

► Labour Force Survey responsibility matrix

Conducting an LFS: a National Statistical Office's effort

A Labour Force Survey is a national endeavour and responsibility.

The ILO's role is to support countries through technical guidance, training, tools and methodological advice that help ensure high-quality work statistics, promote the consistent application of international statistical standards, and strengthen national capacity. The level and nature of this support vary according to country needs but the support is most fruitful when the ILO model questionnaire and related tools are used, as these have been developed after thorough research and testing processes, fully reflect the latest International Conference of Labour Statisticians (ICLS) standards, and represent an integrated implementation package. Where countries choose to adapt the model questionnaire or develop an alternative design, the ILO can still provide methodological guidance to support the application of international standards, but efficiency may be reduced. The ultimate (joint) objective is for future survey rounds to be conducted independently by the National Statistical Office (NSO), with reduced reliance on external technical assistance while maintaining the quality and international comparability of work statistics.

Phase	Main tasks of the NSO as lead	ILO potential support as partner
Specify needs	- Identify users' needs and priorities - Define survey objectives and outputs - Secure institutional commitment (budget, staff, resources)	- Advise on survey objectives and scope - Share planning templates and examples - Explain latest ICLS statistical standards and recommended LFS content
Design	- Design the sample - Define survey methodology and operational procedures - Identify national adaptations required to ILO model questionnaires or design an alternative questionnaire	- Provide ILO model questionnaires and adaptation guide - Deliver training on concepts, questionnaire design and testing - Review and provide methodological feedback on final draft questionnaire and sample design
Build	- Program and test the electronic questionnaire (CAPI already available for ILO model questionnaires) - Prepare IT infrastructure - Develop national manuals and training materials - Plan and implement testing strategy for questionnaire and survey procedures	- Provide tested CAPI applications (CsPro / Survey Solutions) for ILO model questionnaires - Provide implementation guidance - Support national adaptation of the electronic questionnaire and related tests
Collect	- Recruit and train interviewers and supervisors - Conduct fieldwork - Monitor field operations, non-response and data quality	- Train trainers on the questionnaire and concepts (if ILO model used or ICLS standards applied) - Share fieldwork protocols and monitoring tools - Provide technical advice as requested
Process	- Validate, edit and clean microdata - Code occupations, economic activities, etc. - Calculate weights - Produce final datasets	- Provide validation procedures and reusable STATA syntax (linked to ILO model questionnaires) - Deliver training on data processing and weighting - Review processing procedures and advise on improvements

Phase	Main tasks of the NSO as lead	ILO potential support as partner
Analyse	- Produce key work and labour indicators - Analyse results - Prepare statistical and analytical outputs	- Provide variable derivation guides and flow charts - Provide guidance on applying ICLS standards at this stage - Review outputs, provide feedback, and answer methodological questions
Disseminate	- Publish official statistics and (if agreed) anonymized microdata sets - Prepare reports, tables and databases - Communicate results to users	- Share guidance and materials on the effective communication of statistics - Share dissemination templates and examples - Provide guidance on communicating changes resulting from new standards - Advise on metadata and international reporting - Review outputs and provide feedback
Evaluate	- Evaluate the survey process - Identify lessons learned - Plan improvements for future rounds	- Facilitate technical review and lessons learned - Recommend improvements for next rounds - Update guidance and tools based on country experiences