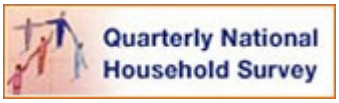
Central Statistics Office, Ireland

An Phríomh-Oifig Staidrimh
Central Statistics Office



Quarterly National Household Survey

2012

Questionnaire Manual

www.cso.ie\qnhs

Contacts

Data Collection

General queries about the QNHS field operations can be made to the following LoCall number **1890 252 293** or **021 453 5000**

Paul M Crowley
Senior Statistician
Head of Household Survey Division
Paul.M.Crowley@cso.ie

Michael Coughlan
Assistant Principal Officer - Fieldforce Manager
Michael.Coughlan@cso.ie

Edward Lambe
Statistician – QNHS Sampling
Edward.Lambe@cso.ie

Edel Flannery
Statistician – QNHS Survey Management
Edel.Flannery@cso.ie

John O'Sullivan
Higher Executive Officer
John.OSullivan@cso.ie

Data Publication

General queries about the QNHS data can be made to labour@cso.ie or

Kieran Walsh
Senior Statistician
Kieran.walsh@cso.ie

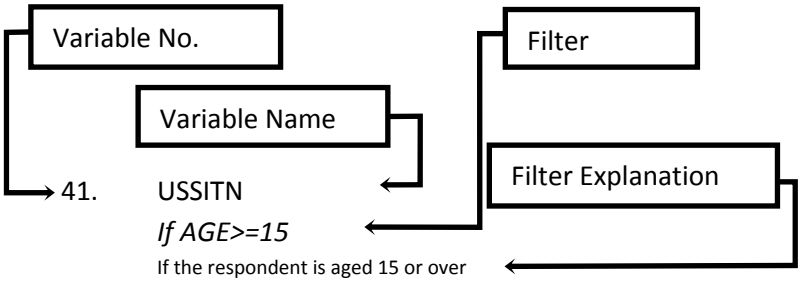
Brian Ring
Statistician
Brian.Ring@cso.ie

Martina O'Callaghan
Higher Executive Officer
Martina.OCallaghan@cso.ie

www.cso.ie/qnhs

Presentation of Questionnaire

The questions in this manual are presented as outlined below.
This text within the box approximates what the interviewer sees on the laptop computer for each question.



At the moment, are you…? ← Question

ⓘ This question relates to the respondents usual employment situation. If on maternity leave, unpaid leave, holidays or other leave from a job, code 1. Working for payment or profit

1. Looking for 1st regular job
2. Unemployed, having lost or given up previous job
3. Actively looking for work after voluntary interruption of working life (for 12 months or more) for personal or domestic reasons
4. Student or pupil ← Response Options
5. Engaged on home duties
6. Retired from employment
7. Unable to work due to permanent sickness or disability
8. Other

← Screen Hint

Note:
This is a self-perception question; i.e. the person classifies himself/herself according to how he/she sees his/her current situation.

Additional notes

Note: Variables numbers are only presented in the manual for reference purposes; they are not referred to on the laptop and will vary from manual to manual.

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Introductory notes

Electronic questionnaire

THE QNHS IS CARRIED OUT ON LAPTOP COMPUTERS USING AN ELECTRONIC QUESTIONNAIRE THAT ALLOWS QUESTIONS TO BE SELECTIVELY ASKED TO FIT THE PROFILE OF THE RESPONDENTS (E.G. WORKING VS NOT WORKING).

The order of the questions in this document roughly mirrors the flow of questions in the electronic questionnaire, but some variation is to be expected.

Notes

The notes that accompany each variable are a combination of on-screen notes that appear on the laptop and supplemental notes for reference purposes. The variable notes are a combination of our own country-specific experiences and scenarios, and also the official EU LFS Explanatory Notes.

The notes are designed to standardise interviewer interpretation of the questionnaire and maximise data quality and reliability. The notes in this manual are presented for the information and use of field interviewers and do not necessarily represent official CSO policy.

Filters

Most of the variables on the questionnaire are accompanied by a *filter*. The filter is a description of the route through the electronic instrument which leads to this particular point on the questionnaire. In the example below, the NATIONAL question is asked if the IRISHNAT question has a value of 2. In other words, if the respondent is not an Irish national (IRISHNAT=2) we ask for his\her nationality (NATIONAL).

NATIONAL

If IRISHNAT=2

If the respondent is not an Irish citizen

While the filter provides a good indication as to how a particular question is activated on the electronic instrument, this does not reflect the entirety of the complex programming and routing that underlies the questionnaire.

Important

While every effort has been made to ensure that this manual is as accurate as possible, it is important to remember that the QNHS is a constantly changing and evolving instrument and some differences may exist between the manual and the electronic questionnaire. Furthermore, it is impossible to reflect every single nuance of an electronic questionnaire in print, so the filters should be seen as indicative of how the questionnaire operates in the field rather than a definitive overview.

The Quarterly National Household Survey (QNHS)

The History of the QNHS

The Quarterly National Household Survey (QNHS) began in September 1997, replacing the annual Labour Force Survey (LFS).

The annual LFS was conducted each year in April and involved the completion of a paper (written) questionnaire in each of the sample households. It was carried out in Ireland by the CSO from 1975 to 1997. Demand for more frequent and more comprehensive information had been growing. In particular, there was a strong need for data on employment & unemployment on a quarterly basis rather than an annual one. In response to these growing demands the CSO replaced the LFS with the QNHS

The survey meets the requirements of Council Regulation (EC) No. 577/98 which requires the introduction of quarterly labour force surveys in EU Member States.

What is the survey about?

The main purpose of the survey is to produce reliable quarterly labour force estimates and reports on special social topics.

The Survey produces figures on those at work and unemployed, economic sectors, male/female differences, participation rates, household composition and level of education by age and economic status and so on.

The QNHS has also developed a broad and valuable program of questionnaires on social topics. Each quarter as well as the core labour market information, the QNHS includes one or more social questionnaires, the subject of which is decided by the National Statistics Board. Topics covered to date include housing/housing quality, crime and victimisation, recycling, travel to work and health *(see back of latest quarterly publication for more details)*.

The QNHS is also the main inter-censal source of population flows (emigration and immigration). This is an important function as changing population trends have to be measured regularly in a fast moving society. The census itself is held every five years.

The QNHS provides regular information on a number of topics, including…

…the numbers employed and unemployed. The survey also provides information on working conditions, job satisfaction and job search activities.

…employment trends by industrial sector (e.g. Construction, Education, Health), and occupation (e.g. Managers and administrators, Clerical and Secretarial).

…the duration of unemployment – and the age profile of those involved.

…the participation of women in the labour force
…internal and external migration flows. That is, the number of persons entering and leaving the country, as well as the movement of people from region to region within the country.

…regional employment trends which are important for measuring the relative economic experiences of different parts of the country.

Additional Technical Notes

Reference Period

Information is collected continuously throughout the year. The reference quarters for survey results are Q1 –January to March, Q2 –April to June, Q3 - July to September and Q4 - October to December.

Note that from January 2009 the reference periods for the QNHS changed to cover the year on a calendar rather than seasonal basis.

So for example, while Q1 2008 covered the period December 2007 and January and February 2008, Q1 2009 covered January, February and March, 2009.

Seasonal Quarters	**Calendar Quarters – from January 2009**
Winter (December to February)	Q1=January to March
Spring (March to May)	Q2=April to June
Summer (June to August)	Q3=July to September
Autumn (September to November)	Q4=October to December

The primary reason for this was to align the QNHS reference periods with the reference period outlined in the EU-LFS regulation, to ensure comparability of the labour force surveys across EU countries. This change improved the comparability of the QNHS with other CSO surveys which operate on a calendar quarter basis.

Data Collection

Information is collected on laptop computers, using computer-assisted personal interview (CAPI) software. Currently (2008) the Central Statistics Office employs approximately 107 full-time and 32 back-up interviewers across the country to cover both the QNHS and EU-Survey of Income and Living Conditions survey.

Sample Design

Every 5 years a two-stage sample design is implemented using Census data. This comprises a first stage sample of approximately 2,600 blocks (or small areas) selected at county level to proportionately represent eight strata reflecting population density. Each block was selected to contain, on average, 75 dwellings and the sample of blocks is fixed for a period of about five years. In the second stage of sampling, 15 households are surveyed in each block to give a theoretical target quarterly sample of 39,000 households, although in practice this will not be achieved, due to dropped blocks (where there is no interviewer to do the interviewing in the block), uncontactable households and households that refuse to take part in the survey.

Households are asked to take part in the survey for five consecutive quarters and are then replaced by other households in the same block. Thus, one fifth of the households in the survey are replaced each quarter and the QNHS sample involves an overlap of 80% between consecutive quarters and 20% between the same quarter in consecutive years.

The survey results are weighted to agree with population estimates broken down by age, sex and region. The population estimates for April of each year are published in a separate release.

International Labour Office (ILO) Labour Force Classification

The primary classification used for the QNHS results is the ILO labour force classification. Labour Force Survey data on this basis have been published since 1988. The ILO classification distinguishes the following main subgroups of the population aged 15 or over:

- **In Employment**: Persons who worked in the week before the survey for one hour or more for payment or profit, including work on the family farm or business and all persons who had a job but were not at work because of illness, holidays etc. in the week.

- **Unemployed:** Persons who, in the week before the survey, were **without work** and **available** for work and had taken specific steps, in the preceding four weeks, to find work (i.e. **looking** for work).

- **Inactive Population (not in labour force):** All other persons.

The 'labour force' is made up of all those who are employed plus those who are unemployed.

Definition of Usual Residents - Private households

The QNHS sample targets the usual residents of private households in every county in Ireland.

A person is defined as a "Usual Resident" of a private household if he or she:

(i) Lives regularly at the dwelling in question, and

(ii) Shares the main living accommodation (i.e. kitchen, living room or bathroom) with the other members of the household.

"Living regularly" means usually spending 4 nights a week in the dwelling. However, a member of a couple should be regarded as living regularly with the household if he/she regularly returns to his/her partner in the household for at least one night each week. However, if the person has (another) family (de-facto or otherwise) with which he/she spends the rest of the time then that person should not be included. Persons paying for both board (at least one meal a day) and lodging should be regarded as usual residents of the household.

As well as those who satisfy the above definitions, the following types of persons should also be regarded as usual residents of the private household:

- Persons who usually spend only 2 or 3 nights a week in the dwelling, but do not have a settled residence elsewhere where they spend more of their time. This would apply, for instance, to a person whose work requires him or her to spend most of the week away from home in hotels/guesthouses and who can only come home for some nights of the week.
- Members of the household who are away from home on holidays or on an occasional business trip.
- Children who are away from home at boarding school (this does not apply to students in 3rd level education - universities, technical colleges etc.)
- Members of the Defence Forces stationed abroad, provided the absence has not lasted for more than 6 months at the end of the reference week, who usually spend four nights a week at home, or one night in the case of someone returning to his/her partner.
- Aircraft personnel, Sailors or Fishermen who are away from home on voyages, provided the absence has not lasted for more than six months at the end of the reference week.
- Members of the household away from home in hospital, provided the absence has not lasted for more than six months at the end of the reference week.
- Many young people living in rented accommodation tend to change their place of residence frequently. These persons will not fulfil all the requirements to be considered as "usual residents" (i.e. living regularly etc.) If however, you come across a situation such as this at a sample household, you should ask if the person or persons have another settled residence elsewhere *(at the time of the interview).* If the answer is no you should interview them as usual residents of the dwelling in the reference week - even if they moved in between the reference week and the time of the interview.
- Members of a couple who are working away from the principal residence but do not have a principal residence elsewhere and return home on a regular basis.

The following persons should **not** be regarded as usual residents of the private household:

- Members of the family away from home who return home only on holidays and/or weekends.
- Relatives, friends etc. who do not usually live at the household but happen to be staying there when you call.
- Students away from home attending University or other 3rd level educational establishments if they do not usually spend at least 4 nights in the week at home. Note, however, that children away from home in boarding school should be included with the household.
- Members of the Defence Forces stationed away from home who do not usually spend at least 4 nights in the week at home - or one night in the case of someone returning to his/her partner.
- Members of the family who have been patients/residents in such non-private households as hospitals, county homes, homes for the elderly, hospices etc. for more than 6 months at the end of the reference week.

Reference to MAIN JOB and SECOND JOB

Multiple job holders should decide for themselves which job they consider to be the main job. In doubtful cases the main job should be the one with the greatest number of hours usually worked.

Implementation rules

Persons having changed job during the reference week should regard the job held at the end of the reference week as their main job.

Persons who are **simultaneously working** in their own professional practice and for a public or private employer (e.g. doctors with their own practice and working in a hospital) should be considered as having **two jobs**.

A self-employed person exercising wide range of occupational skills in the same business should always be considered having **one job** only as self-employed.

A self-employed person holding two different businesses (i.e. two separate local units) should be considered as having **two jobs**.

As an exception to the general rule, when a person is on parental leave from one job, and performed some work in the reference week in another job, then the former one (career break) should be considered the main job and the current one the second job.

Household Details

1. BLOCKNUM

Interviewer Record

Please enter the Block number.
Enter a text of at most 5 characters

This is the unique 5-digit number assigned to a block, which identifies an area within the QNHS sample. A 'Block' is the basic geographic unit of the QNHS sample, and each block contains approx. 15 households each quarter. The first 2 digits in the block number indicate the county code of that block, while the final 3 digits indicating the block number within that county.

2. LDU_NO

Interviewer Record

Please enter the Household number.
Enter a text of at most 3 characters

This is the 3-digit number within a block, which is unique to the dwelling unit. It is essentially the number of the household within the Block, numbers typically run from 001 to 110. The BLOCKNUM and LDU_NO together form a unique identifier for each household on the QNHS sample.

3. SA_CODE

This is entered automatically by the system.

4. INTVWRNO

Interviewer Record

Please enter your Interviewer number.
Enter a text of at most 4 characters

Full-time interviewer numbers run from 0001 to 0499, while back-up numbers start at 0501

5. IA_NUM

Please enter Interview Area (IA) number
Enter a text if at most 3 characters

6. YEARX

This is entered automatically by the system.

7. REFQUART

This is entered automatically by the system.

8. VIEWINFO

If wave greater than 1 and previous data available on household

Press '1' to view summary information for repeat household **Press '2' to skip summary information screen**
Enter a numeric value between 1 and 2

9. CAN_INT

Interviewer Record

^BLOCKNUM ^LDU_NO

ⓘ You are now entering information for WAVE # and REFERENCE WEEK #.

May I continue to interview at this household?

1. Yes
2. No

NOTE: It is central to the integrity of the data collected on the QNHS that questions are asked with reference to the correct week. This is particularly the case when interviewing is taking place two weeks after the reference week, and "last week" is not the reference week

It is important to check the BLOCKNUM, LDU_NO, WAVE and the REFERENCE WEEK on the screen with the information provided on the grid by the co-ordinator to make sure they correspond.

10. REAS_NEW

If wave greater than 1 and no previous data available on household

Interviewer Record

Why is this a new household?

ⓘ Please select and enter a code.

1. Newly completed dwelling, now occupied
2. Previously vacant dwelling, now occupied
3. Other reason

NOTE: This information is required when the WAVE is greater than 1 and a new household number is being used (i.e. if the household is appearing on the survey for the first time outside of Wave 1).

11. NO_PERS

Ask all

Please enter the number of persons usually resident in the household
Enter a numeric value between 0 and 20

12. NONOTRESN

Ask all (repeat calls only)

How many new people (not on this list) should now be listed? **Remember this list refers to the lines in Quarter Q YYYY only.**
Enter a numeric value between 0 and 8

NOTE: This question is looking for the number of new persons who have joined the household since the last time it was interviewed.

Quarter Q YYYY refers to the previous quarter.

Entering a number here is effectively creating new lines within the household for new respondents.

If nobody has joined the household since the previous call this variable (NONOTERES) should be set to 0.

13. WHY_NOT

If CAN_INT=2

If the interview cannot be continued in the household

Why was permission not given?
1. No usual residents at this address.
2. Household un-contactable
3. Outright Refusal
4. Still outstanding

NOTE: Code 4 marks households that the interviewer has not yet called to or established contact with. No household should be left outstanding at the end of the quarter.

14. REASWHY

If WHY_NOT=1

If no usual residents at this address

What is the reason that there are no residents at this address?
1. Reason Unknown
2. Previous sole occupant deceased.
3. This is a holiday home.
4. Occupant(s) gone to hospital/ staying with relatives.
5. House has been sold.
6. Other

15. OTHER

If REAS_WHY=6

What is the other reason there are no residents at this address?
Enter a text of at most 35 characters

Individual Details

16. NAME

Ask all

Please identify the person by keying in their first name.

17. SURNAME

Ask all

Please enter (first name)'s surname.

Note: The first name and surname of the respondent are important for identifying persons within the household on subsequent calls by the interviewer and for possible Audit follow-up by the field co-ordinator.

18. LINE

This is a line number by which the respondent can be identified within the household. It is automatically generated in the system.

19. SEX

Ask all

Please enter the (NAME)'s gender.

1. Male
2. Female

Note: The sex of the respondent is important to allow us statistically weigh the responses to the survey using male and female population totals. From a labour market perspective, the outcomes of males and females can be very different.

20. DB

Ask all

What is your date of birth (DD_MM_YYYY)?

ⓘ If respondent does not know date of birth, please press <enter> and then you can give age instead

NOTE: On repeat calls interviewers should confirm each person's date of birth to ensure that it is correct and that they are interviewing the correct person.

It is important that we collect the exact date of birth where possible, in order to facilitate identification of the person on repeat and audit calls. In addition, some of the questions on the survey are age-specific and using the date of birth, the questionnaire can age the respondent's profile on the survey and more accurately target questions to him/her.

21. AGREED

If DB is blank

If the exact date of birth is unknown

Please agree (NAME)'s current age and enter it here.

22. CALC

The age on the Sunday of the REFERENCE WEEK will be automatically entered here by the questionnaire, as calculated from the date of birth (DB). Otherwise, this field is filled automatically with what has been entered at AGREED.

23. LHIST2

This is the last "history" code (where relevant) of respondents of previous waves. It is entered automatically in the system.

24. HIST2

Interviewer Ask or Record

Please indicate (NAME)'s usual situation by selecting the appropriate code.

ⓘ 'Temporarily unavailable' should only be used if the other members of the household are unwilling to provide a proxy interview.

1. Present, the person is resident in the household at the time of the interview or has returned
2. Gone, the person no longer lives here
3. The person is temporarily unavailable for interview
4. Deceased, the person is now deceased

Note: This variable is used on repeat calls to identify whether a person previously interviewed is currently 'Present', 'Gone', 'Temporarily absent' or 'Deceased'. Those marked 'Gone' or 'Deceased' are discontinued and only minimal information for them is brought forward to the repeat questionnaire.

25. WHENGONE

IF (History.LHIST2=P) and (History.CHIST2=G)

If the respondent was present last quarter and gone in the current quarter

In what month did (NAME) leave the household?

1. ^Interview month - 3*
2. ^ Interview month - 2*
3. ^ Interview month - 1*
4. ^Interview month
5. Don't know

The system will automatically generate the appropriate list of months spanning the months between the previous interview and the current interview.

26. WHERGONE

If HIST=2,3

If the respondent is gone (the person is no longer usually resident)

Does (NAME) live in Ireland (Republic) now?

ⓘ **Record persons temporarily unavailable as non-contact.**

1. Yes
2. No
3. Don't Know
4. Non contact

27. GONECO

If WHERGONE=1

If the respondent is no longer usually resident but still lives in Ireland (Republic)

And do you know in which county?

1 Carlow	8 Laois	15 Wicklow	22 North Tipperary	29 Mayo
2 Dublin City	9 Longford	16 Clare	23 South Tipperary	30 Roscommon
3 South Dublin	10 Louth	17 Cork City	24 Waterford City	31 Sligo
4 Fingal	11 Meath	18 Cork County	25 Waterford County	32 Cavan
5 DunLaoghaire / Rathdown	12 Offaly	19 Kerry	26 Galway City	33 Donegal
6 Kildare	13 Westmeath	20 Limerick City	27 Galway County	34 Monaghan
7 Kilkenny	14 Wexford	21 Limerick County	28 Leitrim	

28. GONECTRY

If WHERGONE=2

If the respondent is no longer usually resident and does not live in the Republic of Ireland

And do you know in which country?

NOTE: There is a lookup file for the list of countries that appear on the QNHS.

Enter the first 3 or 4 letters of the country and select the appropriate one from the list. This list appears as soon as the interviewer starts to type in the field and automatically starts the lookup process.

NB: You must enter the proper or formal name of the country to find it on the lookup file

E.g.: United States not USA
Northern Ireland not NI

29. EVERMARR

If AGE>=16 and HIST2=1,3

If the respondent is aged 16 or over and present in the household or temporarily absent.

Are you, or, have you ever been married?
1. Yes
2. No

30. CURRMARR

If EVERMARR=1

If the respondent has ever been married

What is your current marital status?

1. Widowed
2. Remarried, following widowhood
3. Remarried, following dissolution of previous marriage (by divorce or annulment)
4. Married
5. Divorced
6. Other separated

31. IRISHNAT

Ask all

Are you an Irish citizen?

1. Yes
2. No

NOTE: Some people may have dual nationality. This is not the point of this question. We only need to know if the person is an Irish citizen or not.

Be aware of households where parents may be Irish nationals having returned from abroad but with children who were born elsewhere. It cannot be assumed that Irish-born parents or Irish nationals automatically have Irish and Irish-born children.

32. NATIONAL

If IRISHNAT=2

If the respondent is not an Irish citizen

What is your Nationality?

NOTE: There is a lookup file for the list of countries that appear on the QNHS.

Enter the first 3 or 4 letters of the country and select the appropriate one from the list. This list appears as soon as the interviewer starts to type in the field and automatically starts the lookup process.

NB: You must enter the proper or formal name of the country to find it on the lookup file

E.g.: United States not USA
Northern Ireland not NI

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.

The concept of nationality should not be mixed up with any concept of ethnic origin.
The NATIONAL and IRISHNAT questions are important for categorising the workforce in terms of Irish and non-Irish workers, and this has become an increasingly important lens for analysing the labour market. For example:

- Employment experiences of non-Irish workers
- Effect of immigration on employment experiences of Irish workers

33. BORN_IRL

If IRISHNAT=1

If the respondent is an Irish citizen

Were you born in Ireland (Republic)?

1. Yes
2. No

34. BORNWHER

If BORN_IRL=2 or IRISHNAT=2

If the respondent is an Irish citizen but was not born in Ireland or is not an Irish citizen

In what country were you born?

NOTE: There is a lookup file for the list of countries that appear on the QNHS. Enter the first 3 or 4 letters of the country and select the appropriate one from the list. This list appears as soon as the interviewer starts to type in the field and automatically starts the lookup process.

In case of doubt, the country of birth should be defined as the country of residence of the mother at the time of birth. This definition could help to identify cases where the person was born abroad in exceptional circumstances.

35. BORN_UK

If BORNWHER='United Kingdom'

If respondent indicated that they were born in the United Kingdom

Where you born in…?

1. Northern Ireland
2. Scotland
3. Wales
4. England
5. Isle of Man
6. Jersey
7. Guernsey

36. ALLRESID

If BORN_IRL=1

If the respondent was born in Ireland

Have you always been resident in Ireland (Republic)?

1. Yes
2. No

37. YRRESIDEN

If BORN_IRL=2 or AllResid=2

If the respondent was not born in Ireland or was not always resident in Ireland

When did you last move to Ireland (MM/YYYY)?

ⓘThis should relate to the original year of arrival unless there has been a break in his/her residence of more than one year. In that case the year of arrival should be after the break of more than one year and not the original date of arrival.

ⓘIt is important to collect the correct month if the data is within the last 5 years. If the respondent moved to Ireland more than 5 years ago and is unsure of the month, use month 01.

Enter month and year

This question is **vitally** important as it helps us to estimate immigration trends.
NOTE: The years of residence should be calculated taking as starting point the year in which the person last established his or her usual residence in the country (or, in other words, when the person last moved to the country in order to live here).

In the case of someone who has lived on-and-off in Ireland over a number of years, his\her 'year of residence' should be the original year of arrival unless there has been a break in his\her residence of more than one year. In that case the year of arrival should be after the break of more than one year and not the original date of arrival.

38. PREVCNTRY

If YRRESIDEN<12 months ago

If respondent last moved to Ireland less than 12 months ago

What country did you live in previously?

NOTE: There is a lookup file for the list of countries that appear on the QNHS. Enter the first 3 or 4 letters of the country and select the appropriate one from the list. This list appears as soon as the interviewer starts to type in the field and automatically starts the lookup process.

39. TOTSTAY

If YRRESIDEN<12 months ago

If respondent last moved to Ireland less than 12 months ago

How long do you intend to stay here in total?

1. Up to 12 months
2. 12 months or more

40. USSITN

If AGE>=15

If the respondent is aged 15 or over

At the moment, are you…?

ⓘ This question relates to the respondents usual employment situation. If on maternity leave, unpaid leave, holidays or other leave from a job, code 1.

1. Working for payment or profit
2. Looking for 1st regular job
3. Unemployed, having lost or given up previous job
4. Actively looking for work after voluntary interruption of working life (for 12 months or more) for personal or domestic reasons
5. Student or pupil
6. Engaged on home duties
7. Retired from employment
8. Unable to work due to permanent sickness or disability
9. Other

Note: This is a self-perception question, i.e. the people classify themselves according to how they see their situation.

This variable is used to generate the Principal Economic Status (PES) classification.

41. RET1

If USSITN=7

If the respondent is retired from employment

How long have you been retired from employment?

1. Less than I year
2. 1 – 3 years
3. More than 3 but less than 10 years
4. 10 years or more

42. LIVPREV

((Wave=1) or ((Wave ne 1) and (Wave =H_W_Fnd1)))

If the household is a new household in the sample

Did anyone else live at this address within the last 12 months (i.e. sice dd/mm/yyyy), that now lives somewhere else?

1. Yes
2. No

43. NOLIVP

If LivPrev=1

If someone lived at the address in the last 12 months that now live somewhere else

How many people lived here and are now living somewhere else?

Enter a numeric value between 1 and 9

The following questions are asked in respect of each person listed from NoLivP above:

44. LIVPSEX

If LivPrev=1

If someone lived at the address in the last 12 months that now live somewhere else

What gender was Person (1…x)?

1. Male
2. Female

45. LIVPAGE

If LivPrev=1

If someone lived at the address in the last 12 months that now live somewhere else

What age was Person (1…x)?

Enter a numeric value between 0 and 110

46. LIVMONTH

If LivPrev=1

If someone lived at the address in the last 12 months that now live somewhere else

In what month did the person leave?

Relevant months listed as response options

47. LIVPWHERE

If LivPrev=1

If someone lived at the address in the last 12 months that now live somewhere else

Where did they move to?

1. A different address in the county
2. To another county (in the Republic)
3. To another country

48. LIVPCTY

If LivPWhere=2

If the person moved to another county

What county did they move to?

[use county coding for this question]

49. LIVPCTRY

If LivPWhere=3

If the person moved to another country

What country did they move to?

[use country coding for this question]

50. LIVPCTRYT

If LivPWhere=3

If the person moved to another country

How long do they intend to live abroad in total?

1. Up to 12 months
2. 12 months or more
3. Don't know

Relationship codes

51. RX, RY, etc.

If there is more than one person in the household

I would now like to ask how the people in your household are related to each other.
ⓘCode relationship – (NAME-LINE2) is (NAME-LINE1)'s…

1. Spouse
2. Cohabitee/Partner
3. Son/Daughter (incl. adopted)
4. Step-son/daughter
5. Foster child
6. Son-in-law/daughter-in-law
7. Parent/guardian
8. Step-parent
9. Foster parent
10. Parent-in-law
11. Brother/sister (incl. adopted)
12. Step-brother/sister
13. Foster brother/sister
14. Brother/sister-in-law
15. Grand-child
16. Grand-parent
17. Other relative
18. Other non-relative

Note: Checks or signals are triggered in unlikely or irregular cases, such as when a child is indicated as a spouse/partner, or when an individual has more than one spouse. A hard error occurs when the scenario given is deemed impossible, such as a 4-year-old indicated as a parent. A soft error occurs when the case is rare or unlikely, or can be indicative of a common mis-key, for example a large age difference between mother and child.

Migration Questions

52. ADDLIVE

IF Hist2=1 and ((Over3Mths=0) or (Over3Mths=EMPTY)) and (Wave=1 or ((Wave not= 1) and (Wave=H_W_Fnd1)) and ((YrResideNDate < FourMthDate) or (AllResid=Yes))

If the respondent is a new respondent and present in the household and aged over 3 months and either always lived in Ireland or moved here more than 3 months ago.

The following questions help us to measure changes in population.

How long have you lived at this particular address?

1. Up to 12 months
2. 12 months or more

53. ADDMON

If ADDLIVE=1

If the respondent has lived at this particular address less than 12 months

What month did you move into this address?

1. ^ Interview month *
2. ^ Interview month - 1*
3. ^ Interview month - 2*
4. ^ Interview month - 3*
5. ^ Interview month - 4*
6. ^ Interview month - 5*
7. ^ Interview month - 6*
8. ^ Interview month - 7*
9. ^ Interview month - 8*
10. ^ Interview month - 9*
11. ^ Interview month - 10*
12. ^ Interview month - 11*
13. ^ Interview month - 12*

The system will automatically generate the appropriate list of months spanning the relevant months.

54. ADDPREV

IF AddMon<3 moths ago and ((Over3Mths=0) or (Over3Mths=EMPTY)) and (AddLive not= 2)

If respondent moved to current address less than 3 months ago

Where did you live 3 months ago?

1. A different address in this county
2. Another county (in the Republic)
3. Another country

55. ADDCNTY

If AddPrev=2

If respondent said that they lived in another county 3 months ago

What county did you live in?

[use county coding for this question]

56. ADDCNTRY

If AddPrev=3

If respondent said that they lived in another country 3 months ago

What country did you live in?

[use country coding for this question]

57. ADDPREV2

IF AddMon<3 moths ago and ((Over3Mths=0) or (Over3Mths=EMPTY)) and ((AddLive=UpTo12Mths) or (YrResideNDate>TotStayDate))

If the respondent moved into theire current address less than 3 months ago or they are aged over 3 months and lived in their current address up to 12 months ago or respondent moved to Ireland less than 12 months ago.

Where did you live 12 months ago?

1. A different address in this county
2. Another county (in the Republic)
3. Another country
4. Spontaneous only: The same place as 3 months ago

58. ADDCNTY2

If AddPrev2=2

If respondent said that they lived in another county 3 months ago

What county did you live in?

[use county coding for this question]

59. ADDCNTRY2

If AddPrev2=3

If respondent said that they lived in another country 3 months ago

What country did you live in?

[use country coding for this question]

The following questions are aimed at determining if the respondent has any intention of leaving the household in the next few months. They will give us additional information about the likely destinations of those for who we don't subsequently pick up destination data when they eventually leave the sample.

These questions will be asked of direct and proxy respondents, in an effort to collect as much information as possible, and will be asked of each respondent each quarter.

60. ADDINTEND

If HIST=1

If the respondent is resident in the current quarter

How long do you intend to live at this current address?

1. Less than 3 months
2. At least 3 months and up to 12 months
3. More than 12 months
4. Don't know

61. INTENDDK

If ADDINTEND=4

If the respondent does not know how long they will be living at the current address

If you were to move, where do you think you would move to?

1. Somewhere in Ireland (Republic)
2. Another country
3. Don't know

62. MONMOVE

If AddIntend in 1,2

If the respondent intends to move in the next 12 months

When do you intend to move?

1. ^ Interview month *
2. ^ Interview month + 1*
3. ^ Interview month + 2*
4. ^ Interview month + 3*

63. WHRMOVE

If AddIntend in 1,2

If the respondent intends to move in the next 12 months

Where will you move to?

1. A different address in this county
2. Another county (in the Republic)
3. Another country
4. Don't know

64. CNTYMOVE

If WhrMove=2

If respondent said that they intend to move to another county in the next 12 months

What county do you expect to be living in?

[use county coding for this question]

65. ADDCNTRY2

If WhrMove=3

If respondent said that they intend to move to another county in the next 12 months

What country do you expect to be living in?

[use country coding for this question]

66. TOTSTAY2

If WhrMove=3

If respondent said that they intend to move to another county in the next 12 months

For how long do you intend to move abroad?

1. Up to 12 months
2. 12 months or more

67. SKIP

Ask all

Interviewer Record

Do you want to skip this person for now?

ⓘ Press 2 to interview now

1. Yes
2. No

68. TWHYSKIPF

If SKIP=1

If the interviewer wishes to skip this interview for now

Why have you skipped this interview?

1. Refused (no call back)
2. Unavailable (will call back later)
3. Unavailable (no call back)
4. Other

69. SURE

If Skip=2

Interviewer Record: If the interviewer is going to continue to interview

Are you SURE this person is a usual resident of the household?

ⓘ Press 1 to interview now.

1. Yes
2. No

70. DIR

If AGE>=15, SKIP=2, SURE=1

Interviewer Record: If the respondent is aged 15 or over, will be interviewed now and is a usual resident of the household

Is the information being supplied directly by ^Name?

1. Yes
2. No

NOTE: Interviewers should endeavour to speak directly with each member of the household who is present at the time of interview. Interviewers should enter the direct-proxy information accurately on the questionnaire, to reflect who has been spoken to directly and who has not. Please fill in as follows:

- Direct (Dir=1) – only those who are directly providing the information to the interviewer
- Proxy (Dir=2) – all those who are not present at the time of interview, for whom a direct respondent provides information.

This is to enable the co-ordinator that is calling to households to establish who within the household spoke directly to the interviewer.

In the case of persons living alone where the carer (e.g.) is providing the information, please record the householder as a proxy (dir=2) and make note in the Comment Box that the data was collected from someone who was not a member of the household

71. DIROLD

This is the response to DIR at the last interview (where applicable) and is automatically filled in.

Employment Details

Situation with Regard to Paid Work in Reference Week

The following sequence of questions relates to all persons 15 years and over, regardless of what answers were given to questions about usual situation, student status, retirement etc.

The purpose of this question and following questions is to gather information on a respondent's ACTUAL situation with regard to employment in a specific time interval – the reference week.

If it transpires that a person has had more than one job in the reference week and can't decide which is the principal one, the job at which most hours are worked is recorded in this section (see Main job versus second job p.24).

The sequence of questions that flow from the PAIDWORKN and JOBABSN questions determine the respondents ILO status on the questionnaire - this is the most important section of the questionnaire.

72. PAIDWORKN

If AGE >= 15

If the respondent is aged 15 or over

Did you do any paid work in the 7 days ending Sunday the dd/mm/yyyy, even if it was for one hour?
1. Yes 2. No

NOTE: The date of the reference week is listed in the PAIDWORKN question and all questions about work should refer to this week and no other.

It is central to the integrity of the data collected on the QNHS that questions are asked with reference to the correct week. This is particularly the case when interviewing is taking place two weeks after the reference week, and "last week" is not the reference week

It is important that the threshold of <u>one hour</u> is stressed. – Some people work from time to time for a small duration. If the person did such work in the reference week, then the answer should be 'Yes'. The fact that it was a "minor" job will be picked up later when subsequent questions are asked.

Also, working for payment or profit in this context means ANY work for pay or profit done in the reference week. Even for those still at school, a Saturday/Sunday paper round or baby-sitting for

pay/profit should be included if it lasted longer than one hour in the reference week, whether payment was received in the week the work was done or not.

'Paid work' refers to work which is considered to be of a gainful nature, i.e. working in a job in which payment is received – either in cash or in kind – or from which profit is made. Also counted as working is anyone who receives wages for on-the-job training (apprenticeship or paid traineeship) which involves the production of goods or services.
However, a person that performed a task for himself/herself, in the sense that he/she receives the end product should not be recorded as working or having a job. Thus, knitting or dressmaking only for oneself or one's own family or as a gift should not be regarded as work for the purpose of this question. Similarly, painting one's own home, or doing so for one's own family should not be recorded as work.

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/her 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 considered as self-employed in the process of setting up a business, farm or professional practice; any initiative has to be done to run the business, as the buying or installing of equipment, renting the office or ordering of supplies in preparation for opening a new business.

Unpaid family workers: 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, 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 living inside the household and 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
- Persons who are obliged to perform some work to keep receiving unemployment benefits

Persons who work on their own agriculture farm should be considered as employed if at least part of their production is sold. What is relevant here is the usual destination of the production, and not

whether a sale took place in the reference week. A person who worked in agricultural production during the reference week, but did not sell anything because harvesting will take place in few weeks or months, should be considered as having worked for pay or profit in the reference week.

Persons who work on their own small agriculture farm, who do not sell their products, and produce only for their own consumption should not be considered as employed.

Persons who are building a house: If a person is building a house in order to earn a future financial profit (renting or selling it), he should be considered as employed (code 1 if he worked during the reference week, otherwise code 2). Building a house for personal family use is not enough to be considered as employed.
Carers: Persons who are engaged in caring for a sick or disabled relative even though they may be in receipt of carer's allowance\benefit are not considered to be working in the reference week.

Internships: Respondents on paid internship schemes are considered working in the reference week. If they are on the National Internship Scheme (JobBridge) or working in a paid internship then they are working for payment or profit, so code "Yes" in the question PAIDWORKN above. Note when recording occupation and industry the individual should coded in relation to the job that they are working in. For example, a graduate working on the JobBridge scheme in a software development company as a software engineer would be coded as Occupation="Software Engineer (Soccode 2136)" in Industry "Software Development (NACE 72)".
If they are working as an intern in an unpaid capacity, they are not considered to be working in the reference week.

Community Employment Schemes: Respondents on paid Community Employment (CES) schemes are considered working as an employee in the reference week. The Industry and Occupation should be coded in a similar manner to internships above, i.e. the industry and occupation within the particular scheme.

Tús: The Tús initiative is a community work placement scheme providing short-term working opportunities for unemployed people. The work opportunities are to benefit the community and are to be provided by community and voluntary organisations in both urban and rural areas. The Tús initiative is managed by local development companies and Údarás na Gaeltachta for the Department of Social Protection, which has overall responsibility for the scheme. The payment is the full Jobseeker's Allowance rate plus €20 a week. Respondents working as part of the Tús initiative should be coded as in employment in the reference week, and the Industry and Occupation should be coded in relation to the particular job that they are working in.

FÁS apprenticeships: Respondents on FÁS apprenticeships are considered to be in employment in the reference week, working as employees within the Industry and Occupation in which the apprenticeship is based. Note that vague coding descriptions such as "FÁS scheme" are insufficient for coding, a specific description of the industry and occupation in which the respondent is working is required. As part of these apprenticeships the apprentice receives an *Apprentice Training Allowance*. Note that these apprentices should also be coded as being in formal education (see variable EDUCSTAT2, p.137).

This **should not** be confused with respondents on FÁS courses. These respondents may or may not be receiving a *Training Allowance*, but are still **not** working in the reference week per se. These courses should be considered as being in non-formal education (EDP4W, p.140), regardless of whether the respondent is in receipt of a training allowance or not.

PhD students conducting tutorials: PhD students being paid specifically to conduct tutorials should be considered to be working for payment or profit in the reference week. If, however, they are conducting the tutorials in an unpaid capacity or as part of a scholarship, it is not considered to be working for payment or profit.

73. JOBABSN

If PAIDWORKN=2

If the respondent did not do any work for payment or profit in the given week

…Or have a job or business from which you were away and expect to return to?
1. Yes
2. No

Temporary Absence from work: In general, the notion of temporary absence from work refers to situations in which a period of work is interrupted by a period of absence. If the person has worked in the current activity, and is temporarily absent from work, but will return to work at the end of the absence, then he\she is ultimately considered employed (JOBABSN=1).

The purpose of this question is to include those temporarily absent from work (e.g. due to illness, holidays, temporary lay-off etc.) in the numbers in employment

An important point to remember is that it if the respondent has been away from the job for a long period (e.g. long-term illness, career break etc.) there must be a job to return to if the answer to this question is given as yes. The respondent must retain a formal attachment to the job during the period of absence.

In cases of doubt, the following may be useful:

- **Employees:** a job exists if there is a definite arrangement between employer and employee for work on a regular basis (regardless of whether it is full-time or part-time). Even if the number of hours is small, a job exists if this arrangement exists. In the case of employees, a person absent from work should be considered as employed if there is a formal attachment to the job, for example:
    - The continued receipt of wage or salary, and an assurance of a return to work (or an agreement as to the date of return) following the end of the contingency.

- **Long term absence due to illness:** If the total absence from work has exceeded 6 months, then the job still exists only if full or partial pay has been received during the absence and if the respondent expects to return to work for the same employer.

- **Career-break:** Some employers allow employees to take an unpaid career-break (usually from 6 months to 5 years), on a basis that there will be a job available to the employee at the end of the period. If this is the case then the answer to this question should be Yes.

- **Seasonal workers:** Some sectors (agriculture, tourism) have levels of employment that vary considerably from season to season. In between seasons, such a seasonal worker should be coded as No at this question. However, in the middle of a working season a respondent should be coded "Yes" if he/she has missed a week due to illness etc.

- **Casual workers:** If a respondent sometimes works on a casual basis for an employer, but did not work in the reference week, then Code 2 (No) should be answered here.

- **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.

- **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 to which they intend to return. This can be the case if one or more of the following conditions are met:
    - Machinery or equipment of significant value, in which the person has invested money, is used by him/her or his/her employees in conducting his business.
    - An office, store, farm or other place of business is maintained.
    - 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

- **Waiting to start new job:** Those without work who have made arrangements to take up paid employment or to engage in some self-employment activity at a date subsequent to the reference period, but who have not yet started work, are <u>not to be considered as temporarily absent from work</u> – they are recorded under the NEWJOB and WHENNEW questions below.

74. UNPAIDWK

If JOBABSN=2

If the respondent did not do any work for payment or profit in the given week

…Or did you do any unpaid work for a business owned by another family member?

1. Yes
2. No

NOTE: This is asked of all those who are coded 2 (No) at JOBABSN. The reason it is asked is that some respondents may have answered 'No' to the previous two questions, not regarding unpaid work for a family business as a job. These are people whose work contributes directly to a business, farm or practice owned by another family member. Such people could include a spouse working on the family farm or other business or doing the accounts for the business or practice. Although the individual concerned may receive no direct pay or profit, he/she is directly contributing to the business profit.

This applies only when the business is owned or operated by the family or relative – unpaid work done for a charity is not included.

The following activities in themselves should lead to the answer 2 (No) at the three questions PAIDWORKN, JOBABSN, UNPAIDWK:

- Studying
- Housework in one's own home (or voluntarily in another's) – the work of domestic staff, housekeepers, cleaners, etc. should, of course, be recorded.
- Honorary activities (e.g. president or honorary secretary of a club or society)
- Trade union/staff association activities (unless there is payment)
- Political activities (unless there is payment)
- Sporting activities (unless there is payment)
- Caring for an ill, disabled or elderly relative (Home-helps should be classified as working (PAIDWORKN=1)

75. NEWJOB

IF PAIDWORKN=2 and JOBABSN=2 and UNPAIDWK=2

If respondent did not work in the reference week, and was not absent from a job to which he or she will return or was not working as an unpaid relative

Are you currently waiting to start a new job?

1. Yes
2. No

76. WHENNEWJ

IF NEWJOB=1

If respondent is waiting to start a new job

Do you expect to start your new job within the next three months?

That, is before dd/mm/yyyy (^refwk + 84 days)?

1. Yes
2. No

Avoid using Don't Know icon – ask respondent for his/her best guess.

This distinction is important, because those whose new job will not start within the next three months will be asked if they are looking for work (LOOKWK). This in turn will be used to classify them as unemployed or not economically active. From an ILO perspective a person who is waiting to start a new job within three months, is not required to be looking for work to be classified as 'unemployed', as it is assumed that he\she may no longer have a requirement to look for work. However, he\she must be available for work within two weeks to be classified as unemployed.

Technically, those who are waiting to start a new job are classified as either unemployed or not economically active, depending on when the new job is due to start, whether they are looking for work or not, and whether they are immediately available for work.

If the respondent is unsure when he/she will start work, the interviewer should ask them to guess whether this is likely or not to be within the three month threshold.

77. WHYABS1

if JOBABSN=1

If the respondent had a job/business from which they were away from but expected to return

What was the reason for being away (from your job/work) in that week?

1. Bad weather
2. On temporary lay-off
3. Slack work
4. Short-time work (including systematic week-on/week-off)
5. Job sharing
6. Education or training outside the place of work
7. Labour dispute
8. Own illness, injury or temporary disability
9. Maternity or paternity leave
10. Parental Leave
11. Holiday
12. Career Break
13. Other leave for personal or domestic reasons
14. Other reasons

NOTE:

Only one option should be coded. If the respondent gives more than on reason, code the one that explains the greatest number of hours away from work.

- Code 3 should be used when a person in slack work has a formal attachment to his/her job
- Code 6 refers to all kinds of school education or training, inside or outside the workplace.
- Code 7 (labour dispute) should only be used for somebody directly involved in the dispute. Otherwise, code 4 (slack work) or 5 (short-time work, including systematic short-time work) should be used whichever is appropriate (i.e. if person is indirectly affected by an industrial dispute)
- Persons on community employment schemes will be coded 4 where they work week-on/week-off arrangements.
- Someone who answers 12 (career break) should have an arrangement to return to work for the previous employer after a specified time. The career break should be 3 months or more – otherwise code the person to 11 (holiday).
- In some employment, special paid leave is granted for domestic reasons (bereavement, sick child etc.). Code 13 (other leave for personal or domestic reasons) is the correct code here. If a person takes leave out of annual leave entitlement, the correct response is 11 (holiday).
- Code 10 (Parental Leave) should be used if the respondent is on leave from work specifically for the purposes of looking after children, with an entitlement to return. This is leave that both mothers and fathers are legally entitled to as a result of the Parental Leave Act, 1998. Since 18 May 2006, leave can be taken in respect of a child up to 8 years of age (was 5 years). If a child was adopted between the age of 6 and 8, leave in respect of that child may be taken

up to 2 years after the date of the adoption order. In the case of a child with a disability leave may be taken up to 16 years of age.

78. DURAT

If (WHYABS1 not=NEWJOB) & (WHYABS1 not=ILL) & (WHYABS1 not=MAT) & (WHYABS1 not=HOLS)

If respondent was absent from work for reasons other than a new job not started yet, illness, maternity leave or holidays in the reference week.

How many weeks had you been absent from work on Sunday dd-mm-yyyy (^Refwk date)?

ⓘ Count weeks from Sunday dd-mm-yyyy
Enter weeks 0-52
Enter 0 if less than one week
Enter 53 for any periods longer than one year

Enter a numeric value between 0 and 53

This question is designed to measure the formal attachment of the respondent to the job by determining how long he\she has been absent from it.

The 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.

79. RETWRK

IF WHYABS1 <> 8) AND (WHYABS <> 9) And (WHYABS1 <> 11

If respondent is absent from work that week but not because of illness, maternity leave or holidays

How many weeks will you be absent from the job in total?
ⓘ Enter weeks 0-52
Enter 0 if less than one week
Enter 53 for any periods longer than one year

Enter a numeric value between 0 and 53

80. RECEIPT12

IF WHYABS1 <> 8) AND (WHYABS <> 9) And (WHYABS1 <> 11

If respondent was absent from work for 12 weeks or more at the end of the reference week.

While you were absent from work did you receive at least half of your salary each week? **ⓘ 'Half of salary' should be considered half of net salary (approx.), and salary must be received from employer and/or social welfare.**
1. Yes 2. No

NOTE: This question is also designed to measure the formal attachment of the respondent to the job by determining if he\she is in receipt of at least half of wage or salary, having been absent for more than three months form the job.

The wage/salary to be considered in this variable is the wage/salary from the main job and net wage/salary should be preferred unless gross wage/salary is easier to collect. 'Half of the wage/salary' should be considered half of net salary (approx.) and salary must be received from employer – not social welfare.

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 break

81. RECEIPTM

If WHYABS1=9

If respondent is on maternity or paternity leave

Other than Social Welfare Maternity Benefit, was/is your employer paying you all or part of your regular wages while you are on maternity leave?

ⓘ The period of maternity leave referred to in this question is the first 26 weeks of maternity leave.
It does not include additional weeks of unpaid maternity leave.

1. Yes
2. No
3. Don't know
4. Not Applicable (self-employed)

82. CHJOB

If any PAIDWORKN, JOBABSN, UNPAIDWK=1 & if any xPAIDWORKN, xJOBABSN, xUNPAIDWK=1

If the respondent is considered to be in employment in the given week and was considered to be in employment last quarter in the given week – this question is only asked on repeat interviews

May I just check, have you changed your job since dd-mm-yyyy (i.e. the job/employment at the last interview)?

ⓘ This only applies to a job which has been taken up, not a job which has yet to start. This also includes promotions with the current employer.

1. Yes
2. No

NOTE: This question is asked of all repeat interviewees who worked in the reference week this quarter and last quarter. This question is asked of both direct and proxy respondents. Please be aware of the following special cases:

- **Promotions:** If someone receives a promotion within their employment this should be considered a new job and the subsequent employment questions should be asked with reference to the new post. This is because the terms and conditions of the new post could be different to the previous post. However, an employee who is promoted within the same

organisation should enter the year (JOBYREM) when he/she first started work with the company.

- **New job to start in the future:** if someone has lined up a new job to start in the future but has not yet taken it up, this should not be considered a changed job. A 'changed job' should only be recorded if the respondent has commenced working in the new job by the reference week.

83. EMPSC

If PAIDWORKN or JOBABSN=1 or CHJOB=1

If the respondent is considered to be in paid employment in the given week and job is not the same as the job referred to in the previous interview

Was this job/work part of the Community Employment Scheme?
1. Yes
2. No

Employment Status

The following questions refer to work done in the respondent's main job. If a respondent has more than one job, let them decide which is considered the main one. In cases of uncertainty, the main job should be the one in which most hours are usually worked. If a respondent changed jobs in the reference week, the one held at the end of the week should be considered the respondent's job.

84. JOBSTAT1B

If PAIDWORKN or JOBABSN=1 or CHJOB=1

If the respondent was in paid employment in the given week or has changed jobs since last quarter

In this job were you…?
1. Self-employed
2. Employee
3. Assisting relative/family worker
4. On state-sponsored employment scheme (not Community Employment Scheme)

Code 1 – Self-employed:
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 should be considered as self-employed.

A freelancer should in general be classified as self-employed. However in situations where a freelancer works for a single employer and receives employment rights from that employer (e.g. holiday pay) he should be classified as an employee (code 2).

A person who gives private lessons (grinds) should be considered as self-employed if he/she is directly paid by his/her students.

Members of producers' co-operatives should be considered as self-employed.

Code 2 – 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.

Priests (clergy of any kind of religion) are considered employees.

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)

Code 3 – Family workers:
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 (code 3).

The category includes:

- A son or daughter living inside the household and 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,

but does not include:

- A relative living elsewhere but coming to help with the business, e.g. during the harvesting season, without pay in money or kind should not be included. If the relative receives any remuneration (including benefits in kind) the professional status should be coded as Employee.

85. JOBSTAT2

If JOBSTAT=1

If the respondent is self-employed

Did you have paid employees?
1. Yes
2. No

NOTE: If other persons working in the business, professional practice or farms are not paid then the respondent should be considered as self-employed without staff (JOBSTAT2=2).

People who engage members of his/her own family or apprentices without payment should also be classified self-employed without staff (JOBSTAT2=2).

86. JOBSTAT3

If JOBSTAT1B=1

If the respondent is self-employed

You have indicated that you were self-employed, but I need to check the formal status of your business.
Specifically, was it set up as an incorporated company from which a regular wage or salary was drawn by you as an employee?

1. Yes
2. No

NOTE: The purpose of this question is to identify persons who are technically employees but regard themselves as self-employed. This situation will apply to many small businesses, such as family shops and some farms where the owner is technically an employee of the business and receives a wage/salary (and also possibly dividends) from his/her own company.

87. JOBYREM

If JOBSTAT1B=2,3,4 or EMPSC=1

If the respondent is an employee, assisting a relative/family worker, on a state-sponsored scheme or the Community Employment Scheme

In what year did you begin working continuously in this job?

ⓘ Enter year

Enter a numeric value between 1920 and 2011

NOTE: **Renewed contracts:** If a respondent has a contract that is renewed, for example yearly, without interruption, the year and the month should be those of the first contract. If there is a legal obligation that an interruption for a certain period of time is necessary before the renewal, this should nonetheless be considered as renewal (and not as a separate spell).

Separate spells of employment: For employees, we are interested in continuous employment with their current employer. Any previous separate spells of work with their current employer with an interruption of the contract should be ignored. The year which the person started the most recent spell should be coded (e.g. seasonal workers).

Company changed ownership: If the respondent's company or firm changed ownership, but his or her conditions of employment did not change, it should be treated as one continuous period of

employment. However, if the respondent was made redundant and then re-employed by the new owners, enter the date on which they were re-employed.

Employment agencies: People employed by employment agencies should answer when they started working continuously for this employment agency.

Secondment: An employee who has been seconded to another organisation (public or private) should be treated as having no break in employment, IF they have signed a contract that is exactly the same as their existing contract.

Promotion (to be considered a 'changed job' on the QNHS CHJOB=1): An employee who is promoted within the same organisation should enter the year when he/she first started work with the company. The purpose of the variable is to estimate the degree of fluidity in the labour market and identify the sectors of the economy where the turnover of labour is rapid or otherwise.

88. JOBYREE

If JOBSTAT1B=1

If the respondent is self-employed

In what year did you begin working continuously as self-employed?
Enter a numeric value between 1920 and 2011

NOTE: If somebody does not remember the exact year, record the year that the respondent thinks is most probably correct.

For the self-employed make it clear that we are interested in the length of time the respondent has been continuously self-employed in the occupation of his **current** main job.

89. JOBMONTH

(((JOBYREM >= (YR(SysDate)-2)) or (JOBYREE >= (YR(SysDate)-2))) and (Xjobmnth=EMPTY)) or (CHJOB=Yes)

Persons in employment, having started working for this employer or as self-employed less than two years ago

…And can you remember what month that was?
1. January
:
12. December
13. Don't know/Can't remember

NOTE: If the respondent remembers to within a month or two, record the month which he/she feels is most probably correct.

90. PERMJOB12

If JOBSTAT1B=2

If the respondent is an employee

Was the job a permanent one (leaving aside your own intentions)?
1. Yes – a permanent job
2. No

NOTE: It is important to remember that permanency refers to the job itself rather than to the individual.

A person about to leave a job due to retirement, maternity leave or taking up another job might not instinctively regard the job as permanent. However, these personal circumstances are not valid reasons in themselves for regarding a job as not permanent. This can also be the case if someone is about to be made redundant - if the job was permanent when it was obtained then it remains a 'permanent' job.

The following should be coded as 2 (not permanent):

- Persons with a seasonal job
- Persons engaged by a temporary 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)
- Persons with specific training contracts (e.g. apprentices).

Respondents who have a contract to do their job, which is expected to 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 (self-perception).

91. HOWREMP

If PERMJOB=2

If the respondents job is not permanent in any way

In what way was the job not permanent?

1. Casual work
2. Seasonal work
3. Lasted only until a particular task/tasks are completed
4. Lasted only for a specific duration

NOTE: Casual and Seasonal work are not formally defined here - the respondent can choose if one is applicable.

92. WAYJFOUN

((((PaidworkN=Yes) or (JobabsN=Yes))) and ((JOBSTAT1B=2) or (XJOBST1B=2)) and (CHJOB ne NO)) and ((((WenYea-1=JOBYREM) and ((JOBMONTH>=WENDMTH) or (XJOBMNTH>=WENDMTH))) or ((WenYea-1< JOBYREM) and ((JOBMONTH<=WENDMTH) or (XJOBMNTH<=WENDMTH)))))

If respondent is an employee and started current job within last 12 months

Did you use FÁS to secure this job?

The key question is, would you have got this job if FÁS did not exist?

1. Yes
2. No

NOTE: The involvement of the public employment office should be effective, i.e. having contributed to the finding of the current job. It should be a role of putting in contact the employer and the employee by informing one of the existence of the other. “Putting in contact” should be interpreted broadly, and could simply involve the respondent seeing a job vacancy on the website of the employment office.

So for example, if a respondent was registered with FÁS and saw a job advertisement in the local office and subsequently secured the job, it should be considered that FÁS played a role in securing the job. If the person had not been registered with FÁS they would not have been in the office and saw the advertisement.

Training courses, which facilitated the person in taking this job, should be excluded.

93. PRETJOB

If CHJOB=2 and xPERMJOB=2

If the respondent has not changed jobs since previous quarter and this job was previously stated as not permanent

You previously indicated that the job was not permanent - is this still the case?

1. Yes
2. No

94. YREND

If PERMJOB=3 or PRETJOB=1

If the respondents job is not considered permanent in any way

In what year do you expect the job to end?

Enter a numeric value between YYYY (current year) and YYYY (current year +7 years).

95. MONEND

If YREND =>Refyear + 4

If the respondents' job is not considered permanent and expected to end within the next 4 years

And do you know in what month?

1. January
:
12. December
13. Don't know/can't remember

NOTE: These two variables are used along with JOBYREM and JOBMONTH, to work out the total (likely) duration of the temporary job.

96. WHYTEMP12

If PERMJOB12=2

If the respondents job is not considered permanent in any way

Did you take a temporary job rather than a permanent one because…?

1. It is a contract covering a period of training (apprentices, trainees, research assistants etc.)
2. You could not find a permanent job
3. You did not want a permanent job
4. It is a contract for a probationary period
5. Some other reason

NOTE: Code 1 includes apprentices, trainees, research assistants etc. who have contracts of limited duration - even though the person may go on to work permanently with the same employer. If more than one category applies to a respondent, the first one on the list that applies should be recorded.

The current reason of having a temporary job should be coded, even if it differs from the starting reason.

97. WHYNWP

If WHYTEMP=3

If the respondent does not have a permanent job and does not want to have a permanent job

Was this because…?

1. You wanted or needed to attend to domestic/family commitments
2. You intended returning to full-time education
3. Some other reason
4. Currently in education (full-time or part-time)

98. FULLPART

((CHJOB=Yes) or ((Xfullprt=EMPTY) and (Xprepti=EMPTY) and (Xprefti=EMPTY))) and ((PAIDWORKN=Yes) or (JOBABSN=Yes) or (UNPAIDWK=Yes))

If the respondent is considered to be in employment and has changed job or it is the respondents first time beng interviewed

Thinking now about the hours of work in the job, would you describe it as full-time or part-time?

1. Full-time
2. Part-time

NOTE: A part-time worker is "an employed person whose normal hours of work are less than those of comparable full-time workers" (International Labour Conference, 81st session, 1994).

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 (self-perception).

The following questions are only asked on repeat calls and are aimed at determining a change in the full-time \ part-time nature of the job:

99. PREPTI

If CHJOB=2 and xFULLPART=2

If the respondent was considered to be in part-time employment in the previous quarter and has not changed jobs since then

You previously described your job as a part-time one. Is this still the situation?

1. Yes
2. No – it is a full-time job

100. WCFPT

If PREPTI=2

If the respondent was considered to be in part-time employment in the previous quarter, but the same job is now considered full-time

Is this because…?

1. Your hours have increased
2. You now think of it as full-time
3. Some other reason

101. PREFTI

If CHJOB=2 & xFULLPART=1

If the respondent was considered to be in full-time employment in the previous quarter and has not changed jobs since then

You previously described your job as a full-time one. Is this still the situation?

1. Yes
2. No – it is a part-time job

102. WCFFT

If PREFTI=2

If the respondent was considered to be in full-time employment in the previous quarter, but the same job is now considered part-time

Is this because…?

1. Your hours have decreased
2. You now think of it as part-time
3. Some other reason

103. WBCPT

If WCFFT=1

If the respondent was considered to be in full-time employment in the previous quarter, but same job is now considered part-time because hours have decreased

And is this your preference, i.e. that you should work fewer hours?

1. Yes
2. No

104. WHYPT

If FULLPART=2

If this is the respondents first interview or they have changed jobs since last quarter and the respondent is now in part-time employment

Why did you take a part-time job rather than a full-time one?

1. You could not find a full-time job
2. You were a student/pupil
3. You were ill or disabled
4. Looking after children or ill, disabled or elderly adults
5. Other personal or family reasons
6. Other

NOTE: **Code 2** (student/pupil) applies to a part-time job that is done during term. Post-graduate students often work on projects/theses during the summer and "term" can be taken to include the

summer in such cases. However, a student working in a part-time job during holidays only should choose code 1 or 2 above.

Code 4: the care of children/ ill, disabled or elderly adults, 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/disabled relatives/friends (aged 15 or more),

but excludes:

- Care as a job (it means that care done in a professional capacity is excluded),
- Care as a volunteer work (e.g. for a charity organisation).

In both cases, they should be coded as 6 (Other).

105. NEEDCRPT

If WHYPT=4

If the reason the respondent took a part-time job rather than a full-time one was because they were looking after children or ill, disabled or elderly adults

Do any of the following influence your decision to work part-time?

1. Suitable childcare is not available or affordable
2. Suitable care services for ill, disabled or elderly are not available or affordable
3. Suitable care services for both children and ill, disabled or elderly are not available or affordable
4. Care services do not influence decision

106. USHR

If PAIDWORKN, JOBABSN, UNPAIDWK=1

If the respondent was in employment in the given week

How many hours do (did) you usually work at this job, including regular overtime, but excluding meal breaks?

ⓘ Enter hours 01-98
00='hours vary – can't give usual hours.'

NOTE: This is the usual number of hours worked on a weekly basis by the respondent (use average over the last four weeks, if necessary). It includes the contractual hours of work plus overtime that

the employee is regularly expected to work, irrespective of whether this overtime is paid or unpaid. Any absences during this period should be discounted.

The number of hours worked includes the following:

- Hours worked during normal working hours
- Regular overtime, that is hours worked regularly outside of "normal" working hours, generally but not always paid at higher rates than "normal" hours
- Time spent at the workplace on tasks such as preparation of the place of work, maintenance and repair, preparation and cleaning of tools, writing up of receipts, work cards, records or reports.
- Time spent at the workplace during slack periods, resulting from, for example, occasional lack of work, machinery stoppages or accidents, or time spent at the workplace during which no work has been done, but for which payment has been made in accordance with a guaranteed work contract.
- Time allotted for short rest periods at the workplace, including coffee breaks, tea breaks etc., which are often allowed during a morning, afternoon or evening.

The following should NOT be included as time worked:

- Main meal breaks, e.g. the lunch break or, in the case of a person working overtime or - a late shift, a break for an evening meal.
- Travelling time between home and place of work (except where travelling is an intrinsic part of the work, e.g. a doctor visiting a patient or a salesperson visiting a customer).
- Regular overtime included in the total hours in this question should be recorded as the time actually worked – i.e. an hour paid at double time is still one hour for the purposes of this question.
- Absences from work within the working period for personal reasons (such as visits to the doctor).
- Education and training hours which are not necessary for carrying out the production or ancillary activities.

Special cases – working hours

Note, the following examples apply to both the usual hours (USHR) and actual hours (ACHR) variables, and describe how to count working hours.

Working at home: The time spent at home in working activities directly related to the current job has to be taken into account when counting working hours. Persons who work at home, as well as another workplace (teachers correcting exercises, a self-employed person doing the books etc.) should include the number of hours they work at home.

Teachers: The teacher's employment contracts refer to weekly hours spent in the classroom. However, all hours worked which directly relate to teaching are to be included in hours worked (USHR and ACHR). This includes teaching in or out the class, preparation and planning the course,

marking, attending meetings and conferences related to teaching. Supervision of school trips where attendance is required should be included.

Training time: For employees, training time should be excluded if all the four following statements are true:

- The participation of the employee is voluntary
- The training takes place outside normal working hours
- The training is not directly connected to the current job
- The employee does not produce anything during this time

Apprentices, trainees, and other persons in vocational training should exclude the time spent in schools or other special training centres outside the workplace.

Farmers: Hours spent in running the farm, preparing the production for selling, supervising employees, as well as hours spent in commercial and administrative tasks linked to the farm should be counted here. Hours spent in production only designated to own consumption, and hours spent in the farm without doing anything connected to the agricultural business should be excluded. In the case of persons who help out in a family farm/business, ONLY the hours worked in the farm or in the business should be included. Hours spent on domestic tasks must be excluded.

Seasonal workers: For people who have different working time arrangement depending on seasons, the usual hours worked should refer to the current season.

Treatment of travelling time for business trips: For purely business trips, related to the current job, travelling time is classed as an 'ancillary activity', and this is be included in the hours worked.

Working hours not paid by the employer (including unpaid overtime): For employees, it is not necessary that the hours worked be paid hours, as long as the employee is required to work additional hours in his/her job. Additional hours that the employee is required to work outside of formally contracted hours should be included in both the usual and actual hours (ACHR) worked.

NOTE: In dealing with employees, and in particular some employees in the public service, care should be taken to ensure that principal meal breaks are excluded from the total, as some employees may regard these hours as part of the working week.

Variable hours and working patterns: If a person's usual hours of work vary considerably from week to week, or month to month, so that a figure for usual hours cannot be given, you should ask for the person's average weekly hours over the last 4 weeks, unless the person was sick, on holiday or maternity leave etc.

If the person cannot come up with such an average enter 00. Employees who work flexi-time, however, should not generally be given code 00 here as most flexi-time arrangements have accounting periods of 2-4 weeks – so it should be possible to give a 4-week average.

Similarly, when a person works every second week, 40 hours one week and 0 hours the next week, the usual hours should be calculated as 20 hours. The reasons for the differences between this average and the actual hours worked should be "variable hours" (WHYLESS=1).

People absent for a long period: For people in employment who last worked before the long reference period of at least four weeks, the usual hours worked should refer to the situation immediately before the start of the extended absence from work. Thus the usual hours of work of persons on maternity leave refer to the usual hours, as they would have been identified had the person been asked in the week before starting the maternity leave.

On-call time: The directive 2003/88/EC defines on-call time as the "period during which the worker has the obligation to be available at the workplace in order to intervene, at the employer's request, to carry out his activity or duties"

The active part of on-call activity (i.e. when the worker is actually called on to do something) is obviously included in working hours (both usual and actual). Also the inactive time spent at the workplace while waiting to be called into action is also be included in working hours (e.g. theatre nurse).

However, inactive time outside of the workplace is not included unless the restrictions on the worker while waiting to be called are quite high (e.g. if the worker is required to wear a uniform at home).

107. ACHR

If PAIDWORKN=1 or UNPAIDWK=1

If the respondent did paid work or did any work for a business owned by another family member in the given week

How many hours did you actually work at this job in the week ending Sunday dd/mm/yyyy including regular overtime, but excluding meal breaks?

ⓘ Enter hours 01-98
98: 98 hours or more
Time paid but not worked in the reference week should not be included as time actually worked.
Exclude paid annual or public holiday, paid absences due to illness.

Enter a numeric value between 0 and 98

NOTE: This variable is used to measure the volume of work that each worker undertakes in the reference week, and is important to get a sense of which workers are putting in long hours and which sectors are using less hours each week, possibly as a result of economic difficulties.

On repeat calls the temptation may be to provide the respondent with the previous answer and ask if anything has changed. This approach is not acceptable. The question must be asked again and probe if necessary for any absences during the reference week.

Time paid but not worked in the reference week (e.g. paid annual or public holidays, paid absences for illness) should NOT be included as time actually worked.

See additional notes above: **Special cases – working hours** p. 79.

108. PAIDOT

IF JOBSTAT1B=2 or XJOBSTAT1B=2

If respondent is an employee

How many hours paid overtime did you work in the reference week?

ⓘRemember that someone who works less hors than usual in the reference week can still have done some hours overtime.

Enter a numeric value between 0 and 40

Overtime hours are the number of hours actually worked by an employee in excess of his or her contractual hours of work.

Contractual hours of work are the hours the employee is expected to work in the reference week as predetermined (by order of preference) by an individual contract between the employer and the employee, by convention at the enterprise level, by collective agreement or by legislation.

Paid overtime hours are the number of hours actually worked by an employee in excess of his or her contractual or normal daily or weekly hours of work for which the employee is entitled to compensation, in pay, kind or compensatory leave.

Credit hours within the framework of working time banking system (e.g. flexi time) should not be included as overtime hours. When an employee works on some kind of flexitime system, paid overtime should be registered only if no compensatory time off is taken, and the employee is paid for these additional hours. However, if the employee does not take time-off and is not compensated for the hours worked, unpaid hours overtime should be recorded

Some employees may have the possibility of doing overtime and then being allowed additional hours off instead of overtime payment. The rate of payment is critical to deciding whether these hours are to be considered overtime or not.

If the rate of payment of these hours is:

- "One to one" this should be considered as compensatory time off and therefore these hours should NOT be considered overtime (as in a working time banking or flexi system).

- Superior to one, these hours should be considered overtime and the number of hours considered should be the real number of hours of overtime worked and not the number of free hours received as payment.

E.g.: A person has worked 5 hours of overtime and receives 10 hours of free time in payment. 5 hours paid overtime should be recorded, because the person effectively receives 'double-time' for the hours worked.

When the person does not know his contractual hours the benchmark should be the general number of hours foreseen by the legislation for full-time workers.

Some respondents may do what is called 'period working'; where they work for a monthly (e.g.) cycle. In such a scenario the number of hours of overtime worked may only be calculated when the full period or cycle has come to an end. If someone working this sort of system reports having worked longer hours than usual during the reference week and expects the extra to be treated as overtime, this overtime should be taken into account.

Overtime hours should only be counted if they occur at the employees' place of work. Therefore, persons who take work home with them (e.g. teachers) or who work on the train in the morning on the way to work are not considered, for the purposes of these questions to be doing unpaid overtime.

109. UNPAIDOT

If JOBSTAT1B=2 or XJOBSTAT1B=2

If respondent is an employee

How many (if any) hours did you work (in the reference week) without getting paid for them? **ⓘRemember that someone who works less hors than usual in the reference week can still have done some hours overtime.**
Enter a numeric value between 0 and 40

NOTE: Unpaid overtime occurs if someone works hours in excess of his or her usual contracted hours without receiving any payment in kind. Many salaried workers will work additional hours every week without receiving any direct payment. For example, some workers may be contracted to work 9 – 5 but end up staying until 6 most evenings, for no extra payment. See notes for PAIDOT above.

110. WHYMOR

If ACHR>USHR

If the hours actually worked in a given week are greater than the hours usually worked

What was the reason you worked more hours than usual in that week?

1. Variable weekly hours (e.g. flexi-time)
2. Overtime (whether paid or unpaid)
3. Other reason

NOTE: 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 and "overtime" is one of the reasons, code to "overtime".

111. WHYLESS

If ACHR<USHR

If the hours actually worked in a given week are less than the hours usually worked

What was the reason you worked less hours than usual in that week?

1. Variable hours (e.g. flexi-time)
2. Bad weather
3. Slack work/short-time
4. Labour dispute
5. Education or training outside the workplace
6. Own illness, injury or temporary disability
7. Maternity leave or paternity leave or parental leave
8. Public holiday
9. Took holidays
10. Other leave for personal or domestic reasons
11. Start/Change of job in that week
12. Job ended in that week
13. Finished assigned work
14. Other reason

NOTE: In a case where more than one reason applies, the reason to be coded is that which explains the greatest number of hours. For example, if a person worked 0 hours in a week which contains a bank holiday then four days would be annual leave while one day would be a public holiday and in that case the code given should be 'took holidays'.

If respondent took equal time as annual leave and public holiday, code 'took holidays'.

112. EVERPAID12

If PAIDWORKN=2, JOBABSN=2 AND UNPAIDWK=2

If the respondent is a new respondent and was not in employment in the given week

Have you ever (in your life) had paid work, apart from casual or holiday work?
ⓘ Please include self-employment or a government scheme

1. Yes
2. No

NOTE: For someone with a new job to start after the reference week (coded NEWJOB=1), this question should be interpreted as ever having had a job before the reference week (the job may have started between the reference week and the time of the interview).

The previous employment experience should be an employment for pay or profit.

A person who has only previously worked in a non-paid traineeship should be coded 2 here.

113. EVERUPDT12

Ask of all respondents who for whom (Prev.EVERPAID12=2 OR Prev.EVERUPDT12=1) and PAIDWORKN=2 and JOBABSN=2 and UNPAIDWK=2

If the respondent is not considered in employment in the given week and indicated in previous interviews that they had never worked

You previously stated that you never had paid work, apart from casual or holiday work. Is this still the case?

1. Yes
2. No

114. YEARLEFT

If EVERWORK=1

If the respondent was not in employment in the given week, and has not always been a full-time student, but has had a job previously

In what year did you leave this job?

ⓘ **Enter year**

Enter a numeric value between 1930 and 2011

115. MONLEFT

If YearLEFT >= YR(SysDate) - 1

If the respondent was not in employment in the given week, and has not always been a full-time student, but has had a job previously which they left in the year before the current year or in the current year

And can you remember in what month that was?

1. January
:
12. December
13. Don't know/can't remember

NOTE: If the respondent remembers to within a month or two, record the month which he/she feels is most probably correct.

Industry and Occupation

Interactive coding of economic activity (INDUSTRY) and occupation (OCCUP10) in the field was introduced to the QNHS in the fourth quarter of 2004. This allows interviewers to assign a numeric code to the industry classification (NACE) and occupation classification (SOC) of the respondent during the interview phase. NACE is a European industry standard classification system known as the Statistical Classification of Economic Activities in the European Community (in French: Nomenclature statistique des activités économiques dans la Communauté européenne). The Standard Occupational Classification (SOC) is a common classification of occupational information from the United Kingdom that is also used in Ireland. From SOC, we can map to the International Standard Classification of Occupations (ISCO).

116. INDUSTRY

If PAIDWORKN, JOBABSN, UNPAIDWK=1 or (YearLeft > YR(SysDate) - 20) or CHJOB=1

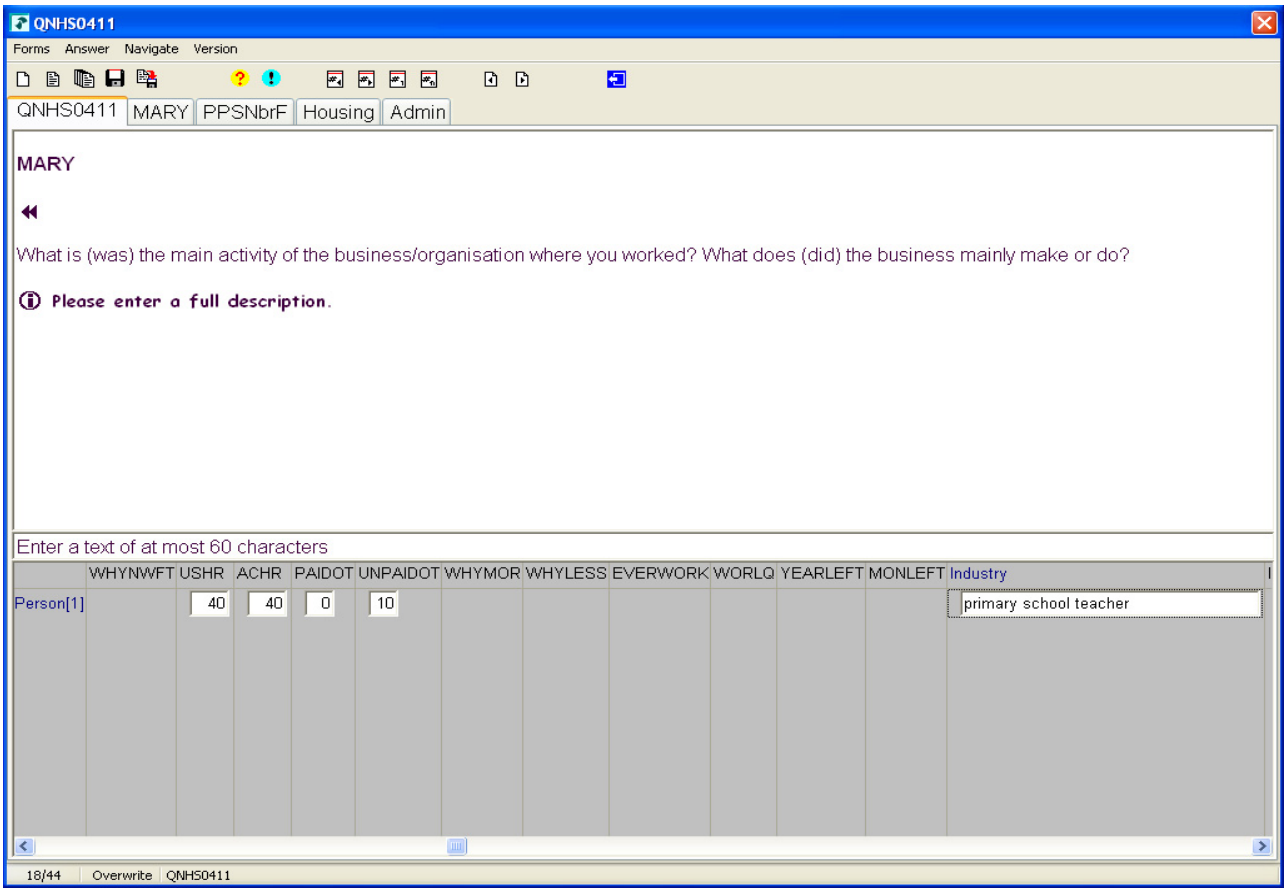
If the respondents first time in the survey and is considered to be in employment in the given week or has been employed in the last 20 years, or if they have changed job since the previous interview

What was the main activity of the business/organisation where you worked? (What did the business mainly make or do?)

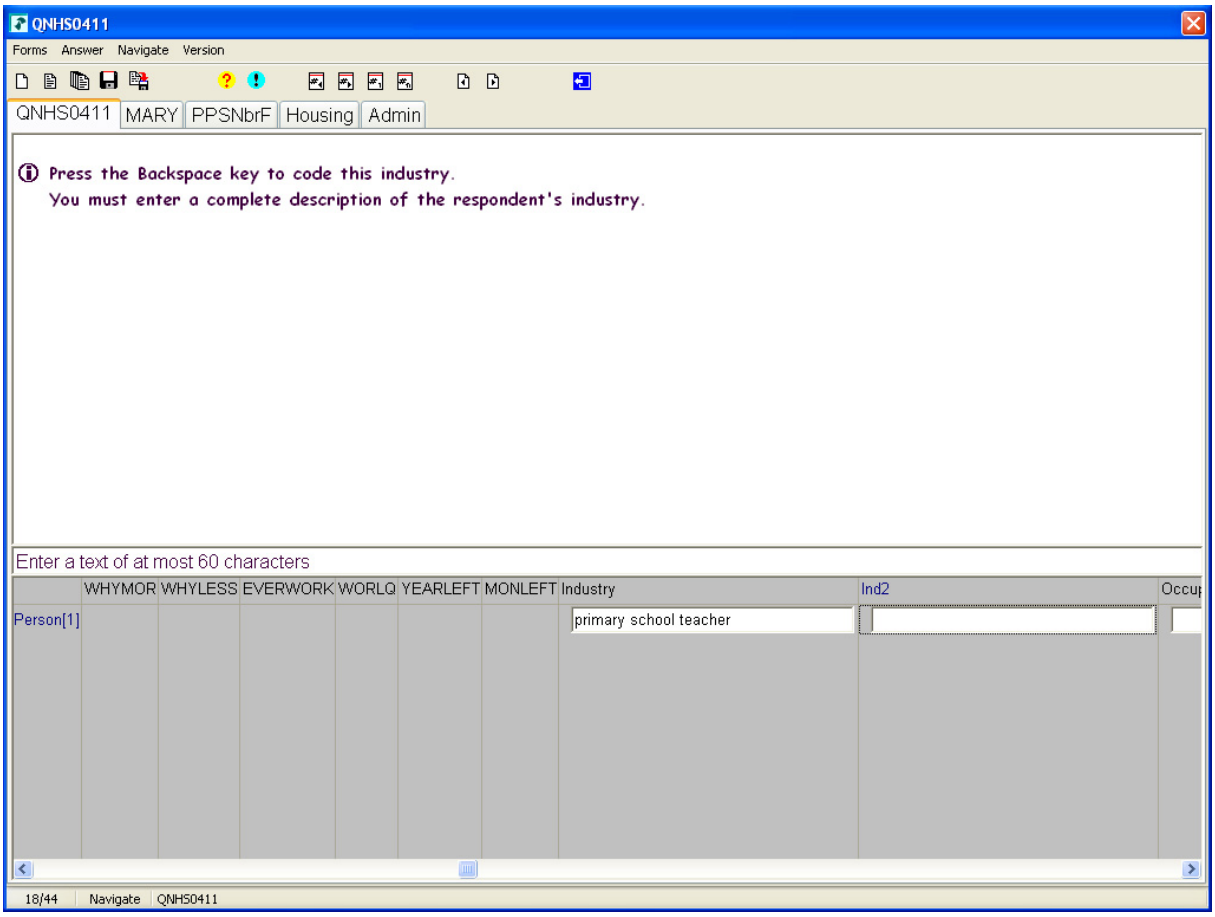
ⓘPlease enter a full description.

Enter text of at most 60 characters

NOTE: The text entered here should be an ACTIVITY, not a title, name or a vague heading (such as health-care, leisure, motor trade, selling, manufacturing, distribution).



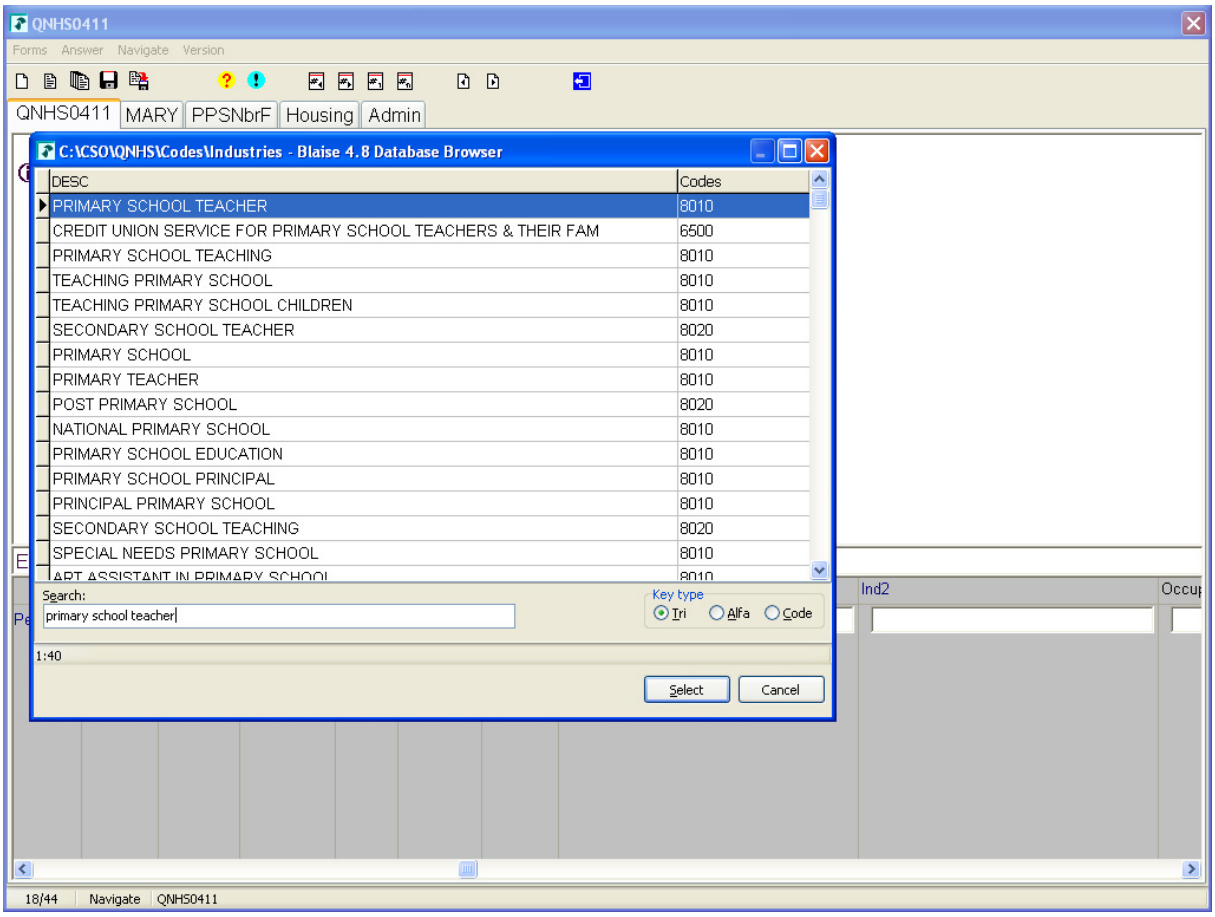
Once a complete description of the respondent's industry has been entered, press ENTER to proceed to the next field.



Then hit the ◄ Backspace button or the space bar to bring up the Industry coding dialog box. This automatically searches the industry lookup file for the text string entered and brings up a list of all the industry options that are similar to that entered by the interviewer.

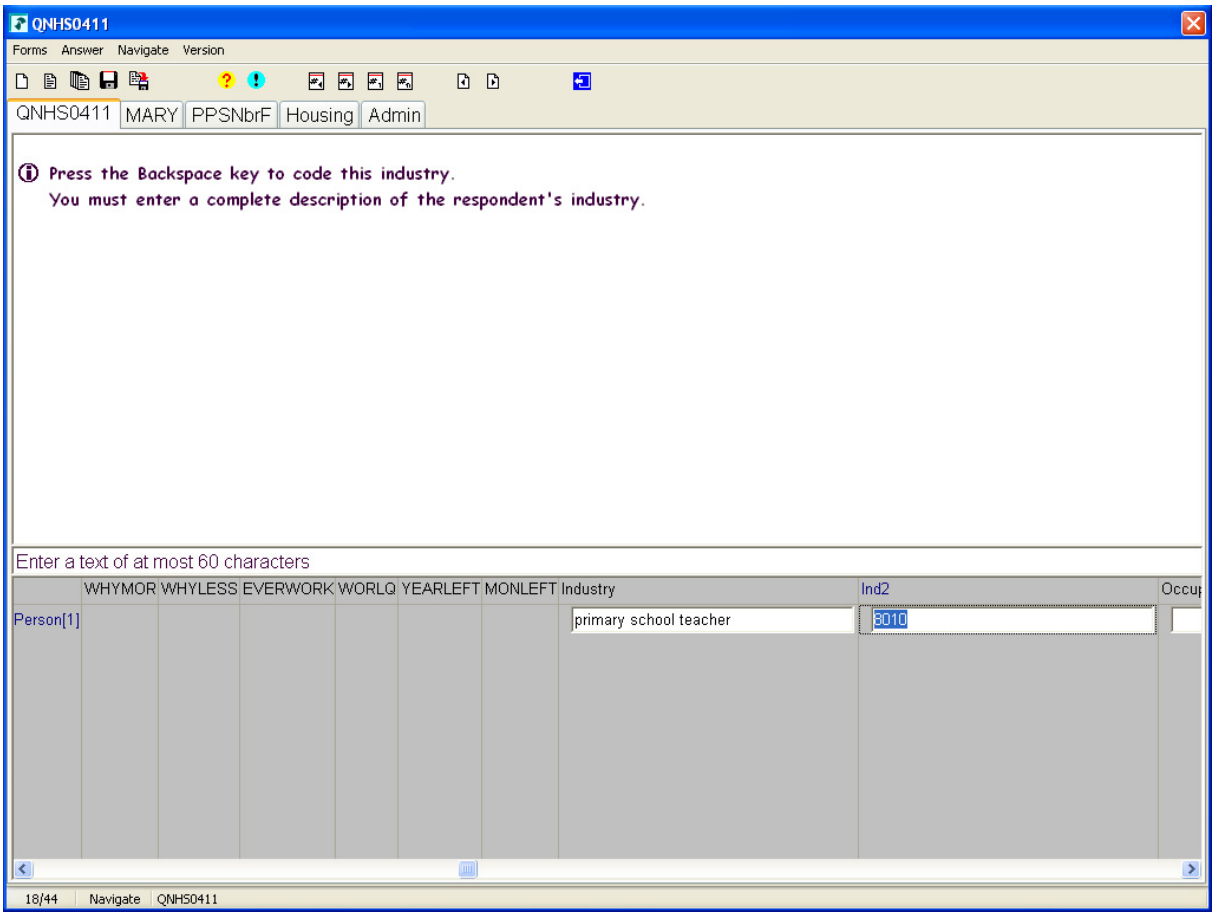
117. IND2

ⓘ **Press the backspace key to code this Industry.** **You must enter a complete description of the respondent's industry**
Enter text of at most 60 characters



On the right-hand side of the screen there is a 4-digit code associated with each industry. The interviewer then selects the industry (using the ARROW KEYS and ENTER) that most accurately resembles the one entered and the corresponding code is entered in the next field on the questionnaire (IND2). If necessary the respondent can be shown the list of industries on the screen to select the most appropriate option.

If there is no match found, adjust the text string to widen the search, as there may be an appropriate code available but the text string submitted is too specific. If a code is still not available, code as "XXX". The interviewer should make a note of the industry and send it to their coordinator so that the lookup file can be updated.



NOTE: The more complete the text description entered the easier it is to code.

NOTE: the OCCUP10 and EDUCATQ2 questions are coded using the same mechanism as the INDUSTRY question above.

118. OCCUP10

If PAIDWORKN, JOBABSN, UNPAIDWK=1 or (YearLeft > YR(SysDate) - 20) or CHJOB=1

If the respondents first time in the survey and is considered to be in employment in the given week or has been employed in the last 20 years, or if they have changed job since the previous interview

What was your occupation in this job? (what did you mainly do in the business/organisation?)

ⓘ Please enter as full a description as possible.

[Text of at most 60 characters]

119. OCC2

Press the backspace key to code this occupation.

You must enter a complete description of the respondent's occupation

[Text of at most 60 characters]

If there is no match found for occupation, adjust the text string to widen the search, as there may be an appropriate code available but the text string submitted is too specific. If a code is still not available, code as "Gainfully occupied but occupation not stated". You can find this text string by typing it into the pop-up dialog box for OCCUP2. Alternatively you can change the method of search from "Tri" to "Code" by clicking the radio button in the bottom right-hand corner of the screen, and then choose code number "0001". The interviewer should make a note of the occupation and send it to their coordinator so that the lookup files can be updated.

120. CNSTRDET

IF (Ind2 ='4510') or (Ind2 ='4520') or (Ind2 ='4530') or (Ind2 ='4540') or (Ind2 ='4550')
If the respondent is working in the Construction sector

Do you mainly work on new housing developments and house renovations?

1. Yes
2. No

NOTE: This question appears on the questionnaire after IND2 (the industry text string has been coded). This question is triggered if the respondent is working in the Construction sector (IND2=4510 to 4550).

The question is designed to establish within the Construction sector whether respondents are mainly working on housing or on other construction projects.

121. SUPERES

IF JOBSTAT1B=2 or XJOBSTAT1B=2

If respondent is an employee

Do you supervise the work of other people on a regular basis?

ⓘ This does not include people who monitor quality control only or persons who supervise on a temporary basis

1. Yes
2. No

Supervisory responsibility includes formal responsibility for supervising other employees (other than apprentices), whom they supervise directly perhaps also doing some of the work they supervise and excludes quality control (i.e. checking the output of production but not the actual work of other employees) and consultancy work. 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 respondent's main job and to their usual situation in that job and not just the situation during the reference week. Persons who have supervisory responsibilities only because they are replacing a temporarily absent supervisor should not be considered to have supervisory responsibilities. The definition of *temporarily* is left to the respondent.

In some cases a supervisor may combine his/her supervisory responsibilities with other work; if supervisory responsibility constitutes part of his/her job, then he/she should be coded 1 (Yes).

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

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

122. TEMPAGCCY

IF JOBSTAT1B=2 or XJOBSTAT1B=2

If respondent is an employee

Do you have a contract with an employment agency?

ⓘ This means that regular work is secured through an employment agency, which places the employee with different employers.

1. Yes
2. No
3. Don't know

Temporary employment agencies act as intermediaries in the jobs market between employees and employers. However, they are not the same as job agencies (e.g. MONSTER.ie, IRISHJOBS.ie) who place candidates in permanent jobs with employers. A temporary employment agency maintains a register of employees who it places with various employers, as they are required on a temporary basis. Common examples would be 'Agency nurses' or office workers who 'temp' from week to week.

Staff leasing is not the same as working for a temporary employment agency; 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 does not have a general intermediary function on the labour market. An example of this might be a software development company who lends one of its programmers to another software company for specified period. This is a staff leasing situation and the person in question does not work for a temporary employment agency.

Persons employed by a temporary employment agency, but who are not working for an external company in the reference week, should still indicate that they work for a temporary employment agency, as this is their usual situation. For example, an office assistant might be working in the employment agency's own office during the reference week, but their usual situation is working for an external company that the agency has a contract with.

Staff who are directly employed by the temporary employment agency (office staff etc.) and who do not work under the supervision and direction of an external company should be coded 2 (No).

NB: When recording the INDUSTRY of a respondent, who has a contract with a temporary employment agency, please enter the temporary employment agency and not the employer that they worked for in the reference week.

E.G. A nurse who has contract with 'Temporary employment agency', who worked in Cork University Hospital for five nights during the reference week, should be recorded as follows.

Industry; Temporary employment agency **correct**

Cork University Hospital / Southern Health Board **incorrect**

Occupation: Registered Nurse

123. PSECTOR

If CHJOB=1 or CHJOB= empty & JOBSTAT1B=2 or XJOBSTAT1B=2

If the respondent is an employee

Are you employed in a public sector organisation?

ⓘ This means employed by the state or a state organisation, it does not include work that only involves dealing with the public sector.

1. Yes
2. No

NOTE: Dealing with the public in the course of employment is not what is meant by 'public sector'. The respondent's employer must be the state or a state organisation, regardless of the nature of the work.

The following are not public sector employees:

- Contract cleaning staff in the CSO
- Catering staff in the Dept. of Education canteen

Many state organisations hire sub-contractors to carry out work for them but it is important to be aware that the employer in these cases is not the state but the subcontractor.

Examples of public sector organisations:

- Civil Service: Central Statistics Office, Dept. of Defence, Dept. of Agriculture
- Local Authorities: Kerry County Council, Cork Corporation, Killarney Urban District Council, Thurles Urban District Council, Traffic Wardens
- Regional Bodies: North Western Regional Fisheries Board, Central Fisheries Board, Dublin Port and Docks, Dingle Harbour Commissioners,
- Garda Síochána and Defence Forces
- Non-Commercial Semi-state: FÁS, Bórd Na Gaeilge, National Disability Authority, Medical Council, Comhairle, Legal Aid Board
- Commercial Semi-state: ESB, VHI, Bus Eireann, Central Bank of Ireland, Aer Rianta, Aer Lingus, RTÉ

124. LOCUNIT12

If PAIDWORKN, JOBABSN, UNPAIDWK=1 and not (JOBSTAT2=2 or xJOBST2=2)

If the respondent was in employment in the given week and was not self-employed with no employees
(I.e. ask all persons in employment this quarter)

In total, how many people work in your place of employment?

1. 1 person
2. 2 people
3. 3 people
4. 4 people
5. 5 people
6. 6 people
7. 7 people
8. 8 people
9. 9 people
10. 10 people
11. 11 – 19 people
12. 20 – 49 people
13. 50 – 99 people
14. 100 – 249 people
15. 250 – 500 people
16. 501 people or more
17. Not sure but probably less than 11
18. Don't know
19. Not applicable

NOTE: The number of persons working at the local unit is defined as the total number of persons who work inside the unit (inclusive of working proprietors, partners working regularly in the unit and unpaid family workers), as well as persons who work outside the unit who belong to it and are paid by it (e.g. sales representatives, delivery personnel, repair and maintenance teams). It includes persons absent for a short period (e.g. sick leave, paid leave or special leave), and also those on strike, but not those absent for an infinite period.

It also includes part-time workers who are on the payroll, as well as seasonal workers, apprentices and home workers on the payroll (definition of the regulation on Structural Business Surveys).

The number of persons employed should exclude manpower supplied to the unit by other enterprises, persons carrying out repair and maintenance work in the enquiry unit on behalf of other enterprises.

For pragmatic reasons, persons working for an employment agency should provide the numbers of persons working in the local unit where they perform their work.

125. PLACEW

If PAIDWORKN=1 or JOBABSN=1 or UNPAIDWK=1

If the respondent is considered to be in employment in the given week

Is your place of work in the Republic of Ireland?

1. Yes
2. No

126. PLACECT

If PLACEW=1

If the respondents place of work is in the Republic of Ireland

In which county?

1 Carlow	8 Laois	15 Wicklow	22 North Tipperary	29 Mayo
2 Dublin City	9 Longford	16 Clare	23 South Tipperary	30 Roscommon
3 South Dublin	10 Louth	17 Cork City	24 Waterford City	31 Sligo
4 Fingal	11 Meath	18 Cork County	25 Waterford County	32 Cavan
5 DunLaoghaire / Rathdown	12 Offaly	19 Kerry	26 Galway City	33 Donegal
6 Kildare	13 Westmeath	20 Limerick City	27 Galway County	34 Monaghan
7 Kilkenny	14 Wexford	21 Limerick County	28 Leitrim	35 Dublin (more than one area)

127. PLACER

If PLACEW=2

If the respondent's place of work is not considered to be in the Republic of Ireland

Which country is your normal place of work?

Enter text of at most 40 characters

NOTE: There is a lookup file for the list of countries that appear on the QNHS. Enter the first 3 or 4 letters of the country and select the appropriate one from the list. This list appears as soon as the interviewer starts to type in the field and automatically starts the lookup process.

If you have varied places of work, the country of work is the one where the local unit is settled. People working in embassies should be coded as working in the host country.

128. UNION

(If PAIDWORKN, JOBABSN, UNPAIDWK=1 or xUNION=blank or CHJOB=1) and JOBSTAT1B ne 1

If the respondent is considered to be in employment in the given week, excluding self-employed

Are you a member of a trade union or staff association, which represents its' members in labour and industrial relations issues?

1. Yes
2. No

129. WHYLEFT

(YearLeft > YR(SysDate) - 9) or (WORLQ=Yes)

If the respondent is not considered to be in employment in the given week but has had a job previously which they left in the last 9 years

… and why did you leave this job?

1. Made redundant
2. It was a temporary job
3. Early retirement
4. Own illness or disability
5. Normal retirement
6. Education or training
7. Personal or domestic reasons
8. Accepted voluntary redundancy
9. Career break or temporary leave of absence
10. Other reason

NOTE: Code 1 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 2 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 7 is used for caring for children or ill, disabled or elderly adults as well as personal or domestic responsibilities such as marriage or pregnancy.

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/disabled/elderly relatives/friends (aged 15 or more)

but excludes:

- Care as a job (it means that care done in a professional capacity is excluded)
- Care as a volunteer work (e.g. for a charity organisation)

In both these excluded cases, they should be coded as 10.

Working Patterns

The questions SHIFTWK12 to HOMEWORK12 are asked every quarter of respondents that are working. The respondent should consider their work patterns in the 4 weeks prior to the end of reference week, i.e. the reference week and the three previous weeks, when answering the question. If they were absent from the job during that period, they should consider their usual working patterns.

130. SHIFTWK12

If PAIDWORKN, JOBABSN, UNPAIDWK=1

If the respondent is considered to be in employment in the given week

Do you do any shift work i.e. work two or more different work shifts?

ⓘ **Shift work should imply changes in the work schedule. Persons having fixed assignment to a given shift should not be considered as shift-workers, even if their working schedules are defined in their establishment in terms of shift-work.**

1. Yes
2. No

131. EVENWORK12

If PAIDWORKN, JOBABSN, UNPAIDWK=1

If the respondent is considered to be in employment in the given week

Thinking about the 4 weeks ending Sunday [Refday], would you say that…

1. At least half of the total time you worked was in the evening
2. Or less than half?
3. Spontaneous: No time worked in the evening in the past four weeks

Generally speaking, "evening work" is considered to be work done after the usual hours of working time, but before the usual sleeping hours. This implies the possibility of sleeping at normal times (whereas "night work" implies an abnormal sleeping pattern).

132. NIGHTWK12

If PAIDWORKN, JOBABSN, UNPAIDWK=1

If the respondent is considered to be in employment in the given week

Thinking about the 4 weeks ending Sunday [Refday], would you say that…

1. At least half of the total time you worked was in at night
2. Or less than half?
3. Spontaneous: No time worked at night in the past four weeks

NOTE: "Night work" is considered to be work done during the usual sleeping hours. This implies an abnormal sleeping pattern in comparison to most other people. Generally speaking, it should include the hours between midnight and 5 a.m.

133. SATWORK12

If PAIDWORKN, JOBABSN, UNPAIDWK=1

If the respondent is considered to be in employment in the given week

Thinking about the 4 weeks ending Sunday [Refday], how many Saturdays did you work?

1. Two or more
2. One
3. None, no time worked on Saturdays in the past 4 weeks

134. SUNWORK12

If PAIDWORKN, JOBABSN, UNPAIDWK=1

If the respondent is considered to be in employment in the given week

Thinking about the 4 weeks ending Sunday [Refday], how many Sundays did you work?

1. Two or more
2. One
3. None, no time worked on Sundays in the past 4 weeks

135. HOMEWORK12

If PAIDWORKN, JOBABSN, UNPAIDWK=1

If the respondent is considered to be in employment in the given week ()

Thinking about the 4 weeks ending Sunday [Refday], have you done any paid or unpaid work at home for your (main) job?

1. At least half of the days worked
2. For at least one hour (but less than half of the days worked) or
3. Not at all (or for less than one hour)

NOTE: Employees "working from 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.

Typical examples of "working from home" include travelling salesmen who prepare at home for appointments with clients who 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 from 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.

For this reason teachers who correct work at home (e.g.) are not considered to be working from home.

Many self-employed people, for example in artistic or professional activities, also 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 has 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.

Job-sharing and Second Job

This question is to be asked of all those in Wave 1, who worked as employees in the reference week or all those in Waves 2-5 who worked as employees in the reference week who have changed jobs or not previously answered the question (i.e. got a job, so questions not asked previous quarter).

136. JOBSHARE

Jobstat1B=1 or Xjobstat1B=1

If the respondent is an employee

Are you a work or job sharer?

1. Yes
2. No

137. SECJOBN

PAIDWORKN=1 or JOBABSN=1 or UNPAIDWK=1

If the respondent did paid work or had a job to which they were expected to return in the given week

In the 7 days ending Sunday the dd-mm-yyyy did you do any other paid work or have any other paid job or business in addition to the one you have just told me about?

1. Yes
2. No

NOTE: The same criteria as for PAIDWORKN (p.55) are used to determine whether the person is employed in his second job or not.

Persons who are simultaneously working in their own professional practice and for a public or private employer (e.g. doctors with their own practice and working in a hospital) should be considered as having two jobs.

A self-employed person exercising wide range of occupational skills in the same business should always be considered having one job only as self-employed.

A self-employed person holding two different businesses (i.e. two separate local units) have to be considered as having two jobs.

As an exception of the general rule, when a person is on parental leave in one job, and performed some work in the reference week for another job, then the former one should in general be considered as the main job and the last one the second.

138. TYSECJOB

If SECJOB=1

If the respondent had more than one job in the given week

Would you describe the second job as regular, occasional or seasonal?

1. Regular
2. Occasional
3. Seasonal

139. STATSJO1

If SECJOB=1

If the respondent had more than one job in the given week

In the second job, are (were) you self-employed or an employee?

1. Self-employed
2. Employee
3. Assisting Relative/Family worker

See notes under JOBSTAT1B (see p.67)

140. STATSJO2

If STATSJO1=1

If the respondents second job is as self-employed

And do (did) you have paid employees?

1. Yes
2. No

141. HRSECJOB

If SECJOB=1

If the respondent had more than one job in the given week

How many hours did you work in this job in the week ending Sunday dd-mm-yyyy?

ⓘ **Enter hours (2 digits)**

Enter a numeric value between 0 and 99

NOTE: 0 is an option here, as the person may have had a second job, but may not have worked at it in that week.

See Notes for ACHR (see p.81)

142. INDSJOB

If SECJOB=1

If the respondent had more than one job in the given week

What was the main activity of the business/organisation (in your second job)?
(What did the business mainly make or do?)

ⓘ **Please enter a full description.**

[Text up to 40 characters]

Note: The text entered here should be an ACTIVITY, not a title, name or a vague heading (such as health-care, leisure, motor trade, selling, manufacturing, distribution). There is no lookup file for this variable, so a full description is needed in order to code the data to the appropriate NACE code.

Job Satisfaction and Job Search

These questions are aimed at measuring time-related underemployment. If a respondent is willing and available to work more hours, and he\she is also below a certain threshold of total hours worked in the reference week then he\she may be considered *underemployed*.

143. MOREHRS

IF PAIDWORKN=1 or JOBABSN=1 or UNPAIDWK=1

If the respondent worked in the reference week or was absent from a job to which he/she will return

Would you like to work more hours for more pay (not overtime)?

1. Yes
2. No

Those who answer that they would like to work more hours (MOREHRS=1) will then be asked if they would be prepared to work more hours in their current job (CJ) **or** take on a second job to supplement the hours in the current job (CJAJ) **or** change job to get more hours (NJ).

144. LESSHRS

IF MOREHRS=2

If the respondent does not wish to work more hours

Would you be prepared to work fewer hours for less pay?

1. Yes
2. No

145. CJ

IF MOREHRS=1 and SECJOB not=1

If the respondent has only one job in which they consider their hours to be too few

Would you be prepared to work more hours in your current job?

1. Yes
2. No

146. CJAJ

IF MOREHRS=1 and SECJOB not=1

If the respondent has only one job in which they consider their hours to be too few

…work your present hours in your current job and also work in an additional job?

1. Yes
2. No

147. NJ

IF MOREHRS=1 and SECJOB not=1

If the respondent has only one job in which they consider their hours to be too few

…change jobs so that you would work more hours in a new job?

1. Yes
2. No

148. GUPSJ

IF MOREHRS=1 and SECJOB =1

If the respondent has a second job but would like to work more hours for more pay

Would you be prepared to work more hours in your main job and give up your other work?

1. Yes
2. No

149. WWLESS

If LESSHRS=1

If the respondent would like to work fewer hours

Is that mainly because…

1. You would give up some of your earnings for more leisure time?
2. You would give up some of your earnings for more time with your family?
3. You have a health issue that makes you want to work less?
4. You have some reason other than the above?

150. LIKEHRS

(MOREHRS=1 or LESSHRS=1) and (PAIDWORKN=1 or JOBABSN=1 or UNPAIDWK=1)

If the respondent considers their current hours worked to be either too few or too many

You have indicated that you usually work (^no.) hours weekly. How many hours in total would you like to work weekly?
Bearing in mind that were your hours at work to increase or decrease your pay might be considered to increase or decrease by the same amount.

ⓘ **00='Don't know'**
98='98 hours or more'

Enter a numeric value between 0 and 140

151. AVHRS

MOREHRS=1 and (CJ=1 or CJAJ=1 or NJ=1 or GUPSJ=1)

If the respondent would like to work more hours and is willing to consider additional hours, an additional job or a new job.

Are you available to increase your hours immediately, within the next two weeks, if an opportunity arose?

1. Yes
2. No

The 'available for additional hours' element of the underemployment definition (See ILO definition, p.177) was not adequately captured by the existing AVWK question. The AVWK questions only refers to an availability to take up a new job (See AVWK, p.122) on the QNHS. This question (AVHRS) is required to complete the definition of underemployment in terms of availability to increase hours.

152. INTANJOB

If PAIDWORKN=1 or JOBABSN=1 or UNPAIDWK=1

If the respondent is considered to be in employment in the given week

Apart from the question of hours, is there any other reason why you might be interested in an alternative job?

1. Yes
2. No

Note: This variable is used with hours-related questions above to measures the respondent's level of underemployment and his\her attachment to the current job.

153. WHYINT

If INTANJOB=1

If the respondent is interested in another job for a reason other than the number of hours worked

Is that because of…?

1. Risk of loss of present job
2. Feel your skills/talents are under-utilised at present
3. Present job considered to be transitional
4. Want better working conditions (e.g. pay, quality of work, unsociable hours)
5. Commuting distance/time is too long
6. Bullying at present job
7. Other reasons (to do with present job)

154. LKANJOB12

MOREHRS=1 or LESSHRS=1 or INTANJOB=1

If the respondent considers their current hours worked too few or too many, or is interested in an alternative job

In the 4 weeks prior to Sunday dd-mm-yyyy, have you looked for another job?

1. Yes
2. No

NOTE: People who are looking for a different job at the current employer, or who have applied for a permanent position in the same job that they are now performing, should be considered to be looking for an alternative job (INTANJOB=1).
Self-employed people may interpret 'looking for additional job' as trying to increase their present business. Looking for additional clients is not enough to be coded 1 here. Self-employed people should be coded 1 for this question if they were looking for a job as employee or if they were looking for a different business in the reference week.

A contractor might reply that he/she is always looking for another job/contract. That is not what is intended by this question - unless the contractor is looking for employment outside his/her usual contracting business, the answer here should be 2 (No).

This question is asked of those who worked or had a job during the reference week.

155. LOOKWK

If Age<=74 and PAIDWORKN=2 and JOBABSN=2 and UNPAIDWK=2

If the respondent is aged 74 or under and not in employment in the given week

In the four weeks prior to Sunday dd-mm-yyyy, did you look for work (either full-time or part-time)?

ⓘ **This refers to any search activity over the four weeks prior to Sunday dd-mm-yyyy.**

1. Yes
2. No

NOTE: The reference period for this question is the four weeks prior to the end of the reference week. Therefore, if a respondent has been looking for work during this period he\she should be coded 1.

This question is central to determining whether the person is unemployed or inactive. An unemployed person is both looking and available for work.

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.

This question is asked of those not working during the reference week.

156. EMPEMPEE

If LKANJOB=1 or LOOKWK=1

If the respondent is looking for work/another job

Are (were) you looking for work as self-employed or as an employee?

1. Self-employed
2. Employee

157. LOOKFUPA

If LOOKWK=1

If the respondent is looking for work

Are you looking for full-time or part-time work?

1. Full-time
2. Part-time

158. ACCPT

If LOOKFUPA=1

If the respondent is looking for full-time work

Would you accept part-time work if you could not find full-time work?

1. Yes
2. No

159. ACCFT

If LOOKFUPA=2

If the respondent is looking for part-time work

Would you accept full-time work if you could not find part-time work?

1. Yes
2. No

160. AVFT

If ACCFT=2

If the respondent is looking for part-time work and would not accept full-time work

You mentioned that you would not take a full-time job. Is that because you are not available for full-time work?

1. Yes
2. No

161. YEARLK

If LKANJOB=1 or LOOKWK=1

If the respondent is looking for work/another job

Since what year have you been looking for work?

Enter a numeric value between 1930 and current year

162. MONLK

(YearLK > YR(SysDate) - 4)

If the respondent has been looking for work/another job in the last 3 years

… And can you remember what month?

1. January
:
12. December
13. Don't know

NOTE: The start of the job search period should be the beginning of the continuous search period which encompasses the reference week. The continuous period should be without significant interruption (in this case significant means at least four weeks interruption).

Job Search Methods

The following sequence of questions relates to job-search methods. The questions are asked of those without work in the reference week and those who had work but were looking for another job.

The use of **active** search methods is necessary to classify a person as unemployed. Of all the search methods listed below the following are non-active: ***JS8, JS9, JS10***.

Only methods used during the four weeks ending with the reference week should be coded.

163. JS1

If LOOKWK=1 or LKANJOB=1

If the respondent is looking for work/another job

I am now going to ask a series of questions about job search methods. In the 4 weeks prior to Sunday dd-mm-yyyy, did you do any of the following:

Contact a FAS office to look for work?

1. Yes
2. No

NOTE: 'Contact with the public employment office to find work' may involve:

- Putting the respondent's names in the employment office files for the first time (after a spell of employment or inactivity)
- Finding out about possible job vacancies, or, at the initiative of the employment office, a suggestion of a job opportunity, which may be accepted or refused by the job searcher.

Contacts through the website of the public employment office with the objective of finding a job should also be coded 1 (yes).

164. JS1B

If XJS1= empty and JS1=1

If respondent contacted FÁS to look for work in the reference week

Was this the first time you made such contact with FÁS?

1. Yes
2. No

165. JS2

If LOOKWK=1 or LKANJOB=1

If the respondent is looking for work/another job

Contact a private employment agency?

1. Yes
2. No

166. JS3

If LOOKWK=1 or LKANJOB=1

If the respondent is looking for work/another job

Apply directly to employers?

1. Yes
2. No

167. JS4

If LOOKWK=1 or LKANJOB=1

If the respondent is looking for work/another job

Ask friends, relatives, contact trade unions etc.?

1. Yes
2. No

168. JS5

If LOOKWK=1 or LKANJOB=1

If the respondent is looking for work/another job

Study ads in newspapers, journals or Internet?

1. Yes
2. No

The consultation of a list of job vacancies in the entrance of the factories should be coded as 1 (yes).

169. JS6

If LOOKWK=1 or LKANJOB=1

If the respondent is looking for work/another job

Insert or answer ad(s) in a newspaper(s), journal(s)or Internet?

1. Yes
2. No

Note: This variable covers the insertion of or response to advertisements in newspapers and websites. The insertion or the answer of advertisements from a website (excepted website of public employment service) should be coded 1 here.

170. JS7

If LOOKWK=1 or LKANJOB=1

If the respondent is looking for work/another job

Take a test, interview or examination?

1. Yes
2. No

171. JS8

If LOOKWK=1 or LKANJOB=1

If the respondent is looking for work/another job

Were you waiting on a call from FAS?

1. Yes
2. No

NOTE: Non-active search method

172. JS9

If LOOKWK=1 or LKANJOB=1

If the respondent is looking for work/another job

Were you waiting on the results of a job application?

1. Yes
2. No

NOTE: Non-active search method

173. JS10

If LOOKWK=1 or LKANJOB=1

If the respondent is looking for work/another job

Were you waiting for the results from a public sector recruitment competition?

1. Yes
2. No

NOTE: Non-active search method

174. JS11

If LOOKWK=1 or LKANJOB=1

If the respondent is looking for work/another job

Were you looking for permits, licences or financial resources?

1. Yes
2. No

175. JS12

If LOOKWK=1 or LKANJOB=1

If the respondent is looking for work/another job

Were you looking for land, premises or equipment?

1. Yes
2. No

176. JS13

If LOOKWK=1 or LKANJOB-1

If the respondent is looking for work/another job

Did you actively search for a job by any other means?

1. Yes
2. No

177. WANTJOB

If LOOKWK=2 and NEWJOB ne 1

If the respondent is not in employment and not looking for work and not currently waiting to start a new job

Do you want a job?

1. Yes
2. No

NOTE: This question is intended to permit a more exact measure for "discouraged workers". It is put to persons without employment (PAIDWORKN=2 & JOBABSN=2 etc.) and not seeking employment (LOOKWK=2). Discouraged workers are persons who are not seeking work because they believe that none is available (WHYNLK2=8) but would nevertheless like to have a job (WANTJOB=1).

178. AVWK

If LOOKWK=1 or (LOOKWK=2 and WANTJOB=1) or NEWJOB=1 or LKANJOB=1

If the respondent is looking for work/another job or if the respondent wants a job but is not looking for work or is currently waiting to start a new job or has a job but is interested in an alternative job

Are you available for work immediately (within 2 weeks of dd-mm-yyyy)?

ⓘ **If a job became available with two weeks, would you be able to take it up?**

1. Yes
2. No

NOTE: '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.

This variable is critical in determining whether the person is unemployed or inactive: persons seeking paid employment must be immediately available for work in order to be considered as unemployed. This variable is also used in the classification of persons in terms of underemployment.

Those who are NOT looking for work but want a job are asked about their availability to allow for people who may be waiting to start new jobs, have stopped looking for a job, but are available to start immediately. This is necessary to correctly categorise these respondents as either unemployed or inactive.

179. WHYNAV

If AVWK=2

If the respondent is not available for work

May I ask why you are (were) not available?

1. Must complete education
2. Personal/domestic needs or responsibilities
3. Own illness or incapacity
4. Other reason

NOTE: Ask spontaneous reasons. Main reason should be collected.

180. WHYNAV2

If AVWK=2 & LKANJOB=1

If the respondent is looking for another job but is not available for work immediately

May I ask why you are (were) not available?

1. Cannot leave present job immediately
2. Must complete education
3. Personal/domestic needs or commitments
4. Own illness or incapacity
5. Other reason

181. WHYNLK12

If LOOKWK=2 and NEWJOB ne 1

If the respondent is not in employment and not looking for work but would like a job

Which of the following reasons best describes why you are not seeking work?

1. Currently in school/college or other education or training
2. Looking after children or ill, disabled or elderly adults
3. Other personal or family reasons
4. Own illness or disability
5. Retired
6. You think you lack the necessary education, skills, experience
7. You think that employers believe you are too young/old
8. You have looked in the past but couldn't find any work
9. You believe no work is available
10. You do not hold a work permit
11. No transport available to job
12. It would not be financially rewarding enough to work.
13. Other reason

NOTE: Codes 6-9 permit the estimation of the number of discouraged workers.

182. NEEDCRNW

If WHYNLK2=2

If respondent is not seeking work because looking after children or ill, disabled or elderly adults

Do any of the following influence your decision to not look for work?

1. Suitable childcare is not available or affordable
2. Suitable care services for ill, disabled or elderly are not available or affordable
3. Suitable care services for both children and ill, disabled or elderly are not available or affordable
4. Care services do not influence decision

NOTE: The purpose of this variable is to measure the extent to which the non-existence of care services is an obstacle to participation in the labour market. The cost of childcare and nursing home care for elderly people is often cited as the reason why some people have to stay at home and cannot enter the labour market.

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

The care services can be private or subsidised by the State or the employer and consequently paid or not paid.
Care services do not include the unpaid help of relatives, friends or neighbours.

Some examples of care services could be crèches, day care centres, organised family care (e.g. family crèches, home-based care by childminders affiliated to a child minding service), after school centres, paid carers, specialised centres for disabled people, specialised 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, facilities etc.

The word "available" means at a reasonable distance, taking into account also the means of transport available to the respondent.

The word "affordable" should take into account the interaction between a prospective future salary for a respondent entering the workforce or prospective salary for respondent enable to work more hours if care services were available and the current cost of the care service.

183. CARER

IF UNPAIDWK=2 or (JOBABSN=1 and WHYABS1=12,13,14)

If the respondent did not work for payment or profit in the reference week, or was absent from work due to a career break, or personal/domestic reasons or other reasons.

Are you a full-time carer in receipt of carer's benefit or carer's allowance?

1. Yes, Carer's benefit
2. Yes, Carer's allowance
3. Not sure, but one or the other
4. Unpaid carer
5. No

NOTE: Home helps and other carers not in receipt of these allowances should not be included here.

Interviewer Note: Carers must not be recorded as PAIDWORKN=1. If they are on temporary leave from a job (e.g. Carer's leave) then they should be entered as being absent from work (JOBABSN=1) for reasons of a Career Break (WHYABS1=12), Other leave for personal or domestic reasons (WHYABS1=13) or Other (WHYABS1=14). If they have terminated their employment they should be entered as JOBABSN=2.

The CARER question is included to allow us record the number of people who are providing full-time care to a sick relative. It is also to provide interviewers with a way of showing the respondent that we are recording his/her status while at the same time not counting them as being 'in employment'.

See interviewer note under PAIDWORKN on p.55.

We have added this additional question to primarily in response to interviewer feedback that many carers see themselves as working 'for payment or profit' in the reference week, but technically (ILO) they should be treated as 'unemployed' or 'not economically active'. This option allows interviewers to record that the respondent is a carer and not include them as working in the reference week.

Education

184. EDUCATQ2

Age >=15 and (XEDUCATQ2=EMPTY)

New respondents aged 15 years or more

What is the highest level of education or training you have attained?

ⓘ Police > Code 9. Nursing pre-1994 >code 8. Nursing 1994-2002 >code 9. Nursing Post 2002 > code 10.

1. **No formal education or training**
2. **Pre-primary education/ Primary education** (or FETAC Certificate at NFQ level 1 or 2)
3. **Secondary 1** (Junior/Inter/Group Certificate, NCVA foundation Certificate, FÁS Introductory Skills Certificate or FETAC Certificate at NFQ level 3, O-levels)
4. **Transition year programme**
5. **Secondary 2** (Leaving Certificate)
6. **Technical or Vocational** (e.g. Secretarial courses, Certificate in Hotel Operations, PLCs, FÁS National Skills/Specific Skills Certificate or FETAC Certificate at NFQ level 4 or 5, A-levels)
7. **Advanced Certificate** (Completed apprenticeships, Teagasc Farming or Horticulture Certificate, National Craft Certificate or FETAC Advanced Certificate at NFQ level 6)
8. **Higher Certificate** (e.g. National Certificate (NCEA/DIT/IOT), Cadetship (army, air corps or naval service) or HETAC/DIT Higher Certificate at NFQ level 6)
9. **Diploma** (e.g. National Diploma (HETAC/NCEA), Bachelor Degree (DIT), Diploma in Police Studies, 3 year Diploma or Ordinary Bachelor Degree at NFQ level 7)
10. **Honours Bachelor Degree, Graduate Diploma or Higher Diploma at NFQ level 8**
11. **Professional** (Honours Bachelor Degree equivalent or higher)
12. **Post-Graduate** (e.g. Post Graduate Diploma or Masters Degree at NFQ level 9)
13. **Doctorate or higher** (e.g. Doctoral Degree/higher Doctorate at NFQ level 10)
14. **Other**

NOTE**:** Persons who have not completed their studies should be coded according to the highest level they have completed and should not be coded with a blank.

We are looking for educational standards that have been attained and can be compared in some measurable way. Therefore 'successfully' means that any tests, exams, dissertations, thesis etc. must be taken or submitted, **and** passed.

For example, to have completed the leaving certificate syllabus but not to have actually sat and passed the leaving certificate exams is **not** considered for our purposes to be 'successfully completed'.

The classification of non-Irish educational qualifications is difficult, but important. Due to language difficulties and different educational systems it can be awkward to figure out the highest level of a

non-Irish respondent's education using this question. However, many non-Irish respondents will have benchmarked their educational achievements against the Irish educational system to some extent (formally or non-formally), and will have a rough idea where they fit on the hierarchy. We have provided interviewers with a mapping of some of the key levels of educational attainment in some other countries. If the appropriate mapping is not available, here are some guidelines as to how to best code the respondents educational attainment:

- Try to work out if the course completed was primary, second-level or third-level
- Do terms like "Leaving Certificate", "second-level", "certificate" or "degree" ring any bells?
- Try to use the respondent's occupation to get an idea where his\her educational qualification may lie. For example:
    - If the respondent is in the construction sector, does he\she have a trade qualification?
    - If the respondent is working in IT does he\she have an IT degree?
- Find out at what age the respondent left school (EDWHEN & EDAGE) and use this to pick an appropriate level from the list

NOTE: The following list is to explain some abbreviations and give some indication of the types of courses that fall within the categories of this question. This list is not exhaustive:

- NFQ: National Framework of Qualifications
- DIT: Dublin Institute of Technology
- IOT: Institute of Technology
- HETAC: Higher Education and Training Awards Council
- FETAC: Further Education and Training Awards Council
- NCVA: National Council for Vocational Awards
- PLC: Post Leaving Certificate
- NCEA: National Council for Educational Awards

185. LOWSECQ2

If EDUCATQ2=3

If the highest level of education the respondent has attained is lower secondary

Please specify level achieved.
1. Junior Certificate
2. Intermediate Certificate
3. Group Certificate
4. FÁS Introductory Skills Certificate
5. NCVA Foundation Certificate
6. FETAC Certificate at NFQ level 3
7. Equivalent qualification at NFQ level 3

186. UPPSECQ2

If EDUCATQ2=5

If the highest level of education the respondent has attained is higher secondary

Please specify level achieved.

1. Leaving Certificate (Traditional)
2. Leaving Certificate Vocational Programme (LCVP)
3. Leaving Certificate Applied (LCA)
4. Equivalent Qualification at NFQ level 4/5

187. TECVOCQ2

If EDUCATQ2=6

If the highest level of education the respondent has attained is a technical/vocational qualification

Please specify level achieved.

1. Secretarial
2. Certificate in Hotel Operations
3. PLC (Post Leaving Certificate Course)
4. FÁS National Skills Certificate
5. FÁS Specific Skills Certificate
6. FETAC level Certificate at NFQ level 4
7. FETAC level Certificate at NFQ level 5
8. Equivalent Qualification at NFQ level 4/5

188. ADVCERT

If EDUCATQ2=7

If the highest level of education the respondent has attained is Advanced Certificate

Please specify level achieved.

1. Completed Apprenticeships
2. Teagasc farming or horticulture certificate/diploma
3. National Craft Certificate
4. FETAC Advanced Certificate at NFQ level 6
5. Equivalent Qualification at NFQ level 6

189. HIGCERT2

If EDUCATQ2=8

If the highest level of education the respondent has attained is Higher Certificate

Please specify level achieved

1. National Certificate (NCEA/DIT/IOT)
2. Cadetship (army, air corps or naval service)
3. HETAC/DIT Higher Certificate at NFQ level 6
4. Equivalent Qualification at NFQ level 6

190. DIPLOMA2

If EDUCAT=9

If the highest level of education the respondent has attained is Diploma

Please specify level achieved

ⓘ Police qualification could be coded 1 or 3. In general, the older police qualification (prior to 2004) would be coded option 1 and more recent qualifications from 2004 onwards would be coded 3.

1. National Diploma (HETAC/NCEA e.g. 3 year diploma)
2. Bachelor Degree (DIT)
3. Ordinary Bachelor Degree
4. Equivalent Qualification at NFQ level 7

The following questions (EDSAME, EDNEW, NLOWSEC etc.) are only asked on repeat calls of those aged between 15 and 66 and check if there has been any change in the highest educational level achieved by the respondent since the last interview.

191. EDSAME

If XEDUCAT not=1, 15<=AGE<=66

If the respondent is aged between 15 and 66 inclusive and stated in the previous interview that their highest education level attained was not 'no formal education'

Last quarter you said that the highest level of education or training successfully completed was (XEDUCAT). Is this still the case?

1. Yes
2. No

192. EDNEWQ2

If EDSAME=2

If the highest level of education the respondent has successfully completed has changed since last quarter

What is the highest level of education or training you have now attained?

ⓘ Police > Code 9. Nursing pre-1994 >code 8. Nursing 1994-2002 >code 9. Nursing Post 2002 > code 10.

1. **No formal education or training**
2. **Pre-primary education/ Primary education** (or FETAC Certificate at NFQ level 1 or 2)
3. **Secondary 1** (Junior/Inter/Group Certificate, NCVA foundation Certificate, FÁS Introductory Skills Certificate or FETAC Certificate at NFQ level 3, O-levels)
4. **Transition year programme**
5. **Secondary 2** (Leaving Certificate)
6. **Technical or Vocational** (e.g. Secretarial courses, Certificate in Hotel Operations, PLCs, FÁS National Skills/Specific Skills Certificate or FETAC Certificate at NFQ level 4 or 5, A-levels)
7. **Advanced Certificate** (Completed apprenticeships, Teagasc Farming or Horticulture Certificate, National Craft Certificate or FETAC Advanced Certificate at NFQ level 6)
8. **Higher Certificate** (e.g. National Certificate (NCEA/DIT/IOT), Cadetship (army, air corps or naval service) or HETAC/DIT Higher Certificate at NFQ level 6)
9. **Diploma** (e.g. National Diploma (HETAC/NCEA), Bachelor Degree (DIT), Diploma in Police Studies, 3 year Diploma or Ordinary Bachelor Degree at NFQ level 7)
10. Honours Bachelor Degree, Graduate Diploma or Higher Diploma at NFQ level 8
11. **Professional** (Honours Bachelor Degree equivalent or higher)
12. **Post-Graduate** (e.g. Post Graduate Diploma or Masters Degree at NFQ level 9)
13. **Doctorate or higher** (e.g. Doctoral Degree/higher Doctorate at NFQ level 10)
14. **Other**

193. NLOWSECQ2

If EDNEWQ2=3

If the highest level of education the respondent has attained has changed since previous interview is now lower secondary

Please specify level achieved
1. Junior Certificate
2. Intermediate Certificate
3. Group Certificate
4. FÁS Introductory Skills Certificate
5. NCVA Foundation Certificate
6. FETAC Certificate at NFQ level 3
7. Equivalent qualification at NFQ level 3

194. NUPPSEC

If EDNEWQ2=5

If the highest level of education the respondent has attained has changed since previous interview is now higher secondary

Please specify level achieved
1. Leaving Certificate (Traditional)
2. Leaving Certificate Vocational Programme (LCVP)
3. Leaving Certificate Applied (LCA)
4. Equivalent Qualification at NFQ level 4/5

195. NTECVOCQ2

If EDNEWQ2=6

If the highest level of education the respondent has attained has changed since previous interview is now a technical/vocational qualification

Please specify level achieved
1. NCEA foundation certificate
2. National Craft Certificate
3. Completed Apprenticeships
4. FETAC/NCVA Level 2 or 3 certificate
5. Teagasc (farming/horticulture) certificate or diploma
6. PLC (Post Leaving Certificate Course)
7. Secretarial

196. NADVCERT

If EDUCATQ2=7

If the highest level of education the respondent has attained is Advanced Certificate

Please specify level achieved.
1. Completed Apprenticeships
2. Teagasc farming or horticulture certificate/diploma
3. National Craft Certificate
4. FETAC Advanced Certificate at NFQ level 6
5. Equivalent Qualification at NFQ level 6

197. NHIGCERT2

If EDNEWQ2=8

If the highest level of education the respondent has attained has changed since previous interview is now higher education certificate/diploma

Please specify level achieved
1. National Certificate(NCEA/DIT/IOT)
2. Cadetship (army, air corps or naval service)
3. HETAC/DIT Higher Certificate at NFQ level 6
4. Equivalent Qualification at NFQ level 6

198. NDIPLOMA2

If EDNEWQ2=9

If the highest level of education the respondent has attained has changed since previous interview is now Diploma

Please specify level achieved

ⓘ Police qualification could be coded 1 or 3. In general, the older police qualification (prior to 2004) would be coded option 1 and more recent qualifications from 2004 onwards would be coded 3.

1. National Diploma (HETAC/NCEA e.g. 3 year diploma)
2. Bachelor Degree (DIT)
3. Ordinary Bachelor Degree
4. Equivalent Qualification at NFQ level 7

199. HATFIELD

If EDUCATQ2=6…13 or if EDNEWQ2=6…13

If the highest level of education achieved is above secondary and there is no value for HATFIELD from the previous quarter

What subject(s) did you study to get this educational qualification?

Enter a text of most 60 characters

200. FIELD2

If HATFIELD ne EMPTY

If there is a field of education to be coded

ⓘ Hit backspace to look up code for field of study

Enter a text of most 60 characters

NOTE: enter the field that the respondent has studied in the field HATFILED and a lookup file will be provided to select the appropriate code from. Please note that it is the **field** of education that is required, **not the subject**. For example, if a respondent is studying German, the field of education is languages while the subject is German. Therefore, “Languages, foreign” should be selected from the lookup file.

In most cases typing a broad description of the course of study (e.g. business, physics, engineering, and computers) will give you a fairly good list to view and select the most appropriate match. However, if you have more than one subject, as someone with an Arts degree might have, try to code the subject area that received the most credits or time within the course. Failing that the only thing you can do is enter one of the subjects and code that. Sometimes the lookup file will present you with general options that might cover both subjects (e.g. 'Business studies (broad programmes)').

Hierarchical coding frame (ISCED 97)
The numbers used to code the field of study consist of 3-digits, and they are part of what is know as a hierarchical coding frame. Each number (3 – 34 – 344) represents a certain level of detail from the broad to the narrow.

E.g. Accounting 344

Social sciences, business and law	3		*Broad field*
Business and administration	34		*Narrow field*
Accounting and taxation		344	*Detailed Field*

Therefore, if you cannot find the exact subject you are looking for try to select one that is roughly the equivalent and in this way the Broad or Narrow field code will be appropriate even if you can't find a detailed code.

FIELD2 is coded according to the "Manual on fields of education and training", EUROSTAT 1999 (see also EDUCFIELD p.139).

ISCED 97 contains 25 two-digit fields of education. This classification 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.

201. EDTEXT

If ((EDUCATQ2 ne EMPTY) or (EDNEWQ2 ne EMPTY)) and Field2=EMPTY

If the field of education is not coded from the lookup file

ⓘ **Please enter field of study**
Enter a text of at most 60 characters

Note: If the interviewer has difficulty coding the educational field, enter the text string here.

202. EDWHEN

If EDUCATQ2=3-13 or EDNEWQ2=3-13

If the level of education the respondent has successfully completed is higher than primary level

…And what year was that? **Answer this question or go to the next question and enter the age of the respondent when they achieved their educational qualification.**
Enter a numeric value between 1930 –current year]

203. EDAGE

If EDWHEN= blank

If the respondent does not know the year in which they obtained their highest level of education

How old were you when you completed that level of education?
Enter a numeric value between 13 and 90

NOTE: If EDAGE is answered then EDAGE cannot be greater than CALC (age of respondent). This feature has been added because many respondents find it easier to give their age at the time of the educational attainment as opposed to the year.

EDWHEN or EDAGE must be answered. If EDAGE is answered then EDWHEN will be calculated based on the entry for EDAGE.

204. EDCALC

The year will be automatically filled from what has been entered at EDWHEN; otherwise it will be automatically entered as calculated from EDAGE.

205. EDUCSTAT2

If CALC>14

If the respondent is aged 15 or over

Have you been a student or an apprentice in the 4 weeks ending dd-mm-yyyy?
1. Yes 2. No 3. On holidays from regular education

NOTE: A student or apprentice in this context is defined as a respondent who is engaged in 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)

Most (not all) night classes do not lead to this type of qualification and as such are not considered 'regular education'; therefore they are properly captured under EDP4W and not EDUCSTAT.

If the respondent has attended school or college for any reason (e.g. lectures, tutorials, labs, exams or studying for exams) during the previous four weeks then Code 1 should be used. It is also necessary that that person is actively involved in the course at some stage during the four-week period. It is not enough to simply be registered on a course, so if someone away from the course for some reason (e.g. illness), he/she is not considered to be participating in regular education (unless on holidays – see below).

For apprentices who in the past four weeks are in a period of 'on-the-job' training only, or alternate 'on-the-job' and 'in-school learning' each week, the answer is code 1 (Yes), since the person is enrolled in and actively participating in a qualifying programme throughout the apprenticeship.

Youthreach: Youthreach is a second-chance education and training programme directed at unemployed young early school leavers aged 15-20. In the majority of cases it leads to a FETAC certification, in which case it should be included as a student in formal education (EDUCSTAT=Yes). In cases where the particular course does not lead to a FETAC certification, the respondent should be considered to be in non-formal education (EDUCSTAT=No and EDP4W=Yes). If the respondent is

unsure if the course leads to a qualification, code as formal education (EDUCSTAT=Yes), as the likelihood is that this is the case.

Code 3 (student on holidays) should be used for those currently on holidays from school or college who are enrolled on a course and guaranteed to return to it at the end of holidays. For example:

- A secondary school student going from Transition Year into 5th year, or from 5th year into 6th year.
- A college student who has already passed his/her exams and will definitely be returning to college.

However, this variable is a self-perception question and as such anyone who considers his/her status to be 'a student on holidays' is also to be categorised under Code 3. Therefore, someone who is not yet certain that he/she will return to school/college after the holidays, but thinks it is very likely should also be considered 'a student on holidays'. For example:

- A secondary school student waiting for leaving cert. results

- A third level student waiting for college results

Reference period: "…past four weeks"
This is the four-week period up to and including the reference week – it is not just the past four weeks from the week of interview, unless this is the week immediately after the reference week.

206. EDLEVEL

If EDUCSTAT2=1, 3

If the respondent was a student or apprentice during the previous four weeks or on holidays from regular education

What was the level of this education or training?

2. **Pre-primary education/ Primary education** (or FETAC Certificate at NFQ level 1 or 2)
3. **Secondary 1** (Junior/Inter/Group Certificate, NCVA foundation Certificate, FÁS Introductory Skills Certificate or FETAC Certificate at NFQ level 3, O-levels)
4. **Transition year programme**
5. **Secondary 2** (Leaving Certificate)
6. **Technical or Vocational** (e.g. Secretarial courses, Certificate in Hotel Operations, PLCs, FÁS National Skills/Specific Skills Certificate or FETAC Certificate at NFQ level 4 or 5, A-levels)
7. **Advanced Certificate** (Completed apprenticeships, Teagasc Farming or Horticulture Certificate, National Craft Certificate or FETAC Advanced Certificate at NFQ level 6)
8. **Higher Certificate** (e.g. National Certificate (NCEA/DIT/IOT), Cadetship (army, air corps or naval service) or HETAC/DIT Higher Certificate at NFQ level 6)
9. **Diploma** (e.g. National Diploma (HETAC/NCEA), Bachelor Degree (DIT), Diploma in Police Studies, 3 year Diploma or Ordinary Bachelor Degree at NFQ level 7)
10. **Honours Bachelor Degree, Graduate Diploma or Higher Diploma at NFQ level 8**
11. **Professional** (Honours Bachelor Degree equivalent or higher)
12. **Post-Graduate** (e.g. Post Graduate Diploma or Masters Degree at NFQ level 9)
13. **Doctorate or higher** (e.g. Doctoral Degree/higher Doctorate at NFQ level 10)
14. **Other**

See notes for EDUCATQ2 (p.127).

207. EDUCFIELD

If EDLEVEL=6…13

If the respondent was a student or apprentice during the previous four weeks or on holidays from regular education and if this education is greater than secondary level

You have indicated that you have been a student or an apprentice within the past 4 weeks. What subject(s) did you study?

Enter a text of at most 60 characters

208. FIELD

If EDUCFIELD ne EMPTY

If there is a field of education to be coded

ⓘ Hit backspace to lookup code for field of study

Enter a text of at most 60 characters

NOTE: Enter the subject that the interviewee is studying or has studied and a lookup file will be provided to select the appropriate code from.

See Notes for HATFIELD p.134.

209. EDP4W

If CALC>=15

If the respondent is aged 15 or over

Have you attended <u>any courses or night classes</u> outside the regular education system within the last four weeks?

ⓘ Courses "outside regular education" <u>include on the job training courses</u>, seminars, conferences, night classes, grinds or other forms of private tuition (e.g. music classes)

1. Yes
2. No

Note: if WHYLESS=5 (Education or training outside the workplace) and EDUCSTAT2=2 and EDP4W=2 then a hard error with occur within the questionnaire.

NOTE: This question is designed to measure the level of participation in <u>non-formal</u> education, and forms the basis for the development of an indicator on life-long learning.

Non-formal education is defined as education, which is organised like a course, a conference or seminar for which the interviewee has applied and has participated in. Instruction is formally provided by a teacher but courses cannot be described as nationally accredited courses – they are <u>not part of the regular education system</u>.

It includes the following activities:

- Attending a course or a seminar to acquire 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 (but outside formal education). This includes measures which show and analyse the labour market, his/her needs and possibilities and which help to choose a job and also measures which improve basic skills/key skills in public or private institutions (e.g. short FÁS training courses).
- Doing a correspondence course or a comparable measure of teacher-supported distance learning to improve skills, knowledge or competence (not OSCAIL or OPEN University as they award recognised degrees etc.).
- Taking private lessons to improve skills, knowledge and competence, especially as a supplement to formal education. This includes supplementary course by a private tutor (i.e. grinds).
- Leisure classes for example studying a language for 'leisure' purposes, even if the qualifications achieved may correspond to (part of) the Leaving Certificate, the attendance should be considered as a non-formal 'course'.

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.
- 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 course provided by FÁS.
- Attending a foreign language course.
- Attending art courses, piano lessons, riding lessons etc. (courses for personal/social reasons).
- Music school, driving school or provider of courses about parenting, hobbies (for example weaving and sports).
- Received instructions or private lessons from a teacher, tutor or adviser.

The main point about this type of education is that the respondent attends an organised course where he\she is instructed by a teacher/lecturer/presenter but that the course cannot be considered part of the formal education system.

210. GRINDS

If EDP4W=2 and (15,<=AGE <=25 and EDUCSTAT=1)

If no courses have been taken in the previous four weeks and (the respondent is aged between 15 and 25 and was a student in regular education in the previous four weeks)

Have you received any grinds or private tuition in the past four weeks?

ⓘ Attendance at specialised grind schools for short periods should be included here.

1. Yes
2. No

The intention of this question is not to measure the number of persons taking grinds but to supplement the number of persons in non-formal education, as it was felt that respondents were not considering grinds in the EDP4W question.

211. COURLEN

If EDP4W=1 or GRINDS=1

If the respondent received some education outside of the regular education in the past four weeks

How many hours in total of taught learning did you receive in the past four weeks outside of regular education?

This question refers to courses, seminars, conferences, grinds or private lessons outside the regular education system.

This is the total number of hours across all of these courses

Enter a numeric value between 0 and 280

NOTE: This variable is used to assess the intensity of life-long learning

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.

212. COURWOR

If EDP4W=1 or GRINDS=1

If the respondent received some education outside of the regular education in the past four weeks

Did any part of the most recent taught activity take place during paid hours?

1. Only during paid hours
2. Mostly during paid hours
3. Mostly outside paid hours
4. Only outside paid hours
5. No job at that time
6. Not applicable

NOTE: Whether the learning activities take place during paid working hours is an indicator of the role of life-long learning in the labour market.

If the learning activity takes place outside normal working time and the respondent has received payment for the hours or gained 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.

For self-employed, normal working time instead of paid hours should be taken into account.

Unpaid Family workers (UNPAIDWK=1) attending a course should be coded as "4: Only outside paid hours", as there are no paid working hours.
If a person attends a 'long' course (across the whole of the four week reference period) and does not have a job all the time of the course, there will be two periods to consider: the period when the person was in a job and the period when the person was not in a job. The answer and coding should reflect the situation that spans the longest period of the course.

213. COURPURP

If EDP4W=1 or GRINDS=1 and DIR=1

If the respondent is a direct interview and received some education outside of the regular education in the past four weeks.

What were the main reasons for participating in the most recent taught activity?

1. Mainly job related reasons
2. Mainly personal/social reasons
3. Not applicable

NOTE: 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 takes part in this activity in order to develop competencies required for personal, community, domestic, social or recreational purposes.

Income

Banded income questions are asked of **directly responding employees** only. Self-employed respondents are **not** asked income questions.

Data should refer to the last monthly pay received before the reference week.
Holiday bonuses (13th and/or 14th month) and fringe benefits should also be considered dividing their value by 12 and applying to the monthly income.

For the purposes of this section, 'take home pay' refers to the pay received after PRSI and tax deductions only and should be calculated as accurately as possible **before** the deduction from wages of items such as health insurance, savings, union dues, income continuance etc. However, it includes regular overtime, tips and commission but excludes income from investments – assets, savings, stocks and shares

The income bands are based on SILC (Survey of Income and Living Conditions) data on employee income and are updated in Quarter 2 of each year.

214. INCPERM

IF DIR=1 and (PAIDWORKN=1 or (JOBABSN=1 and WHYABS1 ne 12)) and JOBSTAT1B=2

If the respondent is direct and an employee not on career break

I will now show you some wage/ salary bands, which represent take home pay.

1. Yes
2. No

215. PERIOD

If INCPERM=1

How often do you get paid?

1. Weekly
2. Fortnightly
3. Four-weekly
4. Monthly
5. Other

Updated bands Q2 2012:

216. WEEKPAY12

If PERIOD=1

If respondent is paid weekly

Please pick the wage/salary band from this list, which matches your take-home pay.

ⓘ Take-pay refers to the pay received after tax, PRSI and Universal Social Charge (USC) deductions only, and should be calculated as accurately as possible before the deduction from wages of items such as health insurance, savings, union dues etc.

1.	€0-€164	6.	€492-€565
2.	€165-€263	7.	€566-€642
3.	€264-€354	8.	€643-€742
4.	€355-€426	9.	€743-€936
5.	€427-€491	10.	€937 +

217. FORTNPAY12

If PERIOD=2

If respondent is paid fortnightly

Please pick the wage/salary band from this list, which matches your take-home pay.

ⓘ Take-pay refers to the pay received after tax, PRSI and Universal Social Charge (USC) deductions only, and should be calculated as accurately as possible before the deduction from wages of items such as health insurance, savings, union dues etc.

1.	€0-€328	6.	€982-€1,131
2.	€329-€527	7.	€1,132-€1,285
3.	€528-€707	8.	€1,286-€1,483
4.	€708-€852	9.	€1,484-€1,871
5.	€853-€981	10.	€1,872 +

218. MONTHPAY12

If PERIOD=3 or 4

If respondent is paid four-weekly or monthly

Please pick the wage/salary band from this list, which matches your take-home pay.

ⓘ Take-pay refers to the pay received after tax, PRSI and Universal Social Charge (USC) deductions only, and should be calculated as accurately as possible before the deduction from wages of items such as health insurance, savings, union dues etc.

1.	€0-€713	6.	€2,135-€2,458
2.	€714-€1,145	7.	€2,459-€2,793
3.	€1,146-€1,538	8.	€2,794-€3,225
4.	€1,539-€1,852	9.	€3,226-€4,068
5.	€1,853-€2,134	10.	€4,069+

Disability

219. DISABLE

If CALC>14

If respondent is aged 15 and over

Do you have any of the following long-lasting conditions or difficulties?

ⓘ Code all that apply.

1. Blindness or serious vision impairment
2. Deafness or serious hearing impairment
3. A difficulty with basic physical activities such as walking, climbing stairs, reaching, lifting or carrying
4. An intellectual disability
5. A difficulty with learning, remembering or concentrating
6. A psychological or emotional condition
7. A difficulty with pain, breathing or any other chronic illness or condition
8. None

220. DISABL2

If DISABLE in (1,2,3,4,5,6,7)

If respondent has a long-lasting condition or difficulty

Do you have difficulty doing any of the following?

ⓘ Code all that apply.

1. Dressing, bathing or getting around inside the home
2. Going outside the home alone to shop or visit a doctor's surgery
3. Working at a job or business or attending school or college
4. Participating in other activities, for example leisure or using transport
5. None

Housing

Only one person per household is required to answer these questions. They appear as a separate block of questions at the end of the individual questionnaire, or can be accessed separately at any time by clicking the **Housing** tab with the mouse.

This section will appear on every wave, and on repeat calls all the previously entered information will be brought forward to populate the same variables. Thus, no rental update questions will be asked *per se*, but each quarter the OCCUPY, AMOUNT and PERIOD will be reflected on the top of the screen and the interviewer will be required to update as necessary. This allows the interviewer to record changes to the rental status of the house and also to update the rental values.

221. PER_HSE

Ask all

Will somebody answer the housing questions now?

1. Yes
2. No

222. PER_RESP

If PER_HSE=1

If a member of the household agrees to answer the housing questions

Which of following household member or members would be considered responsible for the household?

1. ^Name 1
2. ^Name 2...

Note: All household members aged 15 or over will be listed here in the response options. Multiple responses are allowed, so if there is more than one person considered responsible for the household, click all that apply. At least one person must be chosen.

223. ACCOM

If PER_HSE=1

If a member of the household agrees to answer the housing questions

Is this dwelling unit a…

1. House (including bungalow etc.)
2. Apartment/Flat
3. Other

224. HOUSE

If ACCOM=1

If the dwelling unit is a house

Is it…?

1. A detached house
2. A semi-detached house
3. A terraced house (one or more floors)
4. A detached bungalow
5. A semi-detached bungalow

225. APART

If ACCOM=2

If the dwelling unit is an apartment/flat

Is it…?

1. A bedsitter
2. A custom-built flat/apartment (including duplex)
3. Non custom-built f lat/apartment

226. CARAV

If ACCOM=3

If the dwelling unit is not a house or apartment/flat

Is it…?

1. A mobile home/caravan/trailer
2. Other

227. ROOMS

If ACCOM=1 or 2

If the dwelling unit is a house or a apartment/flat

How many rooms in the dwelling unit?

The following should not be counted as rooms:
Kitchenette, scullery, bathroom, toilet, garage, consulting rooms, office, shop

Enter a numeric value between 0 and 99

228. CENTRA

If ACCOM=1 or 2

If the dwelling unit is a house or a apartment/flat

Does the dwelling have central heating?

1. Yes
2. No

229. CONST

If ACCOM=1 or 2

If the dwelling unit is a house or a apartment/flat

In what year was the dwelling constructed?

1. Don't know
2. Before 1919
3. 1919 – 1940
4. 1941 – 1960
5. 1961 – 1970
6. 1971 – 1980
7. 1981 – 1985
8. 1986 – 1990
9. 1991 – 1995
10. 1996 – 2000
11. 2001 – 2005
12. 2006 or later

230. OCCUPY

If ACCOM=1 or 2

f the dwelling unit is a house or a apartment/flat

Is the dwelling…?

1. Owner-occupied
2. Owner-occupied - having being purchased through a local authority scheme
3. Being rented (owner not in residence in this household)
4. Not owned by occupant(s) and being occupied rent free
5. Not owned by occupant(s) and rent free to some member(s) of the household only
6. Owner occupied and rented out to some member(s) of the household

231. LOCALA

If OCCUPY=3

If the dwelling unit is rented (owner not in residence)

Is the dwelling rented from a local authority?

1. Yes
2. No

232. FURN

If LOCALA=2

If the dwelling is not rented from a local authority

Is the dwelling rented furnished or non-furnished?

1. Furnished
2. Partly Furnished
3. Not furnished

233. AMOUNT

If OCCUPY=3, 6

If the dwelling unit is rented to some or all members of the household

You have indicated that the dwelling is rented. Please indicate the total amount of rent paid by all tenants in respect of the dwelling and the period covered by the rent:

ⓘ Enter amount in Euro
[9999 means 9999 or more]

Enter a numeric value between 0 and 9999

234. PERIOD

If AMOUNT ne refusal

If the dwelling unit is rented (owner not in residence)

And that would be per…?

1. Week
2. 4 week period
3. Calendar month

Note: If the calculated weekly rent is less or equal to €3 or greater than or equal to €450, the following soft error (signal) will appear:

Are you sure "AMOUNT" per "PERIOD" is the correct rent?

235. IMPROVMT

If OCCUPY=1

If dwelling unit is owner-occupied

Has anyone been paid to carry out home improvements or renovations in this household during the last three months?

ⓘ Include all works carried out in (e.g. decorating, carpentry) or around the household (e.g. driveways, landscaping) that a professional was paid for, regardless of cost. Also, include works carried out in rented accommodation that may have been paid for by the landlord.

1. Yes
2. No

PPSN – Personal Public Service Number

The 2002 Social Welfare (Miscellaneous Provisions) Act named the CSO as a 'specified body' that is entitled to collect and use PPSNs.

Under the 1993 Statistics Act all data collected by the CSO can only be used for statistical purposes and cannot be disseminated in such a way as to identify any individual respondent.

"**...**All information furnished by a person, undertaking or public authority under this Act shall be used only for statistical compilation and analysis purposes."

Section 32, Statistics Act 1993.

PPSN Background

The collection of PPSNs on the QNHS is in line with corporate (CSO) and State data strategy.

The National Statistics Board, in its Strategy for Statistics 2003-2008, set out a new vision for the development of official statistics in Ireland, following on from the report on *Developing Irish Social and Equality Statistics to meet Policy Needs*. **This new vision emphasises the use of statistics to support evidence-based decision-making and the potential to make greater use of administrative records as a source of statistics.**

"The CSO should aim to add value to related data sources by integrating them. This would be particularly useful to allow more in-depth analyses of cross-cutting issues. For example, if separate datasets on health and housing of elderly people could be integrated (e.g. by linking data via PPS Numbers) this could facilitate analysis and development of policy on the linked needs of the frail elderly for accessible housing and for care" *(p.18, Strategy for Statistics 2003-2008)*.

On a national level, the ability to use administrative data for statistical purposes will be greatly enhanced by the use of standardised classifications and identifiers across public sector organisations. The CSO has already been playing a key role in defining and promoting these standards in all departments and agencies. For example, we are actively promoting the introduction of a standard geographical coding system, and the wider use of identifiers such as the Personal Public Service Number (PPSN) for individuals and a standardised and widely used identifier for businesses. The use

of standardised identifiers increases the potential for combining data from different sources for statistical purposes.

The CSO has been involved in two large-scale projects to examine the statistical potential of administrative records in government departments (SPAR I and II) and, it is a central element of CSO corporate strategy to exploit the statistical value of all public sector data holdings, and to maximise the linkages between them . The use of Social Welfare data by the EU-SILC[1] survey to supplement its data is a prime example of this working to good effect.

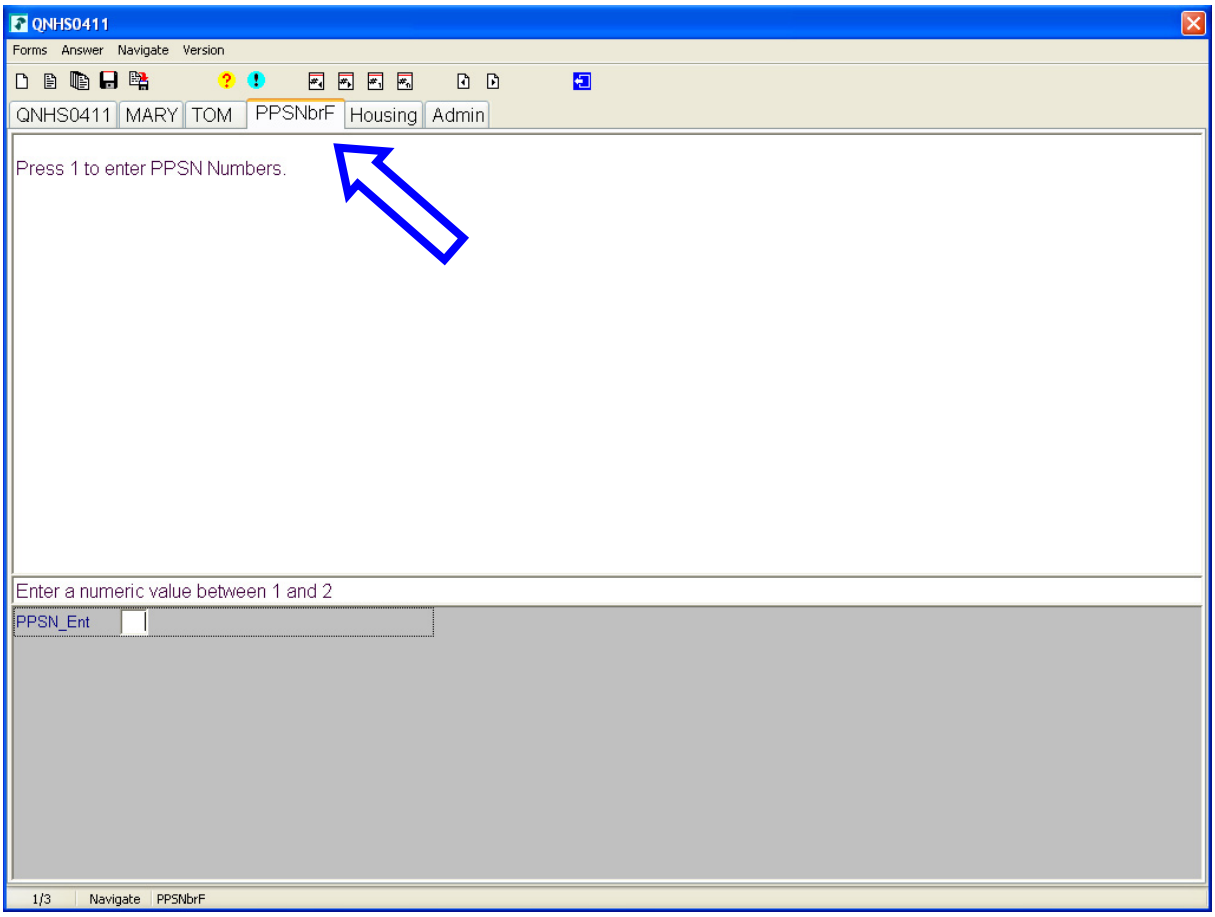
PPSN section

The PPSN section is available to all waves of the survey. The question has been set up as a contiguous block within the questionnaire, meaning that at any point during the individual questionnaire the interviewer can access the PPSN screen (see screenshot below).

The PPSN section will also come up as normal at the end of the Household module of the questionnaire if that is required.

At any stage throughout the interview the PPSN section of the questionnaire can be accessed by clicking on the **PPSNBR** tab with the mouse.

[1] EU Survey of Income and Living Conditions



PPSN and QNHS data

While the banded income question (take-home pay) on the QNHS provides a broad indication of the respondent's income level in terms of deciles, it is not an exact measure of wage or salary levels. Therefore, the income question does not allow us to offer a definitive analysis of rising or falling wage levels across the Labour Market. This has emerged in recent months as a critical user need, as concerns increase about the quality of work in the labour market.

The QNHS is unable to collect the same level of income detail as the EU-SILC because it does not have the capacity to accommodate the large number of additional questions required. However, successfully capturing a PPSN could enable us to supplement the QNHS data retrospectively with reference to other data sources such as Revenue and Social Welfare.

How will the CSO use the PPSN?

The PPSN will be used to match data collected on the QNHS with data held in administrative data holdings. In this way we will be minimising the burden on respondents by fully exploiting data that already exists within the broader public service, rather than trying to collect this information again using surveys. We expect this will add significant value to the QNHS data holding and will facilitate a broader range of analysis, for example:

- Linking QNHS data to more detailed income level data from Revenue and Social Welfare files.

- Providing more detailed analysis of key marginalised groups might be possible (e.g. disabled, travelling community, foreign nationals).
- Linking with data held in the Department of Education would provide an opportunity to assess linkages between educational experiences (where educated, when educated, subjects taken, relevance of size of school etc.) and labour market outcomes.
- Linking with other CSO data holdings and Department of Agriculture data could potentially facilitate a more in-depth profile of farming communities, their needs etc.
- Linking with vehicle licensing data could provide a more in-depth analysis of car ownership and usage in the context of commuting patterns etc.

Detailed income data will, for example, also allow us to measure if the various wage agreements are being applied across all sectors or whether wage levels in some sectors are stagnant. It would also allow us to identify the sectors of the economy where minimum wage levels are not being met, or where certain characteristics appear to have an effect on wage levels (e.g. gender, age, nationality, ethnic origin, disability)

CSO Data Protocol

A Data Protocol for how the CSO manages the combining of CSO and non-CSO data came into effect in May 2005. The Protocol covers any work undertaken within the CSO to match the individual records contained in two or more data holdings, at least one of which originates outside the Office.

It also covers any assistance the CSO may give to other public authorities to enable them to link data holdings under their control for statistical purposes.

A table on the CSO website contains the details of the CSO Divisions currently engaged in data matching, the datasets matched and the outputs obtained. This table is updated quarterly. Queries may be e-mailed to information@cso.ie.

Full details of all the CSO's data linking activities are available here:
http://www.cso.ie/en/aboutus/csodataprotocol

Confidentiality: Statistics Act 1993

Any data accessed by the CSO using the PPSN can only be used for statistical purposes. The CSO cannot provide identifiable individual data to other state organisations.

All CSO interviewers are Officers of Statistics and legally bound to ensure the confidentiality of all the data that they collect.

Administrative variables

236. CONTNAM

Ask all

Can I ask you for a contact name and telephone number for this household?

This is to allow me to arrange an Interview at a suitable time next quarter and to allow for random quality and customer service checks by the CSO.

ⓘ As with all information on this questionnaire, this data is strictly confidential and will never be divulged to any third party.

Enter a text of at most 25 characters

237. CHNUMBER

If previous PHONENO ne EMPTY

If a phone number was collected in the previous quarter

Last quarter the contact name and telephone number were:
^Telephone number

Have the contact name or telephone number changed since last quarter?

1. Yes
2. No

238. PHONENO

If ChNumber=1) or (XPhoneNo=EMPTY) and (previous PhoneNo=EMPTY)

If we the contat number has changed or this is the first time to collect the phone number

Please enter a contact phone number

Enter a text of at most 11 characters

239. COMMENT

Ask all

Please enter any comments relevant to interviewing this household

ⓘ Comment should be of a factual nature only and mindful of backup interviewers who may be assigned this household in the future

NOTE: Comments should be short and aimed at facilitating repeat interviews, and in particular the work of a backup interviewer who may be assigned this household in the future.

e.g. “Call after 7”, “Doorbell not working”, “Beware of dog!”

It is possible to edit the comment without retyping it. By pressing the INSERT key on the keyboard the previously entered comment will appear in a memo box for editing.

240. LASTQUES

Ask all

Do you want to exit the questionnaire now?

1. Yes
2. No

Note: You must enter ‘Yes’ for this question in order to close off the questionnaire and generate a time and a date stamp for the end of the questionnaire.

241. FINAL

LastQuest=1

If the interviewer has indicated that the questionnaire has ended

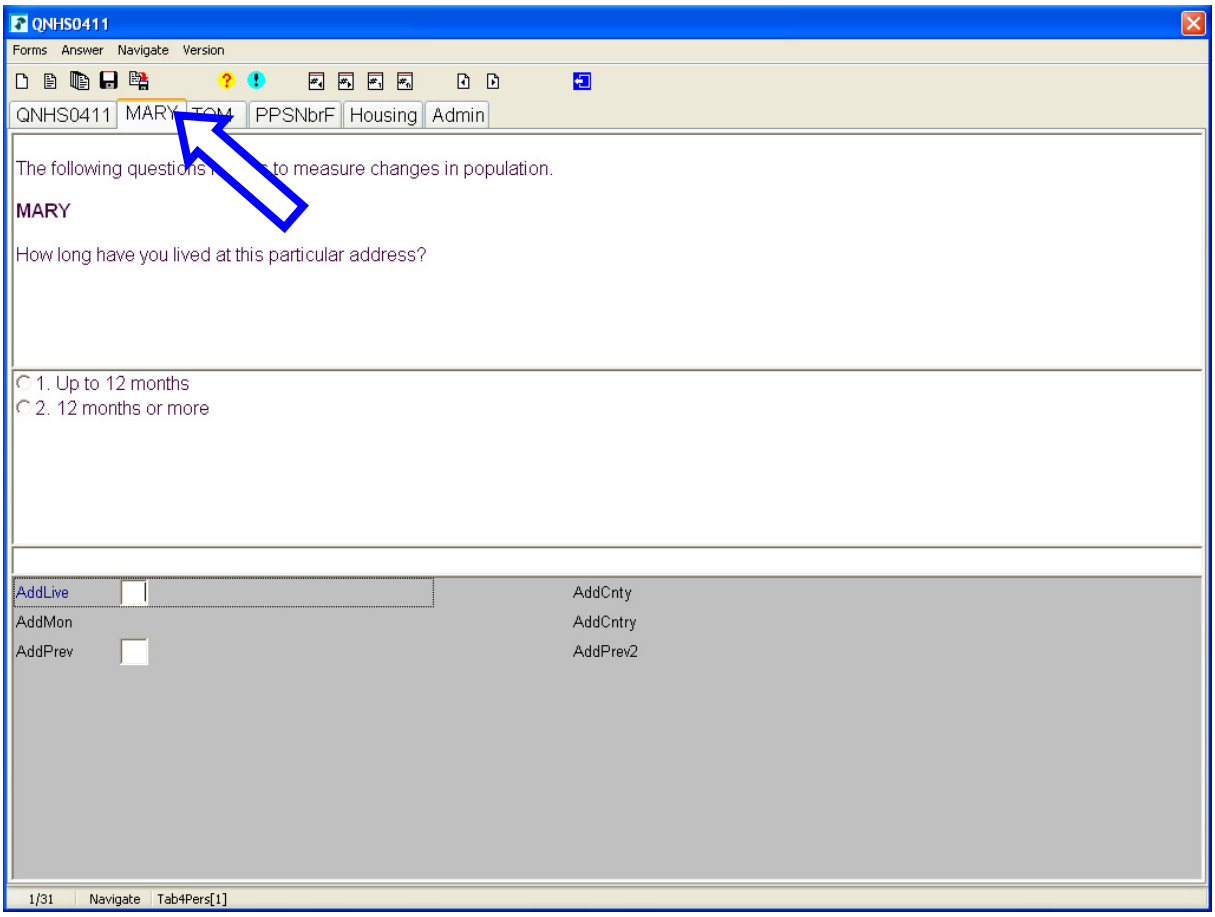
This house started at HH:MM and ended at HH:MM, and took MM:SS minutes.

Press any key to exit the questionnaire.

Enter a text of at most 1 characters

Parallel blocks

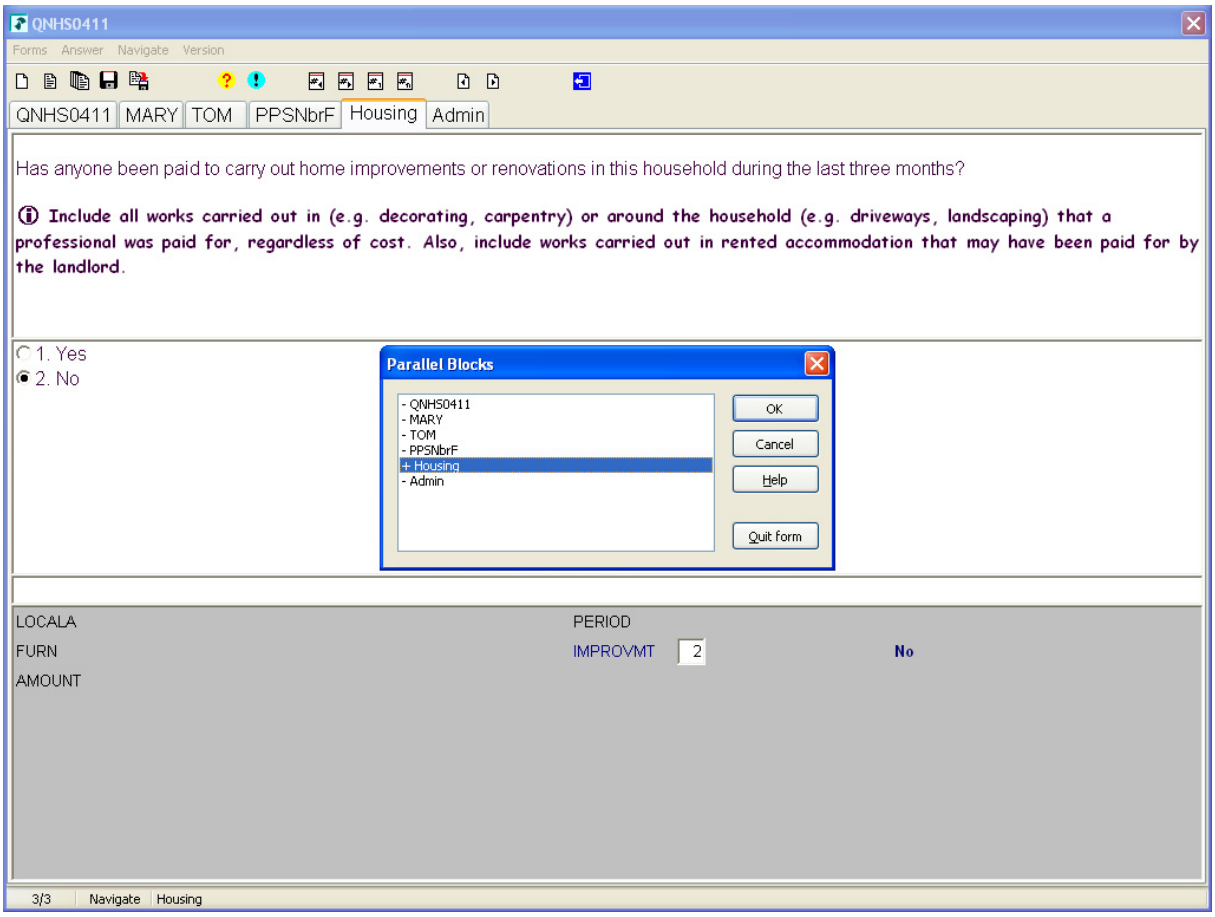
The questionnaire has a concurrent interviewing facility, which allows the interviewer to choose the order in which they interview the respondents. This facility is available by clicking the different tabs on the top of the screen:



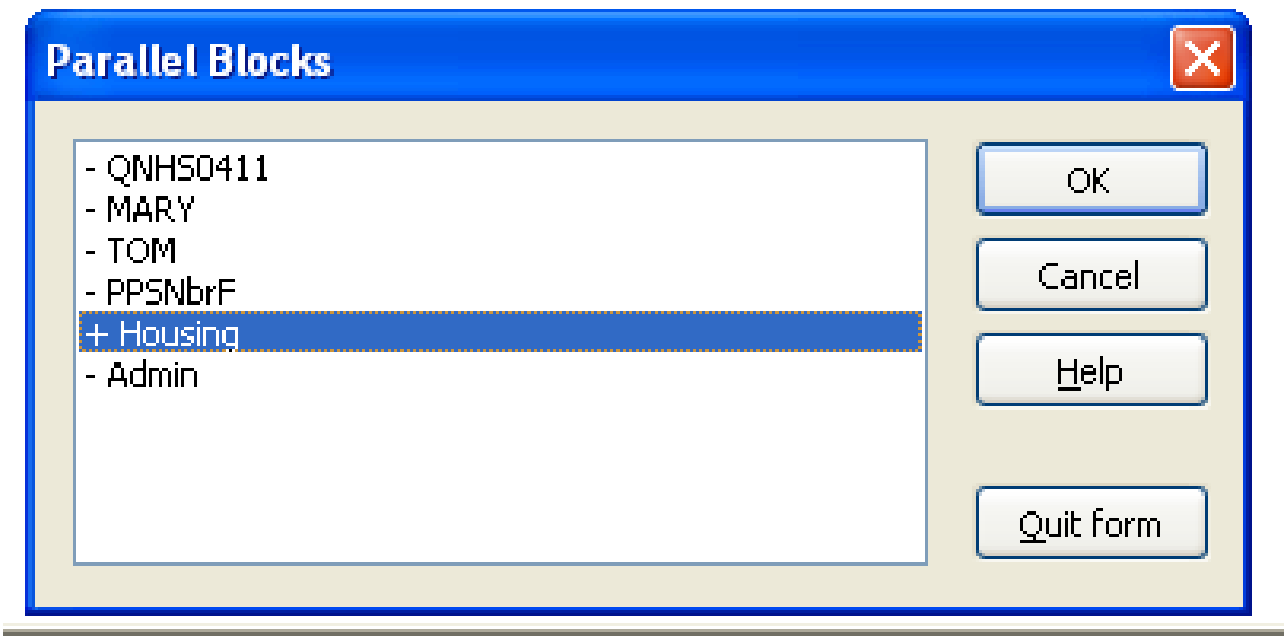
The first tab, QNHSQQYY, is named after the quarter in question. For example, if the interviewer is in Q411, the tab will be entitled 'QNHS0411'. The entire questionnaire is on this tab, and the interviewer can, if they wish, go through the full questionnaire in this tab. It is the default tab when the interviewer enters the questionnaire.

The other tabs are snapshots of different subsections of the questionnaire. Tabs are then generated for each person in the household, as well as for PPSN numbers, for the housing questions and the final administrative variables. If the interviewer wishes to change the order of questioning, for example, interview the respondents in a different order than they appear in the survey, they can do so through these tabs.

If the interviewer has used the tab feature, the following screen will appear at the end of the questionnaire, to allow the interviewer to ensure that they have completed the questionnaire:

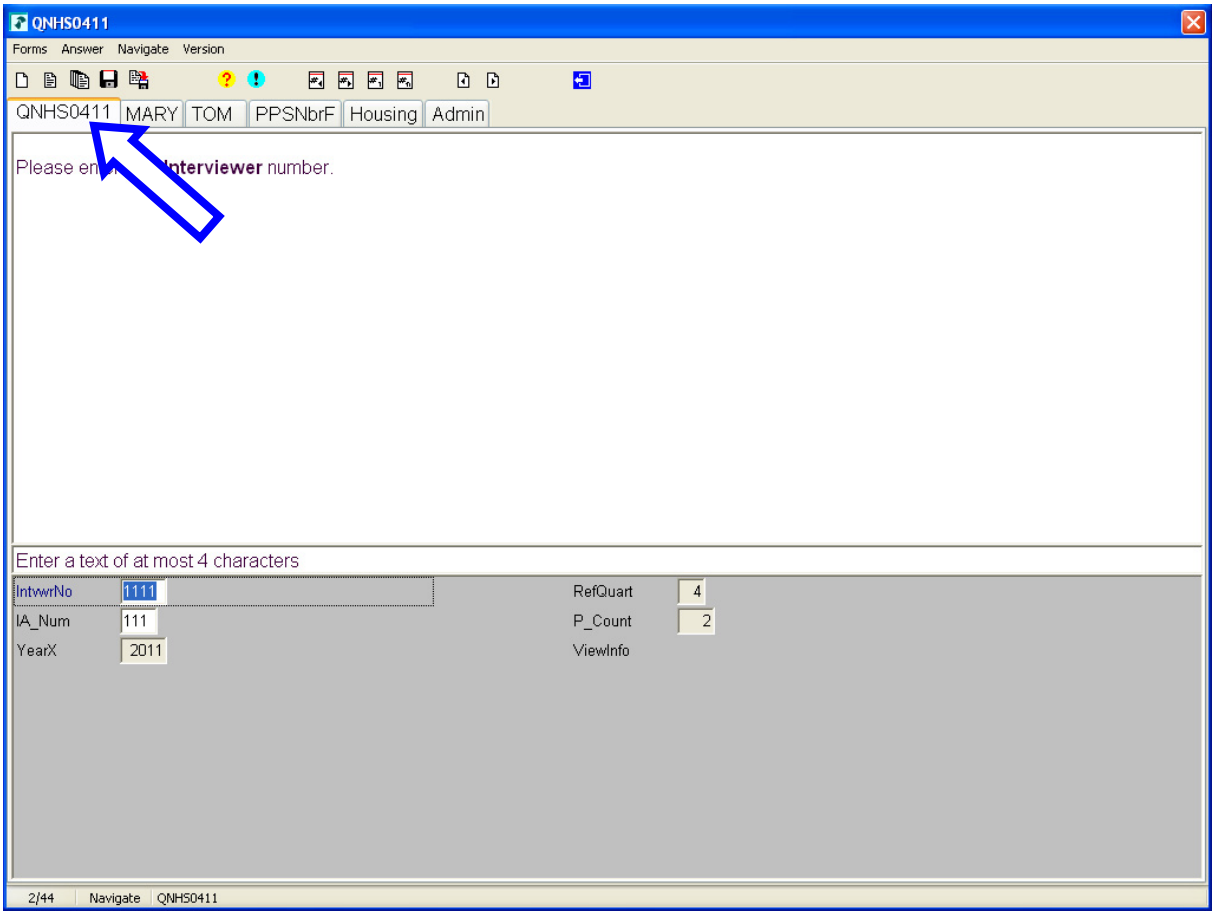


Any blocks with a '+' symbol in front of them are complete, '-' if they are incomplete:



The interviewer can click on any of the blocks and click 'OK' to go to a particular block/tab.

If the interviewer is still unsure if everything is completed, click into the QNHSQQYY tab and they can go negotiate through the entire questionnaire within this tab.



APPENDIX 1 – Alphabetical listing of questions

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ACCOM	223	152
ACCPT	158	114
ACHR	107	81
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ADDCNTRY2	65	51
ADDCNTRY2	59	49
ADDCNTY	55	48
ADDCNTY2	58	49
ADDINTEND	60	50
ADDLIVE	52	47
ADDMON	53	47
ADDPREV	54	48
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AGREED	21	32
ALLRESID	36	38
AMOUNT	233	155
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AVHRS	151	111
AVWK	178	122
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BORN_IRL	33	37
BORN_UK	35	38
BORNWHER	34	37
CALC	22	32
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CARER	183	125
CENTRA	228	153
CHJOB	82	65
CHNUMBER	237	161
CJ	145	109
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COURLEN	211	142
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COURWOR	212	143
CURRMARR	30	36
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DISABL2	220	149
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EDAGE	203	136
EDCALC	204	137
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EVERPAID12	**112**	**85**
EVERUPDT12	**113**	**85**
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GRINDS	**210**	**142**
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HATFIELD	**199**	**134**
HIGCERT2	**189**	**130**
HIST2	**24**	**33**
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IND2	**117**	**89**
INDSJOB	**142**	**107**
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INTANJOB	**152**	**112**
INTENDDK	**61**	**50**
INTVWRNO	**4**	**26**
IRISHNAT	**31**	**36**
JOBABSN	**73**	**58**
JOBMONTH	**89**	**71**
JOBSHARE	**136**	**105**
JOBSTAT1B	**84**	**67**
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JOBSTAT3	**86**	**69**
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JS10	**173**	**120**
JS11	**174**	**121**
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JS13	**176**	**121**
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JS2	**165**	**118**
JS3	**166**	**118**
JS4	**167**	**118**
JS5	**168**	**119**
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LIVPCTRY	**49**	**43**
LIVPCTRYT	**50**	**43**
LIVPCTY	**48**	**43**
LIVPREV	**42**	**41**
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LIVPWHERE	**47**	**43**
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LOOKFUPA	**157**	**114**
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NLOWSECQ2	**193**	**132**
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NTECVOCQ2	**195**	**133**
NUPPSEC	**194**	**132**
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REAS_NEW	**10**	**27**
REASWHY	**14**	**29**
RECEIPT12	**80**	**64**
RECEIPTM	**81**	**65**
REFQUART	**7**	**26**
RET1	**41**	**41**
RETWRK	**79**	**63**
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SA_CODE	**3**	**25**
SATWORK12	**133**	**102**
SECJOBN	**137**	**105**
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SHIFTWK12	**130**	**101**
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STATSJO1	**139**	**106**
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SURNAME	**17**	**31**
TECVOCQ2	**187**	**129**
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TOTSTAY2	**66**	**52**
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TYSECJOB	**138**	**106**
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UNPAIDWK	**74**	**60**
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WAYJFOUN	**92**	**72**
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WCFFT	**102**	**77**
WCFPT	**100**	**76**
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WHENNEWJ	**76**	**61**
WHERGONE	**26**	**34**
WHRMOVE	**63**	**51**
WHY_NOT	**13**	**29**
WHYABS1	**77**	**62**
WHYINT	**153**	**112**
WHYLEFT	**129**	**98**
WHYLESS	**111**	**84**
WHYMOR	**110**	**84**
WHYNAV	**179**	**123**
WHYNAV2	**180**	**123**
WHYNLK12	**181**	**124**
WHYNWP	**97**	**75**
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WHYTEMP12	**96**	**74**
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Appendix 2 – ILO definitions

International Labour Organization

ILO Definition of Employment

This is the seminal international point of reference for Labour Market statistics.

The derivation of 'employment', 'unemployment' and 'not economically active' status on the QNHS is derived from this text.

Resolution concerning statistics of the economically active population, employment, unemployment and underemployment, adopted by the Thirteenth International Conference of Labour Statisticians (October 1982)

The Thirteenth International Conference of Labour Statisticians.

Recalling the existing international standards concerning statistics of the labour force employment and unemployment contained in Resolution I adopted by the Eighth Conference (1954) and concerning measurement and analysis of underemployment and underutilisation of manpower contained in Resolution III adopted by the Eleventh Conference (1966),

Recognising the need to revise and broaden the existing standards in order to enhance their usefulness in the provision of technical guidelines to all countries and particularly those with less developed statistics and recognising the usefulness of such standards in enhancing the international comparability of the statistics,

Adopts this twenty-ninth day of October 1982 the following resolution in substitution for Resolution I of the Eighth Conference and paragraphs 4 to 9 and 13 of Resolution III of the Eleventh Conference:

Employment

9. (1) The "employed" comprise all persons above a specified age who during a specified brief period, either one week or one day, were in the following categories:

(a) "paid employment":

(a1) "at work": persons who during the reference period performed some work for wage or salary, in cash or in kind;

(a2) "with a job but not at work": persons who, having already worked in their present job, were temporarily not at work during the reference period and had a formal attachment to their job.

This formal job attachment should be determined in the light of national circumstances, according to one or more of the following criteria:

(i) the continued receipt of wage or salary;

(ii) an assurance of return to work following the end of the contingency, or an agreement as to the date of return;
(iii) the elapsed duration of absence from the job which, wherever relevant, may be that duration for which workers can receive compensation benefits without obligations to accept other jobs;

(b) "self-employment":
(b1) "at work": persons who during the reference period performed some work for profit or family gain, in cash or in kind;
(b2) "with an enterprise but not at work": persons with an enterprise, which may be a business enterprise, a farm or a service undertaking, who were temporarily not at work during the reference period for any specific reason.

(2) For operational purposes, the notion of "some work" may be interpreted as work for at least one hour.

(3) Persons temporarily not at work because of illness or injury, holiday or vacation, strike or lockout, educational or training leave, maternity or parental leave, reduction in economic activity, temporary disorganisation or suspension of work due to such reasons as bad weather, mechanical or electrical breakdown, or shortage of raw materials or fuels, or other temporary absence with or without leave should be considered as in paid employment provided they had a formal job attachment.

(4) Employers, own account workers and members of producers' co-operatives should be considered as in self-employment and classified as "at work" or "not at work", as the case may be.

(5) Unpaid family workers at work should be considered as in self-employment irrespective of the number of hours worked during the reference period. Countries which prefer for special reasons to set a minimum time criterion for the inclusion of unpaid family workers among the employed should identify and separately classify those who worked less than the prescribed time.

(6) Persons engaged in the production of economic goods and services for own and household consumption should be considered as in self-employment if such production comprises an important contribution to the total consumption of the household.

(7) Apprentices who received pay in cash or in kind should be considered in paid employment and classified as "at work" or "not at work" on the same basis as other persons in paid employment.

(8) Students, homemakers and others mainly engaged in non-economic activities during the reference period, who at the same time were in paid employment or self-employment as defined in subparagraph (1) above should be considered as employed on the same basis as other categories of employed persons and be identified separately, where possible.

(9) Members of the armed forces should be included among persons in paid employment. The armed forces should include both the regular and the temporary members as specified in the most recent revision of the International Standard Classification of Occupations (ISCO).

Unemployment

10. (1) The "unemployed" comprise all persons above a specified age who during the reference period were:

(a) "without work", i.e. were not in paid employment or self-employment as defined in paragraph 9;

(b) "currently available for work", i.e. were available for paid employment or self-employment during the reference period; and

(c) "seeking work", i.e. had taken specific steps in a specified recent period to seek paid employment or self-employment. The specific steps may include registration at a public or private employment exchange; application to employers; checking at worksites, farms, factory gates, market or other assembly places; placing or answering newspaper advertisements; seeking assistance of friends or relatives; looking for land, building, machinery or equipment to establish own enterprise; arranging for financial resources; applying for permits and licences, etc.

(2) In situations where the conventional means of seeking work are of limited relevance, where the labour market is largely unorganised or of limited scope, where labour absorption is, at the time, inadequate or where the labour force is largely self-employed, the standard definition of unemployment given in subparagraph (1) above may be applied by relaxing the criterion of seeking work.

(3) In the application of the criterion of current availability for work, especially in situations covered by subparagraph (2) above, appropriate tests should be developed to suit national circumstances. Such tests may be based on notions such as present desire for work and previous work experience, willingness to take up work for wage or salary on locally prevailing terms, or readiness to undertake self-employment activity given the necessary resources and facilities.

(4) Notwithstanding the criterion of seeking work embodied in the standard definition of unemployment, persons without work and currently available for work who had made arrangements to take up paid employment or undertake self-employment activity at a date subsequent to the reference period should be considered as unemployed.

(5) Persons temporarily absent from their jobs with no formal job attachment who were currently available for work and seeking work should be regarded as unemployed in accordance with the standard definition of unemployment. Countries may, however, depending on national circumstances and policies, prefer to relax the seeking work criterion in the case of persons temporarily laid off. In such cases, persons temporarily laid off who were not seeking work but classified as unemployed should be identified as a separate subcategory.

(6) Students, homemakers and others mainly engaged in non-economic activities during the reference period who satisfy the criteria laid down in subparagraphs (1) and (2) above should be regarded as unemployed on the same basis as other categories of unemployed persons and be identified separately, where possible.

Population not economically active

11. The "population not economically active" comprises all persons, irrespective of age, including those below the age specified for measuring the economically active population who were not "economically active", as defined in paragraph 5.

The population not currently active

12. (1) The "population not currently active", or, equivalently, persons not in the labour force, comprises all persons who were not employed or unemployed during the brief reference period and hence not currently active because of (a) attendance at educational institutions, (b) engagement in household duties, (c) retirement or old age, or (d) other reasons such as infirmity or disablement, which may be specified.

(2) Countries adopting the standard definition of unemployment may identify persons not classified as unemployed who were available for work but not seeking work during the reference period and classify them separately under the population not currently active.

The population not usually active

13. (1) The "population not usually active" comprises all persons whose main activity status during the longer specified period was neither employed nor unemployed. It comprises the following functional categories: (a) students; (b) homemakers; (c) income recipients (pensioners, rentiers, etc.); and (d) others (recipients of public aid or private support, children not attending school, etc.) as defined by the United Nations *Principles and recommendations for population and housing censuses* (1980).

(2) Where necessary, separate functional subcategories may be introduced to identify (i) persons engaged in unpaid community and volunteer services and (ii) other persons engaged in marginal activities which fall outside the boundary of economic activities.

International Labour Organization

ILO Definition of time-related underemployment

16th ICLS, October 1998

Persons **in time-related underemployment** comprise all persons in employment, as defined in current international guidelines regarding employment statistics, who satisfy the following three criteria during the reference period used to define employment:

"willing to work additional hours", i.e. wanted another job (or jobs) in addition to their current job (or jobs) to increase their total hours of work; to replace any of their current jobs with another job (or jobs) with increased hours of work; to increase the hours of work in any of their current jobs; or a combination of the above. In order to show how "willingness to work additional hours" is expressed in terms of action which is meaningful under national circumstances, those who have actively sought to work additional hours should be distinguished from those who have not. Actively seeking to work additional hours is to be defined according to the criteria used in the definition of job search used for the measurement of the economically active population, also taking into account activities needed to increase the hours of work in the current job;

"available to work additional hours", i.e. are ready, within a specified subsequent period, to work additional hours, given opportunities for additional work. The subsequent period to be specified when determining workers' availability to work additional hours should be chosen in light of national circumstances and comprise the period generally required for workers to leave one job in order to start another;

"worked less than a threshold relating to working time", i.e. persons whose "hours actually worked" in all jobs during the reference period, as defined in current international guidelines regarding working time statistics, were below a threshold, to be chosen according to national circumstances. This threshold may be determined by e.g. the boundary between full-time and part-time employment, median values, averages, or norms for hours of work as specified in relevant legislation, collective agreements, agreements on working time arrangements or labour practices in countries.

Appendix 3 – 1993 Statistics Act

The following extracts are taken from the 1993 Statistics Act and outline some important points about the entitlements and obligations of the CSO as an organisation, and also individually as officers of statistics. The full text is available at:
http://www.irishstatutebook.ie/1993/en/act/pub/0021/print.html#sec10.

Statistics Act 1993

PART II: Institutional Structure — The Central Statistics Office, The Director General and The National Statistics Board

Functions of the Office

10. The functions of the Office shall be the collection, compilation, extraction and dissemination for statistical purposes of information relating to economic, social and general activities and conditions in the State.

The Office shall have authority to co-ordinate official statistics compiled by public authorities to ensure, in particular, adherence to statistical standards and the use of appropriate classifications.

The Office shall have authority to assess the statistical potential of the records maintained by public authorities and, in conjunction with them, to ensure that this potential is realised in so far as resources permit.

Officers of Statistics

20. Each of the following persons—

(*a*) every member of the staff of the Office and any other person directly engaged by the Office in the collection or extraction of information under this Act,

(*b*) every other person who, consequent on arrangements made under *subsection (1)* of *section 11* of this Act, is for the time being engaged in and about the collection, extraction, compilation or dissemination of information under this Act, and

(*c*) any other person authorised in writing by the Director General to perform for a specified period particular statistical analysis which may necessitate access to data collected under this Act,

shall, for the purposes of this Act, be and is in this Act referred to as an officer of statistics.

Declaration of Secrecy

21. Every person shall before assuming duties as an officer of statistics sign a declaration in the following form-

I,_____, solemnly declare that I will fully and honestly fulfil my duties as an officer of statistics in conformity with the requirements of the *Statistics Act, 1993,* and of all orders thereunder, and that I will not, except in the performance of my duties under that Act and such orders, disclose or make known during my service as an officer of statistics or at any time thereafter, any matter which comes to my knowledge relating to any persons, family, household or undertaking by reason of my service as an officer of statistics.

22. (1) Every officer of statistics who is entitled under this Act to –

(a) require or invite in person the completion and return of any document or the provision of any information orally or in writing from any person or undertaking,

(b) inspect, copy or take extracts from, collect or receive any document relating to any person or undertaking, or

(c) enter any premises, shall be provided with a certificate of appointment signed by, stamped or printed with, the name of the Director General.

(2) An officer of statistics acting under this section shall on demand produce his certificate of appointment for inspection.

(3) A document produced by a person in pursuance of this section and purporting to be his certificate of appointment shall, unless the contrary is proved, be deemed without further proof to be such.

PART III: Collection of Information

Right of Access for Statistical Purposes

29. An officer of statistics may at all reasonable times, on production of his certificate of appointment if demanded, enter any premises for the purposes of -

(a) delivering a notice under *section 26* of this Act, or

(b)delivering or collecting forms, questionnaires, records or information, or

(c) making any such inquiries as he is authorised to make under this Act.

PART IV: Use of Records of Public Authorities for Statistical Purposes

Co-operation of Public Authorities with the Office

31. (1) The Director General may request any public authority to consult and co-operate with him for the purpose of assessing the potential of the records of the authority as a source of statistical information and, where appropriate and practicable, developing its recording methods and systems for statistical purposes, and the public authority shall comply with any such request, in so far as resources permit.

PART V: Protection of Information

Restrictions on the use of information

32. All information furnished by a person, undertaking or public authority under this Act shall be used only for statistical compilation and analysis purposes.

Prohibition on disclosure of information

33.(1) No information obtained in any way under this Act or the repealed enactments which can be related to an identifiable person or undertaking shall, except with the written consent of that person or undertaking or the personal representative or next of kin of a deceased person, be disseminated, shown or communicated to any person or body except as follows-

(a) for the purposes of a prosecution for an offence under this Act;

(b) to officers of statistics in the course of their duties under this Act;

(c) for the purposes of recording such information solely for the use of the office in such form and manner as is provided for by a contract in writing made by the Director General which protects its confidentiality to his satisfaction.

Use of non-identifiable information for statistical analysis

34. The Office may provide, for statistical purposes only, information obtained in any way under this Act or the repealed enactments, in such form that it cannot be directly or indirectly related to an identifiable person or undertaking, to such person and subject to such charges, conditions and restrictions as the Director General may determine.

PART VI: Offences, Penalties and Evidence

Prevention of access

37. Any person who prevents an officer of statistics from carrying out his duties as allowed under *section 29* of this Act shall be guilty of an offence.

Misuse of Information

38.Any person who uses information furnished under this Act or the repealed enactments in contravention of *section 32* of this Act or wilfully discloses information relating to any identifiable person or undertaking in contravention of *section 33* of this Act shall be guilty of an offence.

Protection of documents

42. (1) Any person who wilfully destroys, damages or falsifies any document or record issued for the collection of statistics in compliance with a requirement made under *section 25* of this Act shall be guilty of an offence.

(2) Any officer of statistics who fails to keep any document or record in his custody, containing information collected under this Act, in such manner as to ensure that unauthorised persons will not have access thereto shall be guilty of an offence.

(3) Any officer of statistics who wilfully fails to return to the Office a document or record collected from any person or undertaking under this Act shall by guilty of an offence.

Furnishing false information

43. A person who, in purported compliance with any requirement or direction under this Act, provides information, makes a statement written or oral or produces or delivers any document false in a material particular, knowing it to be false, shall be guilty of an offence.

Appendix 4 – Regional Co-ordinators

Regional Co-ordinator	Regional Location	E-mail	Office Phone
Mr. Tom Whitney	Ballina	Tom.Whitney@cso.ie	096 22522
Ms. Catriona Walsh	Clonmel	Catriona.Walsh@cso.ie	087 246 6888
Ms. Sarah Gleeson	Cork	Sarah.Gleeson@cso.ie	021 453 5026
Ms. Margaret McGrath	Dublin	Margaret.McGrath@cso.ie	01 498 4140
Ms. Ann Olwill	Dublin	Ann.Olwill@cso.ie	01 498 4147
Ms. Rosarie Kiernan	Dublin	Rosarie.Kiernan@cso.ie	01 498 4133
Ms. Anne Casburn	Galway	Anne.Casburn@cso.ie	091 566 024
Mr. Rory Sherwin	Kilkenny	Rory.Sherwin@cso.ie	056 777 1365
Ms. Bridget Kelly	Limerick	Bridget.Kelly@cso.ie	061 480 915
Ms. Carmel O'Leary	Mullingar	Carmel.OLeary@cso.ie	044 934 5221
Ms. Marian Ryan	Thurles	Marian.Ryan@cso.ie	0504 20171