



International
Labour
Organization

► Survey Questions for Collecting Data on Work Relationships and Informality

Department of Statistics

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The sequences include the recommended questions for collecting ICSE-18 as defined by the [20th ICLS resolution concerning statistics on work relationships](#) as well as informal employment, the formal sector, informal sector and household own-use production and community sector according to the [21st ICLS resolution concerning statistics on the informal economy](#).

Depending on the objective with the measurement and the level of detail required, questions can be excluded. For example, if the intention is to collect the aggregated categories of ICSE-18-A the questions marked in blue would be sufficient to collect. Or if the objective is to only measure informal employment, without establishing the sector for employees, and contributing family workers, then it would be sufficient to collect the questions marked with yellow (in addition, to establish the ICSE-18 aggregated categories which is a pre-condition for measuring informal employment).

In countries where formal arrangements such as job-related social insurance exist for contributing family workers, this question needs to be added to the below questions to be able identify formal jobs for contributing family workers in these countries.

The questions/filters marked with the following colours captures the following aspects:

-  **Formal and Informal employment (and informal and formal sector for independent workers)**
-  **The formal sector, informal sector, HOC-sector for employees and CFW**
-  **ICSE-18-A aggregated groups (Employers, independent workers without employees, dependent contractors, employees, contributing family workers.)**
-  **Enables the identification of ICSE-18 detailed categories.**

The questions are integrated in the ILO LFS model questionnaire:

<https://ilostat.ilo.org/resources/lfs-toolkit/>. The section on job characteristics in the model questionnaire includes questions capturing a range of essential characteristics of the job that goes beyond the pure identification of ICSE-18 and informality and that data collectors are strongly encouraged to measure to provide a more complete picture of jobs.

More information regarding ICSE-18 can be found in the [ICSE-18 manual](#).

Overview of questions

<u>Variable name</u>	Formal and Informal employment (and informal and formal sector for independent workers)	The formal sector, informal sector, HOC-sector for employees and CFW	ICSE-18-A aggregated groups	Identification of ICSE-18 detailed categories
MJJ_CFW_CHK			X	
MJJ_HIRES			X	
MJJ_REM_TYP			X	
MJU_INS		X		
MJC_CONTRA				X
MJC_CONOP				X
MJC_TEMPTOTAL				X
MJC_TEMPDUR				X
MCD_CONTHRS				X
MCD_CONMIN				X
MIE_SOCPRO	X		X	
MIE_SOCPRO_SELF	X			
MIE_PVACLV	X			
MIE_PSCKLV	X			
MJD_SINGLE_CLIENT			X	
MJD_SELL_CLIENT			X	
MJD_CONTROL			X	
MJL_REGI	X	X		
MJL_CORP_TYP				X
MJL_REGP	X	X		
MIS_BOOK_TYP	X	X		
SOCPRO_DC	X			

Questions

MAIN JOB – CORE JOB CHARACTERISTICS (MJJ) continued	
<i>ASK IF GLO_EMP=1</i> MJJ_EMP_REL (Do/does) (you/he/she) work...? 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	
MJJ_CFW_CHK	<i>ASK IF MJJ_EMP_REL=3</i> Who usually makes the decisions about the running of the family business...? READ 1. (You/NAME) 2. (You/NAME) together with others 3. Other family members only 4. Other (non-related) person(s) only
MJJ_HIRES	<i>ASK IF (MJJ_EMP_REL=2)</i> A: (Do/does) (you/NAME) hire any paid employees on a regular basis? <i>ASK IF (MJJ_CFW_CHK=1,2)</i> B: Does the family business hire any paid employees on a regular basis? 1. YES 2. NO
<i>ASK IF MJJ_EMP_REL=1,4,5 OR (MJJ_EMP_REL=3 & MJJ_CFW_CHK=3,4)</i> MJJ_REM_T Which of the following types of pay (do/does) (you/NAME) receive for this work?	

READ AND MARK ALL THAT APPLY

- a. A wage or salary
- b. Payment by piece of work completed
- c. Commissions
- d. Tips
- e. Fee for services provided
- f. Payment with meals or accommodation
- g. Payment in products
- h. OTHER CASH PAYMENT (SPECIFY): _____
- i. NOT PAID

END OF MODULE (MJJ)

MAIN JOB – CORE CHARACTERISTICS OF THE ECONOMIC UNIT (MJU)

OBJECTIVE AND SCOPE

- The module captures basic characteristics of the economic unit where the main job is located
- It captures the institutional sector, branch of economic activity, establishment size and type of workplace

IMPLEMENTATION NOTES

- To be asked to all persons employed in the reference week.
- Part of the minimum required sequence of questions on characteristics of the main job.

MJU_INS

ASK IF (MJJ_EMP_REL=1,4,5)

A: In this job, (are/is) (you/he/she/NAME) working in....

READ

1. The government or a state-owned enterprise
2. A farm
3. A private business (non-farm)
4. A household(s) as a domestic worker
5. An NGO, non-profit institution, church
6. An international organization or a foreign embassy

MAIN JOB – CORE CONTRACT CHARACTERISTICS (MJC)

MOBJECTIVE AND SCOPE

- For persons who self-reported working as employees or apprentices in their main job family workers receiving some form of pay (excluding tips).
- The module captures basic characteristics of the employment contract, including type of contract, and duration
- It is part of the sequence of questions needed to capture detailed information on status in employment as per the 2018 International Classification of Status in Employment (ICSE-2018).

ASK IF (MJJ_EMP_REL = 1,4) OR (MJJ_EMP_REL = 3,5 & MJJ_REM_TYP=a)

MJC_CONT

(Do/Does) (you/NAME) have a written contract for the work (you/he/she) (do/does) or is it an oral agreement?

1. YES, WRITTEN CONTRACT
2. YES, ORAL AGREEMENT

97. DON'T KNOW

ASK IF MJC_CONTRA = 1,2

MJC_CONOP

Is (your/NAME's) contract or agreement...?

READ

1. For a specified period of time
2. Until the date a task is completed
3. Permanent or until retirement
4. Ongoing, until further notice

DO NOT READ

97. DON'T KNOW

ASK IF (MJC_CONTRA = 2 & MJC_CONOP = 4,97) OR MJC_CONTRA = 97

MJC_TEMPTOTAL

How much longer (do/you/ does NAME) expect to continue working in this job?

1. LESS THAN A MONTH
2. BETWEEN 1 AND 2 MONTHS
3. MORE THAN 2 MONTHS BUT LESS THAN 3 MONTHS
4. 3 TO LESS THAN 6 MONTHS
5. 6 MONTHS OR MORE
6. IT IS UNTIL FURTHER NOTICE/NO SPECIFIC AGREEMENT
97. DON'T KNOW

MJC_TEMPDUR

ASK IF (MJC_CONTRA=1, 2 & MJC_CONOP=1)

A. How long in total is (your/NAME's) current contract or agreement?

ASK IF (MJC_CONTRA=1, 2 & MJC_CONOP=2)

B. How long in total (do/does) (you/NAME) expect (your/his/her) current contract or agreement to be?

1. DAILY CONTRACT/AGREEMENT
2. LESS THAN ONE MONTH
3. 1 TO LESS THAN 3 MONTHS
4. 3 TO LESS THAN 6 MONTHS
5. 6 TO LESS THAN 12 MONTHS
6. 12 TO LESS THAN 24 MONTHS

- 7. TWO YEARS OR MORE
- 8. NO SPECIFIED DURATION

MAIN JOB – CORE CONTRACT CHARACTERISTICS (MJC) continued

MCD_CONTHRS

ASK IF MJC_CONTRA = 1

- A. Does (your/NAME's) contract specify the number of hours (you/he/she) (are/is) supposed to work?

ASK IF MJC_CONTRA = 2

- B. (Do/does) (you/NAME) have an agreed number of hours (you/he/she) (are/is) supposed to work?

- 1 YES
- 2 NO

MCD_CONMIN

ASK IF (MJC_CONTRA = 1) & (MCD_CONTHRS = 2)

- A. Does the contract guarantee a minimum amount of hours or work for (you/NAME)?

ASK IF (MJC_CONTRA = 2) & (MCD_CONTHRS = 2)

- B. (Do/Does) (you/NAME) have a minimum amount of hours or work agreed with (your/his/her) employer?

- 1. YES, MINIMUM HOURS TO BE WORKED
- 2. YES, TASKS OR WORK TO DO
- 3. NO, 0-HOUR CONTRACT, CONTACTED WHEN NEEDED

END OF MODULE (MJC)

MAIN JOB – INFORMAL EMPLOYMENT OF EMPLOYEES (MIE)

OBJECTIVE AND SCOPE

- For persons who self-reported working as employees or apprentices in their main job, and family workers receiving some form of pay (excluding tips).
- The module captures de facto receipt of employment-related benefits among employees
- It is meant to enable the classification of employees by the formal or informal nature of their main job
- The module is aligned with the international standards concerning a statistical definition of informal employment (21st ICLS, Resolution I, 2023)

MIE_SOCPRO

ASK IF MJJ_EMP_REL = 1, 4

A: Does (your/NAME's) employer pay contributions to the [Pension Fund/Unemployment Insurance] for (you/NAME)?

ASK IF (MJJ_EMP_REL = 3,5) & (MJJ_REM_TYP=a)

B: Are contributions paid to the [Pension Fund/Unemployment Insurance] for (you/NAME) for doing this work?

1 YES

2 NO

97 DON'T KNOW

NOTE: The question MIE_SOCPRO needs to be adapted taken the national social security system in to account. Countries should include one (or more) job-related statutory social insurances covering employees and that requires mandatory contributions from the employer.

ASK IF (MJJ_EMP_REL = 1, 4) & (MJJ_REM_TYP NE a) & (MIE_SOCPRO = 2,97)

MIE_SOCPRO_SELF

In relation to this job (do/does) (you/name) contribute to the [Pension Fund/Unemployment Insurance] on (your/his/her) own behalf?

1 YES

2 NO

97 DON'T KNOW

ASK IF (MJJ_EMP_REL = 1,4) OR (MJJ_EMP_REL = 3,5 & MJJ_REM_TYP=a)

MIE_PVACLTV

(Do/Does) (you/NAME) get paid annual leave?

1 YES

2 NO

97 DON'T KNOW

ASK IF (MJJ_EMP_REL = 1,4) OR (MJJ_EMP_REL = 3,5 & MJJ_REM_TYP=a)

MIE_PSCKLV

Would (you/NAME) get paid sick leave in case of illness or injury?

1 YES

2 NO

97 DON'T KNOW

END OF MODULE (MIE)

MAIN JOB – INDEPENDENT WORKER RELATIONSHIP (MJI)

OBJECTIVE AND SCOPE

- The module serves to identify dependent contractors among the persons who self-declare as independent workers.
- It is part of the sequence of questions needed to capture detailed information on status in employment as per the 2018 International Classification of Status in Employment (ICSE-2018)

IMPLEMENTATION NOTES

- For persons with a self-reported independent employment relationship in their main job.
- Requires inclusion of the module on the core characteristics of the main job (MJJ).
- It is to be used together with the module on Legal organization of the economic unit (MJL).

ASK IF (MJJ_EMP_REL=2 & MJJ_HIRES=2) OR (MJJ_CFW_CHK=1,2 & MJJ_HIRES=2)

MJD_SINGLE_CLIENT

Does more than half of the income from the business/activity come from ...?

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

ASK IF MJD_SINGLE_CLIENT=2

MJD_SOURCE_CLIENT

(Do/Does) (you/NAME) get (your/his/her) customers, clients or buyers through someone else, for example from another company, intermediary or person ...?

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

ASK IF (MJD_SOURCE_CLIENT=3,4) OR (MJD_SINGLE_CLIENT=3)

MJD_SELL_CLIENT

In this business activity (do/does) (you/NAME) ...?

READ AND MARK ALL THAT APPLY

- a. Make products or provide services for only one company
- b. Sell products or services from only one company
- c. Work with materials or equipment provided by just one company

DO NOT READ

- d. NONE OF THE ABOVE

MAIN JOB – INDEPENDENT WORKER RELATIONSHIP (MJI) continued

ASK IF (MJD_SINGLE_CLIENT=1) OR (MJD_SOURCE_CLIENT=1,2) OR (MJD_SELL_CLIENT= a, b, c)

MJD_CONTROL

Does this client / company / intermediary / person ...?

READ AND MARK ALL THAT APPLY

- a. Set the price of the products or services that you offer
- b. Decide the minimum amount of sales or tasks you must complete
- c. Decide the places, routes or areas where you do your work
- d. Decide how to organize the work such as supervising or deciding on working time
- e. Decide the supplier(s) to use
- f. Provide the premises or machines you use

DO NOT READ

- g. NONE OF THE ABOVE

NOTE: The standard version of the questionnaire includes a list of 6 response categories for different forms of control. However, a shorter version has been tested with only 2 response categories which are wider. This can be considered by countries as an option. If this shorter option is chosen the CAPI questionnaire should be updated to include the 2 response categories below in place of the 6 above.

ALTERNATIVE LIST:

- a. Set the price of the products or services that you offer*
- b. Decide on where, when or how you should carry out your work*

DO NOT READ

- g. NONE OF THE ABOVE*

END OF MODULE (MJI)

MAIN JOB – FORMAL STATUS OF ECONOMIC UNIT (MJL)

OBJECTIVE AND SCOPE

- The module includes a single question to capture the legal organization of the economic unit in which the main job is located
- Questions have been developed for testing as part of the engendering informality statistics project

IMPLEMENTATION NOTES

- To be asked to all employed persons whose main job is in the private sector
- This module is meant to be combined with other modules on Informal Sector Employment (ISE) and/or detailed status in employment of Independent workers (MJI)
- The question should be adapted to fit the national context

MJL_REGI

ASK IF MJJ_EMP_REL=2

A: Is (your/NAME's) (business/farm) registered in the [National Business Register]?

ASK IF (MJJ_EMP_REL=1,4,5 & MJU_INS=2,3) & (MIE_SOCPRO=2 OR (MIE_SOCPRO=97 & (MIE_PVACLV=2,97 OR MIE_PSCKLV=2,97)))

B: Is the (business/farm) (you/NAME) (work/works) for registered in the [National Business Register]?

ASK IF MJJ_EMP_REL=3

C: Is the family (business/farm) registered in the [National Business Register]?

1. YES
2. NO

97. DON'T KNOW

The string (business/farm) depends on answers to MJU_INS

MJL_CORP_TYP

ASK IF MJJ_EMP_REL=2 & MJL_REGI=1

A: Is (your/NAME's) (business/farm) registered as...?

ASK IF MJJ_CFW_CHK=1,2 & MJL_REGI=1

B: Is the (business/farm) (you/NAME) (work/works) for registered as...?

READ

1. [Limited liability company (incorporated enterprise)]
2. [General partnership (incorporated enterprise)]
3. [Limited partnership (incorporated enterprise)]
4. [Corporations (incorporated enterprise)]
5. [OTHER INCORPORATED ENTERPRISES [SPECIFY]]
6. [Sole proprietor (i.e. not an incorporated enterprise)]

DO NOT READ
97. DON'T KNOW

*NOTE FOR NATIONAL ADAPTATION: The number and type of response categories should be adapted to the existing national legal forms of enterprises. Any adoption of the question should, however, allow the clear identification of respectively incorporated enterprises (i.e. enterprises with its own legal identity with a limited liability for the owner(s)) and non-incorporated enterprises (i.e. a different legal form than incorporation). See the national adaptation guidelines for further details.
Any changes have to be reflected in the derivation of the hidden variable MJL_CORP (see below).*

MAIN JOB – FORMAL STATUS OF ECONOMIC UNIT (MJL) continued

MJL_REGP

ASK IF ((MJJ_EMP_REL=2 OR MJJ_CFW_CHK=1,2) & (MJD_CONTROL NE g) & (MJL_REGI=2,97))

OR

(MJJ_EMP_REL=1 & MJJ_REM_TYP NE a) & (MIE_SOCPRO=2 OR (MIE_SOCPRO=97 & (MIE_PVACLV=2,97 OR MIE_PSCKLV=2,97)))

(Have/Has) (you/NAME) registered (your/his/her) activities in [The national tax registration for persons in employment for profit, declaring their tax on profits made]?

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

MIS_BOOK_TYP

ASK IF (MJJ_EMP_REL=2,3)

OR

((MJJ_EMP_REL = 1,4,5 & MJU_INS = 2,3) & (MIE_SOCPRO = 2 OR (MIE_SOCPRO = 97 & (MIE_PVACLV=2,97 OR MIE_PSCKLV = 2,97))))

What kind of accounts or records does the (business/farm) keep? Are they...

READ

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
4. Informal records of orders, sales, purchases
5. No records are kept

DO NOT READ

97. DON'T KNOW

The string (business/farm) depends on answers to MJU_INS

NOTE FOR NATIONAL ADAPTATION: In countries where the possibility for keeping simplified accounts for tax purposes do not exist, this category (category 2) can be removed. Any adoption of the question should, however, allow the clear identification of situations that clearly indicates that the enterprise can be considered in the formal sector (are keeping accounts to be submitted for tax). See the national adaptation guidelines for further details.

Changes and national specificities have to be reflected in the derivation of the hidden variable MIS_BOOK (see below).

MAIN JOB – FORMAL STATUS OF ECONOMIC UNIT (MJL) continued

MIS_SOCPRO_DC

ASK IF (MJJ_EMP_REL=2) & (MJD_CONTROL = a-f)

A: In relation to these activities (do/does) (you/name) contribute to the [Pension Fund/Unemployment Insurance] on (your/his/her) behalf?

ASK IF (MJJ_CFW_CHK=1,2) & (MJD_CONTROL = a-f)

B: Are contributions paid to the [Pension Fund/Unemployment Insurance] for (you/NAME) for doing this work?

1 YES

2 NO

97 DON'T KNOW

NOTE FOR NATIONAL ADAPTATION: The question MIS_SOCPRO_DC needs to be adapted taken the national social security system in to account. Countries should include one (or more) job-related statutory social insurances (voluntary or mandatory) covering persons in employment for profit. The question can be excluded/removed in countries where no such arrangements exist for persons in employment for profit. See the national adaptation guidelines for further details.

END OF MODULE (MJL)