

Revised draft

## **20th International Conference of Labour Statisticians resolution concerning statistics on work relationships**

### **Preamble**

The 20th International Conference of Labour Statisticians,

Having reviewed the relevant texts of the resolution concerning the International Classification of Status in Employment (ICSE), adopted by the 15th International Conference of Labour Statisticians (January 1993),

Taking into consideration the resolution concerning statistics of work, employment and labour underutilization adopted by the 19th International Conference of Labour Statisticians (ICLS) (2013), and the resolution concerning the measurement of working time adopted by the 18th ICLS (2008),

Recalling the requirements of the Labour Statistics Convention, 1985 (No. 160), and the accompanying Labour Statistics Recommendation, 1985 (No. 170), and the need for coherence with other international statistical standards, particularly with regard to the system of national accounts, working time, employment-related income, and work in the informal economy,

Recognizing the need to revise and broaden the existing standards for statistics on status in employment in order to enable better statistical measurement of various aspects of the relationships between workers and the economic units for which their work is performed; to adequately monitor changes in employment arrangements and forms of employment; to extend the scope of statistical standards on work relationships to cover all forms of work; and to provide guidelines on a wider set of measures than previously defined internationally, thereby enhancing the relevance and usefulness of the standards for countries and territories (hereinafter referred to as “countries”) at all stages of development,

Calling attention to the usefulness of these standards to enhance the international comparability of statistics on workers’ contractual situations, to their contribution to the measurement of decent work and of well-being of households and society in general, thereby supporting and facilitating the 2030 Agenda for Sustainable Development, as well as to the achievement of gender justice,

Acknowledging that the relevance of statistics on work relationships in a given country will depend on the nature of its society, labour markets and regulations as well as user needs, and that their implementation will therefore, to a certain extent, be determined by national circumstances,

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Adopts this xth day of October 2018 the following resolution in substitution for the resolution of 1993 and for paragraph 25 of the resolution of 2013 cited above.

## Objectives and scope

1. The standards set by this resolution aim to guide countries in updating, harmonizing and further developing their statistical programmes that include information on work relationships. Statistics on work relationships are concerned with: (a) the authority relationships between persons who work and the economic units in which or for which the work is performed; and (b) the economic risks that follow from the contractual or other conditions under which the work is performed. These statistics can relate to all forms of work, including own-use production work, employment, unpaid trainee work, volunteer work and other forms of work.
2. These standards should facilitate the production of national statistics on work relationships for various purposes as part of an integrated national system of work statistics based on common concepts and definitions that are aligned with the current international standards and guidelines for statistics on work adopted by the International Conference of Labour Statisticians (ICLS).
3. In order to promote the coherence and integration of statistics from different sources on multiple characteristics of work relationships, the resolution provides:
  - (a) an overarching conceptual framework for statistics on work relationships;
  - (b) a revised International Classification of Status in Employment (to be designated ICSE-18);
  - (c) an International Classification of Status at Work as a reference classification covering all forms of work;
  - (d) a set of cross-cutting variables and categories that are not reflected in the status at work categories, in order to provide information on characteristics associated with the degree of stability and permanence of a particular work arrangement, and allow the identification of particular groups of policy interest; and
  - (e) operational concepts, definitions and guidelines for the collection and compilation of statistics on status in employment and the cross-cutting variables.
4. The characteristics of jobs and work activities that are relevant and of interest for statistics on work relationships vary depending on the form of work and on the analytical purposes of the statistics. Some of the concepts, variables, classification schemes and categories described in these standards are relevant, therefore, only for certain forms of work. Others should be applied to all forms of work.
5. Each country should aim to develop its statistics on work relationships in order to provide an adequate information base for a wide range of descriptive and analytical purposes, taking account of specific national needs and circumstances, in order to provide information on:
  - (a) the nature of the economic risks and authority experienced by workers, the strength and nature of their attachment to the economic unit in which they work, and the impact of economic and social changes on their employment situation;

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- (b) the impact of government policies in relation to employment creation, promotion of enterprise, and labour market regulation on the nature of jobs and the quality of employment;
  - (c) the extent to which engagement in employment and participation in other forms of work provide access to social protection and income security;
  - (d) wages, earnings and labour costs;
  - (e) the fiscal impact of employment in various types of work relationships;
  - (f) socio-economic status;
  - (g) the volume of work or labour inputs for national production accounts, separately for workers employed for pay and workers employed for profit;
  - (h) participation in different types of work relationships among population groups such as women and men, young people, children, migrants and other groups of particular policy concern; and
  - (i) the relationships between different forms of work arrangements and their economic and social outcomes.
6. In developing statistics on work relationships, countries should endeavour to apply these standards to assess trends and differences for the purpose of labour market, economic and social analysis and to facilitate international comparability.

## Reference concepts

### **Statistical units**

7. The units that are relevant for the production of statistics on work relationships are persons, jobs or work activities and economic units.
8. A job or **work activity** is defined as a set of tasks and duties performed, or meant to be performed, by one person for a single economic unit:
- (a) The term *job* is used in reference to employment. This statistical unit, when relating to own-use production work, unpaid trainee work and volunteer work is referred to as *work activity*.
  - (b) Persons may have one or several jobs during a given reference period. In cases of multiple job-holding, the **main job** is that with the longest hours usually worked, as defined in the current international statistical standards on working time.
  - (c) Those employed as independent workers have as many jobs as the economic units they own or co-own, irrespective of the number of clients served.
  - (d) For those employed as dependent workers the set of tasks should be considered to be performed for the economic unit on which the worker is dependent and a separate job defined for each economic unit on which the worker is dependent.

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(e) Separate work activities are defined when a person is engaged in both own-use production of goods and own-use provision of services for the same household. This allows the identification of work activities within and beyond the production boundary in the System of National Accounts (SNA).

9. Since statistics on work relationships refer primarily to characteristics of jobs or work activities in specific economic units, persons may have as many work relationships as they have jobs or work activities in economic units.
10. Two characteristics of jobs and work activities are relevant to differentiate them according to status at work and status in employment, and to arrange them into aggregate groups. These are the type of authority that the worker is able to exercise in relation to the work performed and the type of economic risk to which the worker is exposed.

### **Type of authority**

11. The *type of authority* refers to the nature of the control that the worker has over the organization of his or her work, the nature of authority that he or she exercises over the economic unit for which the work is performed (including its activities and transactions), and the extent to which the worker is dependent on another person or economic unit for organization of the work and/or for access to the market. The type of authority is used to classify workers as *dependent* or *independent*.

#### Independent workers

12. Independent workers own the economic unit in which they work and control its activities. They make the most important decisions about the activities of the economic unit and the organization of their work. They may work on their own account or in partnership with other independent workers and may or may not provide work for others.

#### Entrepreneurs

13. Entrepreneurs are workers who create work for themselves and potentially for others by establishing and operating an enterprise. The category of “independent workers” in the classification of status in employment provides the best starting point for the identification and compilation of statistics on entrepreneurs. Additional information relevant to the national context, such as the size and nature of the enterprise, is needed to provide complete statistics on entrepreneurship and to accurately identify those workers who are creating employment opportunities for themselves or for others.

#### Dependent workers

14. Dependent workers are workers who do not have complete authority or control over the economic unit for which they work. If they are in employment for profit they have no employees, and do not make the most important decisions about the activities of the economic unit for which they work.

### **Type of economic risk**

15. *Type of economic risk* refers to the extent to which the worker may: (1) be exposed to the loss of financial or other resources in pursuance of the activity; and (2) experience unreliability of remuneration in cash or in kind or receive no remuneration.

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- 16.** Economic risk may be measured operationally by considering:
- (a) the existence and nature of remuneration for the work performed;
  - (b) the circumstances in which the job or work activity may be terminated; and
  - (c) the extent to which the worker is protected in the event of sickness, accident, or termination of the job.
- 17.** In statistics on employment, the type of economic risk is used to classify workers as *in employment for profit* or *in employment for pay* based primarily on the nature of the remuneration for a particular job. The aspects of the nature of the remuneration taken into consideration include whether or not remuneration is received or expected:
- (a) in the form of profit (and therefore also entails the risk of loss);
  - (b) based on time worked;
  - (c) by the piece for the goods produced or services provided; or
  - (d) as a fee for the production of goods or provision of services.

#### Workers in employment for profit

- 18.** *Workers in employment for profit* are employed persons whose remuneration is directly and entirely dependent on the profit or loss made by the economic unit in which they are employed, including remuneration in cash or in kind by way of a commercial transaction for goods produced or services provided. They do not receive a wage or salary in return for time worked.
- 19.** Owner-operators of corporations are excluded from workers in employment for profit. While they are exposed to economic risk related to the potential for loss of investments made in the corporation, the risk is mitigated due to limitations of liability when corporations are separate legal entities from the persons who own them. They may receive a wage or salary whether or not the corporation is making a profit and may also be in receipt of payments deriving from profits.

#### Workers in employment for pay

- 20.** Workers in employment for pay are employed persons who receive, or expect to receive, remuneration in cash or in kind, in return for time worked or for each piece or service produced. They include both employees and owner-operators of corporations who hold a job in an incorporated enterprise which they own and control.

### **The International Classification of Status in Employment (ICSE-18)**

- 21.** The International Classification of Status in Employment (ICSE-18) classifies jobs in employment for pay or profit into ten detailed categories based on the concepts of type of authority and type of economic risk described above. These categories may be aggregated according to two alternative classification hierarchies: the *International Classification of Status in Employment according to type of authority (ICSE-18-A)* and the *International Classification of Status in Employment according to type of economic risk (ICSE-18-R)*.

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22. Both hierarchies for status in employment, based on economic risk and authority, should have equal priority when producing statistics. Statistics from labour force surveys and, when possible from other relevant sources, should be compiled on a regular basis according to both hierarchies.

***International Classification of Status in Employment according to type of authority (ICSE-18-A)***

23. ICSE-18-A provides, at its top level, a dichotomy between independent workers and dependent workers in which:

*Independent workers* are classified into the following groups:

- A. Employers
  - 11 – Employers in corporations
  - 12 – Employers in household market enterprises
- B. Independent workers without employees
  - 21 – Owner-operators of corporations without employees
  - 22 – Own-account workers in household market enterprises without employees

*Dependent workers* are classified into the following groups:

- C. Dependent contractors
    - 30 – Dependent contractors
  - D. Employees
    - 41 – Permanent employees
    - 42 – Fixed-term employees
    - 43 – Short-term and casual employees
    - 44 – Paid apprentices, trainees and interns
  - E. Contributing family workers
    - 51 – Contributing family workers
24. This classification hierarchy is suitable for various types of labour market analysis, including analysis of the impact of economic cycles on the labour market, and of government policies related to employment creation and regulation.
25. The classification according to type of authority is also the most suitable hierarchy for use as an input variable in the compilation of statistics classified by socio-economic status.

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## **Classification of Status in Employment according to type of economic risk (ICSE-18-R)**

26. ICSE-18-R provides a dichotomy between employment for pay and employment for profit. This latter dichotomy is analogous to the traditional distinction between paid employment and self-employment, used for example in the SNA.

*Workers in employment for profit* are classified into the following groups:

- F. Independent workers in household market enterprises
  - 12 – Employers in household market enterprises
  - 22 – Own-account workers in household market enterprises without employees
- C. Dependent contractors
  - 30 – Dependent contractors
- E. Contributing family workers
  - 51 – Contributing family workers

*Workers in employment for pay* are classified into the following groups:

- G. Owner-operators of corporations
  - 11 – Employers in corporations
  - 21 – Owner-operators of corporations without employees
- D. Employees
  - 41 – Permanent employees
  - 42 – Fixed-term employees
  - 43 – Short-term and casual employees
  - 44 – Paid apprentices, trainees and interns

27. This classification hierarchy is suitable for the provision of data for national accounts, for the identification of wage employment and its distribution, and for the production and analysis of statistics on wages, earnings and labour costs.

## **Definitions and explanatory notes for categories in the two hierarchies of the International Classification of Status in Employment**

### **A. Employers**

28. Employers own the economic unit in which they work and control its activities on their own account or in partnership with others, and in this capacity employ one or more persons (including temporarily absent employees but excluding themselves, their partners and family

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helpers) to work as an employee for at least one hour per week. In statistics on employment, they include:

11 – Employers in corporations

12 – Employers in household market enterprises

29. Employers include those who have employees on a regular basis and those who have employees only on an occasional basis. Employers who have employees on a regular basis are those who usually have at least one employee for at least one hour each week. Employers who have an employee on an occasional basis, have employees less frequently than every week. Statistics on employers may be compiled either for those who have employees on a regular basis, or for all employers. When statistics are collected for all employers, those employers who have employees on a regular basis should, where possible, be identified separately from those who have them only on an occasional basis.

11 – Employers in corporations

30. *Employers in corporations* are workers who are owner-operators of corporations in which they employ one or more persons (including temporarily absent employees but excluding themselves, their partners and family helpers) to work as an employee for at least one hour per week.

12 – Employers in household market enterprises

31. *Employers in household market enterprises* are workers who, alone or with one or more partners, operate an unincorporated market enterprise for profit, and who, employ one or more persons (including temporarily absent employees but excluding themselves, their partners and family helpers) to work in that enterprise as an employee for at least one hour per week.

## **B. Independent workers without employees**

32. *Independent workers without employees* operate an economic unit alone or in partnership with others, and do not employ any persons other than themselves, their partners, and contributing family workers to work in the economic unit. In statistics on employment they include:

21 – Owner-operators of corporations without employees

22 – Own-account workers in household market enterprises without employees

21 – Owner-operators of corporations without employees

33. *Owner-operators of corporations without employees* are workers who hold a job as owner-operator of a corporation in which they do not, employ any persons (other than themselves, their partners and contributing family workers) to work in the enterprise as an employee.

22 – Own-account workers in household market enterprises without employees

34. Own-account workers in household market enterprises without employees are workers who operate an unincorporated market enterprise for profit, alone or with one or more partners or contributing family workers, and do not employ any persons to work in the enterprise as an employee.



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**F. *Independent workers in household market enterprises***

35. Independent workers in household market enterprises are workers who operate an unincorporated market enterprise for profit, alone or with one or more partners or contributing family workers. They may or may not be able to provide a complete set of accounts for the activities of the enterprise. They include:

12 – Employers in household market enterprises

22 – Own-account workers in household market enterprises without employees

**G. *Owner-operators of corporations***

36. *Owner-operators of corporations* are workers who hold a job in an incorporated enterprise (such as a limited liability corporation, limited partnership, incorporated cooperative), in which they:

- (a) hold controlling ownership of the enterprise alone, or together with other members of their families and/or one or a few partners, or other members of the cooperative; and
- (b) have the authority to act on behalf of the enterprise with respect to contracts with other organizations and the hiring and dismissal of employees, subject to national legislation regulating such matters and the rules established by the elected or appointed board of the enterprise.

37. Owner-operators of corporations include:

11 – Employers in corporations

21 – Owner-operators of corporations without employees

**3. *Dependent contractors***

38. *Dependent contractors* are workers employed for profit, usually by way of a commercial transaction, who are dependent on another entity that directly benefits from the work performed by them and exercises explicit or implicit control over their activities. Their dependency may be of an operational nature, for example through organization of the work or control over access to the market, and/or of an economic nature such as through control over the price for the goods or services produced, or access to raw materials or capital items. The economic units on which they depend may be market or non-market units and include corporations, governments and non-profit institutions.

39. Some or all of the following characteristics apply to dependent contractors:

- (a) their work may be organized or supervised by another economic unit as a client, or as an entity that mediates access to clients;
- (b) they have an arrangement for the delivery of goods or services to a separate entity (of the nature of a commercial transaction);
- (c) their actual working arrangements or conditions may closely resemble those of employees;

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- (d) the entity engaging the worker does not withhold income tax for the worker;
  - (e) the worker is responsible for arranging his or her own social insurance and other social contributions (according to national circumstances); and
  - (f) the mode of payment is by way of a commercial transaction.

40. Excluded from dependent contractors are workers who:

- (a) have a contract of employment (formal, informal, or implicit) with the entity on which they are dependent;
- (b) employ one or more other persons to work for them as an employee; or
- (c) operate an incorporated enterprise.

41. Two subgroups of dependent contractors may be identified if feasible and relevant in the national context:

- (a) workers who provide their labour to others but have contractual arrangements corresponding to those of self-employment; and
- (b) workers who own and operate their own business, or have committed significant financial or material assets, but do not have full control or authority over their work.

42. Identification of the two subgroups of dependent contractors requires additional information on the nature of the financial or material resources committed by the worker.

#### **4. Employees**

43. *Employees* are workers employed for pay, on a formal or informal basis, who do not hold controlling ownership of the economic unit in which they are employed. They are remunerated in cash or in kind in return for time worked or, in some cases, for each task or piece of work done or for services provided including sales (by the piece or commission). Payment for time worked is the typical mode of remuneration. Payment in kind is generally received in the form of goods. Where payment is received in the form of services, this is generally complementary to payment in cash.

44. Employees may be employed in market units, non-market units and households producing goods and/or services mainly for own consumption. They may hold shares in the economic unit in which they are employed, or have authority over aspects of the operations of the economic unit as employees with management responsibilities, but do not hold controlling ownership of the enterprise.

45. Employees include workers who have been engaged on terms corresponding to those of paid employment when the employing organization has entered into a contract only with an intermediary such as a crew leader or organizing agent, and not with the individual worker.

46. Employees may be further disaggregated according to the nature of the contractual arrangements for employment, the degree of permanency of the employment relationship and the stability of the working time available to the employee, to form the following groups:

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- 41 – Permanent employees
  - 42 – Fixed-term employees
  - 43 – Short-term and casual employees
  - 44 – Paid trainees, apprentices and interns

#### 41 – Permanent employees

- 47.** *Permanent employees* are employees who are guaranteed a minimum number of hours of work and are employed on an ongoing or indefinite basis. They are full-time or part-time workers employed for pay, in formal or informal jobs, who have employment arrangements whereby:
- (a) there is no specified date or event on which the employment will be terminated other than any age or time for retirement that may apply in the economic unit concerned;
  - (b) the employer agrees to provide work and pay for a specified number of hours or to pay for the number of goods or services produced in a set period; and
  - (c) the worker agrees to work for at least the specified number of hours, or for the time required to produce a specified number of goods or services.

#### 42 – Fixed-term employees

- 48.** *Fixed-term employees* are employees who are guaranteed a minimum number of hours of work and are employed on a time-limited basis for a period of three months or more. They are full-time or part-time workers employed for pay, in formal or informal jobs, who have arrangements whereby:
- (a) there is a specified date, other than any age or time for retirement, on which the employment will be terminated, or an event such as the end of the harvest or completion of a construction or other project, which will lead to termination of employment;
  - (b) the total duration of the employment is expected to be at least three months from the first day of employment to the expected final day of employment;
  - (c) the employer agrees to provide work and pay for a specified number of hours, or to pay for the number of goods or services produced, in a set period; and
  - (d) the worker agrees to work for at least the specified number of hours, or for the time required to produce a specified number of goods or services.
- 49.** Fixed-term employees include:
- (a) employees with fixed-term contracts of employment with a duration greater than three months; and
  - (b) employees without formal arrangements or contracts when it is understood that the employment will have a duration of at least three months but not of an indefinite nature.
- 50.** Paid apprentices, trainees and interns with fixed-term employment arrangements are excluded from this group.

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#### 43 – Short-term and casual employees

- 51.** Short-term and casual employees are employees with short-term employment arrangements and/or without a guaranteed minimum number of hours of work per pay period. They are workers employed for pay, in formal or informal jobs, who have arrangements whereby:
- (a) there is no guarantee to offer work or to perform work during a set period; or
  - (b) the arrangement is of a short-term nature, with a duration of less than three months from the first day of employment to the expected final day of employment.
- 52.** Employment in this category may provide flexibility for workers who need to balance employment with family responsibilities, education, or other forms of work but may also entail insecurity of income and employment.
- 53.** This category includes two groups which may be separately identified if relevant in national circumstances: *short-term employees* and *casual and intermittent employees*:
- (a) *short-term employees* are those who are guaranteed a minimum number of hours of work and are employed on a time-limited basis with an expected duration of less than three months. They include:
    - (i) employees with contracts of employment with a duration of less than three months;
    - (ii) employees without formal arrangements or contracts when it is understood that the employment will be of a duration of less than three months; and
  - (b) *casual and intermittent employees* are those who have no guarantee of employment for a certain number of hours during a specified period but may have arrangements of an ongoing or recurring nature. Depending on national circumstances and specific contractual arrangements pertaining to the job, this group includes employees engaged on a casual or intermittent basis, workers on zero-hours contracts, employees who are only paid when called in to work, and workers hired on a day-to-day basis.
- 54.** Unless the total duration of the employment arrangement is less than three months, short-term and casual employees exclude:
- (a) workers with on-call working-time arrangements who are guaranteed a specified amount of employment per pay period; and
  - (b) workers who are guaranteed to be offered work and to be paid for at least one hour per week.

#### 44 – Paid apprentices, trainees and interns

- 55.** Paid apprentices, trainees and interns are employees who perform any activity to produce goods or provide services for others, in order to acquire workplace experience or skills in a trade or profession, and receive payment in return for work performed. Acquiring “workplace experience or skills” may occur through traditional, formal or informal arrangements whether or not a specific qualification or certification is issued. They are usually remunerated at a reduced rate compared to fully qualified workers. They include persons involved in:
- (a) paid formal or informal traineeships, apprenticeships, internships or other types of programmes, according to national circumstances; and

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- (b) paid skills training or retraining schemes within employment promotion programmes, when engaged in the production process of the economic unit for which they work.

56. They exclude workers who are:

- (a) undergoing periods of probation associated with the start of a job;
- (b) undertaking general on-the-job training or life-long learning while in employment, including in market and non-market units owned by household or family members; and
- (c) working without pay in market or non-market units owned by household or family members.

### **E. Contributing family workers**

57. *Contributing family workers* assist a family member or household member in a market-oriented enterprise operated by the family or household member, or in a job in which the assisted family or household member is an employee or dependent contractor. They do not receive regular payments, such as a wage or salary, in return for the work performed, but may benefit in kind or receive irregular payments in cash as a result of the outputs of their work through family or intra-household transfers, derived from the profits of the enterprise or from the income of the other person. They do not make the most important decisions affecting the enterprise or have responsibility for it.

### **International Classification of Status at Work (ICSaW-18)**

58. The International Classification of Status at Work (ICSaW-18) provides an organizing framework for statistics classified by status at work from various sources. It is not expected that all of its categories will be collected with the same frequency, or used for the presentation of statistics from any particular source. It covers all jobs and work activities in all forms of work, including own-use production work, employment, unpaid trainee work, volunteer work and other forms of work. It comprises, at its most detailed level, 20 mutually exclusive categories, defined on the basis of the type of authority that the worker is able to exercise and the type of economic risk to which he or she is exposed in a particular job or work activity.

59. The detailed status at work categories may be aggregated, based on the type of authority exercised by the worker, to form eight broad status-at-work groups which may be aggregated to form a dichotomy between dependent workers and independent workers, according to the following hierarchy.

#### **I. Independent workers**

##### **1. Employers**

11 – Employers in corporations

12 – Employers in household market enterprises

13 – Employers in own-use provision of services

14 – Employers in own-use production of goods

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2. Independent workers without employees
    - 21 – Owner-operators of corporations without employees
    - 22 – Own-account workers in household market enterprises without employees
    - 23 – Independent workers in own-use provision of services without employees
    - 24 – Independent workers in own-use production of goods without employees
    - 25 – Direct volunteers

**D. Dependent workers**

3. Dependent contractors
  - 30 – Dependent contractors
4. Employees
  - 41 – Permanent employees
  - 42 – Fixed-term employees
  - 43 – Short-term and casual employees
  - 44 – Paid apprentices, trainees and interns
5. Family helpers
  - 51 – Contributing family workers
  - 52 – Family helpers in own-use provision of services
  - 53 – Family helpers in own-use production of goods
6. Unpaid trainee workers
  - 60 – Unpaid trainee workers
7. Organization-based volunteers
  - 70 – Organization-based volunteers
9. Other unpaid workers
  - 90 – Other unpaid workers

**60.** Each of the detailed status at work groups in ICSaW-18 relates to only one form of work. The groups that relate to employment have the same definitions as in ICSE-18. The aggregate groups that include both employment and other forms of work, have a broader scope in ICSaW-18 than in ICSE-18-A and in some cases are assigned a different name.

**61.** Subsets of the detailed categories in ICSaW-18 may be used to present statistics on work relationships in own-use production work, employment, volunteer work, child labour and time-use on a conceptually consistent basis, regardless of the scope and source of the

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statistics. The categories for own-use production work and volunteer work may be aggregated according to the form of work as follows:

- (a) Workers in own-use production
  - (i) Workers in own-use provision of services
    - 13 – Employers in own-use provision of services
    - 23 – Independent workers in own-use provision of services without employees
    - 52 – Family helpers in own-use provision of services
  - (ii) Workers in own-use production of goods
    - 14 – Employers in own-use production of goods
    - 24 – Independent workers in own-use production of goods without employees
    - 52 – Family helpers in own-use production of goods
- (b) Volunteer workers
  - 25 – Direct volunteers
  - 70 – Organization-based volunteers

### **Definitions of the categories in ICSaW-18 that are not included in ICSE-18**

#### 13 – Employers in own-use provision of services

**62.** *Employers in own-use provision of services* are workers who perform any activity to provide services mainly for own final use, and employ one or more persons (including temporarily absent employees but excluding other members of their household) during the reference period as a domestic employee. They may sell part of these services to others, for example, by looking after children from other households for pay or barter, at the same time as mainly looking after their own children.

#### 14 – Employers in own-use production of goods

**63.** *Employers in own-use production of goods* are workers who, during the reference period, employed one or more persons in return for payment in cash or in kind (including temporarily absent employees but excluding other members of their household) to produce goods mainly for consumption by the employer's own household. A part or surplus of the goods intended mainly for own consumption may be sold or bartered.

#### 23 – Independent workers in own-use provision of services without employees

**64.** *Independent workers in own-use provision of services without employees* are workers who perform any activity to provide services for own final use, but did not, during the reference period, employ any persons to work as a domestic employee. They may sell part of these services to others, for example by looking after children from other households for pay or barter, at the same time as mainly looking after their own children.

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24 – Independent workers in own-use production of goods without employees

65. *Independent workers in own-use production of goods without employees* are workers who, on their own account or with one or more partners, perform any activity to produce goods for own final use who do not, during the reference period, employ any persons to produce goods for pay in cash or in kind. A part or surplus of the goods intended mainly for own consumption may be sold or bartered.

25 – Direct volunteers

66. *Direct volunteers* are workers who, on their own account or in partnership with others, and independently of any organization or community group, perform any unpaid, non-compulsory activity to produce goods or provide services for other households.

(a) Excluded from this group are workers who:

- (i) perform non-compulsory work without remuneration through or for organizations comprising market and non-market units, including self-help, mutual aid or community-based groups of which the worker is a member; and
- (ii) produce goods or services for consumption by members of the worker's own household or family.

**5. Family helpers**

67. *Family helpers* are workers who assist a family or household member in the production of goods or provision of services for household consumption, in a market-oriented enterprise operated by that person, or in a job held by that person as an employee or dependent contractor. They do not make the most important decisions affecting the economic unit and do not have responsibility for it. They may benefit from the outputs of their work in cash or in kind through intra-household transfers but do not receive an agreed wage or salary.

52 – Family helpers in own-use provision of services

68. *Family helpers in own-use provision of services* assist a family or household member in the provision of services for household consumption.

53 – Family helpers in own-use production of goods

69. *Family helpers in own-use production of goods* assist a family or household member in the production of goods for household consumption.

**6. Unpaid trainee workers**

70. *Unpaid trainee workers* are persons in unpaid trainee work as defined in the most recent international statistical standards concerning work, employment and labour underutilization (Currently the 19th ICLS resolution 1, paragraphs 33 to 35).

**7. Organization-based volunteers**

71. *Organization-based volunteers* are workers who perform any unpaid non-compulsory activities to produce goods or provide services for others through or for organizations comprising market and non-market units.



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- (a) Included in this group are workers who produce goods or provide services for others through or for self-help, mutual aid, or community-based groups.
  - (b) Excluded from this group are:
    - (i) unpaid apprentices, trainees and interns;
    - (ii) workers performing unpaid compulsory activities;
    - (iii) direct volunteers.

## **9. Other unpaid workers**

**72.** *Other unpaid workers* are workers who cannot be classified in any other groups in the International Classification of Status at Work. They include workers performing activities such as unpaid community service and unpaid work by prisoners, when ordered by a court or similar authority, and unpaid military or civilian service.

## **Cross-cutting variables and categories**

**73.** To provide complete and coherent statistics on work relationships, information is needed on characteristics of jobs and work activities that are not measured in the classifications of status at work and status in employment. This information should be measured through a set of variables and categories based on characteristics associated with the degree of risk, stability and permanence of a particular employment or work arrangement and provide definitions for situations that may be represented in several categories of the classifications by status. They may be used for the generation of statistics in their own right, or combined in output with relevant status categories to construct output classifications relevant for national purposes.

**74.** The following cross-cutting variables are required to compile statistics on the detailed categories in ICSE-18:

- (a) duration of work agreement;
- (b) type of employment agreement;
- (c) contractual hours of work;
- (d) forms of remuneration;
- (e) place of work;
- (f) job-dependent social protection coverage;
- (g) reason for non-permanent employment.

**75.** While not required for the compilation of statistics on status in employment, the following variables and categories are essential for the compilation of coherent statistics on work relationships or for the identification of important groups of interest:

- (a) duration of employment in the current economic unit;
- (b) seasonal workers;

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- (c) full-time/part-time status;
  - (d) domestic workers;
  - (e) home-based workers;
  - (f) multi-party work relationships;
  - (g) paid annual leave;
  - (h) paid sick leave.

76. The following additional cross-cutting variables and categories are recommended:

- (a) number of employees in the economic unit in which the worker is employed;
- (b) main form of remuneration.

### **Duration of the job or work activity and hours of work**

77. Since many of the detailed categories in ICSE-18 include jobs which differ significantly in their capacity to provide ongoing and full employment, statistics classified by status in employment, and particularly the subcategories of employees, should be complemented by information on both the duration of the work arrangement and on hours worked. Two variables on the duration of the job or work activity are necessary to provide a full understanding of the temporal stability of work relationships and to assess the extent to which workers without permanent employment relationships have ongoing employment and income security. These are *Duration of work contract* and *Duration of employment in the current economic unit*.

### **Duration of work agreement**

78. *Duration of work agreement* refers to the period of time from the beginning to the end of a written or oral work contract, or in the absence of a contract specifying the duration, to the date on which it is expected the employment will terminate. If the agreement does not specify the duration of the employment and there is no expected date or event on which the employment will terminate, other than the age or time for retirement, the duration is considered to be “without stated limit of time”. This variable is required for the derivation of the subcategories of employees but may also apply to unpaid trainees and volunteers.

79. When a worker has had a series of ongoing renewed temporary contracts with the same economic unit, the duration of work agreement should be based on the duration of the current (most recent) contract.

### **Duration of employment in the current economic unit**

80. *Duration of employment in the current economic unit* refers to the time elapsed since the worker started work with a particular economic unit and can be applied to all statuses in employment. The concept of the duration of work in the current economic unit can also be applied to activities in forms of work other than employment.

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81. When a worker has had a series of renewed temporary engagements with the same economic unit, the duration of employment in that current 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.

### ***Categories for the presentation of statistics on duration of the job or work activity***

82. The following categories should be included in standard statistical outputs for the two variables describing the duration of the job or work activity:
- less than one month;
  - one to less than three months;
  - three to less than six months;
  - six to less than 12 months;
  - 12 to less than 18 months;
  - 18 to less than 24 months;
  - 24 to less than 36 months;
  - three years or more;
  - “without stated limit of time”.
83. A category for “without stated limit of time” should also be included in data collection and statistical outputs on duration of work agreement. To facilitate analysis of the data collected, it is preferable to collect information for the duration variables using questions that do not include pre-defined categories other than “without stated limit of time”.

### ***Working time***

84. Information on full-time/part-time status, usual hours worked and contractual hours of work should be collected in accordance with the most recent international standards for statistics on working time (currently the 18th ICLS Resolution concerning the measurement of working time). Information on contractual hours of work is required to determine whether employees have arrangements that provide a guaranteed minimum number of hours of work, and is essential for derivation of the subcategories of employees.

### ***Main reason for non-permanent employment***

85. *Main reason for non-permanent employment* refers to the main reason why an employed person does not have a permanent work contract or arrangement. Statistics on the reason for non-permanent employment should be collected for all employees classified as fixed-term, or as short-term and casual employees. Such statistics should also be collected for dependent contractors if relevant for national purposes.

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86. Statistical outputs on the main reason for non-permanent employment should include at least the following categories:
- seasonal work;
  - combining work with education;
  - combining work with unpaid care and other responsibilities;
  - trainee, apprenticeship or internship;
  - substitute work;
  - completion of a project;
  - employment creation programmes;
  - no permanent jobs are available;
  - other.
87. Statistics on whether the temporary employment is voluntary or involuntary should be compiled as a separate variable.

### ***Type of employment agreement***

88. A variable *type of employment agreement* is needed to provide information on whether an employee has a written contract or an oral agreement. A question on type of employment agreement is required for sequencing questions but also provides an indication of the stability of the arrangement.
89. Type of employment agreement should not be used directly to measure informality, since workers with oral agreements can be subject to social protection, and workers with written contracts may or may not meet the criteria for formality.
90. At a minimum, categories for “written contract” and “oral agreement” should be used in statistical outputs. Statistics indicating whether the agreement is collective or individual should also be compiled from relevant statistical sources.

### ***Form of remuneration***

91. *Form of remuneration* refers to the basis on which a worker is paid, rather than on the form of payment (e.g. cash or in kind). It should specify the information relevant to understand the nature of the employment relationship, but not necessarily other aspects of remuneration. The variable “forms of remuneration” is required to assist with identification of the status in employment categories and should include information about all forms of remuneration received by the worker in a particular job. A separate recommended variable on “main form of remuneration”, provides additional information that may be collected by adding an additional question.
92. At a minimum, the following categories are needed:
- for time worked (including wage or salary);
  - by the piece;

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- commission;
  - fee for service;
  - determined by profit or loss;
  - tips from clients;
  - other.

### **Seasonal workers**

93. *Seasonal workers* are those with jobs or work activities whose timing and duration are significantly influenced by seasonal factors such as climatic seasons, holidays and agricultural preparations or harvests. For non-permanent employees and dependent contractors, seasonality should be measured as part of the reasons for non-permanent employment. For independent workers and contributing family workers, information is needed on whether the business operates all year round or only during a certain season of the year. When ongoing contracts for employment only at particular times of the year are common in a country or region, information about seasonality may need to be collected using dedicated questions for workers in relevant industries or occupations. For accurate measurement of seasonality, data collection is required at different times during the year, covering all active and inactive seasons.

### **Place of work**

94. *Place of work* provides information on the type of location where the work is usually performed. When work is regularly performed in more than one type of location, this variable should be based on the main place of work. Thus, if a worker teleworks from home on an occasional basis, but spends most working time at the employer's premises, the main place of work should be the employer's premises.

95. Information on place of work is needed to identify workers such as home-based workers, domestic workers and workers in multi-party employment relationships. In some contexts it is relevant for the identification of dependent contractors. As a variable in its own right it is relevant for the identification of workers whose place of work may expose them to risk, such as on the street, or of home-based workers of all employment statuses.

96. Statistics on the following categories are required at a minimum to assist in the identification of the groups mentioned above and for analysis of employment relationships:

- own home (or area outside);
- client's or employer's home;
- employer's workplace or site;
- own business premises;
- own household farm;
- client's workplace or site;
- vehicle;

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- street or other public place;
  - market;
  - no fixed type of location;
  - other type of location.

Countries may choose to add questions or categories for their own analytical purposes. Where there is a need for information on work through internet platforms this should be captured as a separate variable rather than as a category of place of work, which would refer to the type of place where the Internet is usually accessed.

97. When the place of work is a business premises such as a retail shop or repair workshop attached to the residence but is not an integral part of the residence (if, for example, it has its own entrance) then the place of work should be considered as a business premises. When the place of work is a room or rooms within the residential premises which would normally be used for residential purposes, the place of work should be considered as “own home”.

### **Domestic workers**

98. Domestic work is defined for statistical purposes as “all work performed in or for a household or households to provide services mainly for consumption by household members”. Domestic work is performed with payment made to employees of the household, to agencies that provide domestic services to households and to self-employed domestic service providers. Domestic work is performed unpaid by household members or by persons not residing in the household, such as family members, neighbours and volunteers.
99. In statistics on employment domestic workers are defined as workers of any sex employed for pay or profit, including in-kind payment, who perform work in or for a household or households to provide services mainly for consumption by the household. The work may be performed within the household premises or in other locations.
100. Based on the statistical definitions of domestic work and domestic workers, the following categories of domestic workers in employment may be identified:
- (a) domestic employees, defined as all workers engaged directly as employees of households to provide services mainly for consumption by the household members, irrespective of the nature of the services provided including:
    - (i) live-in domestic employees;
    - (ii) live-out domestic employees;
  - (b) domestic workers employed by service providers; and
  - (c) domestic service providers employed for profit.
101. Workers in employment who provide services within or for a household or households but are not employed directly by a household, are considered to be domestic workers if the nature of the work performed mainly comprises domestic services such as cleaning, childcare, personal care, food preparation, gardening, driving and security.
102. Domestic workers do not include:

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- (a) workers employed for profit and employees of economic units other than private households who provide services to households that are not considered to be domestic services, for example, services consumed by the household related to educational training (home tuition) or related to maintenance and preservation of physical goods of the dwelling such as electrical installation and repair, plumbing, etc.;
  - (b) workers who mainly provide services to household market enterprises;
  - (c) workers who provide services frequently provided by domestic employees such as laundry, childcare and personal care, when the work is performed in the workers own business premises or residence, unless the service is provided as part of a job in which the worker is engaged directly as an employee of the household.

**103.** *Domestic workers employed by service providers* are employees of economic units such as agencies that provide domestic services to households. *Domestic service providers employed for profit* provide domestic services to private households as independent workers or dependent contractors.

**104.** Domestic employees may be identified in statistical collections when the economic activity of their employer is equivalent to ISIC Rev.4 Division 97, Activities of households as employers of domestic personnel. Other domestic workers may be identified in statistical collections if their occupation is one of those commonly held by domestic employees, and their main place of work is the client's residence. Analysis of these occupations by place of work may also allow the identification of other workers not considered to be domestic workers, but who perform services frequently provided by domestic workers (such as laundry, childcare and personal care) in settings such as their own home or workplace, or in the workplace of agencies providing such services.

### **Home-based workers**

**105.** *Home-based workers* are workers whose main place of work is their own home. They may be employers, independent workers without employees, dependent contractors, employees or contributing family workers.

### **Multi-party work relationships**

**106.** *Multi-party work relationships* exist when a third party is involved between the worker and the economic unit for which the work is performed. Arrangements of this type may be mediated by an institutional unit that acts as the employer and makes the worker available, on a temporary or permanent basis, to work for another economic unit while paying the wage or salary of the employee. Such economic units may include:

- (a) private employment agencies, such as labour hire agencies, temporary employment agencies, or other labour providers (labour brokers, labour outsourcing or subcontractors), that supply the workers but are not generally involved in supervision of the work;
- (b) government agencies in the context of schemes such as employment promotion programmes;
- (c) service provision agencies such as nursing agencies, domestic or office cleaning service providers, and security service providers, where the employing agency may supervise some elements of the work and establish standards of service, while the client may also provide day-to-day supervision over work performed on their premises.

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107. In all of these cases, the work is not mainly performed at the premises of the agency that pays the employee. The place of work is usually the premises of the client but may be some other place under the supervision of either the client or the employer.
108. For workers in employment for profit, an intermediary may supply raw materials and receive the goods produced by dependent contractors, or else access to clients may be controlled by an intermediary, typically using the Internet. In these cases the contractor may be paid directly by the client, or payment may be received only through an intermediary that benefits from the work performed by the contractor.

### **Variables related to the measurement of informal employment relationships**

109. Three variables related to the measurement of informal employment are required to understand the degree of social protection available to workers and the extent of economic risk to which they are exposed in the event of absence from work:
- (a) job-dependent social protection;
  - (b) access to paid annual leave;
  - (c) access to paid sick leave.
110. These variables are useful to assess the impact of new or non-standard forms of employment on access to leave and social protection. They are relevant for the identification of informal employment among employees, but are not sufficient for the comprehensive measurement of informal employment.

### ***Job-dependent social protection***

111. *Job-dependent social protection* provides information on whether the person is entitled to social protection as the result of employment in a particular job. It therefore excludes “universal” protection schemes that are not dependent on the person’s job.
112. When measuring job-dependent social protection the national context and labour laws should be taken into account. Measurement may be based on one or more specific forms of social protection (e.g., occupational injury insurance, old-age benefits, health insurance or unemployment insurance) depending on the national context.

### ***Access to paid annual leave***

113. *Access to paid annual leave* refers to the worker’s entitlement and ability to take paid time off granted by the employer. The number of days granted by the employer may vary between countries but also within the same country (e.g. between different industries and occupations) depending on national labour laws and regulations. It is not sufficient to have a legal right to paid annual leave if the worker does not have access to it in practice.

### ***Access to paid sick leave***

114. *Access to paid sick leave* refers to the worker’s entitlement and ability to take paid leave from employment due to personal sickness or injury. The paid sick leave should be dependent on the worker’s job and therefore excludes schemes that are not related to having a particular job. The number of days for which the worker can receive payment during



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sickness or injury may vary between countries but also within the same country depending on national labour laws and regulations. It is not sufficient to have a legal right to paid sick leave if the worker does not have access to it in practice.

## **Data sources and guidelines for data collection**

- 115.** The conceptual framework for statistics on work relationships described in this resolution aims to allow statistics on different types of productive activity to be compiled in a harmonious and comparable manner from different types of data source.
- 116.** The collection of data for ICSE-18 should follow the same frequency as the measurement of employment. However the level of detail may vary depending on the statistical source, and on descriptive and analytical needs.
- 117.** All sources that are used as the basis for statistics on employment are also potential sources when collecting the information required to compile statistics on the ten detailed categories in ICSE-18. Different statistical sources have their advantages as well as disadvantages and can frequently be complementary to each other.
- 118.** Household-based surveys are an important source of labour market statistics. In particular, Labour Force Surveys will be an important source of data for detailed statistics classified by ICSE-18.
- 119.** Employment may also be measured in other specialized household surveys such as time-use, education and training or more general household surveys such as those concerned with living standards, household income and expenditure or household budget. In such cases it would be appropriate to include questions designed to determine status in employment with a degree of detail that is relevant for the analytical requirements for the statistics. The nature of the questions asked and the degree of detail would in such cases need to reflect the feasibility of data collection given the limitations of the particular data source.
- 120.** Since the population census is an important source of statistics on employment, there may be a need to classify those employed by status in employment in the Census, in order to produce estimates for small geographic areas as well as for small groups. The need for a strict limit on the number of questions in most population censuses, however, would mean that a short question or module that collects the same concept but with less detail and less precision may be an appropriate solution.
- 121.** When establishment surveys are used as a source of statistics on employment, ICSE-18 should be applied when there is a need for information about different types of employment arrangements. However the level of detail should reflect the national needs for the information, and the feasibility of collecting the information from establishments.
- 122.** Administrative records, developed or adapted for statistical purposes, may also be an important input for the production of employment statistics. The administrative records could, for example, be based upon tax systems, employment services, pension schemes or social security administration. If a country is using administrative records in order to produce employment figures then it might also be relevant to derive status in employment categories from these records. The possibilities to do so depend on the structure and content of the country-specific administrative sources.
- 123.** Compilation of statistics according to ICSaW-18, or subsets of it, will be dependent on the availability and frequency of collection of statistics on the different forms of work.

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**124.** In order to facilitate international comparability of the statistics, data on work relationships should be collected on the basis of the most recent relevant data collection and methodological guidelines released by the ILO.

## **Future work**

**125.** To promote the implementation of this resolution, the ILO should work collaboratively with countries, international, regional and sub-regional organizations, and representatives of workers' and employers' organizations to:

- (a) widely disseminate these standards and communicate on their impact and interpretation;
- (b) update and maintain the draft data collection guidelines published as Room Document x to this conference in order to reflect this resolution as adopted and current international best practice and experience;
- (c) develop technical manuals and model data collection instruments, to be made available in the three official languages, and in other languages with the support of partner institutions;
- (d) further conduct conceptual and methodological work including testing;
- (e) provide technical assistance, training and capacity building to national statistical agencies, to relevant statistical services in line ministries, and to other relevant stakeholders including workers' and employers' representatives.