

ESTONIAN LABOUR FORCE SURVEY 2008

Interviewer's manual

TALLINN 2007

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I. GENERAL CHARACTERISTICS OF LABOUR FORCE SURVEYS

The labour force survey conducted in the United States in 1940 is considered the first labour force survey of the present time. The history of European labour force surveys begins later, in France in 1950. The labour force survey covering the Member States of the European Union began in the 1960s. In the Central and Eastern European countries the labour force surveys began in the 1990s, in Estonia in 1995.

In labour force surveys the methodology of the International Labour Organisation is used, which guarantees the comparability of the data. The labour force survey is a sample survey in which the data are collected from the people. The labour force survey covers the whole working-age population.

The Statistics Estonia conducted the first labour force survey at the beginning of 1995 (ELFS 95). In 1997–1999 the survey was conducted in the 2nd quarter. Starting from the year 2000 the survey data are collected all the year round and the results are for the quarters and the year.

In developing the labour force survey in Estonia, the need of the labour force survey of the European Union has also been followed. The Labour Force Survey of the European Union is based on the corresponding regulation of the European Union, according to which all Member States are obliged to conduct the labour force survey and forward the data to the Eurostat.

According to the regulation adopted in 1991 the labour force survey of the European Union was to be conducted in the 2nd quarter. According to the regulation adopted in 1998 (Council Regulation No 577/98) the Labour Force Survey is a continuous survey providing quarterly and annual results. The regulation prescribes the list of data to be forwarded to the Eurostat, the criteria of authenticity, etc.

Since 2001, the Estonian Labour Force Survey questionnaire includes an ad hoc module, the contents of which vary from year to year. The module is compiled in accordance with the relevant EU regulations. The aim of the added module is to gather detailed information about an aspect of life directly relevant to the labour market. The themes of ad hoc modules already contacted and to be contacted in forthcoming years are the following:

- 2001 Length and patterns of working time (Section D cont. in the questionnaire)
- 2002 Health and ability to work (Section L)
- 2003 Lifelong learning (2nd and 4th quarter) (Section cont.)
- 2004 Work organisation and working time arrangements (Section D cont.)
- 2005 Reconciliation of work and family life (Section L)
- 2006 Transition from work to retirement (Section M)
- 2007 Accidents at work and work-related health problems
- 2008 Labour market situation of migrants and the immediate descendants of migrants
- 2009 Transition from school to working life

Since 2002 beside Eurostat's modules the modules for national data users are included:

- 2002, 1st and 3rd quarter Long-term unemployment (Section H cont., ordered by Ministry of Social Affairs)
- 2002, 1st and 3rd quarter Dwelling and change of residence in 1989-2002 (Section M, Tartu University)
- 2002, 2nd and 4th quarter Young persons (Section N, Institute of International and Social Studies)

- 2003, 1st quarter Health (Section L, module designed for Social Survey)
- 2003, 3rd quarter Working conditions (Section M, module designed for Social Survey)
- 2004, 1st and 3rd quarter Cultural consumption (Section L, Ministry of Culture)
- 2006, 1st and 3rd quarter Health and ability to work (Section L, 2002 Eurostat's module, Ministry of Social Affairs)

In 2000–2006 the module “Travelling” (until 2001 “Tourism”, Section T) was contacted as appendix of the Estonian LFS. Since 2004 in the 2nd quarter module “ICT usage in households” is contacted, in 2004 and 2005 also “Car usage”.

The results of the ELFS are published in the monthly Eesti Statistika. Estonian Statistics, in the annual publication “Tööturg. Labour Market” (until 2004 “Tööjõud. Labour Force”), in the “Eesti statistika aastaraamat. Statistical Yearbook of Estonia” and in other publications of the Statistics Estonia. Inquiries about the data of the labour force survey sent to the Statistics Estonia are also satisfied.

The Sample

The target population of the ELFS are the working-age residents of Estonia. The working-age population is formed by people between the ages of 15 and 74 in the reference week. When drawing the sample, the growing need for labour force data at the county level has been taken into consideration. According to the size of population, the 15 counties of Estonia and Tallinn were divided into 4 groups as follows:

- 1) Tallinn;
- 2) 4 larger counties (Harju, Ida-Viru, Pärnu and Tartu Counties);
- 3) 10 smaller counties;
- 4) Hiiu County.

The probability of being included into the sample in smaller counties is higher than in Tallinn and in the larger counties. Systematic random selection was made, using the population database of AS Andmevara. The sample was divided evenly between the 52 reference weeks. Interviews are carried out during the week following the reference week. In exceptional cases, interviews may be carried out later, within 5 weeks of the end of the reference week. The questionnaire is always completed for the reference week indicated in the sample.

Interviews are carried out with all the working-age members (aged between 15 and 74 on the last day of reference week) of the target person's household. A person is sought for everywhere of country. In order to ensure the accuracy of the data, households are interviewed on four occasions. For example, a household drawn into the sample for the first time in the 1st quarter of this year is interviewed also in the 2nd quarter and in the 1st and 2nd quarter of next year. Each quarter, new households replace $\frac{1}{4}$ of the sample.

During the first wave the households are not interviewed if target person has died or left abroad. During next waves the households are interviewed even if the target person has died or left abroad but some household members surveyed on the first wave still live in Estonia. If household has split between two waves the part of household including target person (or the member with the smallest number if target person has died or left abroad) will be interviewed. All working age members are interviewed during each wave including new members who were not household members during the first wave.

Definitions

The ELFS uses definitions devised by the International Labour Organisation, which enables us to compare the collected data with the data of other countries.

The scope of the Labour Force Survey is the resident population. A person belongs to the **resident population** of a given country if he is staying, or intends to stay, on the economic territory of that country for a period of one year or more.

All individuals who belong to the same household are residents where the household has a centre of economic interest: this is where the household maintains a dwelling, or succession of dwellings, which members of the household treat, and use, as their principal residence. A member of a resident household continues to be a resident even if that individual makes frequent journeys outside the economic territory, because its centre of economic interest remains in the economy in which the household is resident.

A person is regarded as **temporarily absent**, if he/she is a resident of a country, but is staying, or intends to stay outside his/her country of residence for a period of less than one year.

The basis for examining the economic activity of the population is the **working-age / labour-age population**. The working-age population is the population between the ages of 15 and 74 in the reference week.

Consequently, the object of the Estonian Labour Force Survey (ELFS) 2008 is the population

- (1) born in 1933, with birthdays on a date after the end of the survey week (i.e., aged 74 in the survey week);
- (2) born in 1933-1992;
- (3) born in 1993, with birthdays before or during the reference week (i.e., who are aged or turn 15 during the reference week).

To help the interviewer, Checkpoint Question B05D has been added to Question B05, recording the respondent's age as of the last day of the reference week. In the laptop data entry program is calculating it automatically, in case of paper questionnaire interviewer has to calculate it. The Table of Household Members should include all the household members, of whom those aged 15-74 ($15 \leq B05D \leq 74$) are interviewed.

The working-age population can be divided into three groups. First, those who wish to work, or **the economically active population**; secondly, those who do not wish or are not able to work, or **the economically passive / inactive population**. The economically active population constitutes **the labour force**, and it is divided into **the employed** (those who wish to work and have found work) and **the unemployed** (those who wish to work but have not found work). The economically passive / inactive population includes, e.g., homemakers, students, disabled persons, mothers on maternity leave, etc.

A person is considered **employed**, if – during the reference period – he/she

- 1) worked and received payment as a wage earner, entrepreneur, or a free-lancer;
- 2) worked without direct payment in a family enterprise or on his / her own farm;
- 3) was temporarily absent from work.

The main criterion for being temporarily absent from work is maintaining formal labour relations with the employer (in the case of an enterprise, the continuation of the enterprise). The reason for being temporarily absent from work may be holiday, illness, advanced training or retraining courses, a strike, etc. All persons who have worked at least 1 hour during the reference week are considered employed, in order that unemployment could be defined as the complete absence of work.

According to hours worked, the employed can be divided into **full-** and **part-time workers**. Part-time workers are those employed persons whose overall working time per week is less than 35 hours. An exception is made for the occupations where a shortened working time is prescribed by law.

A sub-category of the employed is **the underemployed**. A person is underemployed if he/she does not work full-time, but would like to work more and is available for additional work within two weeks.

A person is considered **unemployed**, if he/she simultaneously fulfils the following conditions:

- 1) he/she is without work (does not work anywhere at the moment and is not temporarily absent from work);
- 2) he/she is available for work within two weeks;
- 3) he/she is actively seeking work.

'Seeking work' refers to all the measures actually taken to find work or start entrepreneurship, such as registration at the employment bureau, placing or answering newspaper advertisements, seeking the assistance of friends and relatives in finding work, arranging for financial resources in order to start entrepreneurship, etc.

A separate category includes the persons who would like to work and would be currently available for work if there should be work, but who are not active job seekers. The main reason for not being an active job seeker is losing the hope of finding a job. This can be due to the absence of suitable work in the neighbourhood, age (too young or too old), etc. These persons are classified under the category of **discouraged workers**, and because they are inactive, they are omitted from the labour force.

In assessing the economic activity of the population, the **labour force participation rate / activity rate** is used, which is the share of the labour force (the total number of the employed and the unemployed) in the working-age population.

$$\text{Labour force participation rate (activity rate)} = \text{labour force} / \text{working age population}$$

The **employment rate**, which is the share of the employed in the working-age population, is used to describe and analyse changes in employment.

$$\text{Employment rate} = \text{employed persons} / \text{working-age population}$$

Unemployment rate, which is the share of the unemployed in the labour force (the total number of the employed and the unemployed), is used for the assessment of the extent of and analysing changes in unemployment.

$$\text{Unemployment rate} = \text{the unemployed} / \text{labour force}$$

II. INSTRUCTIONS RELATING TO INDIVIDUAL QUESTIONS

SECTION A. Interviewer's remarks

Purpose

Information about the process of the interview is gathered in the interviewer's remarks. The purpose of it is to estimate the quality of the survey related to the duration, language and place of the interview, other persons presenting at the interview, etc.

Definitions

Household is a group of persons living in the same dwelling space (at the same address) and using common financial and/or food resources. Persons forming a household are the members of the household. A person living alone also forms a household.

The head of the household is the member of the household, aged 15–74, who, over a longer period of time, has provided the largest share of the household income. If the household has a common source of income (e.g. a farming household), the member of the household who owns the business (farm) or the property that forms the basis of the business, is considered the head of the household. he/she

Implementation rules

The interviewer's remarks in the questionnaire are divided into two parts: questions A01–A03 can be found at the beginning of the questionnaire, questions A05–A18 at the end of the questionnaire. The interviewer fills in the interviewer's remarks; questions A01–A03 are filled in before the interview, questions A05–A18 after the interview.

The interviewer begins interviewing a household by identifying the head of the household. If the head of the household refuses to be interviewed, or there is some other reason why he/she cannot be interviewed, the household member next in the line of importance is considered the head of the household. The head of the household is interviewed first.

The number of the reference and code of the household is indicated in the sample list. Usually the code of the head of the household is 1. The other members are designated by the number of the column under which they are recorded in the table of household members in the questionnaire of the head of the household. In special cases the code of the head can be bigger than 1. It is in case then the head of the household has left from the household after first interview. Then another member of the household is determined as a head of the household whose code remains the same as during the previous interview.

Questions A01–A02. Under certain circumstances the interview may be disrupted and has to be continued later on. In this case, the interviewer must also indicate the date, the starting time and the finishing time of the continuation. The time of continuation is important for the calculation of the duration of the interview.

Question A03. The most common places where interviews may take place are listed in the questionnaire. If the interview takes place somewhere else, the place has to be specified.

Questions A06–A11. The aim of these questions is to assess the quality of the interview as depending on the language of the interview, the people present at the interview and the place of the interview. If another member of the household answered on behalf of the respondent (NB! This is allowed only on special occasions!) or if the respondent needed help from another person, it should be noted down in question A11.

Questions A12–A13. In the case of respondents living at institutions or in public accommodation, the type of the institution is to be specified here.

Questions A14–A15. If the respondent lives separately from his or her household, the place of the interview is to be specified at this point. E.g. if the respondent's household lives in

Viljandi but he/she studies in Tallinn, the place of the interview is indicated as "1 In the place of residence of the household" if the interview takes place in Viljandi, and as "2 In the place of residence of the respondent" if the interview takes place in Tallinn. If the interview takes place in Viljandi and someone else answers for the respondent, the place of the interview is indicated as "1 In the place of residence of the household".

Question A16. All the circumstances that hinder the course of the interview should be taken down (the respondent's repelling attitude, unwillingness to answer certain questions, difficulties in remembering, etc.). If answers to certain questions seem dubious to the interviewer, it should be recorded as well.

SECTION B. Household characteristics

Purpose

The aim of Section B is to provide information about the size and the type of the respondent's household, which belongs to the core variables in social statistics. Questions about sex, age, ethnic nationality and marital status enable to analyse changes in the labour market among different population groups.

Definitions

Country of birth — the country according to currently valid state borders where the respondent was born or respondent's mother lived at the time of respondent's birth.

Ethnic nationality mentioned by the respondent. A person has the right to consider himself or herself a member of the nationality he/she feels most attached to ethnically and culturally.

Citizenship — the particular legal bond between an individual and his/her State acquired by birth or naturalisation according to national legislation. It corresponds to the country issuing the passport.

Legal marital status — single, legally married, divorced or widow/widower according to the marriage laws of the Estonia (or other country). This is *de jure* status and therefore does not necessarily correspond with the actual marital status — single, cohabiting, married, widow/widower, divorced or separated.

Implementation rules

Section B is completed only in the questionnaire of the head of the household.

Question B01. In the interviewer checkpoint B01, the interviewer makes clear that the respondent is the head of the household. If the respondent is not the head of the household, the interviewer continues with Section C.

Information concerning all the household members is taken down in the household table, including the members between the ages of 15 and 74, who are also interviewed, and the members younger than 15 years and older than 74 years.

People who usually live together and share a common family budget, form one household. Belonging to one household does not necessarily mean family relations; household may also consist of non-relatives who live together and share their expenses.

People who are temporarily away are considered members of the household if they have maintained economic relations with the household (see B11). Being temporarily away means that after the business trip, studies, etc., the person will presumably return to the household. Whether the relationship of the absent person with the household is such that he/she should be considered a household member is generally up to the respondent to decide. As an exception, if the absent member of the household has established his or her own family and lives separately, he/she is not considered a member of the household, although he/she may still have a bedroom in the parents' house and may get regular financial support.

The table should be completed even if case the head of the household lives separately from his or her household.

Question B00. Recording the first names of the members of the household facilitates the answering. In the following questions it is easier to speak about the people, using their first names. If the head of the household for some reason does not wish to give the first names of the other members of the household, it should be respected, and the members referred to in further questions according to their relation to the head of the household (mother, son, sister etc.).

Question B05. The date of birth should indicate the day, month and year of birth.

Question B03. Here the household member's relationship to other members of the household is indicated. Relationships should be written by rows, i.e. first ask the relationship of the household member whose reference number is 02 to the member with the reference number 01 (sample person), then ask the relationship of the household member 03 to the member 01, next ask the relationship of the household member 03 to the member 02, etc.

Child is as one's own as well as adopted child. There is a separate answer in case the child is neither one's own nor adopted but a foster child. If there is a parent's partner in the household, who is not child's own parent, the child should be considered as his/her foster child irrespective of that whether the household members themselves use this term or not.

Parent is biological parent of the child or parent who has adopted the child. Woman who is a partner of the father but has not given birth to or adopted the child is not the parent of the child. She is the child's foster parent. In the same way a man, who is the partner of the child's mother but is not the child's legitimate father, is not considered the child's parent. In such case the relationship between the man and the child is also that of a foster parent and foster child. The parent's partner, who is not child's own parent, should be considered as the foster parent of the child irrespective of whether the household members themselves use this term or not.

The partners of children and grandchildren as well as their relatives are considered to be relatives.

The relationship is considered that of the daughter/son-in-law and mother/father-in-law also in case of cohabitation.

In addition to the children of same parents, also half sisters and –brothers and foster sisters and brothers are considered as a sister/brother.

Ties of relation do not cease to exist after the marriage has ended.

Question B06. The country of birth is recorded according to current state borders. In the case of those born in 1920–1945 outside the present administrative territory of the Republic of Estonia, but inside the borders of the Republic of Estonia established by Tartu Peace Treaty, the answer is coded as "Within the former boundaries of the Republic of Estonia".

Question B07A–B07B. If the person is born in a foreign country, the year and month when he/she moved to Estonia is taken down (except for persons who were born "Within the former boundaries of the Republic of Estonia"). If the person has moved to Estonia more than once, the year of the last move is taken down.

Question B07C. Person has lived alternately in Estonia and elsewhere (answer 2) in case he/she lived some time in Estonia, meanwhile at least one year abroad and after that again in Estonia. In case the person has not left Estonia after arriving here first time or has been abroad only for short time (an example visits for business or tourism, visiting relatives etc.), then he/she has been since arrival permanently in Estonia (answer 1).

Question B07D. In case of living alternately in Estonia and elsewhere all years lived in Estonia are summed up. If person has lived in Estonia less than 1 year, the answer is "1

year”; if more than 1 year but less than 2 years then answer is “2 years”; if more than 2 years but less than 3 years then answer is “3 years” etc.

Examples

- A person took up residence in Estonia for 1 year and then went back to his/her country for 2 years and then took up residence again in Estonia half a year ago — the total duration lived in Estonia is 1 ½ years (one year plus half a year). The answer is “2 years”.
- A person lived in Estonia for 2 years, then 5 years abroad, 3 years in Estonia, 3 years abroad and then took up residence again in Estonia 3 months ago — the total duration lived in Estonia is 5 years and 3 months (2 years plus 3 years plus 3 months). The answer is “6 years”.

Question B08. The interviewer records the ethnic nationality mentioned by the respondent. A person has the right to consider himself or herself a member of the nationality he/she feels most attached to ethnically and culturally. The nationality of children is determined by their parents. In families where the mother and father are of different ethnic nationalities and the parents have difficulties deciding on the ethnic nationality of the children, the ethnic nationality of the mother should be preferred.

Question B09A. If the respondent has a double citizenship, then Estonian citizenship should be marked if the person has Estonian citizenship. If the person does not have Estonian citizenship, but has that of some other EU member state, then this should be recorded. In the rest of the cases, the one the respondent himself or herself considers more important should be recorded.

Citizenship is unspecified in the following cases:

- the household member has an alien’s passport;
- the household member has a non-citizen certificate issued by a foreign country
- the household member does not have a passport nor an ID card;
- the household member does not know his or her citizenship;
- the household member is applying for the Estonian citizenship and does not have another citizenship.

Question B09B. Estonian citizenship is acquired by birth if: 1) at least one of the parents of the child holds Estonian citizenship at the time of the birth of the child; 2) the child is born after the death of his or her father and if the father held Estonian citizenship at the time of his death.

A child found in Estonia whose parents are unknown is declared, on the application of the guardian of the child or a guardianship authority, by a court proceeding to have acquired Estonian citizenship by birth unless the child is proved to be a citizen of another state.

If person has not acquired citizenship by birth, he/she can acquire it later on the basis of personal application — by naturalisation. In this case state grants to the person Estonian citizenship according to rules determined in the Citizenship Act (passes the examination on the knowledge of the Citizenship Act and the Estonian language etc).

Taking into account different periods in the history of Estonia and changes in the Citizenship Act acquisition of citizenship by birth has changed in the course of time.

An example Estonian citizenship was acquired by birth by:

- person, who was born during the period of re-independence of Estonia (in 1991 or later), if at least one of his/her parents hold Estonian citizenship at the time of his/her birth;

- person, who was born during the period of Soviet occupation (1940–1991), if at least one of his/her parents or grandparents hold Estonian citizenship before 1940;
- person, who was born during the first period of independence of Republic of Estonia (1918–1940).

In case person, his/her parents and grandparents were not born in Estonia and he/she acquired Estonian citizenship on the basis of the proof issued by Committee of Estonia (so-called green card), then person has acquired Estonian citizenship by naturalisation (answer 2). These were foreigners loyal to re-independent Estonia who were registered as supporters of Committee of Estonia and who later got Estonian citizenship according to simplified procedure, without requirement of knowledge of the Estonian language.

Question B09C. If person has acquired citizenship by naturalisation, then year of acquisition of citizenship is year then the proof of citizenship (certificate of citizenship) was got.

Question B10A–B10C. The questions refer to the legal and actual marital status of the household members. The question is asked from a person aged 14 and older. The interviewer selects one of the following options:

Has never been married – the household member has never been legally married. The marriage between a man and a woman is recognised as legal in Estonia if the marriage is registered at a vital statistics office upon contraction of the marriage. Legal may be also a marriage contracted in some other state according to the laws of that state.

Legally married — the person has contracted a legal marriage and it hasn't ended upon the death of a spouse or divorce written out in legal form (even then when the divorce suit goes on but is not registered officially to the end), irrespective of that whether the spouses live factually together or not.

Divorced — the person's (last) legal marriage of the household member ended upon divorce and he/she hasn't got legally married again.

Widow/widower the person's last legal marriage ended upon the death of a spouse and he/she hasn't got legally married again.

The legal marital status and the actual marital status may differ. For example if the person is legally married but doesn't live together with his/her legal spouse, then his/her legal marital status is still married. Also if the legal spouse of the household member is dead and he/she cohabits, then his/her legal marital status is widowed.

Questions B11. Temporary separation is usually associated with a certain period of time (studies, military service, long term stay abroad/in another town on business). . Short separations (less than 3 months) are not to be taken into account. If a household member who lives separately (longer than 3 months) is visiting the respondent's household at the moment of the interview, he/she should be considered a household member living separately.

SECTION C. Labour status during the reference week

Purpose

The aim of Section C is to record the respondent's employment situation during the reference week, and, depending on the response, continue with Section D or go on to Section G.

Definitions

Employment — person worked at least one hour in the reference week and was (will be) paid for it. In addition to wage labour, employment also covers entrepreneurship, farming, freelance activities, individual and patent-licensed work, working in a family enterprise or on

a farm without direct payment, etc.. It is not relevant from the point of view of the survey whether the job is officially registered or not, or whether it is full-time or part-time. Producing agricultural products for sale and even any illegal activity providing income should also be considered employment, should the respondent mention it.

The criterion of one hour is necessary in order to determine unemployment as total absence of work. Among the employed, differentiation according to the amount of work is made by working hours.

Self-employed person is considered to be working if one of the following applies:

- 1) a person works in his own business, professional practice or farm for the purpose of earning a profit, even if the enterprise is failing to make a profit;
- 2) a person spends time on the operation of a business, professional practice or farm even if no sales were made, no professional services were rendered, or nothing was actually produced (for example, a farmer who engages in farm maintenance activities; an architect who spends time waiting for clients in his/her office; a fisherman who repairs his boat or nets for future operations; a person who attends a convention or seminar;
- 3) a person is in the process of setting up a business, farm or professional practice (an example buying or installing of equipment, renting the office, ordering of supplies etc.).

Person who works on his/her own farm (agricultural household) should be considered as employed in case at least part of the production is sold. What is considered here is the usual destination of the production, and not whether a sale took place in the reference week.

Person in paid employment who was on training during the whole reference week should be coded as employed if one of the three following statements is true:

- 1) the participation of the employee was required by the employer;
- 2) the training took place inside normal working hours;
- 3) the training was directly connected to the current job.

Examples

- A person who worked on his/her own agriculture farm during the reference week, did not sale anything because it was not harvesting time, should be considered as employed.
- A person who worked in his/her own small agriculture farm in the reference week, who does not sell the products and produces only for own consumption, should not be considered as employed.
- A person who is building a house in order to earn a future financial profit (renting or selling it) should be considered as employed.
- A person who is building a house for only a family use should not be considered as employed.
- A registered unemployed person who was obliged by Labour Market Board to perform some work during the reference week to keep receiving unemployment benefit and is paid for it should be considered as employed.
- Voluntary work for which no payment is received (e.g., unpaid social work at church) is not considered as employment.
- Military service is not considered as employment - it is regarded in the questionnaire as a form of inactivity.

The persons temporarily absent from work during the reference week are considered employed.

Temporary absence from work — the person's period of work is temporary interrupted, he/she expects to return to the work after the period of absence, the period of absence is not longer than three months or he/she continues to receive at least 50% of his/her wage or salary.

Implementation rules

The interviewer must ensure that the respondent knows exactly what period is covered by the reference week. The interviewer reads out the text at the beginning of the section, including the dates of the beginning (Monday) and the end (Sunday) of the reference week.

Questions C01–C05. The aim of the series of questions is to determine whether the respondent was employed in the reference week or not.

Questions C01–C05 are compiled so that each question widens the concept of employment: Question C02 adds entrepreneurial and farming activities; Question C03, working in a family business or on a farm as an unpaid family worker; Question C04, the production of agricultural products for sale; Question C05, temporary absence from work. This serves the purpose of recording all the persons who were employed during the reference week.

In case an affirmative answer is given to one of the questions, the following questions are not asked and the interview proceeds with completing the Main Employment section. If all the answers to questions C01–C05 are negative, the interview continues with Section G.

Questions C05–C09. The aim of the questions is to determine persons temporarily absent from work. Employees are considered temporarily absent from work if the employment relationship is maintained. It is essential to bear in mind that only a person who has some sort of permanent employment relationship can be temporarily absent from work. Persons who do odd jobs or seasonal workers (in the off season) cannot be considered temporarily absent from work, since they do not have a permanent employment relationship. Persons who have signed an employment contract but have not yet started working are not considered temporarily absent from work but unemployed. Such persons can be considered temporarily absent from work only if they fell ill on the day they were to start working.

In the case of self-employed (employers, own-account workers, farmers, unpaid family workers), temporary absence from work presumes the (continuous) existence of the enterprise/farm/workplace for self-employed, which means that they can continue their activity after the period of absence. The enterprise continues exist if at least one of the following criteria is fulfilled:

- 1) machinery or equipment of significant value, in which the person has invested money, is used by him or his employees in conducting his business;
- 2) an office, store, farm or other place of business is maintained;
- 3) the information about business or profession is in the telephone book, business book, leaflets or etc.

The owners of beach restaurants, booths, and other similar seasonal enterprises can be considered temporarily absent from work in the off-season only if they expect to return to the work after the period of absence, the period of absence is not longer than three months or they continue to receive at least 50% of their wage or salary.

Question C06. The reason for being temporarily absent from work could be related to vacation or lay-off, public holidays, an illness or injury, studies, etc. Code only one reason. If the respondent gives more than one reason, code the one that explains the greatest number of hours away from work.

Special attention is to be paid in the cases of women on pregnancy or childbirth leave or parental leave.

Every workingwoman has a right to paid pregnancy and childbirth leave (answer 07), regardless of whether her employment contract has been signed for a definite or indefinite period. The duration of the leave is 140 days. In the case of multiple birth or complications the leave is 154 days. A 100-per-cent compensation is paid for the period according to the Medical Insurance Act for each day according to the average income per day.

Parental leave (answer 08) is granted to the mother or father until the child is 3 years old. If neither the mother nor father of the child uses the leave, it can be granted to the guardian instead. During the leave a benefit is paid according to the Parental Benefit Act or childcare allowance according to the State Family Benefits Act. The right to receive the benefit arises as of the date following the final date of the period for payment of maternity benefit. If the mother of a child does not have the right to receive maternity benefit, the right to receive parental benefit arises as of the birth of the child. The benefit shall be granted for the period as of the date on which the right to receive the benefit arises until 365 days after the grant of maternity benefit. If the mother of the child does not have the right to receive maternity benefit, parental benefit shall be granted until the day when the child attains eleven months of age. The amount of the parental benefit is calculated on the basis of the average income of the applicant. The childcare allowance can be used either as a whole or in parts at any time until the child is 3 years old. Childcare allowance shall not be paid at the same time then parental benefit is paid.

A person is laid off (answer 02) if his or her employment relationship with the employer has been suspended for a determined or undetermined period of time.

Work schedule, free season (answer 11) includes all absences that are related to working time flexibility. Examples are time off as a compensation of overtime, as a compensation of credit hours within a system of working time banking or within the framework of an annualised hours contract.

Question C07. The question checks whether the first criterion for temporary absence from work – expected return to work - is satisfied. An example, if for person laid-off the formal employment relationship is not maintained (e.g., because of the bankruptcy of the enterprise) the respondent is not considered as employed and the interview continues with Section G.

Question C08. The second criterion for temporary absence from work is the duration of the period of absence. If the respondent has been absent from work for a period up to 3 months, he/she is considered temporarily absent from work. If the person does not know the total duration, it should be calculated as the elapsed time between the moment the person last worked and the end of the reference week.

Question C09. For persons absent from work more than 3 months the third criterion for temporary absence is checked. Absence lasting for more than 3 months is considered temporarily absence from work only if the person is paid for the period of absence, receiving a wage, salary, parental benefit etc) corresponding to 50% or more of the salary. The salary to be considered in this variable is the last regular salary from the main job before the period of absence. Salary can be paid by the employer or the state (or both). It includes any compensation of wages (e.g. parental pay, sick pay) but excludes any other benefit, which the person would receive even without a job (e.g. family allowances).

If the formal employment relationship is maintained and the period of absence has lasted up to 3 months or if the period of absence has lasted more than 3 months and he/she is paid corresponding to 50% or more of the salary, the respondent is considered temporarily absent from work. If the formal employment relationship is not maintained (e.g., because of the bankruptcy of the enterprise) or the period of absence has lasted over 3 months and

50% or more of the salary is not paid, the respondent is considered unemployed, if he/she has been looking for work and is ready to enter employment; otherwise the respondent is considered inactive. In both cases, the interview continues with Section G.

Question C10. Persons on parental leave are always inactive (the interview continuous with section G), independent if they are paid or not.

SECTION D. Main job

Purpose

Section D is targeted at information concerning the respondent's main job during the reference week. On the basis of these data the estimates of employment rate, employment structure by economic activity, occupation, status in employment, owner of the enterprise etc. is got, which are core employment indicators.

The number of persons working in the local unit enables to determine the profile of persons working in different size of firms, in particular small businesses.

The place of workplace, the distance between home and workplace and time of going to work enables to analyse labour market flows — how many people work temporary abroad, flows inside Estonia (an example how many people from outside of Tallinn are working in Tallinn), changes of distance between home and workplace etc.

The purpose of fixing the number of hours worked is to analyse full- and part-time work, reasons for part-time work (including care responsibilities), temporary absence from work, working more or less than usual in the reference week, overtime work etc.

Information about working time flexibility and work arrangement is collected by questions about type of work (permanent or fixed-term), shift work, working in the evenings, at night, during weekends or at home, teleworking etc.

Definitions

Local unit — an economic unit involved in one economic activity and situated at one address. Economic units performing one economic activity but situated at different addresses are considered separate local units.

The number of persons working at the local unit — the total number of persons who work inside the unit as well as persons who work outside the unit who belong to it (e.g. sales representatives, delivery personnel, repair and maintenance teams) or temporary absent from work and are paid by local unit.

A part-time worker — an employed person whose normal hours of work are less than those of comparable full-time workers.

Care responsibilities include:

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

Care responsibilities do not include::

- care as a job (an example paid babysitter, worker in home for aged people etc.);
- care as a volunteer work (e.g. for a charity organisation)

Usual hours worked — the typical length of the working week over a longer period of time.

Actual hours worked — the hours the person spent in work activities during the reference week.

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

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

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

Implementation rules

Question D01. Having a job usually involves working for an enterprise or organisation. Alternatively, a job may refer to working for a farm, family enterprise, self-employment, etc. In the questionnaire and the manual, all these options are covered by “enterprise/organisation”. The interviewer writes the full name of the enterprise/organisation in capital letters. Abbreviations should be avoided. In the case of public limited companies, private limited companies and foundations, the type of enterprise has to be indicated as well. Types of organisation are abbreviated as follows:

- AS public limited company
- F branch of a foreign company
- FIE sole proprietor
- OÜ private limited company
- SA foundation
- TÜH commercial association
- TÜ general partnership
- UÜ limited partnership

If the enterprise/organisation is involved with different economic activities, the particular local unit the respondent works for should also be recorded.: e.g., ‘Factory “Dvigatel”, infirmary’, or ‘Rakvere Reaalgümnaasium, canteen’. It is the interviewer’s task to ask additional questions specifying the local unit.

If the name of the enterprise/organisation includes place names, these should be recorded as well (e.g., ‘Viljandi Maagümnaasium’).

In the case of farms, the official name of the farm (the one registered in the Commercial Register) is recorded. If this is not possible for some reason, the farm is recorded by the name of the owner (e.g., ‘JAAN KARU’S FARM’).

In the case of a sole proprietor, his or her business name is recorded.

In the case of an employment relationship that is not officially formulated (i.e., the respondent is not working for an enterprise, organisation, or farm), the type of work that the person does is recorded (e.g., a freelancer, self-employed, etc.).

Question D02. The aim of the question is to determine the main branch of economic activity of the enterprise/organisation, since it is not always clear from the name of the enterprise/organisation.

The interviewer records the main economic activity of the enterprise (employer), including the following information: a) the kind of objects dealt with (e.g. furniture, agricultural products, medicines, etc.), b) the nature of the activity (production, processing, sale, etc.): e.g., oil shale mining, growing of cereal crops, construction material sale, etc. Even in the case of the ‘businessmen’ who conduct business on their own, without paying taxes or

having a registered enterprise, their field of activity should be recorded as precisely as possible (e.g. mediating of videotapes, carrier services, etc.).

If the employer's economic activity is not connected with the respondent's economic activity, the respondent's own activity is recorded (e.g. babysitting, playing music at weddings or funerals, tutor, etc.).

If the enterprise/ organisation is engaged in various fields of economic activity, the economic activity of the local unit the respondent works for is also to be recorded.

Local unit is an economic unit involved in one economic activity and situated at one address. Economic units performing one economic activity but situated at different addresses are considered separate local units.

Examples

- One activity at one location — one local unit (e.g. a shop).
- Two locations and two activities, or one activity at two locations — two local units (e.g. a shop and a tailor's workshop, or two printing offices).
- Two activities at one location, separate bookkeeping — two local units (e.g. a hotel and a shop).

Supporting functions (e.g., management, supply, maintenance) are not considered separate local units if they are located at the same place as the main economic activity. If a supporting function is located separately from the main economic activity, it is considered a separate local unit.

The economic activity of the local unit for persons with a contract with a temporary employment agency should be coded as the activity of the enterprise where they actually work and not in the industry of the agency which employs them (See D06).

Question D03. When taking down the occupation, the respondent's main responsibilities should be taken into account; the name of the occupation should reflect the tasks as precisely as possible.

It is not sufficient to record jobs in very general terms ('foreman', 'engineer', 'worker', 'labourer', 'inspector', 'handicraftsman', 'operator', 'shareholder', etc.), but more specific job titles should be provided, revealing the nature of the job: 'headmaster of a school', 'director of a clothes factory', 'chairman of an agricultural co-operative organisation', 'engineer of electronics', 'overseer in a construction company', 'engineer of labour protection', 'foreman at a carpentry shop', 'computer operator', 'mason', 'moulder of concrete constructions', 'field worker', 'farm worker', etc. In the case of workers it has to be recorded whether the respondent is a skilled worker, or a machine operator specialised in operating a machine, mechanism, or apparatus. In the case of teachers it is important to record on which level of education he/she works (e.g. primary school teacher, secondary school teacher, teacher in a specialised school for the disabled, etc.).

If the respondent's job title is not informative enough, an additional question is asked pertaining to the tasks of the respondent. Recording the job responsibilities facilitates the later coding of occupations. The coding of occupations is carried out according to the International Classification of Occupations (ISCO 1988).

If the respondent has another occupation in the same enterprise/organisation, for which he/she receives separate payment (e.g. the respondent works as the office cleaner besides the main job), this should be recorded in Section E as a second job.

Question D04A. In addition to the supervisors according to the administrative structure of the enterprise also other persons can have supervisory responsibilities. In this case the supervisory responsibility includes formal responsibility for directing other employees (other

than apprentices), taking charge of the work done by them. Supervisors can do also some of the work they supervise.

A person is considered to have supervisory responsibilities when they supervise the work of at least one (other) person. He/she takes charge of the work of other employees, directs their work and sees that is satisfactorily carried out. Supervisory responsibility excludes an example the quality control and consultancy.

It should be considered the usual situation and not the situation only during the reference week. Persons who are having supervisory responsibilities only because they are replacing temporarily a superior absent should not be considered as having supervisory responsibilities.

Question D04B. From respondents, who according to the answer to the previous question have supervisory responsibilities, number of direct subordinates according to the administrative structure of the enterprise is asked. The direct subordinates of the respondent are the people who report directly to him or her. If the respondent has no direct subordinates, the answer is "0". In the case of the head of an enterprise, the number to be recorded is not the overall number of employees, but the number of management staff at the level immediately below the head of the enterprise (vice-chairmen, heads of local units, etc.). In the case of a farm-owner, direct subordinates may be, e.g., hired help or family members working on the farm if the owner considers them subordinates.

Question D05. Employment status reflects differences in the respondents' relationship to means of production, the respondents' way of getting their payment, and the respondent's authority to settle work-related questions.

(1) Employee is a person who is employed either full- or part-time at an enterprise, organisation or other employer and who receives payment in money or in kind (it is not important whether the place of work is officially registered or not). Military officers and non-commissioned officers are also considered employees, as well as people earning their living by doing odd jobs.

(2) Employer is the owner of an enterprise, workshop, shop, office, etc., who hires on a permanent basis one or more employee(s) in his or her enterprise. Temporary (seasonal) use of employees does not make the person employer. The director of an enterprise who receives a salary is not considered an employer either.

(3) Farmer with paid employees is a person who runs a farm hiring at least one paid employee on a permanent basis. It is not important whether the farm is officially registered or not. Family members and relatives working without direct payment are not considered employees.

(4) Sole proprietor or employer with no paid employees is a person who sells his or her product (or service) and has the necessary means of production. It is not relevant whether the activity of such an entrepreneur is officially registered or not.

(5) Farmer without paid employees is a person who runs a farm where no paid employees are hired on a permanent basis. It is not important whether the farm is officially registered or not.

(6) Freelancers are people whose work involves some kind of mental activity (e.g. artist, writer, etc.), but who are not on anyone's payroll and who do not have an enterprise of their own (office, land, machinery, etc.). They are closest to sole proprietors. Employees who do odd jobs are not considered freelancers. Wage workers who do odd jobs are not considered freelancers.

Partners in partnerships are considered employers or sole proprietors depending on whether their companies hire employees or not.

(7) Unpaid family workers in a family enterprise / on a farm are people who work in an economic enterprise or on a farm belonging to their family, without directly receiving a salary (they share the income from the enterprise or farm). In essence, these people are closest to private entrepreneurs.

Unpaid family workers in a family enterprise / on a farm should be living in the same household as the owner of the enterprise or farm.

Examples

- A son or daughter living inside the household and working in the parents' business or on the parents' farm without pay should be considered as unpaid family worker.
- A wife who assists her husband in his business or farm without receiving any formal pay should be considered as unpaid family worker.
- A relative living elsewhere but coming to help to the farm during the harvesting season, without pay (in money or kind) should not be considered as unpaid family worker.
- A relative living elsewhere but coming to help to the farm during the harvesting season and receives any remuneration (in money or kind) the professional status should not be considered as unpaid family worker but as employee (answer 1).

(8) Member of a co-operative is marked for a person, who is an association member in a co-operative, where the objective specified in the articles of association is to generate income and distribute it between members. The business name of the commercial association must contain the word “co-operative”. Option 8 is not marked in case of persons who work in a commercial association and get paid for it (are not association members). In that case the answer is option 1 (employee).

If the interviewer has difficulty deciding whether a respondent who is a shareholder should be classified as an employer or as an employee, it should be made clear whether he/she receives the majority of income in the form of salary or owner's income. The same applies to members of various associations.

Examples

- Person who is working in his/her own farm and engages only members of his/her own family without payment should be classified as farmer with no paid employees (answer 5).
- A baby sitter on a private basis and receiving a payment for this service from the parents of this child should be considered as sole proprietor (answer 4).
- A baby sitter who is working and is paid through the agency of baby sitters should be classified as employee (answer 1).
- A person who gives private lessons and is directly paid by his/her student (parents of the student) should be considered as sole proprietor (answer 4).

Question D06A. The aim of the question is to explore the distribution of different employment relationships.

(1, 2) Employment contract is an agreement between the employer and employee according to which the employee is obliged to work for the employer, respecting the leadership and management of the latter, while the employer is obliged to pay for the work and guarantee the working conditions prescribed by the agreement of the parties, by a collective agreement or by law. The special characteristics of an employment contract are:

1) the employee undertakes to perform a specific function rather than complete a one-off task for the employer;

- 2) the employee respects the employer's leadership and management, i.e. there is a relationship of power and subordination between the employee and employer;
- 3) the employer is obliged to pay for the work, i.e. the employee gets paid by the employer and not by the customer.

These three features enable us to distinguish the employment contract from limited contracts, e.g. the contract for services. If all the three conditions are fulfilled at the same time, we can be certain that the respondent is employed on the basis of an employment contract. It is also clear that the employment contract regulates the process of work, not the final result of the work, as it is the case with the contract for services.

The employment contract may be signed for the main job or job-sharing. Job-sharing is working on the basis of another employment contract for the same or another employer outside the working time of the main job. Employment contract may be signed for a certain period of time (Answer 2) or for indefinite duration (Answer 1).

The service record certifies employment at the main job. The employer is obliged to keep a service record for all main-job employees. At the request of the employee, the time worked for another employer is registered in the service record as well, if the employee provides the main-job employer with a document certifying the other job.

Generally the respondent has to have a service record with the given employer, if he/she claims to be working under the employment contract.

(3) Contract for services is a written contract whereby the employee undertakes to complete a certain job within a certain period; this contract is always signed for a definite period of time. By a contract for services, one person (the contractor) undertakes to manufacture or modify a thing or to achieve any other agreed result by providing a service (work), and the other person (the customer) undertakes to pay remuneration therefore.

(4) Public service involves working for one of the following state or local government agencies:

state agencies

Riigikogu Chancellery

Office of the President of the Republic of Estonia

Office of the Legal Chancellor

Courts

Government agencies (ministries, State Chancellery, county governments, boards, inspections)

Military units of Defence Forces

Headquarters of Defence Forces

Headquarters of the Estonian Defence League

State Audit Office

local government agencies

offices of rural municipality or town councils

rural municipality and town governments

town district governments, governments of parts of rural municipalities

departments of town governments

bureaus of the unions of local authorities.

(5) By an authorisation agreement, one person (the mandatary) undertakes to provide services to another person (the mandator) pursuant to an agreement (to perform the mandate) and the mandator undertakes to pay remuneration to the mandatary.

Upon the performance of a mandate, the mandatary shall act in a loyal manner with respect to the mandator and exercise the necessary level of diligence commensurate with the nature of the mandate. A mandatary shall perform the mandate to the maximum benefit of the mandator in the light of and according to the mandatary's knowledge and abilities and shall prevent any damage to the property of the mandator. If the remuneration payable to a mandatary is determined on the basis of certain periods of time, the remuneration shall be paid after each corresponding period. In the case of a mandate where the object is entry into a transaction, it is presumed that remuneration is payable after performance of the mandate. The authorisation agreement is similar to employment contract as the work is done as a process.

(6) Contract with a temporary employment agency is not very usual contract because temporary employment agencies are very new in Estonia and number of persons employed there is very small. A temporary employment agency differs from ordinary agency exchanging job offers because temporary employment agency is the employer — employee signs work contract with temporary employment agency and is paid by temporary employment agency.

The enterprises can rent employees in situations the using of permanent employees is not reasonable, an example in case of sickness of employee, urgent job orders, vacations, single projects, rush work etc. In such kind of contract an employee performs work for and under the supervision of a user enterprise but is paid by the employment agency. Usually the contracts with a temporary employment agency are short-term.

The economic activity (question D02) and the number of employees (D07) for persons with a contract with a temporary employment agency should be coded as the activity and the number of employees of the local unit of the enterprise/organisation where they actually worked in the reference week not that of the temporary employment agency.

Staff working directly for the temporary employment agency (administrative tasks) and not performing any work for and under the supervision of a user enterprise should not be coded 6.

(7) An employment contract is usually written (answers 1 and 2) but in exception a verbal employment contract can exist. It may be entered into only for employment for a term of less than two weeks. A verbal employment contract is deemed to have been entered into when the employee commences work.

(8) Work under verbal agreement (differently from verbal employment contract) usually means “moonlighting” – having a job which is not officially registered, often without paying the income tax.

Question D06B. In case of fixed-term contracts and verbal agreement about duration of contract is asked. Dependent of the duration it can be marked in years, months or weeks. This question can be problematic for persons working under verbal agreement. If they don't have any agreement for duration of the work the answer can be “Don't know”.

Question D07. The number of employees refers to the total number of employees in the local unit of the enterprise/organisation where the respondent works, based on the definition of local unit in Question D02. Problems may arise in cases where the employees of an enterprise/organisation are clearly divided into full- and part-time workers, and the majority of employees being part-time workers. Should the respondent encounter this kind of problem, the answer is to be given using the so-called full-time equivalent (the number of part-time workers recalculated into full-time units). There is no need to distinguish between permanent and contractual workers, i.e. both should be taken into account when indicating the number

of employees. If the number of employees is between 1 and 10 (Answer 1) and the respondent knows the exact number of employees, the exact number has to be taken down. If the number of employees is larger than 10 and the respondent cannot tell which interval it falls into in Chart D07, the answer is coded as "9 Do not know".

The number of employees for persons with a contract with a temporary employment agency should be coded as the number of employees of the local unit of the enterprise/organisation where they actually worked in the reference week not that of the temporary employment agency (See also D02).

Question D08. There may be problems concerning the location of the enterprise/organisation if (a) its local units are situated in different places or (b) if the respondent's work is of mobile character (constructors, seamen, drivers, etc.). In the case of (a), the location where the respondent has actually worked during the reference week is to be taken into account; in the case of (b), the location of the garage, homeport, etc. If the respondent has worked at several locations during the reference week, the location where he/she has worked for the longest period is to be taken down.

When taking down the location, the names of (1) the municipality, in Estonia — the village/township/town, in the case of Tallinn and Kohtla-Järve also the (town) district, (2) the 2nd level administrative unit, in Estonia — the county, and (3) the country should be recorded.

The interviewer should also underline the appropriate type of the settlement, in order to differentiate between the towns, townships and rural municipalities whose names coincide (the town of Rapla and the rural municipality of Rapla, the town of Põlva and the rural municipality of Põlva, the township of Vändra and the rural municipality of Vändra, etc.).

On the "County" line for persons living abroad write down the name of the region by the administrative division of the foreign country where the interviewee lives. In case s/he lives in a town/city, put down the name of it too.

Question D09. This question establishes the time when the respondent took the job in the given enterprise/organisation.

In the case of entrepreneurs, problems may occur concerning the borderline between the preparations for establishing an enterprise and the actual start of its functioning. If this kind of problem arises, the moment when the enterprise/organisation was ready to give production or service, is taken down as the start of the job.

Another kind of problem may occur in the cases where a second job has become the main job (answer 13 to Question D11A). In these cases the moment when the given job became the main job should be taken down.

Examples

- If a person has a contract that is regularly renewed (for example yearly renewed annual contract), the year and the month then he/she first time started this job (the first contract was signed) should be coded.
- If the person has worked with his/her current employer several times with an interruption of the contract (e.g. seasonal workers), the year and the month then he/she last time started this job should be coded (the current contract was signed).
- If the respondent's company or firm changed ownership, but his or her conditions of employment did not change, the year and the month then he/she first time started this job should be coded (the change of ownership should be ignored).
- If the respondent's company or firm changed ownership, the respondent was made redundant and then re-employed by the new owners, enter the year and the month on which he/she was re-employed.

- Person employed by temporary employment agency (answer 6 to question D06) should answer when he/she started working continuously for this employment agency (despite the fact that he/she have been “rented out” to the different companies).
- If the person who has been seconded to another organisation and he/she have signed a contract that is exactly the same as the existing contract, the year and the month then he/she first time started this job should be coded (the secondment should be ignored).

Question D11A. The question is asked only from the respondents who have taken their current job within the past 12 months. The question helps to explore the efficiency of different channels of job seeking. It is important to notice that the question relates to the particular channel through which the respondent found the job, not to all the channels used.

Answer 13 (a second job has become the main job) is chosen if the respondent has previously had several jobs, the one considered the main job has ended and one of the second jobs has become the main job (the job that takes up most of the respondent’s working time).

Question D11B. If the answer to the previous question is not “Through the state employment office” the question is asked about involvement of the state employment office in any moment in finding this job. The involvement of the public employment office should be effective, i.e. having contributed to the finding of the current job. An example got information about employer from there (answer 1) or found job advertisement about this job (answers 2 and 3). Being registered in the state employment office or attending training courses itself are not active role.

Question D12. The question helps to explore the allocation of labour force between various forms of ownership. The answers are based on the type of the owners of the enterprise (until 1996, the term ‘type of ownership’ was used). The type of owners serves as the basis for the classification of enterprises, according to their capital (the majority of votes in a commercial undertaking) and the ownership of the property (in the case of sole proprietorships).

The first step of classifying is to determine whether the enterprise belongs to the public (answers 10 and 20) or private sector (answers 30, 40, 50 and 90).

If in a commercial undertaking (general partnership, limited partnership, private limited company, public limited company, commercial association), the total stock of the state and local municipality is more than 50%, the enterprise belongs to the public sector. If the stock of the state in a commercial undertaking is more than 50%, the enterprise is classified as “10 – state”; if the stock of the local government is more than 50%, the enterprise is classified as “20 – local municipality”.

A commercial undertaking belongs to the private sector if the Republic of Estonia or the local municipality does not have stock in it or if it is less than 50%. If the stock of Estonian legal or natural persons in the commercial undertaking is 50% or over, the enterprise is classified as “30 – Estonian person in private law”. If the stock of a foreign person in the commercial undertaking is more than 50%, the enterprise is classified as “40 – foreign person in private law”. Branches of foreign companies are also classified under this subtype. Sole proprietorships, and the persons whose main activity is working on a farm, freelancing, producing agricultural products for sale, etc., are classified as “30 – Estonian person in private law”.

If it is not clear if a private enterprise is in Estonian or foreign ownership, the answer is to be coded as “50 –Estonian and/or foreign person in private law”.

Legal persons in public law are coded as “10 – State (Republic of Estonia)”. Legal persons in public law are:

Tartu University

Tallinn Technical University
Tallinn University
Estonian University of Life Sciences
Estonian Academy of Arts
Estonian Academy of Music
Cultural Endowment of Estonia
National Library of Estonia
Estonian Broadcasting Company
Estonian Television
National Opera "Estonia"
Estonian Academy of Sciences
Compensation Fund

In special cases that for some reason cannot be placed under the above-mentioned categories, the answer is coded as "90 – Other".

If the respondent is not able to give any information about the ownership of the enterprise, the answer is coded as "99 – Do not know".

Question D13. The question is asked from respondents employed by state and municipal enterprises and organisations (answers 10 and 20 to question D12). Typical examples of government-financed enterprises are ministries and state boards, state educational, health, and science institutions, municipal organisations. Organisations who mainly use their own-produced funds, but get additional appropriations from the state or the municipality, are considered profit-orientated.

The answer is often clear from the name and/or type of ownership of the enterprise, and the interviewer can put down the answer without asking the question.

Question D14. The question provides information on social security, showing whether the job guarantees the respondent's sustenance for a longer period of time or whether he/she will soon have to find another job.

A fixed-term job is a temporary job taken for a relatively short period. The date of termination of the job may be agreed on by an employment contract or verbal contract, or it may be determined in other ways (e.g., in the case of seasonal work, filling in for another employee or work in an elected position).

Training (answer 2) includes apprentices, trainees and others with a fixed-term employment contract. Probation time (answer 3) means that the employment contract includes terms of probation time with the purpose of making sure that the person is suitable for the job as far as his or her health, mental, communicational and professional skills are concerned; it also enables the person to find out whether he/she finds the job suitable. If the person does not meet the demands of the job, the employer can finish the contract during the probation time. The employee can finish the contract during the probation time as well, if the job does not suit him or her. Seasonal jobs are recorded under answer 4, odd jobs under answer 5 and all other temporary jobs under answer 6.

Question D15. The aim of the question is to clarify whether the interviewee opted for a fixed-term job or whether s/he had to do it because s/he had been unable to find a permanent job. In case the interviewee has changed his/her mind about the fixed-term job while working, then the answer should be based on the reference week. For example if the interviewee wanted to have a fixed-term job when s/he started it, but the situation has changed since and in the survey week s/he would prefer to have a permanent job, but has not found it, then the answer is option 2.

Question D16. The purpose of question D16 is to distinguish between long- and short-term jobs. If the time left until the end of the period of employment is less than a month, the answer is 1, if not — 0.

Question D17. Part-time workers are the workers who work less than 35 hours in a week, except in the following cases, where the regular working time may not exceed:

25 hours a week for a person aged 15-16,

30 hours a week for a person aged 17,

35 hours a week for a person working in circumstances involving health hazards,

35 hours a week for school and kindergarten teachers and other educators.

In these cases, working for considerably shorter hours (at least 5 hours less a week) than the working hours determined by law is considered part-time work. If the respondent has an occupation for which the law provides restricted working hours (teachers, miners, etc.), and he/she claims to work on a part-time basis, the interviewer has to ask some specifying questions to ascertain whether this is the case.

Question D18A. The purpose of the question is to find out whether working part-time has been a voluntary or imposed decision.

Questions D18B–D18C. From persons working part-time because of need to take care of children or incapacitated adults about attending labour market as much as they wish is asked. Respondent can work part-time because he/she wants it or because there is no other possibilities for him/her. In this case we are interested if the reason is that care services for children or for ill, disabled or elderly are not available or affordable. If the respondent would like to work full-time in case of existing affordable care service the answer is 'yes' (answer 1).

Child care services are an example day care centres for pre-school children, after school centres for school children, paid carers etc.

Care services for adults are an example specialised centres for handicapped, institutions, assistance at home.

Question D18B includes own or spouse children or other children living inside or outside the household.

Question D18C includes incapacitated persons aged 15 or more living inside or outside the household.

The need for care services can be a need for normal working hours or for special periods of day (very early in the morning or late evening) or for special periods of the year (e.g. school holidays). Care services exclude the unpaid help by relatives, friends or neighbours.

Questions D19-D20. Questions D19 and D20 relate to the actual, not the contracted working hours.

Working hours include all the time spent at work and overtime work, as well as the time spent on job tasks performed outside the workplace. Thus, in the case of teachers, the

working hours include not only the hours taught, but also the time spent on preparing lessons, marking papers, etc.

Working hours do not include lunchtime, the time spent on going to and coming from work, or the time for which the respondent has been paid, while not actually working (e.g. paid vacation).

The data regarding the working hours are collected by two questions: Question D19 concerns the usual working hours and Question D20 concerns the working hours during the reference week. Note that these questions relate only to the main job. If the respondent had several jobs during the reference week, the hours spent on second jobs are indicated in Section E.

Question D19. Usual working hours refer to the typical length of the working week over a longer period of time. The longer period of time mentioned here is at least the last four weeks and at most the last three months without counting any absence from work due to vacation, illness, holidays etc..

If the respondent has difficulty answering the question because he/she has just started the job or because the working hours vary from week to week, proxy hours can be accepted.

Examples

- If the person has just started the job and he/she has an employment contract, the usual hours worked should be calculated as the contractual hours of work in the reference week plus regular overtime hours (if the worker is expected to work overtime).
- If the person's working hours vary from week to week, the usual working hours should be calculated as an average of the actual hours worked in the last four weeks, plus the hours of absence of work (in case he/she absent from work in the last four weeks).
- When a person works every second week 40 hours and the next week 0 hours, the usual hours should be calculated as 20 hours.
- For people in employment who last worked before the long reference period of at least four weeks, the usual hours worked should refer to the situation immediately before the start of the extended absence from work.
- For people who have different working time arrangement depending on seasons, the usual hours worked should refer to the current season.

Question D20. Actual hours worked in the reference week are the hours the person spends in work activities during the reference week. Work activities should include:

- working hours directly engaged in the production of good or services;
- working hours not directly intended for the production of goods or services but which are necessary to enable such production (such as travel between places of work, personnel management, etc.);
- short pauses on the workplace, incl. coffee breaks;
- hours spent in education and training which is related with work.

The working hours during the reference week are taken down day by day; the purpose of the day-by-day recording is to help the respondent to recall the days when his or her working hours differed substantially from the usual. Moreover, by day-by-day recording it is easier for the interviewer to get an idea of the respondent's working schedule. Should the respondent have difficulty answering the question, he/she should recall at what time he/she usually starts work, how long his or her working day is, how many days he/she usually works in a

week, and whether the reference week was in any way different from a normal week. In this way a rather exact number of working hours can be obtained.

The respondents may find the question difficult to answer, because they are not used to counting their weekly working hours. If the respondent says without hesitation that his or her working week was exactly 40 hours long, it should be ascertained that the respondent has not mixed up the contracted and actual working hours.

Examples

Actual hours worked should include:

- preparing the site, repair and maintenance work;
- the preparation and cleaning of the tools;
- the making-out of receipts, invoices, records of the length of time worked and other reports;
- time spent on business trips;
- training time should be included if one of the following statements is true:
 - 1) the participation of the employee was required by the employer;
 - 2) the training took place inside normal working hours;
 - 3) the training was directly connected to the current job;
- the time spent at home in working activities;
- preparation of school hours at home by teachers etc.

Actual hours worked should exclude:

- travel time between home and the place of work;
- the main meal breaks;
- absences from work within the working period for personal reasons (such as visits to the doctor);
- education and training hours which are not necessary for work;
- time spent for housework in case of farmers (keeping the surroundings in order, cleaning, washing, cooking, etc.).

Questions D21–D24A. If the respondent's number of working hours during the reference week has been more or less than usual, the interviewer has to find out the reason for the difference. Question D22 specifies whether the reasons for working more than usual are connected with the nature of the work (answer 3) or with the respondent's own wishes (answers 1, 2). If the respondent has worked less than usual/has been absent from work, the reason for and the duration of the shorter hours or absence has to be indicated (D24A). This helps to identify the respondents whose reasons for working less are related to constraints imposed by the employer (i.e., the underemployed).

Questions D24B–D24H. Overtime includes all hours worked, paid or unpaid (an example staid at work in the evening because couldn't do needed work during a day, replaced other employee who was sick etc), in excess of the normal hours.

Work is considered overtime work if (a) both the employer and the employee realise that a certain amount of work needs to be done in addition to regular working hours; or (b) if overtime work is required to achieve a particular goal. Overtime work always involves additional working hours. Hours compensated at long term in hours or days off are excluded, for example, in the case of working time banking or working time reduction when the number of usual weekly working hours is above the number of hours according to the contract but

these additional hours are compensated in extra days off. Also shift workers who work more during some periods and less during other periods are not considered working overtime if average working hours are same as written in the work contract.

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

Overtime work in the reference week is known already from the answer to D22 (answer 4), but in case there was more than one reason for overtime work (an example one day on vacation, another day did overtime work), then the difference between usual and actual hours is not equal to overtime hours.

Questions D25A–D25B. The question concerning the previous month's salary is asked from all employees. Entrepreneurs, farmers and freelancers are only asked about the payment in the form of salary, entrepreneurial income need not be recorded.

Salary includes

- payment by the hour and by the job,
- extra pay and bonuses (quarterly and yearly bonuses, Christmas bonus, etc.),
- extra pay for overtime, working at night and at weekends,
- extra pay for working in extreme or hazardous conditions
- vacation pay, pay for interruptions of work,
- payments in kind (catering, etc.)
- compensation for temporary disability or for taking care of a sick person (sick benefit)

In order to avoid confusion with gross and/or net salaries, both are recorded. Gross salary is the salary before income tax is deducted (earned salary). Net salary is the salary after income tax has been deducted (received salary). If the respondent can give only one amount, this is recorded and the other space is left empty. It is important to note which salary has been recorded. If the respondent has received (additional) salaries on which no tax is levied (the so-called "envelope salary", tips, etc.), the amount is added to both gross and net spaces.

Questions D25C–D25F. A question of clarification is asked from employees whether the previous month's salary was the same as usual salary. In case previous month's salary was smaller than usually (an example due to illness) or bigger (an example vacation pay, irregular bonus), then usual salary is also asked.

Questions D26–D31. While the working hours are the same, the work itself may be organised in different ways. As an addition to the questions concerning working hours, the questionnaire includes questions about working shifts and schedules in the past four weeks.

Question D26. "Shift work" refers to a system of work in case of which an enterprise regularly operates outside regular working hours (8 am – 5 pm). A person is working shift when her/his work consists of a work organisation where different groups of workers succeed each other according to a certain rotation pattern at the same work site to perform the same operations. Shift work involves working at night and at weekends; holidays are not in weekends as usually. If the start and end of the working day is fixed, it is not considered as shift work. An example, working regularly in the evenings or at night is not considered as shift work.

Question D27. "Working in the evenings" means working during the period from 6 p.m. to 12 a.m. If more than half of the past 4 weeks' work has been performed in the evening hours, the answer is 1 (often), if less than a half - 2 (sometimes). If the respondent has

difficulties determining whether he/she has worked in the evenings on more than half the days because of a changing work schedule, the hours actually worked should be taken into consideration.

Question D28. “Working at nights” means working after 12 a.m. Note that the definition differs from our usual definition of working at nights (from 10 p.m. to 6 a.m.). For the explanation of answers, see D27.

Questions D29–D30. Questions D29 and D30 relate to a formal working schedule which involves working on Saturdays or Sundays. If the respondent every now and then takes some of his or her work home or works at weekends, it is not taken into account here.

Question D31. “Working at home” most probably involves freelancers, individual workers, family workers, etc. (sewing, knitting, translating, etc. at home). In the recent years many small enterprises are registered at the domestic address of the owner. If the respondent claims to be working at home, it has to be specified whether he/she has separate rooms in the house or flat, which are clearly separated from the living rooms (home) - e.g., by a separate entrance. If this is the case, the respondent is not considered working at home. As in questions D29 and D30, a formal arrangement (between the employer and the employee) of working at home is meant here, not the work that could have been done at the place of work (e.g., if the respondent has taken work home because of an approaching deadline).

Question D31B. Teleworking is working outside normal office space of the employer (either at home or distant office), while being in contact with the employer using information and communication technologies. It is not important whether the employee uses a personal or an employer’s computer, or carries out all or part of his/her tasks by teleworking. In case of full teleworking the employee works at home or from a distant office individually and does not have a physical office space at the company. In case of part-time teleworking the employee works individually at home or from a distant office only part of the time, and the rest at the company. Distant office is a subunit of the company located in another area that is connected with the company using information and communication technologies. For example a teleworker has computer access to the company’s database, intranet etc. Teleworking can also be mobile, i.e. the employee’s work is mobile and s/he is connected with the company via mobile and information technology.

Question D32A–D32B. The distance between the workplace and home (place of residence) is recorded in kilometres, or, if the respondent’s workplace is less than a kilometre from his place of living, in metres (100, 10, etc.). If the respondent works at home, the answer is coded as 9998. If the distance cannot be determined because the respondent works in different places, the answer is 9999. In question D32B the interviewer asks whether the respondent commutes between home and workplace every day – e.g., the respondent may live in Tartu and go to work in Tallinn, but not every day (e.g., he/she may come home only at weekends).

Küsimus D32C. If the respondent does not travel to work from home every day, in addition to the distance from home asked in D32A, the distance from the second place of residence (place of stay) is asked.

Questions D33–D34. If the respondent does not commute between home and workplace every day (the answer to Question D32B has been “No”), the means and the time of getting to work from the place of accommodation (worker’s accommodation, hotel, etc.) or second place of residence are recorded.

The answer to question D33 is ‘By own car’ (answer 4) also in case person is going to work with someone else’s private car (friend, neighbour etc.).

Question D34 provides the assessment for the regular time that is spent on getting to work from home or second place of residence..

Question D35. Question D35 relates to the respondent's own opinion of whether his or her job corresponds to his or her level of education.

SECTION E. Second jobs

Purpose

The aim of Section E is to gather information about the number of persons having several jobs, total hours worked in all jobs, distribution of second jobs by economic activities, occupations etc.

Definitions

Second job — the activity that is not main jobs but gives income to the respondent. The principles for classifying second jobs are the same as for main jobs (see section C). Multiple jobholder decides for him/herselves which job is to be considered as the main job. In doubtful cases the main job should be the one with the greatest number of hours usually worked.

Implementation rules

Questions E01–E02. In certain cases the respondent may have problems with making the distinction between additional tasks in the main job and a second job. The situation occurs typically in case of project work, where the respondent's main job involves performing several tasks at the same time, and it is difficult to distinguish between a main job and second jobs. If these tasks are of similar character, the parallel projects have to be considered one job. But if the tasks are distinctly different and paid for separately, the additional task has to be considered a second job.

Problems may occur also if the respondent has had short-term second jobs, which have not significantly contributed to the respondent's income (e.g., writing a newspaper article). If the respondent has done such work during the reference week, the work needs to be recorded.

Question E02. Question E02 relates to the number of existing jobs, in addition to the main job. Changing jobs during the reference week does not influence the number of jobs.

Examples

- Person having changed job during the reference week should regard the job held at the end of the reference week as the main job (to be filled in section D).
- Person having main and second job and who changed second job during the reference week does not have two second jobs but only one second job (section E to be filled about the job held at the end of the reference week).
- Person who is simultaneously working in his/her own professional practice and for a public or private employer (e.g. doctor with the own practice and working in a hospital) should be considered as having main and secondary job.
- A self-employed person exercising wide range of occupational skills in the same business should always be considered having one job only as self-employed.
- A self-employed person holding several different businesses have to be considered as having several jobs.

Questions E03-E06. If the respondent has several second jobs, the questions relate to the job the respondent considers the most important, either because it provides the largest income or because it involves the longest working hours.

Question E03. See D01.

Question E04. See D02.

Question E05. See D03.

Question E06. See D05.

Question E07. See D19.

Question E08. See D20.

Question E09. Salary at all second jobs together is asked. See D25A–D25B.

SECTION F. Underemployment

Purpose

The purpose of section F is to collect data about underemployment. A situation where part-time work has been imposed on the respondent by the conditions set by the employer (e.g., if the reduction in working hours is caused by the lack of orders, etc.), and the respondent himself/herself would prefer working full-time, very probably points to underemployment.

As the aim of the government's employment policy is to provide people not only with work, but also with work that would enable them to lead a normal life, underemployment should be considered as serious a problem as unemployment.

Definitions

The underemployed — person who simultaneously fulfils the following three conditions:

- 1) person is not working full-time;
- 2) person would like to work more (would like to have an additional job, a new job with longer working hours or would like to have longer working hours at the present job);
- 3) is ready to accept an additional job immediately (within two weeks).

Implementation rules

Question F01. This question is asked from everyone, regardless of the interviewee's usual length of working week. In the question is meant that working more or less implies a corresponding increase or decrease of salary

Question F02. The desired number of working hours per week is asked from all the employed interviewees. Those, who can not say a specific number of hours should be asked whether they would like to work more (option 97) or less hours (option 98) than at their current job.

Question F03. The two previous questions were about what the interviewee would like. Here the question is whether s/he took any real steps to change his/her working conditions, i.e. did s/he seek a new or an additional job.

Question F04. If the interviewee had several reasons for seeking a new or an additional job, the most important should be recorded. The reason – to have a more convenient journey to work (option 3) includes seeking a job that would be closer to place of residence, in which case going to work would be cheaper or more convenient, that would better enable to combine work with everyday life etc. The reason – to have a more adapted job for my health condition (option 7) is marked in case of people with a long-term illness, impairment or disability, who seek a job that would be better adapted for their condition. Even if a person with a physical disability seeks a job closer to place of residence, the option marked should be 7, not 3.

Question F05. It is clarified what type of job did s/he seek based on the working time.

Question F06. If the interviewee did not seek a job and does not want to work more, continue with question H19A.

Question F07. Persons who would like to work more but did not seek a job are asked if they would like to have an additional job (answer 1), would like to change a job (answer 2) or would like to have longer working hours at the present job (answer 3). If respondent does not prefer any of these answers the answer 4 is marked.

SECTION G. Previous work experience of person not in employment

Purpose

Section G concerns the last work place of the persons who have not worked during the reference week. On the basis of this information distribution of unemployed and inactive population by the economic activity, occupation, status in employment, reason of leaving the last job (including due to the care responsibilities), the termination of employment contract, the unemployment rate by economic activities and occupations etc. are estimated.

Definitions

Concerning determination of employment the same rules are used as in case of main job (See section C) excl short-term employment relationships. Purely occasional work, work during summer holidays or other short-term jobs are not to be considered as employment in section G.

About care responsibilities see section D.

Implementation rules

Questions G01–G08. The questions collect information about the respondent's last place of work if he/she has worked or had a job less than 10 years ago.

Questions G04A–G04B. With the help of Question G04, it is possible to distinguish whether the respondent has left the last main job on the employer's or the respondent's initiative; as well as between forced and voluntary leaving.

Question G04A. Staff reduction (answer 04) means that together with discharging the person his/her job was lost as well. In the case of dismissal (answer 03), the person is discharged, but the job remains.

In answers 10 "Retirement" and 11 "Early retirement", retirement at the legal pension age means retiring at the age entitling a person to retire, according to the Pension Act of the Republic of Estonia. The persons who are entitled to retire at an earlier age (e.g., women who have given birth to at least 5 children and raised them up to 8 years of age) are also classified under answer 10. If a person has retired before the legal retirement age, he/she is classified under answer 11. According to the State Pension Insurance Act the person has the right to early-retirement not earlier than three years before the person attains the legal retirement age.

In case the respondent has left the job because of a permanent injury, answer 07 "Respondent's illness, injury or disablement" is recorded.

The other personal or family responsibilities (answer 14) are an example change of residence, marriage, etc. If the person has care responsibilities (there are children under 15 or adults who need to take care in the family), the answer is 13; otherwise (an example house-wife without children, who takes care off husband and housing) 14.

Question G04B. Reasons for leaving last job related to work are specified. Mainly they are related to leaving on the initiative of the employee. With the answer "The other employer proposed a better job (higher salary, better work conditions etc)" we want to know how many employees are paid up.

Question G05. See D02.

Question G06. See D03.

Question G07. See D05.

Question G08. Question about termination of the employment contract is asked from employees.

According to the Employment Contracts Act an employment contract terminates by agreement of the parties, upon expiry of the term, on the initiative of the employee, on the initiative of the employer, at the request of third parties or in circumstances, which are independent of the parties.

(1) The reasons for leaving on the initiative of the employee are usually personal (an example own illness, studies) or family responsibilities (need to take care of other member of family) but also dissatisfaction with work or employer.

(2) An employer may terminate an employment contract entered into for an unspecified or fixed term prior to expiry of the term of the contract an example upon liquidation of the enterprise, agency or other organisation, upon the declaration of bankruptcy of the employer, upon dismissal of employees, upon unsuitability of an employee for his or her office or the work to be performed due to professional skills or for reasons of health, due to unsatisfactory results of a probationary period, due to the long-term (over 4 months) incapacity for work of an employee.

(3) By agreement of the parties, an employment contract may be terminated at any time if one party presents a corresponding written request and the other party gives written consent to termination of the contract.

(4) Fixed-term employment contracts terminate upon expiry of term.

(5) Employment contract terminates at request of third parties an example with minors. A legal representative of a minor or the labour inspector of the residence or seat of an employer may require the termination of an employment contract entered into with the minor, if the requirements specified in the Employment Contracts Act have not been observed in employment.

Employment contract terminates in circumstances independent of parties upon the entry into force of a conviction by a court, violation of rules for hiring, with one of the employees who are closely related or are related by marriage who work in the same state or municipal enterprise, agency or other organisation in positions which are directly subordinate to or have direct control over the other, unless such work is allowed.

If respondent did not work under an employment contract, but an example under Contract of agreement or verbal agreement then answer is 7.

SECTION H. Job seeking

Purpose

In the section H the information for calculating several unemployment and inactivity indicators (the number of unemployed persons, the unemployment rate, the long-term unemployment, steps taken to find a job, status before the unemployment, the number of inactive persons, the reasons for inactivity, the number of discouraged persons etc.) is collected.

The nature of the job that the respondent is looking for helps to get a more detailed picture of the current situation of unemployment: there is a difference in whether the respondent seeks a permanent or a fixed-term job, whether he/she agrees to work for the minimum salary or expects an offer amounting to tens of thousands kroons, etc.

From the point of view of the employment policy, the structure of lacking jobs and the seriousness of unemployment as a social problem had to be estimated. The situation of the respondent at the beginning of the period of job seeking helps to establish the relationship between the probability of finding employment and the employment seeker's previous situation, as well as identifies the persons who can find jobs by themselves and the persons who need more assistance.

The purpose of the question about steps taken to find a job is to find out about the spread of different options of seeking employment among different population groups. The number of options used by the respondent reflects the intensity of job seeking.

On the basis of questions related to Labour Market Board it is possible to estimate how many unemployed persons do not register in the Labour Market Board and why they do not register.

Definitions

The unemployed person — a person who simultaneously fulfils the following conditions:

- 1) he/she is without work (does not work anywhere at the moment and is not temporarily absent from work);
- 2) he/she is available for work within two weeks;
- 3) he/she is actively seeking work.

The registered unemployed person — a person who has attained at least 16 years of age and is under pension age, who is not employed, is registered in the regional employment office and is seeking employment. A person is seeking employment if he or she is filling an individual job seeking plan and is willing to commence work immediately.

The inactive person — a person who do not wish or is not able to work.

Implementation rules

Question H01. The aim of the question is to find out whether the respondent has taken any steps to find employment during the past four weeks: asked friends and relatives, read job advertisements, taken steps to start an enterprise or a farm, been waiting for a contracted job to start, been registered as an unemployed job seeker at the Labour Market Board, etc.. The past four weeks include the reference week and the three weeks preceding the reference week.

Question H02A. The aim of the questions is to find the reason for the respondent's inactivity. Question 02 relates to the persons who have been laid off for more than three months, are not paid 50% or more of their salary and who are waiting for the employer's instruction to return to their jobs (See C06). The purpose of answers 12–15 is to identify discouraged workers: the persons who wish to work but have lost the hope of finding employment.

Questions H02B–H02C. Questions are similar to question D18B–D18C asked from part-time workers. Here we want to know if respondent who has care responsibilities couldn't participate in labour market because care services for children or for ill, disabled or elderly are not available or affordable.

Examples

Childcare services are:

- the services of pre-school establishments (a day nurseries, kindergartens, the day time centres, etc.);
- the opportunities given to schoolchildren to spend free time after lessons (group of the prolonged day, etc.);

- services of childminders.

Not childcare services are:

- the help of relatives, neighbours, friends, who look after the child free of charge.

Care services are:

- the services offered in-home (the paid nurse);
- the services offered in establishments (houses for aged, shelters, etc.).

Not care services are:

- the help of relatives, neighbours, friends, who are caring free of charge.

Question H03. In order to estimate the supply of labour force in the future, a question of clarification is asked from those who replied that they did not seek for a job, whether they would like to start a job.

Question H04. Answer 01 applies only to former employees; entrepreneurs and farmers who have gone bankrupt are classified under 04 and 05. Attention should also be paid when using categories 09–10, which are connected with studies. Answer 18 is recorded if the respondent started searching for employment during a lay-off period.

Question H05. This question relates to the starting date of the period of continuous job seeking, even if continuous job seeking started before the respondent left his or her previous job. Question H05 is asked also from the employed persons who have given an affirmative answer to Question F04 (i.e., the persons who have been looking for a new or additional job).

Questions H06–H12. The aim of these questions is to find out what kind of job the respondent has been seeking. These questions are also asked from those employed persons who are seeking an additional or new job.

Question H13. Note that the question relates to the steps taken during the past four weeks, not only during the reference week. The past four weeks includes the reference week and the three weeks preceding the reference week.

Question H14. If the respondent mentions only one option, this is recorded as the main option in Question H14.

Questions H15–H16. The respondents who have not indicated registering at a Labour Market Board as one of the ways for job seeking in Question H13 (answer 01) are asked about the reasons for not having done so. For more information on registration at Labour Market Boards, see H19.

Questions H17–H18. The aim of these questions is to find out if the respondent is prepared to take up a job, which is a second criterion for unemployment, besides job seeking.

Questions H19–H24. The aim of the questions is to explore the respondent's relationship with the Labour Market Board. It is important that the questions are asked from all the respondents (employed, unemployed and those who are not seeking a job). Registration at the Labour Market Board is not a factor in determining the employment status of the respondent (employed, unemployed, inactive). E.g., if the respondent works and is registered at the Labour Market Board at the same time, this should be recorded in the questionnaire.

According to the Labour Market Services and Social Protection Act that entered into force on 1 January 2006, the registered unemployed person is a person who has attained at least 16 years of age and is under pension age, who is not employed, is registered in the regional employment office and is seeking employment. A person is seeking employment if he/she is filling an individual job-seeking plan and is willing to commence work immediately.

Questions H21-H22. The following should be taken into consideration when taking down the answers.

Unemployment insurance is a type of compulsory insurance the purpose of which is to pay benefits to employees and public servants (hereinafter employees) upon unemployment, collective termination of employment contracts and service relationships, and insolvency of employers.

Insured persons have the right to receive unemployment insurance benefits if:

- 1) they are registered as unemployed pursuant to the Labour Market Services and Social Protection Act
- 2) their insurance period is at least twelve months during the twenty-four months prior to registration as unemployed.

An insured person has the right to receive an unemployment insurance benefit during the whole period when he/she is registered as unemployed, but not longer than:

- 1) 180 calendar days if the insurance period of the insured person is shorter than five years;
- 2) 270 calendar days if the insurance period of the insured person is between five and ten years;
- 3) 360 calendar days if the insurance period of the insured person is ten years or longer.

The amount of unemployment insurance benefit per calendar day shall be calculated on the basis of the average remuneration of the insured person per calendar day during the last twelve months of employment, but on the basis of not more than three times the average remuneration per calendar day in Estonia during the previous calendar year.

Persons have the right to receive unemployment benefit if have been employed or engaged in an activity equal to work (work performed in Estonia on the basis of an employment contract or any other similar contract for the provision of services to another person which is of permanent nature, or in public service, or as an employee sent on assignment abroad; employment in a state or local government agency pursuant to the Public Service Act or legislation regulating public service operating as a sole proprietor in Estonia; enrolment in daytime or full-time study at an educational institution; service in the Defence Forces or alternative service) for at least 180 days during the twelve months prior to registration as unemployed.

Previous employment or engagement in an activity equal to work is not required of persons who for at least 180 days during the twelve months prior to registration as unemployed:

- 1) raised, as a parent or a guardian, a child of up to 18 years of age with a moderate, severe or profound disability, a child under 8 years of age or a child of 8 years of age until the child completed year one at school;
- 2) underwent hospital treatment;
- 3) cared for a sick person, a person who is permanently incapacitated for work or an elderly person on the basis of a foster care contract entered into in writing pursuant to the Social Welfare Act;
- 4) were not employed due to disability or declaration as permanently incapacitated for work;
- 5) were held in custody or served a sentence in prison.

Benefits are paid during the eligibility period for registration as unemployed generally for up to 270 days. Benefit shall not be paid within sixty days as of the date when the right to receive benefits arises to persons who were enrolled in daytime or full-time study at an educational institution before registration as unemployed persons or left their previous work or service on the initiative of the employer for a breach of duties, loss of confidence or

indecent act.

An unemployed person has the right to continue to receive state unemployment benefit after receipt of benefits for 270 days or after receipt of benefit for 210 days:

- 1) up to attainment of the pensionable age if less than 180 calendar days remain until he/she attains the pensionable age;
- 2) until delivery if her due date for delivery as calculated by a doctor is within seventy calendar days;
- 3) for ninety days, as a guardian or a parent who raises at least three or more children under eighteen years of age;
- 4) if he/she does not find suitable work during 180 days due to reasons beyond his or her control. In such case, an unemployment office may extend his or her right to receive unemployment benefit for up to ninety days pursuant to the procedure and under the conditions established by the Minister of Social Affairs.

The unemployment benefit is 400 kroons per month.

Unemployment benefits shall not be paid during periods when the unemployed persons are paid unemployment insurance benefits pursuant to the Unemployment Insurance Act.

A stipend of unemployed person shall be paid to a person who through an employment office participates in employment training the length of which is at least forty hours. Employment training means training in the course of which a person who seeks employment and participates in the training acquires or develops vocational, professional and occupational knowledge, skills and experience or adapts to the requirements of the labour market. In organisation of employment training, the function of state employment agencies is to increase the competitiveness of persons who seek employment in the labour market. A stipend of unemployed person is 3.75 kroons per hour.

An employment subsidy to start a business is granted to an unemployed person who have attained at least 18 years of age and are under pensionable age and have undergone business training or who have experience in business. An employment subsidy to start a business is 20 000 kroons.

SECTION I. Changes during the previous year

Purpose

The data collected in the section I is used for describing of the mobility in the labour market. The flows between labour statuses (the employed, the unemployed, the inactive persons), the changes of work by economic activities, geographical mobility etc. during the last year is analysed.

Definitions

The period of employment — a period during which the respondent was working. The period of employment is determined by having a job, which usually means working for an enterprise or organisation. Having a job may also refer to working on a farm or in a family enterprise, as a freelancer, etc.

The period of unemployment — a period during which the respondent did not work anywhere and was seeking a job. Job seeking comprises also preparations for starting entrepreneurship or starting a farm, and waiting for an agreed job to start.

The period of inactivity — a period during which the respondent did not work or seek a job

Implementation rules

First determine the respondent's labour status (employed/unemployed /inactive) at the same time in the previous year and then continue the interview with the employment block or proceed with the unemployment or inactivity blocks. Section I starts with an introductory text that gives the respondent an idea of the orientation of the following interview.

Question I01. By having a job we mean all kinds of activity providing income. In addition to wage labour, a job may also involve entrepreneurship, farming, freelance activity, producing agricultural products for sale, individual and patent-licensed work, helping members of family in a family enterprise, on a farm, etc. For the purposes of the survey, it is not relevant whether the job is officially recorded or not, whether it is full-time or part-time, permanent or temporary. Any illegal activity for income (prostitution, etc.) should also be considered a job, should the respondent mention it.

Voluntary work for which no payment is received is not to be taken into account.

Military service (or alternative service) is not considered a job in question I01 or anywhere else in the questionnaire. Military service is considered a form of inactivity in the questionnaire, except for professional military service, which is considered a job.

If the respondent was absent from work for a short period of time (for less than three months) at the same time in the previous year and later on returned to his or her job, the respondent is considered employed. In the case of a longer absence (over three months) it has to be stated that the respondent was not employed. This concerns mostly persons on parental leave, who have to be taken down as inactive. The persons on maternity leave who had a job they could return to after the leave are considered temporarily absent from work.

Question I02. The question refers to active job seeking, i.e. any steps actually taken to find a job: seeking the assistance of friends or relatives, applying directly to employers, answering and placing newspaper advertisements, registering at an employment exchange, etc. If the respondent was going to start a farm or take up entrepreneurship and was making actual preparations for it, it is considered job seeking as well. If the respondent was not actively seeking a job because he/she had already found a job and was waiting for the agreed starting date, it is equal to job seeking and the answer to Question I02 is affirmative.

The mere wish to work is not sufficient for an affirmative answer to question I02. The differentiation between the wish to work and actual job seeking is essential, since it determines the classification of the respondent as either unemployed or inactive.

EMPLOYMENT

Questions I03 – I09 in Section I form one of the three blocks of questions through which data is gathered about the main activities of respondents within the past year. This block records information about the respondents' periods of employment. The period of employment is determined by having a job, which usually means working for an enterprise or organisation. Having a job may also refer to working on a farm or in a family enterprise, as a freelancer, etc. In the questionnaire and the interviewer's manual, all these possible jobs are taken down as "enterprise/organisation". If the respondent had several jobs at the same time, one of them (i.e. the one which took up most of the respondent's time) is considered to be the main job and the rest second jobs. The questions in Section I relate only to the main job. Note that the main job does not necessarily entail working full-time.

If the actual work does not coincide with the official employment relationship (someone else could be in the official record instead of the respondent), the actual work has to be taken into account.

If the main economic activity of the enterprise/organisation or the respondent's position in the enterprise/organisation changed substantially while the respondent was working there, this is taken down as two consecutive main jobs in different columns.

Question I04. This question establishes the time when the respondent began the job in the given enterprise/organisation. Since the questions relate to the past year, the time can be earlier than a year ago only in the case of the first job in the table, i.e. in the first column of the table.

In the case of entrepreneurs, problems may occur concerning the borderline between the preparations for establishing an enterprise and the actual start of its functioning. If this kind of problem arises, the moment when the enterprise/organisation was ready to give production or service is taken down as the start of the job.

Question I05. See D02

Question I06. See D03

Question I07. See D04

Question I08. See D05

Question I09. If the respondent has in the meantime worked elsewhere, but has returned to the same enterprise/organisation by the time of the interview, the return to the same job later on is to be reflected in a separate column of the table of main jobs. The start of parental leave is the starting date of the period of inactivity, thus also the ending date of the period of employment, regardless of whether the employment relationship is maintained or not. There are three events that can follow leaving a main job: start of a new job, start of a job search, or a longer period during which the respondent did not work or seek a job. The aim of Question I09 is to direct the interview towards the following main job, the period of unemployment or inactivity, respectively.

UNEMPLOYMENT

The period of unemployment is defined as a period during which the respondent did not work anywhere and was seeking a job. Job seeking comprises also preparations for starting entrepreneurship or starting a farm, and waiting for an agreed job to start.

Question I10. This question establishes the starting date of the period of unemployment. If a job search started before the respondent left his or her previous job, the month when he/she became unemployed should be written down. If the respondent stopped working and started job seeking in the middle of a month, the interviewer needs to specify which period took up more of the month, and the month is consequently considered either the last month of the period of employment or the first month of the period of unemployment.

Question I11. Finding a job does not only mean wage labour as such, but also starting an enterprise or putting up a farm, and all the ways of working mentioned in Section D.

INACTIVITY

A period of inactivity is defined as a period during which the respondent did not work or seek a job. Periods of inactivity start when the person either leaves a job or stops job seeking. These periods end when the person either starts job seeking or begins a job without a preceding period of job seeking. Several periods of inactivity may follow each other. For instance, if the respondent joins the army after leaving school, two consecutive periods of inactivity are taken down in the table of inactivity periods, the reason for the first being studies (answer 01 to I13), for the second — military service (answer 02 to I13). Note that the questions relate to the changes within the past year. If the reason for inactivity changed earlier, it is not recorded in the table.

Question I12. The question establishes the starting and ending dates of the particular period of inactivity. If the respondent stopped working or job seeking and became inactive in the middle of a month, the interviewer has to specify which period took up more of the

month, and the month is consequently considered either the last month of the previous period or the first month of the period of inactivity.

Question I13. The aim of the question is to find the reason for inactivity. Answer 8 helps to identify discouraged workers – the persons who wish to work, but have lost the hope of finding a job.

Question I14. The aim of the question is to find how the period of inactivity ended. A period of job seeking following a period of inactivity should be the most typical sequence of periods.

If it appears that the respondent began a job without any previous job seeking and it was not his or her former job, the interviewer has to check if it really was the case. If it turns out that the respondent in fact started job seeking, but it lasted less than a month, a short period of job seeking like this can be ignored and the situation taken down as starting work without any previous job seeking.

SECTION J. Studies

Purpose

The aim of Section J is to gather information about the highest level of education attained and studies during the past four weeks. The questions provide important information on the employment of students, graduates and school-leavers, and those who have left school without completing their studies. When comparing Section J to the previous sections of the questionnaire, it should become clear how graduates manage to find work and what kind of jobs they get. The questions should also reveal information about the numbers of young people who neither work nor study. On the basis of the data collected in section J several core education indicators are calculated: educational level of the labour force, rate of participation in education, participation in courses, the life-long learning etc.

Definitions

Formal education — the hierarchically organised system of education from the primary school to the university level, based on the state curricula.

Informal education — organised educational activities targeted at certain groups of interest: official courses, seminars and other types of training that fall outside the formal system of education, but are organised by formal organisations (training centres, etc.).

Free education — education acquired in one's own interest according to a self-compiled programme, depending on the needs and possibilities. Free education does not generally use the state curricula. The substance and organisation of studies is usually agreed upon by the tutor and students. Free education is usually organised by volunteer organisations (hobby groups, libraries, religious organisations, etc.) and/or informal groups.

Implementation rules

Questions J01–J02. Only the studies orientated towards the acquisition of a certain level of formal education, i.e. studies at a school of general education, institution of vocational education or institutions of higher education, are referred to in these questions. Full-time, part-time and correspondence forms of study are all to be taken down, irrespective of whether they have led to the respondent's graduation, have been discontinued, or continue at the moment of the interview.

Basic school (9 grades), secondary school, and gymnasium are considered schools of general education. Vocational schools, vocational secondary schools, and technical schools are considered institutions of vocational education. Institutions of higher education are universities, institutes, and academies. Advanced training courses, requalification courses and hobby courses (language courses, etc.) need not be recorded in the questionnaire.

Question J03. It is important that the complete name of the school be taken down; if necessary, the place and personal names included in the name of the school are to be recorded as well (e.g. Pärnu Secondary School No. 2, not just Secondary School No. 2).

Question J04. When the data are processed, the name of the school is not coded, but the level of education corresponding to studying at the respective educational institution / in the respective grade ('level of education' refers to the options listed in Question J04).

(01) Grades 1–6 relate to a person attending grades 1–6 at schools of general education (primary school, basic school, secondary school, gymnasium, etc.).

(02) Grades 7–9 relate to a person attending grades 7–9 at schools of general education.

(03) Grades 10–12 relate to a person attending grades 10–12 at schools of general education.

(04) Vocational education relates to a person attending a vocational secondary school, vocational school, technical school or a similar school, and is not acquiring secondary or basic education within the same curriculum. Note that only programmes lasting at least 9 months and being accepted as a part of the state educational system (leading to a recognised certificate documenting the acquisition of a vocational qualification) are recorded here.

(05) Vocational secondary education after basic education relates to a person attending a vocational secondary education programme open to students who have completed basic education.

(06) Vocational secondary education after secondary education relates to a person attending a vocational secondary education programme open to students who have completed secondary education. (This type of education has been provided, e.g., by Suuremõisa Agricultural Technical School.)

(07) Professional higher education is recorded if the person is studying at an institution of applied higher education (See table).

(08) Applied higher education is the level of education of those who are studying at institutions of higher education or at another institution of education, but who will not receive an academic degree upon graduation, but a diploma certifying applied higher education, open to students who have completed secondary education (See table).

(09) Diploma studies is the level of education of those who are studying at institutions of higher education or at another institution of education, but who will not receive an academic degree upon graduation, but a diploma certifying higher education (See table).

(10) Bachelor's studies are recorded if the respondent is studying at institution of higher education (See table).

(11) Integrated studies are recorded if the person is studying according to the integrated bachelor's and masters studies on teacher training, architecture, construction, veterinary or medicine, who will not receive an academic degree upon graduation, but master's degree after graduating (See table).

(12) Master studies are recorded if the person is studying for a master's degree at an institution of higher education (See table).

(13) Doctoral studies are recorded if the person is studying for a doctor's degree at an institution of higher education (See table).

High schools and possible studies by level of education, 2006/2007

School	Applied higher education	Professional higher education	Diploma studies	Bachelor's studies	Integrated studies	Master studies	Doctoral studies
Akadeemia Nord		no			no		
Arvutikolledž		no	no	no	no	no	no
<i>International University Audentes</i>		no			no		
Eesti Evangeelse Luterliku Kiriku Usuteaduse Instituut	no	no	no		no		no
Eesti-Ameerika Äriakadeemia		no		no	no	no	no
Eesti Hotelli- ja Turismimajanduse Erakool		no	no	no	no	no	no
Eesti Infotehnoloogia Kolledž		no		no	no	no	no
Eesti Kunstiakadeemia	no	no					
Eesti Kunstiakadeemia Avatud Akadeemia	no	no	no		no	no	no
Eesti Maaülikool	no	no					
Eesti Mereakadeemia		no		no	no		no
Eesti Metodisti Kiriku Teoloogiline Seminar		no		no	no	no	no
Eesti Muusika- ja Teatriakadeemia	no	no	no		no		
Tallinna Kommertskolledž		no	no	no	no	no	no
<i>Estonian Business School</i>	no	no			no		
Euroülikool	no	no	no		no		no
Kaitseväge Ühendatud Õppeasutus		no	no	no	no		no
Kõrgem Usuteaduslik Seminar		no		no	no	no	no
Kõrgkool I Studium		no		no	no	no	no
Lääne-Virumaa Kutsekõrgkool			no	no	no	no	no
Mainori Kõrgkool				no	no		no
Majanduse ja Juhtimise Instituut		no		no	no	no	no
Sisekaitseakadeemia		no		no	no	no	no
Sotsiaal-Humanitaarinstituut		no		no	no	no	no
Tallinna Majanduskool			no	no	no	no	no
Tallinna Tervishoiu Kõrgkool			no	no	no	no	no
Tallinna Pedagoogiline Seminar			no	no	no	no	no
Tallinna Tehnikakõrgkool				no	no	no	no
Tallinna Tehnikaülikool		no					
Tallinna Ülikool		no					
Tartu Kõrgem Kunstikool		no		no	no	no	no
Tartu Lennukolledž		no		no	no		no
Tartu Lennukolledži Avatud Õpe		no		no	no		no
Tartu Tervishoiu Kõrgkool		no	no	no	no	no	no
Tartu Teoloogia Akadeemia		no		no	no		no
Tartu Ülikool		no					
Tartu Ülikooli Avatud Ülikool		no					
Võrumaa Kutsehariduskeskus		no	no	no	no	no	no

Question J05. It is essential that the qualification is taken down as precisely as possible. E.g. if the respondent answers that he/she has studied economics, it has to be specified whether it was bookkeeping, finance, commerce, industry or something else. General formulations cannot be coded later on.

In the case of secondary school or gymnasium, it has to be specified whether the respondent has also acquired a speciality, for which he/she has been issued a special certificate. In-depth courses that do not lead to a certificate need not be recorded.

Question J07. The question refers to the starting time of studies at the level indicated in question G04. E.g. if the respondent studies in grade 11, the time of starting grade 10 is to be taken down, not the time of starting grade 1 (even if the respondent has studied at the same school all the time).

Questions J08. The form of study at the beginning of the studies is recorded here. Any later changes are not recorded.

Questions J09–J14. The aim of the questions is to obtain information on the specialities acquired by the respondent by the time of the interview, either at a school of general education, institution of vocational education or elsewhere.

Note that unlike in the table of studies, where information is gathered only concerning the studies in the formal system of education, all the specialities acquired (in formal, informal, or free education) are to be taken down in the table of specialities.

Studies already recorded in the table of studies need not be repeated in the table of specialities. It is important that only these specialities for which the respondent has been issued a written certificate are taken down. For each speciality, its name and the year and place of acquisition are taken down. Knowing the specialities of the respondent helps to find out how many people work in the field that they have studied or been trained for.

If, the respondent has acquired a particular certified qualification, this should be recorded as well (e.g. speciality — organisation of the mechanical processing of economic information; qualification — engineer-economist).

Special attention should be paid to the specialities which the respondent has acquired within the past four weeks or which he/she is still acquiring. Here it has to be observed that if the studies are continuing at a school of general education, vocational education or institution of higher education, this is reflected in the table of studies, not in the table of specialities. Only the studies taking place in the form of special courses, in course of the military service, or at the working place have to be recorded in the table of specialities (answers 8–10 to Question J11).

Question J14A. Records the highest level of general education that the respondent has acquired in a school of general education by the time of the interview. It has to be noted here that the level of general education has to be recorded for everyone (including people with higher education). It is not important which form of study (daytime study, evening study, distance learning or external study) was used to acquire the education. Only completed educational institutions (or classes) are taken into account.

1 Secondary education — the person has completed a secondary school, upper secondary school, secondary science school, college of general education with 10, 11 or 12 classes or acquired secondary education in a school for disabled children or in a maximum-security specialised school. This does not include persons who have acquired secondary education along with a vocation in vocational training or secondary specialised education on the basis of basic education.

2 Basic education — the person has not acquired basic education but has completed institution of vocational secondary education in 1920–1940;

secondary science school or junior high school operating up to 1940;
incomplete secondary school or 7 classes up to the year 1961;
at least 8 classes in a school of general education during the period of 1962 to 1989;
basic school or at least 9 classes in a school of general education in the year 1990 and later;
acquired secondary specialised education on the basis of basic education;
acquired basic education in a specialised school.

3 Primary education — the person has not acquired basic education but has completed (at least) one of the following types of schools:

single-class village school, city elementary school, one- or two-class country elementary school, parish school, higher elementary school up to the year 1920;

4 or 6 classes up to the year 1930;

6 classes during the period of 1930 to 1944, including evening primary schools for adults;

4 classes in the period of 1945 to 1971;

3 classes in the period of 1972 to 1989;

6 classes in the year 1990 or later.

4 No primary education — the member of the household has not attended school or has attended school but has not completed a school level corresponding to primary education.

5 Illiterate — a person who has not acquired a level of education corresponding to primary education and is unable to read and write simpler texts on everyday topics in Estonian or another language.

Question J14B. The year of the completion of the highest level of general education is recorded i.e., the year when the person received a document certifying the completion of the education.

Questions J14C–J14G. The aim of the questions is to identify the respondent's highest completed vocational, technical or professional level of education by the time of the interview. It must be noted that the person's level of education is determined by the highest educational institution or class completed in the formal system of education (i.e. in a school of general education, vocational educational institution or institution of higher education), uncompleted education does not raise the level. The level of education of persons who acquired vocational, technical or professional education in a foreign state has to be determined analogically with the level of education acquired in Estonia.

1 No vocational, technical or professional education — the person has not acquired vocational, technical or professional education. This includes persons who have completed a secondary school (of general education), who in addition to secondary education have acquired a vocation from a school of general education.

2 Vocational education — after completing a level of education in a school of general education the person has received a document for preparation in vocational training. It must be noted that this does not cover acquisition of education in an institution of vocational secondary education, institution of secondary specialised education or in a polytechnic. It is important to distinguish between types of vocational training by said educational institution's requirements for basic education:

1 – no level of education required upon entrance to the institution

2 – required basic education. If the person says secondary education was required, he/she cannot be talking about vocational education and the correct completed level of education must be specified.

Secondly, upon determining the level of vocational education, it is important which level of general education was acquired by the person along with vocation:

1 – acquisition of vocation only — the person has acquired only vocational education, without simultaneously acquiring basic or secondary education. In-service training, retraining, apprenticeship training or hobby training (incl. language courses or folk university) is not regarded as vocational education.

2 – along with the acquisition of basic education — the person has acquired basic education along with vocational education under the same study programme.

3 – along with the acquisition of secondary education — the person has acquired secondary education along with vocational education under the same study programme (e.g. person who has received a certificate of secondary education and a professional certificate in an institution of vocational secondary education). This does not include persons who have completed a secondary school of general education, who in addition to secondary education have acquired a vocation from a school of general education.

3 Vocational secondary education — the respondent has completed the study programme of vocational secondary education in an educational institution.

1 – on the basis of basic education — the respondent has completed the study programme of vocational secondary education, where the student's required level of education upon entrance to said institution is basic education.

2 – on the basis of secondary education — the respondent has completed the study programme of vocational secondary education, where the student's required level of education upon entrance to said institution is secondary education.

4 Secondary specialised education/polytechnic education — the respondent has completed a polytechnic, business school, higher agricultural or horticultural college, maritime school or any other educational institution under the study programme of secondary specialised education.

1 – on the basis of basic education — the respondent has completed a polytechnic, business school, higher agricultural or horticultural college, maritime school or any other educational institution under the study programme of secondary specialised education, where the student's required level of education upon entrance to said institution is basic education.

2 – on the basis of secondary education — the respondent has completed a polytechnic, business school, higher agricultural or horticultural college, maritime school or any other educational institution under the study programme of secondary specialised education, where the student's required level of education upon entrance to said institution is secondary education.

5 Higher education: higher vocational education, professional higher education, Diploma study, Bachelor's or Master's — the respondent has completed a higher educational institution or any other educational institution under the study programme of the level of professional higher education:

1, 2 — higher vocational education, professional higher education, Diploma study: upon graduation, students do not receive an academic degree, but a diploma certifying higher education (graduation is possible since the year 2002) or under the study programme of professional higher education of an institution of higher education, institution of professional higher education or vocational educational institution (graduation possible

since 2000) or under the study programme of the level of higher education of a higher educational institution or another educational institution, which, upon graduation, no not award an academic degree but a diploma certifying higher education.

3 — Bachelor's — the respondent has a diploma certifying a Bachelor's Degree (as of the year 1992), i.e. he or she has completed the study programme of the level of higher education of an institute, academy, university or another educational institution.

4 — higher education acquired before 1992: the respondent has a diploma certifying higher education (before the year 1992), i.e. he or she has completed the study programme of the level of higher education of an institute, academy, university or another educational institution.

5 — Master's — the respondent has been awarded a Master's Degree. This level also includes persons who have completed internship and persons who have completed a one-year teacher-training programme following Bachelor's study, as well as persons who have completed integrated study (graduation from integrated study is possible since the year 2002).

It is not possible to acquire said levels upon graduation from folk university, Marxism-Leninism University, etc.

6 Doctor (previously Candidate of Sciences) — the person has been awarded a Candidate Degree or Doctor's Degree. This includes persons who have completed residency.

Question J14H. The year of the completion of this education is recorded i.e., the year when the person received a document certifying the completion of the education.

Question J15. This question clarifies, whether the interviewee participated in any training courses over the past four weeks. In the questionnaire seminars, conferences etc are also to be included. Also the courses that started earlier than four weeks ago or that continue on after the survey week are to be included if part of the course took place during the past four weeks.

Training courses do not include non-taught learning without the assistance from any educational institution or training company (e.g. special language learning programmes on the Internet). Question concerning non-taught learning over the past four weeks is J22. In case the interviewee participated in several courses over the past four weeks, the questions should be about the latest one; in case s/he participated in several courses at the same time, the questions should be about the course that was most important to the interviewee.

Answer 1 (training courses at work) denotes the courses that are connected with the respondent's work. If the respondent has taken part in a work-related conference, seminar, etc. within the past 4 weeks, answer 2 is taken down. Answer 3 (training for the unemployed) denotes all types of training that can be considered part of job seeking, i.e. training through the Labour Market Board or a private employment bureau. Answer 4 (hobby courses) denotes all the courses, which cannot be associated with the respondent's work or unemployment – i.e., the courses that are connected with the respondent's interests and hobbies and take place on his or her initiative. The table of specialities does not reflect the studies in the course of which no qualification was acquired (work-related seminars, hobby courses, etc.); such courses have to be included in question J15.

Questions J16A–J16C. The topic of the courses should only be asked if it is not already reflected in the table of qualifications. Record the subject of the course, conference, seminar etc and if this does not precisely describe the topic, write down a short explanation of the content (e.g. Estonian language course for non-Estonians, handicraft course, computer course for beginners, the "Äripäev" seminar "What influences the construction market in 2003?", conference on environmental issues etc).

Question J17. This question specifies the location of the training. If the training course took place in a formal educational institution, the type of school has already been recorded in Question J11; in Question J17 corresponding answer of 1–3 is taken down. Answers 4–10 are mainly the specifications of answer 8 (courses) in Question J11. Note that Question J11 refers to the place of the acquisition of the speciality - i.e., the place where the document certifying the acquisition of the speciality was received. Question J17 refers to the place of training. If the training course took place at two locations (e.g. training in the school and practical work in an enterprise), both are taken down. Self-studying is not regarded as a course. Question concerning non-taught learning is J22.

Question J18A. It is asked here who has paid for the courses. If the funding has come from several sources, all of them should be recorded (e.g. partly from the employer and partly from the respondent).

Question J18B. The aim of the question is to clarify whether the employer supports participation in courses. By working hours not only the regular working hours is meant here (although it tends to be the case), but the question is whether the employer regards the hours spent at the courses equivalent to the hours spent at work. So in case the interviewee participated in the courses outside paid hours (e.g. 2 hours in the evening), but in return has a shorter working day (e.g. working day is 2 hours shorter), the answer is “during paid hours”. A contrary example is when the interviewee participated in a course during paid hours (e.g. 2 hours during the day) and has to work later (2 hours) the same or some other evening. In this case the answer is “outside paid hours”.

Questions J19. The question specifies the length of courses and refers to the total duration of the courses. For instance, if a course took place every second Tuesday for 2 months, the duration of the course is 2 months (answer 3).

Question J21. In question J21 the hours spent at all the courses during the past four weeks should be added up. In case there was just one course, then the time spent at it is recorded. In case any of the courses started earlier than four weeks ago or continue after the survey week, only the time spent at courses during the past four weeks should be included. With the longer courses the interviewee may have difficulties in saying the number of hours spent at them. In that case, depending on the course, ask separate questions about each of the past four weeks or about each day and then add up the hours. Write the calculations down on the dotted line below the question. It has to be kept in mind that the question only concerns the time spent at the courses. It does not include the time spent on home assignments, travelling time (to the place where the course is held), entertainment organised for the course participants etc.

Question J22. The question clarifies whether the interviewee did any self-studying with the purpose to improve his/her skills. All the five activities describing non-taught learning have to be read out to the interviewee. It is important to make sure that the answers would reflect only non-taught learning and would not be connected with studies in the formal educational system (reflected in questions J01–J08) or participation in courses, seminars, conferences etc (reflected in questions J15–J21).

SECTION K. Background information

Purpose

The background information collected in sections B and K enables to get labour market indicators by sex, age, ethnic nationality, place of residence, domestic language etc. It is important to know the country of birth of the parents of the respondent to determine the immigrant population and to analyse the integration of the immigrant population to the Estonian labour market.

Definitions

Immigrant population — people living in Estonia whose parents were born in a foreign state.

Country of birth — the country according to currently valid state borders where the respondent was born or respondent's mother lived at the time of respondent's birth.

Implementation rules

Question K01. The date of birth and the sex of the respondent are already recorded in the household section of the reference person. The question is repeated so as to avoid errors in data analysis with respect to these very important questions.

Questions K02A–K02F. To determine the immigrant population it is needed to know in what state were respondent's parents born. However, parents may no further be members of the same household. In case of both the father and mother, the current state borders should not be taken into account when recording the place of their birth. For example, if the respondent says that his or her parents were born in the Soviet Union, it must be marked as Soviet Union. The name of the Soviet Republic enables to mark the state according to the current state borders.

Questions K03–K04. Place of residence refers to the respondent's actual place of residence, not the address recorded in his/her passport. In the case of Estonia, the name of (1) the municipality — village/township/town, in the case of Tallinn and Kohtla-Järve also the name of the town district, (2) the county and (3) the country is recorded. The appropriate type of settlement is to be underlined in order to distinguish between the towns and rural municipalities whose names coincide (the town of Rapla and the rural municipality of Rapla, the town of Põlva and the rural municipality of Põlva, etc.). On the "County" line for persons living abroad write down the name of the region by the administrative division of the foreign country where the interviewee lives. In case s/he lives in a town/city, put down the name of it too.

If a member of the household is temporarily living separately from the household, his/her current place of residence has to be recorded. If the respondent has difficulty determining the place of residence as he/she lives at several places, his/her main place of residence (i.e., the place where the respondent mostly stays overnight) has to be recorded. Changes in the place of residence need to be recorded also if the respondent has moved to a different address within the same town or village; changes in the place of residence within one house or farm need not be recorded.

Changes in address while the respondents has been living in university accommodation or in private accommodation during his/her studies are considered insignificant for the purposes of the survey and need not be recorded.

Questions K05A–K05E. Questions expect the respondents to be fluent in the first domestic language and aims to identify their proficiency in other languages of communication, if used. To facilitate the identification of mentioned level, a selection of three levels is given.

Questions K06–K07. The aim of the questions is to identify the languages the respondent has knowledge of, in addition to his/her domestic languages, and the level of his or her proficiency in said languages.

Question K08. The aim of the question is to obtain information relating to the usual activity of the respondent. The question refers to the respondent's activity during the past 12 months, not only in the reference week. This approach provides more reliable information about the person's main economic status and helps to avoid the influence of short-term changes.

Exceptions include the cases when the person's economic status has recently changed: he/she has finished school and started working, retired, taken a maternity leave, etc. In

these cases the longer-term perspective has to be taken into consideration when determining the person's economic status. E.g., if the respondent has just retired, he/she has to be considered a retired person, although he/she has been working for the past 12 months.

In determining the person's economic status on Chart K08, the respondent's own opinion should be taken into consideration, noting also the following:

(01–04) Employed relates to a person who is engaged in an activity that provides income (work for salary, entrepreneurship, working on a farm or in a family enterprise, freelancing, etc.), irrespective of whether the activity has been officially registered or not. The existence of a second job that makes only an insignificant contribution to the respondent's subsistence need not be recorded here. But if, for instance, a student or pensioner earns a substantial part of his or her living from work, he/she is considered employed. Military officers and non-commissioned officers are considered employed.

(05) Unemployed/jobseeker relates to a person who does not have a job, who wants to work and would take up a job if it were available. Note that it is not relevant whether the person has been registered at the Labour Market Board. A long lay-off period (over 3 months) is considered unemployment as well. Full-time students and pensioners who would like to work are not considered unemployed.

(06) Student/pupil relates to a non-working person who is acquiring a general, vocational, technical or professional education in the formal system of education, i.e. at a school of general education, an institution of vocational or higher education. If the student/pupil has a job and he/she earns most of his or her living from work, he/she is considered employed. Students on academic leave are classified according to the activity they are engaged in during the leave (e.g. homemaker). Persons attending training courses at work, unemployment training or hobby courses (free education) do not belong to this category.

(07) Non-working retired relates to an old-age pensioner who gets most of his or her income from the retirement pension allocated on the basis of the years worked. If he/she has a job and he/she gets most of his/her living from work, he/she is considered employed.

(08) Disabled relates to a non-working person who gets most of his or her income from a disablement pension. If a disabled person has a job and he/she earns most of his/her income from work, he/she is considered employed.

(09) On parental leave relates to a person (mother, father or guardian) who does not work and raises a child under 3 years of age.

(10) Homemaker relates to a non-working and non-studying person who is mainly engaged in his or her own household. He/she cannot be considered unemployed, since he/she is not seeking a job (a housewife, etc).

(11) In military service relates to a person who serves in the armed forces or in alternative service.

(12) Imprisoned relates to a person who is confined to an institution of imprisonment.

(13) Other relates to an inactive person who does not belong to any of these categories. The category includes, e.g., persons whose main source of subsistence is property income or dividends.

If the person could belong to several categories on the chart (e.g. a retired housewife), the category with the smaller number is taken down (in the given case the person is to be classified as retired).

Questions K09–K11. The aim of the questions is to obtain information about the respondent's sources of income and about how the respondent is coping with his/her life.

In Question K09, the interviewer lists all the sources of income mentioned by the respondent. The aim of the question is to collect as detailed information as possible on the sources of income available to respondents. Special attention needs to be paid to casual work, the production of agricultural products for sale, etc. If necessary, additional questions could be asked.

If the respondent mentions casual work, the production of agricultural products for sale or any other kind of mediation or business activities as his/her main source of income, the respondent should not be regarded as unemployed. The period during which the respondent has engaged in these activities should be reflected in the main jobs section of the table as the main job, except in case of activities lasting for very short periods (less than 2 weeks), which cannot be recorded as periods of employment.

If the respondent mentions only one source of income in Question K09, the activity should be recorded also in Question K10 as the main source of income.

Question K13. This question is asked only from employed persons. A trade union is an organisation representing the interests of employees, and employers cannot be members of such unions.

Question K14. Members of the Estonian Employees' Unions' Confederation (TALO) are:

Eesti Kõrgkoolide, Teadus- ja Arendusasutuste Ametiliitude Ühendus UNIVERSITAS

Eesti Haridustöötajate Liit (EHL)

Eesti Kultuuritöötajate Ametiliit (EKAL)

Eesti Koolijuhtide Ühendus (EKJÜ)

Eesti Teatriliit (ETL)

Eesti Inseneride Kutseliit (EIK)

Eesti Radioloogia Ühing (ERÜ)

Ringhäälingu Töötajate Ametiliit (RTAL)

Eesti Ajakirjanike Liit (EAL)

Eesti Treenerite Ühendus (ETÜ)

Eesti Maateenistujate Ametiliit (EMTA)

Tallinna Tolliametnike Ametiühing (TTAÜ)

Members of the Confederation of Estonian Trade Unions (EAKL) are:

Eesti Õdede Liit

Energeetikatöötajate Ametiühingute Liit

Geoloogiatöötajate Ametiühing

Haritlaste Ametiühing

Kergetööstustöötajate Ametiühingute Liit

Keskastme Tervishoiutöötajate Kutseliit

Liinilennunduse Ametiühing

Meremeeste Ametiühing

Meremeeste Sõltumatu Ametiühing

Metallitöötajate Ametiühingute Föderatsioon

Metsatöötajate Ametiühing

Põlevkivitootjate Ametiühingute Liit
Raudteelaste Ametiühing
Riigi- ja Omavalitsusasutuste Töötajate Ametiühingute Liit
Side- ja Teenindustöötajate Ametiühingute Liit
Teenindus- ja Kaubandustöötajate Ametiühing
Tervishoiutöötajate Ametiühingute Liit
Transpordi- ja Teetöötajate Ametiühing
Vedurimeeste Ametiühing

Question K16. The question is asked from all the respondents.

SECTION L. Health and ability to work

Purpose

The aim of the section L is to investigate the relationship between health problems and employment. As the information about working or not working is collected in the core questionnaire then fixing the information related to the diseases and disabilities the respondents are suffering from, it is possible to identify the types of jobs causing more or less problems for people with a particular condition and in which activities they need more help for working.

Definitions

Lasting disease or disability — disability or disease which has lasted for at least 6 months or is likely to last for at least 6 months.

Implementation rules

The questions in Section L are asked from all household members aged between 15 and 64 in all the quarters of 2008.

Question L00. Similarly to defining the working-age population, the age of respondents is calculated according to the date of birth. The age of the respondents has been recorded in Question B05D (the Table of Household Members in the Household Head Questionnaire).

Question L01. For finding all the persons with a lasting disease or disability, it is essential to make the question unambiguous for the respondent. The word “lasting” should be emphasised. “Lasting” refers to a disability or disease which has lasted for at least 6 months or is likely to last for at least 6 months. The respondent should be reminded that lasting health problems include not only physical, but also mental and emotional problems, also periodic (e.g., back problems) and episodic (e.g., epilepsy) conditions.

Question L02. All health problems the respondent suffers from should be recorded. Impaired vision (Answer 4) and hearing (Answer 5) are indicated only if the respondent’s sight or hearing is affected also when wearing glasses or a hearing aid. Impaired speech (Answer 6) includes medical problems, such as a stutter or a stammer; it does not include language problems (e.g., insufficient knowledge of Estonian). All mental diseases, emotional problems (depression, stress, phobias, etc.) and disorders causing difficulty in learning (dyslexia, etc.) are coded 13. Chronic alcoholism, drug addiction, etc. are coded 15.

Question L03. If the respondent has several health problems, the most serious one should be indicated – i.e., the one causing the respondent most difficulties in coping with his/her everyday life and work.

Question L04. If the respondent finds it difficult to decide when exactly the health problem started, one of the following questions may be of help: (a) when the respondent first

contacted a doctor in connection with the problem, or (b) when the problem first began to affect the respondent's everyday life. Each time range includes the lower and excludes the upper limit: for example, if a health problem has lasted for exactly 1 year, the range "1-2 years" (Answer 3) should be indicated.

Question L05. In stating the cause of the health problem, work-related causes should be distinguished from work-unrelated causes. For example, if the health problem was caused by a traffic accident which occurred while the respondent was performing his/her job-related duties, Answer 2 should be recorded; if it was caused by a traffic accident not related to work, Answer 3. Work-related accidents (Answer 2) should be distinguished from other accidents (Answer 4), and work-related diseases (Answers 6 and 7) from other diseases (Answer 8).

Work-related accident (Answer 2) refers to a sudden injury sustained while performing tasks assigned or permitted by the employer, during working hours (incl. breaks), on the way to work or in any other employment-related situation.

Occupational disease is a medical condition caused by risk factors in the work environment or the nature of work, which is listed in the register of occupational diseases. A doctor suspecting an occupational or other work-related disease arranges for the patient to contact an occupational health specialist, who, having made the diagnosis, informs also the employer. In case the occupational disease is diagnosed by occupational health doctor, the answer is 6. In case the occupational health doctor has not diagnosed this occupational disease or this is another work-related disease, the answer is 7.

Question L07. The question is asked only from the respondents who work. "Adjusted to suit people with special needs" means that the working conditions have been specifically modified to suit the needs of people with disabilities. Such companies, non-profit organisations and foundations are by law entitled to tax exemptions for full-time employees who have lost 40% or more of their ability to work.

Questions L08-L10 are asked from both working and non-working respondents, changing the wording of the question as appropriate ("is restricted" or "would be restricted").

Question L08. "Kind of work" refers to the nature of work: manual job, desk job, indoor or outdoor job, etc.. Depending on the nature of the disability, certain kinds of job may involve more difficulties for people with special needs.

Question L09. People with disabilities may have difficulty achieving the same level of efficiency as healthy people: their physical strength is limited, they may be able to work for only a couple of hours a day, etc.

Question L10. People who have (partially) lost the use of their limbs (e.g., wheelchair users) often have problems with getting to work.

Question L11. If the answer to the Checkpoint Question is "No", Section L has been completed.

Questions L12. In the questions L08–L10 the influence of the health problems to the employment was investigated. The aim of the question L12 is to find out whether the respondent needs assistance in working or would need assistance in order to be able to work. "Assistance" refers to help from family members, relatives, friends, colleagues, etc..

SECTION N. Quality of working life

Question N01. Being informed of health and safety risks enables to assess how well aware the respondent is of the safety and other standards and legislation regulating his or her work.

Question N02. The scale used in the question enables to provide a thorough assessment of the risks to health and prerequisites for the formation of occupational diseases.

Questions N05A–N05G. Questions identify the level of the respondent's independence, in order to make necessary decisions on his or her own, and influence work processes. In question N05F, work partner is, for example, a member of the team formed of the company's employees to perform a duty.

Question N07. The question does not differentiate to what extent the respondent has been consulted when the topics of changing organisation of work or working conditions are concerned, but it does record if the respondent has never been included in the process of making decisions concerning the respondent.

Question N08. Similarly with question N07, this question measures the inclusion of employees, but focuses directly on the elimination of possible problems, such as problems related to the organisation of work, relationships between people, use of working equipment. Here, it is also important to take into account the discussion of problems with the respondent's direct superior.

Questions N09A–N09B. Treatment may be considered unequal if, for example, remuneration is not based on the respondent's equal contribution to work to other employees, but decisions regarding the rate of his or her remuneration are made on the basis of gender, nationality, age or on the basis of relationships between people. However, upon providing an answer to question N09B, the respondent must be directed as little as possible, as the provided options, for example "discrimination based on gender and nationality" may affect the respondent's assessment, and thus the real reason of unequal treatment may not be revealed.

Question N14. The question addresses the vertical movement (mobility) within the organisation, which has taken place on the basis of the managers' suggestions to transfer the respondent to a higher position.

Question N16. The question characterises the respondent's feeling of security regarding the preservation of his or her job. Can the feeling of security be considered as an aspect influencing the demand for professional training? Are the persons who sense the danger of losing their job more eager to participate in professional training?

FORM OF THE QUESTIONNAIRE

Questions in the questionnaire fall into the questions that are asked and interviewer checkpoints. The questions that are asked are meant for collecting information from the respondent and they are read out loud, following the exact wording. The questions that are asked are written in sentence case, interviewer checkpoints in uppercase.

Alternative wording. In some questions that are asked the interviewer has to choose between different wording alternatives that are marked with the help of brackets () and slant bar /. The part of the question in brackets is either read or not read depending on the situation, in the case of a slant bar one of the alternatives is read out. In order to make the alternatives stand out from the rest of the text they are underlined; if the alternatives are full sentences they are separated by the word **OR**.

Clarifying texts. Clarifying texts in italics are added to some questions. The texts are read out loud, so the respondent knows what he/she should pay attention to.

Connecting texts. In addition to clarifying texts, connecting texts are read out loud in order to make transitions from one section to another more fluent.

Remarks for the interviewer. They are in uppercase, in square brackets. These parts of the text are not read out loud, but are meant for the interviewer.

Transitions. In order to avoid irrelevant questions about certain periods of life, the questionnaire includes numerous transitions from one question to another. As a rule, the transitions are marked with arrows in the answers. In more difficult cases interviewer checkpoints are used. It is important to follow the transitions very precisely. If an important question is not asked because of a wrong transition, the whole questionnaire could become useless because of the absence of essential information.

Recording the answers. When recording the answers, the most important thing is to make sure that answers to different questions are in accordance with one another. Detection and correction of errors in the course of the interview avoids later corrections and the need to contact the respondent again. The legibility of the handwriting is essential, especially when recording the names of enterprises, institutions of education, occupations and place names. In order to avoid confusion caused by the illegibility of the handwriting, abbreviations should not be used in answers. If there may be problems reading the handwriting, capital letters should be used.

Number of answers allowed. In the multiple-choice questions, one answer is usually allowed. All the questions that allow more than one answer are labelled with respective notes. If the respondent offers several answers to a question where only one is allowed, he/she is asked to choose the most important one. If the respondent cannot determine which of the answers is the most important, all the answers offered are recorded and a note made that the respondent was unable to decide.

Charts of answers. In the case of many questions the answers are given in charts of answers that are shown to the respondent. The charts are bound into a booklet of charts in order to avoid disorder and charts getting lost. With such questions, the interviewer should ensure that the respondent finds the right chart, reads the answers given, and picks the "right" ones.

Answer OTHER. If there was no answer that the respondent thought correct, the answer OTHER is used. In order to encourage the respondent to choose from among the answers given, this answer is not usually included in the chart of answers. Before using the answer OTHER, the interviewer has to make sure that the answers cannot be placed under any other answer.

Answer DO NOT KNOW. If the respondent is unable to remember the exact time of an event, the interviewer should help him or her remember it through other events. In order to make remembering easier, the respondent is asked to connect the particular event with other events of life that he/she remembers better (whether something took place before a change in the place of residence, graduation, childbirth, getting married, moving away from parents, etc.). If the respondent still cannot give even an approximate answer to the question, a note is made in the questionnaire. Answers "DO NOT KNOW" are not accepted without such clarifying notes. The same applies to refusals to answer a question. It is difficult to give instructions for avoiding DO-NOT-KNOW answers and refusals, it depends on the interviewer's professionalism how he/she is able to deal with a particular case. The respondent's reluctance to answer certain questions (concerning income, salary, etc.) has to be respected and refusal to answer such questions is acceptable.

Tables. The left side of the table is meant for questions and nothing is written there, the right side is for answers. The right sides of the tables are divided into vertical columns; each column corresponds to one period (of working on the main job or a second job, of unemployment, inactivity, studies, etc.). At the end of each column there is a checkpoint, and depending on the answer to the question in the checkpoint, the interview proceeds to the next column of the same table or is continued elsewhere.

The household table at the beginning of the interview has a similar structure; each column should include the data for one household member.

If there is not enough space in the columns of tables, additional sheets are used. The transition arrows are on the right side of the page.