

NATIONAL STATISTICAL INSTITUTE

INSTRUCTION

**FOR FILLING IN THE QUESTIONNAIRES
ON LABOUR FORCE SURVEY**

2008

GENERAL REMARKS

Labour force survey aims to ensure information on the employment and unemployment basic characteristics. It is conducted in accordance to the National Programme for Statistical Surveys, Council Regulation N 577/98 - 9 March 1998 and number of the European Commission regulations.

Permanent country population, living in ordinary households is observed.

Survey sample is based on country ordinary households. Persons 15 and over, members of the selected households are survey objects.

It is a continuous survey, providing quarterly data. All households included into the sample are interviewed during a given quarter and the sample is uniformly spread during the separate weeks within the period.

Observed period (the period, to which data refers) for each household is one calendar week. Survey is conducted within the calendar week, following the observed period.

Eight households, given specific numbers are observed in each cluster for the separate observations. Half of the households are changed during the next observation. Following the rotation scheme, households are observed 4 times and after the second observation they miss the next two.

In order to ensure uniform household distribution and equal interval between the two consecutive observations, the schedule prepared by months and weeks should be followed strictly.

Households that have to be observed, as well as their addresses can be found in the households lists, especially prepared for the Labour Force Survey. In case the selected household do not live any more at the address pointed in households lists, but there is another household living there, the last one have to be interviewed. If more than one household is living there (different from the pointed in the households lists), the household having more members have to be interviewed.

By no other means preplacement of households listed in the households lists is allowed.

FILLING IN THE QUESTIONNAIRES ON LABOUR FORCE SURVEY

Several types of questionnaires are used for the Labour Force Survey:

- Household questionnaire;
- Individual questionnaire – version 1;
- Individual questionnaire – version 2.

Questionnaires should be filled in by ball-pen.

The text in Italics directs the interviewer (it should not be read to the interviewed persons).

I. HOUSEHOLD QUESTIONNAIRE

Household questionnaire is filled in for each household at the first visit and is used for all interviews (4), if necessary the respective corrections are done. In case the household living at the pointed in households list address changed after the first observation, members of the new household are recorded in the same questionnaire and they are given different sequence numbers

HOW TO FILL IN THE TITLE PAGE

Title page of the household questionnaire has to be filled in and coded as follows:

Row "District" – the name of the district have to be filled in and the respective code (2 digits):

01	-	Blagoevgrad	15	-	Pleven
02	-	Burgas	16	-	Plovdiv
03	-	Varna	17	-	Razgrad
04	-	Veliko Tarnovo	18	-	Ruse
05	-	Vidin	19	-	Silistra

06 - Vratsa	20 - Sliven
07 - Gabrovo	21 - Smolyan
08 - Dobrich	22 - Sofia (capital)
09 - Kardzhali	23 - Sofia
10 - Kyustendil	24 - Stara Zagora
11 - Lovech	25 - Targovishte
12 - Montana	26 - Haskovo
13 - Pazardzhik	27 - Shumen
14 - Pernik	28 - Yambol

Row “Settlement” – name of the settlement, in which the household lives, has to be filled in and one of the two codes:

- 1 – for cities (towns);
- 2 – for villages.

Row “Number of cluster within the district” – 3-digit number of the cluster (enumeration unit) within the district has to be filled in, as pointed in the households lists.

Row “Number of household within the cluster” – 2-digit number of the selected household (within the cluster) has to be filled in, as pointed in the households lists.

Date of the last day of the observed period have to be filled in as follows: day – 2 digits (01,02..), month – 2 digits, year – 4 digits. The last day of observed period always is **Sunday** (usually just before the week for conducting the interview).

Sequence of interviewing (wave). *Inclusion of household in the LFS sample (no matter successfully interviewed during the previous visits or not) is taken into account when defining sequence of interviewing (wave number).* Households given equal numbers into the households lists always belong to one and the same wave. Each household is interviewed up to 4 times for the purposes of LFS.

Date of the last day of observed period has to be filled in on separate row for each interview – I interview, II interview, III interview, IV interview. Answer “Yes” – code 1 has to be marked in case the household is interviewed or “No” – code 2 in case the household is not interviewed at the end of each row and separately for each interviewing. If answer “Yes” is marked, Part I “Household data” has to be filled; if “No” – Part II “Non-interviewed household”.

HOW TO FILL IN PART I “HOUSEHOLD DATA”

Part “Household data” has to be filled in at the first interview and updated during the next visits in case of changes in household composition and personal characteristics.

Observed period (the period, to which data refers) is defined calendar week (from Monday to Sunday) usually preceding the survey week. It means that answers have to reflect person or household status for that week namely, except in case the question is explicitly asked for different period.

Question №1. Total number of household members permanently living in the household has to be pointed (2 digits – 01,02 etc.), no matter their age. Households is two or more persons, who live together in one dwelling or part of dwelling and have a common budget, regardless of the fact that some of them may not have kinship ties to each other. A household may be only one person, who lives in a self-contained dwelling, or part of it and lives on self-dependent budget in respect to expenses on food and other necessities. Household members are considered also persons who are temporary absent from the household (for a period less than 1 year), but who are at the country territory as follows:

- at hospitals, sanatoria, maternity hospitals and other health establishments;

- on business trip or at training;
- visiting relatives and friends or on vocation in the country;
- on seasonal or temporary work with fixed duration.

Pupils and students, as well as persons working in another settlements, who travel every day to their place of study/work, have to be considered as household members.

Students at higher military schools and Police schools are considered as household members.

Students at primary and secondary schools are considered household members even though studying and living in different settlement.

Household members are also persons, temporary absent from the country, respectively from their homes, who leave the country within the period less than 1 year.

The following are not considered household members:

- students, living in settlements different from the household settlement (excluding students at higher military schools);
- persons living in homes for children, homes for adult persons, homes for disabled, monasteries;
- persons who leave the country before a period of 1 year and more, as well as persons who permanently live abroad, no matter the period of migration and citizenship;
- temporary present persons, permanently living in another household.

Foreign citizens

Questionnaires have to be filled in also for foreign citizens, living in the country more than 1 year or planning to live for more than 1 year. Excluded are diplomatic personnel, foreign representatives and members of their families.

Foreign citizens, temporary present in the country (who entered the country less than 1 year ago and who do not intent to stay permanently) are not subject of survey.

Question №2. List of household members. Data for all household members have to be recorded, no matter their age. For convenience, data about persons under 15 have to be recorded at the end of list. In case there are more than 10 household members, additional household questionnaire have to be filled in.

Sequence number of persons. Person sequence number has to remain unchanged during the interviews (up to 4). For example: person given number 03 at first interview, should be recorded with the same number during the next interviews, no matter that persons given number 01 or 02 might leave the household meanwhile. In case new persons join the household between two interviews, they have to be recorded at the end of household list and given next sequence number.

In case during the next interviews (second, third, forth) the interviewer found household, different from the original one, living at the address, numbering of household members continue. For example: if originally selected household consists of 4 persons, than the first person of new household has to be given number 5, second – six, etc. Information assisting persons recognition may be recorded in column “Notes” – this information is not processed.

Relationship to the head of household. Code for each person and his/her relationship to the household head has to be recorded here as follows:

1 – head of the household – person providing basic part of means of living or person recognized by household as a head. Each household should have one and only one such person (aged 15 and more);

2 – spouse/partner of the household head has to be recorded, no matter living in marriage or cohabiting;

3 – is marked for the children of household head or his/her spouse/partner children, permanently living in the household (incl. adopted/stepchildren). Also children in host families have to be included, in case they are accommodated for a period more than 1 year.

- 4 – is marked for spouse/partner of head of household (or his/her spouse/partner) children;
- 5 – is marked for head of the household (or his/her spouse/partner) parents;
- 6 – is marked for brother/sister of the household head (or his/her spouse/partner);
- 7 – is marked for persons, in kinship ties with the household head, different from listed above – grandchild, uncle, aunt, nephew, spouse/partner of the sister/brother, cousin or other relative;
- 8 – is marked for persons, who are not relatives to household members.

When defining relationship to the household head, as well as in numbering spouse/partner/father/mother, de facto, not de jure relationships between household members have to be taken into account.

Sequence number of spouse/partner. Sequence number of spouse/partner has to be recorded, as pointed in column “Sequence number”. In case spouse/partner of the interviewed person do not live in the household or if the interviewed person does not has spouse/partner, code 99 has to be recorded. Code 99 has to be recorded for children below 15 (except in case the person is cohabiting below age of 15).

Sequence number of father. Sequence number of father has to be recorded, as pointed in column “Sequence number”. Present spouse of mother, living in the same household might be considered as father also. Code 99 has to be recorded in case the father of interviewed person does not live in the household or if the person does not has father.

Sequence number of mother. Sequence number of mother has to be recorded, as pointed in column “Sequence number”. Present spouse of father, living in the same household might be considered as mother also. Code 99 has to be recorded in case the mother of interviewed person does not live in the household or if the person does not has mother.

Example: There are 5 persons living in the household – A, B, C, D and E. Person A is mother of person B. Person B is in marriage with person C. Persons B and C have child under 15 – person D. Person B has child below 15 from another marriage. The spouse of mother does not adopt this child, but the child is living in the household – E.

Sequence numbers of spouses, of mother and father for persons, living in the household have to be filled in as follows:

Persons, living in the household	Sequence number (of person)	Relationship to the household head	Sex	Sequence number of spouse	Sequence number of father	Sequence number of mother
A	01	01	1	99	99	99
B	02	03	2	03	99	01
C	03	04	1	02	99	99
D	04	07	1	99	03	02
E	05	07	2	99	03	02

In order to fill in these questions (sequence number of spouses, father, mother) it is necessary to know the sequence numbers of all persons, living in the household, as well as relationship to the household head. That’s why these questions have to be answered after receiving rest of the data, included into the household members list.

Sex – code 1 has to be marked for men and 2 – for women.

Date of birth – date of birth of each household member has to be recorded, incl. children below 15 as follows: first two digits – day, second two digits – month and last four – year of birth. For example, if the person is born on 14 January, 1972, the following has to be recorded: **1 4 0 1 1 9 7 2**. **In case it is not possible to get the exact date or month of birth, the interviewer**

should find whether person birthday is before or after the end of surveyed period. In case the person birthday is between 1 January of the current year and the end of surveyed period, 00 has to be recorded for day and/or month of birth. If the person birthday is after the surveyed period, 99 have to be recorded for day and/or month of birth. In case no information can be received on year of birth, it has to be gathered from another sources or as a last to be recorded by interviewer judgment.

Juridical marital status. Juridical marital status has to be recorded:

- single –for persons who never entered into juridical marriage;
- married – for persons whose marriage is registered according to the country legislation as well as for persons entered religious marriage only before 12 May 1945;
- widow – for persons who become widowed after the last juridical marriage;
- divorced – for persons divorced by court and issued court decision.

Citizenship. Code 1 has to be marked if the person is Bulgarian citizen. In case the person possess double citizenship, one of which is Bulgarian – code 2 and if the person is citizen of another country only – code 3 and question 3 “Citizenship” has to be filled in. Citizenship is defined based on the state issuing the person passport (identity card). Citizenship should not be mixed up with ethnic group.

Country of birth. Code 1 has to be marked for persons born in Bulgaria. For persons born in another country code 2 has to be marked and **question N4 to be filled in.**

“Did you live in the same settlement 12 moths ago?”. This question concerns persons above 1 year of age. Purpose of the question is to collect information on country/district where the person lived one year before the survey. Code 2 has to be marked for persons answering “No” and question N5 has to be asked. Code 1 has to be marked for persons answering “Yes” and question N5 to be skipped. **Code “0” has to be marked for children under 1 year of age.**

Question N3 “Citizenship”. Answer has to be filled in for **household members who are not Bulgarian citizens only.** Sequence number of person, as recorded in household list (q.2), has to be pointed in the first column; name of the country of citizenship – in column “Citizenship”; country code – in the next column. Citizenship is defined based on the state issuing the person passport (identity card).

Question №4 “Country of birth”. Answers have to be filled in for persons whose **place of birth is different from Bulgaria.**

- Sequence number of person, as recorded in household list (q.2), has to be pointed in the first column.

- Column “Country of birth” – name of the country, where the person is born has to be recorded and country code – in the next column. In case of doubt, the country of birth should be defined as the country of residence of the mother at the time of birth. Current national boundaries should be considered, rather than any existing at the time of the respondent's birth.

- Column “Since when did you live in Bulgaria?” – calendar month has to be recorded in the first two boxes (01-January, 02-February, etc.); year (four digits) when the person moved in (permanently settled in Bulgaria).

In case the person has left the country for period more than 1 year, date of the last entering of the country has to be recorded.

Question №5 “Settlement, where the person lived 12 months ago”. Answers have to be marked for **persons who lived in another settlement 12 months ago only.**

Sequence number of person, as recorded in household list (q.2), has to be pointed in the first column.

For persons who lived in another settlement in Bulgaria, the following has to be recorded:

- name of the settlement, where the person lived **exactly one year ago;**

- name of the district, where the settlement is situated;
- code of the settlement type - town (code 1) or village (code 2);
- code of the district, on which territory the settlement is situated.

The following has to be recorded for persons who moved to Bulgaria from abroad:

- name of the country;
- code of the country.

“Nomenclature of countries for coding LFS questionnaires” has to be used for coding countries in questions 3, 4 and 5.

HOW TO FILL IN PART II “NON-INTERVIEWED HOUSEHOLD”

Part II “Non-interviewed household” has to be filled in for the following: if there is no household living in the dwelling at pointed address (in the household list); in case of temporary absence, refusal of the chosen household; existence of any other reason (i.e. data on economic activity for none of the household members cannot be received). The reason has to be pointed in question N1, due to which the household is not interviewed – the respective code has to be marked in the column of the respective survey (I, II, III or IV survey). It is obligatory to record the exact reason in “Other”.

No substitution (replacement) of the household has to be done in case of refusal or temporary absence of the chosen household during the whole-observed week.

The following have to be recorded in the table next to Part II “Non-interviewed household”: name of the interviewer, duration of the household questionnaire interview (in minutes), date of the interview (or of the last visit if the household is not interviewed), interviewer code (as defined by survey supervisor) and interviewer telephone number.

After completion of the “Household questionnaire”, individual questionnaires have to be filled in.

INDIVIDUAL QUESTIONNAIRES

There are two types of individual questionnaires:

- version 1, used at interviewing household for the time;
- version 2, used at all other interviews

II. INDIVIDUAL QUESTIONNAIRE – VERSION I

This type of questionnaire is filled in for persons aged 15 and more, permanently living in the household. There is a possibility existing in each questionnaire, to fill in data on 4 household members – one in each column. New questionnaire has to be filled in if there are more than 4 household members aged 15 and more.

Identity part of the individual questionnaire (district, settlement, number of the cluster within the district, number of the household within the cluster, date of the last day of the observed period) has **to correspond fully to the identity part of the household questionnaire.**

There are two parts in the individual questionnaire:

I. Interviewed persons

II. Non-interviewed persons – to be filled in if no information can be received on some household members (the last page of the “Individual questionnaire”).

HOW TO FILL IN PART I “INTERVIEWED PERSONS”

Data have to be filled in **for each person separately**, not simultaneously for all household members. Information on absent household members should be received from the household head or another household member, who is able to present such.

In case no data can be obtained for a given household member (person refuses to answer or is temporary absent and his/her relatives cannot present data) nothing has to be filled in Part I for this person. The respective answer has to be marked in Part II “Non-interviewed persons”. **It concerns cases, where there are interviewed persons (aged 15 and more) from the same household.**

Data on each person has to be recorded in separate column.

Figure corresponding to the appropriate answer in column “Code” for the respective person has to be rounded. In case there are boxes in column “Code”, figures have to be recorded there according to the question content and given instructions.

Data on persons have to be referred to the observed calendar week (from Monday to Sunday), except in case any other period is indicated. In principle, this is the week, preceding the week of interview.

In order to facilitate filling in the questionnaire, Part “Interviewed persons” is divided into the following sub-parts:

- Employment
- Main job
- Working time
- Non-typical working time
- Second job
- Seeking other job
- Previous working experience of inactive persons
- Seeking job
- Registration at state unemployment agencies
- Education and training
- Other characteristics
- Person basic (main) labour status an year before the observed period

Question №1. Sequence number of person within the household has to be pointed. The number should be the same, as given to the person in the household list (question N2, Part I “Household data” in the household questionnaire), no matter the sequence of interviewing. For example, in case the wife is interviewed first and her data are given number 02 in the household list, she has to be given number 02, despite the fact that she is interviewed first.

Next questions concern the persons economic activity. The following has to be taken into account:

- **Questions have to be asked as written in the questionnaire. Answers should not be read in advance, except in case such directions are given in the questionnaire.**
- **Each question should be given one answer only, except in case the possibility for more than one answer, is pointed explicitly.**
- **In case there is an arrow against the rounded code (corresponding to the appropriate answer), the person should be asked the pointed question. If there nothing pointed against the rounded code, the person should be asked the next question.**
- **Answer “other” – persons answer have to be written obligatory.**

EMPLOYMENT

Question №2. Answer “Yes” has to be marked for all persons, doing any work at least 1 hour during the reference week.

“Work” means:

- any work for pay or profit – wage or salary (for time worked out or work done) for cash payment or payment in kind; payment according to civil contract, fee, commission, no matter received in the week the work is done or not;
- work in own business, professional practice or farm, or practicing another self-dependent activity for the purpose of earning a profit.

Production of agricultural products also should be considered as work in case:

- prevailing part of the household necessities are satisfied thus or;
- part of the production (even small) is for sale of exchange.

Answer 1 has to be marked for persons who are obliged to perform some work in order to keep receiving their social benefits, if work is performed during the reference period.

Also persons who receive wages for on-the-job training (paid apprenticeship or paid traineeship), which involves production of goods or services have to be considered as working.

The following are not considered as work:

- receiving income from renting own dwelling, land or other property;
- receiving income from shares or dividends, excluding participation in management of the activity;
- work without payment at charity and public organizations;
- unpaid home-keeping, done for the same household.

Question №3. Activities pointed are also considered as work and persons engaged – as employed. This question is included into the questionnaire in order to facilitate defining activity status of persons working without formal labour contract and who due to this reason have answered “No” to the previous question. It concerns mainly persons engaged with agricultural activity at their own farms – breeding animals, growing vegetables, fruits, cereals, mushrooms, gathering herbs, providing agricultural services. Answer “Yes” has to be marked for these persons in case **one of the following is true:**

- sale, offer for buying up or exchange even small part of their own production;
- do not sale, but produce considerable, in terms of volume agricultural production, thus ensuring their own household consumption. the person does not sell or barter, but produce significant agricultural output and cover a considerable part of household consumption - for instance, he breeds one or more cows (buffalo-cows), or 2 buffalos (oxen), or 5 pigs, or 1 sow, or 5 ewes, or 2 breeding female goats, or 10 breeding female rabbits, or 1 reproductive male animal (bull of service, stallion, boar), or special types of animals (silkworms, ostriches, Angora goats, Angora hares), or 50 laying hens, or 100 broilers, or 30 fowls (hens, turkeys, geese or ducks), or 10 bee colonies, or 1000 quails, or ostrich or manages 5 dca utilized agricultural area or 3 dca arable land, grows 2 dca meadows or 1 dca specialised crops (vegetables, strawberries, fruit trees, vineyards, nurseries, tobacco, hops, seeds, and seedlings, flowers, aromatic and medicinal plants, etc.), or 0.5 dca hothouse.
- providing agricultural services to another households (farms).

Question №4. Answer “Yes” has to be marked in case the persons have worked at least one hour, without payment for company, enterprise and firm of relative from the same household. Work directly connected to the activity of family company or farm is meant. For example, the person works as accountant or secretary, sells coffee, beverages or other goods. In case the person does housekeeping of the same household only, it should not be considered as work.

Answer “No” has to be marked in case the persons did not work at all or in case of work without payment for person who is member of another household or for household member who is not relative.

Question №5. Answer “Yes” has to be marked if the person had a job from which he/she was absent during the reference week and the reason for absence has to be recorded in question №6.

In case the person has a job, but does not work during the reference period (due to illness, annual leave and unpaid leave for personal reasons or employers reasons) he/she should be considered as employed if working contract with the employer (enterprise, company) is not terminated.

Person has to be considered as having a job in case he/she has no signed job contract, but has an agreement with the employer that will return to work and if the period of absence does not exceed 3 months.

Persons usually operating their own business, professional practice or other activity should be considered as working during the reference period if the company (activity) still exists – equipment is used, building or office are maintained, registration or publicity campaign are ongoing.

Unpaid family workers usually working, but who have been absent during the reference week, should be considered as working if there is an agreement existing with the relative managing the business (activity) that will return to work and if the period of absence does not exceed 3 months.

Persons obliged to perform some work in order to receive their social benefits should not be considered as having a work, from which are absent. Answer “No” has to be marked for them in question N5 in case they did not work during the reference period.

Persons, without employment during the reference week but who have found a job to start in the future are not considered as working.

Question №6. The question is quite important for defining economic activity of persons and that's why it is extremely important **to point the right reason for absence from work during the reference week and strictly to follow the instructions for skipping questions.** The following has to be kept in mind:

- **answer 02** concerns persons who did not worked during the reference period on their own business due to lack of materials, errands, clients or similar reasons;

- **answer 03** concerns **employed persons** on forced unpaid leave or break of work due to employer reasons i.e lack of materials, difficulties with finding market for production, shortage of financial resources, production damage and similar;

- **answer 04** concerns persons directly participating in strike or involved in labour dispute. In case of persons who do not work because production in the establishment is impeded by a labour dispute outside the establishment (thus causing a shortage in material supplies for example), answers 02 or 03 respectively has to be pointed;

- **answer 06** has to be pointed in case of **personal** illness, accident or temporary disability;

- **answer 07** has to be pointed only for persons on paid maternity leave, receiving 90% of their usual wage (article 163 of the Labour Code). The duration of this leave is 315 days, 45 of which before the childbirth;

- **answer 08** has to be pointed for persons on additional maternity leave for bringing up child under 2 years of age. The minimal wage is paid during such leave (article 164 of the Labour Code);

In case self-employed persons (working at own enterprise or professional practice) have been absent during the reference week due maternity leave, **code 13** “Other absence” has to be marked;

- **answer 09** have to be marked for persons on parental leave during the reference period.

Parental leave is the leave provided to each parent (adopter) according to article 167a of the Labour Code for child between 2 and 8 years of age. Parent is entitled to such leave in case he/she is **working as civil servant or under labour contract** and if the child is not accommodated at full government support. The leave is **unpaid** and its duration is 6 months (for each of the parents separately).

- **answer 11** concerns persons, who do not work during the reference week due to compensation.

Compensations include:

- absence (during the whole reference week) due to flexible working time i.e. when calculating working time for longer period;
- absence due to compensation of overtime worked.

– **answer 13** has to be marked in case the person has been absent due to any other reason - personal, family and other reasons, no matter whether the leave is paid or unpaid. Leave for taking care for ill family member or for family member under quarantine is included here, leave for accompanying ill family member at examinations, leave for looking after health child in case the child-care establishment is under quarantine (article 162 of the Labour Code), as well as other regulated absences due to family reasons (paid or unpaid, negotiated by the collective or personal agreements).

Question №7. persons on forced unpaid leave or break of work due to employer reasons have to answer this question

Question №8. Duration of **the whole period of absence** has to be pointed – **from the beginning to the defined final date of absence, if there is such.**

Question №9. It has to be pointed here whether the person received or expects to receive any payment for the period of absence. It may be paid by the employer or by the social security funds (or both sources).

Question № 9A. Remuneration from the main job is to be considered and if possible, net remuneration (after taxes and social security contributions).

MAIN JOB

Questions NN **10 to 35** concern the **main job.**

Persons, having more than one job, have to decide themselves, which is the main one. In case the person cannot decide, the job on which the person spends most working hours per week has to be considered as main.

In case the person has changed his/her job during the reference week, the job done at the end of reference period has to be considered as main.

Retired persons, who work during the reference period, should point data on job during this period, not on job before the retirement.

As an exception, persons on **parental leave**, who are engaged with different work during the reference period – the job, from which they are entitled to parental leave has to be considered as main.

Persons operating own business, who work as employed also at public or private employer (for example, medical doctors who have private practice, but work at hospitals also) – two jobs have to be pointed in such cases.

Question №10. The aim is to define the employment status of the interviewed persons – employers, self-employed, employees, unpaid family workers (see annex 1). Printed answers have to be read to the person and only one of them to be marked. Answer has to concern person main job.

- answer 1 concerns persons managing own companies, enterprises, farms as well as persons with private practice no matter working alone or in partnership, but **with employees**. Household members of the interviewed person who help the person, without definite personal payments are not considered employed.

- answer 2 concerns persons managing own companies, enterprises, farms as well as persons with private practice no matter working alone or in partnership, **without employees**, but operating their business alone or by help of another household members. Persons giving private lessons and receiving payment directly from their students are also considered self-employed.

- answer 3 is marked for persons working at private enterprises, companies or for private employer under labour or civil contract, as well as without contract for payment in cash or in kind. Persons working for payment at public, political or religious organizations are also included here;

- answer 4 is marked for persons working at state, municipal or mixed enterprises (where state or municipal property is prevailing or 50%) under labour, civil or other contract, no matter the position, including enterprises managers;

- answer 5 is marked for working members of productive cooperatives - persons having shares and receiving dividends. **Persons working at productive cooperatives, who are not their**

members, but work under labour or civil contract are considered as employed and answer 3 is marked for them;

- answer 6 is marked for persons working without formal payment at enterprise, company, farm, belonging to member of the same household. In case the person is working at such family enterprise under labour or civil contract and receive payment or other definite remuneration, he/she should be considered as employed and answer 3 has to be marked.

Persons looking after one or more children at a household different from they own are considered as employed (code 3) if working for one household (employer) only and at the household house. Persons looking after one or more children have to be considered as self-employed (code 2) in case they take care for children from different households and regulate their working hours and manner of work themselves.

Persons working as personal or social assistants (including of relatives) in accordance to the Unemployment Agency Programmes are considered as employed and code 04 has to be marked for them.

Question № 11. Availability of the written contract with the employer has to be pointer for the employed persons (answers 3 and 4 of question N 10) and its type:

- labour contract (code 1) is a contract between the employer and the person, signed according to the Labour Code, containing place and type of work, working hours, remuneration, as well as additional conditions, connected to the offering of labour force.

Code 1 – “Labour contract” has to be marked for persons working under the Unemployment Agency Programmes for temporary employment.

- civil servants contracts are signed in accordance to the Civil Servants Act. Availability of such contract (code 2) should be marked for employees at state enterprises i.e. answer 4 to the question N 10 is pointed.

- civil contracts are signed for execution of a given work and in accordance to the Law on Duties and Contracts;

- **contract with a Private Temporary Employment Agency** (code 4). Work done under a contract with a Private Temporary Employment Agency includes relations between the employed person, temporary employment agency and an enterprise (needing labour force). Agencies do the recruitment of persons, prepare the contracts and administer labour, legal and financial matters.

Employed person **receives his/her wage from the Private Temporary Employment Agency**, but actually works for the other enterprise.

Answer 4 does not concern the personnel working at the temporary employment agency (administrative personnel for example).

When recording and coding the economic activity (question N 14A) of a person who has contracted a job with a temporary employment agency, the activity of the local unit, where the person actually works have to be taken into account, not of the Agency which employs him/her;

- contracts for management, errands and a provision of given service have to be included into “other contracts”. The contract type is to be recorded obligatory.

- no contract (code 6) concerns persons working without written contract (having a verbal agreement with the employer only).

Question № 12. Concerns employed persons only.

Whether the job is permanent or not, depends on the conditions written in the persons contract – if the period of time is fixed or not. **In case there is no term pointed in the contract, the person has to be considered as permanently employed and answer “Yes” to be marked.** Civil contracts usually are signed for fixed period of time, as well as the contracts with Private Temporary Employment Agency.

In case the person has signed a contract, which has to be renovated at a given periods – it is the person himself/herself to decide whether his/her job is permanent or no.

In case the person has no written contract, the type of work has to be defined based on the verbal agreement with the employer, concerning conditions for job termination – due to completion of work, elapsing of the agreed period of work or the appropriate season, coming back of the titular employee.

The type of temporary job has to be pointed in question N12A and the reason for performing it – in question N12B.

Question №13. Total duration of the period of temporary work has to be pointed in months or time elapsed plus time remaining till the end of period. If the duration is less than one month “00” has to be pointed. In case the person cannot present even approximate duration of the temporary work – “99” has to be marked.

Question №14. There are two ways to ask the question – 1) “Where do you work? (Whom do you work for?)”- concerns the employed persons and 2) “Would you please point the name of the company, enterprise, practice” - the rest employed categories.

Information from this question is not processed, but it is used for more precise defining and coding of the enterprise, company economic activity (branch). Name and location of the enterprise, company, institution, organization, where the person works, have to be written without abbreviations. If the person works at a company sub-unit (shop, restaurant, department, workroom), the name of the sub-unit (local unit¹) has to be recorded.

It is also the case for persons working at sub-units of the government – name of the ministry, agency etc. has to be recorded as well as the sub-unit. For persons working at the health and education systems – full name of the establishment has to be recorded.

For persons working at the Ministry of Defense, agencies at the Ministry and Offices “Military information” and “Security” – Ministry of Defense has to be recorded. For persons working at different type armed forces – “Bulgarian Army” has to be recorded. For persons working at the Ministry of Interior structures - Ministry of Interior has to be recorded. National Offices of the Ministry of Interior are as follows:

1. National Office “Security”;
2. National Office "Police";
3. National Office "Fight against organized crime";
4. National Office "Fire and accidents security";
5. National Office "Border police";
6. National Office "Gendarmerie".

In case the person refuses to point out the exact name of the enterprise, company, organization, at least its type has to be pointed – for example: machine-building plant, groceries, secondary school, building company, municipal authority, state institution.

Question 14.A. Main activity of the enterprise (company, farm) local unit², where the person works has to be recorded here or **if the person works at sub-unit (branch, section), the activity of the sub-unit (local unit) has to be pointed.** It is defined based on the **prevailing part of products produced or services offered.** In case the person has own professional practice, the type of activity performed has to be recorded.

Type of the activity has to be recorded as detailed as possible. For example: “production of tractors”, “production of kitchen furniture”, “road construction”, “retail trade with foods”.

Coding of activity has to be done at Regional Statistical Offices.

Question №15. Number of persons working at the enterprise, company local unit¹ has to be recorded. Employers and self-employed, as well as unpaid family workers have to be included. Only one answer has to be pointed. If the number of working persons do not exceed 10 persons, **the exact number had to be recorded** in column “Code” (for example: 05, 07). For the rest cases – number of working persons has to be pointed within the intervals written. In case it is impossible to receive more precise answer, it has to be pointed if the number is less or more than 10 persons (codes 14 and 15).

Question № 16. If the person works in the same settlement – answer 1 has to be marked and question №18 asked. If the person works in different settlement in Bulgaria, code 2 has to be marked

¹ Local unit is the enterprise or part of it (workshop, store, office, mine, depot) situated at a defined geographic place.

and type (town or village) and name of the settlement, as well as the district, where it is situated have to be recorded in question №17A. If the person works abroad, answer 3 has to be marked in question №17 and name of the country recorded in question №17B. Coding of settlement type, district and country is done at Regional Statistical Offices.

Question № 17. Year in which the person started work for this enterprise, company, organization has to be recorded in p. “a” . In case the persons has his/her own company or if is engaged with his/her own activity, the year when the person has started his/her activity has to be recorded. If the person has started his/her work during the reference year or during the previous two calendar years, the respective calendar months had to be recorded also (in p.6 of the same question) – 01 (January), 02 (February) etc. In case the person has started to work more years ago, question №19 has to be skipped. .

Question №18. The question concerns persons who started their current work during the last 2-3 years. The effective participation of the state Employment Agency is meant in finding current persons job (cases in which the person would not find the pointed job, if the agency does not exist). Employment Agency role is in the realization of contact between the employer and the person, informing them about each other. It might be direct contact – personal contact between the person and the Unemployment Agency employee, as well as indirect – if the person has received information about the work from the announcement at the Agency, from advertisements in mass media or web page of the Employment Agency, etc.

For persons who started their current job according to the Employment Agency Programmes, it is compulsory to mark code 1 – “Yes” in question N 18.

Training courses organized by the Employment Agency, aiming increase of the person qualification and skills and necessary for starting a job are nor taken into account.

Question № 19. Persons occupation during the reference period has to be recorded by words. Full name of the occupation, without abbreviation has to be recorded. For example: cashier at shop, cashier at totalizer office, polisher of glass, driver of ambulance, technologist at glass production, etc.

Question № 19.A. The activity, performed by the person has to be recorded in brief. It is necessary for more accurate defining and coding of the occupation. For example: packs by hand goods; works as a cashier at grocery shop; does accountancy; teach at primary school, etc.

Some peculiarities in recording occupation names and description of the activity for the separate groups are listed below:

Workers

In case the person works with machine, the machine type has to be recorded, for example – operator at weaving machine, operator at woodworking machines. If the person performs unskilled work (physical efforts are prevailing), the place where the activity is performed has to be recorded - attendant at hotel, cleaner of vehicles, kitchen worker.

The occupation of persons working in agriculture has to be referred to the main type of production, for example – gardener, apiarist, pig-breeder, fish-breeder and the occupation of persons working with agricultural machines – with the type of machine. In case the production is for personal consumption only (without any sales or offering for buy up) – the expression “for household consumption” has to be recorded.

Occupation of persons working in trade and services also has to be referred to the place, where the activity is performed, for example – guide at museum, salesman at shop, air-hostess at plane.

Persons working as security guards of persons, companies, and organizations – type of protection has to be recorded (armed or unarmed), bodyguard, detective.

Clerks

Main task here is to find out whether the person works at office or with clients. In case the person works at office, the occupation has to be referred to the equipment used (for example - operator at PC, operator at copying machine) or the documents processed (for example – bookkeeper,

invoice clerk). The working place has to be pointed in case the person works with clients – bank cashier, salesman of tickets, cashier at exchange bureau.

Professionals

Not only the occupation, but also field of activity and basic tasks performed has to be pointed:

- studying, analyzing, elaboration of crucial problems in the field of work;
- application of methods, realization of decisions, making deals, processing of information.

The exact name of occupation and the department has to be recorded for the civil servants.

Teaching discipline and education level (primary, secondary) has to be recorded for teachers.

Managers

Occupation and the enterprise type have to be recorded for managers and deputy-managers.

The character of work of the department has also to be recorded for the managers and heads of productive and functional departments.

Manager is a person who manages the work of employed persons. If the person works without employees, his/her occupation has to be referred to one of the rest groups and the exact work (profession) has to be pointed.

Question №20 – filter question. The aim is to identify whether the person is employed or self-employed in order to follow the next questions.

Question №22 - Concerns employed persons. Aim of the question is to reveal if the interviewed person duties include organization and direct supervision of work of **other employed persons** – it is possible part of the work supervised to be performed by the person himself/herself. Persons working as managers of storehouse and responsible for the property there only are not considered as taking supervisory functions on work of other employed. Teachers, whose responsibilities are limited to the supervision functions and responsibilities for students are not considered as persons supervising work of employed persons.

Supervision on quality of work and offering consultations are not included here.

Usual supervision responsibilities of the interviewed person and not only those performed during the reference week have to be taken into account when defining if the labour responsibilities include direct supervision of the work of other persons. In case the interviewed person takes such responsibilities on a temporary basis, these are not taken into account.

Working time

Question №22 Question concerns the main job. Person decision has to be regarded, taking into account the usual duration of working time for the respective branch and the respective occupation. In case the person cannot decide, explanation should be done that full-time employment usually includes working time 30 and more hours per week (excluding cases where due to the specific working conditions or any other reasons, the normal working time duration for a given occupation or place of work might be less - miners, pilots, teachers, etc.).

Part-time working time can be:

- part-time working day – less than usual for the respective branch and the respective occupation working hours,
- part-time working week – less than usual working days per week;
- part-time working month – less working days/week per month.

In case the person cannot answer this question, as an exclusion, interviewer has to mark 1 if the person works 30 or more hours per week and 2 – if less than 30 hours.

Answer 1 has to be marked for self-employed persons, who do not point the working time type and usual working hours.

Question №22A. Only one (main) reason has to be pointed. Current reason has to be taken into account. It can be different from the reason, which forced the person to start part-time work.

- **answer 2** concerns own illness or disability; care for child or other household member is included in code 4.

- **answer 3** concerns persons taking care for children, disabled, ill or adult. Taking care for children, disabled, ill or adult person includes:

- ♦ own or spouse children living in the household or outside it;
- ♦ other children (up to 14 years of age) living in the household or outside it;
- ♦ ill, disabled or adult relatives or friends (15 and over) no matter living in the household or not.

Care provided as job, as well as charity activities are excluded.

Question №22.B и 22.C. Aim of the question is to find out to what extent lack of services such as care for children and/or adults prevent people to start full-time working day. The following services are included:

- for children – creches, study-rooms, person especially engaged to look for child, who is paid, etc.;
- for adults and disabled – specialized centers, persons who are paid for services, etc.

The following services should be considered as **appropriate**:

- ♦ available within the region;
- ♦ financially acceptable (i.e. the person can afford it);
- ♦ satisfactory as a quality according to the person.

Lack of services might concerns even part of the day (early in the morning or late in the evening) or given period of the year (during the holidays for example), depending on the person necessities.

Care excludes unpaid help of relatives, neighbors or friends. Services are offered for remuneration, but can be subsidized by the state, municipality or employer.

Question №23. Number of hours usually worked **in the main job only** during one calendar week is recorded in column “Code” – 2 digits.

Number of hours worked at home has to be also included if the person performs all or part of his/her job at home (for example – time spend by teachers on preparation lessons or checking students homework; writing articles, reviews, books or similar activities, **but only if connected to the person main job**).

Time spend on traveling to the working place is not included as well as lunch breaks. Time spend on training outside the working place is not included also.

Number of usual working hours can be received indirectly as a sum of hours provided by the contract plus over time regularly worked.

In case the person works on shifts and number of working hours is fixed per month (in continuous production for example), these hours have to be reduced to weeks by dividing to 4.

As an exception, if the person points more than 98 working hours per week, 98 hours have to be recorded in the boxes.

In case the person has no fixed working time and working hours differ considerably during the separate weeks, the following has to be recorded:

- number of hours most often worked or worked on average **during the last 4 weeks, or at most during the last 3 months, excluding the time of absence due to any reasons.**

- average number of hours actually worked during the last 4 weeks plus hours of absence (if there) within this period. For example, if a person works each second week and does not work during the rest (i.e hours are equal to 0) – the usual number of hours is 20.

In case the working hours differ considerably during the separate weeks or months and the person cannot present even approximate estimate for the duration of usual working time – code “00” has to be recorded. The same code has to be recorded also if the person has started his/her work during the last week and has no fixed duration of the working time, as well as for persons performing occasional work during the week.

Persons who are absent from work for longer period (on maternity leave for example) has to point hours worked just before the absence.

Usual working hours for persons having different working hours during the separate seasons has to concern the current season.

In case the person cannot or refuses to present information on usual number of hours worked in the main job – 99 has to be recorded.

Question №24 . Answer “Yes” has to be marked in case the person was absent from his/her main job during the reference week or in case the person has worked less hours due to illness, lack of work, leave or other reasons. The exact reason has to be recorded in question N 24A.

Code 3 has to be marked in question N 24 and questions, connected to the working time (NN 24A to 29) skipped for persons who did not work during the reference period. Additional check has to be done for correct records in the previous questions and namely: answer “No” (code 2) has to be recorded in questions 2, 3 and 4; answer “Yes” (code 1) has to be recorded in question 5.

Question №24.A. Only one reason has to be pointed – due to which the person did not work longest time:

- **code 03** concerns persons directly participating in strike or other labour dispute. In case of persons who do not work because production in the establishment is impeded by a labour dispute outside the establishment code 02 has to be pointed;

- **code 07** “leave due to pregnancy and childbirth, leave for bringing up child up to 2 years of age and parental leave” concerns persons on such leave during the part of reference period (article 163, 164 and 167a of the Labour Code). Any other absence due to care for children is included in **code 08**;

- **code 10** has to be marked only in case the reference period covers official holidays (fixed by Labour Code or Council of Ministers Ordinance).

Question N 26 (interviewers checks) has to be filled in after question N 24a, no matter the answer..

Question №25. Whether during the reference week the person has worked in his/her main job more than usual hours due to over hours worked or other reasons has to be pointed and the main reason to be recorded in **question N25.A**. Extra hours worked (code 1) include all hours worked (no matter paid or no), which exceed the usual working time fixed in labour legislation or collective labour agreements. Hours worked at home have to be included also, if satisfy this condition (see instructions to question N 28). Answer “Other” has to be marked in question N 25.A. if the person has worked more days, connected to the official holidays.

Question № 26. Filter question – interviewer check. The aim is like in question N 21 – to identify whether the interviewed person is employed or not, because the next questions, connected to the over time worked, concern the employed only. **Self-employed are asked question N 27 and employed – N 29.**

Questions №№27 and 29 are similar and concern actual working time. Question №27 is asked self-employed only (persons who are not employed) and question №29 – employed. Two digits has to be recorded in column “Code”, concerning the number of actually worked hours during the reference period in the main job.

The following activities are included:

- activities directly connected to production of good and services;
- ancillary activities, indirectly connected, but necessary for the production – traveling for one to another working place for example;
- short breaks, connected to the work organization or labour force usage (coffee breaks, compulsory breaks when working on PC);
- training, necessary for successful organization of production or supplementary activities.

Time spend on training has to be included in hours worked for the employed if any of the conditions is fulfilled:

- person participation in training is required by the employer;
- training is within the frame of usual working time;
- training is directly connected to the current job.

The following have to be also included in the actually worked hours:

- all **over hours, according to the instructions on questions №28.A and №28.B**, no matter assigned by the employer or not;
- time spend at the working place connected to the preparation of working place and instruments;
- time spend on business trips directly connected to the main job;
- hours spend at the working place, no matter that no activity has been performed (the period for example, during which persons have to be available at their working place);
- time spend at home on activities directly connected to the current job.

Teachers have to include here all actually worked hours, connected to their work – preparation and planning of lessons and courses, participation in meetings and conferences, time spend on school excursions, etc.

The following have to be excluded from the actually worked hours:

- time spend outside the working place, no matter the remuneration received or not;
- time spend on traveling to/from the working place;
- regulated lunch breaks (usually lasting 30 minutes or over);
- time spend on education or training courses that are not directly connected to the production or ancillary activities.

In case the person declare that works more than 98 hours per week – “98” has to be recorded in the boxes.

In case the person cannot present any information (even approximate) on number of hours worked during the reference week – 99 has to be recorded.

Answer “00” is not permitted. In case the person answers that has no hours worked, it means that there is incorrect answer “Yes” to one of the questions №№ 2, 3 or 4.

Questions NN 28, 28A, 28B concern the over time worked.

Question №28. All employed persons are asked this question, except those who have pointed already that have worked more due to over time. The purpose is to find out if the person has worked over time during the week, no matter that as a whole he/she may work less or the usual hours per week.

Overtime hours are the number of hours actually worked in excess of the person contractual hours of work, i.e. hours not included in the contract signed by the person and the employed, or in the collective labour contract concerning the whole enterprise or fixed in the national legislation.

In case the person does not know the contracted hours, the regulated by the legislation duration of working time has to be used as a basis – 40 hours per week for persons working full-time.

Hours used, as basis for comparison should not include periods of absence. For example, if according to contract, the person works 40 hours per week (or 8 hours per day), but has been on annual leave two days during the reference week and has worked the rest three days not 8, but 10

hours per day – than the person has worked 6 hours overtime during the week, despite that the total number of hours do not exceed 40 hours.

Overtime hours can be:

- overtime hours compensated by money or days-off – hours worked by the employed person according to order or based on agreement with the employer (hours have to be recorded in **question N 28.A.**), for which compensation is/has to be paid (monetary or in kind) or days-off (leave) provided;

- overtime hours that would not be compensated by money or days-off (despite that activities are performed, connected to the work, paid by the employed) – person has worked without explicit order of the employer, but on his/her own initiative (have to be pointed in **question №28.B**)

In case the working time is calculated for the whole week and the person has worked more hours during the reference week, which will be compensated during the next week, than the overtime hours worked during the reference week should be considered as paid overtime hours and have to be pointed in question №28.A.

NON-TYPICAL WORKING TIME

Questions concerning non-typical working time (questions NN 30 to 35) concern the last 4 weeks, including the reference week.

Question №30. The question concerns employed persons only. Shift work means any method of organizing work in shifts whereby workers succeed each other at the same work stations according to a certain pattern, including a rotating pattern, and which may be continuous or discontinuous, entailing the need for workers to work at different times over a given period of days or weeks. Part of shift work is usually done early in the morning, at night or in the weekend and the weekly rest days do not always coincide with the normal rest days.

Person is not considered as working shift work in case usually works early in the morning or in the afternoon, but does not share his/her work with another person.

Question №31. Evening work must be considered to be work done after the usual hours of working time, but before the usual sleeping hours, i.e the time between 6 p.m. and 10 p.m. Persons working in the evenings due to the shift work also are included here. Even if the work covers part of the evening only (working time between 12 p.m. and 8 p.m. for example) it is considered as evening work.

Code 1 is marked in case at least half of the person's working days during the last 4 weeks up to the interview include evening work.

Code 2 is marked in case less than half of working days, but at least 1 hour during the last 4 weeks up to the interview includes evening work.

Code 3 is marked in case there is no evening work performed during the last 4 weeks up to the interview.

Question №32. Night work must generally considered to be work done during the usual sleeping hours (between 10 p.m. and 6 a.m.). Persons working during the night due to the shift work also are included here. Even if the work covers part of the night only (working time between 16 p.m. and 0 a.m. for example) it is considered as night work.

Code 1 is marked in case at least half of the person's working days during the last 4 weeks up to the interview include night work.

Code 2 is marked in case less than half of working days, but at least 1 hour during the last 4 weeks up to the interview includes night work.

Code 3 is marked in case there is no night work performed during the last 4 weeks up to the interview.

Question №33. Only work done in accordance to the formal labour responsibilities and fixed working regime has to be taken into account. Codes 1 and 2 have not to be marked for employed persons who do part of their work at home or at their working place on Saturdays by own initiative.

Code 1 is marked for persons who have worked 2 or more Saturdays during the last 4 weeks up to the interview.

Code 2 is marked for persons who have worked one Saturday (at least one hour) during the last 4 weeks up to the interview.

Code 3 is marked for persons who have not worked on Saturdays during the pointed period.

Question №34. As in question №33 only work done in accordance to the formal labour responsibilities (formal organization of work) has to be included. Codes 1 and 2 have not to be marked for employed persons who do part of their work at home or at their working place on Saturdays by own initiative.

Code 1 is marked for persons who have worked 2 or more Sundays during the last 4 weeks up to the interview.

Code 2 is marked for persons who have worked one Sunday (at least one hour) during the last 4 weeks up to the interview.

Code 3 is marked for persons who have not worked on Sundays during the pointed period.

Question №35. Work can be done at home by employed persons (knitters, dressmakers, persons working on PC) and by self-employed (persons with creative professions, working in own practice).

Work done at home in accordance to the fixed way and place of work has to be taken into account for employed, i.e. explicit agreement exists between the employer and the employed person that all or part of the work has to be done at persons home. Cases when person does part of his/her work at home by own reasons or lack of time and if the work can be done at the working place are not included.

Work is not considered as done at home in case it is not done at the persons dwelling, but in a separate premise, located next to the dwelling, but having separate entrance (consulting room, notary office for example).

Agricultural work done in the house yard or in building close to the house is not considered as work done at home.

Code 1 is marked for persons who have worked at home at least half of the working days during the last 4 weeks up to the interview.

Code 2 is marked for persons who have worked at home less than half of the working days, but at least one day during the last 4 weeks up to the interview.

се отбелязва за лица, които по-малко от половината от работните дни, но поне един ден през период от четири седмици до интервюто са работили в дома си.

Code 3 is marked for persons who have not worked at home during the last 4 weeks up to the interview.

SECOND JOB

Question № 36. Answer “Yes” is marked for persons having more than one job during the reference week, no matter whether have worked or not.

Work means each activity aiming production of goods and services, according to the explanation presented in question N2 of the instruction.

For example: person works at two separate companies; is employed at a company, but has another independent job; is occupied at separate occupations and receives separate remuneration, etc.

Agricultural work in own farm, done in addition of the main work, is also considered second work if one of the conditions listed for question N 3 is present.

Persons with own business, but also employed by public or private employer (medical doctors working at private consultancy and at hospital for example) are also considered to have two jobs.

Teachers, teaching at state or private school, but also giving private lessons or teaching in another educational establishment (language courses) are also considered to have two jobs.

Second job can also be in the same enterprise, where the person main job is, but it has to be outside the usual labour responsibilities (work under civil contract for example).

Person is considered to have one job only in case he/she just change work during week (leave one and started another).

Questions NN 37 to 39 concern the second (additional) job of persons. Labour status of persons has to be pointed in question №37 (employer, self-employed, employed, etc.) – see instructions on question N 10. The activity of enterprise, company, according to the type of goods and services produced is recorded in question №38 – see instructions on question N 14. A..

Question №39 – number of hours actually worked during the reference period at the second job has to be pointed. See instructions to questions №№27 and 29, concerning hours actually worked.

In case the person has second job, but has been absent from it during reference period - “00” has to be recorded in the boxes. In case the person cannot provide information on hours worked at the second job - “99” has to be recorded.

The number of hours actually worked in the main (questions №№ 27, 29) and the second (question №39) job should not exceed 98 if the person has second job and has worked on it during the reference period.

Questions NN 40 to 45 are necessary in order to identify underemployed persons. According to the ILO definition such are persons who want to work more hours and/or are searching another job and are ready to start.

Question №40. This question has to answer all persons who have job, no matter duration of working time. Answer 1 has to be marked if the person wants to work more time than usually works - not only the main, but the second job also is taken into account. **Increase of working time supposes increase of remuneration (income). Increase of working time can be realized by additional work, by change of present job and starting a new one, with more working hours or combining the two possibilities.** Preferred by the person way to increase his/her working time have to be recorded in question **№40.A** .

Question №42. Aim of the question is to find out if the person is ready to work more hours. Two ways of asking the question are pointed, depending on preferred by the person way to increase working hours.

How long after the reference period the person is available to start a new job (or work more hours at present one).

Question №42.A Main reason has to be pointed, due to which the person cannot start work immediately or up to 2 week after the end of reference period.

Question №43 All employed have to answer this question. Total number hours per week, which the person would like to work (provided that the remuneration depends on number of hours worked), have to be recorded.

LOOKING FOR ANOTHER JOB

Question №44. Looking for another job means change of the main job with another, as well as looking for second job in order to increase income. Cases when persons are looking for a different job at the current employer, as well as cases when people apply for a permanent position on the same job that they are now performing are included. Self-employed people should be considered as looking for another job in case they are looking for a job as employee or if they are looking for a different business. Looking for additional clients is not enough to be considered as looking for another job.

Question №44.A. Only one (the main) reason for looking for another job has to be recorded. If the person points more than one reason, the lower code has to be recorded.

Question №45. The respective code - 1 or 2 **for each of the listed methods** (1 to 13) has to be marked. Only methods used during **the last 4 calendar weeks** (incl. the reference week) are considered.

Answer “Yes“ to **methods 1 and 2** are pointed only in case the person has contacted the Employment agency or private employment agency and he/she is not only registered there. Contact may be initiated by the person or by the employment agency. It includes finding out about possible job vacancies, suggestion of a job opportunity or initial registration during the fixed period (4 weeks).

Answer „Yes“ to **method 10** – “were you awaiting job offer from the state employment agency” concerns persons who are registered at state employment agency and are awaiting results, but have not undertaken any other activities in order to find job.

Answer „Yes“ to **method 11** – “were you awaiting results from previous application for job” concerns persons who have participated in competition, take an examination or interview or have apply for job at employer **more than 4 weeks ago** and during the reference period are awaiting results from the activities undertaken.

Answer „Yes“ to **method 12** – “were you awaiting results of a competition for recruitment to public sector” concerns persons who have participated in competition, take an examination or interview or have apply for job at a public employer **more than 4 weeks ago** and during the reference period are awaiting results from the activities undertaken.

Use of Internet should not be considered as a separate method, but as a mode of the relevant methods 1 to 13. Sending an inquiry through a web-side form or e-mail to a public employment office in order to find a job is contact with a public employment office and has to be given code 1 and not 13. Browsing the Internet to look for available job openings has to be coded 7 “reading advertisements in journals and newspapers”. Sending CV (application for job) has to be coded 3, etc.

Question № 62, has to be asked after that in all cases

PREVIOUS EMPLOYMENT EXPERIENCE OF NON-EMPLOYED PERSONS

Question № 46. Persons who never have been in employment or have an occasional work only (during the vacation for example) are not considered as employed. Compulsory military service is not considered as employment too.

Question № 47. There are two ways to ask the question – p. 1) - are asked persons who have leave their job and p.2) – persons absent from work for long period. The two categories are defined by the answers of previous questions.

In p. “a” year in which person last worked has to be recorded (4 digits). Depending on year pointed there are two ways to continue and namely:

- if the person has last worked more than 8 years ago, questions on last job are not asked and filter question A1 is asked next;
- if the person has last worked more than 2, but less than 8 years ago, questions connected to the last job description are – question №48 to №50.A (i.e. p.6 of question №47 is skipped);
- if the person has worked during the last 2 calendar years (or year of survey) in p.”б” of question №47 the calendar month, during which the person has last worked has to be recorded - 01 (January), 02 (February), etc. Questions connected to the last employment are asked - №48 to №50.A.

Persons on compulsory military service after their last employment, has to point in question №47 the year (respectively the month) when the compulsory military service was terminated.

Instructions to the respective questions concerning the main job have to be followed when filling in the questions №48 to №50.A (see instructions to questions_№№ 10, 14.A, 19).

Retired persons, who have worked after the retirement, have to present data on their last job, but not the job before retirement.

Question № 51. Only one (the main) reason has to be pointed:

- **code 01** “dismissed or made redundant” concerns the employed persons only, 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 04** concerns persons who leave their job in order to take care for children or disabled, ill or adult persons. The following are included:

- own children or spouse children living inside or outside the household
- other children (up to 14) living inside or outside the household
- adult ill/elderly/incapacitated/disabled relatives/friends (aged 15 or more), no matter living in the household or not.

Care provided as a job, as well as charity activity is excluded.

Persons on maternity leave for bringing up child up to 2 years of age, are also included in code 04.

- **code 05 “other personal or family reasons”** – marriage, accompanying spouse, etc. can be included

- **code 06 “health reasons, incl. retirement due to disability”** is used if the person has left his/her job due to reasons connected to personal health;

- **code 09** concerns only persons who used offered by legislative document opportunity to retire earlier due to labour market or other economic reasons. Persons, who have worked in specific occupations or branches, where due to the working conditions (labour category) earlier retirement is provided, are not included here. These cases have to be included in code 08.

- **code 12 “other”** concerns self-employed, who have terminated their business (activity) due to lack of financial resources, markets or other conditions; employed persons who are on unpaid long-term leave or other absence due to employer reasons (more than 3 months).

SEARCHING FOR EMPLOYMENT

Question №52 – Filter question. Aim of the question is to separate persons aged up to 75 years of age during the reference period, who have to be asked the next questions concerning searching for employment (N 53 to 70.A incl.) from the elderly persons, who have not answer them.

Year of birth has to be recorded in the boxes, as pointed in the “List of household members”, Part I “Household data” in the Household questionnaire. The respective question has to be asked after that– №71 or №53 according to the instructions.

Question №53. “Did you search for employment during the last 4 weeks”- all persons, who do not work during the reference period are asked this question. **The question is crucial for defining employment status of persons.** The following have to be explained to the interviewed persons:

Searching employment means **searching any job**, no matter permanent, temporary or seasonal, full-time or part-time, or even one hour per week.

Persons are considered searching for employment in case:

- have undertaken **any steps in order to start own business** – have looked for premises or equipment, permits, licenses, financial resources, etc.

- looking for possibilities to start work as trainee or apprentice.

Searching of employment includes **formal contacts** (with state or private employment agencies contacts, applying directly to employers and publishing advertisements) as well as **informal** – asking relatives and friends, studying advertisements published at web pages, etc. **Different ways for searching employment, as presented in question № 56 have to be pointed.**

Measures undertaken by the person in order to find job during the period of 4 weeks, incl. reference week (i.e. week proceeding the interview), **are considered** and not searching work in general. On the other hand – it is not necessary continuous searching to be performed during the pointed period. Even one step done by the person in order to find work within the period is enough.

Question №54. Persons who answered that do not search employment have to answer this question. Answer “Yes” has to be marked for the persons who wish or feel it necessary to work in general.

Question №55. Concerns persons who do not want to work and are not interested in work. The main reason has to be pointed. **Answer 2** concerns persons, taking care for children, disabled, ill or elderly people. The following are included here:

- own children or spouse children living inside or outside the household;
- other children (up to 14) living inside or outside the household;
- adult ill/elderly/incapacitated/disabled relatives/friends (aged 15 or more), no matter living in the household or not.

Care provided as a job, as well as charity activity is excluded.

Questions №55.A and 55.B. Aim of the question is to estimate to what extent lack of services, connected to care for children and/or disabled prevent people from searching employment. The following are included here:

- for children – creches, study-rooms, person especially engaged to look for child, who is paid, etc.;
- for adults and disabled – specialized centers, persons who are paid for services, etc.

The following services should be considered as **appropriate**:

- ♦ available within the region;
- ♦ financially acceptable (i.e. the person can afford it);
- ♦ satisfactory as a quality according to the person.

Lack of services might concerns even part of the day (early in the morning or late in the evening) or given period of the year (during the holidays for example), depending on the person necessities.

Care excludes unpaid help of relatives, neighbors or friends. Services are offered for remuneration, but can be subsidized by the state, municipality or employer.

Question №56. Concerns methods (ways) for searching employment.

Information has to be provided whether each of the listed methods (1 to 13) has been used during the last 4 calendar weeks (incl. the reference week).

The respective code – 1 or 2 – has to be marked for each of the listed methods.

Several possible answers are listed in question **№56.1** – “Do you contact state employment agency”. Used by the person possibilities have to be underlined. Answer “Yes” to question № 56.1) has to be marked **only in case the persons has checked for job, has received job offer or has registered at state employment agency for the first time (i.e. possibilities a), b) or c) are underlined)**. In case the person has visited the employment agency in order to confirm or renew only his/her registration due to administrative reasons and the visit is not connected to check or receiving job offer – answer “No” has to be marked.

Question №56.2) – “Do you contact private company, offering services connected to employment” – **private companies having activity similar to the state employment agencies only have to be taken into consideration – presenting information on job vacancies, arranging jobs abroad, etc. In case the person has contacted private company, having different type of activity – answer “Yes” has to be marked in question № 56. 3), but not in 56. 2).**

Answer “Yes” to **question №56.10)** - “were you awaiting job offer from state employment agency” concerns persons who are registered at state employment agency and are awaiting results, but have not undertaken any other activities in order to find job

Answer “Yes” to **question №56.11)** - “were you awaiting results from previous application for job” concerns persons who have participated in competition, take an examination or interview or have apply for job at employer **more than 4 weeks ago** and during the reference period are awaiting results from the activities undertaken.

Answer “Yes” to **question №56.12)** - – “were you awaiting results of a competition for recruitment to public sector” concerns persons who have participated in competition, take an examination or interview or have apply for job at a public employer **more than 4 weeks ago** and during the reference period are awaiting results from the activities undertaken.

Use of Internet should not be considered as a separate method, but as a mode of the relevant methods 1 to 13. Sending an inquiry through a web-side form or e-mail to a public employment office in order to find a job is contact with a public employment office and has to be given code 1 and not 13. Browsing the Internet to look for available job openings has to be coded 7 “reading advertisements in journals and newspapers”. Sending CV (application for job) has to be coded 3, etc.

When asking questions on methods used for searching employment it has to be stressed **that methods used during the last 4 weeks have to be taken into account only.**

Questions NN 57 to 59 concern persons, who want to work, but have answered that do not search job. Aim of the question №57 is to find out if the person has already found any work and is waiting to start it. In what time the person expects to start work has to be recorded in question №58 – up to 3 months or after 3 months. The distinction is important in respect the unemployment definition. Question №59 aims to checks whether the person has used some of the pointed methods. Those are considered as passive methods for searching employment, but persons who they concern probably have answered “No” to the question №53.

Question №60. Only one (the main) reason has to be pointed, due to which the person did not search employment during the last 4 weeks:

- **answer 05** concerns persons who are registered at state employment agency and are awaiting results, but have not undertaken any other activities in order to find job;
- **отговор 06** concerns persons who are on long-term unpaid leave or have stopped work due to the employer reasons, but are expecting to start the same work, no matter if the definite date is agreed or not;
- **отговор 09** concerns persons, taking care for children, disabled, ill or elderly people.

The following are included here:

- own children or spouse children living inside or outside the household;
- other children (up to 14) living inside or outside the household;
- adult ill/elderly/incapacitated/disabled relatives/friends (aged 15 or more), no matter living in the household or not.

Care provided as a job, as well as charity activity is excluded.

Questions NN 60.A and 60.B are analogous to questions №№55 и 55A and the same instructions have to be applied. These questions concern persons who would want to work, but do not search work due to taking care for child or ill and disabled.

Question №61. Persons, who do not have a job, want to work, have undertaken any measures in order to find such or have already found job have to answer this question.

Answers have to be read to the person and one of them has to be marked – the person **situation just before to start searching job** (before the job is found) has to be recorded – whether the person has been working, visiting school or university, engages with housekeeping or family duties. In some cases the interviewer, based on answers to another questions can assist or check answers to this question.

Question №62. The following have to be recorded:

- how long after the reference period the person **would be available for work**, if such has been offered during the reference period;
- how long after the reference period the person **would be available to come back to his/her job**, from which is absent due to forced unpaid leave or other absence due to the employer reasons and in case such possibility is offered during the reference period.

Question №62.A The main reason has to be pointed, due to which the person cannot start work immediately or up to 2 weeks after the end of reference period.

Question №63. Separate groups of persons have to be asked in a different way this question. The groups are defined by the answers of previous questions. Text in brackets (How long have you search employment?) concerns persons who answered 1 to question №57 i.e. these are persons who did not search actively employment during the last 4 weeks, because have found such already. The period between the beginning and end of search has to be marked for them.

The period has to be pointed, during which the person has searched work actively, without continuos (for more than 4 weeks) interruption.

Data has to be presented to one of the answers only:

- in case the person has search work less than 1 month – number of weeks, during which the person has searched work, has to be recorded in the boxes (1 to 4).
- in case the person has search work from 1 to 47 months - **number of months**, during which the person has searched work, has to be recorded in the boxes (2 digits). The number can vary between 01 to 47.
- in case the person has search work since 4 years or more(48 months and more) - **number of years**, during which the person has searched work, has to be recorded in the boxes (2 digits). It can be equal or larger than 04. **Completed years** have to be recorded.

In case the person, who has found work and is awaiting to start it, answers that has not search employment at all – **“99” has to be recorded in the boxes.**

In case the person refuses or cannot present information – boxes are left empty and the next question (№64) has to be asked.

Question №64. Aim of the question is to find out:

- if the person searches employment – **what kind of employment is looking for**; if the person has found job – **what kind of job is it** – as an employed or wants to start his/her own business (incl. employer, unpaid family worker).

In case the person has pointed answer 2 “self-employed”, questions about kind of employment searched are skipped and question №68, p.1 is asked.

In case the person has pointed answer 1 “employed – working for payment at state or private enterprise, company, farm” or answer 3 “no matter”, question №65 has to be asked. *Definitions of employed, self-employed, employers and others are presented in the Annex “Main concepts used in the LFS” (Employment status).*

Question №65. Preferred by the person duration of working time has to be recorded – full-time or part-time. Full-time employment usually is defined by the legislative documents and differs by occupations and branches. In general full-time employment means working time 30 and more hours per week. Part-time working time can be:

- part-time working day – less than usual for the respective branch and the respective occupation working hours,
- part-time working week – less than usual working days per week;
- part-time working month – less working days/week per month.

Questions №66 и №67. Aim of the questions is to check if the persons, searching full-time employment (question №65, answer 1) would accept part-time and vice-versa – whether persons searching part-time employment (question №65, answer 2) would accept full-time.

REGISTRATION AT PUBLIC EMPLOYMENT AGENCY

Question №68 “Are you registered at Public employment agency?” All interviewed persons have to be asked this question. Answer “Yes” has to be pointed in case the person is registered at state employment agency at the end of the reference week, no matter when registration is made and if registered as unemployed or as person searching job. It is necessary to explain to the interviewed persons that the information is used for statistical purposes only and presentation of information would not influence them somehow. The question is included into the questionnaire just in order to estimate comparability of data gathered with information provided by administrative sources. Having in mind that different data sources use different criteria for unemployment (in Labour Force Survey it is mainly based on searching employment and readiness to start work), question on registration at state employment agency is asked after the questions on searching for employment. Thus it cannot influence answers of interviewed persons.

Persons, working in accordance to the Employment agency programmes, are temporary excluded from the registers at employment agencies – for the period they are employed. So, the answer “No” – code 2 has to be recorded for persons working according such programmes during the reference period.

Question №68.A Persons registered at employment agencies as searching employment have to be asked this question. Only paid monetary unemployment benefits have to be considered. Entitled to unemployment benefits are persons, subject of compulsory social insurance for all insurance cases for at least 9 months within the last 15 months prior to termination of insurance. Unemployment benefits are paid for period up to 12 months, depending on the unemployed person length of insurance.

Social assistance received due to insufficient income or other reasons, according to the Law on Social Insurance, is not taken into account here.

EDUCATION AND LEARNING

Question №69. This question determines whether during the last four weeks the person has been enrolled as a student or a student at advanced research programmes in regular training, correspondence courses or other form of education within regular education system. Here the trainees should be included too - students, who were on a traineeship within educational programme.

Each person has to be considered as a student, who is included in the educational programme of regular education, irrespectively of the educational form (regular training, correspondence courses, evening courses, and distance learning)

The regular education is done at schools, colleges, universities (incl. military schools and academies) or other educational institutions on approved educational programmes in advance and learning time (school classes), including students from organised classes (on the spot) or from extramural studies/distance-learning form of education. As a result of this education a particular degree of education is acquired, excluding the vocational training with enrollment after secondary education, as well as vocational education in vocational schools with enrollment after VIII grade (2-years programmes), which leads to obtaining of professional qualification, but not higher education level.

The acquirement of a particular degree of education within the educational system leads to obtaining a document (diploma or certificate) for completed degree, which contains enrollments and seals, required by the law.

Code 1 has to be marked for persons, who were students or students at advanced research programmes during the last four weeks and has participated in learning process at least part of the period (i.e. who has not been on vacation).

Question №70. Persons who has been enrolled as students or as students at advanced research programmes in regular training, correspondence courses or other form of education within regular education system during the last 4 weeks have to be asked this question – i.e. persons who have answered 1 or 2 to question №69. Level of education to be acquired/acquired during the last 4 weeks as a result of the education has to be recorded.

Answer 05 (II or III degree of professional qualification) or 07 (secondary education) has to be recorded for students, who during the reference period study at VIII grade of vocational technical and post-secondary vocational schools with enrollment after VII grade, no matter they have not primary education completed.

- **primary education** has persons, who will graduate/graduated successfully during the last 4 weeks IV grade within the existing system ;

- **primary education** refers to persons, who will acquire/acquired a certificate for primary education completed;

- **I degree of professional qualification after VI and VII grade** has to be marked for persons, who will graduate/graduated vocational schools or so called vocational classes with enrollment after VI and VII grade and who will acquire/acquired during the last 4 weeks a certificate for primary education completed and I degree of professional qualification;

- **I degree of professional qualification after primary education** has to be marked for persons, who will graduate/graduated vocational schools or so called vocational classes with

enrollment after VIII grade, with duration at least 2 years, and who will acquire/acquired during the last 4 weeks I degree of professional qualification;

- **II or III degree of professional qualification** has to be marked for persons, who will graduate/graduated during the last 4 weeks special secondary schools – vocational schools, art schools or seminaries and who will acquire/acquired a diploma for secondary education and II or III degree of professional qualification;

- **secondary general** education refers to persons, who will graduate/graduated during the last 4 weeks secondary schools or unified secondary schools, foreign language schools, sport schools, etc. and will acquire/acquired a diploma for secondary education

- **IV degree of professional qualification** (vocational education with enrollment after secondary education) refers to persons, who will complete/completed vocational training/qualification from secondary vocational technical schools, post-secondary vocational school, normally with duration of 2 years, acquiring certificate for vocational qualification;

- **higher education - Specialist's degree** refers to persons, who will graduate/graduated during the last 4 weeks from colleges, irrespectively whether they are independent schools or within the structure of universities ;

- **Higher education - Master's, Bachelor's degree** refer to persons, who will graduate/graduated from Bulgarian or foreign university or other higher schools (incl. military) and will acquire/acquired during the last 4 weeks a Bachelor's or Master's degree;

- **Higher education - Doctor's degree** refers only to persons, who will acquire/acquired the qualification and scientific degree "Doctor" in regular, free or correspondence doctorate. Here the persons as doctors or dentists, having a Master's degree should not be considered.

Question №70.A. Speciality (profession from secondary vocational technical schools and vocational technical schools) has to be pointed, corresponding to the level of education recorded in question №70 (answers 03, 04, 06, 07, 07, 09, 10).

The 3-digit "Classification on fields of education and training" has to be used for coding of the speciality (profession from secondary vocational technical schools and vocational technical schools)- (for coding the questionnaires from Labour Force Survey – Annex 2).

When coding the specialities/professions the contents, main and prevailing purpose of the educational programme should be taken into account. The learning time (number of hours used on the subject) of taught subjects in particular field/direction of education, which forms the highest share of total number of hours of the programme is criteria for prevailing purpose of one programme, giving knowledge and skills in more than one professional direction or field of education. For example, "biotechnology" concerns to 541 "Food processing" and field of education 54 "Manufacturing and processing", as this speciality includes most of the programme subjects in the field of technologies and their volume is larger in comparison of the subjects in the field of Life science (42), 421 "Biology and biochemistry".

As regards the specialities/professions concerning a particular field of education the following particularities for some field of education and professional directions should be considered:

Field of education 14 "Teacher Training and education science". Mainly specialties leading to acquirement of Specialist's qualification degree from colleges. The specialties, taught in this colleges are classified in this field such as: "physical education" (not in field 81 "Personal services", 813 "Sport"), "music" (not in field 21 "Arts"), "two foreign languages" (not in field 22 "Humanities", 222 "Philology"), etc.

Field of education 21 "Arts". Mainly specialties leading to acquirement of Bachelor's and Master's degree from higher schools/academies of arts. This field includes specialties taught in secondary schools of arts and some vocational schools (photography, architecture, polygraphy, etc.)

Field of education 22 "Humanities" Mainly specialties leading to acquirement of Bachelor's and Master's degree from universities. All "philologies " are coded with code 222, excluding the Bulgarian philology, which refers to 223 "Mother tongue" with code 220. This field includes speciality on theology, taught in seminaries.

The specialties, studied in economic universities concern mainly two field of education, depending on the programmes - **field 31 "Social and behavioral science" and 34 "Business and administration"**.

Field of education 42 "Life science". This concerns specialities such as "biology" and "ecology", but speciality on Ecology and environmental protection refers to field 85 "Environmental protection", direction 851 with the same name

Field of education 48 "Computing". The specialities are coded and related to two separate professional fields - 481 "Computer science" and 482 "Computer use". In principle the first field refers to educational programmes of higher and secondary education related to elaboration of basic and application software, while in second one there are no specialities, studied in educational system. Therefore, code 482 is used only for coding courses, seminars and other forms, improving the qualification outside the formal education. The specialities as Computer systems and technology, where the stress is put on engineering and support of hardware (not software) are related to field 52 "Engineering and engineering trades", 523 "Electronics and automation".

Field of education 52 "Engineering and engineering trades". Mainly specialities, providing knowledge and skills on engineering design of chemical installations and products, transportation vehicles. In these programmes the stress is put on engineering design, while in the programmes in the field 54 "Manufacturing and processing" it is put on production technology and mining and quarrying of ores and minerals.

Field of education 72 "Health". Here are specialities, studied in medical universities and colleges, as well as the speciality on kinezitherapy, taught in the National Academy of Sports. The specialities on ocular optics and orthopaedical technician are classified in this field.

Field of education 76 "Social services". Only courses, seminars and other forms outside the formal education are classified in the first field 761 "Child care and youth services". A limited number of specialities are included in the second field 762 "Social work and counseling".

Field of education 81 "Personal services" covers broad range of specialities related to tourism, sport, hairdressers and cosmetic services. The field 814 "Domestic services" does not refer to specialities of formal education. Only seminars, courses, etc. are classified.

Field of education 86 "Security services". The specialties related mainly to internal defense and military activities are classified. Normally, these specialties are acquired in high military schools together with a military rank (the so-called civil specialties) are classified according to their contents in the other fields of education.

Questions №71 to №71.C - concern all organised learning activities, irrespectively of their duration outside the regular education, these activities refer to so called **non-formal education**.

The non-formal education is defined as training, organised like a course, conference, seminar, post-graduated qualification, private lesson or others, irrespectively whether they are connected to the current or future job of the person or they are of general interest - personal, social or domestic purposes. It includes all courses irrespectively of: where they will take place - in the enterprise or outside it; the period - in the working time or outside; whether it is financed by the employer or by the person himself/herself. **As distinct from self-learning, this training is carried out by direct participation of a provider (lecturer, trainer, instructor).**

The non-formal education is not related to acquirement of qualification degree. It concerns:

Participation in courses and seminars, aiming at getting or improving knowledge and skills in particular fields, irrespectively whether this leads to certificates or not. The attendance of such courses can be related to improvement of professional knowledge (improvement of skills for particular job) or skills for social and personal purposes;

Participation in seminars, courses or lectures, which do not lead to a particular qualification, but can give assistance to vocational guidance of those who start their working life;

Correspondence courses - teaching or other distance learning for improving knowledge or skills;

Private lessons for improving knowledge and skills, especially as a supplement to formal education. This is supplementary training, taught by a private tutor. The private lessons during free time, for example for studying a foreign language for "leisure" purpose, even if the qualification achieved corresponds to relevant level (e.g. second level of relevant system of language learning) should be considered as a non-formal education.

Below follows some examples for courses and other forms of non-formal education:

- Training courses in job-related skills, organised by the employer at the working place or other premises belonging to the employer. Attending courses, seminars, conferences, organised by the employer at the working place or other employer's premises.
- Courses, seminars provided by an external organization (not by the employer) with education as its main activity.
- Candidate students
- 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 organize their studies under the guidance of an approved leader. The training could be provided by adult education associations.
- Participation in preparatory (advanced) labour market training as a part of labour market policy programme.
- Courses, seminars, conferences and others, organised by trade unions or employers' associations (unions).
- Courses, organised by the Employment Service Agency
- Foreign language courses
- Correspondence courses
- Attending courses for personal/social purposes - art courses, piano lessons, riding lessons, etc.
- Music schools, driving courses, provider of courses in parenthood, hobby activities (e.g. weaving, sports)
- Instructions or private lessons provided by a teacher or adviser
- Other training, courses, seminars, conferences.

As regards the sport the non-formal training refers only to programmes, in which the participants (professionals and amateurs) study the rules and technical approaches in the field of the separate sport, prepare themselves for participation in the competitions and study the rules for participation. It is obligatory these programmes to be led by a trainer or instructor. The non-formal education includes courses for trainers, referees, arbiters, as they lead to acquirement of qualification and certificate, allowing practicing the relevant activity. All sport activities organised non-formal, without a trainer/instructor are not related to non-formal education.

Question №71. With this question can be specified whether during the last 4 weeks the person has attended qualification courses, seminars, conference, lectures, private lessons or other training.

A kind of training is each separate course, seminar, conference, post-graduated qualification, lecture, private lesson, etc. The private lessons on particular subject, attended by the person for some period of time (and not separate school hour) are considered for one form of training. For example, if the person attends private lessons on mathematics and English language, it is considered that he/she attends two forms of training. If during the private lessons two subjects are combined and taught by one and the same teacher, for instance Bulgarian language (grammar) and culture, it is considered that he/she attends one form of training.

Code 1 has to be marked for persons who have attended any kind of training during the reference period.

Code 2 has to be marked for persons, who have not attended courses, seminars, conferences, lectures, private lessons or other training.

Out-of-school (non-formal) training can exceed the reference period. It means that a given course can be ongoing before the reference period and can finish after its end, but the information received by the persons should concern this period of 4 weeks namely.

Question №71.A. Number of hours (astronomical hours) have to be recorded, in which the person studied, but only within the reference period – last 4 weeks, irrespectively the training could be started before or continued after this period.

The hours of training are those, which the person spent on courses, seminars, lectures, conferences, consultancies, private lessons, etc. In the answer to this questions only the taught hours are given (without breaks), excluding the hours for self-preparation and time for traveling.

In case the respondent has attended during the last 4 weeks more than one kind of training, the total number of hours have to be recorded (but within the last 4 weeks only).

Question №71.B. The name of the **most recent form of training**, attended by a person during the last 4 weeks has to be written in words. It is necessary the name of the course to be specified exactly, as the coding will be much easier.

The field of training is coded by Regional Statistical Office, according to the instructions given in question No 70.A. The "Classification on Field of Education and Training" is used for coding.

The instructions for classification of specialities and professions, given in question No 70.A. can be used also for classifying courses, seminars, conferences, etc. Below some particularities that can be faced with when coding the field of training or other similar forms of training outside the formal education are described.

Literacy courses for illiterates are coded with code 080, while courses and other forms of training, aiming at improving the personal knowledge and skills, but not related to particular profession or working place (such as argumentation and presentation in front of other people, art of public speaking, improvement of knowledge on mutual relationship, etc.), are coded with code 090.

Courses on improving the qualification of teachers are coded with code 140, irrespectively the taught subjects, but the lessons given by teachers are coded in the relevant field of education and training. For example, mathematics - 460, English language - 222, Bulgarian language and culture - 220 and so on.

Courses for secretaries and other office activities, as well as courses for employees of public and local administration related to the implementation of legal basis refer to field 34 "Business and administration". Courses or seminars for lawyers related to the implementation of Labour Code, for example, refer to field 38 "Law".

Courses for future workers as dressmakers, weavers, etc. refer to field 54 "Manufacturing and processing science", but courses on sewing, cooking, maintenance of house, etc. concern field 81 "Personal services", 814 "Domestic services".

Courses for doctors and other medical specialists, specialization in the field of medicine are coded with code for the field of education 720 "Health". Courses for expectant mothers concerning health care of little children refer to field 76 "Social services", 761 "Child care and youth services". The code 760 is specified.

All types of courses for drivers of vehicles are related to field 84 "Transport services", the code is 840.

Courses for future workers as bricklayers, plasterers, dyers, etc. refer to field 58 "Architecture and building", but courses for repairs of house (the so called self-making) refer to field 81 "Personal services", 814 "Domestic services".

Question №71.B Answer 1 has to be marked if the respondent has participated in courses or other form of training in order to obtain knowledge and/or skills for a current/future job, to increase his/her incomes, to increase his/her possibilities for job and to develop his/her carrier in separate field, to improve as a whole his/her opportunities for advancement and promotion.

In case the person takes part in training of general interest just to obtain skills for personal, community, domestic, social or recreation purposes, code 2 has to be marked of question №71.B.

Code 2 has to be marked for students, who do not work and do not search employment.

In case the person has participated in more than one form of training, the last one has to be recorded (pointed in question №71.B).

Question №72. The highest level of completed education, acquired by the persons is marked. The instructions given in question №70 applies to this question, having in mind the following:

- code 01 (without primary education) reefer persons, who attended schools, but not graduated successfully, as well as persons, who did not attended schools;

- primary education refers to persons, for who the III grade was the last one completed within the primary education. Here are included persons who study during the reference period in VIII grade of the language schools, vocational schools or others with enrollment after VII grade;
- vocational education after VI and VII grade (I degree of professional qualification after VI and VII grade) refers to persons graduated in the past evening courses for workers and acquired a certificate for lower secondary education and vocational qualification
- post-secondary non-tertiary education (IV degree of professional qualification) refers to persons, who after acquiring a diploma for secondary education graduated from vocational technical schools;
- higher education - degree "Specialist" refers to persons, graduated from schools, which had a status of semi-higher universities and acknowledged the equal education. For example, nurses and laboratory assistants, graduated from a semi-higher medical institute and took the relevant examinations before 1996. All other specialists, graduated from semi-higher universities in the past such as teachers, technicians, librarians, etc. have acknowledge higher education - qualification degree "Specialist";
- higher education refers to persons, acquired Master's, Bachelor's degree before 1996.

In general, the level of education given in question №72 should be lower than pointed in question №70.

For example, if the answer to question №70 is 09 (higher education - specialist's degree) then the possible answers to question №72 are: 08 (vocational training after secondary school), 07 (III or II degree of professional qualification), or 06 (secondary general).

If the respondent acquired a relevant degree of education during the reference period (last 4 weeks) as a result of his/her studying and did not continue to study within the formal educational system or acquired the highest degree of education "Doctor", the answers to questions (questions №72 and №70) are equal. The answers to this question are also equal if the highest degree of education, acquired by the person is higher education - Bachelor's degree - and he/she continues to study for Master's degree. The reason is that these two degrees correspond to one and the same code – code “10”).

Question №72.A. The speciality acquired when completing the highest level of education is specified (given in question №72). The exact speciality is written with words as regards the education, acquired after completion of: higher education (all degrees), vocational training after secondary school, secondary technical, secondary vocational and vocational education (i.e. persons gave answers 04, 05, 07, 08, 09, 10, 11 to question №72).

The speciality according to the diploma (certificate), obtained by the person, and not the profession practiced has to be considered. For persons, graduated in vocational schools the profession, acquired when finish this school is specified.

If the person completed more than one speciality from one and the same degree of education (e.g. higher education), the last one completed by him/her is specified. For example, if the respondent completed speciality Bulgarian philology and journalism, the last one completed is specified.

Coding of speciality is done according to the instructions to question №70.A.

Question №72.B. Year of completion of the highest level of education, recorded in question №72 has to be pointed in 4 digits. If the person can not point out the year or he/she has no primary education, nothing is specified in the squares.

Question № 73. Group of disability assigned or percentage of working capacity lost has to be recorded. Disability has to be assigned by a medical commission and official document for disability has to be issued by the Territorial Expert Medical Commission (TEMC) or National Expert Medical Commission (NEMC):

- answer 1 is marked for persons assigned more than 90% lost working capacity (or first group of disability);

- answer 2 is marked for persons assigned 71% to 90% lost working capacity (or second group of disability);
- answer 3 is marked for persons assigned 50% to 70% lost working capacity (or thirds group of disability);
- answer “No” – code 4 has to be marked for persons who are not assigned group of disability or do not have lost working capacity.

Question № 74. All persons are asked this question. Self-assessment of persons, concerning their labour status has to be pointed – for example it is most probable a student, working part-time during the vacations to answer “Student”. Most probably, persons permanently employed, at full-time employment will consider themselves as employed.

Code 7 (other inactive) has to be marked for persons on long-term leave in case cannot be referred to any other category.

Question № 75. The question structure is the same as in question 74. All persons are asked this question and the self-assessment of person concerning his/her labour status 1 year ago is expected. *The aim is to estimate mobility between employment, unemployment and inactivity – whether the person has changed his/her status from employed to unemployed and vice versa, etc.*

In case the person has answered to question №75 that has been working 1 year ago (code 1), questions on his/her job during this period have to be asked (questions 75.A and 75.B). The purpose is to estimate the flexibility (mobility) in respect the economic activity and employment status within the last year.

If the respondent has answered something different from code 1 to question №75 – questions included into the additional module have to be asked next (concerning 2008 only).

Question № 75.A. Concerns the person employment status 1 year ago. The instructions given for question №10 have to be followed.

Question №75.B Activity of the local unit, where the person has worked 1 year ago has to be pointed.

In case the person works at the same enterprise (local unit) as 1 year ago and the activity of the unit has not changed – 9998 has to be recorded. If the activity has changed or the person has not worked during the reference period, but has worked 1 year ago – name of the activity has to be recorded.

Questions NN 76, 77 and 78 refer to the interviewer only!

Question №76. Answer 1 has to be marked in case the information is received from the respondent himself/herself and 2 – in case from another household member. Name of the interviewed person or of the person who has presented the information is not recorded.

Question №77. The interviewer estimation on reliability of information, which is gathered on person employment situation, has to be recorded.

Code 2 has to be recorded only in case the interviewer has uncertainty about respondent answers concerning his/her economic activity. If no such uncertainty is existing – code 1 has to be recorded.

Question №78. Duration of interview has to be recorded in minutes.

HOW TO FILL IN PART II „NON- INTERVIEWED PERSONS”
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Part II. „Non-interviewed persons” in case there are persons who are not interviewed within the household, in which some persons are interviewed.

Question №1 has to be filled in and the respective reason to be marked, in case there is a person within a given household on who no information can be received due to absence or refusal and if the rest household members cannot provide necessary data.

Number of non-interviewed persons has to be recorded so as pointed in the household list (q.2), part I “Household data” – Household questionnaire.

In case the person has answered to questions included into the questionnaire (even some answers missing) nothing is recorded in question №1.

III. INDIVIDUAL QUESTIONNAIRE – VERSION 2

Version 2 (short version) of the individual questionnaire is used for persons interviewed for the first, second or fourth time.

Questions included into the short version are less in number, but analogous to questions included into the questionnaire version 1 and that’s why the same instructions have to be followed. There are cases, where skipping questions is changed.

In the individual questionnaire – version 2 the question concerning actual working time, is only one (question №30) and refers to all employed

Annex 1

BASIC CONCEPTS APPLIED IN LABOUR FORCE SURVEY

LABOUR FORCE (current economically active population) includes persons aged 15 and more engaged or ready to be engaged with production or goods and services. Labour force includes employed and unemployed persons.

EMPLOYED PERSONS are persons 15 and more who during the reference period:

- do any work for pay or profit at least one hour;
- are not working but have a job or business from which are absent due to leave, illness, fully-paid pregnancy or maternity leave, bad weather, strike, labour dispute or similar reasons.

Also persons working for payment (in cash or in kind) are included, persons working in their own business, professional practice or farm for the purpose of earning a profit; persons working without pay in a family business or on a family farm.

EMPLOYMENT STATUS – according to their employment status, persons are classified as follows:

- employers – persons who manage own enterprise (company, farm) sole or in association with other people; persons working on lease or performing other work employing one or more persons;

- self-employed - persons who manage own enterprise (company, farm) sole or in association with other people; persons working on lease or performing other work without employing other persons;

- employed – persons who work and receive remuneration in cash or in kind as salary or wage, remuneration under civil contract in public enterprises or for private employer;

- unpaid family workers - persons working in a family business or on a family farm without pay.

UNEMPLOYED PERSONS – persons aged 15 to 74 who do not work during the reference period, but are actively searching job within the preceding four weeks, including the reference week, and who are available to start work within two weeks following the reference period.

Persons who do not search job actively, but who have found work and are expected to start it within 3 months after the reference period are also considered as unemployed.

Students, housewives, retired persons and others who are not economically active are also considered as unemployed during the reference period if they meet the above definitions for unemployed.

PERSONS NOT IN LABOUR FORCE (current economically inactive population) – persons who are not classified as employed or unemployed during the reference period. Persons on additional leave, for bringing up child up to 2 years of age, are included here.

Persons on compulsory military service are not classified by labour status.

ANALYTICAL INDICATORS:

ECONOMIC ACTIVITY RATE – ratio between labour force and population aged 15 and more.

EMPLOYMENT RATE - ratio between number of employed and population aged 15 and more.

UNEMPLOYMENT RATE (unemployment level) – ratio between number of unemployed and labour force.