographic and social characteristics of household members</li> <li>• Guidelines should be established to document interruptions, for example lasting more than 5 minutes, as per national survey practice</li> </ul> |

## **Module AWD: Own-account Agricultural Work and Destination of Production**

|                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Purpose</b>           | <ul style="list-style-type: none"> <li>• In this approach, module AWD serves as the start of the section on the labour characteristics of working age respondents. The module has three main objectives:</li> <li>• To capture all persons working on their own-account in the agriculture sector;</li> <li>• To determine whether the production is intended mainly for sale/barter (to be treated as employment), or mainly for final consumption by the respondent's household or family (to be treated as own-use production work);</li> <li>• To capture essential characteristics of persons engaged in own-use production work in agriculture. In particular, industry, occupation and time spent in the activity.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Adaptation advice</b> | <ul style="list-style-type: none"> <li>• The module is necessary as part of the identification of persons employed in the reference week together with the next two modules ATW and ABS. In this approach, because module AWD is placed at the start of the section on labour characteristics it also enables to comprehensively capture all own-use producers in agriculture, regardless of whether it is their main or a secondary activity, or whether they are also employed in a paid job or a personal or family business activity. For this reason, this approach is recommended for countries where an important part of the population is engaged in mixed or subsistence agriculture.</li> <li>• The scope for this module is restricted to primary activities in crop farming, animal production, fishing and aquaculture, and related support activities. This scope aims to support consistent implementation of the boundary between employment and own-use production work by targeting own-account activities where the output may be intended both for sale and for final</li> </ul> |

|  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|--|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <p>use by the producer. The activity scope may need to be adapted to fit the national context, for example, by excluding fishing where not relevant, or including forestry activities where relevant.</p> <ul style="list-style-type: none"> <li>• The module enables measurement of the employed population aligned with the international standards on statistics of work, employment and labour underutilization adopted by the 19th ICLS in 2013. It also enables measurement of own use producers of agriculture goods as recommended by these standards. For complete identification of own-use producers of goods, the survey should also include module OPG which covers additional productive activities for own final use, including fetching water, collecting firewood, manufacture of household goods and construction or renovation work of own-dwelling.</li> </ul> |
|--|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**AWD\_1 (AWD\_ARD1)** Last week, from [DAY] up to [DAY], did (you/NAME)...

|                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Answer options</b>    | <p>READ AND MARK ALL THAT APPLY</p> <ol style="list-style-type: none"> <li>1. Work or help in family farming activities</li> <li>2. Keep or help in a family [kitchen garden, orchard]</li> <li>3. Rear or tend farm animals kept by the family</li> <li>4. <i>[Work or help in family fishing (or fish farming) activities]</i></li> </ol> <p>DO NOT READ</p> <ol style="list-style-type: none"> <li>5. NONE OF THE ABOVE</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Purpose</b>           | <ul style="list-style-type: none"> <li>• Question to identify all persons engaged in own-account work in the agriculture sector in the specified reference period.</li> <li>• Part of the sequence to identify persons employed</li> <li>• Part of the sequence to identify own-use producers of goods from agriculture</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Adaptation advice</b> | <ul style="list-style-type: none"> <li>• The question should be asked to all respondents of working age.</li> <li>• Response items 01, 02, 03 and 04 should not be collapsed. Their separate listing aims to improve better reporting of own-account work in these activities. It can also aid in coding information on the branch of economic activity and occupation during data processing.</li> <li>• Only activities performed on an own-account basis should be included (i.e. as employer, own-account worker or family helper). Include activities carried out as par of the household's agriculture activities, as well as to help family members living in other households.</li> <li>• Exclude agriculture work performed for pay for another economic unit (i.e. as employees)</li> <li>• Multiple responses are valid except in the case of Code 05 NONE OF THE ABOVE.</li> <li>• Codes 01 and 02 refer to crop production. This includes all activities covered under groups 011, 012, 013 and 0161, 0163, 0164 (Division 01) of the International Standard Industrial Classification of All Economic Activities (ISIC rev. 4). Examples include growing any kind of produce such as cereals, rice vegetables, fruits, nuts, etc, and related activities such as preparing the land, harvesting. National translations of response item 01 should avoid use of the term "agriculture". Accumulated experience suggest the term is not widely interpreted as intended. Additionally, response item 02 is included to improve reporting of faming work done in kitchen gardens and orchards, which experience indicates tend to be underreported affecting in particular identification of women engaged in agriculture work.</li> <li>• Code 03 refers to animal production. This includes all activities covered under group 014 (Division 01) of the International Standard Industrial Classification of All Economic Activities (ISIC rev. 4). Examples include raising or breeding cattle, sheep, poultry, goats, pigs, bee keeping, etc. It also includes activities to produce by-products such as eggs and dairy products.</li> <li>• Code 04 refers to fishery and aquaculture activities, covered under Division 03 of the International Standard Industrial Classification of All Economic Activities (ISIC rev. 4). Examples include marine or freshwater fishing, farming fish, crustaceans, molluscs, etc. Code 03 is to be included depending on its relevance in the national context. When included, wording should be evaluated to ensure respondents consider both fishing and aquaculture (ie. raising fish, fish farming).</li> </ul> |

**AWD\_2 (AGF\_MKT)** Are the (farming, animal [and/or fishing]) products that (you/NAME) (are/is) working on intended...?

|                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Answer options</b>    | <p>READ AND MARK ONE</p> <ol style="list-style-type: none"> <li>1. Only for sale</li> <li>2. Mainly for sale</li> <li>3. Mainly for family use</li> <li>4. Only for family use</li> </ol> <p><i>DO NOT READ</i></p> <p>97. CANNOT SAY</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Purpose</b>           | <ul style="list-style-type: none"> <li>• Main criterion to distinguish between employment and own-use production work.</li> <li>• To identify whether work done in farming or rearing animals, fishing, or other type of activity should be identified as employment or own use production work. This is based on whether the main intended use of the products from the work is for sale (employment) or own/family use (own use production work).</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Adaptation advice</b> | <ul style="list-style-type: none"> <li>• Response categories 01 to 04 should be read aloud by the interviewer.</li> <li>• For this question all of the products the person was working on should be considered together. For example, if the person worked to look after both chickens and pigs then they should report whether the chicken and pigs together were mainly for family use or for sale/barter.</li> <li>• Respondents should report the general situation for the goods produced rather than just the goods produced in the reference week. It refers to products the respondent was directly working on in the reference week. It does not refer to products the respondent may have worked on in the past, or goods produced only by other household members.</li> <li>• 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.</li> <li>• 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.</li> </ul> |

**AWD\_2b (AGF\_HIS)** In general, in the past have these products been mainly sold or mainly kept for family use?

|                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Answer options</b>    | <ol style="list-style-type: none"> <li>1. ONLY SOLD</li> <li>2. MAINLY SOLD</li> <li>3. MAINLY KEPT FOR FAMILY USE</li> <li>4. ONLY KEPT FOR FAMILY USE</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Purpose</b>           | <ul style="list-style-type: none"> <li>• To identify whether work done in farming or rearing animals, fishing, or other type of activity should be identified as employment or own use production work.</li> <li>• This question is asked of those who are unsure of the main intended destination. For those respondents, the past use of the products can instead be used to establish if the activity can be considered own use production of goods or employment.</li> </ul>                                                                                                                                                 |
| <b>Adaptation advice</b> | <ul style="list-style-type: none"> <li>• For this question all of the products the person was working on should be considered together. For example, if the person worked to look after both chickens and pigs then they should report whether the chicken and pigs together were mainly for family use or for sale/barter.</li> <li>• As with previous questions, it refers to the products (foodstuff, animals, fish) the respondent was directly working on in the reference week. It does not refer to products the respondent may have worked on in the past, or goods produced only by other household members.</li> </ul> |

**AWD\_3 (AGF\_GDS)** What are the main products from (farming, rearing animals, [and/or fishing]) that (you were/NAME was) working on?

|                       |                                                                                                                                                                                                                 |
|-----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Answer options</b> | <p>For example: [citrus fruits, vegetables, freshwater fish, cattle, chicken, rice]</p> <ol style="list-style-type: none"> <li>1. MAIN GOODS _____</li> <li>2. ISIC CODE: ____ (9999 FOR DON'T KNOW)</li> </ol> |
| <b>Purpose</b>        | <ul style="list-style-type: none"> <li>• This will allow an analysis of the main types of goods from agriculture and/or fishing being produced by persons engaged in this work.</li> </ul>                      |

|                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                          | <ul style="list-style-type: none"> <li>• To enable the data coder to find the appropriate ISIC Rev.4 Code or corresponding national classification.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Adaptation advice</b> | <ul style="list-style-type: none"> <li>• If needed, give examples to assist the respondent. List examples typical of the local area or region (e.g: citrus fruits, vegetables, freshwater fish, cattle, chicken, taro, rice).</li> <li>• If the respondent reports multiple products ask them to indicate which ones were the main ones (this could be based on quantity, value, amount of time spent but mainly the respondent should be asked to identify this without further guidance if possible).</li> <li>• Record enough information about the main goods or products produced to enable coding at 4 Digits level of the classification, i.e. avoid generic terms like 'crops'.</li> </ul> |

**AWD\_4 (AGF\_DYS)** Last week, on how many days did (you/NAME) do this work?

|                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Answer options</b>    | <p>1. NUMBER OF DAYS ____</p> <p>2. DID NOT DO THIS WORK LAST WEEK</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Purpose</b>           | <ul style="list-style-type: none"> <li>• To allow the calculation of hours actually worked in the reference week by collecting first the number of days worked and then the average number of hours per day</li> <li>• To produce estimates of working time in own-use production of goods</li> </ul>                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Adaptation advice</b> | <ul style="list-style-type: none"> <li>• Respondents should report any day during the reference period when they carried out the activity even for a short period of time.</li> <li>• Any activity in this case refers to time spent directly on and in relation to agricultural or fishing activities by the respondent to produce goods intended mainly for own final consumption by the household. Exclude time spent in activities intended to produce goods mainly for sale or barter.</li> <li>• Enter "0" in the case of respondents engaged in farming or fishing for own-final use who were on temporary absence from this work in the reference week.</li> </ul> |

**AWD\_5 (AGF\_HRS)** How many hours per day did (you/NAME) spend doing this last week?

|                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Answer options</b>    | <p>1. HOURS PER DAY ____</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Purpose</b>           | <ul style="list-style-type: none"> <li>• To produce estimates of working time in own-use production of goods</li> <li>• To produce estimates of the contribution of own-use production of agriculture goods to SNA labour input</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Adaptation advice</b> | <ul style="list-style-type: none"> <li>• The number to be entered is the average number per day that the respondent actually worked on. For example if the respondent reported working on 3 days and on those days they worked 1 hour, 3 hours and 5 hours then the average per day worked is 3 hours and that should be recorded here.</li> <li>• Hours actually worked refers to time spent directly on and in relation to farming and or fishing work activities by the respondent to produce goods intended mainly for own final consumption by the household or family. Exclude time spent in activities intended mainly for sale or barter.</li> <li>• Enter "0" in the case of respondents engaged in farming or fishing for own-final use who were on temporary absence from this work in the reference week.</li> <li>• Record hours in 0.5 hour intervals. If the respondent gives a response in some other way (e.g. 10 hours 20 minutes), round up or down to the nearest 0.5 hours (i.e. 10.5 hours).</li> <li>• Interviewers should be trained to help the respondent by getting them to talk about how much time they spent on each of the days they worked as reported for the previous question.</li> <li>• Exclude time spent travelling between the home and the land plot, lake, sea, etc. for example at the start and end of the work day, as well as time spent on long breaks, for example, meal breaks.</li> <li>• For data quality assurance a maximum hour's threshold should be established, taking into account the national context. The threshold should take into consideration the extent to which fishing activities, in particular, may be performed over 24-hour shift periods.</li> </ul> |

**AWD\_6 (AGF\_HRSU)** How many hours per week do (you/NAME) usually spend working in (farming, rearing animals, [and/or fishing])?

|                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Answer options</b>    | 1. HOURS PER WEEK ____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Purpose</b>           | <ul style="list-style-type: none"> <li>To produce estimates of working time in own-use production</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Adaptation advice</b> | <ul style="list-style-type: none"> <li>Hours usually worked per week refers to the typical value (mode) of the hours actually worked per week assessed over a longer reference period than the reference week, as self-declared by the respondent.</li> <li>Record hours in 0.5 hour intervals. Round to the nearest 0.5 hours if necessary.</li> <li>If the respondent reports variable hours encourage them to estimate the average over the last 4 weeks.</li> <li>The upper hour threshold may need to be revised to fit national circumstances.</li> </ul> |

## Module MAC: Main Activity at present

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| <b>Purpose</b>           | <ul style="list-style-type: none"> <li>Module MAC serves as the start of the section on the labour characteristics of working age respondents. The module has two main objectives. First, to capture the main activity of respondents as self-declared. Second, to serve as a starting point to identify persons employed in the reference period.</li> </ul>                                                                                                                                              |
| <b>Adaptation advice</b> | <ul style="list-style-type: none"> <li>The module is addressed to all household members of working age, as specified in the national context. It should be used together with modules ARD (Agriculture recovery and destination of production), ERC (employment recovery) and ABS (Temporary absence from employment) to fully identify all employed, as per the latest international standards on statistics of work, employment and labour underutilization adopted by the 19th ICLS in 2013.</li> </ul> |

**MAC\_1 (MAC\_BEST)** Which of the following best describes what (you/NAME) (are/is) mainly doing at present?

|                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
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| <b>Answer options</b>    | <p>READ AND MARK ONE</p> <ol style="list-style-type: none"> <li>Working for someone else for pay</li> <li>Working in own or family [farming, animal rearing or fishing] activities</li> <li>Working in any other kind of business activity</li> <li>Taking care of the household or family</li> <li>Studying or training</li> <li>Looking for work</li> <li>Doing unpaid voluntary, [community, village, charity] work</li> <li>Retired or pensioner</li> <li>With a long-term illness, injury or disability</li> </ol> <p>DO NOT READ</p> <ol style="list-style-type: none"> <li>OTHER (SPECIFY): _____</li> </ol>                                        |
| <b>Purpose</b>           | <ul style="list-style-type: none"> <li>To capture the main activity of respondents as self-declared</li> <li>Required as part of the sequence to identify persons employed in the short reference period</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Adaptation advice</b> | <ul style="list-style-type: none"> <li>Asked of all persons aged n+ years.</li> <li>The interviewer should read out each response option and record the one which the respondent considers to be most relevant to them.</li> <li>The notion of “at present” is to be interpreted as understood by the respondent. There is no pre-defined reference period in the past. The intention is to capture the situation ‘at present’. A specific reference period should not be defined.</li> <li>This is not limited to working activities. If a person spends most of their time as a student they should report student even if they do some work.</li> </ul> |

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|                                                                                            | <ul style="list-style-type: none"> <li>If the respondent indicates that a number of categories are relevant ask them to select which they consider to be main. As much as possible the respondent should identify this themselves but if not the interviewer can remind them that this is about what they mainly do or about the category which they think best relates to them.</li> </ul>                                                                                                          |
| <b>MAC_2 (MAC_CWK)</b> Considering (your/NAME's) current situation, can (you/he/she) work? |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Answer options</b>                                                                      | <ol style="list-style-type: none"> <li>YES</li> <li>NO</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Purpose</b>                                                                             | <ul style="list-style-type: none"> <li>Optional question that may be used to reduce respondent burden for persons who report as main activity "with a long term injury or disability" in MAC_01.</li> </ul>                                                                                                                                                                                                                                                                                          |
| <b>Adaptation advice</b>                                                                   | <ul style="list-style-type: none"> <li>Asked only of persons who report as main activity "with a long term injury or disability".</li> <li>Those who answer 01 "YES" continue with the full set of questions necessary to establish the labour force status of respondents</li> <li>Those who answer 02 "NO" are sent to the module on "Job search and availability", question on "desire to work at present" (SRH_08), to capture information about their interest in the labour market.</li> </ul> |

## Module ARD: Agriculture Recovery and Destination of Production

|                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
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| <b>Purpose</b>           | <ul style="list-style-type: none"> <li>Module ARD is part of the sequence of questions aimed to identify the employed and to establish the labour force status of the respondent. The module has three main objectives:</li> <li>To recover persons working in agriculture or fishing who may have not reported this work as their main activity in the previous module;</li> <li>For all those reporting own-account work in agriculture or fishing, in this or the previous module, to determine whether the production is intended mainly for sale/barter (to be treated as employment), or mainly for final consumption by the respondent's household or family (to be treated as own-use production work);</li> <li>To capture essential characteristics of persons engaged in own-use production work in agriculture. In particular, industry, occupation and time spent in the activity.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Adaptation advice</b> | <ul style="list-style-type: none"> <li>The scope for this module is restricted to primary activities in crop farming, animal production, fishing and aquaculture, and related support activities. This scope aims to support consistent implementation of the boundary between employment and own-use production work by targeting own-account activities where the output may be intended both for sale and for final use by the producer. The activity scope may need to be adapted to fit the national context, for example, by excluding fishing where not relevant, or including forestry activities where relevant.</li> <li>This module is essential for countries where a part of the population is engaged in mixed or subsistence agriculture or fishing. It allows the identification of the employed population, as per the international standards on statistics of work, employment and labour underutilization adopted by the 19th ICLS in 2013. Together with module OPA it enables measurement of own use producers foodstuff from agriculture as recommended by the international standards. For complete identification of own-use producers of goods, the survey should also include module OPG which covers additional productive activities for own final use, including fetching water, collecting firewood, manufacture of household goods and construction or renovation work of own-dwelling.</li> </ul> |

**ARD\_1 (AWD\_ARD1)** Last week, from [DAY] up to [DAY], did (you/NAME)...

|                       |                                                                                                                                                                                                                                                                                                                          |
|-----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Answer options</b> | <p>READ AND MARK ALL THAT APPLY</p> <ol style="list-style-type: none"> <li>Work or help in family farming activities</li> <li>Keep or help in a family [kitchen garden, orchard]</li> <li>Rear or tend farm animals kept by the family</li> <li>[Work or help in family fishing (or fish farming) activities]</li> </ol> |
|-----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

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|                          | DO NOT READ<br>5. NONE OF THE ABOVE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Purpose</b>           | <ul style="list-style-type: none"> <li>• Recovery question to identify persons engaged in own-account agriculture work.</li> <li>• Part of sequence of questions to identify the employed</li> <li>• Part of sequence of questions to identify own-use producers of agriculture goods</li> </ul>                                                                                                                                                                                                                                                                        |
| <b>Adaptation advice</b> | <ul style="list-style-type: none"> <li>• The question is asked only to respondents who did not self-identify as employed or as working in agriculture in the previous module.</li> <li>• Response items 01, 02, 03 and 04 should not be collapsed. Their separate listing aims to improve better reporting of own-account work in these activities. It can also aid in coding information on the branch of economic activity and occupation during data processing.</li> <li>• Multiple responses are valid except in the case of Code 05 NONE OF THE ABOVE.</li> </ul> |

**ARD\_2 (AGF\_MKT)** Are the (farming, animal [and/or fishing]) products that (you/NAME) (are/is) working on intended...?

|                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Answer options</b>    | <p>READ AND MARK ONE</p> <ol style="list-style-type: none"> <li>1. Only for sale</li> <li>2. Mainly for sale</li> <li>3. Mainly for family use</li> <li>4. Only for family use</li> </ol> <p><i>DO NOT READ</i><br/>97. CANNOT SAY</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Purpose</b>           | <ul style="list-style-type: none"> <li>• Main criterion to distinguish between employment and own-use production work.</li> <li>• To identify whether work done in farming or rearing animals, fishing, or other type of activity should be identified as employment or own use production work. This is based on whether the main intended use of the products from the work is for sale (employment) or own/family use (own use production work).</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Adaptation advice</b> | <ul style="list-style-type: none"> <li>• Response categories 01 to 04 should be read aloud by the interviewer.</li> <li>• For this question all of the products the person was working on should be considered together. For example, if the person worked to look after both chickens and pigs then they should report whether the chicken and pigs together were mainly for family use or for sale/barter.</li> <li>• Respondents should report the general situation for the goods produced rather than just the goods produced in the reference week. It refers to products the respondent was directly working on in the reference week. It does not refer to products the respondent may have worked on in the past, or goods produced only by other household members.</li> <li>• 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.</li> <li>• 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.</li> </ul> |

**ARD\_2b (AGF\_HIS)** In general, in the past have these products been mainly sold or mainly kept for family use?

|                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Answer options</b> | <ol style="list-style-type: none"> <li>1. ONLY SOLD</li> <li>2. MAINLY SOLD</li> <li>3. MAINLY KEPT FOR FAMILY USE</li> <li>4. ONLY KEPT FOR FAMILY USE</li> </ol>                                                                                                                                                                                                                                                                                                               |
| <b>Purpose</b>        | <ul style="list-style-type: none"> <li>• To identify whether work done in farming or rearing animals, fishing, or other type of activity should be identified as employment or own use production work.</li> <li>• This question is asked of those who are unsure of the main intended destination. For those respondents, the past use of the products can instead be used to establish if the activity can be considered own use production of goods or employment.</li> </ul> |

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| <b>Adaptation advice</b> | <ul style="list-style-type: none"> <li>For this question all of the products the person was working on should be considered together. For example, if the person worked to look after both chickens and pigs then they should report whether the chicken and pigs together were mainly for family use or for sale/barter.</li> <li>As with previous questions, it refers to the products (foodstuff, animals, fish) the respondent was directly working on in the reference week. It does not refer to products the respondent may have worked on in the past, or goods produced only by other household members.</li> </ul> |
|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**ARD\_3 (AGF\_GDS)** What are the main products from (farming, rearing animals, [and/or fishing]) that (you were/NAME was) working on?

|                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Answer options</b>    | <p>For example: [citrus fruits, vegetables, freshwater fish, cattle, chicken, rice]</p> <p>1. MAIN GOODS _____</p> <p>2. ISIC CODE: ____ (9999 FOR DON'T KNOW)</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Purpose</b>           | <ul style="list-style-type: none"> <li>This will allow an analysis of the main types of goods from agriculture and/or fishing being produced by persons engaged in this work.</li> <li>To enable the data coder to find the appropriate ISIC Rev.4 Code or corresponding national classification.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Adaptation advice</b> | <ul style="list-style-type: none"> <li>If needed, give examples to assist the respondent. List examples typical of the local area or region (e.g: citrus fruits, vegetables, freshwater fish, cattle, chicken, taro, rice).</li> <li>If the respondent reports multiple products ask them to indicate which ones were the main ones (this could be based on quantity, value, amount of time spent but mainly the respondent should be asked to identify this without further guidance if possible).</li> <li>Record enough information about the main goods or products produced to enable coding at 4 Digits level of the classification, i.e. avoid generic terms like 'crops'.</li> </ul> |

**ARD\_4 (AGF\_DYS)** Last week, on how many days did (you/NAME) do this work?

|                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Answer options</b>    | <p>1. NUMBER OF DAYS ____</p> <p>2. DID NOT DO THIS WORK LAST WEEK</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Purpose</b>           | <ul style="list-style-type: none"> <li>To allow the calculation of hours actually worked in the reference week by collecting first the number of days worked and then the average number of hours per day</li> <li>To produce estimates of working time in own-use production of goods</li> </ul>                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Adaptation advice</b> | <ul style="list-style-type: none"> <li>Respondents should report any day during the reference period when they carried out the activity even for a short period of time.</li> <li>Any activity in this case refers to time spent directly on and in relation to agricultural or fishing activities by the respondent to produce goods intended mainly for own final consumption by the household. Exclude time spent in activities intended to produce goods mainly for sale or barter.</li> <li>Enter "0" in the case of respondents engaged in farming or fishing for own-final use who were on temporary absence from this work in the reference week.</li> </ul> |

**ARD\_5 (AGF\_HRS)** How many hours per day did (you/NAME) spend doing this last week?

|                          |                                                                                                                                                                                                                                                                                                                                                  |
|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Answer options</b>    | <p>1. HOURS PER DAY ____</p>                                                                                                                                                                                                                                                                                                                     |
| <b>Purpose</b>           | <ul style="list-style-type: none"> <li>To produce estimates of working time in own-use production of goods</li> <li>To produce estimates of the contribution of own-use production of agriculture goods to SNA labour input</li> </ul>                                                                                                           |
| <b>Adaptation advice</b> | <ul style="list-style-type: none"> <li>The number to be entered is the average number per day that the respondent actually worked on. For example if the respondent reported working on 3 days and on those days they worked 1 hour, 3 hours and 5 hours then the average per day worked is 3 hours and that should be recorded here.</li> </ul> |

- Hours actually worked refers to time spent directly on and in relation to farming and or fishing work activities by the respondent to produce goods intended mainly for own final consumption by the household or family. Exclude time spent in activities intended mainly for sale or barter.
- Enter "0" in the case of respondents engaged in farming or fishing for own-final use who were on temporary absence from this work in the reference week.
- Record hours in 0.5 hour intervals. If the respondent gives a response in some other way (e.g. 10 hours 20 minutes), round up or down to the nearest 0.5 hours (i.e. 10.5 hours).
- Interviewers should be trained to help the respondent by getting them to talk about how much time they spent on each of the days they worked as reported for the previous question.
- Exclude time spent travelling between the home and the land plot, lake, sea, etc. for example at the start and end of the work day, as well as time spent on long breaks, for example, meal breaks.
- For data quality assurance a maximum hour's threshold should be established, taking into account the national context. The threshold should take into consideration the extent to which fishing activities, in particular, may be performed over 24-hour shift periods.

**ARD\_6 (AGF\_HRSU)** How many hours per week do (you/NAME) usually spend working in (farming, rearing animals, [and/or fishing])?

#### Answer options

1. HOURS PER WEEK \_\_\_\_

#### Purpose

- To produce estimates of working time in own-use production

#### Adaptation advice

- Hours usually worked per week refers to the typical value (mode) of the hours actually worked per week assessed over a longer reference period than the reference week, as self-declared by the respondent.
- Record hours in 0.5 hour intervals. Round to the nearest 0.5 hours if necessary.
- If the respondent reports variable hours encourage them to estimate the average over the last 4 weeks.
- The upper hour threshold may need to be revised to fit national circumstances.

## Module ERC: Employment recovery

#### Purpose

- Module ERC serves to recover persons employed in the reference week, who do not consider this as their main activity at present.

#### Adaptation advice

- It is addressed to all household members of working age, as specified in the national context. It should be used together with modules MAC (Main activity at present), ARD (Agricultural recovery and destination of production) and ABS (temporary absence from employment) to capture all persons employed in the reference week, as per the international standards on statistics of work, employment and labour underutilization adopted by the 19th ICLS in 2013.

**ERC\_1 (ERC\_INC)** Last week, did (you/NAME) do any (other) work to generate an income, even for 1 hour [e.g. casual, part-time, odd jobs, making things to sell, offering services for pay,...]?

#### Answer options

1. YES
2. NO

#### Purpose

- To recover persons who worked for pay or profit, for 1 or more hours in the short reference period
- Required as part of the sequence to identify persons employed in the short reference period

#### Adaptation advice

- The start and end dates for the reference week need to be specified as per national practice. For example, a moving calendar week should be specified as: Last week, that is from [Monday] to [Sunday] of last week, did...
- Work "to generate an income" refers to work done in exchange for remuneration payable in the form of wages or salaries for work done or hours worked or in the form of profits from a business activity. The remuneration may be in cash or in kind, and may be payable directly to the person

performing the work, or indirectly to a household or family member, as in the case of members working for a family business or to help with the paid job of a family member.

- It includes persons who worked in expectation of payment regardless of whether the payment was actually received or not by the time of the interview, and persons who worked in a business activity with the intention of earning a profit, even if the business was not making a profit or was incurring a loss.
- It includes work in all types of paid jobs as an employee, apprentice, casual worker, part-time worker, informal worker; as well as work in all kinds of business activities, whether as an employer or as an own-account worker producing goods or providing services intended mainly for the market. It also includes work by members in a family business or farm producing mainly for the market.

**ERC\_2 (ERC\_FBUS)** Or, did (you/NAME) help in a family business or other income generating activity?

#### Answer options

1. YES
2. NO

#### Purpose

- To recover persons who worked without receiving pay in a family-run business or helped a family member with their paid job.
- Part of the sequence to identify persons employed in the short reference period

#### Adaptation advice

- It includes persons who worked in any kind of business operated by a family member, for as little as one hour. The business may be any kind of self-employment activity, including a farm, producing goods or providing services intended mainly for the market. The business may be operated by family members living in the same household or in another household. Examples include a wife who assists her husband in the family business or a son or daughter helping in a family business without receiving any direct pay on a regular basis.
- It also includes persons who assisted with any of the tasks or duties of an employee job held by a family member for as little as one hour. The family member may be living in the same household or in another household.
- Accumulated evidence indicates that this question is critical to improve reporting of employment in family businesses, particularly among women and younger workers.
- The term “help” should be retained in translations to the national language(s) as the question is targeted to persons who may not recognize their participation as employment, or even work.

## Module ATW: Employed at work

#### Purpose

- Module ATW is part of the sequence of questions needed to fully identify all employed respondents in the reference week.

#### Adaptation advice

- It is addressed to respondents of working age who did not report own-account work in agriculture, or who reported working in agriculture intended mainly for own final use in the previous module (AWD). It includes a small set of questions to identify persons who were employed and working (i.e. “at work”) in the short reference period. The questions are aligned with the international standards on statistics of work, employment and labour underutilization adopted by the 19th ICLS in 2013.

**ATW\_1 (ATW\_PAY)** Last week, from [START\_DAY] up to [END\_DAY] did (you/NAME) work for someone else for pay, for one or more hours?

#### Answer options

1. YES
2. NO

#### Purpose

- To identify persons who worked for someone else in exchange for remuneration such as salary, wage, tips, commissions
- Required as part of the sequence to identify persons employed in the short reference period

|                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Adaptation advice</b> | <ul style="list-style-type: none"> <li>• The start and end dates for the reference week need to be specified as per national practice. For example, a moving calendar week should be specified as: Last week, that is from [Monday] to [Sunday] of last week, did...</li> <li>• The question is targeted to persons working for pay for someone else, in a dependent relationship. This includes persons who worked in the reference week in any type of paid job, for example as employees or apprentices, including casual, informal and part-time employees, for as little as one hour.</li> <li>• Paid jobs may be remunerated in wages, salaries, commission, tips or other pay, for work done or hours worked. The pay may be in cash or in kind (e.g. with food and lodging, with products or vouchers). It includes persons who worked in expectation of payment regardless of whether the payment was actually received or not.</li> <li>• Include persons who were temporarily not at their normal place of work for reasons such as teleworking arrangements, job-related travel or job-related training required by the employer</li> <li>• Exclude persons who worked as self-employed, for example in a business or market- oriented activity with the intention of earning a profit, whether as employer or own-account worker, or helping in a family business.</li> <li>• The question is not used to assign status in employment which is assigned based on questions asked after the respondent is identified as employed.</li> <li>• The question requires careful translation to the national language(s). Wording chosen to translate “work for someone else for pay” should be evaluated in the national context to ensure it is understood by respondents from different backgrounds as referring generally to “dependent paid employment” such as employees and apprentices, whether formal or informal.</li> <li>• It is not recommended to list many examples of types of pay nor to mention explicitly payment in kind in the question formulation. Accumulated field evidence indicates that long list of examples tends to confuse respondents rather than help. Reference to “pay in kind” is not widely understood and often misunderstood as carrying negative connotations.</li> </ul> |
| <b>ATW_2 (ATW_PFT)</b>   | Last week, did (you/NAME) run or do any kind of business, farming or other activity to generate income?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Answer options</b>    | 1. YES<br>2. NO<br>READ IF NEEDED:<br>For example: [making things for sale, growing produce for sale, buying and reselling things, provided services for pay, raising animals or catching fish for sale]                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Purpose</b>           | <ul style="list-style-type: none"> <li>• To identify persons who worked in their business, including small own-account market-oriented activities</li> <li>• Required as part of the sequence to identify persons employed in the short reference period</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Adaptation advice</b> | <ul style="list-style-type: none"> <li>• The question refers to persons who worked in the reference week in any kind of business activity to earn an income in the form of profits, in cash or in kind, for as little as one hour. This includes persons who worked as employers, own account workers producing goods or providing services intended mainly for the market, or as members working in a family business or farm producing mainly for the market.</li> <li>• It includes persons who worked in a business activity with the intention of earning a profit, even if the business was not making a profit or was incurring a loss by the time of the interview.</li> <li>• Exclude persons who worked in the reference week in any kind of paid job, as employees or apprentices. These persons should have been captured in the previous question (ATW_1).</li> <li>• The question requires careful translation to the national language(s). Wording chosen to translate “any kind of business, farming or other activity to generate an income” should be evaluated in the national context to ensure it is understood by respondents from different backgrounds as referring generally to “market oriented self-employment”, whether formal or informal. Accumulated evidence indicates that the term “business” in particular tends to be understood more narrowly than intended, often excluding own-account market-oriented activities without fixed business premises. Inclusion of the additional terms “farming or other activity to generate an income” in the question is important to limit possible underreporting of self-employment activity.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

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|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                          | <ul style="list-style-type: none"> <li>Examples should be adapted to the national context and read only if needed. Useful examples include colloquial words commonly used locally for “casual self-employment work” and descriptors of common own-account market-oriented activities that may not be recognized as employment by people in general.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>ATW_3 (ATW_FAM)</b>   | Or, did (you/NAME) help in a family business or other income generating activity?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Answer options</b>    | 1. YES<br>2. NO                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Purpose</b>           | <ul style="list-style-type: none"> <li>To recover persons who worked without receiving pay in a family-run business or helped a family member with their paid job.</li> <li>Part of the sequence to identify persons employed in the short reference period</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Adaptation advice</b> | <ul style="list-style-type: none"> <li>It includes persons who worked in any kind of business operated by a family member, for as little as one hour. The business may be any kind of self-employment activity producing goods or providing services intended mainly for the market. The business may be operated by family members living in the same household or in another household. Examples include a wife who assists her husband in the family business or a son or daughter helping in a family business without receiving any direct pay on a regular basis.</li> <li>It also includes persons who assisted with any of the tasks or duties of an employee job held by a family member for as little as one hour. The family member may be living in the same household or in another household.</li> <li>Accumulated evidence indicates that this question is critical to improve reporting of employment in family businesses, particularly among women and younger workers.</li> <li>The term “help” should be retained in translations to the national language(s) as the question is targeted to persons who may not recognize their participation as employment, or even work.</li> </ul> |

## Module ABS: Temporary Absence

|                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Purpose</b>           | <ul style="list-style-type: none"> <li>Module ABS is part of the sequence of questions aimed at establishing the labour force status of the respondent.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Adaptation advice</b> | <ul style="list-style-type: none"> <li>It is addressed to household members of working age who reported employment as their main activity at present, as well as to those who did not report having worked for pay or profit in the reference week in the Employment Recovery module ERC. It includes a small set of questions to identify persons who were temporarily absent from a paid job or business in the short reference period. The questions are aligned with the international standards on statistics of work, employment and labour underutilization adopted by the 19th ICLS in 2013.</li> </ul> |

**ABS\_1a (ABS\_WORK)** Last week, did (you/NAME) work?

|                          |                                                                                                                                                                                                                                                                                                                          |
|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Answer options</b>    | 1. YES<br>2. NO                                                                                                                                                                                                                                                                                                          |
| <b>Purpose</b>           | <ul style="list-style-type: none"> <li>For respondents who reported employment as their main activity to determine whether they worked or were absent in the reference week</li> <li>To ensure that respondents whose main activity is employment meet the criteria of the labour force status classification</li> </ul> |
| <b>Adaptation advice</b> | <ul style="list-style-type: none"> <li>The question should be asked only to respondents who self-declared employment as their main activity in the MAC module</li> </ul>                                                                                                                                                 |

**ABS\_1b (ABS\_JOB)** Even though (you/NAME) did not work, last week did (you/he/she) have a paid job or a business?

|                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Answer options</b>    | 1. YES<br>2. NO                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Purpose</b>           | <ul style="list-style-type: none"> <li>• To identify persons on temporary absence from a paid job or business in the reference period</li> <li>• Required as part of the sequence to identify persons employed</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Adaptation advice</b> | <ul style="list-style-type: none"> <li>• Asked only of persons of working age who were not identified as employed in the Employment Recovery module ERC.</li> <li>• Temporary absence from a job or business refers to an interruption from an existing job or business. That is, the person should have been previously working in a specific paid job or business and expected to return to that same job or business after the absence.</li> <li>• Persons who are about to start a new job or business, but have not yet started to work by the interview date are not considered to be absent from work. Such cases, referred to as “future starters” will be identified in the next question on “Reasons for absence” and subsequently routed like other respondents who are not initially identified as employed. In the case of future starters they can be identified as “unemployed” or “potential labour force” depending on other criteria established in the standards covered in the “Job search” module of the questionnaire.</li> </ul> |

**ABS\_2 (ABS\_WHY) Why did (you/NAME) not work last week?**

|                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Answer options</b>    | 1. WAITING TO START NEW JOB OR BUSINESS<br>2. LOW OR OFF-SEASON<br>3. SHIFT WORK, FLEXI TIME, NATURE OF WORK<br>4. VACATION, HOLIDAYS<br>5. SICKNESS, ILLNESS, ACCIDENT<br>6. MATERNITY, PATERNITY LEAVE<br>7. EDUCATION LEAVE OR TRAINING<br>8. OTHER PERSONAL LEAVE (CARE FOR FAMILY, CIVIC DUTIES...)<br>9. TEMPORARY LAYOFF, NO CLIENTS OR MATERIALS, WORK BREAK<br>10. BAD WEATHER, NATURAL DISASTER<br>11. STRIKE OR LABOUR DISPUTE<br>12. LONG-TERM DISABILITY<br>13. OTHER (SPECIFY): _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Purpose</b>           | <ul style="list-style-type: none"> <li>• To identify the reason for absence from employment</li> <li>• Required as part of the sequence to identify persons employed in the short reference period</li> <li>• Depending on the reason along with the duration of absence and continued receipt of payment, the respondent will be identified as employed or not.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Adaptation advice</b> | <ul style="list-style-type: none"> <li>• Code 01: Includes all persons who had already found a job or arranged to start a business, but had not yet started working in the reference period.</li> <li>• Code 02: Includes all persons with seasonal jobs who indicated not having worked in the reference period because of the low or off-season. This excludes short periods (e.g. 1 or 2 weeks) of low activity that may take place during the active season which should be coded 03.</li> <li>• Code 03: Includes situations where the respondent was not working for the entire reference period due to their working time arrangement or the nature of their work. This includes for example, persons who work on “tours” with schedules such as two weeks on and 2 weeks off; persons on time off as compensation for time previously worked and other flexible working time arrangements. It also includes persons working in agriculture or in other industries where the nature of their work may include short periods (e.g. lasting a week or two) with no activity during the productive cycle. Note, however that the off-season should be recorded as Code 02. Involuntary breaks in work due to economic reasons should be recorded as Code 09. Involuntary breaks in work due to environmental reasons should be recoded as Code 10.</li> <li>• Code 06: Refers to the statutory period of maternity or paternity leave established in national legislation around the time of childbirth. It excludes maternal or parental leave that may be requested at different times for child care purposes. Maternal or parental leave should be recoded under code 08 (other personal leave)</li> </ul> |

- Code 07: Includes all kinds of education or training, not required by the employer. Note that persons attending education or training required by the employer are to be considered as “Employed, at work” and captured in the previous module as such.
- Code 09: Includes involuntary breaks due to work interruptions for economic reasons such as a lack of available business, a lack of materials, difficulties with premises etc. This also includes any absence where a person is temporarily laid off by their employer. The person must have an expectation of a return to work with the employer.
- Code 11: This includes only people who were personally involved in a labour dispute. Absences due to being unable to attend work due to other people engaging in a labour dispute should be coded 09 (e.g. strike of public transport affecting other industries or workers).

**ABS\_3 (ABS\_DUR)** Including the time that (you/NAME) (have/has) been absent, will (you/he/she) return to that same job or business in 3 months or less?

|                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Answer options</b>    | 1. YES<br>2. NO<br>97. DON'T KNOW                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Purpose</b>           | <ul style="list-style-type: none"> <li>• To identify persons on temporary absence from a paid job or business.</li> <li>• Required as part of the sequence to identify persons employed in the short reference period</li> </ul>                                                                                                                                                                                                                                 |
| <b>Adaptation advice</b> | <ul style="list-style-type: none"> <li>• Refers to the expected total duration of the absence. This includes both the elapsed duration to date and the expected future period of absence.</li> <li>• If the total duration is unknown the elapsed duration can be asked in case the elapsed duration is already more than 3 months. However the respondent should be pushed to say whether they think it will be more or less than 3 months in total.</li> </ul> |

**ABS\_4 (ABS\_PAY)** (Do/Does) (you/NAME) continue to receive an income from (your/his/her) job or business during this absence?

|                          |                                                                                                                                                                                                                                                                                                                     |
|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Answer options</b>    | 1. YES<br>2. NO<br>97. DON'T KNOW                                                                                                                                                                                                                                                                                   |
| <b>Purpose</b>           | <ul style="list-style-type: none"> <li>• To identify persons on temporary absence from a paid job or business.</li> <li>• Required as part of the sequence to identify persons employed in the short reference period</li> </ul>                                                                                    |
| <b>Adaptation advice</b> | <ul style="list-style-type: none"> <li>• Income includes all income in cash or in kind which is related to the job they are absent from and which they continue to receive during the absence.</li> <li>• Respondents who receive income which is not directly related to the job should be coded as NO.</li> </ul> |

**ABS\_5 (ABS\_SEA)** During the low or off-season, (do/does) (you/NAME) continue to do some work for that job or business?

|                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Answer options</b>    | 1. YES<br>2. NO                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Purpose</b>           | <ul style="list-style-type: none"> <li>• To identify persons with seasonal jobs who continue to perform some of the tasks or duties of their job during the low or off-season</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Adaptation advice</b> | <ul style="list-style-type: none"> <li>• Asked only of persons who reported being absent from a job due to the low or off-season.</li> <li>• It aims to establish if during the period considered as low or off-season, the person continues to perform some of the tasks or duties of their job. For example, clearing a field, applying fertilizer, checking orchards for overall tree health, etc. in preparation for the active season.</li> <li>• The question may be excluded when space limitations require shortening the sequence. When removed, care should be taken to assess its potential impact in recovering persons who may indicate they are in the off-season but continue to carry out some of the tasks of their job or business.</li> </ul> |

## Module AGF: Agricultural Work and Market Orientation

|                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Purpose</b>           | <ul style="list-style-type: none"> <li>Module AGF is part of the sequence of questions aimed at establishing the labour force status of the respondent.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Adaptation advice</b> | <ul style="list-style-type: none"> <li>The module has three main objectives: (a) to recover persons working in agriculture or fishing who may have not reported this work in the previous section; (b) for all those reporting own-account work in agriculture or fishing, to determine whether the production is intended mainly for sale/barter (and thus to be treated as employment), or mainly for final consumption by the respondent's household or family (and thus to be treated as own-use production work); and (c) for those not employed who report own-use production work in agriculture or fishing, to capture the main industry, occupation and time spent in this activity.</li> <li>The activity scope for this module is restricted to primary activities in crop farming, animal production, fishing and aquaculture, and related support activities. This scope aims to support consistent implementation of the boundary between employment and own-use production work by targeting own-account activities where the output may be intended both for sale and for final use by the producer. The activity scope may need to be adapted to fit the national context, for example, by excluding fishing where not relevant, or including forestry activities where relevant.</li> <li>The module is essential for countries where a part of the population is engaged in mixed or subsistence agriculture or fishing. It allows the identification of the employed population, as per the international standards on statistics of work, employment and labour underutilization adopted by the 19th ICLS in 2013. It also allows identification of an important part of subsistence foodstuff producers as recommended by the international standards. For complete identification of own-use producers of goods, including foodstuff (whether as primary or as secondary activity), in addition to module AGF, the survey should also include modules OPA and OPG which cover own use production of different goods.</li> </ul> |

**AGF\_1a (AGF\_ANY)** Last week, did (you/NAME) do any work in... ?

|                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Answer options</b>    | <p>READ AND MARK ALL THAT APPLY</p> <ol style="list-style-type: none"> <li>1. Farming</li> <li>2. Rearing farm animals</li> <li>3. [Fishing or fish farming]</li> </ol> <p>DO NOT READ</p> <ol style="list-style-type: none"> <li>4. NONE OF THE ABOVE</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Purpose</b>           | <ul style="list-style-type: none"> <li>Recovery question to identify persons who potentially did market-oriented work in agriculture but did not self-identify as employed in the previous modules.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Adaptation advice</b> | <ul style="list-style-type: none"> <li>The question is asked only to respondents who did not self-identify as employed in the previous questions.</li> <li>Response items 01, 02, 03 should not be collapsed. Their separate listing aims to improve better reporting of work in these activities. It can also aid in coding information on the branch of economic activity and occupation during data processing.</li> <li>Multiple responses are valid except in the case of Code 04 NONE OF THE ABOVE.</li> <li>Code 01 refers to crop production. This includes all activities covered under groups 011, 012, 013 and 0161, 0163, 0164 (Division 01) of the International Standard Industrial Classification of All Economic Activities (ISIC rev. 4). Examples include growing any kind of produce such as cereals, rice vegetables, fruits, nuts, etc, and related activities such as preparing the land, harvesting. National translations of the response item should avoid use of the term "agriculture". Accumulated experience suggest the term is not widely interpreted as intended. To improve recall, it may be useful to include a mix of examples of activities (planting, harvesting, etc.) and products (crops, cereals, fruits), as relevant.</li> <li>Code 02 refers to animal production. This includes all activities covered under group 014 (Division 01) of the International Standard Industrial Classification of All Economic Activities (ISIC rev. 4). Examples include raising or breeding cattle, sheep, poultry, goats, pigs, bee keeping, etc. It also includes activities to produce by-products such as eggs and dairy products.</li> </ul> |

- Code 03 refers to fishery and aquaculture activities, covered under Division 03 of the International Standard Industrial Classification of All Economic Activities (ISIC rev. 4). Examples include marine or freshwater fishing, farming fish, crustaceans, molluscs, etc. Code 03 is to be included depending on its relevance in the national context. When included, wording should be evaluated to ensure respondents consider both fishing and aquaculture.

**AGF\_1b (AGF\_CHK)** Was this work that you mentioned in...?

### Answer options

READ AND MARK ALL THAT APPLY

1. Farming
2. Rearing farm animals
3. **[Fishing or fish farming]**
4. Another type of job or business

### Purpose

- To identify whether the respondents' work was in farming or rearing animals, fishing, or another type of activity.
- Part of the question sequence to distinguish between employment and own-use production work. For those who answer that the work was in farming, rearing animals or fishing, follow-up questions will be asked about the main intended use of the products.

### Adaptation advice

- The question is essential to measure employment as per the latest international standards, in countries where a part of the population is engaged in small-scale agriculture and/or fishing.
- Ensure the respondent is replying in relation to the work already reported for previous questions.
- Response items 01, 02, 03 should not be collapsed. Their separate listing aims to improve better reporting of work in these activities. It can also aid in coding information on the branch of economic activity and occupation during data processing.
- Multiple responses are valid, if respondents had work in multiple different sectors (e.g. a teacher who also works in farming).
- Code 01 refers to crop production. This includes all activities covered under groups 011, 012, 013 and 0161, 0163, 0164 (Division 01) of the International Standard Industrial Classification of All Economic Activities (ISIC rev. 4). Examples include growing any kind of produce such as cereals, rice vegetables, fruits, nuts, etc, and related activities such as preparing the land, harvesting. National translations of the response item should avoid use of the term "agriculture". Accumulated experience suggest the term is not widely interpreted as intended.
- Code 02 refers to animal production. This includes all activities covered under group 014 (Division 01) of the International Standard Industrial Classification of All Economic Activities (ISIC rev. 4). Examples include raising or breeding cattle, sheep, poultry, goats, pigs, bee keeping, etc. It also includes activities to produce by-products such as eggs and dairy products.
- Code 03 refers to fishery and aquaculture activities, covered under Division 03 of the International Standard Industrial Classification of All Economic Activities (ISIC rev. 4). Examples include marine or freshwater fishing, farming fish, crustaceans, molluscs, etc. Code 03 is to be included depending on its relevance in the national context. When included, wording should be evaluated to ensure respondents consider both fishing and aquaculture. The same terms as used in the previous question (4.1) should be used in the formulation of the response options.
- Code 04 includes any sector of activity other than farming, rearing animals or fishing. In other words all respondents whose work was not in those activities should be recorded in code 04.

**AGF\_2 (AGF\_MKT)** Thinking about the work in (farming, rearing animals **[and/or fishing]**) (you/NAME) (do/does), are the products intended..... ?

### Answer options

READ AND MARK ONE

1. Only for sale
  2. Mainly for sale
  3. Mainly for family use
  4. Only for family use
- DO NOT READ
97. CANNOT SAY

|                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Purpose</b>           | <ul style="list-style-type: none"> <li>• Main criterion to distinguish between employment and own-use production work.</li> <li>• To identify whether work done in farming or rearing animals, fishing, or other type of activity should be identified as employment or own use production work. This is based on whether the main intended use of the products from the work is for sale (employment) or own/family use (own use production work).</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Adaptation advice</b> | <ul style="list-style-type: none"> <li>• Response categories 01 to 04 should be read aloud by the interviewer.</li> <li>• For this question all of the products the person was working on should be considered together. For example, if the person worked to look after both chickens and pigs then they should report whether the chicken and pigs together were mainly for family use or for sale/barter.</li> <li>• Respondents should report the general situation for the goods produced rather than just the goods produced in the reference week. It refers to products the respondent was directly working on in the reference week. It does not refer to products the respondent may have worked on in the past, or goods produced only by other household members.</li> <li>• 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.</li> <li>• 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.</li> </ul> |

**AGF\_2b (AGF\_HIS)** In general, in the past have these products been mainly sold or mainly kept for family use?

|                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Answer options</b>    | <ol style="list-style-type: none"> <li>1. ONLY SOLD</li> <li>2. MAINLY SOLD</li> <li>3. MAINLY KEPT FOR FAMILY USE</li> <li>4. ONLY KEPT FOR FAMILY USE</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Purpose</b>           | <ul style="list-style-type: none"> <li>• To identify whether work done in farming or rearing animals, fishing, or other type of activity should be identified as employment or own use production work.</li> <li>• This question is asked of those who are unsure of the main intended destination. For those respondents, the past use of the products can instead be used to establish if the activity can be considered own use production of goods or employment.</li> </ul>                                                                                                                                                 |
| <b>Adaptation advice</b> | <ul style="list-style-type: none"> <li>• For this question all of the products the person was working on should be considered together. For example, if the person worked to look after both chickens and pigs then they should report whether the chicken and pigs together were mainly for family use or for sale/barter.</li> <li>• As with previous questions, it refers to the products (foodstuff, animals, fish) the respondent was directly working on in the reference week. It does not refer to products the respondent may have worked on in the past, or goods produced only by other household members.</li> </ul> |

**AGF\_2c (AGF\_HIR)** (Were/Was) (you/NAME) hired by someone else to do this work?

|                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Answer options</b>    | <ol style="list-style-type: none"> <li>1. YES</li> <li>2. NO</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Purpose</b>           | <ul style="list-style-type: none"> <li>• To identify if the work reported should be considered employment</li> <li>• To identify people who may have reported that the goods were mainly intended for own final use but may actually be paid to do the work (e.g. paid in kind with part of the production)</li> </ul>                                                                                                                                          |
| <b>Adaptation advice</b> | <ul style="list-style-type: none"> <li>• This refers to the work done in the last week, even if they were only hired to work during that week.</li> <li>• This refers to any situation where the work was done in return for the promise of payment, whether actually received or not.</li> <li>• Work done for payment in kind in the form of products or services (e.g. payment in food), whether provided in the past or the future, is included.</li> </ul> |

**AGF\_3 (AGF\_GDS)** What are the main products from (farming, rearing animals, [and/or fishing]) that (you were/NAME was) working on?

|                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Answer options</b>    | <p>For example: [citrus fruits, vegetables, freshwater fish, cattle, chicken, rice]</p> <p>1. MAIN GOODS _____</p> <p>2. ISIC CODE: ____ (9999 FOR DON'T KNOW)</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Purpose</b>           | <ul style="list-style-type: none"> <li>• This will allow an analysis of the main types of goods from agriculture and/or fishing being produced by persons engaged in this work.</li> <li>• To enable the data coder to find the appropriate ISIC Rev.4 Code or corresponding national classification.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Adaptation advice</b> | <ul style="list-style-type: none"> <li>• If needed, give examples to assist the respondent. List examples typical of the local area or region (e.g: citrus fruits, vegetables, freshwater fish, cattle, chicken, taro, rice).</li> <li>• If the respondent reports multiple products ask them to indicate which ones were the main ones (this could be based on quantity, value, amount of time spent but mainly the respondent should be asked to identify this without further guidance if possible).</li> <li>• Record enough information about the main goods or products produced to enable coding at 4 Digits level of the classification, i.e. avoid generic terms like 'crops'.</li> </ul> |

**AGF\_4 (AGF\_DYS)** Last week, on how many days did (you/NAME) do this work?

|                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Answer options</b>    | <p>1. NUMBER OF DAYS ____</p> <p>2. DID NOT DO THIS WORK LAST WEEK</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Purpose</b>           | <ul style="list-style-type: none"> <li>• To allow the calculation of hours actually worked in the reference week by collecting first the number of days worked and then the average number of hours per day</li> <li>• To produce estimates of working time in own-use production of goods</li> </ul>                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Adaptation advice</b> | <ul style="list-style-type: none"> <li>• Respondents should report any day during the reference period when they carried out the activity even for a short period of time.</li> <li>• Any activity in this case refers to time spent directly on and in relation to agricultural or fishing activities by the respondent to produce goods intended mainly for own final consumption by the household. Exclude time spent in activities intended to produce goods mainly for sale or barter.</li> <li>• Enter "0" in the case of respondents engaged in farming or fishing for own-final use who were on temporary absence from this work in the reference week.</li> </ul> |

**AGF\_5 (AGF\_HRS)** How many hours per day did (you/NAME) spend doing this last week?

|                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Answer options</b>    | <p>1. HOURS PER DAY ____</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Purpose</b>           | <ul style="list-style-type: none"> <li>• To produce estimates of working time in own-use production of goods</li> <li>• To produce estimates of the contribution of own-use production of agriculture goods to SNA labour input</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Adaptation advice</b> | <ul style="list-style-type: none"> <li>• The number to be entered is the average number per day that the respondent actually worked on. For example if the respondent reported working on 3 days and on those days they worked 1 hour, 3 hours and 5 hours then the average per day worked is 3 hours and that should be recorded here.</li> <li>• Hours actually worked refers to time spent directly on and in relation to farming and or fishing work activities by the respondent to produce goods intended mainly for own final consumption by the household or family. Exclude time spent in activities intended mainly for sale or barter.</li> <li>• Enter "0" in the case of respondents engaged in farming or fishing for own-final use who were on temporary absence from this work in the reference week.</li> <li>• Record hours in 0.5 hour intervals. If the respondent gives a response in some other way (e.g. 10 hours 20 minutes), round up or down to the nearest 0.5 hours (i.e. 10.5 hours).</li> <li>• Interviewers should be trained to help the respondent by getting them to talk about how much time they spent on each of the days they worked as reported for the previous question.</li> </ul> |

- Exclude time spent travelling between the home and the land plot, lake, sea, etc. for example at the start and end of the work day, as well as time spent on long breaks, for example, meal breaks.
- For data quality assurance a maximum hour's threshold should be established, taking into account the national context. The threshold should take into consideration the extent to which fishing activities, in particular, may be performed over 24-hour shift periods.

**AGF\_6 (AGF\_HRSU)** How many hours per week do (you/NAME) usually spend working in (farming, rearing animals, [and/or fishing])?

#### Answer options

1. HOURS PER WEEK \_\_\_\_

#### Purpose

- To produce estimates of working time in own-use production

#### Adaptation advice

- Hours usually worked per week refers to the typical value (mode) of the hours actually worked per week assessed over a longer reference period than the reference week, as self-declared by the respondent.
- Record hours in 0.5 hour intervals. Round to the nearest 0.5 hours if necessary.
- If the respondent reports variable hours encourage them to estimate the average over the last 4 weeks.
- The upper hour threshold may need to be revised to fit national circumstances.

## Module MJJ: Characteristics of Main Job

#### Purpose

- Module MJJ is asked of all respondents who have been identified as employed in the reference period based on previous modules.

#### Adaptation advice

- It starts by capturing if the respondent has only one job or business, or multiple jobs or businesses and for those with multiple jobs or business, it guides respondents to focus on the one in which they usually work the most hours (i.e. main job or business). After this it will capture information on occupation and self-identified status in employment of the main job or business.
- This module is critical to provide a range of analytical information (occupation and status in employment) but also to enable appropriate routing of respondents for additional questions on the main job. Different questions are appropriate depending on whether the respondent initially self-identifies as a dependent worker (employee, apprentice, contributing family worker, assisting family member), or an independent worker (own-account or employer). The module also allows identification of wage and salaried employees, and of co-operators in family businesses.

**MJJ\_1 (MJJ\_MULT)** Last week did (you/NAME) have more than one job or income generating activity?

#### Answer options

1. NO, ONLY ONE JOB/BUSINESS
2. YES, MORE THAN ONE JOB/BUSINESS

#### Purpose

- To identify multiple-job holders
- To identify respondents who will have to provide information about a second job

#### Adaptation advice

- A self-employed person who works for more than one client is not considered to have more than one job or business. A separate job should involve working in a different economic activity or in a different status in employment. For example, a person who runs a business and also works as a government employee, or a self-employed person who runs a convenience shop and drives a taxi at other times.
- For employees it refers to the number of employers they have, for example an employee of an agency has one job, regardless of how many clients they might serve through that agency.

## INSTRUCTIONS

INTERVIEWER TO READ: I am now going to ask you some questions about the income-generating activity in which (you/NAME) usually work the most hours.

|                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
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| <b>Purpose</b>           | <ul style="list-style-type: none"><li>• To help respondents with multiple jobs identify which one is the main one for the following questions.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Adaptation advice</b> | <ul style="list-style-type: none"><li>• The statement is to be read to respondents who self-reported having multiple jobs. No response is required.</li><li>• The main job is defined, as per the international standards, as the one in which the person usually work the most hours, even if they were absent from it in the reference week. If the hours of work are the same in each job, the main job/business is the one that generates the highest income.</li><li>• Care should be taken to ensure that respondents report on their main job even if absent during the reference week.</li></ul> |

**MJJ\_2 (MJJ\_OCC\_TLE)** In (this/NAME's) job, what kind of work (do/does) (you/he/she) do?

|                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
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| <b>Answer options</b>    | <p>([e.g. Cattle farmer –breed, raise and sell cattle; Policeman –patrol the streets; Cook –plan and prepare meals; Primary school teacher –teach children how to read and write])</p> <p>1. OCCUPATIONAL TITLE, IF ANY _____</p> <p>2. MAIN TASKS AND DUTIES _____</p> <p>3. ISCO CODE: _____</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Purpose</b>           | <ul style="list-style-type: none"><li>• To capture the occupation of the respondent in their main job</li><li>• To capture sufficient detail to enable the data coder to find the appropriate ISCO-08 (or national classification) code.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Adaptation advice</b> | <ul style="list-style-type: none"><li>• Occupation refers to the kind of work performed in a job.</li><li>• The interviewer should ask the question but record two pieces of information based on the response received.</li><li>• The first piece of information is the 'Occupational title' (MJJ_3).</li><li>• The second piece of information is the 'Main tasks and duties' (MJJ_3a).</li><li>• The information is needed to assign a code based on the ISCO-08 (or national occupation) classification (MJJ_3b)</li><li>• It is vital to capture sufficiently detailed information about the title and main tasks or duties to enable coding at 4 Digits level. For example, if the respondent says he/she is a teacher, the interviewer should inquire further as to what type of teacher- primary school, vocational school, subject matter taught, language, etc and then record both the title and the tasks and duties reported.</li><li>• The examples should be adapted to list nationally relevant occupations. Detailed descriptions should be provided in the examples, as these are meant as guidance for the interviewer, and not to be read aloud. This includes examples of occupational titles (e.g. long-distance truck driver) and of relevant main task and duties associated with that occupation (e.g. transporting goods between cities) to highlight the type of information required for detailed coding.</li></ul> |

**MJJ\_3 (MJU\_INS)** In this job (are/is) (you/he/she) working in....?

|                       |                                                                                                                                                                                                                                                                                                      |
|-----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Answer options</b> | <p>READ</p> <p>1. The government or a state-owned enterprise</p> <p>2. A farm</p> <p>3. A private business (non-farm)</p> <p>4. A household(s) as a domestic worker</p> <p>5. An NGO, non-profit institution, religious institution</p> <p>6. An international organization or a foreign embassy</p> |
| <b>Purpose</b>        | <ul style="list-style-type: none"><li>• To enable classification of employed persons by institutional sector of employment.</li><li>• To develop estimates for use in the National Accounts</li></ul>                                                                                                |

|                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
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| <b>Adaptation advice</b> | <ul style="list-style-type: none"> <li>• The question is intended only for respondents with a dependent employment relationship in their main job (employee, apprentice/intern, helping a family member who works for someone else).</li> <li>• It should not be asked of persons who work in their own business or in a business run by a family member. The institutional sector for all self-employed persons is the private sector. Thus, the corresponding code should be assigned during data processing.</li> <li>• The institutional sector of employment refers to the type of institution that person works in, rather than their usual place of work. For example, a government doctor who works on call in different households works in government (code 01) even though the usual place of work may be the clients' households. In cases where a respondent is hired through an employment agency to work for another organisation/household then the sector where the work is performed should be recorded. For example a domestic worker hired through and paid by an agency should still be recorded as code 04 (private household), while a nurse hired to work in a government hospital through an agency (and paid by that agency) would be code 01 (government).</li> <li>• Code 01: Includes all the government institutions or state-owned enterprises (i.e. ownership of 50% or more by the state)</li> <li>• Code 02: Includes private farms producing mainly for the market</li> <li>• Code 03: Includes all other (ie. non-farm) personal or private businesses, whether formal or informal, that are not publicly owned (or owned at less than 50% by the state)</li> <li>• Code 04: Includes private households as employers of domestic workers only</li> <li>• Code 05: Includes all non-profit institutions, such as NGO, charities, religious institutions, that provide their services or product to households or the community at large. It excludes NGOs controlled by the government</li> <li>• Code 06: Includes public institutions but owned by foreign or international institutions such as foreign embassies etc.</li> </ul> |
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**MJJ\_4 (MJU\_NAM)** What is the name of the place or business where (you/NAME) work(s)?

|                          |                                                                                                                                                                                                                                                                                                                                                     |
|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Answer options</b>    | 1. NAME OF ESTABLISHMENT _____<br>(USE "NO NAME" FOR CASES WHERE A PRIVATE BUSINESS HAS NO OFFICIAL NAME)                                                                                                                                                                                                                                           |
| <b>Purpose</b>           | <ul style="list-style-type: none"> <li>• Part of the sequence of questions needed to identify the branch of economic activity (industry) of the establishment where the main job is located</li> <li>• It may also be used to link LFS data with industry data obtained from business registers where available, for more precise coding</li> </ul> |
| <b>Adaptation advice</b> | <ul style="list-style-type: none"> <li>• The question should be asked only to respondents who said the business or place of work had a name in response to the previous question.</li> </ul>                                                                                                                                                        |

**MJJ\_5 (MJU\_MAC)** What is the main activity of the place or business where (you/NAME) work(s)?

|                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Answer options</b>    | ([e.g.: Police Department - public safety; Restaurant - preparing and serving meals; Transport Company - long distance transport of goods])<br>1. MAIN ACTIVITY _____<br>2. GOODS OR SERVICES _____<br>3. ISIC CODE:_____                                                                                                                                                                                                                                                                                                                              |
| <b>Purpose</b>           | <ul style="list-style-type: none"> <li>• Part of the sequence of questions needed to identify the branch of economic activity (industry) of the establishment where the main job is located</li> <li>• To enable the data coder to find the appropriate ISIC Rev.4 code (or equivalent national classification).</li> </ul>                                                                                                                                                                                                                            |
| <b>Adaptation advice</b> | <ul style="list-style-type: none"> <li>• To aid in coding, interviewers should be trained to record 2 pieces of information. The first piece of information is the 'Main activity' (MJJ_6), the second is the main 'goods or services' produced (MJJ_6a). This is then used to assign a code according to the ISIC or national equivalent classification (MJJ_6b).</li> <li>• It is vital to have enough information about the main goods or products produced or service rendered at the place of work to enable coding at 4 Digits level.</li> </ul> |

- The examples should be adapted to list nationally relevant industries, products and services. Detailed descriptions should be provided in the examples, as these are meant as guidance for the interviewer, and not to be read aloud. This includes descriptive words that illustrate the main activity of an establishment (e.g. pharmacy) and of relevant main goods or services provided (e.g. sale of medicines to the general public) to highlight the type of information required for detailed coding.

#### MJJ\_6 (MJJ\_EMP\_REL) (Do/does) (you/NAME) work...?

##### Answer options

- READ
1. As an [employee]
  2. In (your/his/her) own [business activity]
  3. Helping in a family or household business
  4. As an apprentice, intern
  5. Helping a family member who works for someone else

##### Purpose

- Part of the sequence of questions to assign a code under the International Classification of Status in Employment (ICSE).

##### Adaptation advice

- Status in employment refers to the type of relationship between the respondent and the unit he/she works for.
- Code 01: The respondent holds a job with a written or oral contract which gives him/her a basic pay that is not directly dependent on the revenue of the unit in which he/she works. The term "employee" aims to capture casual, temporary as well as permanent employees in formal or informal employment situations. At national level, additional keywords or common terms may be needed to ensure wide coverage of employees in different employment situations (e.g. day labourer).
- Code 02: The respondent works on his/her own account or with partners. He/she holds a "self-employment" type of job and may or may not have engaged employees to work for him/her. The phrase "business activity" should be adapted to the national context to ensure that independent workers self-identify as such regardless of the type or size of their independent activity.
- Code 03: The respondent participated in any activity to support the operation of a business activity of a household member or a family member living elsewhere.
- Code 04: The respondent holds a job on a temporary basis to acquire workplace experience or skills.
- Code 05: The respondent helped with any of the tasks or duties of an employee job held by a household member or a family member living elsewhere. For example, a son who helps his mother with grading exams as part of her job as a teacher.

#### MJJ\_7 (MJJ\_REM\_TYP) Which of the following types of pay (do/does) (you/NAME) receive for this work?

##### Answer options

- READ AND MARK ALL THAT APPLY
1. A wage or salary
  2. Payment by piece of work completed
  3. Commissions
  4. Tips
  5. Fees for services provided
  6. Payment with meals or accommodation
  7. Payment in products
- DO NOT READ
8. OTHER CASH PAYMENT (Specify): \_\_\_\_\_
  9. NOT PAID

##### Purpose

- Analysis of the types of payments received by respondents
- Part of a sequence of questions used to confirm the status in employment of respondents
- To confirm if respondents who self-identified as employees do receive a wage or salary or not. Those not in receipt of a wage or salary may be re-classified as dependent contractors depending on their answers to additional questions.

|                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
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| <b>Adaptation advice</b> | <ul style="list-style-type: none"> <li>• This question is only asked of people who said their status in employment was an employee, apprentice/intern or helping a family member who works for someone else.</li> <li>• This only refers to payment received by the respondent directly themselves.</li> <li>• Multiple answers can be recorded if the respondent received multiple different types of payment</li> <li>• Payments in kind, i.e. where non-monetary payments are received, are asked about in another question and should not be recorded here</li> <li>• Code 01 refers to payments in return for time worked. It can be an amount per hour, day, week, month or other time period. Wages or salaries are not directly dependent on the profits of business/organisation in which the respondent works, or sales etc.</li> <li>• Code 02 refers to payments received specifically linked to the outputs produced, e.g. an amount per unit finished or service provided – but not linked directly to the amount of time worked, e.g. a hairdresser who is paid per hair styling service provided at a fixed rate regardless of the amount of time required</li> <li>• Code 03 refers to payments which are typically based on a percentage of a value – most typical in sales occupations, for example being paid 5% of the value of completed sales</li> <li>• Code 04 refers to voluntary payments received directly from customers</li> <li>• Code 05 refers to payments that are typically for longer terms tasks or for professional services, e.g. the types of payments that may be received by people providing legal advice or consultants</li> <li>• Codes 06 and 07 refer to different types of payment in kind, i.e. where non-monetary payments are received for the work performed</li> <li>• Codes 06 and 07 refer to different types of payment in kind, i.e. where non-monetary payments are received for the work performed</li> <li>• Code 08 includes any other type of cash payment which is not covered by categories 01 to 05</li> <li>• Code 09 should only be used for respondents who report that they do not directly receive any form of pay (for example helpers in family businesses who indicate not receiving any pay)</li> </ul> |
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**MJJ\_8a (MJJ\_CFW\_CHK2)** Who usually decides how the income earned from this business will be used ...?

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|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Answer options</b>    | <p>READ</p> <ol style="list-style-type: none"> <li>1. (You/NAME)</li> <li>2. (You/NAME) together with others</li> <li>3. Other family member(s) only</li> <li>4. Other (non-related) person(s) only</li> </ol>                                                                                                                     |
| <b>Purpose</b>           | <ul style="list-style-type: none"> <li>• To assess participation in decision making within the family business</li> <li>• This question is not used to assign the status in employment – it is supplementary information on decision making roles. This is why it is considered optional</li> </ul>                                |
| <b>Adaptation advice</b> | <ul style="list-style-type: none"> <li>• Only asked of respondents who work in a household or family business</li> <li>• This refers to usual decision making about income of the business such as using the income to pay salary to the business owners, pay for household expenses, reinvesting in the business, etc.</li> </ul> |

**MJJ\_8b (MJJ\_CFW\_CHK)** Who usually makes the decisions about the running of the family business?

|                          |                                                                                                                                                                                                                                                                                                                                                                                                           |
|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Answer options</b>    | <p>READ</p> <ol style="list-style-type: none"> <li>1. (You/NAME)</li> <li>2. (You/NAME) together with others</li> <li>3. Other family member(s) only</li> <li>4. Other (non-related) person(s) only</li> </ol>                                                                                                                                                                                            |
| <b>Purpose</b>           | <ul style="list-style-type: none"> <li>• To assess participation in decision making within the family business.</li> <li>• Part of the sequence of questions to distinguish between contributing family workers and co-operators in family businesses.</li> <li>• Part of the sequence of questions for detailed coding under the International Classification of Status in Employment (ICSE).</li> </ul> |
| <b>Adaptation advice</b> | <ul style="list-style-type: none"> <li>• Only asked of respondents who work in a household or family business.</li> </ul>                                                                                                                                                                                                                                                                                 |

|                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|---------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                               | <ul style="list-style-type: none"> <li>This refers to usual decision making about the running of the business such as the types of goods and services offered, hiring of employees, etc.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>MJJ_9a (MJJ_HIRES)</b> Does (your/family) business hire any paid employees on a regular basis?             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Answer options</b>                                                                                         | 1. YES<br>2. NO                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Purpose</b>                                                                                                | <ul style="list-style-type: none"> <li>To confirm whether a self-employed respondent has employees.</li> <li>Part of the sequence of questions to distinguish between employers and own-account workers, as needed to assign a code under the International Classification of Status in Employment (ICSE).</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Adaptation advice</b>                                                                                      | <ul style="list-style-type: none"> <li>The question is only asked to respondents who are identified as operating their own business</li> <li>It refers to the situation in the reference week and the business considered as the main job of the respondent (i.e. employees hired for some other purpose should not be included)</li> <li>The notion of hiring employees “on a regular basis” is intended to support restricting the definition of employers to refer to those who hire paid workers with some frequency, and not only as an exceptional situation. For data collection purposes, it should be interpreted as having at least one employee during the reference period, even if on temporary absence AND also having engaged at least one employee (whether the same or a different person) in the preceding four weeks or month</li> <li>It includes employees hired on a permanent, fixed term, casual, temporary or part-time basis, as well as paid apprentices, interns or trainees. It excludes contributing family workers, business co-operators and volunteers, apprentices, interns or helpers who are not paid</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>MJJ_9b (MJD_SINGLE_CLIENT)</b> Does more than half of the income from the business/activity come from ...? |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Answer options</b>                                                                                         | READ<br>1. One single client/customer<br>2. Multiple clients/customers<br>DO NOT READ<br>3. HAVE NOT HAD ANY CLIENTS YET                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Purpose</b>                                                                                                | <ul style="list-style-type: none"> <li>To establish if the respondent is dependent on a main client for a large part of the income generated by the enterprise</li> <li>Used to identify dependent relationships as part of the definition of dependent contractors</li> <li>Used to direct respondents to further questions identifying dependent contractors</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Adaptation advice</b>                                                                                      | <ul style="list-style-type: none"> <li>The question is intended only for respondents who self-identify as operating their own business and that do not have any regular employees as well as for contributing family workers, that takes part of the decision making and where the family business do not have any regular employees</li> <li>Respondents might perceive the term “clients” differently. For example a respondent that receives the customers through an intermediary might either perceive the intermediary as the client or the customers as the clients. The sequence of questions are design to deal with these situation. The respondents perception of who the client or clients are should therefore be used as a starting point for answering the questions</li> <li>In case the respondent asks for a reference period to be able to assess whether more than half of the income comes from one single client/customer then a reference period of 12 months can be used</li> <li>Code 01 refers to a situation where the majority of the income generated in the business comes from one single client, customer, person etc. This code should be used independently of whether the respondent still work for the client, as long as one client contributes or have contributed to a majority of the income. It hence covers the situation where the respondent has a main client and is still working for that client and the situation where the respondent have had a main client within the last 12 month, but is now carrying out more minor work for other clients</li> <li>Code 02 is used for all others with clients where most of the income is not generated by one single client but by multiple clients. This would typically include persons who sells to the public in general</li> </ul> |

- Code 03 is used for people who, for whatever reason, have not had any clients yet. This could for example be due to that the business has just been started

**MJJ\_9c (MJD\_SOURCE\_CLIENT)** Do (you/NAME) (get/gets) (your/his/her) customers, clients or buyers through someone else, for example from another company, intermediary or person ...?

#### Answer options

- READ
1. Yes, all of them
  2. Yes, most of them
  3. Yes, but only some of them
  4. No

#### Purpose

- To establish if the respondent is dependent on another company for intermediating customers/clients
- Used to identify dependent relationships as part of the definition of dependent contractors
- Used to direct respondents to further questions identifying dependent contractors

#### Adaptation advice

- The question is intended only for respondents who in have stated that more than half of the income of the business do not come from a single client/customer
- It refers to whether some or all of the clients the respondent typically have is received through an intermediary/business. This could for example be the case when the respondent uses a platform or application to access customers, or if a third party (person or company) hands out the work or provides the customers to the respondent, for example a hairdresser that rents a chair in a salon and when the salon owner controls the booking of the customers or a person delivering food and uses an application/digital platform to receive the clients and directions for how to drive to them
- The respondents answer should be based on the de-facto situation i.e. the experience of how the respondent in general receives the clients
- Code 02 is used when the respondent receives most of the clients from a third party but in addition have been able to receive clients through own means
- Code 03 is used when the respondent receives some of the clients from a third party but in addition have been able to receive most of the clients through own means

**MJJ\_9d (MJD\_SELL\_CLIENT)** In this business activity (do you / does NAME) ...?

#### Answer options

- READ AND MARK ALL THAT APPLY
1. (Make/Makes) products or (provide/provides) services for only one company
  2. (Sell/Sells) products or services from only one company
  3. (Work/Works) with materials or equipment provided by just one company
- DO NOT READ
4. NONE OF THE ABOVE

#### Purpose

- To establish if the respondent does their work for one only other company, sell products from one company only or work with materials provided by one single company
- Used to identify dependent relationships as part of the definition of dependent contractors
- Used to direct respondents to further questions identifying dependent contractors

#### Adaptation advice

- The question is intended only for respondents who self-identify as operating their own business
- It is to be asked of respondents who did not already qualify for the dependent contractor status questions based on their answer to previous question(s)
- The agreements reflected in code 01-03 can be more or less formalised. It can for example be a written contract that restricts the respondent to use a single supplier, or it can be orally stated that all the products should be sold to one single company

**MJJ\_9e (MJD\_CONTROL)** Does this client / company / intermediary / person ...?

#### Answer options

- VERSION A**
- READ AND MARK ALL THAT APPLY
1. Set the price of the products or services that (you offer/ NAME offers)

|                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                          | <p>2. Decide the minimum amount of sales or tasks (you/NAME) must complete</p> <p>3. Decide the places, routes or areas where (you do / NAME does) the work</p> <p>4. Decide how to organize the work</p> <p>5. Decide the supplier(s) to use</p> <p>6. Provide the premises or machines (you use / NAME uses)</p> <p>DO NOT READ</p> <p>7. NONE OF THE ABOVE</p> <p><b>VERSION B</b></p> <p>READ AND MARK ALL THAT APPLY</p> <p>1. Set the price of the products or services that (you offer/ NAME offers)</p> <p>2. Decide on where, when or how you should carry out your work</p> <p>DO NOT READ</p> <p>3. NONE OF THE ABOVE</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Purpose</b>           | <ul style="list-style-type: none"> <li>• To establish the level of control over the organisation and value of the work in case there is a dependent relationship</li> <li>• Part of the questions for identifying dependent contractors among self-identified self-employed</li> <li>• Used to determine dependent contractor status</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Adaptation advice</b> | <ul style="list-style-type: none"> <li>• The question is asked only to those of whom a dependent relationship has been identified based on the three previous questions</li> <li>• The questions include three different formulations i.e. client / company / intermediary / person. The term used should be adapted to the perception and term used by the respondent to create as natural question as possible</li> <li>• The different codes refer to situations where another company or person is controlling the work of the respondent in different ways (for example the way they do the work, the price they sell for)</li> <li>• The different aspects of control reflected in answer options can be more or less formalised. It can be stated in a written contract or orally stated</li> <li>• Two sets of answer options are proposed: version A - a detailed set with six options and version B - with only two. Version B was developed during testing undertaken in 2022 and was found to give generally similar results to version A.</li> <li>• Version A - Code 01 refers to a situation where the prices of the goods or services is decided by the entity of which the respondent is dependent. This would exclude cases where the price is negotiated, established by law or regulation, set in agreement with partner or co-operator, or if the respondent has multiple products or services and have the capacity to set the price for any of those goods or services</li> <li>• Version A - Code 02 covers situations where the entity of which the respondent is dependent have defined a limited amount of sale or number of tasks to achieve within a given time period. To not achieve the set target could activate a financial penalty or a termination of the agreement</li> <li>• Version A - Code 03 refers to a situation when the entity of which the respondent is dependent decides or restricts where the respondent should conduct his or her work. This would include the place of work (a specific office, market etc.), area of work (e.g. at a specific road or in a specific district) or the routes to be taken (e.g. a respondent carrying out delivery service and receives the specific route that has to be taken)</li> <li>• Version A - Code 04 reflects when the entity of which the respondent is dependent not only defines what should be produced but also provides instructions on how the products or service should be produced. This could include how the tasks should be carried out or how the work should be prioritised and could also involve some degree of supervision of the work</li> <li>• Version A - Code 05 is used when the entity of which the respondent is dependent, restricts or requests the suppliers to use for the material input to the production as part of the agreement</li> <li>• Version A - Code 06 is used when the machinery or equipment used in the production is provided by the entity of which the respondent is dependent. For example, a construction worker that have to use or rent the machinery from the client, or a seamstress that is provided with or have to rent a sewing machine from the client. It is also used when offices, premises or facilities is provided either for free or for a fee by the entity of which they are dependent</li> </ul> |

- Version B - Code 01 refers to a situation where the prices of the goods or services is decided by the entity on which the respondent is dependent. This would exclude cases where the price is negotiated, established by law or regulation, set in agreement with partner or co-operator, or if the respondent has multiple products or services and have the capacity to set the price for any of those goods or services
- Version B - Code 02 refers to a situation where the entity on which the respondent is dependent controls aspects of how the work is organized. This can include aspects such as:
  - Where the work should be taken place: refers to a situation when the entity of which the respondent is dependent decides or restricts where the respondent should conduct his or her work. This would include the place of work (a specific office, market etc.), area of work (e.g. at a specific road or in a specific district) or the routes to be taken (e.g. a respondent carrying out delivery service and receives the specific route that has to be taken)
  - When the work should be conducted: where the entity on which they depend decides when the work should be carried out, for example within some specific hours of the day, and the respondent do not have the flexibility to adjust or change this duration
  - How the work should be conducted: when the entity of which the respondent is dependent not only defines what should be produced but also provides instructions on how the products or service should be produced. This could include how the tasks should be carried out or how the work should be prioritised and could also involve some degree of supervision of the work

**MJJ\_9f (MIS\_SOCPRO\_DC1)** In relation to this job (do/does) (you/name) contribute to the [Pension Fund/Unemployment Insurance] on (your/his/her) behalf?

#### Answer options

1. YES
2. NO
97. DON'T KNOW

#### Purpose

- To establish whether voluntarily contributions to social insurance are made by dependent contractors
- Part of assessing formality/informality for dependent contractors
- To support analysis of informality in employment and job-related benefits

#### Adaptation advice

- Asked to all self-declared business operators (or decision making self-declared contributing family members) who are classified as dependent contractors
- In some countries, workers in employment for profit (including independent workers and dependent contractors) have the possibility to register voluntarily to get access to some coverage of social insurance
- The voluntary members decides when to pay, how many times they want to pay and how much they want to pay. The frequency and amount of the contributions will impact on the degree of coverage of formal arrangements
- The question should be adapted to reflect the national job-related social security fund(s). It only refers to job-related schemes – not general schemes open to everyone
- In case the respondent asks for a reference period to be able to assess if they have paid contributions then a reference period of 12 months can be used
- If the respondent is not aware of the national fund(s) then mark option 3

**MJJ\_9g (MJL\_REGP1)** Have you registered your activities in [The national tax registration for persons in employment for profit, declaring their tax on profits made]?

#### Answer options

1. YES
2. NO

#### Purpose

- Part of the sequence to assess informality/formality among dependent contractors

#### Adaptation advice

- The wording should be modified according to the national context to reference the national tax registration system
- This is asked of respondents who have been identified as dependent contractors according to ICSE-18 based on earlier questions

- If the respondent hesitates to answer or is uncomfortable to answer, then it could be underlined that the information collected will not be used for any other purposes than for statistical purposes. The aim is just to provide data that describes the situations of the workers in the country

**MJJ\_10a (MIE\_SOCPRO1)** Does (your/NAME's) employer pay contributions to the [Pension Fund/Unemployment Insurance] for (you/NAME)?

#### Answer options

1. YES
2. NO
97. DON'T KNOW

#### Purpose

- Part of the sequence of questions to identify employees with informal jobs
- To enable analysis of informality in employment and job-related benefits

#### Adaptation advice

- The question should be adapted to reflect the national job-related social security fund(s)
- In translating the question to the national language(s) care should be taken to ensure that respondents understand that the question refers to the payment of social contributions by their employer, and not by themselves
- Code 01 is for all cases where the employer of the respondent is making payments to the pension fund or listed social security fund for the benefit of the respondent

**MJJ\_10b (MIS\_SOCPRO\_DC2)** In relation to this job (do/does) (you/name) contribute to the [Pension Fund/Unemployment Insurance] on (your/his/her) behalf?

#### Answer options

1. YES
2. NO
97. DON'T KNOW

#### Purpose

- To establish whether voluntarily contributions to social insurance are made by dependent contractors
- Part of assessing formality/informality for dependent contractors
- To support analysis of informality in employment and job-related benefits

#### Adaptation advice

- See explanations to question MJJ\_9f

**MJJ\_10c (MJL\_REGI1)** Is the (business/farm) (you/NAME) (work/works) for registered in the [National Business Register]?

#### Answer options

1. YES
2. NO

#### Purpose

- Part of the sequence of questions to identify persons employed in the informal sector

#### Adaptation advice

- The question is relevant only for respondents working for private enterprises or farms. For others (e.g. working for public institutions) the answer to this questions is "YES" by default. Interviewers should be trained to apply this rule during interviews
- The question should be adapted to reflect the name of the national registration authority
- Being registered would imply a registration of a company name and would be a condition to for example gain legal documents like a certificate of incorporation, a postal address of the enterprise or/and receiving a trade licence
- If the respondent is not aware of the national business register then apply code 03

**MJJ\_10d (MIS\_BOOK\_TYP1)** What kind of accounts or records does the business keep? Are they...

#### Answer options

1. A complete set of written accounts for tax purposes
2. Simplified written accounts to be submitted for tax purposes

|                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                          | 3. Simplified written accounts not for tax purposes<br>4. Informal records of orders, sales, purchases<br>5. No records are kept<br>DO NOT READ<br>97. DON'T KNOW                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Purpose</b>           | <ul style="list-style-type: none"> <li>Part of the sequence of questions to identify persons employed in the informal sector</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Adaptation advice</b> | <ul style="list-style-type: none"> <li>Code 01 refers to written accounts kept for tax purposes as per the national context. This may include business balance sheets, profit and loss statements, registers of assets, etc. It also includes simplified accounts required by tax or other public authorities for small business operators. Code 01 should be used when complete accounts are kept, even if these are not submitted to tax or other public authorities</li> <li>Code 02 refers to when accounts are kept for submission to the tax authorities, but the accounts are not completely full accounts I.e., they do not necessary include all aspects such as detailed business balance sheets, registers of all assets, etc. Typically, limited set of accounts for tax purposes would be kept by smaller formal enterprises with few or no employees that has a turnover below a set threshold</li> <li>Code 03 refers to cases where written records of accounts are kept by the business for internal purposes and not for submission to the tax or other public authorities.</li> <li>Code 04 covers cases where some records may be kept, for example receipts of purchases, lists of expenses or payments, but no balance sheets are maintained.</li> <li>Code 05 captures cases where no records are kept.</li> </ul> |

**MJJ\_10e (MJL\_REGP2)** Have you registered your activities in [The national tax registration for persons in employment for profit, declaring their tax on profits made]?

|                          |                                                                                                                                    |
|--------------------------|------------------------------------------------------------------------------------------------------------------------------------|
| <b>Answer options</b>    | 1. YES<br>2. NO                                                                                                                    |
| <b>Purpose</b>           | <ul style="list-style-type: none"> <li>Part of the sequence to assess informality/formality among dependent contractors</li> </ul> |
| <b>Adaptation advice</b> | <ul style="list-style-type: none"> <li>See explanations to question MJJ_9g</li> </ul>                                              |

**MJJ\_10f (MIE\_PVACLV1)** (Do/Does) (you/NAME) get paid annual leave?

|                          |                                                                                                                                                                                                                                                                                                                                                                               |
|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Answer options</b>    | 1. YES<br>2. NO<br>97. DON'T KNOW                                                                                                                                                                                                                                                                                                                                             |
| <b>Purpose</b>           | <ul style="list-style-type: none"> <li>Part of the sequence of questions to identify employees with informal jobs</li> <li>To enable analysis of informality in employment</li> </ul>                                                                                                                                                                                         |
| <b>Adaptation advice</b> | <ul style="list-style-type: none"> <li>This refers to the respondent's ability to take paid annual leave through their job</li> <li>If the entitlement exists but the person is unable to take the leave in practice this should be coded as 'NO'</li> <li>Only respondents who are both entitled and able in practice to take the leave should be coded as 'YES'.</li> </ul> |

**MJJ\_10g (MIE\_PSCKLV1)** Would (you/NAME) get paid sick leave in case of illness or injury?

|                       |                                                                                                                                                                                       |
|-----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Answer options</b> | 1. YES<br>2. NO<br>97. DON'T KNOW                                                                                                                                                     |
| <b>Purpose</b>        | <ul style="list-style-type: none"> <li>Part of the sequence of questions to identify employees with informal jobs</li> <li>To enable analysis of informality in employment</li> </ul> |

|                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Adaptation advice</b> | <ul style="list-style-type: none"> <li>• This refers to the respondent's ability to take paid sick leave through their job</li> <li>• If the entitlement exists but the person is unable to take the leave in practice this should be coded as 'NO'</li> <li>• Only respondents who are both entitled and able in practice to take the leave should be coded as 'YES'.</li> <li>• The amount of sick leave is not specified. Even if only a low amount is available this should still be recorded as "YES"</li> <li>• If the payment is received through a social insurance scheme and not directly from the employer this should still be coded as 'YES', so long as the paid sick leave is dependent on the worker's job. That is, schemes that are not related to having a particular job should be excluded.</li> </ul> |
|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**MJJ\_11a (MIE\_SOCPRO2)** Does (your/NAME's) employer pay contributions to the [Pension Fund/Unemployment Insurance] for (you/NAME)?

|                          |                                                                                                                                                                                                                    |
|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Answer options</b>    | 1. YES<br>2. NO<br>97. DON'T KNOW                                                                                                                                                                                  |
| <b>Purpose</b>           | <ul style="list-style-type: none"> <li>• Part of the sequence of questions to identify employees with informal jobs</li> <li>• To enable analysis of informality in employment and job-related benefits</li> </ul> |
| <b>Adaptation advice</b> | <ul style="list-style-type: none"> <li>• See explanations to question MJJ_10a</li> </ul>                                                                                                                           |

**MJJ\_11b (MJL\_REGI2)** Is the (business/farm) (you/NAME) (work/works) for registered in the [National Business Register]?

|                          |                                                                                                                                           |
|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Answer options</b>    | 1. YES<br>2. NO                                                                                                                           |
| <b>Purpose</b>           | <ul style="list-style-type: none"> <li>• Part of the sequence of questions to identify persons employed in the informal sector</li> </ul> |
| <b>Adaptation advice</b> | <ul style="list-style-type: none"> <li>• See explanations to question MJJ_10c</li> </ul>                                                  |

**MJJ\_11c (MIS\_BOOK\_TYP2)** What kind of accounts or records does the business keep? Are they...

|                          |                                                                                                                                                                                                                                                                                                        |
|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Answer options</b>    | READ<br>1. A complete set of written accounts for tax purposes<br>2. Simplified written accounts to be submitted for tax purposes<br>3. Simplified written accounts not for tax purposes<br>4. Informal records of orders, sales, purchases<br>5. No records are kept<br>DO NOT READ<br>97. DON'T KNOW |
| <b>Purpose</b>           | <ul style="list-style-type: none"> <li>• Part of the sequence of questions to identify persons employed in the informal sector</li> </ul>                                                                                                                                                              |
| <b>Adaptation advice</b> | <ul style="list-style-type: none"> <li>• See explanations to question MJJ_10d</li> </ul>                                                                                                                                                                                                               |

**MJJ\_11d (MIE\_PVACLV2)** (Do/Does) (you/NAME) get paid annual leave?

|                       |                                                                                                                                                                                           |
|-----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Answer options</b> | 1. YES<br>2. NO<br>97. DON'T KNOW                                                                                                                                                         |
| <b>Purpose</b>        | <ul style="list-style-type: none"> <li>• Part of the sequence of questions to identify employees with informal jobs</li> <li>• To enable analysis of informality in employment</li> </ul> |

|                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|-------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Adaptation advice</b>                                                                                                                  | <ul style="list-style-type: none"> <li>• See explanations to question MJJ_10f</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>MJJ_11e (MIE_PSCKLV2)</b> Would (you/NAME) get paid sick leave in case of illness or injury?                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Answer options</b>                                                                                                                     | 1. YES<br>2. NO<br>97. DON'T KNOW                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Purpose</b>                                                                                                                            | <ul style="list-style-type: none"> <li>• Part of the sequence of questions to identify employees with informal jobs</li> <li>• To enable analysis of informality in employment</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Adaptation advice</b>                                                                                                                  | <ul style="list-style-type: none"> <li>• See explanations to question MJJ_10g</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>MJJ_12a (MJC_CONTRA)</b> (Do/Does) (you/NAME) have a written contract for the work (you/he/she) (do/does) or is it an oral agreement?  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Answer options</b>                                                                                                                     | 1. YES, WRITTEN CONTRACT<br>2. YES, ORAL AGREEMENT<br>97. DON'T KNOW                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Purpose</b>                                                                                                                            | <ul style="list-style-type: none"> <li>• To assess the relationship between the respondent and their employer</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Adaptation advice</b>                                                                                                                  | <ul style="list-style-type: none"> <li>• This relates to the nature of the agreement the respondent has with their employer covering the work they do and their working conditions</li> <li>• The question is only asked of respondents in a paid dependent employment relationship (employee, apprentice/intern or helping a family member who works for someone else)</li> <li>• Code 01 covers any kind of written agreement between the respondent and their employer which indicates their duties/role and working conditions.</li> <li>• Code 02 covers situations where there is no written agreement but the conditions have been orally agreed between the respondent and the employer</li> </ul> |
| <b>MJJ_12b (MCD_CONTHRS )</b> Does (your/NAME's) (contract/agreement) specify the number of hours (you/he/she) (are/is) supposed to work? |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Answer options</b>                                                                                                                     | 1. YES<br>2. NO                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Purpose</b>                                                                                                                            | <ul style="list-style-type: none"> <li>• To identify whether a person has a specified number of hours of work in their contract or agreement</li> <li>• As part of the set of questions to identify people with no minimum agreed hours (zero hours contracts) and contractual hours</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Adaptation advice</b>                                                                                                                  | <ul style="list-style-type: none"> <li>• This relates to the agreement or contract already reported and whether it specifies a number of hours of work (per week, per day, per month)</li> <li>• The question is only asked of respondents in a paid dependent employment relationship (employee, apprentice/intern or helping a family member who works for someone else) who indicate having a written or oral agreement with their employer</li> </ul>                                                                                                                                                                                                                                                  |
| <b>MJJ_12c (MCD_CONMIN)</b> Does the (contract/agreement) guarantee a minimum amount of hours or work for (you/NAME)?                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Answer options</b>                                                                                                                     | 1. YES, MINIMUM HOURS OR WORK GUARANTEED<br>2. YES, TASKS OR WORK TO DO<br>3. NO, 0-HOUR CONTRACT, CONTACTED WHEN NEEDED                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Purpose</b>                                                                                                                            | <ul style="list-style-type: none"> <li>• To assess the relationship between the respondent and their employer</li> <li>• To identify respondents with zero-hours contracts</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

|                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Adaptation advice</b> | <ul style="list-style-type: none"> <li>• This relates to the nature of the agreement the respondent has with their employer covering the work they do and their working conditions</li> <li>• The question is only asked of respondents in a paid dependent employment relationship (employee, apprentice/intern or helping a family member who works for someone else) who indicate having a written or oral agreement with their employer</li> <li>• Code 01 covers any kind of written or oral agreement between the respondent and their employer covering the expected working time, whether it be a set number of hours per time-period or a minimum amount of time over the duration of the agreement</li> </ul> |
|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**MJJ\_12d (MCD\_CONTHRS\_NUM)** What are (your/NAME's) agreed or contractual working hours per week in this job?

|                          |                                                                                                                                                                |
|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Answer options</b>    | 1. HOURS PER WEEK ____ (997 FOR DON'T KNOW)                                                                                                                    |
| <b>Purpose</b>           | <ul style="list-style-type: none"> <li>• To produce estimates of working time based on contractual hours in main job</li> </ul>                                |
| <b>Adaptation advice</b> | <ul style="list-style-type: none"> <li>• Only asked of those who were identified as having a written contract or oral agreement with their employer</li> </ul> |

**MJJ\_12e (MJC\_CONOP)** Is (your/NAME's) contract or agreement....?

|                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Answer options</b>    | <p>READ</p> <ol style="list-style-type: none"> <li>1. For a specified period of time</li> <li>2. Until the date a task is completed</li> <li>3. Permanent or until retirement</li> <li>4. Ongoing, until further notice</li> <li>97. DON'T KNOW</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Purpose</b>           | <ul style="list-style-type: none"> <li>• To identify the type of contact or agreement held between the respondent and their employer</li> <li>• To enable classification of employees by degree of permanency of the contract or agreement</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Adaptation advice</b> | <ul style="list-style-type: none"> <li>• The question is only asked of respondents in a paid dependent employment relationship (employee, apprentice/intern or helping a family member who works for someone else) who indicate having a written or oral agreement with their employer.</li> <li>• Code 01 include all cases where the respondent's agreement has a specified end date whether in writing or not even if the respondent expects to continue working in the job after that date</li> <li>• Code 02 covers cases where the respondent indicated that the contract is for the completion of a task, delivery of a service or product, even if it also includes a time limit</li> <li>• Code 03 covers cases where the contract includes an end-date established based on the expected age of retirement</li> <li>• Code 04 includes all cases where there is an expectation of continued employment, whether formal or informal, with no explicit end date specified</li> </ul> |

**MJJ\_12f (MJC\_TEMPTOTAL)** How much longer (do/does) (you/NAME) expect to continue working in this job?

|                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|-----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Answer options</b> | <ol style="list-style-type: none"> <li>1. LESS THAN A MONTH</li> <li>2. BETWEEN 1 AND 2 MONTHS</li> <li>3. MORE THAN 2 MONTHS BUT LESS THAN 3 MONTHS</li> <li>4. 3 MONTHS OR MORE</li> <li>5. IT IS UNTIL FURTHER NOTICE/NO SPECIFIC AGREEMENT</li> </ol>                                                                                                                                                                                                                              |
| <b>Purpose</b>        | <ul style="list-style-type: none"> <li>• To identify the length of time into the future the contract will last</li> <li>• To establish total duration of agreement for those with an oral agreement who said their work in going with no agreed end date</li> <li>• To assign status in employment which distinguishes between casual and short-term employees and others based on a threshold of 3 months total duration of work (including both past and expected future)</li> </ul> |

|                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|--------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Adaptation advice</b>                                                                                     | <ul style="list-style-type: none"> <li>The question is only asked of respondents who have an oral agreement that is “Ongoing, until further notice” or they did not know the length of the agreement</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>MJJ_12g (MJC_TEMPDUR)</b> How long in total is (your/NAME's) current contract or agreement?               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Answer options</b>                                                                                        | <ol style="list-style-type: none"> <li>DAILY CONTRACT/AGREEMENT</li> <li>LESS THAN ONE MONTH</li> <li>1 TO LESS THAN 3 MONTHS</li> <li>3 TO LESS THAN 6 MONTHS</li> <li>6 TO LESS THAN 12 MONTHS</li> <li>12 TO LESS THAN 24 MONTHS</li> <li>TWO YEARS OR MORE</li> <li>NO SPECIFIED DURATION</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Purpose</b>                                                                                               | <ul style="list-style-type: none"> <li>Identify the length of agreement to allow analysis of working conditions</li> <li>For an assessment of different categories of workers, based on their working arrangements</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Adaptation advice</b>                                                                                     | <ul style="list-style-type: none"> <li>Only ask of respondents who indicated that they had a limited duration agreement or an agreement that specifies the completion of tasks, in response to the previous question</li> <li>The duration referred to should be the total duration of the current contract or agreement, not elapsed duration or remaining time</li> <li>Respondents with an agreement for the completion of tasks who nevertheless have a specified time limit should be coded in the corresponding duration bracket</li> <li>Code 01 includes respondents who work on the basis of daily agreements with their employer and have no guarantee of work with that employer beyond each day they are recruited</li> </ul> |
| <b>MJJ_12h (MCD_TASKSE)</b> Is (your/NAME's) work seasonal?                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Answer options</b>                                                                                        | <ol style="list-style-type: none"> <li>YES</li> <li>NO</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Purpose</b>                                                                                               | <ul style="list-style-type: none"> <li>To identify employed persons with no contract or with a contract for the completion of a task who are engaged in seasonal work</li> <li>To be used together with the question on reasons for having a fixed term contract to fully identify all persons employed whose main job is seasonal</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Adaptation advice</b>                                                                                     | <ul style="list-style-type: none"> <li>Seasonal work refers to jobs whose timing and duration are significantly influenced by seasonal factors such as climatic seasons, holidays and agricultural preparations or harvests. Seasonal jobs are typically performed during part of the year and followed by a period of inactivity</li> <li>Only persons with jobs subject to seasonal conditions with periods of inactivity longer than a month should be coded 01</li> <li>Jobs which are subject to short periods of inactivity of one or two weeks, but do not follow a seasonal pattern should be coded 02</li> </ul>                                                                                                                 |
| <b>MJJ_13a (MJL_REGI3 )</b> Is (your/family) (business/farm) registered in the [National Business Register]? |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Answer options</b>                                                                                        | <ol style="list-style-type: none"> <li>YES</li> <li>NO</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Purpose</b>                                                                                               | <ul style="list-style-type: none"> <li>Part of the sequence of questions to identify persons employed in the informal sector</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Adaptation advice</b>                                                                                     | <ul style="list-style-type: none"> <li>See explanations to question MJJ_10c</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>MJJ_13b (MJL_CORP)</b> Is the (business/farm) registered as...?                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Answer options</b>                                                                                        | <p>READ</p> <ol style="list-style-type: none"> <li>[ A limited company or partnership (i.e. incorporated enterprise)]</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

|                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                   | <p>6. [Sole proprietor (i.e. not an incorporated enterprise)]</p> <p>DO NOT READ</p> <p>97. DON'T KNOW</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Purpose           | <ul style="list-style-type: none"> <li>• Part of the sequence of questions to identify persons employed in the informal sector</li> <li>• Part of the new sequence of questions for detailed coding under the International Classification of Status in Employment (ICSE).</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Adaptation advice | <ul style="list-style-type: none"> <li>• Incorporation refers to the process of establishing a business/establishment with a separate legal identity from its owner(s), which limits the liability of the owners in case of losses by the business.</li> <li>• The question requires national adaptation to list the types of arrangements which identify incorporated enterprises in the country such as limited companies, limited partnerships, etc.</li> <li>• Codes 01 to 05 include those that have an incorporated enterprise. This would be an enterprise that has its own legal identity, and the owner would therefore have a limited liability. In case of for example a loss or dept this would be a loss or dept of the enterprise and not the owner. If the enterprise for example ends in bankruptcy, then any remaining dept would be a dept of the enterprise and the owner would not be personal responsible to pay for the money owned by the enterprise. The owner would however, loose the investments made in the enterprise. Typically, but not necessary, the enterprise would be a shareholding enterprise</li> <li>• Code 06 includes "unincorporated enterprises" such as a sole proprietor. This would be enterprises where the owner(s) has full liability. Any profit or loss made from the business would be a direct profit or loss for the owner. If the owner needs to take a loan in relation to the enterprise, then the owner would be personally responsible for the loan, as well as any other debts that might be occurred in the enterprise</li> <li>• Code 97 covers cases when the respondent states a different type of enterprise and the interviewer is not sure whether it should be coded 1 or 2, then code 3 can be used. The interviewer should then note the type of enterprise that has been stated</li> </ul> |

**MJJ\_13c (MIS\_BOOK\_TYP3)** What kind of accounts or records does the business keep? Are they...

|                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|-------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Answer options    | <p>READ</p> <ol style="list-style-type: none"> <li>1. A complete set of written accounts for tax purposes</li> <li>2. Simplified written accounts to be submitted for tax purposes</li> <li>3. Simplified written accounts not for tax purposes</li> <li>4. Informal records of orders, sales, purchases</li> <li>5. No records are kept</li> </ol> <p>DO NOT READ</p> <p>97. DON'T KNOW</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Purpose           | <ul style="list-style-type: none"> <li>• Part of the sequence of questions to identify persons employed in the informal sector</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Adaptation advice | <ul style="list-style-type: none"> <li>• See explanations to question MJJ_10d</li> <li>• Code 01 refers to written accounts kept for tax purposes as per the national context. This may include business balance sheets, profit and loss statements, registers of assets, etc. It also includes simplified accounts required by tax or other public authorities for small business operators. Code 01 should be used when complete accounts are kept, even if these are not submitted to tax or other public authorities</li> <li>• Code 02 refers to when accounts are kept for submission to the tax authorities, but the accounts are not completely full accounts I.e., they do not necessary include all aspects such as detailed business balance sheets, registers of all assets, etc. Typically, limited set of accounts for tax purposes would be kept by smaller formal enterprises with few or no employees that has a turnover below a set threshold</li> <li>• Code 03 refers to cases where written records of accounts are kept by the business for internal purposes and not for submission to the tax or other public authorities.</li> <li>• Code 04 covers cases where some records may be kept, for example receipts of purchases, lists of expenses or payments, but no balance sheets are maintained.</li> </ul> |

|                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                                 | <ul style="list-style-type: none"> <li>• Code 05 captures cases where no records are kept.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>MJJ_13d (MIS_SOCPRO_DC3)</b> In relation to this job (do/does) (you/name) contribute to the [Pension Fund/Unemployment Insurance] on (your/his/her) behalf?  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Answer options</b>                                                                                                                                           | 1. YES<br>2. NO<br>97. DON'T KNOW                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Purpose</b>                                                                                                                                                  | <ul style="list-style-type: none"> <li>• To establish whether voluntarily contributions to social insurance are made</li> <li>• To support analysis of informality in employment and job-related benefits</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Adaptation advice</b>                                                                                                                                        | <ul style="list-style-type: none"> <li>• See explanations to question MJJ_9f</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>MJJ_14 (MJU_PLC)</b> In what kind of place (do/does) (you/NAME) typically work, for example in an office, on the street, in your own home, in a vehicle etc? |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Answer options</b>                                                                                                                                           | 1. AT (YOUR/NAME'S) OWN HOME<br>2. AT THE CLIENT'S OR EMPLOYER'S HOME<br>3. AT A FARM, AGRICULTURAL LAND OR FISHING SITE<br>4. AT A BUSINESS, OFFICE, FACTORY, FIXED PREMISE OR SITE<br>5. ON THE STREET OR ANOTHER PUBLIC SPACE WITHOUT A FIXED STRUCTURE<br>6. IN/ON A VEHICLE (WITHOUT DAILY WORK BASE)<br>7. DOOR-TO-DOOR<br>8. OTHER<br>97. CANNOT SAY                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Purpose</b>                                                                                                                                                  | <ul style="list-style-type: none"> <li>• To enable analysis of working relationships and conditions</li> <li>• To enable identification of home-based workers, and as additional supporting information to identify domestic workers, workers in triangular relationships</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Adaptation advice</b>                                                                                                                                        | <ul style="list-style-type: none"> <li>• This refers to the type of location where the person typically carries out the work. If a worker works in different locations of the same type, that type of location should be recorded as the answer, for example an electrician who typically works in his clients' homes should be coded 02 as the work typically takes place in clients' homes.</li> <li>• Countries may choose to further break down the response categories for their own analytical purposes. Care should be taken to ensure that the response options remains mutually exclusive and exhaustive, retaining essential break-downs to enable identification of home-based workers, domestic workers, and workers in triangular relationships, as relevant in the national context.</li> <li>• Code 01 includes cases where the respondent works in a space within the household premises. This includes rooms within the residential premises, outbuildings such as sheds and garages intended for residential purposes, as well as yards and gardens immediately adjacent to the residence. Fixed premises adjacent (in front, on the side, in the back) to the household dwelling served by a separate entrance and not normally used for residential purposes should be coded 04.</li> <li>• Code 02 includes respondents who typically work at the client's or employer's home, for example, domestic workers (including when residing at the employer's premises), plumbers who work at their client's houses, etc.</li> <li>• Code 03 refers to farmland, orchards, gardens or any other type of land plots used for the purposes of crop, livestock, forestry, fishery, or aquaculture production, regardless of size.</li> <li>• Code 04 refers to cases where the respondent typically works at a fixed premise or site. This can be a shop, workshop, office building, factory, mine, construction site, permanent market place, warehouse, or any other kind of fixed premise or site. Workers who move around for their work but have a fixed-base location to which they report daily are included in this category.</li> <li>• Code 05 includes cases where the respondent typically works on the street or another public space that enables interaction with potential clients (e.g. plaza, parking area, public park, etc.)</li> </ul> |

without a permanent structure. It includes, for example, street vendors, push-cart operators, operators of street stalls that are removed at the end of each day.

- Code 06 will include all cases where the work typically involves use of a motorized or non-motorized vehicle, including water, air or land-based vehicles. Workers who depart each day from a central location to which they return upon completion of their workday (for example a public transport employee) should be coded as working from a fixed premise, Code 04.
- Code 07 refers to persons who work on an itinerant basis seeking potential clients at their residential premises (i.e. without prior agreement), for example door to door.

**MJJ\_15 (MJU\_SIZ)** How many persons including (you/NAME) work at (your/NAME) place of work?

#### Answer options

READ ONLY IF NECESSARY

1. ONE
2. 2-4
3. 5-9
4. 10-19
5. 20-49
6. 50+

#### Purpose

- To identify the size of the establishment.

#### Adaptation advice

- The question refers to the establishment where the person works. For large organizations, respondents should be prompted to provide the size of the Division or Department in which they work.
- It refers to the current situation but also including any workers who may be temporarily absent in the reference week. When size is variable, consider the typical or average number of workers in the last 4 weeks or 30 days.
- Includes all workers regardless of their status in employment (employees, paid apprentices, contributing family workers, business co-operators, etc), whether full-time, part-time, with a temporary contract or agreement, etc.

**MJJ\_16 (MJT\_SYR)** Which year did (you/NAME) start working in this business or job?

#### Answer options

1. YEAR \_\_\_\_
97. DON'T KNOW (CODE 9997)

#### Purpose

- To enable analysis by duration of job/business

#### Adaptation advice

- It provides a measure of the stability and continuity of employment, including in cases where a worker has had a series of contracts with the same economic unit.
- It refers to the year in which the respondent started working for the current employer or in the current business.
- For dependent workers (ie. employees, apprentices) this refers to the year when the person started working for their employer, even if since then, the person has been promoted or changed job description, responsibilities or tasks, within the economic unit. For self-employed people with a registered business it will refer to work in the specific registered business. For informal businesses it refers to the year the person started working in the activity.
- When a worker has had a series of renewed temporary engagements with the same economic unit, the duration of employment in that economic unit should be based on the total duration since the first engagement, unless the gap between engagements was one month or longer.
- When a worker has been transferred between different establishments or locations within an enterprise, or enterprise group, or between different ministries or departments within the same government, duration in the current economic unit should be based on the highest level institutional unit considered as a single economic unit. For workers employed through agencies, for example in multi-party employment arrangements, the duration of employment should be with the agency not the client of the agency.

**MJJ\_17 (MJT\_SMO)** And which month?

|                          |                                                                                                                                                                                |
|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Answer options</b>    | 1. JANUARY<br>2. FEBRUARY<br>3. MARCH<br>4. APRIL<br>5. MAY<br>6. JUNE<br>7. JULY<br>8. AUGUST<br>9. SEPTEMBER<br>10. OCTOBER<br>11. NOVEMBER<br>12. DECEMBER<br>97. DONT*KNOW |
| <b>Purpose</b>           | <ul style="list-style-type: none"> <li>To enable analysis by duration of job/business</li> </ul>                                                                               |
| <b>Adaptation advice</b> | <ul style="list-style-type: none"> <li>See notes for year commenced</li> </ul>                                                                                                 |

## Module SJJ: Characteristics of Second Job

|                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Purpose</b>           | <ul style="list-style-type: none"> <li>Module SJJ “Characteristics of second job” is asked of all respondents who previously stated that they had more than one job or business. It captures essential characteristics of the second job/business of the respondent.</li> </ul>                                                                                                                                                                                                                                                       |
| <b>Adaptation advice</b> | <ul style="list-style-type: none"> <li>This module is important for countries wishing to undertake analysis of the characteristics of all jobs, which is not possible if only characteristics of the main job are collected. It is also useful to enable analysis of total volume of work (or full-time equivalent employment) in combination with questions on hours worked in second and other jobs. This can also enable more detailed analysis of the circumstances and types of jobs of those who hold multiple jobs.</li> </ul> |

**SJJ\_1 (SJJ\_OCC\_TLE)** In this second job, what kind of work (do/does) (you/NAME) do?

|                          |                                                                                                                                                                                                                                                                                     |
|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Answer options</b>    | <p>([e.g. Cattle farmer –breed, raise and sell cattle; Policeman –patrol the streets; Cook –plan and prepare meals; Primary school teacher –teach children how to read and write])</p> 1. OCCUPATIONAL TITLE, IF ANY _____<br>2. MAIN TASKS AND DUTIES _____<br>3. ISCO CODE: _____ |
| <b>Purpose</b>           | <ul style="list-style-type: none"> <li>To capture the occupation of the respondent in their second job</li> <li>To capture sufficient detail to enable the data coder to find the appropriate ISCO-08 (or national classification) code.</li> </ul>                                 |
| <b>Adaptation advice</b> | <ul style="list-style-type: none"> <li>See explanations to question MJJ_2</li> </ul>                                                                                                                                                                                                |

**SJJ\_2 (SJJ\_IND\_MAC)** What is the main activity of the business or place where (you/NAME) (work/works)?

|                       |                                                                                                                                                                                                                               |
|-----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Answer options</b> | <p>([e.g.: Police Department - public safety; Restaurant - preparing and serving meals; Transport Company - long distance transport of goods])</p> 1. MAIN ACTIVITY _____<br>2. GOODS OR SERVICES _____<br>3. ISIC CODE:_____ |
| <b>Purpose</b>        | <ul style="list-style-type: none"> <li>Needed to identify the branch of economic activity (industry) of the establishment where the second job is located</li> </ul>                                                          |

|                   |                                                                                                                                                             |
|-------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                   | <ul style="list-style-type: none"> <li>To enable the data coder to find the appropriate ISIC Rev.4 code (or equivalent national classification).</li> </ul> |
| Adaptation advice | <ul style="list-style-type: none"> <li>See explanations to question MJJ_5</li> </ul>                                                                        |

**SJJ\_3 (SJJ\_EMP\_REL)** In this second job, (do/does) (you/NAME) work...?

|                   |                                                                                                                                                                                                                                                                                    |
|-------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Answer options    | <p>READ</p> <ol style="list-style-type: none"> <li>As an [employee]</li> <li>In (your/his/her) own [business activity]</li> <li>Helping in a family or household business</li> <li>As an apprentice, intern</li> <li>Helping a family member who works for someone else</li> </ol> |
| Purpose           | <ul style="list-style-type: none"> <li>Part of the sequence of questions to assign a code under the International Classification of Status in Employment (ICSE).</li> </ul>                                                                                                        |
| Adaptation advice | <ul style="list-style-type: none"> <li>See explanations to question MJJ_6</li> </ul>                                                                                                                                                                                               |

**SJJ\_4 (SJD\_REM\_TYP)** Which of the following types of pay (do/does) (you/NAME) receive for this work?

|                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Answer options    | <p>READ AND MARK ALL THAT APPLY</p> <ol style="list-style-type: none"> <li>A wage or salary</li> <li>Payment by piece of work completed</li> <li>Commissions</li> <li>Tips</li> <li>Fees for services provided</li> <li>Payment with meals or accommodation</li> <li>Payment in products</li> </ol> <p>DO NOT READ</p> <ol style="list-style-type: none"> <li>OTHER CASH PAYMENT (Specify): _____</li> <li>NOT PAID</li> </ol>                                  |
| Purpose           | <ul style="list-style-type: none"> <li>Analysis of the types of payments received by respondents</li> <li>Part of a sequence of questions used to confirm the status in employment of respondents</li> <li>To confirm if respondents who self-identified as employees do receive a wage or salary or not. Those not in receipt of a wage or salary may be re-classified as dependent contractors depending on their answers to additional questions.</li> </ul> |
| Adaptation advice | <ul style="list-style-type: none"> <li>See explanations to question MJJ_7</li> </ul>                                                                                                                                                                                                                                                                                                                                                                            |

**SJJ\_5 (SJD\_SOCPRO1)** Does (your/NAME's) employer pay contributions to the [Pension Fund/Unemployment Insurance] for (you/NAME)?

|                   |                                                                                                                                                                                                                |
|-------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Answer options    | <ol style="list-style-type: none"> <li>YES</li> <li>NO</li> <li>DON'T KNOW</li> </ol>                                                                                                                          |
| Purpose           | <ul style="list-style-type: none"> <li>Part of the sequence of questions to identify employees with informal jobs</li> <li>To enable analysis of informality in employment and job-related benefits</li> </ul> |
| Adaptation advice | <ul style="list-style-type: none"> <li>See explanations to question MJJ_10a</li> </ul>                                                                                                                         |

**SJJ\_6 (SJD\_SOCPRO2)** Does (your/NAME's) employer pay contributions to the [Pension Fund/ Health/ Unemployment Insurance] for (you/NAME)?

**Answer options**

1. YES
2. NO
97. DON'T KNOW

**Purpose**

- Part of the sequence of questions to identify employees with informal jobs
- To enable analysis of informality in employment and job-related benefits

**Adaptation advice**

- See explanations to question MJJ\_10a

**SJJ\_7a (SJJ\_REGI )** Is your business registered in the [National Business Register]?

**Answer options**

1. YES
2. NO

**Purpose**

- Part of the sequence of questions to identify persons employed in the informal sector

**Adaptation advice**

- See explanations to question MJJ\_10c

**SJJ\_7b (SJJ\_HIRES)** (Do/Does) (you/NAME) hire any paid employees on a regular basis?

**Answer options**

1. YES
2. NO

**Purpose**

- To confirm whether a self-employed respondent has employees.
- Part of the sequence of questions to distinguish between employers and own-account workers, as needed to assign a code under the International Classification of Status in Employment (ICSE).

**Adaptation advice**

- See explanations to question MJJ\_9a

**SJJ\_7c (SJD\_SINGLE\_CLIENT)** Does more than half of the income from the business/activity come from ...?

**Answer options**

- READ
1. One single client/customer
  2. Multiple clients/customers
- DO NOT READ
3. HAVE NOT HAD ANY CLIENTS YET

**Purpose**

- To establish if the respondent is dependent on a main client for a large part of the income generated by the enterprise
- Used to identify dependent relationships as part of the definition of dependent contractors
- Used to direct respondents to further questions identifying dependent contractors

**Adaptation advice**

- See explanations to question MJJ\_9b

**SJJ\_7d (SJD\_SOURCE\_CLIENT)** Do (you/NAME) (get/gets) (your/his/her) customers, clients or buyers through someone else, for example from another company, intermediary or person ...?

**Answer options**

- READ
1. Yes, all of them
  2. Yes, most of them
  3. Yes, but only some of them
  4. No

**Purpose**

- To establish if the respondent is dependent on another company for intermediating customers/clients

|                          |                                                                                                                                                                                                                                          |
|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                          | <ul style="list-style-type: none"> <li>Used to identify dependent relationships as part of the definition of dependent contractors</li> <li>Used to direct respondents to further questions identifying dependent contractors</li> </ul> |
| <b>Adaptation advice</b> | <ul style="list-style-type: none"> <li>See explanations to question MJJ_9c</li> </ul>                                                                                                                                                    |

**SJJ\_7e (SJD\_CONTROL)** Does this client / company / intermediary / person ...?

|                          |                                                                                                                                                                                                                                                                                                                                           |
|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Answer options</b>    | <p>READ AND MARK ALL THAT APPLY</p> <ol style="list-style-type: none"> <li>Set the price of the products or services that (you offer/ NAME offers)</li> <li>Decide on where, when or how you should carry out your work</li> </ol> <p>DO NOT READ</p> <ol style="list-style-type: none"> <li>NONE OF THE ABOVE</li> </ol>                 |
| <b>Purpose</b>           | <ul style="list-style-type: none"> <li>To establish the level of control over the organisation and value of the work in case there is a dependent relationship</li> <li>Part of the questions for identifying dependent contractors among self-identified self-employed</li> <li>Used to determine dependent contractor status</li> </ul> |
| <b>Adaptation advice</b> | <ul style="list-style-type: none"> <li>See explanations to question MJJ_9e</li> </ul>                                                                                                                                                                                                                                                     |

**SJJ\_8a (SJD\_SOCPRO\_SELF)** In relation to this job (do/does) (you/name) contribute to the [Pension Fund/Unemployment Insurance] on (your/his/her) behalf?

|                          |                                                                                                                                                                                                                                                                                                                      |
|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Answer options</b>    | <ol style="list-style-type: none"> <li>YES</li> <li>NO</li> <li>DON'T KNOW</li> </ol>                                                                                                                                                                                                                                |
| <b>Purpose</b>           | <ul style="list-style-type: none"> <li>To establish whether voluntarily contributions to social insurance are made by dependent contractors</li> <li>Part of assessing formality/informality for dependent contractors</li> <li>To support analysis of informality in employment and job-related benefits</li> </ul> |
| <b>Adaptation advice</b> | <ul style="list-style-type: none"> <li>See explanations to question MJJ_9f</li> </ul>                                                                                                                                                                                                                                |

**SJJ\_8b (SJD\_REGP)** Have you registered your activities in [The national tax registration for persons in employment for profit, declaring their tax on profits made]?

|                          |                                                                                                                                    |
|--------------------------|------------------------------------------------------------------------------------------------------------------------------------|
| <b>Answer options</b>    | <ol style="list-style-type: none"> <li>YES</li> <li>NO</li> </ol>                                                                  |
| <b>Purpose</b>           | <ul style="list-style-type: none"> <li>Part of the sequence to assess informality/formality among dependent contractors</li> </ul> |
| <b>Adaptation advice</b> | <ul style="list-style-type: none"> <li>See explanations to question MJJ_9g</li> </ul>                                              |

## Module WKT: Working time in Employment

|                          |                                                                                                                                                                                                                                                                                                                                                                                                                     |
|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Purpose</b>           | <ul style="list-style-type: none"> <li>Module WKT "Working time in employment" is asked of all respondents who previously stated that they had more than one job or business.</li> </ul>                                                                                                                                                                                                                            |
| <b>Adaptation advice</b> | <ul style="list-style-type: none"> <li>The purpose of the module is to capture information on working time in the respondent's different jobs and the total hours worked in all jobs. Two main concepts of working time identified in the international standards on the measurement of working time (18th ICLS, 2008) are covered in the module, namely hours actually worked and hours usually worked.</li> </ul> |

|  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <ul style="list-style-type: none"> <li>• In addition to hours worked, questions are included relevant to the measurement of time related underemployment and other inadequate employment situations, in line with the latest international standards on these topics (19th ICLS 2013 and 16th ICLS 1998, respectively).</li> <li>• This module is a core part of any labour force survey sequence given the importance of analysis of working time, its role in productivity measurement and the link to the measurement of labour underutilization.</li> </ul> |
|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**WKT\_1 (WKT\_MJ\_USHRS)** How many hours (do/does) (you/NAME) usually work per week in (your/his/her) main job?

|                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Answer options</b>    | 1. HOURS PER WEEK ____<br>2. DON'T KNOW (CODE 997)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Purpose</b>           | <ul style="list-style-type: none"> <li>• To produce estimates of working time</li> <li>• As a reference for the measurement of time related underemployment</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Adaptation advice</b> | <ul style="list-style-type: none"> <li>• Hours usually worked per week refers to the typical value (mode) of the hours actually worked per week assessed over a longer reference period than the reference week, as self-declared by the respondent.</li> <li>• Record hours in 0.5 hour intervals. Round to the nearest 0.5 hours if necessary.</li> <li>• If the respondent reports variable hours encourage them to estimate the average over the last 4 weeks.</li> <li>• Recommended range: from 0.5 to 112.0 hours/week</li> <li>• The upper hour threshold may need to be revised to fit national circumstances, in particular in cases where shift work or other types of work arrangements prevalent in certain industries may result in schedules of more than 112 hours usually worked in a given week.</li> </ul> |

**WKT\_2 (WKT\_MJ\_USDAY)** How many days per week (do/does) (you/NAME) usually work in (your/his/her) main job?

|                          |                                                                                                                                                                                                                                                                                                                                                                             |
|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Answer options</b>    | 1. NUMBER OF DAYS ____                                                                                                                                                                                                                                                                                                                                                      |
| <b>Purpose</b>           | <ul style="list-style-type: none"> <li>• To produce estimates of hours usually worked per week in combination with a question on hours usually worked per day</li> </ul>                                                                                                                                                                                                    |
| <b>Adaptation advice</b> | <ul style="list-style-type: none"> <li>• Only asked to respondents who could not provide an estimate of hours usually worked per week in response to the previous question.</li> <li>• This refers to the number of days on which any work is usually performed. If the number of days vary ask the respondent to estimate an average over the previous 4 weeks.</li> </ul> |

**WKT\_3 (WKT\_MJ\_USHRDY)** And how many hours per day (do/does) (you/NAME) usually work in (your/his/her) main job?

|                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Answer options</b>    | 1. HOURS PER DAY ____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Purpose</b>           | <ul style="list-style-type: none"> <li>• To produce estimates of hours usually worked per week in combination with a question on number of days usually worked per week</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Adaptation advice</b> | <ul style="list-style-type: none"> <li>• Only asked to respondents who could not provide an estimate of hours usually worked per week.</li> <li>• This refers to the number of days on which any work is usually performed in the main job each week. If the number of hours per day vary ask the respondent to estimate an average over the previous 4 weeks.</li> <li>• Recommended range: from 0.5 to 16.0 hours/day</li> <li>• The upper hour threshold may need to be revised to fit national circumstances, in particular in cases where shift work or other types of work arrangements prevalent in certain industries may result in schedules longer than 16 hours in a given day.</li> </ul> |

**WKT\_4 (WKT\_MJ\_SAMEHRS)** In total, last week did (you/NAME) work the same hours as usual in (your/his/her) main job?

|                          |                                                                                                                                                                                                                                                                                  |
|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Answer options</b>    | <ol style="list-style-type: none"> <li>1. YES</li> <li>2. NO</li> </ol>                                                                                                                                                                                                          |
| <b>Purpose</b>           | <ul style="list-style-type: none"> <li>• To identify whether hours worked in the reference week are more or less than usual. People who say their actual hours are the same as their usual hours will not need to be asked an additional question about actual hours.</li> </ul> |
| <b>Adaptation advice</b> | <ul style="list-style-type: none"> <li>• To be recorded as declared by the respondent.</li> </ul>                                                                                                                                                                                |

**WKT\_7 (WKT\_MJ\_ACTHRS)** How many hours did (you/NAME) work in total in (your/his/her) main job last week?

|                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Answer options</b>    | 1. NUMBER OF HOURS ____ (997 FOR DON'T KNOW)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Purpose</b>           | <ul style="list-style-type: none"> <li>• To produce estimates of working time</li> <li>• To assess differences between usual and actual working hours</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Adaptation advice</b> | <ul style="list-style-type: none"> <li>• Hours actually worked refers to the time spent in a job for the performance of activities that contribute to the production of goods or services during the reference week. It includes direct hours carrying out the tasks and duties of the job, regardless of the location where they are performed; related hours spent maintaining or facilitating the work; down time due to interruptions of a technical, material or economic nature; and resting time spent for short periods according to established norms or national circumstances.</li> <li>• Record hours in 0.5 hour intervals. Round up or down to the nearest 0.5 hours if necessary.</li> <li>• If the respondent cannot provide a total number of hours actually worked, assist with recall by asking about hours worked per day and days worked in reference week.</li> <li>• Recommended range: from 0.5-120.0 hours/week</li> <li>• The upper hour threshold may need to be revised to fit national circumstances, in particular in cases where shift work or other types of work arrangements prevalent in certain industries may result in schedules of more than 120 hours worked in a given week.</li> </ul> |

**WKT\_8 (WKT\_SJ\_USHRS)** How many hours (do/does) (you/NAME) usually work per week in (your/his/her) second job?

|                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Answer options</b>    | <ol style="list-style-type: none"> <li>1. HOURS PER WEEK ____</li> <li>2. DON'T KNOW (CODE 997)</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Purpose</b>           | <ul style="list-style-type: none"> <li>• To produce estimates of working time</li> <li>• As a reference for the measurement of time related underemployment</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Adaptation advice</b> | <ul style="list-style-type: none"> <li>• Hours usually worked per week refers to the typical value (mode) of the hours actually worked per week assessed over a longer reference period than the reference week, as self-declared by the respondent.</li> <li>• Record hours in 0.5 hour intervals. Round to the nearest 0.5 hours if necessary.</li> <li>• If the respondent reports variable hours encourage them to estimate the average over the last 4 weeks.</li> <li>• Recommended range: from 0.5 to 84.0 hours/week</li> <li>• The upper hour threshold may need to be revised to fit national circumstances, in particular in cases where shift work or other types of work arrangements prevalent in certain industries may result in schedules of more than 84 hours usually worked in a given week although this is unlikely in a second job.</li> </ul> |

**WKT\_9 (WKT\_SJ\_SAMEHRS)** Is that the number of hours (you/NAME) worked last week in (your/his/her) second job?

|                          |                                                                                                                                                                                                                                                                                        |
|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Answer options</b>    | 1. YES<br>2. NO                                                                                                                                                                                                                                                                        |
| <b>Purpose</b>           | <ul style="list-style-type: none"> <li>To identify whether hours worked in the reference week are more or less than usual</li> <li>People who say their actual hours are the same as their usual hours will not need to be asked an additional question about actual hours.</li> </ul> |
| <b>Adaptation advice</b> | <ul style="list-style-type: none"> <li>To be recorded as declared by the respondent.</li> </ul>                                                                                                                                                                                        |

**WKT\_10 (WKT\_SJ\_ACTHRS)** How many hours did (you/NAME) work last week in (your/his/her) second job?

|                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Answer options</b>    | 1. NUMBER OF HOURS ____ (997 FOR DON'T KNOW)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Purpose</b>           | <ul style="list-style-type: none"> <li>To produce estimates of working time</li> <li>To assess differences between usual and actual working hours</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Adaptation advice</b> | <ul style="list-style-type: none"> <li>Hours actually worked refers to the time spent in a job for the performance of activities that contribute to the production of goods or services during the reference week. It includes direct hours carrying out the tasks and duties of the job, regardless of the location where they are performed; related hours spent maintaining or facilitating the work; down time due to interruptions of a technical, material or economic nature; and resting time spent for short periods according to established norms or national circumstances.</li> <li>Record hours in 0.5 hour intervals. Round up or down to the nearest 0.5 hours if necessary.</li> <li>If the respondent cannot provide a total number of hours actually worked in the second job, assist with recall by asking about hours worked per day and days worked in the second job in the reference week.</li> <li>Recommended range" from 0.5 to 84.0 hours/week</li> <li>The upper hour threshold may need to be revised to fit national circumstances, in particular in cases where shift work or other types of work arrangements prevalent in certain industries may result in schedules of more than 84 hours usually worked in a given week.</li> </ul> |

**WKT\_11 (WKT\_OJBS)** Did (you/NAME) have any other jobs last week?

|                          |                                                                                                                                                                                                                         |
|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Answer options</b>    | 1. YES<br>2. NO                                                                                                                                                                                                         |
| <b>Purpose</b>           | <ul style="list-style-type: none"> <li>To identify those with more than two jobs or businesses</li> <li>To enable questions to be asked on hours worked in additional jobs for those with more than two jobs</li> </ul> |
| <b>Adaptation advice</b> | <ul style="list-style-type: none"> <li>Refer to guidance for MJJ_1 (multiple job holding question).</li> </ul>                                                                                                          |

**WKT\_12 (WKT\_OJ\_USHRS)** How many hours (do/does) (you/NAME) usually work per week in (your/his/her) other job(s)?

|                          |                                                                                                                                                                                                                                                                    |
|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Answer options</b>    | 1. HOURS PER WEEK ____<br>97. DON'T KNOW (CODE 997)                                                                                                                                                                                                                |
| <b>Purpose</b>           | <ul style="list-style-type: none"> <li>To produce estimates of working time in all jobs</li> <li>As a reference for the measurement of time related underemployment</li> </ul>                                                                                     |
| <b>Adaptation advice</b> | <ul style="list-style-type: none"> <li>Optional – to be included where estimates of total working time in all jobs are needed.</li> <li>Only asked of those who reported having more than two jobs.</li> <li>To be reported for all other jobs in total</li> </ul> |



- Hours usually worked per week refers to the typical value (mode) of the hours actually worked per week assessed over a longer reference period than the reference week, as self-declared by the respondent.
- Record hours in 0.5 hour intervals. Round to the nearest 0.5 hours if necessary.
- If the respondent reports variable hours encourage them to estimate the average over the last 4 weeks.

**WKT\_13 (WKT\_OJ\_SAMEHRS)** Is that the number of hours (you/NAME) worked last week in (your/his/her) other job(s)?

#### Answer options

1. YES
2. NO

#### Purpose

- To identify whether hours worked in the reference week are more or less than usual. People who say their actual hours are the same as their usual hours will not need to be asked an additional question about actual hours.

#### Adaptation advice

- To be recorded as declared by the respondent.

**WKT\_14 (WKT\_OJ\_ACTHRS)** How many hours did (you/NAME) work last week in (your/his/her) other job(s)?

#### Answer options

1. NUMBER OF HOURS \_\_\_\_ (997 FOR DON'T KNOW)

#### Purpose

- To produce estimates of working time
- To assess differences between usual and actual working hours

#### Adaptation advice

- Hours actually worked refers to the time spent in a job for the performance of activities that contribute to the production of goods or services during the reference week. It includes direct hours carrying out the tasks and duties of the job, regardless of the location where they are performed; related hours spent maintaining or facilitating the work; down time due to interruptions of a technical, material or economic nature; and resting time spent for short periods according to established norms or national circumstances.
- Record for all other jobs in total
- Record hours in 0.5 hour intervals. Round up or down to the nearest 0.5 hours if necessary.
- If the respondent cannot provide a total number of hours actually worked, assist with recall by asking about hours worked per day and days worked in reference week.

**WKT\_14a (WKT\_USHRSTOT).** TOTAL HOURS USUALLY WORKED (IN ALL JOBS) \_\_\_\_

#### Purpose

- To confirm the total hours usually worked in all jobs
- To provide a reference point for the measurement of time related underemployment

#### Adaptation advice

- The interviewer should sum up total hours usually worked across all jobs previously recorded
- The totals should be confirmed with the respondent. If the respondent does not confirm the totals please ask for the correct totals and record those
- Some international experiences have highlighted that summing hours worked across jobs may not lead to reliable estimates of total hours worked among respondents with multiple jobs, making this check necessary to ensure data quality.

**WKT\_14b (WKT\_ACHRSTOT).** TOTAL HOURS ACTUALLY WORKED (IN ALL JOBS) \_\_\_\_

#### Purpose

- To confirm the total hours actually worked in all jobs
- To provide a reference point for the measurement of time related underemployment

#### Adaptation advice

- The interviewer should sum up total hours actually worked across all jobs previously recorded
- The totals should be confirmed with the respondent. If the respondent does not confirm the totals please ask for the correct totals and record those

- Some international experiences have highlighted that summing hours worked across jobs may not lead to reliable estimates of total hours worked among respondents with multiple jobs, making this check necessary to ensure data quality.

**WKT\_15 (WKT\_SRH\_OJB)** During the last four weeks, that is from [DATE] up to [last DAY/yesterday] did (you/NAME) look for additional or other paid work?

#### Answer options

1. YES
2. NO

#### Purpose

- To identify people who actively searched for other work even if the person is currently in employment

#### Adaptation advice

- It refers to search for an additional job to the current one(s) or search for a new job to replace the current one. The search can be within the current economic unit or in a different economic unit.
- Within the question use the specific dates which cover the 4 weeks before the interview.
- Any active measure to seek employment should be included as YES. See guidelines for questions on job search for further guidance.

**WKT\_16 (WKT\_WNT\_MRH)** Would (you/NAME) want to work more hours per week than usually worked, provided the extra hours are paid?

#### Answer options

1. YES
2. NO

#### Purpose

- Part of the sequence of questions required to identify people in time-related underemployment. That is people who want to work more hours and are available to do so and worked below an established hours' threshold in all of their jobs
- Part of the computation of measures of labour underutilization.

#### Adaptation advice

- It refers to desire to work more hours than usually worked provided that these are remunerated. This may be in any of the current job(s) or in a different job.
- Should be recorded with regard to the usual working hours in all jobs regardless of the hours actually worked in the reference week

**WKT\_17 (WKT\_AVL\_MRH)** Could (you/NAME) start working more hours within the next two weeks?

#### Answer options

1. YES
2. NO

#### Purpose

- Part of the sequence of questions required to identify people in time-related underemployment. That is people who want to work more hours and are available to do so and worked below an established hour's threshold in all of their jobs.
- Part of the computation of measures of labour underutilization.

#### Adaptation advice

- It refers to time availability with respect to the usual situation (not just the situation before the week).
- The reference period for availability is two weeks from the date of the interview.

**WKT\_18 (WKT\_NUM\_MRH)** How many additional hours per week could (you/NAME) work?

#### Answer options

1. ADDITIONAL HOURS PER WEEK \_\_\_\_ (997 FOR DON'T KNOW)

#### Purpose

- To estimate the volume of time-related underemployment.

|                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-----------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Adaptation advice</b>                                                                                  | <ul style="list-style-type: none"> <li>• The additional hours should be reported based on usual hours worked in all jobs. It refers to the extra hours they wish to work in addition to those usually worked not the total number of desired hours per week.</li> <li>• This refers to the respondent's preferred working situation (not the maximum number they could feasibly work).</li> </ul>                                                                                                                                                                |
| <b>WKT_19 (WKT_INAD)</b> (Do/Does) (you/NAME) want to change (your/his/her) current employment situation? |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Answer options</b>                                                                                     | <ol style="list-style-type: none"> <li>1. YES</li> <li>2. NO</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Purpose</b>                                                                                            | <ul style="list-style-type: none"> <li>• To identify people who wish to change current employment situation. This will help to identify persons in inadequate employment situations.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Adaptation advice</b>                                                                                  | <ul style="list-style-type: none"> <li>• To be recorded as declared by the respondent.</li> <li>• The intention is to capture that the person is not satisfied with their current working arrangement. This should not be constrained by whether such a change is possible.</li> <li>• This refers to their employment situation and not just their main job if the respondent holds multiple jobs. For example the respondent may wish to change from having two part-time jobs to one full-time job. This should be recorded as code 01 'YES' here.</li> </ul> |

**WKT\_20 (WKT\_INAD\_RES)** What is the main reason why (you/NAME) (want/wants) to change (your/his/her) employment situation?

|                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Answer options</b>    | <ol style="list-style-type: none"> <li>1. PRESENT JOB(S) IS/ARE TEMPORARY</li> <li>2. TO HAVE A BETTER PAID JOB</li> <li>3. TO HAVE MORE CLIENTS/BUSINESS</li> <li>4. TO WORK MORE HOURS</li> <li>5. TO WORK FEWER HOURS</li> <li>6. TO BETTER MATCH SKILLS</li> <li>7. TO WORK CLOSER TO HOME</li> <li>8. TO IMPROVE OTHER WORKING CONDITIONS</li> <li>9. OTHER (SPECIFY): _____</li> </ol>                                                                             |
| <b>Purpose</b>           | <ul style="list-style-type: none"> <li>• To identify the reason that the respondent wishes to change their employment situation</li> </ul>                                                                                                                                                                                                                                                                                                                               |
| <b>Adaptation advice</b> | <ul style="list-style-type: none"> <li>• This refers to their overall employment situation, not just a main job.</li> <li>• The response categories may be adapted to reflect national policy interest in different types of inadequate employment situation. Bear in mind that the analysis is limited to the 'main reason'. More thorough analysis of types of inadequate employment situations such as skills mismatch would require additional questions.</li> </ul> |

## Module OPA: Own use production of agriculture goods among Employed persons

|                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
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| <b>Purpose</b>           | <ul style="list-style-type: none"> <li>• Module OPA "Own-use production of agriculture goods among employed" is used to recover own use production of agriculture goods among respondents who were initially identified as employed at the start of the personal interview. The module identifies if the respondent was engaged in any of the types of activities covered. For those who were it collects information on the main products and hours worked in the reference week.</li> </ul> |
| <b>Adaptation advice</b> | <ul style="list-style-type: none"> <li>• This module is essential for countries wishing to produce a comprehensive measure of own use production of goods, in particular foodstuff from agriculture or fishing, in addition to employment and unemployment estimates typically produced from the LFS.</li> </ul>                                                                                                                                                                              |

|  |                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|--|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <ul style="list-style-type: none"> <li>Module OPA is meant to be used together with Module ARD (Main activity start), for a complete identification of own-use producers of foodstuff among the working age population, irrespective of their labour force status.</li> <li>Additional inclusion of Module OPG will enable a complete identification of own-use producers of goods among the working age population.</li> </ul> |
|--|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**OPA\_1 (OPC\_HCROP)** Last week, from [DAY] up to [DAY], did (you/NAME) plant, maintain or harvest any crops, vegetables or fruits?

|                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Answer options</b>    | 1. YES<br>2. NO                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Purpose</b>           | <ul style="list-style-type: none"> <li>Part of the identification of own-use producers of foodstuff</li> <li>To estimate participation rates in different types of own-use production activities</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Adaptation advice</b> | <ul style="list-style-type: none"> <li>It includes all activities covered under groups 011, 012, 013 and 0161, 0163, 0164 (Division 01) of the International Standard Industrial Classification of All Economic Activities (ISIC rev. 4). Examples include growing any kind of produce such as cereals, rice vegetables, fruits, nuts, etc, and related activities such as preparing the land, harvesting</li> <li>Any work done for at least one hour in these activities during the reference week should be included</li> <li>Only activities to produce foodstuff from farming mainly for use or consumption of the respondent's household or family should be included</li> <li>Nationally relevant examples may be included and read only as needed</li> <li>Raising or tending of farm animals is excluded. Livestock farming is captured through a separate question</li> <li>The introduction to the module should be retained. National translation of the introductory text should make reference to "consumption by the household or family". Replacement with the expression "for use by the household or family" has been observed to cause misinterpretation as including 'use for sale'</li> <li>Interviewers should be trained to remind respondents that only activities intended mainly for household or family consumption should be considered</li> </ul> |

**OPA\_2 (OPC\_HPROD)** What are the main crops, vegetables or fruits that (you/NAME) (were/was) working on mainly for consumption by your household or family?

|                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Answer options</b>    | For example: [corn, rice, tomatoes, ...]<br>1. MAIN CROPS _____<br>2. ISIC CODE: ____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Purpose</b>           | <ul style="list-style-type: none"> <li>For analysis of the main types of agriculture goods produced for own final use.</li> <li>To enable the data coder to find the appropriate ISIC Rev.4 Code or corresponding national classification.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Adaptation advice</b> | <ul style="list-style-type: none"> <li>If needed, give examples to assist the respondent. List examples typical of the local area or region (e.g: corn, rice, pigs, chicken, freshwater fish).</li> <li>If the respondent reports multiple products ask them to indicate which ones were the main ones (this could be based on quantity, value, amount of time spent but mainly the respondent should be asked to identify this without further guidance if possible).</li> <li>Record enough information about the main goods or products produced to enable coding at 4 Digits level of the classification, i.e. avoid generic terms like 'crops'.</li> </ul> |

**OPA\_3 (OPC\_HDAY)** On how many days did (you/NAME) do this work last week?

|                       |                                                                                                                                                                                                                             |
|-----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Answer options</b> | 1. NUMBER OF DAYS ____                                                                                                                                                                                                      |
| <b>Purpose</b>        | <ul style="list-style-type: none"> <li>To allow the calculation of hours actually worked in the reference week/7 days by collecting first the number of days worked and then the average number of hours per day</li> </ul> |

|                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
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|                                                                                           | <ul style="list-style-type: none"> <li>To produce estimates of working time in own-use agriculture</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Adaptation advice</b>                                                                  | <ul style="list-style-type: none"> <li>Respondents should report any day during the reference period when they carried out the activity even for a short period of time.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>OPA_4 (OPC_HHRS)</b> How many hours per day did (you/NAME) spend doing this last week? |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Answer options</b>                                                                     | 1. HOURS PER DAY _____ (97 FOR DON'T KNOW)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Purpose</b>                                                                            | <ul style="list-style-type: none"> <li>To allow the calculation of hours actually worked in the reference week in own-use agriculture work</li> <li>To produce estimates of working time in own-use agriculture</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Adaptation advice</b>                                                                  | <ul style="list-style-type: none"> <li>The number to be entered is the average number per day that the respondent actually worked on. For example if the respondent reported working on 3 days and on those days they worked 1 hour, 3 hours and 5 hours then the average per day worked is 3 hours and that should be recorded here.</li> <li>Hours actually worked refers to time spent directly on and in relation to work activities by the respondent to produce goods intended mainly for own final consumption by the household or family.</li> <li>Record hours in 0.5 hour intervals. If the respondent gives a response in some other way (e.g. 10 hours 20 minutes), round up or down to the nearest 0.5 hours (i.e. 10.5 hours).</li> <li>If needed, help the respondent by getting them to talk about how much time they spent on each of the days they worked as reported for the previous question.</li> <li>Exclude time spent travelling between the home and the land plot, fishing docks, etc. for example at the start and end of the work day, as well as time spent on long breaks, for example, meal breaks.</li> <li>For data quality assurance a maximum hour's threshold should be established, taking into account the national context.</li> </ul> |

**OPA\_5 (OPF\_HFOOD)** Last week, from [DAY] up to [DAY], did (you/NAME) ...?

|                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Answer options</b>    | <p>READ AND MARK ALL THAT APPLY</p> <ol style="list-style-type: none"> <li>Raise or tend farm animals such as [sheep, goats, chicken...]</li> <li>Go fishing or collecting shellfish</li> <li>Gather wild food such as [mushrooms, berries, herbs...]</li> <li>Go hunting for [bush meat...]</li> <li>Prepare preserved food or drinks for storage such as [flour, dried fish, butter, cheese, ...]</li> </ol> <p>DO NOT READ</p> <ol style="list-style-type: none"> <li>NONE OF THE ABOVE</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Purpose</b>           | <ul style="list-style-type: none"> <li>Part of the identification of own-use producers of foodstuff</li> <li>To estimate participation rates in different types of own-use production activities</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Adaptation advice</b> | <ul style="list-style-type: none"> <li>Refers to livestock farming when the animals or it's by-products (eggs, milk etc) intended mainly for final consumption by the household or family. This includes all activities covered under group 014 (Division 01) of the International Standard Industrial Classification of All Economic Activities (ISIC rev. 4). Examples include raising or breeding cattle, sheep, poultry, goats, pigs, bee keeping, etc. It excludes care of domestic pets</li> <li>Inclusion of response category 2 will depend on their relevance in the national context. In countries where aquaculture is prevalent, additional colloquial terms referring to "fish farming" may need to be included for category 2</li> <li>Examples should be adapted to refer to nationally relevant products/animals</li> <li>Only activities to produce foodstuff mainly for use or consumption of the respondent's household or family should be reported</li> </ul> |

**OPA\_6 (OPF\_HDAY)** On how many days did (you/NAME) do this work last week?

|                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Answer options</b>    | 1. NUMBER OF DAYS ____                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Purpose</b>           | <ul style="list-style-type: none"> <li>To allow the calculation of hours actually worked in the reference week/7 days by collecting first the number of days worked and then the average number of hours per day</li> <li>To produce estimates of working time in own-use production of goods</li> </ul>                                                                                                                                                                           |
| <b>Adaptation advice</b> | <ul style="list-style-type: none"> <li>Respondents should report any day during the reference period when they carried out the activity even for a short period of time</li> <li>Any activity in this case refers to time spent directly on and in relation to the activity by the respondent to produce foodstuff intended mainly for own final consumption by the household. Exclude time spent in activities intended to produce foodstuff mainly for sale or barter</li> </ul> |

**OPA\_7 (OPF\_HHRS)** How many hours per day did (you/NAME) spend doing this last week?

|                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Answer options</b>    | 1. HOURS PER DAY _____ (97 FOR DON'T KNOW)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Purpose</b>           | <ul style="list-style-type: none"> <li>To produce estimates of working time in own-use production of foodstuff</li> <li>To produce estimates of the contribution of own-use production of goods to SNA labour input</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Adaptation advice</b> | <ul style="list-style-type: none"> <li>The number to be entered is the average number per day that the respondent actually worked on. For example if the respondent reported working on 3 days and on those days they worked 1 hour, 3 hours and 5 hours then the average per day worked is 3 hours and that should be recorded here</li> <li>Hours actually worked refers to time spent directly on and in relation to farm work activities by the respondent to produce goods intended mainly for own final consumption by the household or family. Exclude time spent in activities intended mainly for sale or barter</li> <li>Record hours in 0.5 hour intervals. If the respondent gives a response in some other way (e.g. 10 hours 20 minutes), round up or down to the nearest 0.5 hours (i.e. 10.5 hours)</li> <li>If needed, help the respondent by getting them to talk about how much time they spent on each of the days they worked as reported for the previous question</li> <li>Exclude time spent travelling between the home and the land plot for example at the start and end of the work day, as well as time spent on long breaks, for example, meal breaks</li> </ul> |

## Module SRH: Job search and availability

|                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Purpose</b>           | <ul style="list-style-type: none"> <li>Module SRH "Job search and availability" is asked of all respondents not identified as employed in the reference week. The purpose of the module is to identify different situations of labour underutilization including unemployment and people in the potential labour force as defined in Resolution I of the 19th ICLS.</li> </ul>                                                                               |
| <b>Adaptation advice</b> | <ul style="list-style-type: none"> <li>In addition to the core questions on search, desire and availability for work the sequence includes questions on reasons for not seeking and non-availability for work to enable a wider range of barriers to labour market engagement.</li> <li>This module is a core part of any labour force survey sequence as it is the source of the unemployment rate and other labour underutilization indicators.</li> </ul> |

**SRH\_1 (SRH\_JOB)** During the last four weeks, that is from [DATE] up to [last DAY/yesterday] did (you/NAME) do anything to find a paid job?

|                       |                                                                                                                                                                                                                                 |
|-----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Answer options</b> | 1. YES<br>2. NO                                                                                                                                                                                                                 |
| <b>Purpose</b>        | <ul style="list-style-type: none"> <li>To identify people who were actively searching for employment.</li> <li>Part of the sequence of questions required to identify the unemployed and the potential labour force.</li> </ul> |

|                          |                                                                                                                                                                                                                                                                                                                            |
|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Adaptation advice</b> | <ul style="list-style-type: none"> <li>• Within the question use the specific dates which cover the 4 weeks before the interview.</li> <li>• Any activity to seek a paid job should be recorded as YES, even if the amount of activity was low or if the job sought was a casual job for only few hours a week.</li> </ul> |
|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**SRH\_2 (SRH\_BUS)** Or did (you/NAME) try to start a business?

|                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Answer options</b>    | <ol style="list-style-type: none"> <li>1. YES</li> <li>2. NO</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Purpose</b>           | <ul style="list-style-type: none"> <li>• To identify people who were actively searching for employment.</li> <li>• Part of the sequence of questions required to identify the unemployed and the potential labour force.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Adaptation advice</b> | <ul style="list-style-type: none"> <li>• Any activity to try to start a business should be recorded, even if the amount of activity was low. Typical activities to start a business would include applying for loans, looking for land, buildings or equipment or applying for a licence to start a business.</li> <li>• This refers to the activities which take place up to the point where the business is operational and ready to take customers or produce goods or services. Looking for clients once the business is operational is considered as part of the work in the business and part of the working time.</li> </ul> |

**SRH\_3 (SRH\_MTD)** What did (you/NAME) mainly do in the last four weeks to (find a paid job/start a business)?

|                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Answer options</b>    | <ol style="list-style-type: none"> <li>1. APPLY TO PROSPECTIVE EMPLOYERS</li> <li>2. PLACE OR ANSWER JOB ADVERTISEMENTS</li> <li>3. STUDY OR READ JOB ADVERTISEMENTS</li> <li>4. POST/UPDATE RESUME ON PROFESSIONAL/SOCIAL NETWORKING SITES ONLINE</li> <li>5. REGISTER WITH (PUBLIC EMPLOYMENT CENTRE)</li> <li>6. REGISTER WITH A PRIVATE EMPLOYMENT CENTRE/AGENCY</li> <li>7. TAKE A TEST OR INTERVIEW</li> <li>8. SEEK HELP FROM RELATIVES, FRIENDS, OTHERS</li> <li>9. CHECK AT FACTORIES, WORK SITES</li> <li>10. WAIT ON THE STREET TO BE RECRUITED</li> <li>11. SEEK FINANCIAL HELP TO START A BUSINESS</li> <li>12. LOOK FOR LAND, BUILDING, EQUIPMENT, MATERIALS TO START A BUSINESS</li> <li>13. APPLY FOR A PERMIT OR LICENSE TO START A BUSINESS</li> <li>14. OTHER (SPECIFY): _____</li> </ol> |
| <b>Purpose</b>           | <ul style="list-style-type: none"> <li>• To confirm that an active search method was used to find a job or to start a business.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Adaptation advice</b> | <ul style="list-style-type: none"> <li>• Only record the main job search activity used in case the respondent reports multiple job search methods.</li> <li>• The same reference period of a 4 weeks should be used as was used for the first job search question.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

**SRH\_4 (SRH\_ACT)** In addition to reading job advertisements, did (you/NAME) do anything else in the last four weeks to (find a paid job/start a business)?

|                          |                                                                                                                                                                                                                                                                                                                                        |
|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Answer options</b>    | <ol style="list-style-type: none"> <li>1. YES</li> <li>2. NO</li> </ol>                                                                                                                                                                                                                                                                |
| <b>Purpose</b>           | <ul style="list-style-type: none"> <li>• To assess additional job search methods used by those reporting a passive method as the main job search method</li> </ul>                                                                                                                                                                     |
| <b>Adaptation advice</b> | <ul style="list-style-type: none"> <li>• Studying/reading job advertisements may be considered as a passive job search method as it does not entail a contact with a prospective job/business opportunity. As a consequence those who only read job advertisements could be excluded from labour underutilization measures.</li> </ul> |

This question ensures that those who report studying/reading job advertisements as their main method of job search can still be identified as having undertaken active job search.

- Only asked of those who reported reading or studying advertisements as their main activity to search for a job or start a business.

**SRH\_5 (SRH\_OTH)** What else did (you/NAME) do?

#### Answer options

1. APPLY TO PROSPECTIVE EMPLOYERS
2. PLACE OR ANSWER JOB ADVERTISEMENTS
3. POST/UPDATE RESUME ON PROFESSIONAL/SOCIAL NETWORKING SITES
4. REGISTER WITH (PUBLIC EMPLOYMENT CENTRE)
5. REGISTER WITH A PRIVATE EMPLOYMENT CENTRE/AGENCY
6. TAKE A TEST OR INTERVIEW
7. SEEK HELP FROM RELATIVES, FRIENDS, OTHERS
8. CHECK AT FACTORIES, WORK SITES
9. WAIT ON THE STREET TO BE RECRUITED
10. SEEK FINANCIAL HELP TO START A BUSINESS
11. LOOK FOR LAND, BUILDING, EQUIPMENT, MATERIALS TO START A BUSINESS
12. APPLY FOR A PERMIT OR LICENSE TO START A BUSINESS
13. OTHER (SPECIFY):\_\_\_\_\_

#### Purpose

- To confirm that those whose main search activity was studying/reading a job advertisement had used an additional active search method to find a job or to start a business.

#### Adaptation advice

- The same reference period of a 4 weeks should be used as was used for the previous job search question.

**SRH\_6 (SRH\_DUR)** For how long (has/have) (you/NAME) been without work and trying to find a paid job or start a business?

#### Answer options

1. LESS THAN 1 MONTH
2. ONE MONTH TO < 3 MONTHS
3. THREE MONTHS TO < 6 MONTHS
4. SIX MONTHS TO < 12 MONTHS
5. ONE YEAR TO < 2 YEARS
6. TWO YEARS OR MORE

#### Purpose

- To identify the duration of unemployment for people who are currently unemployed.
- To identify persons in long-term unemployment.

#### Adaptation advice

- The respondent should indicate the duration and the interviewer should code the response to the response categories.
- The duration will be the shorter of the time since the respondent last worked and the time the person has been seeking work. For example if the respondent has been looking for work for 6 months but did some work for pay 3 months ago then the duration would be 3 months.

**SRH\_7 (SRH\_YER)** At any time in the last 12 months, that is since [MONTH] up to last month, did (you/NAME) look for a paid job or try to start a business?

#### Answer options

1. YES
2. NO

#### Purpose

- For respondents who are not currently seeking work this identifies people who have looked for work at some time in the past 12 months. This can be compared to the current unemployment situation to assess if this gives additional information about pressure on the labour market.

#### Adaptation advice

- Only asked of respondents not currently employed and not currently seeking work as captured in earlier questions.

|                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|----------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                      | <ul style="list-style-type: none"> <li>Any activity over the previous 12 months should be recorded as a YES.</li> </ul>                                                                                                                                                                                                                                                                                                                               |
| <b>SRH_8 (SRH_DES)</b> At present (do/does) (you/NAME) want to work? |                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Answer options</b>                                                | 1. YES<br>2. NO                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Purpose</b>                                                       | <ul style="list-style-type: none"> <li>To identify respondents who would want to work if the work was available.</li> <li>Part of the sequence of questions required to identify the potential labour force.</li> </ul>                                                                                                                                                                                                                               |
| <b>Adaptation advice</b>                                             | <ul style="list-style-type: none"> <li>This is only asked of people who are not looking for work currently. The focus of the question should be on the person's desire for work and not on the type of work or how the work would be found.</li> <li>The response should be a spontaneous indication of the respondent and the interviewer should not guide the respondent about the type of work or level of pay which would be involved.</li> </ul> |

**SRH\_9 (SRH\_DWY)** What is the main reason why (you/NAME) did not try to find a paid job or start a business in the last four weeks?

|                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Answer options</b>    | 1. WAITING FOR RESULTS OF A PREVIOUS SEARCH<br>2. AWAITING RECALL FROM A PREVIOUS JOB<br>3. WAITING FOR THE SEASON TO START<br>4. WAITING TO START NEW JOB OR BUSINESS<br>5. TIRED OF LOOKING FOR JOBS, NO JOBS IN AREA<br>6. NO JOBS MATCHING SKILLS, LACKS EXPERIENCE<br>7. CONSIDERED TOO YOUNG/OLD BY EMPLOYERS<br>8. IN STUDIES, TRAINING<br>9. FAMILY / HOUSEHOLD RESPONSIBILITIES<br>10. IN AGRICULTURE / FISHING FOR FAMILY USE<br>11. OWN DISABILITY, INJURY, ILLNESS<br>12. RETIRED, PENSIONER, OTHER SOURCES OF INCOME<br>13. OTHER (SPECIFY): _____ |
| <b>Purpose</b>           | <ul style="list-style-type: none"> <li>To identify the reasons for not seeking work. This will include discouraged workers who are not looking for work as they do not believe it is available. This allows an assessment of the barriers to engagement with the labour market.</li> <li>As part of the sequence to identify future starters who have found a job to start in the future who may be considered unemployed subject to other criteria.</li> </ul>                                                                                                 |
| <b>Adaptation advice</b> | <ul style="list-style-type: none"> <li>If the respondent mentions multiple reasons, one of which is category 03 (waiting to start a new job or business), record 03. Otherwise, if multiple reasons are indicated the main reason, as subjectively reported by the respondent, should be recorded.</li> </ul>                                                                                                                                                                                                                                                   |

**SRH\_10 (SRH\_FTR)** How soon (do/does) (you/NAME) expect to start working in this new job or business?

|                          |                                                                                                                                                                                                                                                                                                                 |
|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Answer options</b>    | 1. ONE MONTH OR LESS<br>2. MORE THAN ONE MONTH AND UP TO THREE MONTHS<br>3. MORE THAN THREE MONTHS                                                                                                                                                                                                              |
| <b>Purpose</b>           | <ul style="list-style-type: none"> <li>To identify respondents who have found a job to start within a short subsequent period or who have concrete plans to start a business within a short subsequent period.</li> </ul>                                                                                       |
| <b>Adaptation advice</b> | <ul style="list-style-type: none"> <li>Those starting within a short subsequent period to be determined as per national circumstances will be considered unemployed if they are available for work as identified in later questions.</li> <li>The duration is defined as from the date of interview.</li> </ul> |

**SRH\_11 (SRH\_FAN)** If it depended on you, could (you/NAME) have started working last week?

|                          |                                                                                                                                                                                                                                                                                                                                                                                                                 |
|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Answer options</b>    | 1. YES<br>2. NO                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Purpose</b>           | <ul style="list-style-type: none"> <li>• To identify if respondents who are waiting to start a new job or business were available to start in the reference week</li> <li>• Part of the sequence of questions required to identify the unemployed and the potential labour force</li> </ul>                                                                                                                     |
| <b>Adaptation advice</b> | <ul style="list-style-type: none"> <li>• The focus of this question is on the respondent's time availability to start work in a short period (the week before the interview) should the job or business opportunity they are waiting for have been ready to start. He or she should reply in reference to their time availability and not on the basis of the characteristics of the job or business</li> </ul> |

**SRH\_11b (SRH\_AVN )** If a job or business opportunity had been available, could (you/NAME) have started working last week?

|                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Answer options</b>    | 1. YES<br>2. NO                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Purpose</b>           | <ul style="list-style-type: none"> <li>• To identify respondents who are available for work whether or not they were looking for work</li> <li>• Part of the sequence of questions required to identify the unemployed and the potential labour force</li> </ul>                                                                                                                                                                                           |
| <b>Adaptation advice</b> | <ul style="list-style-type: none"> <li>• The focus of this question is on the respondent's time availability to start work in a short period (the week before the interview) should a job or business opportunity existed. The respondent should not be required to consider any specific type of job or pay. He or she should reply in reference to their time availability and not on the basis of the characteristics of the job or business</li> </ul> |

**SRH\_12 (SRH\_AVL)** Or, could (you/NAME) start working within the next two weeks?

|                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Answer options</b>    | 1. YES<br>2. NO                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Purpose</b>           | <ul style="list-style-type: none"> <li>• To identify respondents who are available for work whether or not they were looking for work.</li> <li>• Part of the sequence of questions required to identify the unemployed and the potential labour force</li> </ul>                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Adaptation advice</b> | <ul style="list-style-type: none"> <li>• For respondents who were not available in the reference week (i.e. they said no to the previous question) they are asked if they would be available in the two weeks following the interview.</li> <li>• The focus of this question is on the respondent's time availability to start work in a short subsequent period should a job or business opportunity existed. The respondent should not be required to consider any type of job or pay. He or she should reply in reference to their time availability and not on the basis of the characteristics of the job or business.</li> </ul> |

**SRH\_13 (SRH\_NAR)** Why is that?

|                       |                                                                                                                                                                                                                                                                |
|-----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Answer options</b> | 1. AWAITING RECALL FROM A PREVIOUS JOB<br>2. WAITING FOR THE SEASON TO START<br>3. IN STUDIES, TRAINING<br>4. FAMILY / HOUSEHOLD RESPONSIBILITIES<br>5. IN AGRICULTURE / FISHING FOR FAMILY USE<br>6. RETIRED, PENSIONER<br>7. OWN DISABILITY, INJURY, ILLNESS |
| <b>Purpose</b>        | <ul style="list-style-type: none"> <li>• To allow the analysis of reasons for unavailability for work. The different reasons can indicate different levels of attachment to the labour market.</li> </ul>                                                      |

|                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|-----------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Adaptation advice</b>                                                                                        | <ul style="list-style-type: none"> <li>This is asked of people who are not employed and not available to work, whether they are seeking or not.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>SRH_14 (SRH_MAC)</b> Which of the following best describes what (you/NAME) (are/is) mainly doing at present? |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Answer options</b>                                                                                           | <p>READ</p> <ol style="list-style-type: none"> <li>Studying or training</li> <li>Engaged in household or family responsibilities</li> <li>Farming or fishing to produce food for the family</li> <li>Retired or pensioner</li> <li>With a long term illness, injury or disability</li> <li>Doing volunteering, community or charity work</li> <li>Engaged in cultural or leisure activities</li> </ol> <p>DO NOT READ</p> <ol style="list-style-type: none"> <li>OTHER (SPECIFY): _____</li> </ol>                                                                                                                                                                                                      |
| <b>Purpose</b>                                                                                                  | <ul style="list-style-type: none"> <li>For evaluation purposes, to classify those who are not employed according to their main activity</li> <li>It may be compared with the Labour Force Status classification to identify groups who self-identify differently but are nonetheless engaged in the labour market (as identified in the labour force status classification).</li> </ul>                                                                                                                                                                                                                                                                                                                 |
| <b>Adaptation advice</b>                                                                                        | <ul style="list-style-type: none"> <li>The list of categories could be added to depending on national interest and relevance of categories. Care is needed to keep the list at a reasonable length as it will be read out to the respondent.</li> <li>This is a self-perception question. It should reflect which category the respondent feels best describes what they mainly do. It could be the activity they spend most time on or the activity they feel is most important but should in general be reported as their self-perception.</li> <li>The notion of “at present” is to be interpreted as understood by the respondent. There is no pre-defined reference period in the past.</li> </ul> |

## Module OPG: Own use production of other goods

|                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Purpose</b>           | <ul style="list-style-type: none"> <li>Module OPG “Own use production of other goods” is asked of all respondents of working age. The purpose of the module is to identify those engaged in own use production of goods other than farming or fishing, which have already been covered in earlier modules. For those respondents who participated in any of the activities covered there are additional questions on time spent in the reference week.</li> </ul>                                                        |
| <b>Adaptation advice</b> | <ul style="list-style-type: none"> <li>This module is optional and should be used in contexts where comprehensive measures of participation and time spent in own use production of goods are sought. Countries may wish to include this module periodically to obtain benchmarks, depending on national demand. Countries should review the set of activities included and remove those of low national relevance. Other activities could be added subject to appropriate development and testing processes.</li> </ul> |

**OPG\_1 (OPF\_HFOOD)** Last week, from [DAY] up to [DAY], did (you/NAME) ...?

|                       |                                                                                                                                                                                                                                                                                                                                                                                    |
|-----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Answer options</b> | <p>READ AND MARK ALL THAT APPLY</p> <ol style="list-style-type: none"> <li>Gather wild food such as [mushrooms, berries, herbs...]</li> <li>Go hunting for [bush meat...]</li> <li>Prepare preserved food or drinks for storage such as [flour, dried fish, butter, cheese, ...]</li> </ol> <p>DO NOT READ</p> <ol style="list-style-type: none"> <li>NONE OF THE ABOVE</li> </ol> |
| <b>Purpose</b>        | <ul style="list-style-type: none"> <li>Part of the identification of own-use producers of foodstuff</li> <li>To estimate participation rates in different types of own-use production activities</li> </ul>                                                                                                                                                                        |

**Adaptation advice**

- Code 01 refers to activities falling under ISIC rev4. Class 0230 “gathering of non-wood forest products” when intended for own final consumption by the household or family. This includes gathering wild fruits, nuts, mushrooms, roots and medicinal and other plants intended mainly as foodstuff for the household. The list of foodstuff covered should be reviewed to include nationally representative examples. Any time spent in the activity in the reference week should be recorded, even if less than 1 hour. It excludes harvesting activities of crops, fruits or vegetables the respondents household or family cultivated themselves. It excludes cases where the respondent had to pay someone else for the foodstuff gathered (for example gathering apples in another person’s orchard and then paying for the apples). This only includes activities where the foodstuff collected was mainly or fully kept for household or family use.
- Code 02 refers to activities falling under ISIC rev4. Class 0170 “hunting, trapping and related service activities” when intended for own final consumption or use by the household or family. This includes hunting and trapping animals mainly to obtain meat, hair, skin, bone or other products. The list of animals/products covered should be reviewed to include nationally representative examples. Any time spent in the activity in the reference week should be recorded, even if less than 1 hour. This only includes activities where the products are mainly or fully intended for household or family use.
- Code 03 covers activities such as processing and preserving meat and fish products (e.g. curing, smoking, drying, salting); making dairy products such as butter, cream, cheese etc.; processing and preserving fruits and vegetables (e.g. pickling, salting, roasting, grinding, oil pressing, jam-and jelly-making, canning); processing grains (e.g. husking, drying, threshing); making flour, grain mill products, starches and starch products; brewing, fermenting and preparing drinks for storage. The list of foodstuff covered should be reviewed to include nationally representative examples. Any time spent in the activity in the reference week should be recorded, even if less than 1 hour. It excludes preparation of foodstuff/meals and beverages intended for immediate consumption or consumption in a short period after their preparation (e.g. meals which are prepared then frozen to be consumed within a few days of preparation). This only includes activities where the foodstuff prepared was mainly or fully kept for household or family use.

**OPG\_2 (OPF\_HDAY)** On how many days did (you/NAME) do this work last week?

**Answer options**

1. NUMBER OF DAYS \_\_\_\_

**Purpose**

- To allow the calculation of hours actually worked in the reference week/7 days by collecting first the number of days worked and then the average number of hours per day
- To produce estimates of working time in own-use production of goods

**Adaptation advice**

- Respondents should report any day during the reference period when they carried out the activity even for a short period of time
- Any activity in this case refers to time spent directly on and in relation to the activity by the respondent to produce foodstuff intended mainly for own final consumption by the household. Exclude time spent in activities intended to produce foodstuff mainly for sale or barter

**OPG\_3 (OPF\_HHRS)** How many hours per day did (you/NAME) spend doing this last week?

**Answer options**

1. HOURS PER DAY \_\_\_\_\_ (97 FOR DON'T KNOW)

**Purpose**

- To produce estimates of working time in own-use production of foodstuff
- To produce estimates of the contribution of own-use production of goods to SNA labour input

**Adaptation advice**

- The number to be entered is the average number per day that the respondent actually worked on. For example if the respondent reported working on 3 days and on those days they worked 1 hour, 3 hours and 5 hours then the average per day worked is 3 hours and that should be recorded here
- Hours actually worked refers to time spent directly on and in relation to farm work activities by the respondent to produce goods intended mainly for own final consumption by the household or family. Exclude time spent in activities intended mainly for sale or barter



- Record hours in 0.5 hour intervals. If the respondent gives a response in some other way (e.g. 10 hours 20 minutes), round up or down to the nearest 0.5 hours (i.e. 10.5 hours)
- If needed, help the respondent by getting them to talk about how much time they spent on each of the days they worked as reported for the previous question
- Exclude time spent travelling between the home and the land plot for example at the start and end of the work day, as well as time spent on long breaks, for example, meal breaks

**OPG\_7 (BLD\_OPG)** Last week, did (you/NAME) do any construction work to build, renovate or extend the family home or help a family member with similar work?

#### Answer options

1. YES
2. NO

#### Purpose

- To generate estimates of participation in own use production of goods by type of activity.

#### Adaptation advice

- Any time spent in the activity in the reference week should be recorded, even if less than 1 hour.
- It includes activities performed in relation the construction and major repair of the household dwellings and other structures such as building animal sheds, roof, walls, and fences, storage facilities for produce, garage; demolition or wrecking of building structures. It also includes activities to acquire inputs and materials for construction or major repair, including collecting wood, palm leaf, bamboo, stone, making bricks for use in repairs or construction of own property etc. except where those inputs and materials are purchased.
- It excludes more minor maintenance activities such as painting, decorating or maintaining the home, doing minor repairs, installing fixtures and fittings such as lights, bathroom fittings etc.

**OPG\_8 (BLD\_OPG\_HRS)** How many hours did (you/NAME) spend doing this last week?

#### Answer options

1. HOURS LAST WEEK \_\_\_\_ (997 FOR DON'T KNOW)

#### Purpose

- To generate estimates of hours spent in own use production of goods by type of activity.

#### Adaptation advice

- Record activities in 0.5 hour intervals. Round to the nearest 0.5 hours as needed.
- If the respondent requires assistance to estimate the hours spent invite them to describe the hours spent on each day of the reference week, one at a time.

**OPG\_9 (MNF\_OPG)** Last week, did (you/NAME) spend any time making goods for use by your household or family such as [mats, baskets, furniture, clothing...]?]

#### Answer options

1. YES
2. NO

#### Purpose

- To generate estimates of participation in own use production of goods by type of activity.

#### Adaptation advice

- The list of examples should be updated to reflect nationally representative activities.
- Any time spent in the activity in the reference week should be recorded, even if less than 1 hour.
- It includes activities to produce household goods, excluding foodstuff, such as pottery, furniture (e.g. cutting, carving, sanding, varnishing, painting, assembling wood products), clothing and other textiles (e.g. weaving, spinning, sewing, leather work, embroidery, needlework, knitting, etc); making shoes, footwear, handbags, carpets, baskets, mats, paper, paper products, soap, perfume, candles, utensils and other crafts.
- This only includes activities where the goods produced were mainly or fully kept for household or family use.

**OPG\_10 (MNF\_OPG\_HRS)** How many hours did (you/NAME) spend doing this last week?

#### Answer options

1. HOURS LAST WEEK \_\_\_\_ (997 FOR DON'T KNOW)

#### Purpose

- To generate estimates of hours spent in own use production of goods by type of activity.

|                          |                                                                                                                                                                                                                                                                                                           |
|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Adaptation advice</b> | <ul style="list-style-type: none"> <li>Record activities in 0.5 hour intervals. Round to the nearest 0.5 hours as needed.</li> <li>If the respondent requires assistance to estimate the hours spent invite them to describe the hours spent on each day of the reference week, one at a time.</li> </ul> |
|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**OPG\_11 (WTR\_OPG)** Last week, did (you/NAME) fetch water from natural or public sources for use by your household or family?

|                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Answer options</b>    | 1. YES<br>2. NO                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Purpose</b>           | <ul style="list-style-type: none"> <li>To generate estimates of participation in own use production of goods by type of activity.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Adaptation advice</b> | <ul style="list-style-type: none"> <li>Any time spent in the activity in the reference week should be recorded, even if less than 1 hour.</li> <li>It includes activities to fetch water from natural or public sources when intended mainly for final use by the household. This includes drawing water from wells, rivers, ponds or lakes for domestic use; or fetching water from public distribution centres including pipes.</li> <li>It excludes purchase and transport of water from shops and transport of water from different areas within the household compound, such as a private patio.</li> </ul> |

**OPG\_12 (WTR\_OPG\_HRS)** How many hours did (you/NAME) spend doing this last week?

|                          |                                                                                                                                                                                                                                                                                                           |
|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Answer options</b>    | 1. HOURS LAST WEEK __ (997 FOR DON'T KNOW)                                                                                                                                                                                                                                                                |
| <b>Purpose</b>           | <ul style="list-style-type: none"> <li>To generate estimates of hours spent in own use production of goods by type of activity.</li> </ul>                                                                                                                                                                |
| <b>Adaptation advice</b> | <ul style="list-style-type: none"> <li>Record activities in 0.5 hour intervals. Round to the nearest 0.5 hours as needed.</li> <li>If the respondent requires assistance to estimate the hours spent invite them to describe the hours spent on each day of the reference week, one at a time.</li> </ul> |

**OPG\_13 (FIR\_OPG)** Last week, did (you/NAME) collect any firewood [or other natural products] for use as fuel by your household or family?

|                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Answer options</b>    | 1. YES<br>2. NO                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Purpose</b>           | <ul style="list-style-type: none"> <li>To generate estimates of participation in own use production of goods by type of activity.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Adaptation advice</b> | <ul style="list-style-type: none"> <li>Any time spent in the activity in the reference week should be recorded, even if less than 1 hour.</li> <li>It includes activities related to cutting, collecting and transporting firewood, dung, peat or other fuel products when intended mainly for final use by the household.</li> <li>It excludes activities to purchase products for use as fuels and transportation of purchased products.</li> <li>This only includes activities where the products/fuel gathered was mainly or fully kept for household or family use.</li> </ul> |

**OPG\_14 (FIR\_OPG\_HRS)** How many hours did (you/NAME) spend doing this last week?

|                          |                                                                                                                                                                                                                                                                                                           |
|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Answer options</b>    | 1. HOURS LAST WEEK __ (997 FOR DON'T KNOW)                                                                                                                                                                                                                                                                |
| <b>Purpose</b>           | <ul style="list-style-type: none"> <li>To generate estimates of hours spent in own use production of goods by type of activity.</li> </ul>                                                                                                                                                                |
| <b>Adaptation advice</b> | <ul style="list-style-type: none"> <li>Record activities in 0.5 hour intervals. Round to the nearest 0.5 hours as needed.</li> <li>If the respondent requires assistance to estimate the hours spent invite them to describe the hours spent on each day of the reference week, one at a time.</li> </ul> |

## Module ETM: End of Personal Interview

|                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                |
|-----------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Purpose</b>                                                                    | <ul style="list-style-type: none"><li>• To register the end time of the personal interview</li></ul>                                                                                                                                                                                                                                                                           |
| <b>ETM_1 (ETM_STOP) INTERVIEWER RECORD THE END TIME OF THE PERSONAL INTERVIEW</b> |                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Answer options</b>                                                             | 1. HH:MM __:__                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Purpose</b>                                                                    | <ul style="list-style-type: none"><li>• To enable calculation of the total duration of the individual interviews</li><li>• To support analysis of respondent burden by individual characteristics of the respondent</li></ul>                                                                                                                                                  |
| <b>Adaptation advice</b>                                                          | <ul style="list-style-type: none"><li>• To be recorded in hours AND minutes, for each personal interview</li><li>• The end time of the individual interview should be recorded at the end of the individual interview</li><li>• Guidelines should be established to document interruptions, for example lasting more than 5 minutes, as per national survey practice</li></ul> |