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Methods and definitions

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Methods and definitions

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Preface

In a time of continuing difficulties in the labour market and important changes in the structure of the labour force, there is a growing demand for statistical data which not only provide a detailed analysis of the current situation but also a valid comparison between countries and over time.

The Community labour force survey has proved to be an adequate source for such analyses and is now widely used for comparison purposes. At Community level, labour force survey results have played an important part in the preparation of policy actions in the field of social and regional policy (European Social Fund, European Regional Development Fund).

Using and interpreting results of a survey requires knowledge of methods and definitions. Eurostat provides such information in this volume which covers the main technical features of the survey, the basic concepts and definitions, as well as the details of the Community list of questions together with explanatory notes. There is also a section on sampling and adjustment methods used by each Member State.

Eurostat wishes to thank all national experts who so kindly and effectively cooperated not only in the preparation of this publication but also in all phases of producing survey results according to Community needs.

This publication deals with methods and definitions used in the series of annual labour force surveys from 1983 onwards. Definitions have remained unchanged over a number of years in order to ensure good comparability in time and space. Any small changes which may occur during future surveys will be reported in the publications carrying the results.

Luxembourg, March 1988

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Introduction

Compiling comparable statistics on employment and unemployment at Community level has been a priority task since the very beginning of the European Economic Community.

Although employment and unemployment statistics existed in all Member States, the sources used, the definitions applied, the methods of collecting the data, etc. differed to such an extent that adequate comparison at Community level was not possible. For this reason, the Statistical Office of the European Communities (Eurostat) organized as early as 1960 a first Community labour force survey in the six original Member States.

After a period of annual surveys from 1968 to 1971 the Community labour force survey was carried out every second year from 1973 to 1981, the basic features of the survey being stable over that period. A description of the methodological characteristics and the content of this series of surveys is found in the publication *Labour force sample survey — Methods and definitions — 1977.*

As a result of new trends in the development of the labour market and the structure of employment, there was a need to rethink concepts and questioning. After a period of almost 10 years without major change in the survey, an important revision therefore took place for surveys to be held from 1983 onwards.

The main objective of this revision was to guarantee a high standard of comparability between Member States and as far as possible with other countries. It was therefore decided to closely follow the 'labour force' concept as defined in the resolution adopted by the 13th International Conference of Labour Statisticians in October 1982. Details of the exact definitions are found in the chapter 'Basic concepts and definitions'.

Due to the severe labour market problems with which the Community is faced, it is the Commission's intention to hold a survey every year until the employment situation improves considerably. Each survey is conducted on the basis of a separate Council Regulation, and therefore the final decision on the periodicity of the surveys rests with the Council of Ministers.

This publication is an updated version of the 1985 edition of 'Methods and definitions' of the Community labour force sample survey. Apart from some changes to the chapter 'Technical features of the survey' and a revision of certain countries' sampling methods, its main purpose is to include information on Spain and Portugal after their entry into the Community on 1 January 1986.

Technical features of the survey

ORGANIZATION OF THE SURVEY

The technical aspects of the implementation of the survey are laid down in agreement with the national statistical institutes. On the basis of proposals from the Statistical Office of the European Communities, the Working Party on the Labour Force Sample Survey determines the content of the survey, the list of questions and the common coding of individual replies, as well as the principal definitions to be applied for the analyses of the results.

The national statistical institutes are responsible for selecting the sample, preparing the questionnaires, conducting the direct interviews among households, and forwarding the results to Eurostat in accordance with the standard coding scheme.

At Community level, Eurostat devises the programme for analysing the results and is responsible for processing and disseminating the information forwarded by the national statistical institutes.

REFERENCE PERIOD

Most of each respondent's labour force characteristics will refer to his situation in a particular week. While this reference week falls in spring in all countries, the national statistical institutes determine the exact week(s) according to the particular situation in each country. The reference weeks used in the different Member States are shown in the publications containing the survey results.

As a general rule the reference week should be a normal week, i.e. excluding bank holidays. For countries using a fixed reference week, this requirement is easy to fulfil. In some countries, however, the reference week is the one preceding the week of the interview and, as the survey extends over a period of time, the reference week varies. In this case, the reference week may sometimes include public holidays, such as Easter.

FIELD OF SURVEY

The survey is intended to cover the whole of the resident population, i.e. all persons whose usual place of residence is in the territory of the Member States of the Community.

For technical and methodological reasons, however, it is not possible in all countries to include the population living in collective househoulds, i.e. persons living in homes, boarding schools, hospitals, religious institutions, workers' hostels, etc.

Consequently, for the purposes of harmonizing the field of survey, results are compiled for the population of private households only.

This covers all persons living in the households surveyed during the reference week, and those persons absent from the household for short periods due to studies, holidays, illness, business trips etc.

It does not cover persons who, although having links with the household under survey:

(a) usually live in another household;

(b) live in collective households (in particular, persons doing compulsory military service are excluded from the population of private households and regarded as members of collective households, even if during the reference week they are present in the private household to which they belong);

(c) have emigrated.
In Italy, this applies in particular to persons who have 'temporarily' emigrated, i.e. persons who were abroad at the time of the survey: (1) for the purpose of carrying on a profession, craft or trade; (2) having followed an emigrant worker or as a result of being called there for reasons not connected with work by relatives who have already emigrated or are resident abroad.

UNIT OF MEASUREMENT

The main units of measurement for which results are obtained from the survey are individuals and households. The definition of a household varies somewhat from country to country but, with the exception of Denmark, where the survey unit is the family unit, these differences are unlikely to have a significant effect on the comparability of the results.

RELIABILITY OF THE RESULTS

As with any sample survey, the results of the labour force survey, which are obtained from a sample of households, are subject to sampling errors. In addition, the results of any sample survey are affected by non-sampling errors, i.e. the whole variety of errors other than those due to sampling. These can be due to many factors such as inability or unwillingness of respondents to provide correct answers or even any answer at all (non-response), mistakes by interviewers when filling in

survey documents, miscoding, etc. Methods exist to assess the influence of these non-sampling errors on the accuracy of the survey results, but being often costly, are not generally applied.

Experience shows that at national level the survey information provides sufficiently accurate estimates for the levels and structures of the various aggregates into which the labour force is divided, provided that analyses of this type are confined to levels of a certain size. Survey results at regional level may, however, be affected by considerable sampling errors, even for relatively large groups of the population.

Reliability of the results is assured by the size of the samples and the sampling methods used, in addition to careful and thorough planning of the various survey operations and rigorous administration of all phases of the survey.

COMPARABILITY OF THE RESULTS FROM COUNTRY TO COUNTRY

Perfect comparability among 12 countries is difficult to achieve, even by means of a single direct survey, i.e. a survey carried out at the same time, using the same questionnaire, and with a single method of recording.

Nevertheless, the degree of comparability of the labour force survey results is considerably higher than that of any other existing set of statistics on employment or unemployment available for member countries. This is due to:

(i) the recording of the same set of characteristics in each country;
(ii) a close correspondence between the Community list of questions and the national questionnaires;
(iii) the use of the same definition for all countries
(iv) the use of common classifications (e.g. NACE for economic activity);
(v) the synchronization of the survey in spring;
(vi) the data being centrally processed by Eurostat.

The Community labour force survey, although subject to the constraints of the Community's statistical requirements, is a joint effort by member countries to coordinate their national employment surveys, which must serve their own national requirements. Therefore, in spite of the close coordination between the national statistical institutes and Eurostat, there inevitably remain some differences in the survey from country to country.

COMPARABILITY BETWEEN THE RESULTS OF SUCCESSIVE SURVEYS

Within the latest series of surveys starting in 1983, comparability between results of successive surveys should be in general better than in the past, mainly due to the greater stability of content and the higher frequency of surveys.

However, the following reasons may somewhat detract from perfect comparability:

(i) the population figures used for the population adjustment are revised at intervals on the basis of new population censuses;
(ii) the reference period may not remain the same for a given country;
(iii) in order to improve the quality of results, some countries may change the content or order of their questionnaires;
(iv) countries may modify their sample designs;
(v) the manner in which certain questions are answered may be influenced by the political or social circumstances at the time of interview.

As far as they are known, Eurostat will indicate the main factors affecting the comparability of the data for successive surveys in the publications containing the results.

It is also possible that a sampling error may in certain cases exceed the magnitude of variations from one year to the next, resulting in an estimated change which is in fact in the opposite direction to the 'true' change.

Due to the change in concepts between the 1981 and the 1983 surveys, comparisons between results from the old and new series of surveys are virtually impossible for most characteristics. In the publication of the 1983 results Eurostat gives a quantitative appraisal of the effects of these changes in concepts on the measured unemployment rate.

BASIC CONCEPTS AND DEFINITIONS

The main statistical objective of the labour force survey is to divide the population of working age (14 years and above) into three mutually exclusive and exhaustive groups — persons in employment, unemployed persons and inactive persons — and to provide descriptive and explanatory data on each of these categories.

Respondents are assigned to one of these groups on the basis of the most objective information possible obtained through a survey questionnaire, which principally relates to their actual activity within a particular reference week.

The section 'Community list of questions' together with the explanatory notes show how the survey questioning is organized. Most questions apply to selected groups only. A filter based on information already obtained specifies who should answer a particular question.

The definitions of employment and unemployment used in the Community labour force survey closely follow those adopted by the 13th International Conference of Labour Statisticians in October 1982. The relevant parts of these 'ILO definitions' are;

'Employment

9. (1) The "employed" comprise all persons above a specified age who during a specified brief period, either one week or one day, were in the following categories:

(a) paid employment:

(a1) "at work": persons who during the reference period performed some work for wage or salary, in cash or in kind;
(a2) "with a job but not at work": persons who, having already worked in their present job, were temporarily not at work during the reference period and had a formal attachment to their job.
This formal job attachment should be determined in the light of national circumstances, according to one or more of the following criteria:

(i) the continued receipt of wage or salary;
(ii) an assurance of return to work following the end of the contingency, or an agreement as to the date of return;
(iii) the elapsed duration of absence from the job which, wherever relevant, may be that duration for which workers can receive compensation benefits without obligations to accept other jobs.

(b) "self-employment":

(b1) "at work": persons who during the reference period performed some work for profit or family gain, in cash or in kind;

(b2) "with an enterprise but not at work": persons with an enterprise, which may be a business enterprise, a farm or a service undertaking, who were temporarily not at work during the reference period for any specific reason.

9. (2) For operational purposes, the notion of "some work" may be interpreted as work for at least one hour.

Unemployment

10. (1) The "unemployed" comprise all persons above a specified age who during the reference period were:

(a) "without work", i.e. were not in paid employment or self-employment, as defined in paragraph 9;

(b) "currently available for work", i.e. were available for paid employment or self-employment during the reference period;

(c) "seeking work", i.e. had taken specific steps in a specified recent period to seek paid employment or self-employment.'

In applying these definitions to the Community labour force survey, Eurostat and the Working Party on the survey have agreed on some minor departures from their precise meaning:

(i) Persons on lay-off, who, according to ILO definitions, should be classified as employed, are included in the unemployed on the grounds that their willingness to supply labour services is apparent in their expectation of returning to work. This very small group, which in 1986 amounted to about 0.2 % of total Community unemployment, only existed in Denmark, Greece, Ireland and Portugal. The same argument is applied to those persons who have already found a job to start at a later date.

(ii) For persons intending to set up their own business or professional practice neither active job-seeking nor immediate availability is required, as both conditions are difficult to measure; job-seeking activities are of a particular nature for this group, while testing on immediate availability would be completely hypothetical.

(iii) It has been decided that in paragraph 10 (b) ('currently available for work') "currently available" should mean available to start work within two weeks of the reference period. In paragraph 10 (c) ('seeking work') the "specified recent period" is the four weeks preceding the survey interview, the reason being that delays inherent in job search (for example, periods spent awaiting the receipt of results of earlier job applications) require that the active element of looking for work be measured over a period greater than one week if a comprehensive measure of job-seeking is to be obtained.

Unemployed persons can be classified by reason for unemployment into four major groups:

(1) job-losers are persons whose employment ended involuntarily and immediately began looking for work;

(2) job-leavers are persons who quit or otherwise terminated their employment voluntarily and immediately began looking for work;

(3) re-entrants are persons who previously worked but were inactive or on obligatory military service before beginning to look for work;

(4) first job-seekers are persons who have never worked in a regular job.

Labour force

The labour force comprises persons in employment and unemployed persons.

Inactive persons

All persons who are not classified as employed or unemployed are defined as inactive. Apart from showing pupils and students separately, no further breakdown is provided for this group.

Conscripts on compulsory military or community service are excluded from the compilation of the survey results.

The above groups are used to derive the following measures:

(a) Activity rates
Activity rates represent the labour force as a percentage of the population of working age (14 years and above) living in private households.

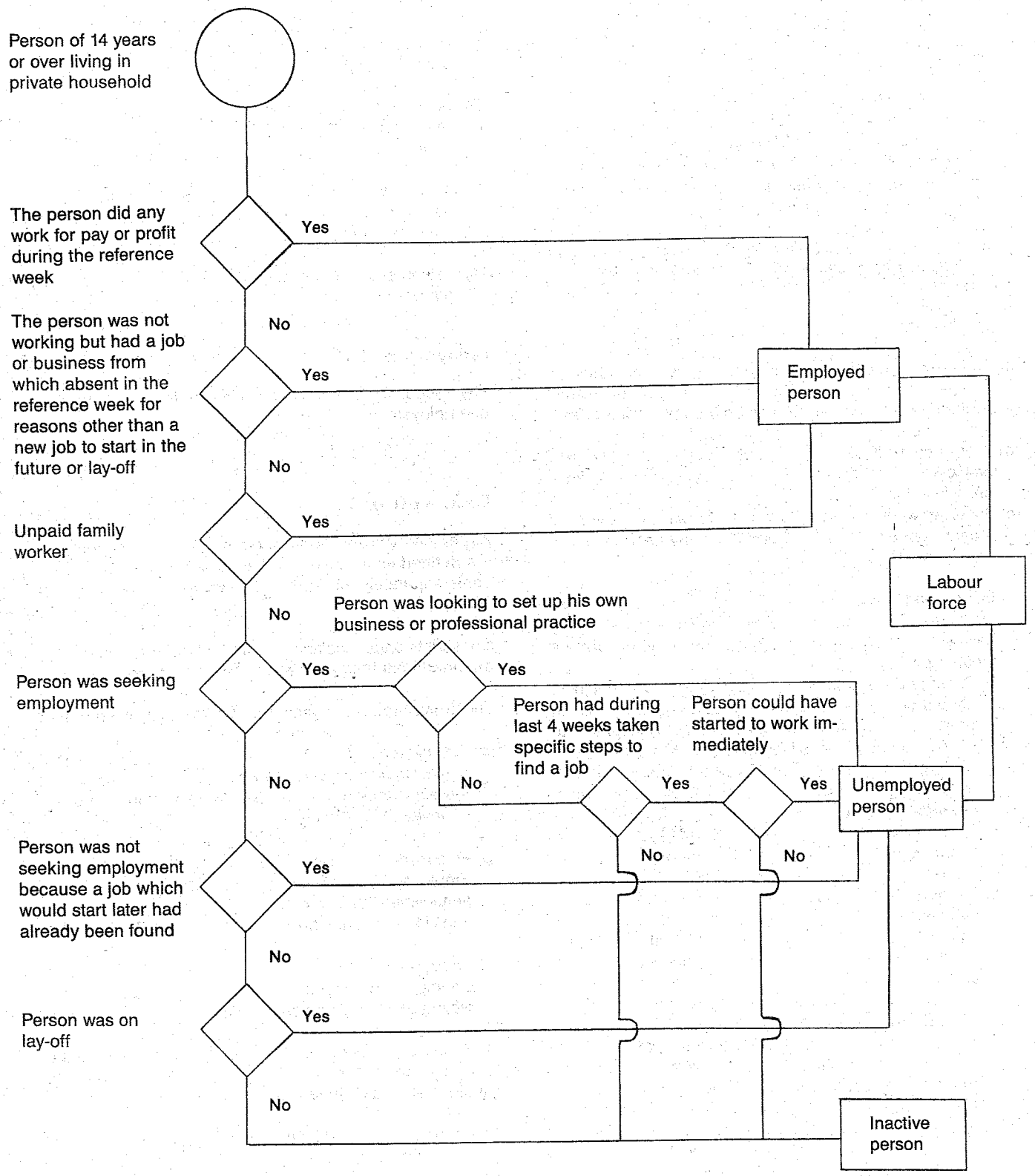
(b) Employment/population ratios
Employment/population ratios represent persons in employment as a percentage of the population of working age (14 years and above) living in private households.

(c) Unemployment rates
Unemployment rates represent the number of unemployed persons as a percentage of the labour force.

The above rates are usually calculated for sex-age groups and are sometimes further cross-classified by other demographic variables such as marital status or nationality.

The following diagram summarizes the definition of each main group as used in the Community labour force survey.

Labour force classification in the Community labour force survey



Sampling methods and adjustment procedures by Member State

The sampling methods used in the 12 Member States are determined by the national statistical institutes on the basis of the technical and administrative facilities in each country. The Council regulation determines only the limits of required sample sizes. For the 1987 survey these were specified as follows:

(a) between 60 000 and 100 000 households for the FR of Germany, Spain, France, Italy and the United Kingdom;
(b) between 30 000 and 50 000 households for Belgium, Greece, Ireland, the Netherlands and Portugal;
(c) between 15 000 and 30 000 households for Denmark;
(d) 10 000 households for Luxembourg.

The following descriptions per country of the sampling methods and adjustment procedures are each made up of two sections:

the first — sample design — deals with the choice of sampling unit (or units in the case of multistage sampling), the sampling frame, particulars of stratification, the procedure used in selecting sampling units, sample rotation, etc.;

the second — adjustment procedures — gives a summary description of the adjustment procedures used in attempting: (a) to correct the effects of complete non-response among different population groups, and (b) to compensate for sampling variance and/or for potential or actual undercoverage by making use of the so-called population adjustment. A comparison between the most recent independent population estimates and the sample estimates forms the basis for this adjustment.

The following table shows the salient features of the sample designs used by the 12 Member States.

Main characteristics of sample design

Country	Sample design	Size of sample (households)	Part of sample included in consecutive years' surveys
Belgium	Two-stage, stratified	35 000	3/10
Denmark	Single-stage, simple random sample	19 000	2/3
FR of Germany	Single-stage, stratified	100 000	3/4
Greece	Two/three-stage, stratified	47 000	3/4
Spain	Two-stage, stratified	62 000	1/3
France	Three-stage, stratified, self-weighting	65 000	2/3
Ireland	Two-stage, stratified	45 000	1/4
Italy	Two-stage, stratified	123 000	1/3
Luxembourg	Single-stage cluster sample	10 000	1/4
Netherlands	Two/three-stage, stratified	30 000	—
Portugal	Three-stage, self-weighting	35 000	1/2
United Kingdom	Single/two-stage, stratified	85 000	1/3

BELGIUM

I. SAMPLE DESIGN

Belgium's 1986 labour force survey was based on a two-stage stratified sample design plus interviews with a number of households already interviewed in 1985. The total sample numbered 35 000 households, giving an average sampling fraction of approximately 1/105. The frame used was either the population register in each commune or the national register of natural persons which is derived from it.

For sampling purposes, the national territory as a whole was divided into *arrondissements* (administrative districts), forming 43 strata. The sample was proportional to the square root of the number of households in each territorial subdivision (NUTS 2), each of which contains a whole number of *arrondissements.*

A two-stage survey was carried out within each stratum. The primary sampling units (PSUs) were formed from the communal units which existed prior to the 1977 amalgamations. PSUs were selected with a probability proportional to the number of households they contained.

The secondary sampling unit was the household. Within each PSU, 50 households were selected at random according to a scanning procedure covering the whole register of the commune concerned.

The overall sampling fraction (primary and secondary units) was the same for each commune in a stratum.

The above sample numbered 24 500 households.

An additional 10 500 households, or 30%, were taken from the 1985 survey, i.e. from 210 of the groups of 50 households in the survey, selected from those which had not already been interviewed in 1984. Selection was random, each stratum having an individual fraction designed to produce the same proportion of new and old households.

II. ADJUSTMENT PROCEDURES

Grossing to population counts and adjustments for non-response were based on a post-stratification according to sex and age within each *arrondissement.* In each of the classes thus formed, a weighting coefficient was calculated, using the estimated sex and age structure of the population on 1 January 1986.

DENMARK

I. SAMPLE DESIGN

Until the 1984 survey, a single stage process of sample selection was used, based on the central population register (CPR), which contains up-to-date information on all persons permanently domiciled in Denmark. The sample comprised approximately 62 000 persons, or 1.6% of the total population aged between 15 and 74 at the time of the survey.

For practical reasons, the sampling unit was the individual and not the household. The relationship between an individual and his family characteristics was established using both the sample questionnaire and the information on families in the CPR.

Persons included in the sample were selected by a simple random procedure. The sample was taken from the CPR on a date as close as possible to the survey date. For the final adjustment, use was made of information from the CPR updated to the survey date.

Until the 1984 survey, the information required was collected via a questionnaire sent by post to the persons selected: since 1984, telephone interviews have been preferred. In 1984 and 1985, persons who could not be contacted, either because they did not have a telephone or because they could not be reached within a given period, were visited at home by an interviewer. If they could not be contacted by this means either, a questionnaire was left for them to fill in. In 1986, personal visits were replaced, for financial reasons, by a postal questionnaire.

Since 1984, the data for the labour force surveys have been collected during April and May, and refer to a specific week. The reference period for pre-1984 surveys was a single day and not a whole calendar week.

Since 1984, the survey unit has been the family, which is here taken to mean persons living at the same address and connected by marriage or kinship, i.e. married couples and any children under the age of 18 or single parents with children under 18. Single people are also counted as a family. Children over the age of 18 are considered to be a family even if they live at their parents' address, as are children under 18 not living with their parents.

The concept of the family described here is called the 'A-family' in Danish population statistics.

19 000, or 0.65%, of all A-families, covering people of all ages, are selected at random from those in the CPR register at the beginning of the year (1 January).

For the purposes of collecting survey data, the family structure remains the same as at the beginning of the year in the selected sample. Thus information is collected from all persons belonging to the selected families. If individual family members have moved in the period between 1 January and the interview date, they are contacted at their new address. Conversely, persons who have joined the family in that period are not included in the interview sample.

Every year, one-third of the families in the sampling plan change, the remaining families taking part in a second survey. In all, the selected family members take part in three consecutive years.

II. ADJUSTMENT PROCEDURES

Until the 1984 survey, corrections were made for non-response. Follow-up interviews were conducted with a sample of persons who had failed to reply.

On the basis of the results thus obtained and the assumption that the persons in the follow-up sample were representative of all those who had failed to reply, a weighting factor was

applied to those who had responded in the original sample. Finally, the corrected sample results were adjusted to the population total.

Both the non-response adjustment and the total population adjustment were made on the basis of a post-stratification. The stratification variables used were: sex, year of birth and geographical region.

Since 1984 (inclusive), the results have been adjusted by the calculation of one factor per family on 1 January. All persons in a given family are allocated the same factor values. Adjustment factors are calculated by means of post-stratification, which divides the sample into strata according to size of family, age, sex, part of the country and urban/rural situation.

FEDERAL REPUBLIC OF GERMANY

I. SAMPLE DESIGN

The German (EC) labour force survey is integrated in the *Mikrozensus* (MZ), which is an annual statistical programme of the German Federal Statistical Service. Due to a suspension of the MZ for 1983 and 1984, the labour force surveys in these years were conducted as independent surveys.

The MZ sample design, of which the Community labour force survey (LFS) forms a sub-sample, is, despite its apparent complexity, a single-stage stratified area sample. The overall sample is self-weighting and amounts to 240 000 households, i.e. 1% of the total number of households in the country. As the LFS covers approximately 100 000 households in the Federal Republic of Germany the sampling fraction for the LFS sub-sample of the MZ is 0.4%.

The 1% sample survey of the MZ is carried out in four successive years in the area segments selected. A quarter of the segments in the 1% sample rotates annually and is replaced by new segments. The 0.4% sub-sample used for the LFS includes segments from two 'selected districts'. A proportion of segments is re-used in the next survey, the remainder being eliminated and replaced by new segments. There was, exceptionally, no rotation in the 1984 and 1987 labour force surveys.

The data from the 1970 census (communes, streets and street numbers) revised at appropriate intervals to take account of newly built-up areas, were used as a frame for the MZ sampling plan. As these data were available at a detailed regional level (down to commune, street and house number), there were no technical obstacles to the formation of artificial sampling units in the form of area segments, each of which comprised a cluster of adjacent households. The following criteria applied to the formation of segments into which the whole territory of the Federal Republic of Germany was divided:

(i) in communes with fewer than 20 000 inhabitants the segments comprised 20, and in larger communes 30 households;

(ii) each segment must belong entirely to one commune;

(iii) in principle, no segment may consist of parts of different streets;

(iv) a building or a collective household may not be divided into more than one segment, except for large buildings (25 households and over) and large collective households (50 persons and over) which were given special treatment.

The stratification process was undertaken in several steps. The initial step was to stratify the data (addresses) according to the 11 Federal *Länder*. In the second step of stratification the data for each *Land* were broken down into three major groups:

(A) ordinary buildings;
(B) large buildings (25+ households); and
(C) large collective households (50+ persons).

In Group (A) the data were further subdivided into seven categories according to degree of urbanization:

(1) under 5 000 inhabitants,
(2) 5 000 — 9 999 inhabitants;
(3) 10 000 — 19 999 inhabitants;
(4) 20 000 — 49 999 inhabitants;
(5) 50 000 — 99 999 inhabitants;
(6) 100 000 — 399 999 inhabitants;
(7) 400 000 inhabitants and over.

The first category (less than 5 000 inhabitants) was further subdivided into two sub-strata depending on the percentage of persons employed in agriculture (less than 25%, and 25% and over). The data of the communes in the six other categories were stratified in accordance with three types of streets, i. e. streets with:

(i) fewer than 14 households; or

(ii) on average fewer than three households per building;

(iii) on average three or more households per building.

Data in Group (B) were classified in categories according to degree of urbanization and data in Group (C) according to five groups of collective households.

These stratified basic data were subsequently classified by *Regierungsbezirke, Kreise,* communes, streets and street number, so as to ensure satisfactory representativeness at regional level.

The next step was to allocate to each street — in line with the number of households in the street and the rules applying to the formation of segments — a number of segments each containing as far as possible an identical number of households. The number of segments allocated to each large building also depended on the number of households. However, the large collective households were subdivided into the requisite number of approximately equal segments on the basis of the persons living in them.

Once the universe of segments had been classified in this way, it was subdivided, within each stratum, into zones of 100 segments, which in turn were subdivided into 10 sub-zones of 10 segments each. From each zone one sub-zone was then chosen at random. This first phase thus comprised an initial selection of 10% of the sample of the segments, whereas the final sample required was 1%. This was designed to obtain nine 'reserve samples' that could be used over the years. The 1% sample was obtained by allocating a number to each of the 10 segments in each sub-zone and by choosing segments

with an identical number from each sub-zone for the survey in question. The actual determination of the 10 segments included in each sub-zone chosen for the sample was done by computer in accordance with precise rules.

Since, in small communes (less than 5 000 inhabitants) the street and street number system was incomplete in the 1970 census, the above-mentioned procedure was replaced by a systematic random sample drawn from the census lists. On the basis of a predetermined sampling interval a household was chosen and a segment was formed by attaching to it the next 20 households.

It should also be noted that for the new built-up areas the same sampling fraction of 1% was applied via a systematic random selection.

In general, the sampling fraction was the same for all strata. Each stratum was allotted a given number of segments, proportionate to the total number of households and based on the predetermined number of households per segment.

II. ADJUSTMENT PROCEDURES

Non-reponse adjustment is made by duplication taking into account the size, type of tenure and occupation of the head of the non-responding household.

The population adjustment is based on the most recent population estimates and a post-stratification by Federal *Länder, Regierungsbezirke,* nationality (Germans/foreigners) and sex.

GREECE

I. SAMPLE DESIGN

In Greece, a multistage stratified area sample is used for the labour force survey. This choice is influenced by the existing frames and the available resources (personnel and authorized expenditure). The size of the sample is about 47 000 households and the sampling fraction 1.5%.

The frames used are the list of localities (municipalities and communes) and of city blocks (or census enumeration sections) for each locality together with their number of households according to the 1981 population census. This material is supplemented by detailed maps (scale 1:5 000) based on aerial photographs, in which the city blocks (or the enumeration sections) have the same identification number as in the lists. For small villages sketch-maps, prepared by the enumerators during the last census, are used.

Using as criterion the degree of urbanization (i.e. the size of the locality in terms of its population — 1981 census) the 5 930 localities of the country are allocated to 10 major strata, as follows:

(1) less than 500 inhabitants;
(2) 500 — 999 inhabitants;
(3) 1 000 — 1 999 inhabitants;
(4) 2 000 — 4 999 inhabitants;
(5) 5 000 — 9 999 inhabitants;
(6) 10 000 — 29 999 inhabitants;
(7) 30 000 — 49 999 inhabitants;
(8) 50 000 inhabitants and over;
(9) Greater Salonica;
(10) Greater Athens;

The above strata (1) to (8) are further subdivided into the nine administrative regions of the country; the stratum of Greater Salonica is divided into 10 and that of Greater Athens into 40 equally sized sub-strata.

In the strata (1) to (5) the sample is selected in three stages. In the first stage the primary sampling unit is the locality. In each stratum a predetermined number of localities is selected with probabilities proportional to their size. In the second stage the sampling unit is the area. An area is defined as a city block or a census enumeration section. Within each selected PSU a predetermined number of areas are drawn with probabilities proportional to their size. Finally, the tertiary sampling units are the occupied dwellings. Well before starting the survey the interviewer makes enumeration lists of all households in each selected area; then a systematic sample of these households on the basis of the area's sampling interval is selected. These intervals are calculated in such a way as to yield the overall sampling fraction for the specific stratum. Where there is more than one household in a selected dwelling, all the households are interviewed.

In the strata (6) to (8) all PSUs, i.e. all localities with 10 000 inhabitants or more, are included in the sample. Therefore, for these strata, as well as for the strata of Greater Salonica and Greater Athens, a two-stage sample actually takes place. The selection procedure is the same as the one described above for the selection of the secondary and tertiary sampling units in the first category of strata (1) to (5).

A rotation design is used, according to which about 25% of the households in all areas change every year and the remaining 75% stay in the sample. In any three consecutive years, 50% of the sample is common to each of these years.

II. ADJUSTMENT PROCEDURES

Households which do not respond are substituted by the next ones in the enumeration list.

A population adjustment, at national level, is carried out to ensure that the survey population estimates are identical to independent official population estimates.

SPAIN

I. SAMPLE DESIGN

The Community labour force survey is included in the national survey of the economically active population (EPA), which is a continuous survey conducted at quarterly intervals and covers the population resident in private dwellings. These dwellings are those used as the habitual or permanent dwelling throughout all or most of the year. Collective households, such as hotels, prisons, religious communities, etc., are not included in the scope of the survey.

The Community labour force survey is based on data collected in the EPA conducted in the second quarter of each year.

A two-stage sampling procedure is used, with stratification of the primary sampling units.

The primary sampling units comprise segments, which can be defined as follows: segments are a statistical subdivision in the administrative breakdown of Spain. The whole country is divided into 17 autonomous communities, which in turn are divided into provinces. There are 50 provinces altogether, 47 on the mainland and three made up of islands. The provinces are broken down into municipalities, these being the smallest administrative units in Spain. There are over 8 000 municipalities, the number in each province varying considerably. The surface area and number of inhabitants in each municipality also differ appreciably.

The municipalities are divided into segments, clearly-defined geographical areas with a population ranging from 500 to 3 000 inhabitants. Municipalities with a population of fewer than 500 inhabitants comprise a single segment with a population of under 500.

The secondary sampling units are private dwellings. There is no subsampling of these.

The segments were stratified on the basis of two criteria:

(i) within each of the 50 provinces the segments are stratified according to the size of the population of the municipality to which they belong;

(ii) within each stratum the segments are classified into substrata according to the social and economic category to which the households in it belong.

The sample comprises 62 000 dwellings drawn from 3 144 segments. An average of 20 dwellings is selected from each segment.

The sample is selected in such a way as to obtain self-weighted samples in each stratum. The segments are accordingly selected with probability proportional to size, measured in terms of the number of dwellings, and within each section dwellings are selected with equal probability by means of systematic sampling and random selection.

Each survey covers a three-month period, the sample being spread over the 12 weeks. Each segment is visited in one of the 12 weeks.

The total sample is divided into three separate subsamples, each comprising a four-week period, these subsamples being representative of the whole population.

The segments which are selected remain constant in the sample for an indefinite period. However, one-sixth of the dwellings are replaced each quarter, in order to avoid annoyance to those taking part.

The total sample of segments is therefore broken down into six groups (known as 'Turnos de rotación') and in each quarter the dwellings in the segments belonging to a given group are replaced.

A dwelling is therefore visited for six consecutive three-month periods, at the end of which it is taken out of the sample and replaced by another in the same segment. Each quarter some 10 500 dwellings are replaced.

With this procedure of replacing the sample, five-sixths of the sample will be common to two consecutive three-month periods (approximately 52 500 dwellings) and one-third of the sample will be common to the same three-month period in two consecutive years.

Every five years the segments are reviewed in order to ensure that the sample is representative, since it may have altered as a result of the continuous changes in the population.

The segments are updated on the basis of information obtained from the census of population and housing and the five-yearly updatings of the municipal population registers.

The revision of the segments will include any necessary changes in stratification, and the updating of each segment's probability of selection.

Thus, in each quarter the segments making up the group of households being visited for the last time are updated, with a view to including in the sample in each survey period newly-constructed dwellings and empty dwellings which have subsequently become occupied, so that in the next period the dwellings in question can be included in the sample.

Estimates used in the survey are based on ratio estimators, the auxiliary variable being the population projection estimated for each stratum in mid-quarter.

II. ADJUSTMENT PROCEDURE

The treatment of non-response differs according to the rate of incidence and whether the dwelling is used in the first or subsequent interview.

The following possibilities may arise:

(a) Refusals

If a household refuses to cooperate at the first interview, the dwelling is replaced by another selected at random from the same segment. If the refusal occurs in a subsequent interview, the dwelling is not under any circumstances replaced and, only if the household is persuaded to take part in the previous quarter, is the information collected at the previous interview repeated for the current survey.

(b) Absence

If a household is away from the dwelling at the time of the initial interview, the dwelling is visited until an interview has been held.

Several attempts are made to hold subsequent interviews and obtain the requisite information, but if these prove unsuccessful, any information obtained on the household in the previous quarter is repeated. If no information is available, no attempt is made to impute data.

(c) Vacant dwellings

If any of the dwellings selected prove to be vacant at the time of the survey, they are eliminated from the sample and not replaced by other dwellings in the same segment.

No adjustment is made to the age-sex grossing factor, since an analysis of these variables for households which refuse to take part in the survey has shown that they do not differ significantly from those of the households which do agree to take part.

FRANCE

I. SAMPLE DESIGN

The Community labour force survey in France is integrated in the national employment survey ('Enquête sur l'emploi') which is conducted once per year. It is based on a sample taken in 1983 from the results of the 1982 census in geographical areas comprising about 40 dwellings. One-third of the sample is renewed every year.

The sample is a multistage area sample amounting to 65 000 households and is self-weighting. The overall sampling fraction is 1/300.

The choice of an area sample was dictated by the following reasons:

(a) to facilitate the identification of 'marginal' dwellings thus avoiding the underestimation of certain categories of persons (sub-tenants, live-in servants, persons living in independent rooms, etc.);

(b) to enable the interview to be more concentrated geographically, thus reducing the cost and time spent in field work.

On the other hand, in order to eliminate the disadvantages of area sampling, namely greater variability, it was decided to create, as far as possible, smaller (about 40 dwellings per area) and internally heterogeneous, from the housing point of view, area clusters.

The results of the 1982 census were used as a frame for the selection of the sample. New constructions (completed after the 1982 census) with nine dwellings or less were represented in the area sample. However, for technical as well as theoretical reasons, it was decided to set up a special cluster sample operation for new constructions with 10 or more dwellings. Therefore, a separate list of new dwellings based on building permits of 10 dwellings or more was prepared for this purpose and is updated every year.

In the first-stage selection process, the primary sampling units (PSUs) were the rural 'cantons' and urban units. The PSUs were stratified by the 21 regions of the country (Corsica being combined with Provence-Alpes-Côte-d'Azur) and by six categories according to their degree of urbanization. By this cross-classification 120 strata were formed.

In the case of urban units, for the selection of PSUs a list was prepared of all urban units in each stratum together with their corresponding number of dwellings according to the 1982 census. Since an area represents approximately 12 000 dwellings (40 x 300) the number of area groups per stratum was obtained by dividing the total number of dwellings per stratum by this number. The same number was used as the sampling interval in a systematic sample procedure on the accumulated list of new dwellings. This procedure permitted the determination of the sampled urban units and the number of area groups with each urban unit.

The same procedure was applied for the selection of rural cantons, although in this case only one area group per canton was selected since none of them contained more than 12 000 dwellings.

The selection of secondary sampling units was carried out in the following way:

(a) Rural cantons and urban units of less than 10 000 inhabitants

Within each selected PSU, the communes were listed together with their number of dwellings in the census of 1982. Small communes with less than 200 dwellings were merged with neighbouring communes thus forming the secondary sampling units (SSUs). A commune (or group of communes) was then selected with probability proportional to size measured in terms of number of dwellings.

(b) Urban units of more than 10 000 inhabitants

For each selected urban PSU, a list was prepared of the census districts with their respective number of dwellings. Small districts were merged with similar neighbouring ones to attain at least 1 000 dwellings and thus form the secondary sampling units. The next step was to divide the number of secondary sampling units into as many portions as the number of area groups which have to be selected. From each portion a district (or group of districts) was selected with probability proportional to size.

The third stage of selection was identical for both rural cantons and urban units. It consisted of dividing the selected SSUs into zones of about 200 dwellings each, which formed the tertiary sampling units. This work was done by the interviewers and the regional Insee officials who, with the aid of the census documents, located each recorded building and dwelling on a map. They also tried to define the zones in such a way as to be similar to one another, which meant forming zones with the greatest possible internal heterogeneity. A zone was then selected with probability proportional to size in terms of dwellings and was divided into five small areas of about 40 dwellings on average.

These small areas were the ultimate units for the annual surveys to be conducted until the next census. For each of the annual surveys one of these areas was selected with equal probability. All the households living in the dwellings of the selected area at the time of conducting the survey are interviewed.

As regards the special cluster sample operation mentioned earlier, all the buildings in the list (constructions with 10 dwellings or more) were stratified by the 21 regions only. From each stratum thus created a sample of clusters of 10 dwellings on average was selected in such a way that the resulting sampling fraction would again be 1/300 of the new dwellings of this category completed since the census of 1982.

The sample is to be used from 1984 to 1992, after which a sample taken from the next census will be introduced.

The sample must have a sampling fraction of 1/300 and be renewed by one-third every year. It has therefore been divided

into three sub-samples of three series of areas, so that each of the latter has a sampling fraction of 1/900.

When a series of areas has been surveyed three times it is removed from the sample and is replaced by another series of areas from the same sub-sample.

II. ADJUSTMENT PROCEDURES

The final weight attached to each record (one record per selected person in the sample) is the product of three factors:

(a) Basic grossing-up factor

Since the sample is self-weighting, the basic grossing-up factor is the inverse of the sampling fraction, i.e. each record is multiplied by 300.

(b) Non-response adjustment

To compensate for non-response all households are cross-classified by the following variables as far as this information is available: category of dwelling, employment status of the head of household, category of commune, size of household, sex and age of the head. These characteristics for the non-responding households are based on information collected either from the current survey or the preceding one.

For each cell formed by the above post-stratification a factor is computed equal to the inverse of the response rate in this cell.

(c) Population adjustment and adjustment of number of dwellings

Finally, an independent estimate based on 1982 census projections of the population falling into five-year age group/sex categories is divided by the survey estimates derived from the previous two factors to provide a national age-sex factor, which is then entered on all records belonging to the appropriate category. The national estimates thus derived refer only to persons living in private households.

Furthermore, in each sampling stratum (produced by crossing 21 regions with 10 categories of commune) the effective sampling fraction is calculated for each of the 15 series of areas. An initial grossing-up factor, the inverse of the effective sampling fraction, is allocated to all the dwellings in the areas at the time of the census.

The grossing-up factor for housing completed since the census, both that with less than 10 dwellings in the area sample and that with more than 10 dwellings in the special sample, is the inverse of the effective sampling fraction in each region.

IRELAND

I. SAMPLE DESIGN

The main factors involved in the sample design of the 1987 labour force survey were:

(i) the availability of a suitable frame based on the 1981 census of population;

(ii) the experience of using similar frames in previous labour force surveys.

The LFS uses a two-stage area sample, non-self-weighting, with a sample size of 45 000 households. The sampling fraction varies from 1 in 25 to 1 in 20 households.

The primary sampling units (PSUs) are based on census of population enumeration areas, which are clusters of approximately 300 households. In rural and smaller urban areas these formed the PSUs; in larger urban centres they were subdivided into clusters of about 100 households.

The primary units are stratified within each of 26 counties according to the following criteria:

(i) each town in a county with a population of 5 000 or greater forms a separate stratum;
(ii) the suburbs of the three largest cities (Dublin, Cork and Limerick) each form a separate stratum;
(iii) the outer fringes of the two largest cities (Dublin and Cork) each form a separate stratum;
(iv) all other totally urban PSUs in each county form a separate stratum;
(v) PSUs in each county which are partially urban (clusters of 50+ households) and partially rural are grouped into a separate stratum;
(vi) the remaining (totally rural) PSUs in a county are grouped into a separate stratum.

This results in a total of 151 strata.

The sampling fraction varies within each stratum, being generally lower in rural than in urban areas. Each PSU within a stratum has an equal probability of selection.

The secondary sampling units (SSUs) are the dwellings. These are selected with equal probabilities within each selected PSU from a list of all dwellings made by the interviewer as part of the survey operation.

Within each PSU the sampling fraction depends on the number of SSUs in that PSU, larger PSUs having in general smaller sampling fractions than smaller PSUs.

One-quarter of the selected households are included in the following year's survey.

II. ADJUSTMENT PROCEDURES

Adjustments for non-response and listings which do not contain a dwelling unit were made by modifying the grossing-up factor, at PSU level, by a factor (1 + (population of non-respondent units) / (population of respondent units)).

A population adjustment, at regional level, was carried out for males and females separately by five-year age group to ensure that the survey population estimates were identical to independent official population estimates.

ITALY

I. SAMPLE DESIGN

The Italian labour force survey uses a two-stage stratified sample, non self-weighting, with a sample size of 123 000 households.

One of the main objectives which was established when preparing the design was to produce estimates at provincial and regional, as well as at national level. To this end a new sub-provincial territorial unit was set up, the statistical sector. The 328 statistical sectors were formed by dividing each province into areas which were as homogeneous as possible from the structural point of view (surface area and population density). Each statistical sector consists of a number of adjacent municipalities. Nowhere did the formation of the statistical sectors involve subdividing a municipality.

In the first stage, the primary sampling units (PSUs) are the municipalities (*comuni*), the smallest administrative divisions existing in Italy. There are approximately 8 000 municipalities and the size of their population varies considerably.

Within each statistical sector the PSUs are divided into two large groups as follows:

Group A: municipalities constituting provincial capitals and other municipalities with at least 20 000 inhabitants;

Group B: municipalities with less than 20 000 inhabitants.

In Group A there are 421 municipalities and each one of them forms a self-representing stratum.

In Group B there are 7 664 municipalities.

In line with the sample design, these municipalities are grouped into homogeneous strata according to two parameters:

(i) altitude zone (mountain, hill, plain);

(ii) main economic activity of the resident population, based on the findings of the most recent population census (agriculture, industry and other activities).

Finally, two other conditions were established: no stratum may include less than three municipalities or, in general, more than 20.

From each of the 1 504 strata of Group B thus formed, a municipality is selected with probability proportional to the size of its population.

The secondary sampling units are the resident households. Within each self-representing PSU of Group A and the selected ones of Group B a sample of households is selected systematically, using the municipal registers as a frame. The sampling fraction varies from stratum to stratum, and the number of households to be selected in each of the sample PSUs is determined by the number of households in the stratum and the sampling fraction fixed for it.

II. ADJUSTMENT PROCEDURES

Whenever a household can not be interviewed for any reason it is substituted by another. There are two constraints on substitutions:

(i) the residential zone of the two households must be the same (or as close as possible) in order to ensure a sufficient degree of similarity in socio-economic characteristics;

(ii) the number of members must be the same in order to avoid any distortion due to over-estimation of the larger households, which are always easier to survey.

The population adjustment of the sample results is carried out stratum by stratum for men and women separately. In this adjustment procedure use is made of the most recent population estimates calculated monthly by Istat, using data from the municipal registers.

LUXEMBOURG

I. SAMPLE DESIGN

The labour force survey in Luxembourg uses a single-stage self-weighting sample design. The sample comprises 10 000 private households out of a total 128 500.

The frame used was the list of census districts into which the country was divided on the occasion of the last general population census (31 March 1981). These 2 577 census districts with an average of 50 households each constitute the sampling units.

A random selection of 225 of these units is made. All persons in private households in the districts selected are included in the sample.

II. ADJUSTMENT PROCEDURES

Adjustment for non-response is made by randomly duplicating records of the respondent units within the same census district.

The population adjustment is made on the basis of the estimated total population based on the 1981 population census. The variables used in the post-stratification are: sex, nationality (Luxembourgers-other), and five-year age groups.

THE NETHERLANDS

I. SAMPLE DESIGN

Since 1987 the Community labour force survey is part of the Dutch continuous labour force survey. The design, the data collection and the data processing are completely different from the labour force surveys held up to 1985.

The main methodological characteristics are: a stratified two-stage or three-stage sampling design and a sample size of 30 000 households. Weights are calculated to adjust the results.

The survey covers the non-institutional population resident in the Netherlands. The labour force survey is a stratified multi-stage sample with a sampling fraction of about 1%. The interviews are approximately uniformly distributed over the observation period. In order to concentrate the field work to some degree, municipalities are selected in a first stage with probability proportional to size. About 200 municipalities with more than 18 000 inhabitants are permanent primary sampling units. Stratification is applied in order to achieve reliable estimates: the municipalities are assembled in 80 strata. These strata are geographic areas based on a cross-classification of 40 Corop regions (Corop = Committee for the Coordination of a Regional Research Programme) and 64 GAB regions (GAB = regional employment exchanges).

The second stage involves the systematic selection of addresses in the municipalities selected in the first stage. The sampling frame is a complete list covering the whole country provided by the Post Office; the addresses are sorted by postal code. Addresses that are recognized as institutional addresses — a complete list is available — are eliminated from the sample.

Each address has an indication of its number of deliveries, i.e. the number of different households at that address. When a single delivery is indicated, all households found at that address have to be interviewed. When a plural delivery is indicated only half of the households at that address have to be interviewed; these addresses are oversampled with a double probability. Because households living at the same address are expected to resemble each other, only half of them are interviewed thereby reducing the cluster effect.

II. DATA COLLECTION AND DATA PROCESSING

Hand-held computers are used for data collection. A hand-held computer contains the questionnaire and a Pascal program to interpret the questionnaire. This program displays the texts of the questions and the response categories and provides for data entry and data storage. Valid entries, consistency checks (a set of answers is conditionally defined on the outcome of previous questions) and the routing are specified. This prevents the majority of errors; indeed, if any errors are detected by the program in the hand-held computer, they may be rectified during the interviews.

After the data are transmitted by telephone line to a network of microcomputers at the office, the data become almost immediately available for the coding of occupation and economic activity and for statistical processing. Missing values due to refusals or unknowns on individual items are automatically imputed. New variables are also automatically derived from the logical combinations of the answers to a set of questions (e.g. labour market status).

III. ADJUSTMENT PROCEDURES

Weighting is applied to reduce the bias due to the under-coverage of some areas and non-response bias. The population counts are the result of an extrapolation of the population counts on 1 January 1987 to the median of the observation period.

The weighting consists of two stages; in each stage the cross-classifications of the population characteristics are different. In the first stage all cases are cross-classified by nationality (Dutch and foreigners), sex, age and region. The estimates of the first stage are the input for the second stage. In the second stage all cases are cross-classified in two ways by the same variables (sex, marital status, age and region). The two ways of cross-classification are based on different combinations of the regional classification and the classification of the three other variables. One cross-classification consists of a fine regional classification and a broad classification of the three other variables, the other cross-classification consists of a broad regional classification and a fine classification of the three other variables. The final weights are determined by iterative, proportional fitting of the first stage estimates to the two distributions in the second stage.

PORTUGAL

I. SAMPLE DESIGN

A multistage area-based sample is used, the probability of selection being in direct proportion to the size.

The selection is a three-stage process:

(a) Selection of primary units ('Freguesias' i.e. parishes)

500 primary units are selected from the universe, the selection being made systematically on the basis of a sampling interval calculated according to the number of primary units required and the number of voters in the universe.

Primary units of a size equal to or greater than the interval are automatically selected and depending on their size, might comprise more than one secondary unit, the remaining primary units selected having only one secondary unit.

(b) Selection of secondary units (census sections)

The secondary units are census sections or groups thereof, the objective being to have areas averaging 250 dwellings.

The selection is made in the same way as for the primary units, i.e. by calculating another sampling interval based on a study of the ratio of the number of voters to the number of dwellings in each primary unit.

(c) Selection of dwellings

This is made in such a way as to ensure that the sample is self-weighting, i.e. that the product of the probability of selection in the three stages is equal to the overall sampling fraction.

In this way three samples are constructed: the mainland, the Azores and Madeira. The sampling fractions are respectively 1/100 on the mainland and 1/40 in the Azores and Madeira.

The size in terms of the number of dwellings is 32 600 on the mainland and 2 000 in each of the autonomous regions — the Azores and Madeira.

II. ADJUSTMENT PROCEDURES

In the event of non-response, a duplication procedure is used, i.e. if it proves impossible to hold interviews at a given dwelling, an attempt is made to compile a series of characteristics for the type of family, and to find another family with the same characteristics in the same section and duplicate its replies.

As the sample is not stratified, the survey findings are grossed-up to the total population (as estimated by the INE's Demographic Studies Centre) using as a weighting factor the ratio between this estimate and the total population in the sample.

UNITED KINGDOM

I. SAMPLE DESIGN

There are two main elements to the labour force survey sample design in Great Britain (i.e. the United Kingdom excluding Northern Ireland):

(i) the quarterly element in which interviewing takes place throughout the year and which gives indication of trends within that period;

(ii) the boost element, an annual sample in March, April and May, designed to boost the quarterly survey sample for the same months to a size large enough for good bench-mark estimates of level in the spring of each year.

In addition, the survey is carried out in Northern Ireland in the spring of each year and the results added to those for Great Britain to provide results for the United Kingdom.

The set sample of addresses for the 1987 labour force survey consisted of the quarterly element sample for the three spring months (18 900 addresses in England and Wales, 1 900 in Scotland), and the boost element sample (53 500 addresses in England and Wales, 6 000 in Scotland, and 5 200 in Northern Ireland), giving a total of approximately 85 000 addresses in the United Kingdom.

The boost sample in England and Wales

In England and Wales the population to be surveyed was divided into three major strata according to the type of local authority district in which they lived:

(A) local authorities in the metropolitan counties and Greater London;

(B) local authorities which, based on the 1981 census, either had a population density of at least 2 persons per hectare and a population greater than 125 000 or had a population density greater than 24 persons per hectare;

(C) remaining local authorities.

The sampling frame used was the 'small-users' sub-file of the Postcode Address File (PAF). The PAF is a list, prepared by the Post Office and held on computer, of all the addresses ('delivery points') to which mail is delivered. 'Small users' are delivery points which receive fewer than 25 articles of mail per day; they are known to include 98% of private households.

In principle, delivery points were selected in strata (A) and (B) by sampling throughout the PAF from a random start and with a constant sampling interval. About one-third of the sample, however, was 'rotated' from the 1986 set sample. The non-rotated delivery points were selected using a constant sampling interval. Delivery points originally selected for the 1986 survey were not available for selection in 1987, so there could be no duplicates between the rotated and non-rotated parts of the sample. Approximately 29 200 delivery points were selected in strata (A) and (B).

In stratum (C) which contains more rural areas, clustering was required to reduce interviewing costs. In this stratum therefore, the sampling was in two stages. 394 postcode sectors were selected as the primary sampling units (PSUs) with probability proportional to size (any sector with fewer than 500 delivery points was combined with an adjacent one to form a single PSU). An interviewer's workload was defined as approximately 41 delivery points within a single sector. These were selected from a random start, applying a constant interval within each sector.

A further 199 sectors were rotated forward from the 1986 sample, thus supplying the element of rotation in this stratum. Sectors known to be part of the rotated sample were not included in the frame used for selecting the new 1987 sample.

In stratum (C) further stratification was applied by listing the sectors within local authority districts and ordering these districts by the proportion of economically active men unemployed in the district according to the 1981 census.

The boost sample in Scotland

The source of the sample was the PAF. The postcode sectors were first divided into three major strata:

(A) large districts (with a population greater than 100 000 at the 1981 census and with a population density greater than one person per hectare);

(B) small districts south of the Caledonian Canal plus islands;

(C) small districts north of the Caledonian Canal.

Within these strata postcode sectors were listed within districts and the districts placed in rank order based on the number of persons in each district in manual occupations expressed as a percentage of all persons in employment.

The number of addresses to be selected within each stratum was in proportion to the size of each stratum (according to the delivery point count) but the sample in stratum (B) was enhanced in order to compensate for these areas not being covered in the quarterly survey.

Rotation was achieved by bringing forward one-third of the sample from the 1986 survey.

In stratum (A) new addresses were selected in one stage using a random start and a constant sampling interval. In the other strata postcode sectors were selected in the first stage of sampling, and approximately 40 addresses were selected within each postcode sector (in stratum (B) this average was not

adhered to in view of the remoteness of the areas involved).

The quarterly survey in Great Britain

The quarterly survey is a panel survey covering Great Britain, in which each address is approached five times at quarterly intervals. Membership of the quarterly panel is rotated, so that in any month a fifth of the set addresses are in the sample for the first time, and similar proportions for the second, third, fourth and fifth times.

The quarterly sample has a two-stage clustered design in all strata. Postcode sectors are stratified as for the boost sample except that stratum (A) includes the Central Clydeside Conurbation. The sample in March-May 1987 consisted of 300 postcode sectors, selected with probability proportional to size from the total of approximately 8 000 sectors in the PAF in Great Britain. 100 sectors were assigned to each month. At the second stage, 16 addresses were selected for each week in the month for each sector, yielding 20 800 addresses in the quarter.

In the quarterly sample in Scotland, account was taken of the PAF's multi-occupation indicator when the sample of addresses was drawn, and the addresses were subsampled in such a way as to restore equal probability of selection.

The quarterly sample in Scotland did not include addresses north of a line which is approximately defined as the Caledonian Canal. Most Scottish islands were similarly excluded.

The sample design in Northern Ireland

The source of the sample in Northern Ireland was the Valuation List used for rating purposes, excluding commercial units and known institutions. The primary sampling units were wards, arranged into three geographical strata:

(A) Belfast District Council area;

(B) Eastern sub-region (most of Antrim, Down and part of Armagh);

(C) Western sub-region (remainder of Northern Ireland).

Within selected wards rateable units were selected systematically with a random start. The sample design did not set out deliberately to include a proportion of the previous year's addresses in the 1986 survey.

II. ADJUSTMENT PROCEDURES

The grossing procedure used on the survey serves two purposes. First, it partly corrects for the effects of non-representativeness caused by differential response among different sections of the community. Second, it enables estimates to be made relating to numbers in the whole population.

The first stage of grossing involves producing an estimate of the private household population of the United Kingdom. Mid-year estimates of the population of England, Wales and Scotland were obtained from the Office of Population Censuses and Surveys (OPCS) and the General Register Office of Scotland (GRO(S)) and from these were subtracted the 1981 census estimates of the population usually resident in non-private establishments (estimates for Northern Ireland were obtained from the Department of Economic Development, which based its calculations on population estimates by the General Register Office of Northern Ireland). These calculations were made separately for (a) each local authority district in strata (A) and (B) and for aggregated stratum (C) areas in each region. It was also calculated separately for (b) 918 groups formed by combinations of 18 regions, marital status of women, sex and 17 age-bands.

Once this information had been obtained a first-stage grossing factor was calculated for persons in each of the areas of matrix (a) by dividing the population estimates for private households for those areas by the number of responding persons in the sample from the same areas.

These factors were then used to gross up the responding persons in each of the 918 groups of matrix (b). The second-stage grossing factor was calculated by dividing the grossed-up sample from the first stage into the population estimates for the groups of matrix (b); this grossing factor varied from group to group but was in most cases close to unity. The third grossing factor was obtained by multiplying the first and second stage factors together — this is the grossing factor that has been applied to produce the grossed-up survey results.

Community list of questions

SUMMARY
For items marked with an asterisk, see explanatory notes (p. 55).
The column numbers identify each item's position on the computer record.

Column	Description
1-14	**Technical items relating to the interview (1)**
1/2	Year of survey
3/4	Reference week
5/6	Country
7/8	Region
9/14	Serial number of household
15-24	**Demographic background**
15	Type of household in which person lives
16	Type of institution
17	Relationship to head of household
18	Sex
19/20	Year of birth
21*	Date of birth within the year
22	Marital status
23/24	Nationality (citizen of:)
25-26	**Work status**
25*	Work status in reference week
26*	Reason for not having worked at all though having a job
27-41	**Employment characteristics of person in employment**
27*	Existence of more than one job or business
28/29*	Number of hours per week usually worked in first job or business
30/31*	Number of hours actually worked during the reference week in first job or business
32/33*	Main reason for hours actually worked during the reference week in first job being different from the person's usual hours
34*	Professional status in first job
35/36	Economic activity (NACE-classification) of the establishment in which person has first job
37/38*	Occupation of first job
39*	Full-time/part-time distinction in first job
40*	Permanency of first job
41*	Looking for another job and reasons for doing so
42-48	**Previous work experience for person not in employment**
42*	Previous work experience and period since having been in last employment
43*	Main reason for leaving last job or business for person having worked less than three years ago but with no job during the reference week
	Details of last job or business
44	Professional status
45/46	Economic activity (NACE-classification) of the establishment
47/48	Occupation

Column 1	Description
49-55	**Seeking employment**
49*	Seeking employment for person without employment during the reference week
50*	Type of employment sought
51*	Situation immediately before person started to seek employment
52*	Duration of seeking employment
53*	Availability for work
54*	Registration at an official employment exchange
55*	Main method employed during previous four weeks to find a job other than being registered at an official employment exchange
56	**Situation of the inactive**
56*	Situation of person who neither has a job nor is looking for one
57-58	**Education and training**
57*	Education and training during previous four weeks
58*	Purpose of the training being received during previous four weeks
59-66	**Situation one year before survey**
59*	Situation with regard to activity one year before survey
60	Professional status one year before survey
61/62	Economic activity (NACE-classification) of the establishment in which person was working one year before survey
63/64	Country of residence one year before survey
65/66	Region of residence one year before survey (within each country)
67-75	**Technical items relating to the interview (2)**
67	Participation in the survey
68/73*	Weighting factor for each record
74*	Sub-sample—preceding survey
75*	Sub-sample—next survey
76-77	**From 1988 survey onwards:**
76*	Highest level of education or training completed
77*	Highest level of education or training attended but not completed
	Annex I: Regional Codes (NUTS).
	Annex II: Economic Activity Codes (NACE).

Descriptive data available for main population groups

Everybody

- Demographic background (Cols 15-24)
- Country and region of residence one year before survey (Cols 63-66)

Everybody 14 years and over

- Registration at an official employment exchange (Col. 54)
- Situation one year before survey (Cols 59-62)
- Highest level of education or training (Cols 76-77)

- 14-49 years old:

- Education and training during previous four weeks (Cols 57-58)

Persons in employment

- Reason for not having worked at all though having a job (Col. 26)
- Existence of more than one job or business (Col. 27)
- Number of hours usually worked (Cols 28/29)
- Number of hours actually worked (Cols 30/31)
- Main reason for difference between usual and actual hours (Cols 32/33)
- Professional status (Col. 34)
- Economic activity (NACE-classification) (Cols 35/36)
- Occupation (Cols 37/38)
- Full-time/part-time distinction (Col. 39)
- Permanency of first job (Col. 40)
- Looking for another job and reasons for doing so (Col. 41)

Persons without employment

- Previous work experience and period since having been in last employment (Col. 42)

If recent work experience:

- Main reason for leaving last job (Col. 43)
- Professional status of last job (Col. 44)
- Economic activity (NACE-classification) of last job (Cols 45/46)
- Occupation of last job (Cols 47/48)

Persons in employment and seeking another job

Unemployed persons

Inactive persons

- Type of employment sought (Col. 50)
- Duration of seeking employment (Col. 52)
- Availability for work (Col. 53)
- Main method employed during previous four weeks to find a job other than being registered at an official employment exchange (Col. 55)

- Situation immediately before person started to seek employment (Col. 51)

- Situation of the inactive (Col. 56)

DETAILED LIST

Column	Code	Description	Filter/Remarks
		TECHNICAL ITEMS RELATING TO THE INTERVIEW (1)	
1/2		*Year of survey*	F: Everybody
	88	For survey held in 1988	
3/4		*Reference week*	F: Everybody
	05	Number of the week going from Monday to Sunday (except for Italy where the week goes from Sunday to Saturday)	
	30	For survey held in 1988 week No 05 is week going from Monday 25 January to Sunday 31 January (for Italy from Sunday 24 January to Saturday 30 January)	
5/6		*Country*	F: Everybody
	01	FR of Germany	
	02	France	
	03	Italy	
	04	The Netherlands	
	05	Belgium	
	06	Luxembourg	
	07	United Kingdom	
	08	Ireland	
	09	Denmark	
	10	Greece	
	11	Portugal	
	12	Spain	
7/8		*Region*	F: Everybody
		For coding, see Annex 1	
9/14		*Serial number of household*	F: Everybody
		Household serial numbers are allocated by the national statistical institutes. Records relating to different members of the same household carry the same serial number.	
		DEMOGRAPHIC BACKGROUND	
15		*Type of household in which person lives*	F: Everybody
	1	Person living in private household (or permanently in a hotel)	
	2	Person living in an institution and surveyed there	
	3	Person living in an institution and included by means of private household	
	4	Person living in another private household on the territory of the member country and included by means of household of origin	
	5	Person living outside the territory of the member country	
16		*Type of institution*	F: Col. 15 = 2,3
	1	Educational institution	
	2	Hospital	
	3	Other welfare institution	
	4	Religious institution (not included in 1-3)	
	5	Workers' hostel, working quarters at building sites, student hostel, university accommodation, etc.	
	6	Military establishment	
	7	Other (e.g. prison)	
	9	Not applicable (Col. 15 = 1,4,5)	
	blank	No answer	

Column	Code	Description	Filter/Remarks
17		*Relationship to head of household*	F: Col. 15 = 1,3-5
	1	Head of household	
	2	Spouse of head of household	
	3	Child of head of household (or his/her spouse)	
	4	Ascendant of head of household (or his/her spouse)	
	5	Other relative	
	6	Other	
	9	Not applicable (Col. 15 = 2)	No blanks allowed
18		*Sex*	F: Everybody
	1	Male	
	2	Female	No blanks allowed
19/20		*Year of birth*	F: Everybody
		The last two figures of year of birth are entered	
	89	Born in 1888 or earlier	No blanks allowed
21		*Date of birth within the year*	F: Everybody
	1	Person's birthday falls within the period between 1 January and the end of the reference week	
	2	Person's birthday falls within the period of the year following the end of the reference week	No blanks allowed
22		*Marital status*	F: Everybody
	1	Single	
	2	Married	
	3	Widowed	
	4	Divorced or legally separated	
	blank	No answer	
23/24		*Nationality (citizen of:)*	F: Everybody
	01	FR of Germany	
	02	France	
	03	Italy	
	04	The Netherlands	
	05	Belgium	
	06	Luxembourg	
	07	United Kingdom (British subjects coming within the category 'free movement of labour')	
	08	Ireland	
	09	Denmark	
	10	Greece	
	11	Portugal	
	12	Spain	
	13	Norway	
	14	Turkey	
	15	Austria	
	16	Poland	
	17	Yugoslavia	
	18	Algeria	
	19	Morocco	
	20	Tunisia	
	21	Other and Stateless	
	22	Other British subjects	
	blank	No answer	

Column	Code	Description	Filter/Remarks
		WORK STATUS	
25		*Work status in reference week*	F: Everybody 14 years and older
	1	Person did any work for pay or profit during the reference week (one hour or more) (including family workers but excluding conscripts on compulsory military or community service)	
	2	Person was not working but had a job or business from which absent during the reference week (including family workers but excluding conscripts on compulsory military or community service)	
	3	Person was not working because he/she was on lay-off	
	4	Person was a conscript on compulsory military or community service	
	5	Other (14 years and older) who neither worked nor had a job or business during the reference week	
	9	Child less than 14 years old	No blanks allowed
26		*Reason for not having worked at all though having a job*	F: Col. 25 = 2
		The reason for not having worked at all during the reference week was:	
	0	Bad weather	
	1	Slack work for technical or economic reasons	
	2	Labour dispute	
	3	School education or training	
	4	Own illness, injury or temporary disability	
	5	Maternity leave	
	6	Holidays	
	7	New job to start in the future	
	8	Other reasons (e.g. personal or family responsibilities)	
	9	Not applicable (Col. 25 = 1,3-5,9)	
	blank	No answer	
		EMPLOYMENT CHARACTERISTICS OF PERSON IN EMPLOYMENT	
27		*Existence of more than one job or business*	F: Col. 25 = 1,2 and not Col. 26 = 7
	1	Person had only one job or business during the reference week	
	2	Person had more than one job or business during the reference week (not due to change in employer)	
	9	Not applicable (Col. 25 = 3-5,9 or Col. 26 = 7)	
	blank	No answer	
28/29		*Number of hours per week usually worked in first job or business*	F: Col. 25 = 1,2 and not Col. 26 = 7
	00	Usual hours cannot be given because hours worked vary considerably from week to week or month to month	Only for those who cannot give an average for the last four weeks
	01-98	Number of hours *usually* worked in the first job	
	99	Not applicable (Col. 25 = 3-5, 9 or Col. 26 = 7)	
	blank	No answer	

Column	Code	Description	Filter/Remarks
30/31		*Number of hours actually worked during the reference week in first job or business*	F: Col. 25 = 1,2 and not Col. 26 = 7
	00	Person having a job or business and not having worked during the reference week (Col. 25 = 2 and not Col. 26 = 7)	
	01-98	Number of hours *actually* worked during the reference week	
	99	Not applicable (Col. 25 = 3-5,9 or Col. 26 = 7)	
	blank	No answer	
32/33		*Main reason for hours actually worked during the reference week in first job being different from the person's usual hours*	F: Cols 28/29 = 00-98 and Cols 30/31 = 01-98 and Cols 28/29 NE Cols 30/31
		Person has worked *more* than usual due to:	Cols 30/31 > Cols 28/29 or Cols 28/29 = 00
	01	— variable hours (e.g. flexible working hours)	
	02	— other reasons	
		Person has worked *less* than usual due to:	Cols 30/31 < Cols 28/29 or Cols 28/29 = 00
	03	— bad weather	
	04	— slack work for technical or economic reasons	
	05	— labour dispute	
	06	— school education or training	
	07	— variable hours (e.g. flexible working hours)	
	08	— own illness, injury or temporary disability	
	09	— maternity leave	
	10	— special leave for personal or family reasons	
	11	— annual holidays	
	12	— bank holidays	
	13	— start of job/change in job during the reference week	
	14	— end of job without taking up a new one during the reference week	
	15	— other reasons	
	97	Person having worked usual hours during the reference week (Cols 30/31 = 01-98 and Cols 28/29 = 01-98 and Cols 30/31 = Cols 28/29)	
	98	Person whose hours vary considerably from week to week or month to month and who did not state a reason for a divergence between the actual and the usual hours (Cols 28/29 = 00, if not Cols 32/33 = 01-15)	
	99	Other not applicable (Cols 25 = 2-5,9, Cols 28/29 = blank or Cols 30/31 = blank)	
	blank	No answer	

Column	Code	Description	Filter/Remarks
34		*Professional status in first job*	F: Col. 25 = 1,2 and not Col. 26 = 7
	1	Self-employed with employees	
	2	Self-employed without employees	
	3	Employee	
	4	Family worker	
	9	Not applicable (Col. 25 = 3-5,9 or Col. 26 = 7)	
	blank	No answer	
35/36		*Economic activity (NACE-classification) of the establishment in which person has first job*	F: Col. 25 = 1,2 and not Col. 26 = 7
	00-98 9A,9B	For coding of economic activity according to NACE at two-digit level — see Annex II	
	99	Not applicable (Col. 25 = 3-5,9 or Col. 26 = 7)	
	blank	No answer	
37/38		*Occupation of first job*	F: Col. 25 = 1,2 and not Col. 26 = 7
39		*Full-time/part-time distinction in first job*	F: Col. 25 = 1,2 and not Col. 26 = 7
	1	The job is a full-time job	
		The job is a part-time job which was taken because:	Codes in order of priority
	2	— person is undergoing school education or training	
	3	— of own illness or disability	
	4	— person could not find a full-time job	
	5	— persons did not want a full-time job	
	6	— of other reasons	
	7	Person with a part-time job but giving no reason	
	9	Not applicable (Col. 25 = 3-5,9 or Col. 26 = 7)	
	blank	No answer	

Column	Code	Description	Filter/Remarks
40		*Permanency of first job*	F: Col. 34 = 3
	1	Person has a permanent job/work contract of unlimited duration	
		Person has a temporary job/work contract of limited duration because:	Codes in order of priority
	2	— it is a contract covering a period of training (apprentices, trainees, research assistants, etc.)	
	3	— he could not find a permanent job	
	4	— he did not want a permanent job	
	5	Person with a temporary job/work contract of limited duration but giving no reason	
	6	Person has a temporary job/work contract of limited duration because it is a contract covering a probationary period	For Luxembourg only
	9	Not applicable (Col. 34 = 1,2,4,9, blank)	
	blank	No answer	
41		*Looking for another job and reasons for doing so*	F: Col. 25 = 1,2 and not Col. 26 = 7
	0	Person is *not* looking for another job	
		Person is looking for another job because:	Codes in order of priority
	1	— of risk or certainty of loss or termination of present job	
	2	— actual job is considered as a transitional job	
	3	— seeking a second job	
	4	— of wish to have better working conditions (e.g. pay, working or travel time, less strenuous work)	
	5	— of other reasons	
	6	Person looking for another job but giving no reason	
	9	Not applicable (Col. 25 = 3-5,9 or Col. 26 = 7)	
	blank	No answer	

Column	Code	Description	Filter/Remarks
		PREVIOUS WORK EXPERIENCE FOR PERSON NOT IN EMPLOYMENT	
42		*Previous work experience and period since having been in last employment*	F: Col. 25 = 3-5 or (Col. 25 = 2 and Col. 26 = 7)
	0	Person has never been in employment (apart from purely occasional work such as vacation work. Compulsory military or community service is not be considered as employment)	
		Person has already been in employment (compulsory military or community service is not to be considered as employment) and last job was left:	If the last job was followed by compulsory military or community service, the period starts to count at the end of this service
	1	— less than 6 months ago	
	2	— 6-11 months ago	
	3	— 12-17 months ago	
	4	— 18-23 months ago	
	5	— 24-35 months ago	
	6	— more than 35 months ago	
	7	Person having been in employment but not having stated when last job was left	
	9	Not applicable (Col. 25 = 1,9 or (Col. 25 = 2 and not Col. 26 = 7))	
	blank	No answer	
43		*Main reason for leaving last job or business for person having worked less than three years ago but with no job during the reference week*	F: Col. 42 = 1-5
		For former employees only:	
	0	Person has been dismissed or made redundant	
	1	A job of limited duration has ended	
	2	Person has resigned from his/her job	
	3	Person has taken early retirement for economic reasons	
		For all:	
	4	Person has given up work for reasons of illness or incapacity	
	5	Person has retired for other than economic or health reasons	
	6	Person was called up for compulsory military or community service	
	7	Other reasons	
	9	Not applicable (Col. 42 = 0, 6, 7, 9, blank)	
	blank	No answer	

Column	Code	Description	Filter/Remarks
		Details of last job or business for those having worked less than three years ago but with no job during the reference week (Excluding persons who have retired for other than economic or health reasons or who left the job or gave up business for personal or other unspecified reasons)	
44		*Professional status*	F: Col. 42 = 1-5 and not Col. 43 = 5, 7, 9, blank
	1	Self-employed with employees	
	2	Self-employed without employees	
	3	Employee	
	4	Family worker	
	9	Not applicable (Col. 43 = 5, 7, 9, blank)	
	blank	No answer	
45/46		*Economic activity (NACE-classification) of the establishment*	F: Col. 42 = 1-5 and not Col. 43 = 5, 7, 9, blank
	00-98, 9A, 9B	For coding of economic activity according to NACE at two-digit level — see Annex II	
	99	Not applicable (Col. 43 = 5, 7, 9, blank)	
	blank	No answer	
47/48		*Occupation*	F: Col. 42 = 1-5 and not Col. 43 = 5, 7, 9, blank
		SEEKING EMPLOYMENT	
49		*Seeking employment for person without employment during the reference week*	F: Col. 25 = 3-5 or (Col. 25 = 2 and Col. 26 = 7)
	1	Person is seeking employment	
	2	Person has already found a job which will start later	
		Person is not seeking employment because of:	
	3	— awaiting recall to work (for persons on lay-off)	
	4	— belief that work is not available or does not know where to get work	
	5	— other reasons	
	6	Person not seeking employment but giving no reason	
	9	Not applicable (Col. 25 = 1,9 or (Col. 25 = 2 and not Col. 26 = 7))	
	blank	No answer	

Column	Code	Description	Filter/Remarks
50		*Type of employment sought*	F: Col. 49 = 1,2 or Col. 41 = 1-6
		The employment sought is (for Col. 49 = 2 the employment found is)	
	1	as self-employed	
		as employee:	
	2	— and only a full-time job will be accepted (or has already been found)	
	3	— and full-time job is sought, but if not available, part-time job will be accepted	
	4	— and part-time job is sought, but if not available, full-time job will be accepted	
	5	— and only a part-time job will be accepted (or has already been found)	
	6	— person did not state whether a full-time or a part-time job is sought	
	9	Not applicable (Col. 25 = 9 or Col. 41 = 0, blank or Col. 49 = 3-6, blank)	
	blank	No answer	
51		*Situation immediately before person started to seek employment (or was waiting for new job to start)*	F: Col. 49 = 1,2
	1	Person was working (including apprentices, trainees)	
	2	Person was undergoing full-time education or training (excluding apprentices and trainees)	
	3	Person was conscript on compulsory military or community service	
	4	Person was keeping house	
	5	Other (e.g. retired)	
	9	Not applicable (Col. 49 = 3-6, 9, blank)	
	blank	No answer.	
52		*Duration of seeking employment*	F: Col. 49 = 1 or Col. 41 = 1-6
	0	Search not yet started	
	1	Less than 1 month	
	2	1-2 months	
	3	3-5 months	
	4	6-11 months	
	5	12-17 months	
	6	18-23 months	
	7	24 months and more	
	9	Not applicable (Col. 25 = 9 or Col. 41 = 0, blank or Col. 49 = 2-6, blank)	
	blank	No answer	

Column	Code	Description	Filter/Remarks
53		*Availability for work*	F: Col. 49 = 1 Col. 41 = 1-6 (For Greece and Portugal only F: Col. 49 = 1,4 or Col. 41 = 1-6)
		If a job were found now:	
	1	Person could start to work immediately (within two weeks)	
		Person could not start to work immediately (within two weeks) because:	
	2	— he/she must complete education or training	
	3	— he/she must complete compulsory military or community service	
	4	— he/she cannot leave present job within two weeks	
	5	— of personal or family responsibilities (incl. maternity)	
	6	— of illness, incapacity (for more than two weeks)	
	7	— of other reasons	
	8	Person not able to work immediately (within two weeks) but giving no reason.	
	9	Not applicable (Col. 25 = 9 or Col. 41 = 0, blank or Col. 49 = 2-6, blank)	
	blank	No answer	
54		*Registration at an official employment exchange*	F: Everybody of 14 years or over
	1	Person is registered at an official employment exchange and receives benefit or assistance	
	2	Person is registered at an official employment exchange but does not receive benefit or assistance	
	3	Person is neither registered at a careers office nor at an official employment office nor at a job centre but receives benefit or assistance	
	4	Person is not registered at an official employment exchange and does not receive benefit or assistance	
	9	Child less than 14 years old	
	blank	No answer	
55		*Main method employed during previous four weeks to find a job other than being registered at an official employment exchange*	F: Col. 49 = 1 or Col. 41 = 1-6
	0	Being on a register at a private employment office including careers office or job centre	
	1	Awaiting results of a competition for being recruited to the public sector	
	2	Inserted advertisements in newspapers or journals	
	3	Answered advertisements in newspapers or journals	
	4	Applied to employers directly	
	5	Asked friends, relatives, colleagues, trade unions, etc.	
	6	Studied 'situations vacant' columns in newspapers, etc.	
	7	Other methods used (to be specified to the interviewer)	
	8	No method used	
	9	Not applicable (Col. 25 = 9 or Col. 41 = 0, blank or Col. 49 = 2-6, blank)	
	blank	No answer	

Column	Code	Description	Filter/Remarks
		SITUATION OF THE INACTIVE	
56		*Situation of person who neither has a job nor is looking for one (excluding conscripts on compulsory military or community service)*	F: Col. 49 = 4-6, blank and not Col. 25 = 4
	1	Pupil or student in initial education or training	
	2	Person having left his/her job at the end of his working life	
	3	Person unable to work due to permanent disability	
	4	Other	
	9	Not applicable (Col. 25 = 4 or Col. 49 = 1-3, 9)	
	blank	No answer	
		EDUCATION AND TRAINING	
57		*Education and training during previous four weeks*	F: Everybody between 14 and 49 years
	0	Person was not receiving any education or training	
	1	Person was attending a school which provides general education (Isced 01)	
		Person was receiving training which was related to economic activity:	
	2	— by attending a school which provides training in specific subject matters (not Isced 01) or by attending university (without complementary training elsewhere)	
	3	— within the establishment (without complementary training elsewhere)	
		— in a dual training system, which provides training within the establishment as well as at school or university:	
	4	in the framework of an apprenticeship	
	5	in other forms of dual training systems	
	6	— other training related to economic activity not listed before	
	7	Part-time college	UK only
	9	Child less than 14 years old or person of 50 years or over	
	blank	No answer	
58		*Purpose of the training being received during previous four weeks*	F: Col. 57 = 2-6 (UK: Col. 57 = 2-7)
	1	Initial vocational training	
	2	Advancement in career	
	3	Changing career	
	4	Other purposes	
	9	Not applicable (col. 57 = 0,1, 9, blank)	
	blank	No answer	
		SITUATION ONE YEAR BEFORE SURVEY	
59		*Situation with regard to activity one year before survey*	F: Everybody of 14 years or over Codes in order of priority
	1	Person was working, had a job or business	
		Person was not working, had no job or business and	
	2	— was seeking employment or was on lay-off	
	3	— was pupil or student in initial education or training	
	4	— was conscript on compulsory military or community service	
	5	— was in a situation different from those described above	
	9	Child less than 14 years old at time of survey	
	blank	No answer	

Column	Code	Description	Filter/Remarks
60		*Professional status one year before survey*	F: Col. 59 = 1
	1	Self-employed with employees	
	2	Self-employed without employees	
	3	Employee	
	4	Family worker	
	9	Not applicable (Col. 59 = 2-5, 9, blank)	
	blank	No answer	
61/62		*Economic activity (NACE-classification) of the establishment in which person was working one year before the survey*	F: Col. 59 = 1
	00-98 9A-9B	For coding of economic activity according to NACE at two-digit level — see Annex II	
	99	Not applicable (Col. 59 = 2-5, 9, blank)	
	blank	No answer	
63/64		*Country of residence one year before survey*	Everybody
	01	FR of Germany	
	02	France	
	03	Italy	
	04	The Netherlands	
	05	Belgium	
	06	Luxembourg	
	07	United Kingdom	
	08	Ireland	
	09	Denmark	
	10	Greece	
	11	Portugal	
	12	Spain	
	13	Norway	
	14	Turkey	
	15	Austria	
	16	Poland	
	17	Yugoslavia	
	18	Algeria	
	19	Morocco	
	20	Tunisia	
	21	Other	
	99	Child less than one year old	
	blank	No answer	

Column	Code	Description	Filter/Remarks
65/66		*Region of residence one year before survey (within each country)*	F: Everybody
		Only for person who has not changed country of residence	
		For coding, see Annex I	
	00	Not applicable (person who has changed country of residence, or child less than one year old)	
	blank	No answer	
		TECHNICAL ITEMS RELATING TO THE INTERVIEW (2)	
67		*Participation in the survey*	F: Everybody of 14 years or over
	1	Direct participation	
	2	Participation via another member of the household	
	9	Child less than 14 years old	
	blank	No answer	
68/73		*Weighting factor for each record*	F: Everybody
		Cols 68-71 contain whole numbers	
		Cols 72-73 contain decimal places	No blanks allowed
74		*Sub-sample to which person's address or household belongs in relation to the preceding survey*	F: Everybody
	1	Person's address or household belongs to the sub-sample *not* surveyed in the previous Community labour force survey.	
	2	Person's address or household belongs to the sub-sample already surveyed in the previous Community labour force survey (for area samples only: including addresses relating to buildings constructed since the previous survey and belonging to this sub-sample)	No blanks allowed
75		*Sub-sample to which person's address or household belongs in relation to the next survey*	F: Everybody
	1	Person's address or household belongs to the sub-sample *not* to be surveyed in the next Community labour force survey	
	2	Person's address or household belongs to the sub-sample to be surveyed again in the next Community labour force survey	No blanks allowed

Column	Code	Description	Filter/Remarks
		From 1988 survey onwards:	
76		*Highest level of education or training completed*	F: Everybody of 14 years or over
	0	No formal education	
	1	First level	
	2	Second level, first stage	
	3	Second level, second stage	
	4	Third level	
	5	Third level, non-university	
	6	Third level, university or equivalent	
	7	Post-graduate	
	9	Person under 14 years old	
	blank	No answer	
77		*Highest level of education or training attended but not completed*	F: Everybody of 14 years or over
	1	First level	
	2	Second level, first stage	
	3	Second level, second stage	
	4	Third level	
	5	Third level, non-university	
	6	Third level, university or equivalent	
	7	Post-graduate	
	8	Person has completed the highest level of education he/she has attended	
	9	Person under 14 years old	
	blank	No answer	

ANNEX I
Regional codes for level I and level II of the nomenclatures of territorial units (NUTS)

ANNEX I — Regional codes for level I and level II of the nomenclatures of territorial units (NUTS)

BELGIQUE/BELGIË

	LEVEL I		
10	Vlaams gewest/Région flamande	11	Antwerpen
		22	Halle-Vilvoorde
		23	Leuven
		51	Limburg
		81	Oost-Vlaanderen
		91	West-Vlaanderen
20	Waals gewest/Région wallonne	24	Nivelles
		31	Hainaut
		41	Liège
		61	Luxembourg
		71	Namur
30	Brussels gewest/Région bruxelloise	21	Bruxelles capitale/Brussel hoofdstad
	LEVEL II		
01	Antwerpen/Anvers	11	Antwerpen
02	Brabant	21	Bruxelles capitale/Brussel hoofdstad
		22	Halle-Vilvoorde
		23	Leuven
		24	Nivelles
03	Henegouwen/Hainaut	31	Hainaut
04	Luik/Liège	41	Liège
05	Limburg/Limbourg	51	Limburg
06	Luxemburg/Luxembourg	61	Luxembourg
07	Namen/Namur	71	Namur
08	Oost-Vlaanderen/Flandre orientale	81	Oost-Vlaanderen
09	West-Vlaanderen/Flandre occidentale	91	West-Vlaanderen

BR DEUTSCHLAND

	LEVEL I		LEVEL II
10	Schleswig-Holstein	10	Schleswig-Holstein
20	Hamburg	20	Hamburg
30	Niedersachsen	31	Braunschweig
		32	Hannover
		33	Lüneburg
		34	Weser-Ems
40	Bremen	40	Bremen
50	Nordrhein-Westfalen	51	Düsseldorf
		52	Köln
		53	Münster
		54	Detmold
		55	Arnsberg
60	Hessen	61	Darmstadt
		62	Gießen
		63	Kassel
70	Rheinland-Pfalz	71	Koblenz
		72	Trier
		73	Rheinhessen-Pfalz
80	Baden-Württemberg	81	Stuttgart
		82	Karlsruhe
		83	Freiburg
		84	Tübingen
90	Bayern	91	Oberbayern
		92	Niederbayern
		93	Oberpfalz
		94	Oberfranken
		95	Mittelfranken
		96	Unterfranken
		97	Schwaben
A0	Saarland	A0	Saarland
B0	Berlin (West)	B0	Berlin (West)

GREECE

	LEVEL I		LEVEL II
10	Northern Greece	11	Eastern Macedonia and Thraki
		12	Central Macedonia
		13	Western Macedonia
		14	Thessalia
20	Central Greece	21	Epirus
		22	Ionian Islands
		23	Western Greece
		24	Greek Mainland
		25	Peloponnese
30	Attica	30	Attica
40	Islands	41	Northern Aegean
		42	Southern Aegean
		43	Crete

ESPAÑA

	LEVEL I		LEVEL I
10	Noroeste	11	Galicia
		12	Asturias
		13	Cantabria
20	Nordeste	21	País Vasco
		22	Navarra
		23	Rioja
		24	Aragón
30	Madrid	30	Madrid
40	Centro	41	Castilla - León
		42	Castilla - La Mancha
		43	Extremadura
50	Este	51	Cataluña
		52	Comunidad Valenciana
		53	Baleares
60	Sur	61	Andalucía
		62	Murcia
		63	Ceuta y Melilla[1]
70	Canarias	70	Canarias

[1] The region formed by Ceuta y Melilla is not covered in the labour force survey.

FRANCE

	LEVEL I		LEVEL II
10	Île de France	10	Île de France
20	Bassin parisien	21	Champagne-Ardenne
		22	Picardie
		23	Haute-Normandie
		24	Centre
		25	Basse-Normandie
		26	Bourgogne
30	Nord-Pas-de-Calais	30	Nord-Pas-de-Calais
40	Est	41	Lorraine
		42	Alsace
		43	Franche-Comté
50	Ouest	51	Pays de la Loire
		52	Bretagne
		53	Poitou-Charentes
60	Sud-Ouest	61	Aquitaine
		62	Midi-Pyrénées
		63	Limousin
70	Centre-Est	71	Rhône-Alpes
		72	Auvergne
80	Méditerranée	81	Languedoc-Roussillon
		82	Provence-Alpes-Côte-d'Azur
		83	Corse

ITALIA

	LEVEL I		LEVEL II
10	Nord-Ovest	11	Piemonte
		12	Valle d'Aosta
		13	Liguria
20	Lombardia	20	Lombardia
30	Nord-Est	31	Trentino - Alto Adige
		32	Veneto
		33	Friuli - Venezia Giulia
40	Emilia-Romagna	40	Emilia-Romagna
50	Centro	51	Toscana
		52	Umbria
		53	Marche
60	Lazio	60	Lazio
70	Campania	70	Campania
80	Abruzzi e Molise	81	Abruzzi
		82	Molise
90	Sud	91	Puglia
		92	Basilicata
		93	Calabria
A0	Sicilia	A0	Sicilia
B0	Sardegna	B0	Sardegna

NEDERLAND

	LEVEL I		LEVEL II
10	Noord-Nederland	11	Groningen
		12	Friesland
		13	Drenthe
20	Oost-Nederland	21	Overijssel
		22	Gelderland
		23	Flevoland
30	West-Nederland	31	Utrecht
		32	Noord-Holland
		33	Zuid-Holland
		34	Zeeland
40	Zuid-Nederland	41	Noord-Brabant
		42	Limburg

PORTUGAL

	LEVEL I		LEVEL II
10	Norte do Continente	11	Norte
		12	Centro
20	Sul do Continente	21	Lisboa e Vale do Tejo
		22	Alentejo [1]
		23	Algarve [1]
30	Ilhas	31	Açores
		32	Madeira

[1] In 1986 and 1987, these regions are combined as 'Sul'.

UNITED KINGDOM

	LEVEL I		LEVEL II
10	North		
20	Yorkshire and Humberside		
30	East Midlands		
40	East Anglia		
50	South-East		
60	South-West		
70	West Midlands		
80	North-West		
90	Wales		
A0	Scotland		
B0	Northern Ireland		

Luxembourg
Ireland
Denmark
} Each entire country constitutes one level II region.

ANNEX II
Codes for divisions and classes of the general industrial classification of economic activities within the European Communities (NACE)

ANNEX II — Codes for divisions and classes of the general industrial classification of economic activities within the European Communities (NACE)

00 Agriculture, hunting, forestry and fishing

01 Agriculture and hunting
02 Forestry
03 Fishing

10 Energy and water

11 Extraction and briquetting of solid fuels
12 Coke ovens
13 Extraction of petroleum and natural gas
14 Mineral oil refining
15 Nuclear fuels industry
16 Production and distribution of electricity, gas, steam and hot water
17 Water supply: collection, purification and distribution of water

20 Extraction and processing of non-energy-producing minerals and derived products; chemical industry

21 Extraction and preparation of metalliferous ores
22 Production and preliminary processing of metals
23 Extraction of minerals other than metalliferous and energy-producing minerals; peat extraction
24 Manufacture of non-metallic mineral products
25 Chemical industry
26 Man-made fibres industry

30 Metal manufacture; mechanical, electrical and instrument engineering

31 Manufacture of metal articles (except for mechanical, electrical and instrument engineering and vehicles)
32 Mechanical engineering
33 Manufacture of office machinery and data processing machinery
34 Electrical engineering
35 Manufacture of motor vehicles and of motor vehicle parts and accessories
36 Manufacture of other means of transport
37 Instrument engineering

40 Other manufacturing industries

41/42 Food, drink and tobacco industry
43 Textile industry
44 Leather and leather goods industry (except footwear and clothing)
45 Footwear and clothing industry
46 Timber and wooden furniture industries
47 Manufacture of paper and paper products; printing and publishing
48 Processing of rubber and plastics
49 Other manufacturing industries

50 Building and civil engineering

50 Building and civil engineering

60 Distributive trades, hotels, catering, repairs

61 Wholesale distribution (except dealing in scrap and waste materials)
62 Dealing in scrap and waste materials
63 Agents
64/65 Retail distribution
66 Hotels and catering
67 Repair of consumer goods and vehicles

70 Transport and communication

71 Railways
72 Other land transport (urban transport, road transport, etc.)
73 Inland water transport
74 Sea transport and coastal shipping
75 Air transport
76 Supporting services to transport
77 Travel agents, freight brokers and other agents facilitating the transport of passengers or goods; storage and warehousing
79 Communication

80 Banking and finance, insurance, business services, renting

81 Banking and finance
82 Insurance except for compulsory social insurance
83 Activities auxiliary to banking, finance and insurance; real estate transactions (except letting of real estate by the owner), business services
84 Renting, leasing and hiring of movables
85 Letting of real estate by the owner

90 Other services

91 Public administration, national defence and compulsory social security
92 Sanitary services and administration of cemeteries
93 Education
94 Research and development
95 Medical and other health services, veterinary services
96 Other services provided to the general public
97 Recreational services and other cultural services
98 Personal services
9A Domestic services
9B Diplomatic representation, international organizations and allied armed forces

The breakdown by economic activity and sector used in presenting survey results corresponds to the following NACE categories:

Economic activity	NACE
Agriculture, hunting, forestry and fishing	00
Energy and water	10
Extraction and processing of non-energy-producing minerals and derived products; chemical industry	20
Metal manufacture; mechanical, electrical and instrument engineering	30
Other manufacturing industries	40
Building and civil engineering	50
Distributive trades, hotels, catering, repairs	60
Transport and communication	70
Banking and finance, insurance, business services, renting	80
Public administration, national defence and compulsory social security	91
Other services	90 (excluding 91)

SECTORS	NACE
Agriculture	00
Industry	10-50
Services	60-90

Col. 21: **Date of birth within the year**

Together with the year of birth (Cols 19/20) this enables the age in years of the person interviewed to be established. This is used in the analyses of the survey results.

Col. 25: **Work status in reference week**

Information provided here, in conjunction with Col. 26, determines whether a person is considered as being in employment or not.

Respondents coded 1 or 2 at Col. 25 who are not coded 7 (New job to start in the future) on Col. 26 are classified as persons in employment.

Code 1: Definition of 'work'

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

(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 establishing a business, farm or professional practice; this includes the buying or installing of equipment, and ordering of supplies in preparation for opening a new business.

The unpaid family worker is said to be working if the work contributes directly to a business, farm or professional practice owned or operated by a related member of the same household. Unpaid family work is any task directly contributing to the operation of the farm or family business.

Code 2: Definition of having a job

1. For employees

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

Long-term absence from work. If the total absence from work (measured from the last day of work to the day on which the paid worker will return) has exceeded six months then a person is considered to have a job only if full or partial pay is received by the worker during the absence.

Seasonal workers. In some industries such as agriculture, forestry, fishing, hotels and some types of construction, there is a substantial difference in the level of employment from one season to the next. For the purposes of the labour force survey, paid workers in such industries are not considered to 'have a job but not be at work' in off-seasons.

2. For unpaid family workers

The unpaid familiy worker can be said to 'have a job but not be at work' if there is a definite commitment by the employer (a related household member) to accept his/her return to work.

3. For self-employed persons

For purposes of determining their classification while they are absent from work, the self-employed are divided into two groups:

(1) Self-employed persons with a business, farm or professional practice;

(2) Self-employed persons without a business, farm or professional practice.

A business exists when one or more of the following conditions are met:

(i) Machinery or equipment of significant value, in which the person has invested money, is used by him or his employees in conducting his business.

(ii) An office, store, farm or other place of business is maintained.

(iii) There has been some advertisement of the business or profession by listing the business in the telephone book, displaying a sign, distributing cards or leaflets, etc.

Self-employed persons who did not work in the reference week can only be classified as 'had a job but not at work' if they had a business, farm or professional practice.

Code 3:
A person on lay-off is one whose written or unwritten contract of employment, or activity, has been suspended by the employer for a specified or unspecified period at the end of which the person concerned has a recognized right or recognized expectation to recover employment with that employer. This type of employer-employee relationship exists only in Denmark, Greece, Ireland and Portugal.

Col. 26: **Reason for not having worked at all though having a job**

This item is addressed to those persons who had a job but who did not work at all during the reference week (Filter: Col. 25 = 2).

Code 2:
This code only applies to persons who were directly involved in a labour dispute. Other persons who did not work because production in the establishment was impeded by a labour dispute outside this establishment (thus causing a shortage in material supplies for example) are coded 1: slack work for technical or economic reasons.

Code 5:
This code is used for those persons who were on statutory maternity leave. Any other leave taken for reasons of childbearing or rearing is coded 8: 'Other reasons'.

Code 7:
This code identifies those persons who under Col. 25 erroneously declare themselves as having a job in the reference week but who in effect have only found a job which will start later. There may also be other persons who are classified as not having a job in the reference week and who declare under Col. 49 that they have already found a job which will start later. Both cases are classified as unemployed.

Col. 27: **Existence of more than one job or business**

This item makes multiple job-holders aware of the fact that Cols 28-41 relate to the first job only.

The decision as to which job to consider as the first job is made by respondents according to their subjective assessment. In doubtful cases the job with the greatest number of hours usually worked is considered as the first job.

Persons having changed job during the reference week are considered as having only one job; details reported under the following items relate to the job held at the end of the reference week.

Cols 28/29: **Number of hours per week usually worked in first job or business**

The number of hours given here corresponds to the number of hours the person normally works. This covers all hours including extra hours, either paid or unpaid, which the person normally works, but excludes the travel time between the home and the place of work as well as the main meal breaks (normally taken at midday). Persons who usually also work at home (e.g. teachers preparing lessons) are asked to include the number of hours they usually work at home. Apprentices, trainees and other persons in vocational training are asked to exclude the time spent in school or other special training centres.

Some persons, particularly the self-employed and family workers, may not have usual hours, in the sense that their hours vary considerably from week to week or month to month. When the respondent is unable to provide a figure for usual hours for this reason, the average of the hours actually worked per week over the past four weeks is used as a measure of usual hours.

Code 00 is applied to those cases where neither the number of usual hours nor an average number of hours worked over the past four weeks can be established.

Cols 30/31: **Number of hours actually worked during the reference week in first job or business**

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

Unless otherwise stated, reported average hours worked during the reference week are calculated only for those persons who have worked for at least one hour during the reference week. Persons are excluded from this calculation if they have not worked during the reference week due to holiday, illness, etc.,

Cols 32/33: **Main reason for hours actually worked during the reference week in first job being different from the person's usual hours**

Reasons for working less or more than usual hours can, in conjunction with reasons for not having worked at all (Col. 26) and reasons for working part-time (Col. 39), be considered in studies related to hours of work and underemployment.

The reasons for time loss can, to some extent, be split into market-related and non-market-related reasons.

The 'main' reason is the one which explains the greatest number of hours.

Code 05:
This code only applies to persons who were directly involved in a labour dispute. Other persons who did not work because production in their establishment was impeded by a labour dispute outside the establishment (thus causing a shortage in material supplies, for example) are coded 04: slack work for technical or economic reasons.

Code 09:
This code is used for those persons who were on statutory maternity leave. Any other leave taken for reasons of child-bearing or rearing is coded 10: 'personal or family responsibilities or other personal reasons'.

Col. 34 **Professional status in first job**

Code 1:
Self-employed persons with employees are defined as persons who work in their own business, professional practice or farm, for the purpose of earning a profit and who employ at least one other person.

Code 2:
Self-employed persons without employees are defined as persons who work in their own business, professional practice or farm for the purpose of earning a profit, and who do not employ any other person.

Code 3:
Employees are defined as persons who work for a public or private employer and who receive compensation in the form of wages, salaries, fees, gratuities, payment by results or payment in kind; non-conscript members of the armed forces are also included.

Code 4:
Family workers are persons who help another member of the family to run an agricultural holding or other business, provided they are not considered as employees.

In the presentation of the results, Codes 1 and 2 are always grouped under the heading 'employers and self-employed'.

Cols 37/38: **Occupation of first job**

Though information on occupation is collected, no analysis on this item is published since the occupational classification used does not provide sufficient comparability between countries.

Col. 39: **Full-time/part-time distinction in first job**

The distinction between full-time and part-time work is generally made on the basis of a spontaneous answer given by the person interviewed.

Different definitions are used in the following countries:

Greece: A person works part-time if he/she works fewer hours than those provided for in collective agreements applicable for the type of job at which the person is working.

Italy: A person works part-time if, in agreement with his/her employer, he/she works less hours than those normally worked in his/her particular type of employment.

The Netherlands: Self-employed or family workers are working part-time if they usually work less than 35 hours. Employees are working part-time if either their contractual hours are less than 31, or they are between 31 and 34 and considered as fewer than those normally worked for the type of job.

The reasons for working part-time are given in order of priority; whenever there is more than one reason the lowest code number is taken.

Col. 40: **Permanency of first job**

This item applies to employees only.

In the majority of the member countries an overwhelming number of jobs are based on written work contracts, while in some countries such contracts exist only for specific cases (e.g. in the public sector, for apprentices or other persons undergoing some formal training within an enterprise). Taking account of these different institutional arrangements the notions 'temporary job' and 'work contract of limited duration' (likewise 'permanent job' and 'work contract of unlimited duration') have been introduced to describe situations which under different institutional frameworks, can be regarded as similar.

A job may be regarded as temporary if it is understood by the employer and the employee that the termination of the job is determined by objective conditions such as reaching a certain date, completion of an assignment or the return of an employee who has been temporarily replaced; in the case of a work contract of limited duration the condition for its termination is generally mentioned in the contract.

Included in this group are:

(i) persons with a seasonal job;

(ii) persons engaged by an employment business and hired out to a third party for the carrying out of a 'work mission' (unless there is a written work contract of unlimited duration with the employment business);

(iii) persons with specific training contracts.

If there exists no objective criterion for the termination of a job or work contract these are regarded as permanent or of unlimited duration respectively.

For Luxembourg an additional code 6, 'the person has a temporary job/work contract of limited duration because it is a contract covering a probationary period', has been provided. This code applies only to persons whose contract finishes automatically at the end of the probationary period necessitating a new contract if they continue to be employed by the same employer.

Col. 41: **Looking for another job and reasons for doing so**

This item is included to identify those persons who are both working and looking for work. In this case 'looking for another

job' means either looking for a job to replace the one currently held or looking for a job in addition to the one at which the person worked in the reference week.

Since persons looking for another job are asked most of the questions in the section on 'seeking employment' (Cols 49 to 55), job search data for this group can be generated on the same basis as that used for persons without employment.

Persons looking for another job because of risk or certainty of loss or termination of their present job (code 1), or because the job presently held is considered as a transitional job (code 2) may to a certain extent be considered as holding precarious jobs.

Col. 42: **Previous work experience and period since having been in last employment**

Code 0 identifies persons who, apart from purely occasional work, have never held any employment, and is used to define first job-seekers within the unemployed.

Although compulsory military or community service is not considered as employment for persons who have been conscripted after having left their last job the period starts to count at the end of the military or community service.

Col 43: **Main reason for leaving last job or business for person having worked less than three years ago but with no job during the reference week**

This information is available only for persons who lost or left their last job less than three years ago. It can be used in the analysis of conditions leading to unemployment or inactivity.

In particular, unemployed persons, who had worked immediately before starting to look for work (Col. 51, code 1), are classified as job-losers if one of the codes 0, 1 or 3 applies; otherwise they are classified as job-leavers. Since the codes mentioned can only apply to former employees, job-losers always belong to this group.

Code 3:
Early retirement for economic reasons is generally based on regulations issued by government and agreed by the social partners in order to cope with general labour market problems or difficulties in specific industries.

Code 5:
This code covers all persons who have retired, unless code 3: 'early retirement for economic reasons' or code 4: 'Person has given up work for reasons of illness or incapacity' apply.

Col. 49: **Seeking employment for person without employment during the reference week**

This item introduces the section on search for work. It is addressed to all persons not classified as employed and constitutes the first test for their classification as unemployed or inactive.

Code 1:
Employment is taken to be synonymous with work; for the definition of 'work' see Col. 25.

Code 2:
As mentioned in the notes to Col. 26 (code 7), this code applies to all persons without a job during the reference week who have already found a job which will start later. This information is sufficient to classify them as unemployed.

Code 3:
Identifies all persons who, having declared at Col. 25 that they are on lay-off, are not seeking employment. Persons on lay-off are classified as unemployed regardless of whether or not they are looking for work.

Code 4:
This code provides a crude measure of the group sometimes called 'discouraged workers'.

Col. 50: **Type of employment sought**

This item identifies whether the person is seeking to set up his/her own business, farm or professional practice, or is seeking work as an employee; for the latter a further breakdown into full-time and part-time employment is provided.

Codes 2-5:
Persons seeking a full-time/part-time job are asked if they would accept a part-time/full-time job if such a job became available. Persons who have already found a job to start later are coded either 2 or 5 depending on whether they have found a full-time or part-time job.

Col. 51: **Situation immediately before person started to seek employment.**

This item enables one to distinguish among the unemployed between job-losers/leavers and re-entrants, insofar as the first group must have worked immediately before having started seeking employment (code 1) while the latter group had temporarily left the labour market (codes 2 to 5).

Another purpose of this item is to help respondents to answer the next question on duration of job search. It provides, as far as possible, a reference point for measuring this duration.

Col. 52: **Duration of seeking employment**

The duration of seeking employment can be considered as a proxy variable for the duration of unemployment, the latter being understood as the number of months up to the end of the reference week during which a person was without a job, looking for one and available for work.

It is possible that the duration of seeking employment overestimates the duration of unemployment, since persons may already start to look for a job while still holding another one, or when they are unavailable to take up a job for other reasons.

In most cases there is no clear-cut starting point for job search and even where there is, respondents may not be able to remember that date precisely. Therefore, information provided here can only be regarded as an approximation of the true duration of unemployment and the size and direction of any bias is unknown.

Col. 53: **Availability for work**

Persons seeking paid employment must be immediately available for work in order to be considered unemployed. 'Immediately available' means that if a job was found at the time of the interview, the person would be able to start work within two weeks.

Testing for availability in the two weeks after the interview is considered more appropriate than testing during the reference week as persons seeking paid employment have, by definition, not yet found a job; among them may be persons who were not available during the reference week, but who might have been able to overcome the obstacles in taking up a job had they succeeded in finding one. To exclude this group would mean excluding persons whose non-availability is due solely to the fact that they had not yet succeeded in finding work. This problem is solved by testing for availability in a future period of time.

Col. 54: **Registration at an official employment exchange**

Being placed on the register of, or maintaining registration with an official employment exchange is considered to be active job search. Therefore, persons counted as registered unemployed according to national registration practices are also considered as unemployed according to the survey definition, provided they had no job during the reference week, were available for work and declare themselves to be seeking employment.

Everybody of 14 years or over should answer this question. This is intended to enable better comparisons of the survey results with the level and structure of registered unemployment as published monthly by Eurostat.

Code 3:
In the United Kingdom persons without work and seeking employment can claim unemployment benefit without being registered at an employment exchange. Moreover, the national count of 'registered' unemployed only includes claimants at Unemployment Benefit Offices. In order to take account of this situation, code 3 has been introduced. Claiming unemployment benefit is taken to be evidence of active job search.

Col. 55: **Main method employed during previous four weeks to find a job, other than being registered at an official employment exchange**

This item plays a key role since job search in the previous four weeks is a primary criterion in defining unemployment.

Code 0:
Since in the United Kingdom registration at a careers office, employment office or job centre is no longer required for claimants of unemployment benefit, these registrations can be regarded as equivalent to the registration at a private employment office; in consequence, both types of registration are coded here for the United Kingdom.

Code 1:
Only persons who state that they are awaiting the results of a recruitment competition in the public sector are, in principle, coded here.

Awaiting the results of any application or competition does not indicate a strong enough attachment to the labour market to justify the classification of a person in this situation as unemployed. The exception of competitions for recruitment in the public sector is made because, for persons with specific qualifications, this may be the only employer to offer an adequate job (e.g. as teachers or policemen) and competitions may be the only way to obtain such employment.

In practice, however, persons awaiting the results of any type of application or competition are included in Italy (only in 1983) and in the United Kingdom (from 1984 onwards).

Col. 56: **Situation of person who neither has a job nor is looking for one**

This item is addressed only to persons who, according to the labour force classification, are considered as inactive persons, and attempts a further breakdown of this residual group.

Code 1 provides an estimate of the number of pupils and students among the inactive which, in conjunction with Col. 57, can be used to obtain an overall estimate of this group.

Results derived from this item although providing some information on the composition of inactive persons are not fully comparable between countries. This is mainly because there are no internationally agreed criteria available which would allow the division of the inactive population into mutually exclusive and exhaustive groups. Countries therefore attribute codes according to their own differing national practices.

Col. 57: **Education and training during previous four weeks**

This item is addressed to all persons aged between 14 and 49 years. It provides, together with Col. 58, some basic information about education and training insofar as it is relevant to the actual — or possible — future job of the person concerned.

Codes 1 and 2 (person was attending a school or university) are also used to estimate the number of persons who are in school or university education, regardless of their labour force classification. This enables an approximate measurement of the numbers of pupils or students who, according to their activity during the reference week, are classified as employed or unemployed.

Since this item relates only to education and training which is relevant to the actual or possible future job of the respondent, any kind of recreational or other courses which are likely to be unrelated to the respondent's job or business (e.g. driving lessons for persons who do not have to drive a car in their job) are excluded.

It was felt that a reference period of four weeks was necessary in order to distinguish whether the respondent was actually attending any kind of course or whether the respondent's 'main situation' was in fact as a 'student' or 'person in training' who was not attending any courses during the reference week. A period of only one week was considered too short because of the risk that due to a holiday or for other reasons, no education or training might be received during this week.

The basic distinction found in this item is between general education and training relevant to economic activity. Every training which is not obviously unrelated to economic activity, and which is received outside a school providing general education, is assumed to be relevant to economic activity.

The differing sub-codes for training relevant to economic activity are defined by training systems linked to the institutions which offer the training.

If during the past four weeks, education or training was received in more than one institution, the training which is considered the most important by the respondent is coded; in doubtful

cases the most important training is the one on which most hours have been spent during the past weeks. There is one exception to this rule: persons who follow a training programme in a dual system which involves both school and the establishment (e.g. apprenticeship, sandwich course) are always coded 4 or 5 regardless of whether training was received in one or more institutions during the past four weeks.

Code 1:
All persons who attended a school which provides general programmes are included (field 01 of the Isced-classification of Unesco).

Code 2:
All persons who were attending a school which is not covered under code 1 (providing programmes not covered by Isced-field 01) and all university students are coded here.

Code 3:
'Within the establishment' means on the premises of the establishment, with the consequence that other forms of training which may be paid for and/or organized by the establishment but which take place elsewhere are not coded here.

Codes 4 and 5:
Persons attending training programmes in a dual system are coded here regardless of whether training was actually received in one or more institutions during the past four weeks. Code 4 is reserved for persons who are trained in the framework of an apprenticeship, while code 5 applies to persons undergoing any other training in a dual system.

Code 6:
Persons who, during the past four weeks, were primarily trained outside school, university or their establishment are coded here. These include for example: persons attending courses in special training centres, persons following correspondence courses.

Col. 58: **Purpose of the training being received during previous four weeks.**

This item is addressed to all persons who, during the previous four weeks, were receiving training related to economic activity (Filter: Col. 57 = 2-6). The code used is largely determined by the objective declared by the person receiving training.

Code 1:
This code applies to all persons who continue training or education after compulsory school age and who have never worked (except purely occasional jobs, compulsory military or community service), or whose employment is merely a component part of their training (e.g. apprentices).

All persons with a recognized vocational qualification, who, without ever having worked in a profession, have started training for a completely different occupation, can declare the purpose of training to be 'changing career' (Code 3).

Code 2:
This code refers to all persons who, in the reference period, were receiving training to improve their qualifications in their present or previous occupation.

Code 3:
This code refers to all persons who, in the reference period, were receiving training in an area different to their present or previous occupation, with a view to changing jobs.

All persons with a recognized vocational qualification, but without relevant work experience, may be coded here, provided the subject area of the present training is substantially different from the training already completed.

Col. 59: **Situation with regard to activity one year before survey**

This and Cols 60-67 can be used to obtain information on mobility over one year: mobility between employment, unemployment and inactivity and movements in and out of the labour force, mobility of professional status or economic activity, and geographical mobility.

It should be noted that the above mobility measures are derived from a comparison of a person's situation at two points in time, namely during the reference week and 12 months prior to it. Therefore, for each kind of mobility, at most one change is reported for any person whereas several changes may have in fact occurred during the 12 months preceding the reference week.

The quality of mobility measures derived is adversely affected by definitional problems. In order to obtain information about the situation one year before the survey, one has to rely on the memories of the respondents, who, in cases of proxy interviews, are not even the people for whom the information is collected. Because of this, the amount of detail which can reasonably be asked is very limited, and asking all the questions which would be necessary for the classification of persons according to the ILO definitions is not possible.

As a result, the comparison of a person's situation has to be made on the basis of two different concepts: the ILO definitions for the situation in the reference week and a 'main status' concept for the situation a year before the survey. By means of the wording of the different answer categories and by implying a priority order, code 1 having the highest and code 5 the lowest priority, an attempt has, however, been made to match the two concepts as far as possible.

Code 1:
Persons with this code are classified as being in employment one year before the survey.

Code 2:
Persons with this code are considered as having been unemployed.

Code 3:
Those of the inactive population who, one year before the survey, were pupils or students in initial education are coded here.

Education and training are considered as initial when they take place during or immediately subsequent to compulsory schooling or when they are only interrupted by compulsory military or community service.

Code 4:
Although conscripts on compulsory military or community service are excluded from the analysis of the survey results, this code identifies persons who were conscripts a year before the survey. This code is particularly important in identifying labour force entrants.

Code 5:
Persons with this code are classified as having been inactive one year before the survey.

Cols 68-73: **Weighting factor for each record**

Since each person in the labour force survey sample 'represents' several other persons not in the sample, the record for each responding individual is assigned a weighting indicating how many persons are 'represented' by this individual.

Further details on the determination of this weighting can be found in the chapter on 'Sampling methods and adjustment procedures'.

Cols 74 and 75: **Sub-sample to which person's address or household belongs**

Cols 74 and 75 have been included in order to identify the common sub-sample in two surveys, thus making it possible to estimate net-changes between the two survey periods.

Assuming that the survey is to be held every year, the common sub-sample in the years t and t + 1 is identified as follows:

In the data set of the results of the survey in year t + 1 all records belonging to the sub-sample already surveyed in year t will be coded 2 on Col. 74; in the data set of the results of the survey in year t all records belonging to the sub-sample to be surveyed again in year t + 1 will be coded 2 on Col. 75.

In order to attribute the codes on Col. 75 the sub-sample to be surveyed again in year t + 1 must already be designated when the results of the survey in year t are prepared.

Cols 76 and 77: **Highest level of education or training**

Code 0: Pre-school education (Isced 0) is below the age of compulsory schooling

Code 1: First-level (or primary) education (Isced 1) starts at the age of compulsory schooling and generally continues to about age 11 or 12 years.

Code 2: Second-level, first stage (or lower secondary) education (Isced 2) generally covers about the next four years.

Code 3: Second-level, second stage (or higher secondary) education (Isced 3) covers the last two or three years of full-time schooling and leads to a qualification for admission to university or other form of higher education.

Code 5: Third-level, non-university education (Isced 5) may be full-time or part-time and leads to a recognized qualification not considered to be equivalent to a university first degree.

Code 6: Third-level university education (Isced 6) comprises studies leading to the award of a first university degree or equivalent diploma. In some Member States these qualifications can be obtained through an institution other than a university.

Code 7: Post-graduate studies (Isced 7) comprise all higher degrees for which the possession of a first university degree is normally a prerequisite.

Vocational training in which the acquisition of manual skills predominates over theoretical knowledge, although the latter is usually also a component, is generally considered to be at second level, first stage. Where completion of second level, first stage, is a condition of entry and the course includes a significant theoretical component leading to the award of a certificate or diploma, it is generally considered to be at second level, second stage.

International agreement on which third-level qualifications are or are not equivalent to a first university degree does not yet exist. As a general rule those in Isced 5, (third level, non-university) are of the technician type, the holder of which would normally be directed by a fully-qualified professional, who would normally be regarded as having completed third-level university, or equivalent education.

Education or training which does not lead to a generally recognized qualification should not be included at these columns.

Completing a level of education or training means passing examinations, obtaining a qualification or, at lower levels, if there is no 'final' examination, attending the prescribed number of years schooling.

Persons participating in but not finishing a correspondence or 'distance learning' course which, had it been completed, would have led to a recognized qualification at a particular level of education should be regarded as having 'attended' that level of education.

Code 4 (third level) should be used in both columns, where it is not possible to distinguish clearly between non-university and university education or qualifications at third-level. In some countries, all third-level education will be included at code 4.

In some Member States, post-graduate education or qualifications are not separately identified.

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