

Explanatory notes to the LFS list of variables (codification to be used from 2006)

Demographic background

HHSECNUM (Col 1/2): Sequence number in the household

A two-digit sequence number should be allocated to each member of the household. It should remain the same for all waves.

HHLINK (Col. 3): Relationship to reference person in the household

Each private household should contain **one and only one** person coded as 'reference person', who must be an adult (aged over 15). Establishing the relationship between members of the household permits analysis of the data by categories of household.

Code 2 (spouse or cohabiting partner of reference person) This code should reflect the “de facto” situation in terms of co-habitation arrangements. It therefore does not necessarily correspond with the “the jure” situation of the household in terms of co-habitation arrangements, as recorded in MARSTAT (Col. 16).

Code 4 (ascendant) means the father or the mother of the reference person or of his/her cohabiting partner.

HHSPOU, HHFATH, HHMOTH (Col 4/5, 6/7 and 8/9): Sequence number of spouse or cohabiting partner, father and mother

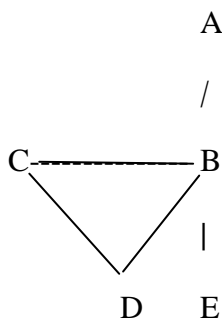
These variables permit the family nucleus to be reconstituted. For each member of the household, his/her spouse or cohabiting partner, father and mother should be identified if they are members of the same household.

Col 4/5 (Sequence number of spouse or cohabiting partner) should reflect the “de facto” situation in terms of co-habitation arrangements. It therefore does not necessarily correspond with the “the jure” situation of the household in terms of co-habitation arrangements, as recorded in MARSTAT (Col. 16).

The identification should be done using the sequence number which was allocated to these persons in HHSECNUM (col.1/2).

Example:

Consider the household described by the following scheme:



Mrs A is the mother of Mrs B. Mrs B is married to Mr. C; they have a common child D. Mrs B has another child from her first marriage (E).

Columns 1/2, 4/5, 6/7, and 8/9 should be filled as follows:

	col. 1/2	col. 4/5	col. 6/7	col. 8/9
A	01	99	99	99
B	02	03	99	01
C	03	02	99	99
D	04	99	03	02
E	05	99	99	02

Distinction between biological and non-biological children is preferable but if this is not possible countries should inform Eurostat.

DATEBIR (Col. 15): Date of birth within the year

Together with year of birth (Cols. 11/14) this enables the respondent's age to be calculated. For persons born in the same year, those coded 1 (birthday falling between 1 January and the end of the reference week) will be, for the purpose of analysing survey results, effectively one year older than those persons coded 2 (birthday falling after the end of the reference week). This definition of age should be applied in all filters that use age. Dates should be consistent: Date of birth, years of residence in this Member State, year in which the person started working and year in which the person stopped working should be in a logical order.

MARSTAT (Col. 16): Marital status

Marital status is the conjugal status of each individual in relation to the marriage laws of the country (i.e. de jure status). It therefore does not necessarily correspond with the actual situation of the household in terms of co-habitation arrangements, as recorded in Col. 3.

Some countries (i.e. the Nordic, the Netherlands, France) have a legal framework for registering partnerships (in most countries these are same-sex partnership and they have a legal status parallel to married couples). Such information has also to be treated in a harmonised way and it is proposed to treat them as married and classify them under group 2 when the partnership still exists, else as 3-4 as appropriate (legal separation or death of one of the partners).

In some countries, children under a certain age cannot have a legal marital status different from "single". To ask them this question would not be necessary, nevertheless they should be coded 1(single).

NATIONAL (Cols. 17/18): Nationality

Nationality should be interpreted as citizenship.

Citizenship is defined as the particular legal bond between an individual and his/her State acquired by birth or naturalisation, whether by declaration, option, marriage or other means according to national legislation. It corresponds to the country issuing the passport.

For persons with dual or multiple citizenship who hold the citizenship of the country of residence, that citizenship should be coded.

This should be provided according to the coding given in Annex IV. If possible the exact country should be indicated; where this is not possible, one of the general groupings in bold print should be used. Member States must be coded individually.

YEARESID (Cols. 19/20): Years of residence in this Member State

The years of residence should be calculated taking as starting point the last entrance in the country.

For persons with up to one year's residence in this Member State, 01 should be coded; between one year and two years, 02; and so on up to 10 for persons with between nine and ten years of residence. All persons already resident for over ten years should be coded 11.

COUNTRYB (Cols. 21/22): Country of birth

Country of birth is defined as the country of residence of the mother at the time of birth. This should be provided according to the coding given in Annex IV. If possible the exact country should be indicated; where this is not possible, one of the general groupings in bold print should be used. Member States must be coded individually.

For the purpose of this question, current national boundaries should be considered, rather than any applying at the time of the respondent's birth.

Labour status

WSTATOR (Col. 24): Labour status during the reference week

Information provided here, determines whether a person is considered as being in employment or not. Persons in employment are those coded 1 or 2.

Code 1: Did any work for pay or profit during the reference week

"Work" means any work for pay or profit during the reference week, even for as little as one hour. Pay includes cash payments or "payment in kind" (payment in goods or services rather than money), whether payment was received in the week the work was done or not. Also counted as working is anyone who receives wages for on-the-job training which involves the production of goods or services. Self-employed persons with a business, farm or professional practice are also considered to be working if one of the following applies:

- (i) A person works in his own business, professional practice or farm for the purpose of earning a profit, even if the enterprise is failing to make a profit.
- (ii) A person spends time on the operation of a business, professional practice or farm even if no sales were made, no professional services were rendered, or nothing was actually produced (for example, a farmer who engages in farm maintenance activities; an architect who spends time waiting for clients in his/her office; a fisherman who repairs his boat or nets for future operations; a person who attends a convention or seminar).
- (iii) A person is in the process of setting up a business, farm or professional practice; this includes the buying or installing of equipment, and ordering of supplies in preparation for opening a new business. An unpaid family worker is said to be working if the work contributes directly to a business, farm or professional practice owned or operated by a

related member of the same household. Unpaid family work is any task directly contributing to the operation of the family farm or business.

Conscripts performing some work for pay or profit during the reference week should always be coded 4.

Persons who works on their own small agriculture farm, who do not sell their products, but produce only for their own consumption

The classification as employment depends on whether it falls within the production boundaries. When this production is included in national accounts, underlying employment must be identified. This depends on the relative quantitative importance of the production of agricultural products for own consumption in relation to the total supply of these products in a country (ESA 3.08)

Code 2 : Was not working but had a job or business from which he/she was absent during the reference week

1. For employees

- A job exists if there is a definite and pre-scheduled arrangement between an employer and employee for regular work (that is, every week or every month), whether the work is full-time or part-time. The number of hours of work done each week or each month may vary considerably, but as long as some work is done on a regular and scheduled basis, a job is considered to exist.

- Seasonal workers

During the off-season, seasonal workers cannot be considered as having a formal attachment to their high-season job. If they are not at work during the off-season, they should be coded 5 in col. 24.

- Maternity and paternity leave

Maternity leave is first given to the mother (but may include the leave of the father in the case of a transfer of the entitlements) and corresponds to the compulsory or statutory period of the leave stipulated by national legislation to ensure that mothers before and after childbirth have sufficient rest, or for a period to be specified according to national circumstances.

People on maternity leave should always be coded 2 in col. 24

2. For unpaid family workers

The unpaid family worker can be said to have a job but not be at work if there is a definite commitment by the employer (a related household member) to accept his/her return to work and the total absence do not exceed a period of 3 months. In this point Eurostat diverges from the ILO recommendation. If the period of absence exceeds 3 months they should be coded 5 in col. 24.

3. For self-employed persons

If self-employed persons are classified as being absent from work, then they are regarded as in employment only if they can be said to have a business, farm or professional practice. This is the case if one or more of the following conditions are met:

- (i) Machinery or equipment of significant value, in which the person has invested money, is used by him or his employees in conducting his business.
- (ii) An office, store, farm or other place of business is maintained.
- (iii) There has been some advertisement of the business or profession by listing the business in the telephone book, displaying a sign, distributing cards or leaflets, etc.

If none of these conditions is met, then the person is regarded as not being in employment and therefore should be coded 5 in col. 24.

Code 3: Was not working because on lay-off

A person on lay-off is one whose written or unwritten contract of employment, or activity, has been suspended by the employer for a specified or unspecified period at the end of which the person concerned has a recognised right or recognised expectation to recover employment with that employer. This category of the population is never considered as employed. They are considered unemployed if they were actively looking for work in the last 4 weeks and if they are available to start work in 2 weeks; otherwise they are classified as inactive.

Persons without employment during the reference week but who have found a job to start in the future should always be coded 5 in this column.

NOWKREAS (Col 25/26): Reason for not having worked at all though having a job

This item is addressed to those persons who had a job but did not work at all during the reference week (Filter: Col.24=2).

Code 01: Slack work for technical or economic reasons

This includes difficulties such as plant breakdown or materials shortage; see also note below on Code 02. A person in slack work for technical or economic reasons should have a formal attachment to his/her job.

Code 02: Labour dispute

This code only applies to persons who were directly involved in a labour dispute. Other persons who did not work because production in the establishment was impeded by a labour dispute outside the establishment (thus causing a shortage in material supplies for example) are coded 01: "slack work for technical or economic reasons".

Code 05: Maternity leave

Maternity leave is first given to the mother (but may include the leave of the father in the case of a transfer of the entitlements) and corresponds to the compulsory or statutory period of the

leave stipulated by national legislation to ensure that mothers before and after childbirth have sufficient rest, or for a period to be specified according to national circumstances.

Code 06: Parental leave

Parental leave can be taken either by the mother or the father and is the interruption of work in case of childbirth or to bring up a child of young age. It should correspond to the period when parents receive “parental leave benefit”.

This code is used only for those persons on statutory parental leave (legal or contractual). Any other leave taken for reasons of child-bearing or rearing is coded 09: "Other reasons".

Code 08: Compensation leave

This code includes all absences in relationship with working time flexibility. Examples are time off as a compensation of overtime, as a compensation of credit hours within a system of working time banking or within the framework of an annualised hours contract. (This category is a parallel to code 07 in HOURREAS column 69/70).

Employment characteristics of the first job

Definition of the first job

For the purposes of Cols. 27 to 77, multiple job holders decide for themselves which job is to be considered as the first job. In doubtful cases the first job should be the one with the greatest number of hours usually worked. Persons having changed job during the reference week should regard the job held at the end of the reference week as their first job.

STAPRO (Col. 27): Professional status

The professional status requested here refers to the main job.

Code 1: Self-employed with employees

Self-employed persons with employees are defined as persons who work in their own business, professional practice or farm for the purpose of earning a profit, and who employ at least one other person.

If people working in the business, professional practice or farm, are not paid then he/she should be considered as self employed without staff.

Code 2: Self-employed without employees

Self-employed persons without employees are defined as persons who work in their own business, professional practice or farm for the purpose of earning a profit, and who do not employ any other person.

Nevertheless he may engage members of his/her own family or apprenticed without payment. In this category one can find farmers working alone or using the assistance of members of family.

In particular:

- A **person who looks after one or more children** that are not his/her own on a private basis and receiving a payment for this service is a self-employed.

- A **freelancer** should be classified as self-employed, although a person who has been regularly retained by a single employer for some time may also be regarded as an employee.

Code 3: Employee

Employees are defined as persons who work for a public or private employer and who receive compensation in the form of wages, salaries, fees, gratuities, payment by results or payment in kind; non-conscripted members of the armed forces are also included.

An employee is usually working for an outside employer, but a son or daughter, for example, who is working in a parent's firm and receives a regular monetary wage is classified here as an employee.

- A **person looking after children in his/her own home** is classified as an employee if he/she is paid to do this by the local authority (or any other public administration) and if he/she doesn't take any decision affecting the enterprise (e.g. schedules or number of children) but as a self-employed if he/she does it privately.
- **Apprentices**, or **trainees** receiving remuneration should be considered as employees.
- Priests (of any kind of religion) are considered employees
- Persons who are simultaneously working in their own professional practice and for a public or private employer (e.g. doctors with their own cabinet and working in a hospital) should be classified according to the status where they work a more important number of hours.

Code 4: Family worker

Family workers are persons who help another member of the family to run an agricultural holding or other business, provided they are not considered as employees.

Persons working in a family business or on a family farm without pay should be living in the same household as the owner of the business or farm, or in a slightly broader interpretation, in a house located on the same plot of land and with common household interests. Such people frequently receive remuneration in the form of fringe benefits and payments in kind. However, that this applies *only* when the business is owned or operated by the individual themselves or by a relative. Thus, unpaid voluntary work done for charity should *not* be included.

The category includes,

- A son or daughter working in the parents' business or on the parents' farm without pay.
- A wife who assists her husband in his business, e.g. a haulage contractor, without receiving any formal pay.

Members of producers' co-operatives should be considered as self-employed if in the co-operative, each member takes part on an equal footing with other members in determining the organisation of production, sales and /or other work of the establishment, the investments and the **distribution of the proceeds of the establishment** amongst their members.

In the case co-operative hired workers and these workers have an employment contract that gives them a basic remuneration (which is not directly dependent upon the revenue of the co-operative), these workers are identified as employees of the co-operative.

Even if the co-operative has employees (e.g. an accountant) the members of the co-operative should be considered as "self-employed without employees" because the co-operative as an institution (and not any of its members) is the employer.

SIGNISAL (Col 28): Continuous receipt of the salary

The variable is proposed because it is an essential variable to explain the employment rate.

The purpose of this variable is to try to measure the formal job attachment by the continuous receipt of a significant part of the wage or salary or social allowances.

The main target groups for this variable are the persons in long term absences:

- the parental leave
- the paid or unpaid leave initiated by the employer or the administration
- the educational or training leave
- other kinds of career breaks

The salary to be considered in this variable is the salary from the main job and net salary should be preferred unless gross salary is easier to collect.

Salary can be paid by the employer or by the social security (or both).

If the countries dispose of this information from other sources they can use this information without asking the question.

The total duration of the absence should be calculated as the elapsed time between the moment the person last worked and the end of the reference week.

Family workers should not be considered in this variable but in case of absence, they should be coded 2 in variable WSTATOR if there is a definite commitment by the employer (a related household member) to accept his/her return to work and the total absence do not exceed a period of 3 months. If the period of absence exceeds 3 months they should be coded 5.

NACE3D (Cols. 29/31): Economic activity of the local unit

The NACE codes in Annex II are derived from the Statistical Classification of Economic Activities (NACE Rev. 1.2). The "local unit" to be considered is the geographical location where the job is mainly carried out or, in the case of itinerant occupations, can be said to be based; normally it consists of a single building, part of a building, or, at the largest, a self-contained group of buildings. The "local unit" is therefore the group of employees of the enterprise who are geographically located at the same site.

For those countries that are not able to provide information at a 3 digit level the third digit should be coded '0'.

ISCO 4D (Cols. 32/35): Occupation

This should be coded according to the ISCO-88 (COM) classification provided in Annex III, which is based upon *ISCO-88; International Standard Classification of Occupations*, published by the International Labour Office (Geneva, 1990).

For those countries that are not able to provide information at a 4 digit level the fourth digit should be coded '0'.

SUPVISOR Col.36: Supervisory responsibilities

Supervisory responsibility includes formal responsibility for supervising other employees (other than apprentices), whom they supervise directly, sometimes doing some of the work they supervise and excludes quality control (check output of services but not the work

produced by other persons) and consultancy. A person with supervisory responsibilities takes charge of the work, directs the work and sees that it is satisfactorily carried out.

Sometimes job titles can be misleading. For example, a 'playground supervisor' supervises children not employees and so should be coded 2. Similarly, a 'store manager' may be a storekeeper and not a supervisor of employees.

The supervisory responsibilities refer to the main job.

It should be considered the usual situation and not the situation only during the reference week.

In some cases the person is cumulating supervising responsibilities with other functions; even if the supervising responsibilities constitute a part of their job, they should be coded 1.

A person is considered to have supervisory responsibilities when they supervise the work of at least one person.

Persons who are having supervisory responsibilities only because they are replacing temporarily a superior absent should not be considered as having supervisory responsibilities. The definition of temporarily here is left to the respondent.

Members of groups with collective responsibility should be considered as having supervisory responsibilities.

SIZEFIRM (Cols. 37/38): Number of persons working at the local unit

For the term "local unit ", see notes to NACE3D (Cols. 29/31). The codes provided permit either a reasonably exact number to be indicated (codes 01-10) or simply an indication of whether it is greater or less than ten (codes 14 and 15).

The employer should be included in the number of persons working at the local unit.

COUNTRYW (Cols. 39/40): Country of place of work

This should be provided according to the coding shown in Annex IV. If possible the exact country should be indicated; where this is not possible, one of the general groupings in bold print should be used. Member States must be coded individually.

REGIONW (Cols. 41/42): Region of place of work

This should be provided to the coding system in Annex I, which is based upon the Classification of Territorial Units (NUTS).

YSTARTWK, MSTARTWK (Cols. 43/46 and 47/48): Year/Month in which the person started working for this employer or as self-employed.

This information is valuable for estimating the degree of fluidity in the labour market and in identifying the areas of economic activity where the turnover of labour is rapid or otherwise. Due to recall problems the month in which the person started working should be asked only if the person started work for this employer or as self-employed within the last 2 years.

WAYJFOUN (Col. 49): Involvement of the public employment office at any moment in the job finding

The involvement of the public employment office should be effective, the main question is if the person would found the job if the employment office did not exist. It should be a role of putting in contact the employer and the employee by informing one of the existence of the other. Training courses or any other activities that improve the skills of job searchers and which had allowed the person to take this job should be excluded.

FTPT (Col. 50): Full-time / part-time distinction

This variable refers to the main job.

The distinction between full-time and part-time work should be made on the basis of a spontaneous answer given by the respondent. It is impossible to establish a more exact distinction between part-time and full-time work, due to variations in working hours between Member States and also between branches of industry. By checking the answer with the number of hours usually worked, it should be possible to detect and even to correct implausible answers, since part-time work will hardly ever exceed 35 hours, while full-time work will usually start at about 30 hours.

FTPTRAS (Col.51): Reasons for the part-time work

The current reason for working part-time can differ from the reason when the person started working part-time. In this case the current reason should be coded.

Code 3:

Care includes all care responsibilities:

- for own children or spouse children living inside or outside the household
- for other children (up to 14) living inside or outside the household
- for adult ill/elderly/incapacitated/disabled relatives/friends (aged 15 or more)

But excludes :

- Care as a job (it means that care done in a professional capacity is excluded).

TEMP (Col. 52): Permanency of the job

This question is addressed **only to employees**. In the majority of Member States most jobs are based on written work contracts. However in some countries such contracts exist only for specific cases (for example in the public sector, for apprentices, or for other persons undergoing some formal training within an enterprise). Taking account of these different institutional arrangements the notions "temporary job" and "work contract of limited duration" (likewise "permanent job" and "work contract of unlimited duration") describe situations which under different institutional frameworks can be regarded as similar. A job may be regarded as temporary if it is understood by both employer and the employee that the termination of the job is determined by objective conditions such as reaching a certain date, completion of an assignment or return of another employee who has been temporarily replaced. In the case of a work contract of limited duration the condition for its termination is generally mentioned in the contract.

To be included in these groups are:

- (i) persons with a seasonal job,
- (ii) persons engaged by an employment agency or business and hired out to a third party for the carrying out of a "work mission" (unless there is a work contract of unlimited duration with the employment agency or business),
- (iii) persons with specific training contracts. If there exists no objective criterion for the termination of a job or work contract these should be regarded as permanent or of unlimited duration (Code 1).

What is involved is the actual employment being time-limited under an agreement - not that he/she has, for example, considered stopping work in order to travel or attend college. Students with jobs which they only reckon to have for as long as they are studying are thus not in a time-limited job.

Respondents who have a contract to do their job, which may be renewed, for example, once a year, should be coded according to whether or not the respondents themselves consider their job to be of an unlimited duration.

TEMPREAS (Col.53): Reasons for having a temporary job/work contract of limited duration

Code 4: Contract for a probationary period

This code applies only if a contract finishes automatically at the end of the probationary period, necessitating a new contract if the person continues to be employed by the same employer.

In the case where more than one category applies temporary work in relationship with a period of training or trial period (Col. 53= 1 or 4) are priority reasons for a temporary job.

TEMPDUR (Col. 54): Total duration of temporary job or work contract of limited duration

This refers to the total of the time already elapsed plus the time remaining until the end of the contract.

Code 2 should be interpreted as 1 month to less than 4 months, code 3 as 4 to less than 7 months and so on.

For persons who have a contract to perform a task and who don't know how long it will take, blank (no answer) should be used.

TEMPAGCY (Col. 55): Contract with a temporary employment agency

Work for a temporary employment agency involves a triangular employment relationship between an employee who is paid by the employment agency but performs work for and under the supervision of a user enterprise. Staff leasing is excluded here; staff leasing applies in the case when the type of expert knowledge or experience needed by the user enterprise is matched by the economic activity of the service provider. The service provider has not a general intermediary function on the labour market.

Persons employed by an agency but not performing any work during the reference week for and under the supervision of a user enterprise and who are asked to perform administrative or

other tasks for the agency should anyway be coded as working for a temporary employment agency because this situation do not correspond to their usual situation.

Staff working directly for the temporary employment agency (administrative tasks) and not performing any work for and under the supervision of a user enterprise should be coded 0.

If a country has this information from other sources this variable can be imputed and the information does not have to be collected by interview.

The “Economic activity of the local unit” (NACE3D) for persons with a contract with a temporary employment agency, should be coded as the activity of the enterprise where they actually work.

SHIFTWK (Col. 56): Shift work

Shift work is a regular work schedule during which an enterprise is operational or provides services beyond the normal working hours from 8 am to 6 pm on weekdays (evening closing hours may be later in the case of a longer break at noon in some Member states). Shift work is a work organisation under which different groups or crews of workers succeed each other at the same work site to perform the same operations. At the start of the shift work, work of the previous shift is taken over and at the end of the shift, work is handed over to the next shift. Shift work usually involves work on unsocial hours in the early morning, at night or in the weekend and the weekly rest days not always coincide with the normal rest days. This definition of this variable has changed in 2001, to see previous definition please consult “The European Union Labour force survey, Methods and definitions 1998”

EVENWK (Col.57): Evening work

The definitions of evening and night vary considerably so that it is not easy to establish a strictly common basis for all Member States. Generally speaking, however, "evening work" can be considered to be work done after the usual hours of working time in this Member State, but before the usual sleeping hours. This implies the possibility of sleeping at normal times (whereas "night work" implies an abnormal sleeping pattern).

Code 1: Person usually works in the evening

"Usually" in this context may be interpreted to mean on at least half of the days worked in a reference period of four weeks preceding the interview.

Code 2: Person sometimes works in the evening

"Sometimes" in this context may be interpreted to mean on less than half of the days worked (but on at least one occasion) in a reference period of four weeks preceding the interview.

Code 3: Person never works in the evening

"Never" in this context may be interpreted to mean on no occasion in a reference period of four weeks preceding the interview.

NIGHTWK (Col.58): Night work

Bearing in mind the definitional problems discussed under EVENWK (Col. 57), "night work" can be generally be considered to be work done during the usual sleeping hours. This implies an abnormal sleeping pattern (whereas "evening work" implies the possibility of sleeping at normal times).

Code 1: Person usually works at night

"Usually" in this context may be interpreted to mean on at least half of the days worked in a reference period of four weeks preceding the interview.

Code 2: Person sometimes works at night

"Sometimes" in this context may be interpreted to mean on less than half of the days worked (but on at least one occasion) in a reference period of four weeks preceding the interview.

Code 3: Person never works at night

"Never" in this context may be interpreted to mean on no occasion in a reference period of four weeks preceding the interview.

SATWK (Col. 59): Saturday work

This should be strictly interpreted in terms of formal working arrangements. Thus employees who, on their own initiative, take some of their work home or work at the place of business on Saturdays should not be included in this classification, even if they have done so during the reference period of four weeks preceding the interview.

Code 1: Person usually works on Saturdays

"Usually" in this context may be interpreted to mean on two or more Saturdays in a reference period of four weeks preceding the interview.

Code 2: Person sometimes works on Saturdays

"Sometimes" in this context may be interpreted to mean on one Saturday in a reference period of four weeks preceding the interview.

Code 3: Person never works on Saturdays

"Never" in this context may be interpreted to mean not on any Saturday in a reference period of four weeks preceding the interview.

SUNWK (Col. 60): Sunday work

This should be strictly interpreted in terms of formal working arrangements. Employees who take some of their office work home and/or work occasionally at the place of business on Sundays should not be included in this classification.

Code 1: Person usually works on Sundays

"Usually" in this context may be interpreted to mean on two or more Sundays in a reference period of four weeks preceding the interview.

Code 2: Person sometimes works on Sundays

"Sometimes" in this context may be interpreted to mean on one Sunday in a reference period of four weeks preceding the interview.

Code 3: Person never works on Sundays

"Never" in this context may be interpreted to mean not on any Sunday in a reference period of four weeks preceding the interview.

HWUSUAL (Cols. 61/62): Number of hours per week usually worked

The number of hours given here corresponds to the number of hours the person normally works. This covers all hours including extra hours, either paid or unpaid, which the person normally works, but excludes the travel time between the home and the place of work as well as the main meal breaks (normally taken at midday). Persons who usually also work at home (within the definitions given in the notes to Col. 75) are asked to include the number of hours they usually work at home. Apprentices, trainees and other persons in vocational training are asked to exclude the time spent in school or other special training centres. Some persons, particularly the self-employed and family workers, may not have usual hours, in the sense that their hours vary considerably from week to week or month to month. When the respondent is unable to provide a figure for usual hours for this reason, the average of the hours actually worked per week over the past four weeks is used as a measure of usual hours. Code '00' is applied to those cases where neither the number of usual hours nor an average number of hours worked over the past four weeks can be established.

If the number of hours given by the respondent is not a complete number of hours the number should be rounded (ex: 37.5 hours should be coded 38)

How to treat persons who do a part time based on a full time week of work and 0h week of work in the following one?

HWACTUAL (Cols. 63/64): Number of hours actually worked during the reference week

The number of hours given here corresponds to the number of hours the person actually worked during the reference week. This includes all hours including extra hours regardless of whether they were paid or not. Travel time between home and the place of work as well as the main meal breaks (normally taken at midday) are excluded. Persons who have also worked at home (within the definitions given in the notes to Col. 75) are asked to include the number of hours they have worked at home. Apprentices, trainees and other persons in vocational training are asked to exclude the time spent in school or other special training centres.

If the number of hours given by the respondent is not a complete number of hours the number should be rounded (ex: 37.5 hours should be coded 38)

HWOVERP (Col. 65/66): Paid overtime in the reference week

This variable only refers to **Paid** overtime

Overtime includes "all hours worked, paid or unpaid, in excess of the normal hours, which are the number of hours fixed in each country by or in pursuance of laws or regulations, collective agreements... or, where not so fixed, the number of hours in excess of which any time worked is remunerated at overtime rates or forms an exception to the recognised rules or custom of the establishment or of the process concerned" (ILO Recommendation 116, 1962). Hours worked are defined as all periods when workers are available to receive orders from an employer or client and to perform the tasks and duties for their job.

Hours worked at home should be included if following the conditions of the previous paragraph.

Specific situations like teachers who prepare lessons at home for the following day or if someone researches a topic for work on the internet at home, or reads a work-related article on the train on the way home should be left up to the consideration of the respondent if they consider it overtime or not.

HWOVERU (Col. 67/68): Unpaid overtime in the reference week

This variable only refers to **Unpaid** overtime. For the definition of overtime see notes of HWOVERP

HOURREAS (Cols. 69/70): Main reason for hours actually worked during the reference week being different from the person's usual hours

This question should also be asked of those persons who did not state their usual hours (Cols. 61/62 = 00). They may know if they have worked considerably more or less than usual even if they cannot give a number for their usual hours. In a case where more than one reason applies, the reason to be coded is that which explains the greatest number of hours. In the case where the same number of hours is justified by different reasons, the reason with the lowest code should be coded.

Code 04: Slack work for technical or economic reasons

This includes difficulties such as plant breakdown or materials shortage; see also note below on Code 05.

Code 05: Labour dispute

This code only applies to persons who were directly involved in a labour dispute. Other persons who did not work because production in the establishment was impeded by a labour dispute (thus causing a shortage in material supplies, for example) are coded 04.

Code 09: Maternity or parental leave

Parental leave can be taken either by the mother or the father and is the interruption of work in case of childbirth or to bring up a child of young age. It should correspond to the period when parents receive "parental leave benefit".

This code is used only for those persons on statutory parental leave (legal or contractual). Any other leave taken for reasons of child-bearing or rearing is coded 10: "special leave for personal or family reasons".

Code 16: Overtime

Overtime includes extra hours regardless of whether they were paid or not.

WISHMORE and WAYMOR (Col. 71 and 72): Willingness to work a greater number of hours and Way how person wants to work more hours

These variables are necessary to identify persons in underemployment.

Code 4: This code applies to those persons who would like to work a greater number of hours with none of the restrictions set out in codes 1 to 3.

HWWISH (Col. 73/74): Number of hours that the person would like to work in total

This variable should include the number of hours actually worked in all jobs:

- plus the extra hours wished for those who want to work more hours in the reference week.
- minus the number of hours that the person would like to work less for those who would like to work less hours in the reference week.

HOMEWK (Col. 75): Working at home

This concept applies to many self-employed people, for example in artistic or professional activities, who work wholly or partly at home, often in a part of their living accommodation set aside for the purpose. However, if the place of work comprises a separate unit (for example, a doctor's surgery or tax consultant's practice) which is adjacent to the person's home but contains a separate entrance, then work performed there should not be considered to be done "at home". Similarly, a farmer is not to be regarded as working "at home" when he is occupied in fields or buildings adjacent to his house. In the case of employees, "working at home" should be interpreted strictly in terms of formal working arrangements, where it is mutually understood by the employee and the employer that a certain part of the work is to be done at home. Such an arrangement may be explicitly included in the terms of employment, or may be recognised in other ways (for example, if the employee explicitly notifies the employer of this work by completing a timesheet, or by requesting additional payment or other form of compensation). This arrangement is also recognised if an employee is equipped with a computer in his home in order to perform his work. Other typical examples of "working at home" include travelling salesmen who prepare at home for appointments with clients which are then held at the clients' offices or homes, or persons who do typing or knitting work which on completion is sent to a central location.

"Working at home" does not cover cases where employees carry out tasks at home (because of personal interest or pressure of time), which under their working arrangements might equally have been performed at their place of work.

Code 1: Person usually works at home

"Usually" in this context may be interpreted to mean that during a reference period of four weeks preceding the interview, the person did work at home within the framework of an agreement as described above, and the number of occasions on which he did so amounted to half or more of the days worked in this period.

Code 2: Person sometimes works at home

"Sometimes" in this context may be interpreted to mean that during a reference period of four weeks preceding the interview, the person did work at home within the framework of an agreement as described above, but the number of occasions on which he did so amounted to less than half of the days worked in this period.

Code 3: Person never works at home

"Never" in this context may be interpreted to mean that during a reference period of four weeks preceding the interview, the person did not on any occasion work at home within the framework of an agreement as described above.

LOOKOJ (Col. 76): Looking for another job and reasons for doing so

Self-employed people may interpret 'looking for additional business' as trying to increase their present business. They should be coded 1 at this question only if they were looking for a *different business* in the reference week, and not just for additional clients.

LOOKREAS (Col. 77): Reasons for looking for another job

This variable identifies under-employed persons. Codes 3, 4 and 5 give a better picture of the kind of job these persons are looking for:

- if it is a job with more hours worked or not (code 4 or 5),
- if it is a second job (code 3)

When more than one reason had been mentioned the order of priority should be 1, 3, 4, 5, 6, 2, and 7 being 1 the highest priority.

Information about second jobs

EXIST2J (Col. 78): Existence of more than one job or business

Code 2: Person had more than one job or business during the reference week. This refers only to those persons with more than one job. It does not refer to persons having changed job during the reference week.

STAPRO2J (Col. 79): Professional status in the second job
See notes to Col. 27.

NACE2J2D (Cols. 80/81): Economic activity of the local unit of the second job

The NACE codes in Annex II are derived from the Statistical Classification of Economic Activities (NACE Rev. 1). For the term "local unit" see notes to Cols. 29/31.

EXISTPR (Col. 84): Existence of previous employment experience

This column is used to define whether a person without employment has previously been in employment and, if so, Cols. 85/88 and 89/90 provide information on the month and year in which he/she last worked.

YEARPR, MONTHPR (Cols. 85/88 and 89/90): Year/Month in which person last worked

The information on the year and month when the person last worked permits exact calculation of the length of time which has elapsed since the person was in employment. In the case of unemployed persons, this is used in the estimation of the duration of unemployment, which is defined as the shorter of the length of time since last employment and the duration of search for work (Col. 102). The month in which the person last worked should be asked only if the person last worked within the last 2 years.

Although compulsory military or community service is not regarded as employment in the framework of the survey, respondents who, after having left their last job were conscripts on compulsory military or community service should indicate the month and year in which they completed this service in order that this period is not counted in the unemployment duration.

LEAVREAS (Col. 91/92): Main reason for leaving last job or business

Code 00: Dismissed or made redundant

This code is used for employees whose employment ended involuntarily. It includes those employees who were dismissed, made redundant, or lost their job because their employer either went out of business, or sold or closed down the business.

Code 01: A job of limited duration has ended

This code is used for employees who declare that their last job was temporary and came to an end, or that they had a formal work contract which was completed. This also applies to seasonal and casual jobs.

Code 02: Looking after children or incapacitated adults

Looking after children in this context means their own or the children of the spouse or cohabiting partner and excludes situations where a person is looking after the children of any other person. The same applies for the incapacitated adults.

Code 03: Other personal or family responsibilities

Other personal or family responsibilities may include marriage, pregnancy, long vacation etc. However, if the respondent left his/her job because of personal health-related reasons then code 04 should be used.

Code 06: Early retirement

This code applies mainly to those employees who have taken the early retirement option due to economic factors (labour market problems, difficulties in specific sectors of the economy, etc.). If the respondent retired from his/her job at the normal retirement age then code 07 should be used.

Code 09: Other reasons

This code is used where none of the codes 00-08 applies, including cases where the person has resigned from his job for reasons (such as personal dissatisfaction) not covered by any of the other codes. Employers who went out of business, or sold or closed down the business should also be coded 09.

Due to recall problems this variable is restricted to those who had stopped work within the last 8 years, nevertheless if the person has not answered in which year they have last worked, he/she should answer the present question.

STAPROPR (Col. 93): Professional status in the last job

See notes to Col. 27.

Due to recall problems this variable is restricted to those who had stopped work within the last 8 years, nevertheless if the person has not answered in which year they have last worked, he/she should answer the present question.

NACEPR2D (Cols. 94/95): Economic activity of the local unit in which person last worked

The NACE codes in Annex II are derived from the Statistical Classification of Economic Activities (NACE Rev. 1). For the term "local unit", see notes to Cols. 29/31.

Due to recall problems this variable is restricted to those who had stopped work within the last 8 years, nevertheless if the person has not answered in which year they have last worked, he/she should answer the present question.

ISCOPR3D (Cols. 96/98): Occupation of last job

This should be coded according to the ISCO-88 (COM) classification provided in Annex III, which is based upon *ISCO-88; International Standard Classification of Occupations*, published by the International Labour Office (Geneva, 1990).

Due to recall problems this variable is restricted to those who had stopped work within the last 8 years, nevertheless if the person has not answered in which year they have last worked, he/she should answer the present question.

Search for employment

SEEKWORK (Col. 99): Seeking employment for person without employment during the last four weeks week

The period of reference for this variable is the last four weeks, in order to remain consistent with the variables concerning the methods used during previous four weeks to find work.

Due to the importance of this question in defining the unemployed, every effort should be made to ensure that an answer is given to this question. 'Blanks' should be kept to a minimum. Those people not seeking employment are questioned on their willingness to work at Col. 116.

The question on search for employment applies to the last 4 weeks and persons coded 1 are directly considered as unemployed with the condition to be available within two weeks. No further check should be done on methods applied.

On the other hand, persons coded 2 are considered as 'not searching anymore' since they have already found a job. Therefore, they should not be considered as unemployed and there should not be further check on methods. In case they are still searching for a work, they should be coded as 4.

Code 4: Person is seeking employment

Also considered as seeking employment is a person who seeks an opportunity of professional training within an enterprise, e.g. as an apprentice or trainee.

Code 1 and 2 : Person has already found a job to start later

This applies to all persons without a job during the reference week, who have already found a job which will start later. Persons who were coded 1 in this variable are considered as unemployed when they are available. Those coded 2 are considered inactive because they

were not looking for a job (otherwise they would have been coded 4) The period of 3 months considered follows the week of reference.

SEEKREAS (Col.100):

Code 1: Awaiting recall to work (persons laid-off)

This code is to re-identify those persons who in Col. 24 state they are laid-off and not seeking employment.

Code 7: Belief that no work is available

This code permits the estimation of the number of "discouraged workers".

SEEKTYPE (Col. 101): Type of employment sought

Code 1: As self-employed

Persons seeking self-employment, who are without employment during the reference week, are also asked under Cols. 110-111 whether they have taken any active steps during the past 4 weeks to set up a business, farm or professional practice.

Codes 2/5: Only full-time/part-time job is looked for (or has already been found)

Persons having already found a job as employee which will start later should be coded either 2 or 5 depending on whether the job found is full-time or part-time. Codes 3 and 4 do not apply for this group.

SEEKDUR (Col. 102): Duration of search for employment

In the case of unemployed persons, this is used in the estimation of the duration of unemployment, which is defined as the shorter of the following two periods: the length of time since last employment (see notes on Cols. 85-90) and the duration of search for work.

Methods used during previous four weeks to find work

METHODA-M (Cols. 103 to 115):

Due to the importance of these columns for the classification of the unemployed:

- all the questions should be asked to the population concerned (persons seeking an employment)
- answering these questions is compulsory.

Only the methods used during the four weeks ending with the reference week are to be recorded.

In col.103 only contacts with the public employment office **with the objective of finding a job** should be coded yes.

The consultation of job advertisements in internet and the consultation of list of job vacancies in the entrance of the factories should be coded as 1 (yes) in column 108.

In col. 115 (other method used), the answer “yes” should be recorded only if the person has used an active method not covered by col. 103 to 111. Passive methods not coded before should be coded no.

WANTWORK (Col. 116): Willingness to work for person not seeking employment

This question is intended to permit a more exact measure for "discouraged workers". It is put to persons coded 3 Col. 99, i.e. without employment and not seeking employment. Discouraged workers are persons who are not seeking work because they believe that none is available (col. 100=7) but would nevertheless like to have a job (col. 116=1).

AVAILABLE (Col. 117): Availability to start working within next two weeks

Persons seeking paid employment must be immediately available for work in order to be considered unemployed. 'Immediately available' means that if a job were found at the time of the interview, the person would be able to start work within two weeks. Testing for availability in the two weeks after the interview is considered more appropriate than testing during the reference week, because some persons may be unavailable for work during the reference week due to obstacles that might have been overcome had they known that a job was available to them. In order to obtain a wider view of the movement of the labour market, this question is also put to "discouraged workers" (Col. 100 = 7 and col. 116=1), to persons who wish to work a greater number of hours (col. 71= 1) and to persons who have found a job to start within 3 months.

PRESEEK (Col. 119): Situation immediately before person started to seek employment (or was waiting for new job to start)

This information permits a distinction to be made between categories of unemployed persons, namely job-losers/leavers, entrants and re-entrants. Job-losers/leavers are persons who were working before seeking work (Code 1), while entrants and re-entrants were outside the labour force (Codes 2 to 5).

NEEDCARE (Col. 120): Need for care facilities

The purpose of this variable is to measure in what measure the non-existence of care services is an obstacle to participation in the labour market.

Care includes all care responsibilities:

- for own children or spouse children living inside or outside the household
- for other children (up to 14) living inside or outside the household
- for adult ill/elderly/incapacitated/disabled relatives/friends (aged 15 or more)

The need for care services can be a need for normal working hours or for special periods of day (very early in the morning or late evening) or for special periods of the year (e.g. school holidays).

Care services exclude the unpaid help by relatives, friends or neighbours. The care services can be private or subsidised by the State or the employers and consequently paid or not paid. Some examples of care services could be crèche, day care centre, organised family care (e.g. family crèches, home-based care by childminders affiliated to a child minding service), after school centre, paid carers, specialised centres for handicapped, institutions, assistance at home.

The word “suitable” means the minimum standards of quality that the person requests from a care service. This notion of quality involves schedules, quality of the personnel, etc.

The word “available” means at a reasonable distance, taking into account also the means of transport.

The word “affordable” should take into account the report between:

- an eventual future salary for the person who would work or work more if care services were available
- and the cost of the care service.

REGISTER (Col. 121): Registration at a public employment office

Information has to be provided for everybody of working age participating in the survey. It could be obtained directly from the claimant count register.

For persons having declared themselves to be seeking employment this question should be the last in the section on seeking employment, as it is important not to give the subject of registration too much emphasis in defining the unemployed. Since unemployment will basically be defined by the criteria of job search and availability for work the respondents' answer to these questions should not be conditioned by whether or not they are registered at an official employment exchange. It is expected that by following this rule the comparability of unemployment figures will be improved. Persons not seeking employment are also asked this question. By putting this question to everybody it should be possible to better compare the unemployment figures derived from the survey with those from the unemployment registers.

Persons who are in employment and who register in a public employment office to find another job should be coded 2 or 1 (for those who receive complementary unemployment benefits).

Benefits, in this context should be limited to unemployment allowances (not other social benefits).

Main Status

MAINSTAT (Col. 122): Main Status

The “main activity status” gives each person’s self-perception regarding his/her activity status; for instance, students with small jobs will in general be classified as students. The reference period for this variable should be at least 3 months including the reference week. In case of change the present situation should be stated as durable.

If possible the information should be coded using a single question and not derived from different questions in from the questionnaire. This question shouldn’t in any case precede the questions on the labour status according to the ILO definition or the questions on the registration at the public employment office.

Education and training

EDUCSTAT (Col.123): Student or apprentice in regular education during the last four weeks

This variable only covers the regular education system (**formal education, including schools, colleges and universities**) and which the respondent has attended sometime during the last 4 weeks.

Formal education is defined as education and training with the following characteristics:

- purpose and format are predetermined.
- provided in the system of schools, colleges, universities and other educational institutions
- it normally constitutes a continuous ladder of education.
- it is structured in terms of learning objectives, learning time and learning support
- it is normally intended to lead to a certification recognised by national authorities qualifying for a specific education/programme).
- corresponds to the programmes covered by the UOE-questionnaires.

The list of national programmes covered by the UOE-questionnaire is found at the address:

http://forum.europa.eu.int/Public/irc/dsis/edtcslibrary?l=/public/unesco_collection/programmes_isced97/school_1999_2000

These lists may be updated by countries.

B) Specific questions on coding

Some specific cases

If the interviewee is enrolled as a student or an apprentice in a programme within the regular education system the answer is code 1.

This includes modules (short programmes/courses) which may be part of a longer regular education programme and are taken and completed, giving to their graduates the corresponding academic credit, independent of whether the person continues to complete the full programme or not. The field and level of the short programmes/courses will be the same as the programme of which they form part.

For apprentices who in the past 4 weeks are in a period of only 'on-the-job training' or alternate 'on-the-job' and 'in-school learning' within the framework of an alternate (e.g. dual) programme, the answer is code 1, since the person is enrolled in a qualifying programme.

C) Suggestions for the questionnaire

Instead of using a general statement, the corresponding national names should be used to make the question more recognisable.

A national list of widely known educational programmes or schools, colleges, universities and institutions providing formal education could be used for asking this question.

EDUCLEVL (Col. 124): Level of this education or training

Level refers to the programme mentioned in Col. 123

Level is coded according to the International Standard Classification of Education 1997 and consists of only levels without destination (educational or labour market: A-C) or orientation (general, pre-vocational, vocational).

- ISCED 1 Primary education
- ISCED 2 Lower secondary education
- ISCED 3 Upper secondary education
- ISCED 4 Post secondary education, non-tertiary
- ISCED 5 Tertiary education
- ISCED 6 Postgraduate education

If the respondent has been enrolled in several educational programmes during the reference period he or she should only give information on the most recent educational programme.

B) Specific questions on coding

Level 4 may not exist in some countries. Please check your ISCED-Mapping

C) Suggestions for the questionnaire

The questionnaire could consist of detailed list of national names of the programmes which would imply a post-coding the answers to make them corresponding to the EDUCLEVEL.

EDUCFIELD (Cols. 125/127): Field of this education or training

A) Description of the variable & its coding

The field should refer to the same programme as in Col. 123 and 124.

For the coding of EDUCFIELD see HATFIELD.

If the respondent has been enrolled in several educational programmes during the reference period he or she should only give information on the most recent educational programme.

B) Specific questions on coding

See under HATFIELD

C) Suggestions for the questionnaire

See under HATFIELD

A question on this variable could be : "Which was the main subject/content of the educational programme".

The subject/content of the educational programme is coded to the field of education/training that applies.

If the interviewer can not code the answer with one of the 15 codes an open answer and post-coding is recommendable.

COURATT (Col.128): Participation in courses, seminars, conferences etc. outside the regular education system

A) Description of the variable & its coding

This variable covers all organised learning activities **outside the regular education.**

This is what may be called **non-formal** education and training.

An non-formal learning activity is defined as being organised like a course, a conference or seminar for which the interviewee has applied and has participated in.

It could be for a short or a longer period also with minor breaks.

An non-formal learning activity may exceed the reference period (starting before or finishing later)

It includes the following activities :

(National examples are welcome illustrating the follow paragraphs)

- Attending a course or a seminar to get or to improve skills, knowledge and competence. This includes both courses leading to certificates and courses not leading to certificates. The courses can be attended to improve job related knowledge or improve skills for social and personal purposes.
- Attending a seminar, a course or a lecture to gain vocational guidance and to give a first step to working life, which isn't leading to a recognised qualification. This includes measures which show and analyse the labour market, his or hers needs and possibilities and which help to choose a job and also measures which improve basic skills/key skills in public or private institutions. The training is taught and within a group on full time basis (or maybe part time) for a shorter period.
- Attending a correspondence course, a tele-teaching or a comparable measure of teacher-supported distance learning to improve skills, knowledge or competence.
- Private lessons to improve skills, knowledge and competence, especially as a supplement to formal education. This includes supplementary course by a private tutor. Leisure classes for example studying a language for 'leisure' purposes, even if the qualifications achieved may correspond to (part of) A-level the attendance should be considered as a non-formal 'course'.

It is recommended that the operational definition contain examples from the national learning environment. Below follows some examples;

- Taught courses in job-related skills provided by the employer at the workplace or in other units belonging to the employer. Attending a course, seminar, conference provided by the employer at the workplace or in any of the employer's premises.
- Courses, seminars etc provided by an external enterprise (not the employer) with education as its main activity
- Courses, seminars etc provided by an external enterprise (not the employer) which main activity are production of goods and services.
- Participation in study circles. The study circle is defined as a small group of people who meet regularly over a long period of time, plan and organise their studies under the guidance of an approved leader. It can also be provided by adult education associations.
- Participating in preparatory labour market training as part of a labour market policy programme.
- Attending a course, seminar conference provided by trade unions or employers' associations
- Attending labour market training provided by the Employment Service Agency
- Attending an foreign language course
- Attending correspondence courses provided by correspondence institutes
- Attending art courses, piano lessons, courses in Chi gong, riding lessons etc. (courses for personal/social reasons).
- Music school, driving school or provider of courses in parenthood, hobby activities for example weaving and sports.
- Received instructions or private lessons from a teacher, tutor or adviser
- Other educations, courses, seminars or conferences

C) Suggestions for the questionnaire

A national list of widely known courses or institutions providing non-formal education could be used for asking this question (e.g. Adult education institutions). This could be completed with a reference to well known national examples of seminars, conferences etc.

COURLEN (Cols.129/131): Number of hours spent in all taught learning activities within the last 4 weeks

Duration in number should reflect the number of **taught** hours only.

The definition of total time spent in taught learning by the individual is the total number of hours that the individual has spent on participating in classes, seminars, conferences, lectures, tutorials etc. or receiving instruction or advice. Only the hours of instruction should be included in the total time spent in taught learning, which means that travelling time and homework should be excluded.

COURPURP (Col. 132): Purpose of the most recent taught activity

The following definitions apply:

Job-related (professional): the respondent takes part in this activity in order to obtain knowledge and/or learn new skills for a current or a future job, increase earnings, improve job- and/or carrier opportunities in a current or another field and generally improve his/her opportunities for advancement and promotion.

Non job-related (personal/social): the respondent take part in this activity in order to develop competencies required for personal, community, domestic, social or recreational purposes.

COURFIELD (Cols 133/135): Field of the most recent taught learning activity

Although the classification used does not cover the very broad offer of subjects in courses, conferences, seminars etc, it is coded in the same way as programmes under HATFIELD and EDUCFIELD to facilitate implementation and allow aggregation.

According to the manual on fields of education and training the main subject content of the programme decides which field it should be classified into. "Thus, the distinction between fields does not take into account the personal purposes of the participation in the programmes (pleasure, leisure, to get a job etc.), nor is the intended occupation explicitly taken into account.

As not many detailed codes (3 digits) and narrow codes (2 digits) are used in this coding the most precise code available should be used (put in brackets below).

In the following some examples of coding courses according to the principle of the theoretical content as the most important criteria are shown (with the code to be used in this connection in brackets) in other words: the answer for each activity should be coded with the most detailed code possible and only with one code.

Courses attended for personal reasons that are not possible to allocate to specific codes should be coded as 'General Programmes' (000).

Do-it-yourself (unspecified): 090 (000)

Tango, waltz, other dances:212 (200)

Home furnishing:214 (200)

Weaving (Craft) : 215 (200)

Embroidery (Craft):215 (200)

Needlecraft : 215 (200)

Feng Shui (spiritual belief):221 (200)

Basic programmes in reading, writing etc. for immigrants (for example Swedish for immigrants):222

Foreign languages: 222

Education in the German society, like norms, behaviour, laws etc.:310 (300)

Mediation (in public conflicts etc.):313 (300)

Inter-religious or inter-cultural dialogue:313 (300)

Genealogy: 322 (300)

Weaving (industrial): 542 (500)

Embroidery and needlework (industrial): 542 (500)

Sewing (industrial): 542 (500)

Computer science: 481

Computer use (most of the activities probably has to be coded under 'Computer use'): 482

Anti-stress, relaxation, relaxing, how to manage stress:726 (700)

Courses in psycho-body-mental therapy not leading to an official certificate: 726 (700)

Courses for parents in educational questions is to be coded as 'Child care and youth services':
761 (700)

Cooking (hotels, restaurants): 811 (800)

Social games, round games, like monopoly, bridge, chess (recreation and leisure):812 (800)

For collectors of special objects (e.g., stamps, coins etc.): (Leisure): 812 (800)

Sports and other physical activities with the purpose to stay healthy: 813 (800)

Yoga, ayurveda: 813 (800)

Qigong, shiatsu: 813 (800)

Riding lesson: 813 (800)

Needlework (home): 814 (800)

Sewing (home): 814 (800)

Cooking (home): 814 (800)

Prevent stress at the workplace: 862 (800)

COURWORH (Col.136): Did the most recent taught learning activity take place during paid working hours ?

This variable informs on the support to the course by the employer. It refers to the degree that the activity takes place during paid working hours meaning that the working hours are used to attend the activity instead of working. It also includes the case of where a number of working hours are being replaced by learning activity even if the activity itself takes place outside normal working time of the respondent.

If the learning activity takes place outside normal working time and the respondent has received payment for the hours or additional leisure hours, the activity should be coded as during paid working hours.

The answer should only reflect the participation in the course itself and not homework.

Self-employed should be treated as employed

Contributing family workers (those workers who hold a 'self-employment' job in a market-oriented establishment operated by a related person living in the same household), who cannot be regarded as partners, voluntary social workers and others working without being paid but attending a course within that area should be coded as "4: Only outside paid hours", as there are no paid working hours.

If a person attends a long course (within the reference period) and does not have a job all the time of the course, there will be two periods of the course: the period where the person is in job and the period where the person is not in job. The answer and coding should reflect the situation in the longest period of the course (again within the reference period)

HATLEVEL (cols 137/138): Highest level of education or training successfully completed

HATFIELD (Cols. 139/141): Field of education

Field is coded according to the manual on Fields of Education and Training, EUROSTAT 1999.

Fields of Education

ISCED 97 contains 25 two-digit fields of education. The classification used here goes up to a three-digit code in a hierarchical system for classifying fields of education, where the two-digit level is the ISCED 97 fields of education. It is mainly the first two digits that are used in international data collection. However, the third digit gives a more flexible system, and other aggregations based on the third digit may be used in ad hoc data collections to suit specific purposes.

There are 9 broad fields, (1-digit) , 25 narrow fields, 2-digit) and about 80 detailed fields (3-digit).

The coding used here is in broad fields (1 digit) except for foreign languages within **‘Humanities, languages and arts’** (200) and a few fields of particular policy relevance under **‘Science, mathematics and computing’** (400) where 2 and 3 digits are used. The rule is that the field should be coded at the most detailed level and only once.

The rule for coding is that the respondents should be coded with the most detailed code possible and only with one code.

The broad field 200 : **‘Humanities, languages and arts’** includes the detailed fields **‘Foreign languages’** with code 222.

So respondents having **‘Foreign languages’** as their field should be coded with 222, and not with code 200.

All other respondents with field of attainment within **‘Humanities, languages and arts’** should be coded with 200.

Similarly the broad field 400 : **‘Science, Mathematics and Computing’** includes the narrow fields: **‘Life science’** (including **‘Biology and Environmental science’**) with codes 420, **‘Physical science’** (including **‘Physics, Chemistry and Earth science’**) with code 440, **‘Mathematics and statistics’** with code 460 and the detailed fields: **‘Computer science’** with code 481 and: **‘Computer use’** with code 482.

So all respondents having any of those narrow or detailed fields as their attainment field should be coded with the corresponding code.

All other respondents with field of attainment within **‘Science, mathematics and computing’** should be coded with 400.

Respondents with field of attainment in any other broad field should be coded with 1 digit + ‘00’.

B) Specific questions on coding

Inter-disciplinary programmes

‘Inter-disciplinary programmes’ has here the meaning of programmes combining (generally **two**) fields of education and training. For these programmes (see *example 1 to 4*), the ‘majority rule’ should be used, that is the subject that dominates decides into which field the programme should be classified. The criteria for dominating is normally the time used on the subject.

Example 1: A programme consisting of both Computer science (481) and Computer use (482) should be classified according to which of the subjects dominates, that is on which subject most of the time is spent.

In *Example 2* subjects fall into the same broad field but in two different narrow fields. Also in this example, use the majority rule. The programme is not broad enough to be considered as a ‘broad programme’.

Example 2: A programme combining study of life science with study of physical science should be classified according to which of the fields dominates; 420 ‘Life science’ or 440 ‘Physical science’.

In *Example 3* below subjects fall into two different broadfields (3 and 8). Use the majority rule; you are more or less obliged to do that as there is no other solution (except 999).

Example 3: A programme that mainly includes subjects within the area of social sciences should be allocated to field 300 ('Social sciences, Business and Law') even if a certain amount of services within environmental protection technology (field 851 'environmental protection technology') is included.

Programmes aiming at one specific vocational field consisting also of supporting subjects from other fields are *not* considered as broad programmes in this context.

Example 4: In a programme in physics, more time may be devoted to other supporting subjects (language, mathematics, statistics etc.) than the intended subject. However, this programme should be classified as 440 'Physical science' and not as a broad programme.

C) Suggestions for the questionnaire

In order to be sure that the most detailed field is found in case both broad and narrow/detailed fields are possible codes, the most detailed codes could proceed the less detailed ones in the questionnaire.

If the interviewer can not code the answer with one of the 15 codes an open answer and post-coding is recommended.

Situation one year before survey

WSTAT1Y (Col. 146): Situation with regard to activity one year before survey

The information collected through this question and those following in this section, is used to assess mobility of various types: between employment, unemployment and inactivity; of professional status; of economic activity; geographical mobility. Clearly such mobility measures, based upon the respondent's situation at two points in time, can only indicate at most one change in each case (for example, from unemployed to employed), whereas in fact several changes may have taken place over this period (for example, unemployed - employed - inactive - employed). Also, the International Labour Organisation definitions used elsewhere in the survey cannot be applied here, since not all the questions necessary can be asked (for example, availability for work, job search, etc.). The variables "current main status" and "main status one year before the survey" have exactly the same structure in order to permit these comparisons.

Code 4: Person was conscripted on compulsory military or community service

Although conscripts on compulsory military or community service are excluded from the survey results, this code identifies persons who were conscripts a year before the survey. This is important in identifying labour force entrants.

NACE1Y2D (Cols. 148/149): Economic activity of the local unit in which the person worked one year before survey

The NACE codes in Annex II are derived from the Statistical Classification of Economic Activities (NACE Rev. 1).

COUNTRY (Cols. 150/151): Country of residence one year before survey

This should be provided according to the coding in Annex IV.

REGION1Y (Cols. 152/153): Region of residence one year before survey

This should be provided to the coding system in Annex I, which is based upon the Classification of Territorial Units (NUTS).

Income

INCMON (Cols. 154/161): Monthly (take-home) pay from main job

Data should refer to the last monthly pay received before the reference week.

Data should be provided for all employees. Income from self-employment is excluded because of measurement problems.

If the job is an occasional job for a short period, the amount should be an estimate of the total earnings from all similar jobs in that month.

The monthly (take-home) pay is the pay after (provisional, subject to revision later) deduction of income tax and National Insurance Contributions. It includes regular overtime, tips and commission but excludes income from investments – assets, savings, stocks and shares.

Technical points relating to the interview

REFWEEK (Col. 166/167): Reference week

The reference weeks should follow the Norm ISO 8601 which indicates that, according to the Gregorian calendar, the first week of the year is the one that includes the first Thursday of that year. Concretely:

- Week 1 of 1998 starts the 29th December 1997
- Week 1 of 1999 starts the 4th January 1999
- Week 1 of 2000 starts the 3rd January 2000
- Week 1 of 2001 starts the 1st January 2001

As the year has 365 days (except leap years which have 366 days) and the quarterly survey covers 364 days ($52 \times 7 = 364$), every year the Thursday of the first week of the first quarter moves (backward) to the previous day of the month. After some years that Thursday will be the 31st of December of year Y-1. To avoid this situation, when this happens, the 53rd week of the year will be skipped.

INTWEEK (Cols. 168/169): Interview week

Number of the week running from Monday to Sunday when the interview took place. This information used with reference week gives an indication of the recall period and an information on the quality of the answer.

See also notes referring to col. 166/167.

COUNTRY (Cols. 170/171): Member State

This should be provided according to the coding in Annex IV.

REGION (Cols. 172/173): Region of household

This should be provided to the coding system in Annex I, which is based on the Classification of Territorial Units (NUTS). The third and fourth digits of the NUTS code (that is, the level II regional code) should be provided.

DEGURBA (Col. 174): Degree of urbanisation

The concept of "urbanisation" has been introduced to indicate the character of the area where the respondent lives. Three types of area have been identified, as follows:

- densely-populated (Code 1)
- intermediate (Code 2)
- thinly-populated (Code 3).

In the definition of "Degree of urbanisation" there is a criteria of geographical contiguity together with a population threshold. Harmonised, comparable correspondence between the Degree of Urbanisation and NUTS 5 regions has been (re-)defined on the basis of 2001 census data (for Member States and Candidate countries) in 2005.

An "area" consists of a group of contiguous "local areas" where a "local area" corresponds to the following entities in the respective Member States :

Belgique / Belgie :	Commune/Gemeente
Danmark :	Kommuner
Deutschland :	Gemeinde
Ellada:	Demos
España:	Municipio
France:	Commune
Ireland:	DED / ward
Italia:	Commune
Luxembourg:	Commune
Nederland :	Gemeente
Österreich :	Gemeinde
Portugal:	Freguesias
Suomi / Finland:	Kunnat
Sverige:	Kommune
United Kingdom:	Ward
Iceland:	SVEITARFÉLAG (165 until 1997, 124 from 1998)
Norway:	KOMMUNER (435)
Switzerland:	GEMEINDEN / COMMUNES / COMUNI (2 903 in year 1999)
Czech Republic:	OBCE (6 251 in year 2000)
Estonia:	VALD+ALEV+LINN (254)
Hungary:	TELEPULES (3 135)
Latvia:	PAGAST+ PILSETAS (560)

Poland:	GMINY+MIASTA (2 486)
Slovenia:	OBCINAH (192 since 1 Jan 1999)
Slovakia:	OBCE A MESTA (2 920 in year 1999)

This information is not yet available for Lithuania, Romania, Bulgaria, Cyprus, Malta and Turkey.

The three types of area described above are defined as follows:

Code 1: Densely-populated area

This is a contiguous set of local areas, each of which has a density superior to 500 inhabitants per square kilometre, where the total population for the set is at least 50,000 inhabitants.

Code 2: Intermediate area

This is a contiguous set of local areas, not belonging to a densely-populated area, each of which has a density superior to 100 inhabitants per square kilometre, and either with a total population for the set of at least 50,000 inhabitants or adjacent to a densely-populated area.

Code 3: Thinly-populated area

This is a contiguous set of local areas belonging neither to a densely-populated nor to an intermediate area.

A set of local areas totalling less than 100 square kilometres, not reaching the required density, but entirely enclosed within a densely-populated or intermediate area, is to be considered to form part of that area. If it is enclosed within a densely-populated area and an intermediate area it is considered to form part of the intermediate area.

HHNUM (Col. 175/180): Serial number of household

HHTYPE (Col. 181): Type of household

A private household (housekeeping unit concept) is either:

a) a one-person household, i.e. a person who lives alone in a separate housing unit or who occupies, as a lodger, a separate room (or rooms) of a housing unit but does not join with any of the other occupants of the housing unit to form part of a multi-person household as defined below, or

b) a multi-person household, i.e. a group of two or more persons who combine to occupy the whole or part of a housing unit and to provide themselves with food and possibly other essentials for living. Members of the group may pool their incomes to a greater or lesser extent

The household-dwelling concept (the aggregate number of persons occupying a housing unit) can equally be accepted.

These definitions comprise all persons living in the households surveyed during the reference week, and those persons absent from the household for short periods due to studies, holidays, illness, business trips, etc. In this context short period means less than one year in total (time already elapsed plus the time remaining until the foreseen return).

An institutional household comprises persons whose need for shelter and subsistence are being provided by an institution.

COEFFY (Cols. 183/188): Yearly weighting factor

Each person in the survey sample may be considered to be "representative" of a certain number of other persons not in the sample. The record for each responding individual is therefore assigned a weighting indicating how many persons are in this sense "represented" by this individual. In order to have consistency between individual and household statistics the same weighting factor should be allocated to all the members of the household.

The '4 first digits' should correspond to whole numbers and the '2 last digits' should correspond to decimal places (without any coma before).

COEFFQ (Cols. 189/194): Quarterly weighting factor

In order to have a measure of each variable at quarterly level a quarterly weighting factor should also be calculated. See also notes for Cols. 183/188.

Countries still having an yearly survey are requested to fill these columns with the Yearly weighting factor.

The '4 first digits' should correspond to whole numbers and the '2 last digits' should correspond to decimal places (without any coma before).

COEFFH (Cols. 195/200): Quarterly weighting factor of the sample for household characteristics (in the case of a sample of individuals)

According to Article 2, § 4. of the regulation for a continuous labour force survey, if the sampling unit is the individual, information **can be** collected for a sub-sample defined in such way that:

- The reference weeks are uniformly distributed throughout the whole year;
- The number of observations (individuals sampled plus the members of their household) satisfies, for the annual estimates of levels, the reliability criteria.

For countries providing household data using this kind of sub-sample (and only for these countries) this weighting factor should be calculated for each person composing the sub-sample.

INTWAVE (Col. 201): Sequence number of the survey wave

The sequence number of the wave should correspond to the number of times that the individual/household is in the sample. The quarters where the individual/household is not in the sample should be excluded from the counting.

For countries where the sample unit is the household, the sequence number of the survey wave is attached to the household. Therefore it should follow the same pattern for all individuals of the same household. For instance a new person joining the household (and the sample) in wave 2 would be assigned number 2. A person present in wave 1, absent in wave 2 but present in wave 3 would be assigned number 3 when interviewed in wave 3.

