

LABOUR FORCE SURVEY
Methods and definitions

1992 series



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Die zweite Publikationsart, die Veröffentlichungen, wenden sich an eine ganz bestimmte Zielgruppe, wie zum Beispiel an den Bildungsbereich oder an Entscheidungsträger in Politik und Verwaltung. Sie enthalten ausgewählte und auf die Bedürfnisse einer Zielgruppe abgestellte und kommentierte Informationen. Eurostat übernimmt hier also eine Art Beraterrolle.

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Y. Franchet
Generaldirektor

It is Eurostat's responsibility to use the European statistical system to meet the requirements of the Commission and all parties involved in the development of the single market.

To ensure that the vast quantity of accessible data is made widely available, and to help each user make proper use of this information, Eurostat has set up two main categories of document: statistical documents and publications.

The statistical document is aimed at specialists and provides the most complete sets of data: reference data where the methodology is well established, standardized, uniform and scientific. These data are presented in great detail. The statistical document is intended for experts who are capable of using their own means to seek out what they require. The information is provided on paper and/or on diskette, magnetic tape, CD-ROM. The white cover sheet bears a stylized motif which distinguishes the statistical document from other publications.

The publications proper tend to be compiled for a well-defined and targeted public, such as educational circles or political and administrative decision-makers. The information in these documents is selected, sorted and annotated to suit the target public. In this instance, therefore, Eurostat works in an advisory capacity.

Where the readership is wider and less well defined, Eurostat provides the information required for an initial analysis, such as yearbooks and periodicals which contain data permitting more in-depth studies. These publications are available on paper or in Videotext databases.

To help the user focus his research, Eurostat has created 'themes', i.e. a subject classification. The statistical documents and publications are listed by series: e.g. yearbooks, short-term trends or methodology in order to facilitate access to the statistical data.

Y. Franchet
Director-General

Pour établir, évaluer ou apprécier les différentes politiques communautaires, la Commission des Communautés européennes a besoin d'informations.

Eurostat a pour mission, à travers le système statistique européen, de répondre aux besoins de la Commission et de l'ensemble des personnes impliquées dans le développement du marché unique.

Pour mettre à la disposition de tous l'importante quantité de données accessibles et faire en sorte que chacun puisse s'orienter correctement dans cet ensemble, deux grandes catégories de documents ont été créées: les documents statistiques et les publications.

Le document statistique s'adresse aux spécialistes. Il fournit les données les plus complètes: données de référence où la méthodologie est bien connue, standardisée, normalisée et scientifique. Ces données sont présentées à un niveau très détaillé. Le document statistique est destiné aux experts capables de rechercher, par leurs propres moyens, les données requises. Les informations sont alors disponibles sur papier et/ou sur disquette, bande magnétique, CD-ROM. La couverture blanche ornée d'un graphisme stylisé démarque le document statistique des autres publications.

Les publications proprement dites peuvent, elles, être réalisées pour un public bien déterminé, ciblé, par exemple l'enseignement ou les décideurs politiques ou administratifs. Des informations sélectionnées, triées et commentées en fonction de ce public lui sont apportées. Eurostat joue, dès lors, le rôle de conseiller.

Dans le cas d'un public plus large, moins défini, Eurostat procure des éléments nécessaires à une première analyse, les annuaires et les périodiques, dans lesquels figurent les renseignements adéquats pour approfondir l'étude. Ces publications sont présentées sur papier ou dans des banques de données de type vidéotex.

Pour aider l'utilisateur à s'orienter dans ses recherches, Eurostat a créé les thèmes, c'est-à-dire une classification par sujet. Les documents statistiques et les publications sont répertoriés par série — par exemple, annuaire, conjoncture, méthodologie — afin de faciliter l'accès aux informations statistiques.

Y. Franchet
Directeur général

LABOUR FORCE SURVEY

Methods and definitions

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Theme
Population and social conditions
Series
Methods

3
E

publication.

Luxembourg: Office for Official Publications of the European Communities, 1992.

ISBN 92-826-4354-9

EC, Brussels · Luxembourg, 1992

www.ec.europa.eu

Preface

At a time of important changes in the structure of the labour force and of far-reaching political and social changes in Europe, there is a growing demand for statistical data which provide not only a detailed analysis of the current situation but also a valid comparison between countries and over time.

The Community Labour Force Survey has proved its value as an indispensable tool 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 through the operation of the Structural Funds.

The continuing development of the Community has brought changes in information requirements which have highlighted the need for a revision of the survey. Council Regulation 3711/91, instituting a new series of surveys from 1992, marked the culmination of a lengthy process involving detailed preparatory work by national experts from all Member States, who are hereby thanked for their collaboration in this project.

The object of this volume is to provide the information required by those involved in operating and using the survey from 1992 onwards. This includes the main technical features of the survey, the basic concepts and definitions, details of the Community list of questions and explanatory notes designed to provide assistance in both the compilation and interpretation of the data.

Luxembourg, June 1992

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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 Community.

Although employment and unemployment statistics existed in all Member States, the sources used, the definitions applied, the methods of data collection, 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*.

From 1983 to 1991, the survey was held annually on the basis of a revised set of concepts aimed at guaranteeing an improved standard of comparability between Member States and, as far as possible, with other countries. These concepts (concerning such essential terms as "labour force", etc.) were essentially those defined in the resolution adopted by the 13th International Conference of Labour Statisticians in October 1982. A description of the methodological characteristics and the content of this series of surveys is found in the publication *Labour force survey - Methods and Definitions - 1988*.

The decision to update the survey with effect from 1992 was influenced by a number of developments (some already visible, others anticipated) in the labour market, affecting the information requirements of the 1990s. Among these are the effects of

the creation of the Single Market, with its profound implications for the freedom of workers, and the European Economic Area embracing the EFTA countries. The mobility of labour may be expected to be further increased with the effects of political changes in Eastern Europe and elsewhere. The survey therefore has fuller coverage of the national origins of persons included in the sample, and of the regions and countries where they work. Their educational and training attainments are more precisely categorised than previously, in recognition of the fundamental importance of this characteristic in defining the shape of the present and future labour force.

The alteration of structures of employment is already noticeable to the extent that certain patterns of work previously regarded as "abnormal" (work at night or during evenings, work at weekends, work at home etc.) have become sufficiently frequent for more information to be required on such developments. Similarly, employment in more than one job is becoming more frequent, so that a fuller picture is sought on the nature of the second job.

Finally, increased use of the survey as an instrument in framing policy has led to a requirement for a guarantee of representativity at regional level, where many aspects of Community policy are directed. The coverage of the survey has therefore been revised to ensure the reliability of regional results.

Both the contents of the survey and its degree of representativity are specified in Council Regulation (EEC) 3711/91 of 16 December 1991 under which it will be conducted annually from 1992 onwards. The concepts and definitions applied continue to be principally those adopted by the 13th International Conference of Labour Statisticians. A large measure of comparability is therefore guaranteed between the results obtained from the new series and those from the preceding series of surveys held between 1983 and 1991.

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 (Eurostat), the Working Party on the Labour Force Sample Survey determines the content of the survey, the Community 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 common coding scheme.

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

The labour force characteristics of each person interviewed refer to their 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 yearly reports containing the survey results.

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

Field of the 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 households, 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 comprises 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.

Units 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 these differences are unlikely in the majority of cases 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 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 results from country to country

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

Nevertheless, the degree of comparability of the Community Labour Force Survey results is considerably higher than that of any other existing set of statistics on employment or unemployment available for Member States. 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 definitions 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 States 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

Since 1983 improved comparability between results of successive surveys has been achieved, mainly due to the greater stability of content and the higher frequency of surveys, and this continuity will be maintained in the new series of surveys from 1992.

However, the following factors 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 questionnaire;
- (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, from one year to the next, a sampling error may in certain cases exceed the magnitude of variations resulting in an estimated change which is in fact in the opposite direction to the 'true' change.

Basic concepts and definitions

The main statistical objectives of the labour force survey is to divide the population of working age (15 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.

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 amounts to only about 0.2% of total Community unemployment. 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" should mean available to start work within two weeks of the reference period. In paragraph 10(c) 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 may 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 compulsory 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 (15 years or more).

- (b) *Employment / population ratios*

Employment / population ratios represent persons in employment as a percentage of the population of working age (15 years or more).

- (c) *Unemployment rates*

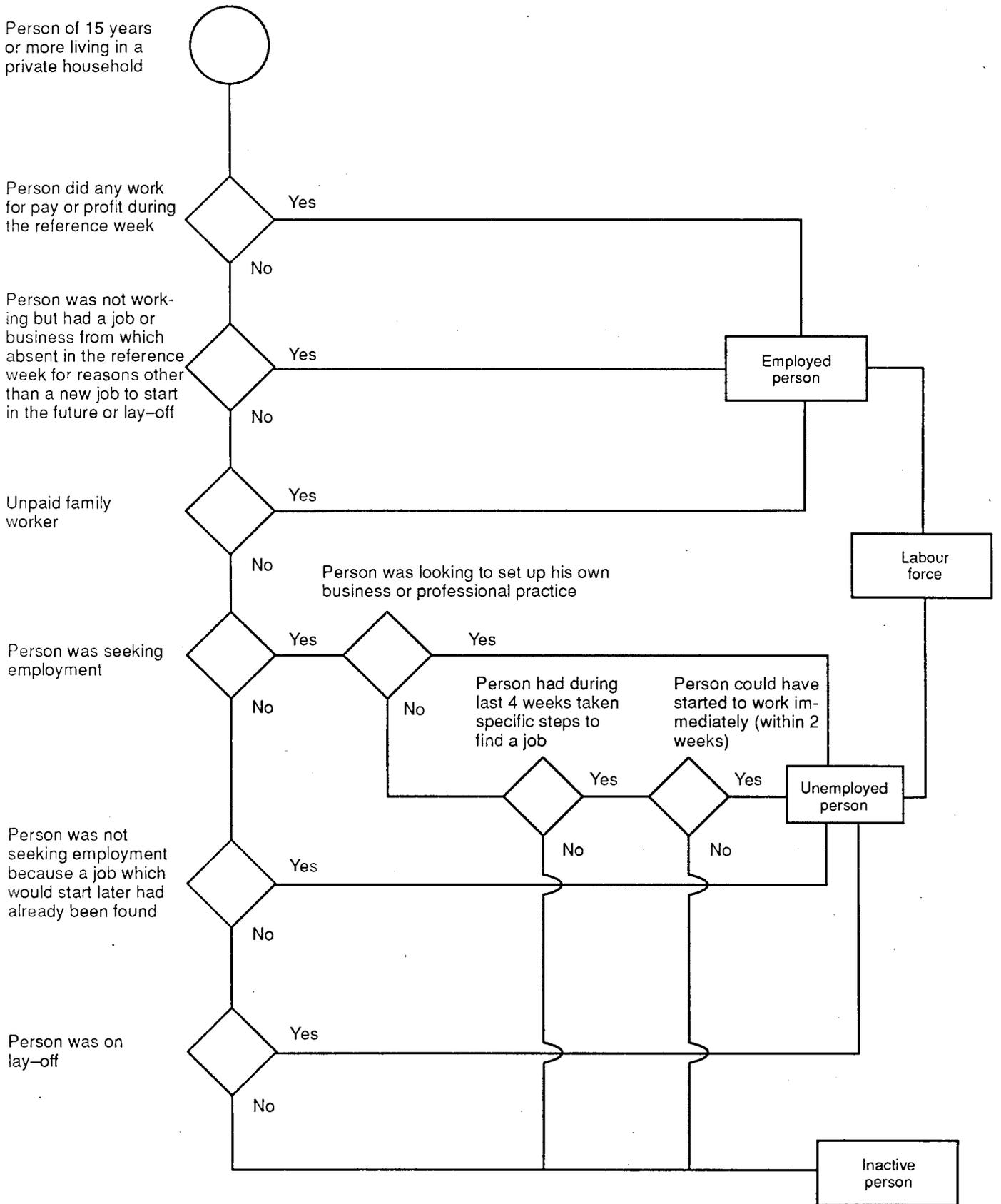
Unemployment rates represent unemployed persons as a percentage of the labour force.

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.

Duration of unemployment is defined as the shorter of the following two periods:

- (a) the duration of search for work, or
- (b) the length of time since last employment.

Labour force classification in the Community Labour Force Survey



Community list of questions

SUMMARY

This list also shows the correspondence between column numbers of the current series and those of the series 1983 to 1991. The asterisks in the list 1983 to 1991 denote that, although there is a correspondence between the questions in the two series, some changes have been made in the conventions for coding the data. The minimum age used to calculate the labour force has been raised from 14 to 15 years for the new series.

| Column 1992 | Description | Column 1983-1991 |
|--------------|---|------------------|
| 1-12 | Demographic background | |
| 1 | Relationship to reference person in the household | 17 |
| 2 | Sex | 18 |
| 3/4 | Year of birth | 19/20 |
| 5 | Date of birth within the year | 21 |
| 6 | Marital status | 22 |
| 7/8 | Nationality | 23/24* |
| 9/10 | Years of residence in this Member State | - |
| 11/12 | Country of birth | - |
| 13-14 | Work status | |
| 13 | Work status during the reference week | 25 |
| 14 | Reason for not having worked at all though having a job | 26 |
| 15-46 | Employment characteristics of the first job | |
| 15 | Professional status | 34 |
| 16/17 | Economic activity of the local unit of the establishment | 35/36* |
| 18/20 | Occupation | 37/38* |
| 21/22 | Number of persons working at the local unit of the establishment | - |
| 23/24 | Country of place of work | - |
| 25/26 | Region of place of work | - |
| 27/28 | Year in which person started working in current employment | - |
| 29/30 | Month in which person started working in current employment | - |
| 31 | Full-time/Part-time distinction | 39 |
| 32 | Permanency of the job | 40 |
| 33 | Total duration of temporary job or work contract of limited duration | - |
| 34/35 | Number of hours per week usually worked | 28/29 |
| 36/37 | Number of hours actually worked | 30/31 |
| 38/39 | Main reason for hours actually worked being different from person's usual hours | 32/33 |
| 40 | Shift work | - |
| 41 | Evening work | - |
| 42 | Night work | - |
| 43 | Saturday work | - |
| 44 | Sunday work | - |
| 45 | Working at home | - |
| 46 | Looking for another job and reasons for doing so | 41 |
| 47-56 | Information about second job | |
| 47 | Existence of more than one job or business | 27 |
| 48 | Professional status | - |
| 49/50 | Economic activity of the local unit of the establishment | - |
| 51/53 | Occupation | - |
| 54/55 | Number of hours actually worked | - |
| 56 | Regularity | - |

| Column 1992 | Description | Column 1983-1991 |
|---------------|---|------------------|
| 57-68 | Previous work experience of person not in employment | |
| 57 | Experience of employment | 42* |
| 58/59 | Year in which person last worked | - |
| 60/61 | Month in which person last worked | - |
| 62 | Main reason for leaving last job | 43* |
| 63 | Professional status in last job | 44 |
| 64/65 | Economic activity of the local unit of the establishment in which person last worked | 45/46* |
| 66/68 | Occupation of last job | 47/48* |
| 69-79 | Search for employment | |
| 69/70 | Seeking employment for person without employment during the reference week | 49* |
| 71 | Type of employment sought | 50 |
| 72 | Duration of search for work | 52* |
| 73/74 | Main method used during previous four weeks to find a job | 55* |
| 75 | Date when person last contacted public employment office to find work | - |
| 76 | Willingness to work for person not seeking employment | - |
| 77 | Availability to start working within two weeks | 53 |
| 78 | Situation immediately before person started to seek employment (or was waiting for new job to start) | 51 |
| 79 | Registration at a public employment office | 54 |
| 80 | Situation of inactive person | |
| 80 | Situation of person who neither has a job nor is looking for one | 56 |
| 81-87 | Education and training | |
| 81 | Education and training received during previous four weeks | 57* |
| 82 | Purpose of the training received during previous four weeks | 58 |
| 83 | Total length of training | - |
| 84/85 | Usual number of hours training per week | - |
| 86 | Highest completed level of general education | 76* |
| 87 | Highest completed level of further education or vocational training | - |
| 88-95 | Situation one year before survey | |
| 88 | Situation with regard to activity | 59 |
| 89 | Professional status | 60 |
| 90/91 | Economic activity of local unit of establishment | 61/62* |
| 92/93 | Country of residence | 63/64* |
| 94/95 | Region of residence | 65/66 |
| 96-121 | Technical items relating to the interview | |
| 96/97 | Year of survey | 1/2 |
| 98/99 | Reference week | 3/4 |
| 100/101 | Member State | 5/6* |
| 102/103 | Region of household | 7/8 |
| 104 | Degree of urbanisation | - |
| 105/110 | Serial number of household | 9/14 |
| 111 | Type of household | 15 |
| 112 | Type of institution | 16 |
| 113 | Nature of participation in the survey | 67 |
| 114/119 | Weighting factor | 68/73 |
| 120 | Sub-sample in relation to the preceding survey | 74 |
| 121 | Sub-sample in relation to the following survey | 75 |

Descriptive data for main population groups

Everybody

- Demographic background (Cols. 1-12)
- Country/Region of residence one year before survey (Cols. 92-95)

Everybody aged 15 years or more

- Work status during reference week (Col. 13)
- Registration at a public employment office (Col. 79)
- Education and training received during previous four weeks (Col. 81)
- Purpose of the training received during previous four weeks (Col. 82)
- Total length of training (Col. 83)
- Usual number of hours training per week (Cols. 84/85)
- Highest completed level of general education (Col. 86)
- Highest completed level of further education or vocational training (Col. 87)
- Situation with regard to activity one year before survey (Cols. 88-91)

Persons in employment

- Reason for not having worked though having a job (Col. 14)
- Professional status (Col. 15)
- Economic activity (Cols. 16/17)
- Occupation (Cols. 18/20)
- Number of persons working (Cols. 21/22)
- Country/Region of place of work (Cols. 23-26)
- Year/Month in which person started working (Cols. 27-30)
- Full-time/Part-time distinction (Col. 31)
- Permanency of the job (Col. 32)
- Total duration of temporary job or work contract of limited duration (Col. 33)
- Number of hours per week usually worked (Cols. 34/35)
- Number of hours actually worked (Cols. 36/37)
- Main reason for hours actually worked being different from person's usual hours (Cols. 38/39)
- Shift/Evening/Night/Saturday/Sunday work (Cols. 40-44)
- Working at home (Col. 45)
- Looking for another job and reasons for doing so (Col. 46)
- Existence of more than one job or business (Col. 47)
- Details of second job (Cols. 48-56)

Persons without employment

- Experience of employment (Col. 57)
- Year/Month in which person last worked (Cols. 58-61)
- Main reason for leaving last job or business (Col. 62)

If last worked less than 8 years ago:

- Professional status in last job (Col. 63)
- Economic activity of the local unit of the establishment in which person last worked (Cols. 64/65)
- Occupation of last job (Cols. 66/68)
- Seeking employment for person without employment during the reference week (Cols. 69/70)

Persons in employment and seeking another job

- Type of employment sought (Col. 71)
- Duration of search for work (Col. 72)
- Main method used to find a job (Cols. 73/74)
- Availability to start working (Col. 77)

Unemployed persons

- Date when person last contacted public employment office to find work (Col. 75)
- Situation immediately before person started to seek employment (Col. 78)

Inactive persons

- Willingness to work for person not seeking employment (Col. 76)
- Availability to start working (Col. 77)
- Situation of person who neither has a job nor is looking for one (Col. 80)

DETAILED LIST

| Column | Code | Description | Filter/remarks |
|--------|-------|--|--------------------|
| | | DEMOGRAPHIC BACKGROUND | |
| 1 | | <i>Relationship to reference person in the household</i> | private households |
| | 1 | Reference person | |
| | 2 | Spouse (or co-habiting partner) of reference person | |
| | 3 | Child of reference person (or of his/her spouse or co-habiting partner) | |
| | 4 | Ascendant relative of reference person (or of his/her spouse or co-habiting partner) | |
| | 5 | Other relative | |
| | 6 | Other | |
| | 9 | Not applicable (not private household) | |
| 2 | | <i>Sex</i> | everybody |
| | 1 | Male | |
| | 2 | Female | |
| 3/4 | | <i>Year of birth</i> | everybody |
| | | The last two digits of year of birth are entered (for person 100 years old or older, supply the year 99 years ago) | |
| 5 | | <i>Date of birth within the year</i> | everybody |
| | 1 | Person's birthday falls between 1 January and the end of the reference week | |
| | 2 | Person's birthday falls after the end of the reference week | |
| 6 | | <i>Marital status</i> | everybody |
| | 1 | Single | |
| | 2 | Married | |
| | 3 | Widowed | |
| | 4 | Divorced or legally separated | |
| | blank | No answer | |
| 7/8 | | <i>Nationality</i> | everybody |
| | | For coding, see Annex IV | |
| 9/10 | | <i>Years of residence in this Member State</i> | everybody |
| | 00 | Born in this Member State | |
| | 01-10 | Number of years for person who has been in this Member State for 1 to 10 years | |
| | 11 | Been in this Member State for more than 10 years | |
| | blank | No answer | |
| 11/12 | | <i>Country of birth</i> | col.9/10≠00 |
| | | For coding, see Annex IV | |
| | 00 | Not applicable (col.9/10=00) | |
| | blank | No answer | |

| Column | Code | Description | Filter/remarks |
|--------|-------|--|---------------------------------|
| | | WORK STATUS | |
| 13 | | <i>Work status during the reference week</i> | everybody aged 15 years or more |
| | 1 | 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 | Was not working but had a job or business from which he/she was absent during the reference week (including family workers but excluding conscripts on compulsory military or community service) | |
| | 3 | Was not working because on lay-off | |
| | 4 | Was a conscript on compulsory military or community service | |
| | 5 | Other (15 years or more) who neither worked nor had a job or business during the reference week | |
| | 9 | Not applicable (child less than 15 years old) | |
| 14 | | <i>Reason for not having worked at all though having a job</i> | col.13=2 |
| | 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.13=1,3-5,9) | |
| | blank | No answer | |
| | | EMPLOYMENT CHARACTERISTICS OF THE FIRST JOB | |
| 15 | | <i>Professional status</i> | col.13=1,2 & col.14≠7 |
| | 1 | Self-employed with employees | |
| | 2 | Self-employed without employees | |
| | 3 | Employee | |
| | 4 | Family worker | |
| | 9 | Not applicable (col.13=3-5,9 or col.14=7) | |
| | blank | No answer | |
| 16/17 | | <i>Economic activity of the local unit of the establishment</i> | col.13=1,2 & col.14≠7 |
| | | NACE Rev. 1 | |
| | | For coding, see Annex II | |
| | 00 | Not applicable (col.13=3-5,9 or col.14=7) | |
| | blank | No answer | |
| 18/20 | | <i>Occupation</i> | col.13=1,2 & col.14≠7 |
| | | ISCO-88 (COM) | |
| | | For coding, see Annex III | |
| | 000 | Not applicable (col.13=3-5,9 or col.14=7) | |
| | blank | No answer | |
| 21/22 | | <i>Number of persons working at the local unit of the establishment</i> | col.15=1,3,4,blank |
| | 01-10 | Exact number of persons, if between 1 and 10 | |
| | 11 | 11 to 19 persons | |
| | 12 | 20 to 49 persons | |
| | 13 | 50 persons or more | |
| | 14 | Do not know but less than 11 persons | |
| | 15 | Do not know but more than 10 persons | |
| | 99 | Not applicable (col.15=2,9) | |
| | blank | No answer | |

| Column | Code | Description | Filter/remarks |
|--------|-------|---|---|
| 23/24 | | <i>Country of place of work</i> | col.13=1,2 & col.14≠7 |
| | 00 | For coding, see Annex IV | |
| | blank | Not applicable (col.13=3-5,9 or col.14=7) No answer | |
| 25/26 | | <i>Region of place of work</i> | col.13=1,2 & col.14≠7 & region within this Member State or bordering on it |
| | 00 | For coding, see Annex I (3rd-4th digits) | |
| | blank | Not applicable ((col.13=3-5,9 or col.14=7), or region not in this Member State nor bordering on it) No answer | |
| 27/28 | | <i>Year in which person started working in current employment</i> | col.13=1,2 & col.14≠7 |
| | 20 | Enter the last 2 digits of the year concerned | |
| | blank | Not applicable (col.13=3-5,9 or col.14=7) No answer | |
| 29/30 | | <i>Month in which person started working in current employment</i> | col.27/28≠20,blank |
| | 01-12 | Enter the number of the month concerned | |
| | 20 | Not applicable (col.27/28=20,blank) | |
| | blank | No answer | |
| 31 | | <i>Full-time / Part-time distinction</i> | col.13=1,2 & col.14≠7 |
| | 1 | Full-time job | |
| | 2 | Part-time job which was taken because | |
| | 3 | - person is undergoing school education or training | |
| | 4 | - of own illness or disability | |
| | 5 | - person could not find a full-time job | |
| | 6 | - person did not want a full-time job | |
| | 7 | - of other reasons | |
| | 9 | Person with a part-time job but giving no reason | |
| | blank | Not applicable (col.13=3-5,9, or col.14=7) No answer | |
| 32 | | <i>Permanency of the job</i> | col.15=3 |
| | 1 | Person has a permanent job or work contract of unlimited duration | |
| | 2 | Person has temporary job/work contract of limited duration because: | |
| | 3 | - it is a contract covering a period of training (apprentices, trainees, research assistants, etc.) | |
| | 4 | - person could not find a permanent job | |
| | 5 | - person did not want a permanent job | |
| | 6 | - no reason given | |
| | 9 | - it is a contract for a probationary period | |
| | blank | Not applicable (col.15=1,2,4,9,blank) No answer | |
| 33 | | <i>Total duration of temporary job or work contract of limited duration</i> | col.32=2-6 |
| | 1 | Less than one month | |
| | 2 | 1 to 3 months | |
| | 3 | 4 to 6 months | |
| | 4 | 7 to 12 months | |
| | 5 | 13 to 18 months | |
| | 6 | 19 to 24 months | |
| | 7 | 25 to 36 months | |
| | 8 | More than 3 years | |
| | 9 | Not applicable (col.32=1,9,blank) | |
| | blank | No answer | |

| Column | Code | Description | Filter/remarks |
|--------|-------|--|---|
| 34/35 | | <i>Number of hours per week usually worked</i> | col.13=1,2 & col.14≠7 |
| | 00 | Usual hours cannot be given because hours worked vary considerably from week to week or from month to month | |
| | 01-98 | Number of hours usually worked in the first job | |
| | 99 | Not applicable (col.13=3-5,9 or col.14=7) | |
| | blank | No answer | |
| 36/37 | | <i>Number of hours actually worked during the reference week</i> | col.13=1,2 & col.14≠7 |
| | 00 | Person having a job or business and not having worked at all during the reference week (col.13=2 & col.14 ≠ 7) | |
| | 01-98 | Number of hours actually worked in the first job during the reference week | |
| | 99 | Not applicable (col.13=3-5,9 or col.14=7) | |
| | blank | No answer | |
| 38/39 | | <i>Main reason for hours actually worked during the reference week being different from the person's usual hours</i> | col.34/35=00-98 & col.36/37=01-98 & col.34/35≠col.36/37 |
| | 01 | Person has worked more than usual due to | |
| | 02 | - variable hours (e.g. flexible working hours) - other reasons | |
| | 03 | Person has worked less than usual due to: | |
| | 04 | - bad weather | |
| | 05 | - slack work for technical or economic reasons | |
| | 06 | - labour dispute | |
| | 07 | - education or training | |
| | 08 | - variable hours (e.g. flexible working hours) | |
| | 09 | - own illness, injury or temporary disability | |
| | 10 | - maternity leave | |
| | 11 | - special leave for personal or family reasons | |
| | 12 | - annual holidays | |
| | 13 | - bank holidays | |
| | 14 | - start of/change in job during reference week | |
| | 15 | - end of job without taking up a new one during reference week | |
| | 15 | - other reasons | |
| | 97 | Person having worked usual hours during the reference week (col.34/35=col.36/37=01-98) | |
| | 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 usual hours (col.34/35=00 & col.38/39≠01-15) | |
| | 99 | Not applicable (col.13=2-5,9 or col.34/35=blank or col.36/37= blank) | |
| | blank | No answer | |
| 40 | | <i>Shift work</i> | col.13=1,2 & col.14≠7 |
| | 1 | Person usually does shift work | |
| | 2 | Person sometimes does shift work | |
| | 3 | Person never does shift work | |
| | 9 | Not applicable (col.13=3-5,9 or col.14=7) | |
| | blank | No answer | |
| 41 | | <i>Evening work</i> | col.13=1,2 & col.14≠7 |
| | 1 | Person usually works in the evening | |
| | 2 | Person sometimes works in the evening | |
| | 3 | Person never works in the evening | |
| | 9 | Not applicable (col.13=3-5,9 or col.14=7) | |
| | blank | No answer | |
| 42 | | <i>Night work</i> | col.13=1,2 & col.14≠7 |
| | 1 | Person usually works at night | |
| | 2 | Person sometimes works at night | |
| | 3 | Person never works at night | |
| | 9 | Not applicable (col.13=3-5,9 or col.14=7) | |
| | blank | No answer | |

| Column | Code | Description | Filter/remarks |
|--------|-------|---|-----------------------|
| 43 | | <i>Saturday work</i> | col.13=1,2 & col.14≠7 |
| | 1 | Person usually works on Saturdays | |
| | 2 | Person sometimes works on Saturdays | |
| | 3 | Person never works on Saturdays | |
| | 9 | Not applicable (col.13=3-5,9 or col.14=7) | |
| | blank | No answer | |
| 44 | | <i>Sunday work</i> | col.13=1,2 & col.14≠7 |
| | 1 | Person usually works on Sundays | |
| | 2 | Person sometimes works on Sundays | |
| | 3 | Person never works on Sundays | |
| | 9 | Not applicable (col.13=3-5,9 or col.14=7) | |
| | blank | No answer | |
| 45 | | <i>Working at home</i> | col.13=1,2 & col.14≠7 |
| | 1 | Person usually works at home | |
| | 2 | Person sometimes works at home | |
| | 3 | Person never works at home | |
| | 9 | Not applicable (col.13=3-5,9 or col.14=7) | |
| | blank | No answer | |
| 46 | | <i>Looking for another job and reasons for doing so</i> | col.13=1,2 & col.14≠7 |
| | 0 | Person is not looking for another job | |
| | 1 | Person is looking for another job because | |
| | 2 | - of risk or certainty of loss or termination of present job | |
| | 3 | - actual job is considered as a transitional job | |
| | 4 | - seeking a second job | |
| | 5 | - of wish to have better working conditions (e.g. pay, working or travel time, quality of work) | |
| | 6 | - of other reasons | |
| | 9 | Person looking for another job but giving no reason | |
| | blank | Not applicable (col.13=3-5,9 or col.14=7) No answer | |
| | | INFORMATION ABOUT SECOND JOB | |
| 47 | | <i>Existence of more than one job or business</i> | col.13=1,2 & col.14≠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 of job or business) | |
| | 9 | Not applicable (col.13=3-5,9 or col.14=7) | |
| | blank | No answer | |
| 48 | | <i>Professional status (in the second job)</i> | col.47=2 |
| | 1 | Self-employed with employees | |
| | 2 | Self-employed without employees | |
| | 3 | Employee | |
| | 4 | Family worker | |
| | 9 | Not applicable (col.47=1,9,blank) | |
| | blank | No answer | |
| 49/50 | | <i>Economic activity of the local unit of the establishment (in the second job)</i> | col.47=2 |
| | | NACE Rev. 1 | |
| | | For coding, see Annex II | |
| | 00 | Not applicable (col.47=1,9,blank) | |
| | blank | No answer | |
| 51/53 | | <i>Occupation (in the second job)</i> | col.47=2 |
| | | ISCO-88 (COM) | |
| | | For coding, see Annex III | |
| | 000 | Not applicable (col.47=1,9,blank) | |
| | blank | No answer | |

| Column | Code | Description | Filter/remarks |
|--------|-------|---|---|
| 54/55 | | <i>Number of hours actually worked during the reference week in the second job</i> | col.47=2 |
| | 00 | Person not having worked in the second job during the reference week | |
| | 01-98 | Number of hours actually worked in the second job during the reference week | |
| | 99 | Not applicable (col.47=1,9, blank) | |
| | blank | No answer | |
| 56 | | <i>Regularity of the second job</i> | col.47=2 |
| | 1 | Second job is a regular job | |
| | 2 | Second job is an occasional job | |
| | 3 | Second job is a seasonal job | |
| | 9 | Not applicable (col.47=1,9 blank) | |
| | blank | No answer | |
| | | PREVIOUS WORK EXPERIENCE OF PERSON NOT IN EMPLOYMENT | |
| 57 | | <i>Experience of employment</i> | col.13=3-5 or (col.13=2 & col.14=7) |
| | 0 | Person has never been in employment (purely occasional work, such as vacation work, compulsory military or community service are not to be considered as employment) | |
| | 1 | Person has already been in employment (purely occasional work, such as vacation work, compulsory military or community service are not to be considered as employment) | |
| | 9 | Not applicable (col.13=1,9 or (col.13=2 & col.14 ≠ 7)) | |
| | blank | No answer | |
| 58/59 | | <i>Year in which person last worked</i> | col.57=1 |
| | 09 | Enter the last two digits of the year in which person last worked | |
| | blank | Not applicable (col.57=0,9,blank) No answer | |
| 60/61 | | <i>Month in which person last worked</i> | col.58/59≠09,blank |
| | 01-12 | Enter the number of the month in which person last worked | |
| | 00 | Not applicable (col.58/59=09,blank) | |
| | blank | No answer | |
| 62 | | <i>Main reason for leaving last job or business</i> | col. 57=1 and last worked < 8 years ago |
| | 0 | Dismissed or made redundant | |
| | 1 | A job of limited duration has ended | |
| | 2 | Personal or family responsibilities | |
| | 3 | Own illness or disability | |
| | 4 | Education or training | |
| | 5 | Early retirement | |
| | 6 | Normal retirement | |
| | 7 | Compulsory military or community service | |
| | 8 | Other reasons | |
| | 9 | Not applicable (col.57=0,9,blank, or col.57=1 and did not work in last 8 years) | |
| | blank | No answer | |
| 63 | | <i>Professional status in last job</i> | col.57=1 and last worked < 8 years ago |
| | 1 | Self-employed with employees | |
| | 2 | Self-employed without employees | |
| | 3 | Employee | |
| | 4 | Family worker | |
| | 9 | Not applicable (col.57=0,9,blank, or col.57=1 and did not work in last 8 years) | |
| | blank | No answer | |

| Column | Code | Description | Filter/remarks |
|--------|-------|---|--|
| 64/65 | | <i>Economic activity of the local unit of the establishment in which person last worked</i> | col.57=1 and last worked < 8 years ago |
| | 00 | NACE Rev. 1 For coding, see Annex II Not applicable (col.57=0,9,blank, or col.57=1 and did not work in last 8 years) | |
| | blank | No answer | |
| 66/68 | | <i>Occupation of last job</i> | col.57=1 and last worked < 8 years ago |
| | 000 | ISCO-88 (COM) For coding, see Annex III Not applicable (col.57=0,9,blank, or col.57=1 and did not work in last 8 years) | |
| | blank | No answer | |
| | | SEARCH FOR EMPLOYMENT | |
| 69/70 | | <i>Seeking employment for person without employment during the reference week</i> | col.13=3-5 or (col.13=2 & col.14=7) |
| | 01 | Person is seeking employment | |
| | 02 | Person has already found a job which will start later | |
| | | Person is not seeking employment because: | |
| | 03 | - awaiting recall to work (persons on lay-off) | |
| | 04 | - of own illness or disability | |
| | 05 | - of personal or family responsibilities | |
| | 06 | - of education or training | |
| | 07 | - of retirement | |
| | 08 | - of belief that no work is available | |
| | 09 | - of other reasons | |
| | 10 | - no reason given | |
| | 99 | Not applicable (col.13=1,9 or (col.13=2 & col.14≠7)) | |
| | blank | No answer | |
| 71 | | <i>Type of employment sought</i> | col.69/70=01-02 or col.46=1-6 |
| | | The employment sought (for col.69/70=02, the employment found) is: | |
| | 1 | as self-employed | |
| | | as employee : | |
| | 2 | - and only full-time job is looked for (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 part-time job is looked for (or has already been found) | |
| | 6 | - and person did not state whether full-time or part-time job is looked for (or has already been found) | |
| | 9 | Not applicable (col.13=9 or col.69/70=03-10,blank or col.46=0,blank) | |
| | blank | No answer | |
| 72 | | <i>Duration of search for work</i> | col.69/70=01-02 or col.46=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 | 24-47 months | |
| | 8 | 4 years or longer | |
| | 9 | Not applicable (col.13=9 or col.69/70=03-10,blank or col.46=0,blank) | |
| | blank | No answer | |

| Column | Code | Description | Filter/remarks |
|--------|-------|---|---|
| 73/74 | | <i>Main method used during previous four weeks to find work</i> | col.69/70=01-02 or col.46=1-6 |
| | 01 | Contacted public employment office to find work | |
| | 02 | Contacted private employment agency to find work | |
| | 03 | Applied to employers directly | |
| | 04 | Asked friends, relatives, trade unions, etc. | |
| | 05 | Inserted or answered advertisements in newspapers or journals | |
| | 06 | Studied advertisements in newspapers or journals | |
| | 07 | Looked for land, premises or equipment | |
| | 08 | Looked for permits, licences, financial resources | |
| | 09 | Awaiting the results of an application for a job | |
| | 10 | Waiting for a call from a public employment office | |
| | 11 | Awaiting the results of a competition for recruitment to the public sector | |
| | 12 | Other method used | |
| | 13 | No method used | |
| | 99 | Not applicable (col.13=9 or col.69/70=03-10, blank or col.46=0, blank) | |
| | blank | No answer | |
| 75 | | <i>Date when person last contacted public employment office to find work</i> | col.69/70=01-02 & col.73/74=10 |
| | 1 | At least 1 month but less than 2 months ago | |
| | 2 | At least 2 months but less than 3 months ago | |
| | 3 | At least 3 months but less than 4 months ago | |
| | 4 | At least 4 months but less than 5 months ago | |
| | 5 | At least 5 months but less than 6 months ago | |
| | 6 | 6 months ago or longer | |
| | 9 | Not applicable (col.69/70≠01-02 or col.73/74≠10) | |
| | blank | No answer | |
| 76 | | <i>Willingness to work for person not seeking employment</i> | col.69/70=03-10, blank |
| | 1 | Person is not seeking employment: - but would nevertheless like to have work | |
| | 2 | - and does not want to have work | |
| | 9 | Not applicable (col.69/70=01-02, 99) | |
| | blank | No answer | |
| 77 | | <i>Availability to start working within two weeks</i> | col.69/70=01 or col.76=1, blank or col.46=1-6 |
| | | If work were found now: | |
| | 1 | Person could start to work immediately (within 2 weeks) | |
| | | Person could not start to work immediately (within 2 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 employment within two weeks | |
| | 5 | - of personal or family responsibilities (including maternity) | |
| | 6 | - of own illness or incapacity | |
| | 7 | - of other reasons | |
| | 8 | - no reason given | |
| | 9 | Not applicable (col.13=9 or col.46=0, blank or col.69/70=02 or col.76=2) | |
| | blank | No answer | |
| 78 | | <i>Situation immediately before person started to seek employment (or was waiting for new job to start)</i> | col.69/70=01-02 |
| | 1 | Person was working (including apprentices, trainees) | |
| | 2 | Person was in full-time education (excluding apprentices, trainees) | |
| | 3 | Person was conscript on compulsory military or community service | |
| | 4 | Person had domestic/family responsibilities | |
| | 5 | Other (e.g. retired) | |
| | 9 | Not applicable (col.69/70=03-10, 99, blank) | |
| | blank | No answer | |

| Column | Code | Description | Filter/remarks |
|--------|-------|--|-----------------------------------|
| 79 | | <i>Registration at a public employment office</i> | everybody aged 15 years or more |
| | 1 | Person is registered at a public employment office and receives benefit or assistance | |
| | 2 | Person is registered at a public employment office but does not receive benefit or assistance | |
| | 3 | Person is not registered at a public employment office but receives benefit or assistance | |
| | 4 | Person is not registered at a public employment office and does not receive benefit or assistance | |
| | 9 | Not applicable (child less than 15 years) | |
| | blank | No answer | |
| | | SITUATION OF INACTIVE PERSON | |
| 80 | | <i>Situation of person who neither has a job nor is looking for one (excluding conscripts)</i> | col.69/70=04-10,blank, & col.13≠4 |
| | 1 | In education or training | |
| | 2 | Retired | |
| | 3 | Permanently disabled | |
| | 4 | Other | |
| | 9 | Not applicable (col.13=4 or col.69/70=01-03,99) | |
| | blank | No answer | |
| | | EDUCATION AND TRAINING | |
| 81 | | <i>Education and training received during previous four weeks</i> | everybody aged 15 years or more |
| | 0 | Received no education or training | |
| | 1 | Attended a school which provides general education | |
| | 2 | Attended a school which provides specific vocational training | |
| | 3 | Received specific vocational training in a working environment (without complementary instruction at a school or college) | |
| | 4 | Received specific vocational training within a system which provides both work experience and complementary instruction elsewhere (any form of 'dual system' including apprenticeship) | |
| | 5 | Studied for a third-level qualification which is not a university degree | |
| | 6 | Studied for university degree (initial) or recognised equivalent | |
| | 7 | Studied for a university higher degree or post-graduate qualification | |
| | 8 | Studied for some other qualification not covered above | |
| | 9 | Not applicable (child less than 15 years) | |
| | blank | No answer | |
| 82 | | <i>Purpose of the training received during previous four weeks</i> | col.81=2-8 |
| | 1 | Initial vocational training | |
| | 2 | Advancement in career | |
| | 3 | Changing career | |
| | 4 | Other purposes | |
| | 9 | Not applicable (col.81=0,1,9,blank) | |
| | blank | No answer | |
| 83 | | <i>Total length of training</i> | col.81=2-8 |
| | 1 | Less than 1 week | |
| | 2 | 1 week but less than 1 month | |
| | 3 | 1 month but less than 3 months | |
| | 4 | 3 months but less than 6 months | |
| | 5 | 6 months but less than 1 year | |
| | 6 | 1 year or longer | |
| | 9 | Not applicable (col.81=0,1,9,blank) | |
| | blank | No answer | |

| Column | Code | Description | Filter/remarks |
|--------|--|---|---------------------------------|
| 84/85 | 01-98 99 blank | <i>Usual number of hours training per week</i> Number of hours Not applicable (col.81=0,1,9,blank) No answer | col.81=2-8 |
| 86 | 1 2 3 4 5 9 blank | <i>Highest completed level of general education</i> Less than first stage of secondary level education (that is, completed only primary education (ISCED 1) or none) Completed first stage of secondary level education (ISCED 2) but not second stage Completed second stage of secondary level education (ISCED 3) but not third stage Completed recognised third level education Other general education Not applicable (child less than 15 years) No answer | everybody aged 15 years or more |
| 87 | 1 2 3 4 5 6 7 8 9 blank | <i>Highest completed level of further education or vocational training</i> No further education or vocational training (only general education or none at all) Completed a course (minimum one year) at a school providing specific vocational training Completed a course (minimum one year) of specific vocational training in a working environment (without complementary instruction at a school or college) Completed a course of specific vocational training within a system which provided both work experience and complementary instruction elsewhere (any form of 'dual system' including apprenticeship) Received a third-level qualification which is not a university degree Received a university degree (initial) or recognised equivalent Received a university higher degree or post-graduate qualification Received some vocational qualification not covered above Not applicable (child less than 15 years) No answer | everybody aged 15 years or more |
| | | SITUATION ONE YEAR BEFORE SURVEY | |
| 88 | 1 2 3 4 5 9 blank | <i>Situation with regard to activity one year before survey</i> Person was working Person was not working and: - was seeking employment or was on lay-off - was pupil or student in initial education or training - was conscript on compulsory military or community service - other Not applicable (child less than 15 years) No answer | everybody aged 15 years or more |
| 89 | 1 2 3 4 9 blank | <i>Professional status one year before survey</i> Self-employed with employees Self-employed without employees Employee Family-worker Not applicable (col.88=2-5,9 blank) No answer | col.88=1 |
| 90/91 | 00 blank | <i>Economic activity of local unit of establishment in which person was working one year before survey</i> NACE Rev. 1 For coding, see Annex II Not applicable (col.88=2-5,9 blank) No answer | col.88=1 |

| Column | Code | Description | Filter/remarks |
|--|-------------|--|---------------------------------|
| 92/93 | | <i>Country of residence one year before survey</i> For coding, see Annex IV Not applicable (child less than one year old) No answer | everybody |
| | 00 blank | | |
| 94/95 | | <i>Region of residence (within Member State) one year before survey</i> For coding, see Annex I (3rd-4th digits) Not applicable (person who has changed country of residence or child less than one year old) No answer | everybody |
| | 00 blank | | |
| TECHNICAL ITEMS RELATING TO THE INTERVIEW | | | |
| 96/97 | | <i>Year of survey</i> Last two digits of the year | everybody |
| 98/99 | | <i>Reference week</i> Number of the week running from Monday to Sunday (except for Italy where the week runs from Sunday to Saturday). | everybody |
| 100/101 | | <i>Member State</i> For coding, see Annex IV | everybody |
| 102/103 | | <i>Region of household</i> For coding, see Annex I (3rd-4th digits) | everybody |
| 104 | | <i>Degree of urbanisation</i> 1 Densely-populated area 2 Intermediate area 3 Thinly-populated area | everybody |
| 105/110 | | <i>Serial number of household</i> Serial numbers are allocated by the national statistical institutes. Records relating to different members of the same household carry the same serial number | everybody |
| 111 | | <i>Type of household</i> 1 Person living in private household (or permanently in a hotel) and surveyed in this household 2 Person living in an institution and surveyed in this institution 3 Person living in an institution but surveyed in this private household 4 Person living in another private household on the territory of the Member State but surveyed in this household of origin 5 Person living outside the territory of the Member State | everybody |
| 112 | | <i>Type of institution</i> 1 Educational institution 2 Hospital 3 Other welfare institution 4 Religious institution (not already 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.111=1,4,5) blank No answer | col.111=2,3 |
| 113 | | <i>Nature of participation in the survey</i> 1 Direct participation 2 Participation via another member of the household 9 Not applicable (child less than 15 years old) blank No answer | everybody aged 15 years or more |

| Column | Code | Description | Filter/remarks |
|---------|------|--|----------------|
| 114/119 | | <i>Weighting factor</i> Cols 114-117 contain whole numbers Cols 118-119 contain decimal places | everybody |
| 120 | | <i>Sub-sample in relation to preceding survey</i> This address or household : | everybody |
| | 1 | Belongs to the sub-sample not surveyed in the previous Community labour force survey | |
| | 2 | Belongs to the sub-sample already surveyed in the previous Community labour force survey (including, where area samples are concerned, addresses of buildings constructed since the previous survey and belonging to this sub-sample) | |
| 121 | | <i>Sub-sample in relation to the following survey</i> This address or household : | everybody |
| | 1 | Belongs to the sub-sample not to be surveyed in the following Community labour force survey | |
| | 2 | Belongs to the sub-sample to be surveyed again in the following Community labour force survey | |

**ANNEX I - Regional codes used in the Community Labour Force Survey
(based on the Nomenclature of Territorial Units (NUTS))**

The following codes are used to identify the Regions of Member States in the Community Labour Force Survey. Although they are based on the Community Nomenclature of Territorial Units (NUTS) at level II, some exceptions to this standard nomenclature have been necessary in order to meet specific situations in certain Member States. These codes are to be used for the questions on region of place of work (cols 25/26), region of residence one year before survey (cols 94/95) and region of household (cols 102/103).

| CODE | Region | COUNTRY | CODE | Region | COUNTRY |
|-----------|--------------------|-------------------------------|-----------|-----------------------------|----------------------|
| R5 | | <u>BELGIQUE-BELGIE</u> | R183 | Freiburg | |
| R511 | Antwerpen | | R184 | Tübingen | |
| R512 | Halle-Vilvoorde | | R191 | Oberbayern | |
| R513 | Leuven | | R192 | Niederbayern | |
| R515 | Limburg | | R193 | Oberpfalz | |
| R518 | Oost-Vlaanderen | | R194 | Oberfranken | |
| R519 | West-Vlaanderen | | R195 | Mittelfranken | |
| R522 | Nivelles | | R196 | Unterfranken | |
| R523 | Hainaut | | R197 | Schwaben | |
| R524 | Liège | | R1A0 | Saarland | |
| R526 | Luxembourg | | R1B1 | Ehemaliges Berlin West | |
| R527 | Namur | | R1B2 | Ehemaliges Berlin Ost | |
| R530 | Bruxelles-Brussel | | R1C0 | Brandenburg | |
| | | | R1D0 | Mecklenburg-Vorpommern | |
| | | | R1E1 | Chemnitz | |
| R9 | | <u>DANMARK</u> | R1E2 | Dresden | |
| | | | R1E3 | Leipzig | |
| R1 | | <u>DEUTSCHLAND</u> | R1F1 | Dessau | |
| R110 | Schleswig-Holstein | | R1F2 | Halle | |
| R120 | Hamburg | | R1F3 | Magdeburg | |
| R13A | Braunschweig | | R1G0 | Thüringen | |
| R13B | Hannover | | RA | | <u>ELLADA</u> |
| R13C | Lüneburg | | RA11 | Anatoliki Makedonia, Thraki | |
| R13D | Weser-Ems | | RA12 | Kentriki Makedonia | |
| R140 | Bremen | | RA13 | Dytiki Makedonia | |
| R151 | Düsseldorf | | RA14 | Thessalia | |
| R152 | Köln | | RA21 | Ipeiros | |
| R153 | Münster | | RA22 | Ionia Nisia | |
| R154 | Detmold | | RA23 | Dytiki Ellada | |
| R155 | Arnsberg | | RA24 | Stereia Ellada | |
| R16A | Darmstadt | | RA25 | Peloponnisos | |
| R16B | Gießen | | RA30 | Attiki | |
| R16C | Kassel | | RA41 | Voreio Aigaio | |
| R171 | Koblenz | | RA42 | Notio Aigaio | |
| R172 | Trier | | RA43 | Kriti | |
| R173 | Rheinessen-Pfalz | | | | |
| R181 | Stuttgart | | | | |
| R182 | Karlsruhe | | | | |

| CODE | Region | COUNTRY | CODE | Region | COUNTRY |
|-----------|----------------------------|-----------------------|-----------|--------------------|----------------------|
| RB | | <u>ESPAÑA</u> | R3 | | <u>ITALIA</u> |
| RB11 | Galicia | | R3111 | Torino | |
| RB12 | Asturias | | R3112 | Vercelli | |
| RB13 | Cantabria | | R3113 | Novara | |
| RB21 | Pais Vasco | | R3114 | Cuneo | |
| RB22 | Navarra | | R3115 | Asti | |
| RB23 | Rioja | | R3116 | Alessandria | |
| RB24 | Aragón | | R3120 | Valle d'Aosta | |
| RB30 | Madrid | | R3131 | Imperia | |
| RB41 | Castilla - León | | R3132 | Savona | |
| RB42 | Castilla - La Mancha | | R3133 | Genova | |
| RB43 | Extremadura | | R3134 | La Spezia | |
| RB51 | Cataluña | | R3201 | Varese | |
| RB52 | Comunidad Valenciana | | R3202 | Como | |
| RB53 | Baleares | | R3203 | Sondrio | |
| RB61 | Andalucía | | R3204 | Milano | |
| RB62 | Murcia | | R3205 | Bergamo | |
| RB63 | Ceuta y Melilla | | R3206 | Brescia | |
| RB70 | Canarias | | R3207 | Pavia | |
| | | | R3208 | Cremona | |
| | | | R3209 | Mantova | |
| R2 | | <u>FRANCE</u> | R3311 | Bolzano-Bozen | |
| R210 | Ile de France | | R3312 | Trento | |
| R221 | Champagne-Ardenne | | R3321 | Verona | |
| R222 | Picardie | | R3322 | Vicenza | |
| R223 | Haute-Normandie | | R3323 | Belluno | |
| R224 | Centre | | R3324 | Treviso | |
| R225 | Basse-Normandie | | R3325 | Venezia | |
| R226 | Bourgogne | | R3326 | Padova | |
| R230 | Nord-Pas-de-Calais | | R3327 | Rovigo | |
| R241 | Lorraine | | R3331 | Pordenone | |
| R242 | Alsace | | R3332 | Udine | |
| R243 | Franche-Comté | | R3333 | Gorizia | |
| R251 | Pays de la Loire | | R3334 | Trieste | |
| R252 | Bretagne | | R3401 | Piacenza | |
| R253 | Poitou-Charentes | | R3402 | Parma | |
| R261 | Aquitaine | | R3403 | Reggio nell'Emilia | |
| R262 | Midi-Pyrénées | | R3404 | Modena | |
| R263 | Limousin | | R3405 | Bologna | |
| R271 | Rhône-Alpes | | R3406 | Ferrara | |
| R272 | Auvergne | | R3407 | Ravenna | |
| R281 | Languedoc-Roussillon | | R3408 | Forli | |
| R282 | Provence-Alpes-Côte d'Azur | | R3511 | Massa-Carrara | |
| R283 | Corse | | R3512 | Lucca | |
| R291 | Guadeloupe | | R3513 | Pistoia | |
| R292 | Martinique | | R3514 | Firenze | |
| R293 | Guyane | | R3515 | Livorno | |
| R294 | Réunion | | R3516 | Pisa | |
| | | | R3517 | Arezzo | |
| | | | R3518 | Siena | |
| | | | R3519 | Grosseto | |
| R8 | | <u>IRELAND</u> | R3521 | Perugia | |
| R801 | East | | R3522 | Terni | |
| R802 | South West | | R3531 | Pesaro e Urbino | |
| R803 | South East | | R3532 | Ancona | |
| R804 | North East | | R3533 | Macerata | |
| R805 | Mid-West | | R3534 | Ascoli Piceno | |
| R806 | North West and Donegal | | R3601 | Viterbo | |
| R807 | Midlands | | R3602 | Rieti | |
| R808 | West | | R3603 | Roma | |

| CODE | Region | COUNTRY | CODE | Region | COUNTRY |
|-----------|--------------------|--------------------------|-----------|--------------------------|------------------------------|
| R3604 | Latina | | R4 | | <u>NEDERLAND</u> |
| R3605 | Frosinone | | R411 | Groningen | |
| R3701 | Caserta | | R412 | Friesland | |
| R3702 | Benevento | | R413 | Drenthe | |
| R3703 | Napoli | | R423 | Overijssel | |
| R3704 | Avellino | | R424 | Gelderland | |
| R3705 | Salerno | | R425 | Flevoland | |
| R3811 | L'Aquila | | R471 | Utrecht | |
| R3812 | Teramo | | R472 | Noord-Holland | |
| R3813 | Pescara | | R473 | Zuid-Holland | |
| R3814 | Chieti | | R474 | Zeeland | |
| R3821 | Isernia | | R451 | Noord-Brabant | |
| R3822 | Campobasso | | R452 | Limburg | |
| R3911 | Foggia | | | | |
| R3912 | Bari | | RC | | <u>PORTUGAL</u> |
| R3913 | Taranto | | RC11 | Norte | |
| R3914 | Brindisi | | RC12 | Centro | |
| R3915 | Lecce | | RC13 | Lisboa e Vale do Tejo | |
| R3921 | Potenza | | RC14 | Alentejo | |
| R3922 | Matera | | RC15 | Algarve | |
| R3931 | Cosenza | | RC20 | Açores | |
| R3932 | Catanzaro | | RC30 | Madeira | |
| R3933 | Reggio di Calabria | | | | |
| R3A01 | Trapani | | R7 | | <u>UNITED KINGDOM</u> |
| R3A02 | Palermo | | R710 | North | |
| R3A03 | Messina | | R720 | Yorkshire and Humberside | |
| R3A04 | Agrigento | | R730 | East Midlands | |
| R3A05 | Caltanissetta | | R740 | East Anglia | |
| R3A06 | Enna | | R750 | South East | |
| R3A07 | Catania | | R760 | South West | |
| R3A08 | Ragusa | | R770 | West Midlands | |
| R3A09 | Siracusa | | R780 | North West | |
| R3B01 | Sassari | | R790 | Wales | |
| R3B02 | Nuoro | | R7A0 | Scotland | |
| R3B03 | Oristano | | R7B0 | Northern Ireland | |
| R3B04 | Cagliari | | | | |
| R6 | | <u>LUXEMBOURG</u> | | | |

ANNEX II - Statistical Classification Of Economic Activities (NACE Rev.1) - obligatory from 1993 onwards

Data is supplied at two-digit level as indicated below

Section A Agriculture, hunting and forestry

- 01 Agriculture, hunting and related service activities
- 02 Forestry, logging and related service activities

Section B Fishing

- 05 Fishing, operation of fish hatcheries and fish farms; service activities incidental to fishing

Section C Mining and quarrying

- 10 Mining of coal and lignite; extraction of peat
- 11 Extraction of crude petroleum and natural gas; service activities incidental to oil and gas extraction excluding surveying
- 12 Mining of uranium and thorium ores
- 13 Mining of metal ores
- 14 Other mining and quarrying

Section D Manufacturing

- 15 Manufacture of food products and beverages
- 16 Manufacture of tobacco products
- 17 Manufacture of textiles
- 18 Manufacture of wearing apparel; dressing and dyeing of fur
- 19 Tanning and dressing of leather; manufacture of luggage, handbags, saddlery, harness and footwear
- 20 Manufacture of wood and of products of wood and cork, except furniture; manufacture of articles of straw and plaiting materials
- 21 Manufacture of pulp, paper and paper products
- 22 Publishing, printing and reproduction of recorded media
- 23 Manufacture of coke, refined petroleum products and nuclear fuel
- 24 Manufacture of chemicals and chemical products
- 25 Manufacture of rubber and plastic products
- 26 Manufacture of other non-metallic mineral products
- 27 Manufacture of basic metals
- 28 Manufacture of fabricated metal products, except machinery and equipment
- 29 Manufacture of machinery and equipment n.e.c.
- 30 Manufacture of office machinery and computers
- 31 Manufacture of electrical machinery and apparatus n.e.c.
- 32 Manufacture of radio, television and communication equipment and apparatus
- 33 Manufacture of medical, precision and optical instruments, watches and clocks
- 34 Manufacture of motor vehicles, trailers and semi-trailers
- 35 Manufacture of other transport equipment
- 36 Manufacture of furniture; manufacturing n.e.c.
- 37 Recycling

Section E Electricity, gas and water supply

- 40 Electricity, gas, steam and hot water supply
- 41 Collection, purification and distribution of water

Section F Construction

- 45 Construction

Section G Wholesale and retail trade; repair of motor vehicles, motorcycles and personal and household goods

- 50 Sale, maintenance and repair of motor vehicles and motorcycles; retail sale of automotive fuel
- 51 Wholesale trade and commission trade, except of motor vehicles and motorcycles
- 52 Retail trade, except of motor vehicles and motorcycles; repair of personal and household goods

Section H Hotels and restaurants

- 55 Hotels and restaurants

Section I Transport, storage and communication

- 60 Land transport; transport via pipelines
- 61 Water transport
- 62 Air transport
- 63 Supporting and auxiliary transport activities; activities of travel agencies
- 64 Post and telecommunications

Section J Financial intermediation

- 65 Financial intermediation, except insurance and pension funding
- 66 Insurance and pension funding, except compulsory social security
- 67 Activities auxiliary to financial intermediation

Section K Real estate, renting and business activities

- 70 Real estate activities
- 71 Renting of machinery and equipment without operator and of personal and household goods
- 72 Computer and related activities
- 73 Research and development
- 74 Other business activities

Section L Public administration and defence; compulsory social security

75 Public administration and defence; compulsory social security

Section M Education

80 Education

Section N Health and social work

85 Health and social work

Section O Other community, social and personal service activities

90 Sewage and refuse disposal, sanitation and similar activities
 91 Activities of membership organization n.e.c.
 92 Recreational, cultural and sporting activities
 93 Other service activities

Section P Private households with employed persons

95 Private households with employed persons

Section Q Extra-territorial organizations and bodies

99 Extra-territorial organizations and bodies

The breakdown by economic activity and sector used in presenting Community Labour Force Survey results corresponds to the following NACE Rev. 1 sections

| Economic activity | NACE Rev. 1 |
|--|--------------------|
| Agriculture, hunting, forestry and fishing | A-B |
| Mining and quarrying | C |
| Manufacturing | D |
| Electricity, gas and water supply | E |
| Construction | F |
| Wholesale and retail trade, repairs | G |
| Hotels and restaurants | H |
| Transport, storage and communication | I |
| Financial intermediation | J |
| Real estate, renting and business activities | K |
| Public administration | L |
| Other services | M-Q |
| Sector | NACE Rev. 1 |
| Agriculture | A-B |
| Industry | C-F |
| Services | G-Q |

ANNEX III - International Standard Classification of Occupations (ISCO-88 (COM))

Data is supplied at three-digit level as indicated below

1 Legislators, senior officials and managers

11 Legislators and senior officials

- 111 Legislators and senior government officials
- 114 Senior officials of special-interest organisations

12 Corporate managers

- 121 Directors and chief executives
- 122 Production and operations managers
- 123 Other specialist managers

13 Managers of small enterprises

- 131 Managers of small enterprises

2 Professionals

21 Physical, mathematical and engineering science professionals

- 211 Physicists, chemists and related professionals
- 212 Mathematicians, statisticians and related professionals
- 213 Computing professionals
- 214 Architects, engineers and related professionals

22 Life science and health professionals

- 221 Life science professionals
- 222 Health professionals (except nursing)
- 223 Nursing and midwifery professionals

23 Teaching professionals

- 231 College, university and higher education teaching professionals
- 232 Secondary education teaching professionals
- 233 Primary and pre-primary education teaching professionals
- 234 Special education teaching professionals
- 235 Other teaching professionals

24 Other professionals

- 241 Business professionals
- 242 Legal professionals
- 243 Archivists, librarians and related information professionals
- 244 Social science and related professionals
- 245 Writers and creative or performing artists
- 246 Religious professionals
- 247 Public service administrative professionals

3 Technicians and associate professionals

31 Physical and engineering science associate professionals

- 311 Physical and engineering science technicians
- 312 Computer associate professionals
- 313 Optical and electronic equipment operators
- 314 Ship and aircraft controllers and technicians
- 315 Safety and quality inspectors

32 Life science and health associate professionals

- 321 Life science technicians and related associate professionals
- 322 Health associate professionals (except nursing)
- 323 Nursing and midwifery associate professionals

33 Teaching associate professionals

- 331 Primary education teaching associate professionals
- 332 Pre-primary education teaching associate professionals
- 333 Special education teaching associate professionals
- 334 Other teaching associate professionals

34 Other associate professionals

- 341 Finance and sales associate professionals
- 342 Business services agents and trade brokers
- 343 Administrative associate professionals
- 344 Customs, tax and related government associate professionals
- 345 Police inspectors and detectives
- 346 Social work associate professionals
- 347 Artistic, entertainment and sports associate professionals
- 348 Religious associate professionals

4 Clerks

41 Office clerks

- 411 Secretaries and keyboard-operating clerks
- 412 Numerical clerks
- 413 Material-recording and transport clerks
- 414 Library, mail and related clerks
- 419 Other office clerks

42 Customer services clerks

- 421 Cashiers, tellers and related clerks
- 422 Client information clerks

5 Service workers and shop and market sales workers

51 Personal and protective services workers

- 511 Travel attendants and related workers
- 512 Housekeeping and restaurant services workers
- 513 Personal care and related workers
- 514 Other personal services workers
- 516 Protective services workers

52 Models, salespersons and demonstrators

- 521 Fashion and other models
- 522 Shop, stall and market salespersons and demonstrators

6 Skilled agricultural and fishery workers

61 Skilled agricultural and fishery workers

- 611 Market gardeners and crop growers
- 612 Animal producers and related workers
- 613 Crop and animal producers
- 614 Forestry and related workers
- 615 Fishery workers, hunters and trappers

7 Craft and related trades workers

71 Extraction and building trades workers

- 711 Miners, shotfirers, stone cutters and carvers
- 712 Building frame and related trades workers
- 713 Building finishers and related trades workers
- 714 Painters, building structure cleaners and related trades workers

72 Metal, machinery and related trades workers

- 721 Metal moulders, welders, sheet-metal workers, structural-metal preparers, and related trades workers
- 722 Blacksmiths, tool-makers and related trades workers
- 723 Machinery mechanics and fitters
- 724 Electrical and electronic equipment mechanics and fitters

73 Precision, handicraft, craft printing and related trades workers

- 731 Precision workers in metal and related materials
- 732 Potters, glass-makers and related trades workers
- 733 Handicraft workers in wood, textile, leather and related materials
- 734 Craft printing and related trades workers

74 Other craft and related trades workers

- 741 Food processing and related trades workers
- 742 Wood treaters, cabinet-makers and related trades workers
- 743 Textile, garment and related trades workers
- 744 Pelt, leather and shoemaking trades workers

8 Plant and machine operators and assemblers

81 Stationary-plant and related operators

- 811 Mining and mineral-processing-plant operators
- 812 Metal-processing plant operators
- 813 Glass, ceramics and related plant operators
- 814 Wood-processing- and papermaking-plant operators

- 815 Chemical-processing-plant operators
- 816 Power-production and related plant operators
- 817 Industrial robot operators

82 Machine operators and assemblers

- 821 Metal- and mineral-products machine operators
- 822 Chemical-products machine operators
- 823 Rubber- and plastic-products machine operators
- 824 Wood-products machine operators
- 825 Printing-, binding- and paper-products machine operators
- 826 Textile-, fur- and leather-products machine operators
- 827 Food and related products machine operators
- 828 Assemblers
- 829 Other machine operators not elsewhere classified

83 Drivers and mobile plant operators

- 831 Locomotive engine drivers and related workers
- 832 Motor vehicle drivers
- 833 Agricultural and other mobile plant operators
- 834 Ships' deck crews and related workers

9 Elementary occupations

91 Sales and services elementary occupations

- 911 Street vendors and related workers
- 912 Shoe cleaning and other street services elementary occupations
- 913 Domestic and related helpers, cleaners and laundresses
- 914 Building caretakers, window and related cleaners
- 915 Messengers, porters, doorkeepers and related workers
- 916 Garbage collectors and related labourers

92 Agricultural, fishery and related labourers

- 921 Agricultural, fishery and related labourers

93 Labourers in mining, construction, manufacturing and transport

- 931 Mining and construction labourers
- 932 Manufacturing labourers
- 933 Transport labourers and freight handlers

O Armed forces

01 Armed forces

- 011 Armed forces

ANNEX IV - Codification of countries

These codes are to be used for the questions on nationality (cols 7/8), country of birth (cols 11/12), country of place of work (cols 23/24), country of residence one year before the survey (cols 92/93) and Member State (cols 100/101). If possible the exact country should be indicated; where this is not possible, one of the general groupings in bold print should be used. Member States must be coded individually.

| | | | |
|-----------|-----------------------------------|--------------|---|
| R5 | Belgique-België | 40 | Northern and Central America and Caribbean |
| R9 | Danmark | | |
| R1 | Deutschland | 41 | U.S.A. |
| RA | Ellada | 42 | Canada |
| RB | España | 43 | Mexico |
| R2 | France | 44 | Cuba |
| R8 | Ireland | | |
| R3 | Italia | 50 | South America |
| R6 | Luxembourg | 51 | Brazil |
| R4 | Nederland | 52 | Venezuela |
| RC | Portugal | 53 | Colombia |
| R7 | United Kingdom | 54 | Argentina |
| | | 55 | Chile |
| | | 56 | Uruguay |
| 10 | Non-EC Western Europe | 60 | Middle East |
| 11 | Austria | 61 | Cyprus |
| 12 | Switzerland | 62 | Israel |
| 13 | Norway | 63 | Iran |
| 14 | Sweden | 64 | Iraq |
| 15 | Finland | | |
| 16 | Iceland | 70 | Southern Asia |
| 17 | Malta | 71 | Pakistan |
| 18 | Andorra | 72 | India |
| 19 | Liechtenstein | 73 | Bangladesh |
| | | 74 | Sri Lanka |
| 20 | Eastern and Central Europe | 75 | Laos, Cambodia, Vietnam |
| 21 | Poland | | |
| 22 | Czechoslovakia | 80 | Eastern Asia |
| 23 | Hungary | 81 | China |
| 24 | Romania | 82 | Hong Kong |
| 25 | Bulgaria | 83 | Macao |
| 26 | ex-Yugoslavia | 84 | Japan |
| 27 | Albania | 85 | Korea |
| 28 | ex-USSR | 86 | Philippines |
| 29 | Turkey | 87 | Indonesia |
| 30 | Africa | 90 | Australasia |
| 31 | Algeria | 91 | Australia |
| 32 | Morocco | 92 | New Zealand |
| 33 | Tunisia | | |
| 34 | Egypt | 99 | Other |
| 35 | Libya | | |
| 36 | South Africa | blank | No answer |

ANNEX V - Attainment levels in education and training

Belgique/België

Rubrique/Kolom 86

- 1 Enseignement primaire ou pas d'enseignement
Lager onderwijs of geen onderwijs
- 2 Secondaire inférieur
Secundair onderwijs, lagere graad
- 3 Secondaire supérieur
Secundair onderwijs, hogere graad
- 4 Rubrique/Kolom 87 = 5/6/7
- 5 Autres
Andere

Rubrique/Kolom 87

- 1 Aucun enseignement ou formation complémentaire
Geen voortgezet onderwijs of beroepsopleiding
- 2 Formation d'au moins un an dans une école d'enseignement professionnel
Opleiding van minimum 1 jaar voltooid in een school voor specifieke beroepsopleiding
- 3 Formation professionnelle spécifique en entreprise (un an minimum)
Specifieke beroepsopleiding van minimum 1 jaar voltooid enkel binnen de werkomgeving
- 4 Formation professionnelle spécifique en alternance
Specifieke beroepsopleiding - tweeledig opleidingsstelsel
- 5 Supérieur non-universitaire
Hoger, niet universitair
- 6 Universitaire
Universitair
- 7 Post universitaire
Post-universitair
- 8 Autres formations
Andere beroepsopleiding

Danmark

Sajle 86

- 1 Folkeskole op til 8. klasse
- 2 Afsluttet folkeskole 9. eller 10. klassetrin
- 3 Afsluttet gymnasie eller Højere Forberedelseseksamen uddannelse
- 4 Sajle 87 = 5/6/7
- 5 Andet

Sajle 87

- 1 Ingen erhvervsuddannelse
- 2 Erhvervsfaglig Grunduddannelse, basisår
- 3 -
- 4 Afsluttet lærlinge- og elevuddannelse, efteruddannelse af faglærte og tillærte
- 5 Kortere og mellemlange videregående uddannelser af mindre end 3 års varighed
- 6 -
- 7 Mellemlange og længerevarende uddannelser af 3 års varighed eller derover
- 8 Anden erhvervsuddannelse

Deutschland

Spalte 86

- 1 Kein Hauptschulabschluss oder Realschulabschluss
- 2 Hauptschulabschluss / Realschulabschluss
- 3 Fachhochschulreife / Hochschulreife
- 4 Spalte 87 = 5/6/7
- 5 Andere

Spalte 87

- 1 Keine berufliche Ausbildung oder berufliche Schulung
- 2 Mittlere Reife / Hochschulreife an einer beruflichen Schule
- 3 Berufliches Praktikum
- 4 Abschluß einer beruflichen Ausbildung im dualen System (Lehre), Berufsfachschulabschluss
- 5 Meister- / Technikerabschluss
- 6 -
- 7 Fachhochschulabschluss / Hochschulabschluss
- 8 Sonstiger beruflicher Bildungsabschluss

Ellada

Column 86

- 1 Dimotiko or lower
- 2 Gymnasio
- 3 General lykeio
- 4 Column 87 = 5/6/7
- 5 Other

Column 87

- 1 None
- 2 TCL from vocational/technical lykeio or from specialised branch of polytechnical lykeio or equivalent qualification from other institute
- 3 -
- 4 TES; technical vocational school, completing at least two years of study
- 5 TEI; other diploma from specialised colleges (or KATEE); equivalent qualifications
- 6 Basic university degree
- 7 Masters degree or doctorate
- 8 Other vocational qualification

España

Columna 86

- 1 Educación primaria o sin estudios
- 2 Educación secundaria obligatoria
- 3 Bachillerato
- 4 Columna 87 = 5/6/7
- 5 Otra

Columna 87

- 1 Ninguna formación post-secundaria o profesional
- 2 Formación profesional de grado medio o equivalente
- 3 Formación profesional dentro de la empresa
- 4 Formación profesional mixta (en una empresa y en un centro escolar)
- 5 Formación profesional de grado superior o equivalente
- 6 Diplomados universitarios o equivalentes
- 7 Licenciados, Ingenieros, Doctores o equivalentes
- 8 Otra formación

France

Rubrique 86

- 1 Études primaires ou inférieures; 6ème, 5ème, 4ème de l'enseignement secondaire; études professionnelles sans diplôme
- 2 3ème, 2ème, 1ère de l'enseignement secondaire (les personnes ayant suivi un enseignement professionnel de niveau supérieur ou égal à la dernière année du Brevet d'Études Professionnelles sont supposées être passées par la classe de 3ème de l'enseignement général)
- 3 Terminale de l'enseignement secondaire général ou technologique, y compris préparation au brevet de technicien
- 4 Rubrique 87 = 5/6/7
- 5 Autres

Rubrique 87

- 1 Aucun diplôme supérieur ni professionnel
- 2 Formation professionnelle de niveau secondaire sanctionnée par un diplôme (Certificat d'Éducation Professionnelle, Certificat d'Aptitude Professionnelle, Brevet d'Études Professionnelles, baccalauréat professionnel, brevet professionnel, etc.) hors apprentissage
- 3 -
- 4 Certificat d'Aptitude Professionnelle ou Brevet d'Études Professionnelles obtenu par apprentissage
- 5 Brevet de Technicien Supérieur, Diplôme Universitaire de Technologie, diplômes des professions de la santé (hors celle de médecin) et autres de niveau technicien supérieur
- 6 Licence
- 7 Maîtrise, diplômes universitaires du 3ème cycle (Diplôme d'Études Supérieures, Diplôme d'Études Approfondies, doctorat), Certificat d'Aptitude Professionnelle de l'Enseignement Supérieur, Certificat d'Aptitude Professionnelle de l'Enseignement Technique, agrégation; diplôme d'une grande école
- 8 Diplôme d'Études Universitaires Générales ou équivalent

Ireland

Column 86

- 1 Primary or lower
- 2 Junior cycle; Intermediate/Group/Junior Certificate
- 3 Senior cycle; Leaving Certificate
- 4 Column 87 = 5/6/7
- 5 Other

Column 87

- 1 No professional/vocational qualifications
- 2 -
- 3 At the workplace only
- 4 Partly within the workplace and partly at school; including apprenticeship
- 5 Diploma from Regional Technical College, College of Technology or equivalent
- 6 Bachelor degree
- 7 Masters or higher degree
- 8 Other vocational qualification

Italia

Colonna 86

- 1 Nessun titolo di studio; Licenza elementare; scuola media inferiore non completata
- 2 Licenza di scuola media inferiore; Licenza di avviamento professionale
- 3 Diploma di scuola media superiore
- 4 Colonna 87 = 5/6/7
- 5 Altro

Colonna 87

- 1 Nessuna formazione post-scolastica o professionale
- 2 Diploma di scuola media superiore che non permette l'accesso all'università
- 3 Unicamente in ambiente di lavoro
- 4 Apprendistato
- 5 Diploma universitario - Laurea breve
- 6 Laurea
- 7 Specializzazione post-laurea; Dottorato di ricerca
- 8 Altra formazione post-scolastica

Luxembourg

Rubrique 86

- 1 Niveau primaire
- 2 Niveau secondaire, 1er cycle
- 3 Niveau secondaire, 2e cycle
- 4 Rubrique 87 = 5/6/7
- 5 Autre enseignement général

Rubrique 87

- 1 Aucune formation post-scolaire ou professionnelle
- 2 Enseignement secondaire technique sans formation complémentaire dans une entreprise
- 3 Formation professionnelle spécifique au sein de l'entreprise pendant au moins une année sans autre formation complémentaire dans une école
- 4 Formation professionnelle spécifique dans un système de formation alternée
- 5 Niveau supérieur non universitaire
- 6 Niveau universitaire
- 7 -
- 8 Autre type de formation professionnelle

Nederland

Kolom 86

- 1 Al dan niet voltooid kleuter- en basisonderwijs; niet voltooid Middelbaar Algemeen Vormend Onderwijs; klas 3 Hoger Algemeen Vormend Onderwijs of Voorbereidend Wetenschappelijk Onderwijs niet met succes doorlopen
- 2 Voltooid Middelbaar Algemeen Vormend Onderwijs; klas 3 Hoger Algemeen Vormend Onderwijs of Voorbereidend Wetenschappelijk Onderwijs met succes doorlopen
- 3 Voltooid Hoger Algemeen Vormend Onderwijs of Voorbereidend Wetenschappelijk Onderwijs
- 4 Kolom 87 = 5/6/7
- 5 Overig

Kolom 87

- 1 Geen beroepsonderwijs of beroepsopleiding
- 2 Voltooid Lager Beroepsonderwijs en Middelbaar Beroepsonderwijs
- 3 -
- 4 -
- 5 Voltooid Hoger Beroepsonderwijs
- 6 Voltooid universitaire opleiding
- 7 -
- 8 Universitair kandidaatsexamen

Portugal

Coluna 86

- 1 Não sabe ler nem escrever; sabe ler e escrever, sem possuir o 1º ciclo do básico (antiga 4ª classe); tem 4 anos de escolaridade
- 2 Completou o 2º ciclo do básico (5º e 6º anos de escolaridade)
- 3 Completou o 3º ciclo do básico (7º, 8º e 9º anos de escolaridade)
- 4 Coluna 87 = 5/6/7
- 5 Outro tipo de educação geral

Coluna 87

- 1 Sem qualquer outro tipo de educação (apenas ensino geral ou nenhum) ou formação profissional
- 2 Completou um curso (mínimo de um ano) numa escola ou instituto, vocacionado para uma actividade específica
- 3 Completou formação específica (mínimo de um ano) num ambiente de trabalho (sem formação complementar numa escola ou instituto)
- 4 Completou formação específica através de um sistema com experiência de trabalho e ao mesmo tempo formação complementar noutro local (qualquer tipo de sistema "desdobrado", incluindo aprendizagem)
- 5 Recebeu uma qualificação de terceiro nível que não é grau universitário
- 6 Recebeu um grau universitário (grau de início - licenciatura ou equivalente)
- 7 Recebeu um grau universitário não inicial ou uma qualificação de pós-graduação (mestrado, doutoramento)
- 8 Recebeu uma qualquer qualificação profissional não especificada acima

United Kingdom

Column 86

- 1 Left full-time education before 15 years of age
- 2 Remained in full-time education to at least 15 years of age, with or without obtaining qualifications necessary for progress to next level (e.g. 'O' level or equivalent)
- 3 Remained in full-time education to at least 17 years of age, with or without obtaining qualifications necessary for progress to next level (e.g. 'A' level or equivalent)
- 4 Column 87 = 5/6/7
- 5 Other

Column 87

- 1 No professional/vocational qualifications
- 2 Ordinary or General BTEC; RSA; City and Guilds (CGLI) or equivalent
- 3 -
- 4 Ordinary or General BTEC/SCOTBTEC, BEC/SCOTBEC, TEC/SCOTEC, SCOTVEC; ONC; OND; YTS/YT/ET
- 5 Higher BTEC/SCOTBTEC, BEC/SCOTBEC, TEC/SCOTEC, SCOTVEC; HNC; HND; teaching and nursing qualifications without degree
- 6 First degree; other degree level of qualification; graduate membership of professional institute
- 7 Higher degree
- 8 Other professional/vocational qualification

Explanatory notes to the Community list of questions

Demographic background

Col. 1 : Relationship to reference person in the household

Each private household should contain **one and only one** person coded as 'reference person', who must be an adult; this corresponds to the concept of 'head of household' previously used. Establishing the relationship between members of the household permits analysis of the data by categories of household.

Col. 5 : Date of birth within the year

Together with year of birth (Cols. 3/4) this enables the age of the respondent to be calculated. For persons born in the same year, those coded 1 (birthday falling between 1 January and the end of the reference week) will be, for the purpose of analysing survey results, effectively one year older than those persons coded 2 (birthday falling after the end of the reference week).

Col. 6 : Marital status

The status referred to here is the legal concept. It therefore does not necessarily correspond with the actual situation of the household in terms of co-habitation arrangements, as recorded in Col. 1.

Cols. 7/8 : Nationality

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

Cols. 9/10 : Years of residence in this Member State

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

Cols. 11/12 : Country of birth

This should be provided according to the coding given in Annex IV. If possible the exact country should be indicated; where this is not possible, one of the general groupings in bold print should be used. Member States must be coded individually. For the purpose of this question, current national boundaries should be considered, rather than those existing at the time of the respondent's birth.

Work status

Col. 13 : Work status during the reference week

Information provided here, in conjunction with Col. 14, determines whether a person is considered as being in employment or not. Persons in employment are those coded 1 or 2 on Col. 13 who are not coded 7 (new job to start in the future) on Col. 14.

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

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

- (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.

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

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

1. For employees

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

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

3. For self-employed persons

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

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

If none of these conditions is met, then the person is regarded as not being in employment.

Code 3 : Was not working because on lay-off

A person on lay-off is one whose written or unwritten contract of employment, or activity, has been suspended by the employer for a specified or unspecified period at the end of which the person concerned has a recognised right or recognised expectation to recover employment with that employer.

Col 14 : Reason for not having worked at all though having a job

This item is addressed to those persons who had a job but did not work at all during the reference week (Filter: Col.13=2).

Code 1 : Slack work for technical or economic reasons

This includes difficulties such as plant breakdown or materials shortage; see also note below on Code 2.

Code 2 : Labour dispute

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

Code 5 : Maternity leave

This code is used only for those persons on statutory maternity leave. Any other leave taken for reasons of child-bearing or rearing is coded 8 : "Other reasons".

Code 7 : New job to start in the future

This code identifies those persons who on Col. 13 are classified as having a job in the reference week and not having worked, who in effect have found a job which has not yet started. These persons are regarded as unemployed. There may also be other persons in essentially the same situation who on Col. 13 are classified as not having a job in the reference week and declare under Col. 69/70 that they have found a job which will start later. These persons are also regarded as unemployed.

Employment characteristics of the first job

Definition of the first job

For the purposes of Cols. 15 to 45, multiple job holders decide for themselves which job is to be considered as the first job. In doubtful cases the first job should be the one with the greatest number of hours usually worked. Persons having changed job during the reference week should regard the job held at the end of the reference week as their first job.

Col. 15 : Professional status

Code 1 : Self-employed with employees

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

Code 2 : Self-employed without employees

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

Code 3 : Employee

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

Code 4 : Family worker

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

Cols. 16/17 : Economic activity of the local unit of the establishment

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

By "establishment" is meant a business, professional practice, farm, enterprise, manufacturer, public corporation, etc. The "local unit" to be considered is the geographical location where the job is mainly carried out or, in the case of peripatetic occupations, can be said to be based; normally it consists of a single building, part of a building, or, at the largest, a self-contained group of buildings. The "local unit of the establishment" is therefore the group of employees of the enterprise who are geographically located at the same site.

Cols. 18/20 : Occupation

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

Cols. 21/22 : Number of persons working at the local unit of the establishment

For the term "local unit of the establishment", see notes to Cols. 16/17. The codes provided permit either a reasonably exact number to be indicated (codes 01-13) or simply an indication of whether it is greater or less than ten (codes 14 and 15).

Cols. 23/24 : Country of place of work

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

Cols. 25/26 : Region of place of work

This should be provided to the coding system in Annex I, which is based upon the Nomenclature of Territorial Units (NUTS). The third and fourth digits of the NUTS code (that is, the level II regional code) should be provided. This information should be supplied if the person works within the Member State where he or she lives. If the person works in a different Member State, it is required only in those cases where the person works in a region bordering on the Member State where he or she lives.

Cols. 27/28 and 29/30: Year/Month in which the person started working for this employer or as self-employed

This information is valuable for estimating the degree of fluidity in the labour market and in identifying the areas of economic activity where the turnover of labour is rapid or otherwise. The exact date of starting a job is so often required that most respondents can supply the month without difficulty, and in almost all cases if the job was begun within the last year.

Col. 31 : Full-time / part-time distinction

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

Codes 2 to 6 are in order of priority with code 2 having the highest priority. Code 7 identifies those persons who declare they work part-time but give no reason.

Col. 32 : Permanency of the job

This question is addressed **only to employees**.

In the majority of Member States most jobs are based on written work contracts. However in some countries such contracts exist only for specific cases (for example in the public sector, for apprentices, or for other persons undergoing some formal training within an enterprise). Taking account of these different institutional arrangements the notions "temporary job" and "work contract of limited duration" (likewise "permanent job" and "work contract of unlimited duration") describe situations which under different institutional frameworks, can be regarded as similar.

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

To be included in these groups are :

- (i) persons with a seasonal job,
- (ii) persons engaged by an employment agency or business and hired out to a third party for the carrying out of a "work mission" (unless there is a work contract of unlimited duration with the employment agency or business),
- (iii) persons with specific training contracts.

If there exists no objective criterion for the termination of a job or work contract these should be regarded as permanent or of unlimited duration (Code 1).

Code 6 : Contract for a probationary period

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

Col. 33 : Total duration of temporary job or work contract of limited duration

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

Cols. 34/35 : Number of hours per week usually worked

The number of hours given here corresponds to the number of hours the person normally works. This covers all hours including extra hours, either paid or unpaid, which the person normally works, but excludes the travel time between the home and the place of work as well as the main meal breaks (normally taken at midday). Persons who usually also work at home (within the definitions given in the notes to Col. 45) 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. 36/37 Number of hours actually worked during the reference week

The number of hours given here corresponds to the number of hours the person actually worked during the reference week. This includes all hours including extra hours regardless of whether they were paid or not. Travel time between home and the place of work as well as the main meal breaks (normally taken at midday) are excluded. Persons who have also worked at home (within the definitions given in the notes to Col. 45) 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.

Cols. 38/39 : Main reason for hours actually worked during the reference week being different from the person's usual hours

This question should also be asked of those persons who did not state their usual hours (Cols. 34/35 = 00). They may know if they have worked considerably more or less than usual even if they cannot give a number for their usual hours.

In a case where more than one reason applies, the reason to be coded is that which explains the greatest number of hours.

Code 04 : Slack work for technical or economic reasons

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

Code 05 : Labour dispute

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

Code 09 : Maternity leave

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

Col. 40 : Shift work

The question on shift work is addressed only to employees. Work shifts are defined as two or more distinct periods of work within a 24-hour day between which employees are regularly rotated. An employee is therefore classified as shift worker if he/she works two or more different work shifts. Persons working fixed hours (i.e whose working hours do not vary significantly) are not considered as shift workers. For example, a person who always works the night "shift" in a factory, should be coded with 3 in this column and 1 in Col. 42.

Code 1 : Person usually does shift work

"Usually" in this context may be interpreted to mean that the times at which a person worked varied significantly more than once during a reference period of four weeks preceding the interview.

Code 2 : Person sometimes does shift work

"Sometimes" in this context may be interpreted to mean that the times at which the person worked varied significantly once (but not more often) during a reference period of four weeks preceding the interview.

Code 3 : Person never does shift work

"Never" in this context may be interpreted to mean that the times at which the person worked did not vary significantly during a reference period of four weeks preceding the interview.

Col. 41 : Evening work

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

Code 1 : Person usually works in the evening

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

Code 2 : Person sometimes works in the evening

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

Code 3 : Person never works in the evening

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

Col. 42 : Night work

Bearing in mind the definitional problems discussed under Col. 41, "night work" can be generally be considered to be work done during the usual sleeping hours. This implies an abnormal sleeping pattern (whereas "evening work" implies the possibility of sleeping at normal times).

Code 1 : Person usually works at night

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

Code 2 : Person sometimes works at night

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

Code 3 : Person never works at night

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

Col. 43 : Saturday work

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

Code 1 : Person usually works on Saturdays

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

Code 2 : Person sometimes works on Saturdays

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

Code 3 : Person never works on Saturdays

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

Col. 44 : Sunday work

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

Code 1 : Person usually works on Sundays

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

Code 2 : Person sometimes works on Sundays

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

Code 3 : Person never works on Sundays

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

Col. 45 : Working at home

This concept applies to many self-employed people, for example in artistic or professional activities, who work wholly or partly at home, often in a part of their living accommodation set aside for this purpose. However, if the place of work comprises a separate unit (for example, a doctor's surgery or tax consultant's practice) which is adjacent to the person's home but contains a separate entrance, then work performed there should not be considered to be done "at home". Similarly, a farmer is not to be regarded as working "at home" when he is occupied in fields or buildings adjacent to his house.

In the case of employees, "working at home" should be interpreted strictly in terms of formal working arrangements, where it is mutually understood by the employee and the employer that a certain part of the work is to be done at home. Such an arrangement may be explicitly included in the terms of employment, or may be recognised in other ways (for example, if the employee explicitly notifies the employer of this work by completing a timesheet, or by requesting additional payment or other forms of compensation). This arrangement is also recognised if an employee is equipped with a computer in his home in order to perform his work. Other typical examples of "working at home" include travelling salesmen who prepare at home for appointments with clients which are then held at the clients' offices or homes, or persons who do typing or knitting work which on completion is sent to a central location.

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

Code 1 : Person usually works at home

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

Code 2 : Person sometimes works at home

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

Code 3 : Person never works at home

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

Col. 46 : Looking for another job and reasons for doing so

Codes 1 - 5 are in order of priority with code 1 having the highest priority. Code 6 identifies those persons who declare they are looking for another job but give no reason.

Information about second jobs

Col. 47 : Existence of more than one job or business

Code 2 : Person had more than one job or business during the reference week

This refers only to those persons with more than one job. It does not refer to persons having changed job during the reference week.

Col. 48 : Professional status in the second job

See notes to Col. 15.

Cols. 49/50 : Economic activity of the local unit of the establishment of the second job

The NACE codes in Annex II are derived from the Statistical Classification of Economic Activities (NACE Rev. 1). For the term "local unit of the establishment", see notes to Cols. 16/17.

Cols. 51/53 : Occupation in the second job

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

Previous work experience of person not in employment

Col. 57 : Experience of employment

This column is used to define whether a person without employment has previously been in employment and, if so, Cols. 58/59 & 60/61 provide information on the month and year in which he/she last worked.

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

Cols. 58/59 and 60/61: Year/Month in which person last worked

The information on the year and month when the person last worked permits an exact calculation to be made of the length of time which has elapsed since the person was in employment. In the case of unemployed persons, this is used in the estimation of the duration of unemployment, which is defined as the shorter of the following two periods : the length of time since last employment and the duration of search for work (Col. 72).

Col. 62 : Main reason for leaving last job or business

Code 0 : Dismissed or made redundant

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

Code 1 : A job of limited duration has ended

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

Code 2 : Personal or family responsibilities

Personal or family responsibilities may include marriage, pregnancy, childcare, serious illness of another member of the family, long vacation etc. However, if the respondent left his/her job because of personal health-related reasons then code 3 should be used.

Code 5 : Early retirement

This code applies mainly to those employees who have taken the early retirement option due to economic factors (labour market problems, difficulties in specific sectors of the economy, etc.). If the respondent retired from his/her job at the normal retirement age then code 6 should be used.

Code 8 : Other reasons

This code is used where none of the codes 0-7 applies, including cases where the person has resigned from his job for reasons (such as personal dissatisfaction) not covered by any of the other codes.

Col. 63 : Professional status in the last job

See notes to Col. 15.

Cols. 64/65 : Economic activity of the local unit of the establishment in which person last worked

The NACE codes in Annex II are derived from the Statistical Classification of Economic Activities (NACE Rev. 1). For the term "local unit of the establishment", see notes to Cols. 16/17.

Cols. 66/68 : Occupation of last job

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

Search for employment

Cols. 69/70 : Seeking employment for person without employment during the reference week

Due to the importance of this question in defining the unemployed, every effort should be made to ensure that an answer is given to this question. 'Blanks' should be kept to a minimum.

Those people not seeking employment (i.e. codes 03 to 10 or blank) are questioned on their willingness to work on Col. 76.

Code 01 : Person is seeking employment

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

Code 02 : Person has already found a job which will start later

As mentioned in the notes to Col. 14 code 7, this 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 03 : Awaiting recall to work (persons on lay-off)

This code is to re-identify those persons who on Col. 13 declare to be on lay-off and not seeking employment.

Code 08 : Belief that no work is available

This code permits the estimation of the number of unemployed according to the ILO extended definition of unemployment.

Col. 71 : Type of employment sought

Code 1 : As self-employed

Persons seeking self-employment, who are without employment during the reference week, are also asked under Cols. 73/74 whether they have taken any active steps during the past 4 weeks to set up a business, farm or professional practice.

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

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

Col. 72 : Duration of search for work

In the case of unemployed persons, this is used in the estimation of the duration of unemployment, which is defined as the shorter of the following two periods : the length of time since last employment (see notes on Cols. 58-61) and the duration of search for work.

Cols. 73/74 : Main method used during previous four weeks to find work

Due to the importance of this column for the classification of the unemployed the different answers should be prompted. Only those methods used during the four weeks before the interview are to be recorded.

Code 10 : Waiting for a call from a public employment office

This code is not to be used in the case of persons who have taken the initiative in making contact with the public employment office during the last four weeks (in this case the code to be used is '01'). It is to be used only for those persons who have not undertaken any more active step during the four-week reference period than waiting for a call from a public employment office; this implies that contact with the public employment office was established at some point before the reference period. Column 75 establishes the date at which this contact was last made.

Code 11 : Awaiting the results of a competition for recruitment to the public sector

In general, the fact of awaiting the results of an application or competition alone does not indicate a strong enough attachment to the labour market to justify classifying a person in this situation as unemployed. An exception is made in the case of a competition for recruitment in the public sector because for persons with specific qualifications this may be the only employer to offer suitable jobs (e.g. as teachers, policemen) and competitions may be the only way to enter this sector.

Col. 75 : Date when person last contacted employment office to find work

This column is intended to measure the period since the last active step was taken to find work, by those persons not declaring any other search method than "waiting for a call from a public employment office" (Cols. 73/74 = 10). It permits a calculation to be made corresponding to those (non-ILO) definitions of unemployment which do not include the criterion of active job-search within the past four weeks.

Col. 76 : Willingness to work for person not seeking employment.

This question is intended to permit a more exact measure for "discouraged workers". It is put to persons coded 03-10 on Cols. 69/70, i.e. without employment and not seeking employment.

Col. 77 : Availability to start working within next two weeks

Persons seeking paid employment must be immediately available for work in order to be considered unemployed. 'Immediately available' means that if a job were found at the time of the interview, the person would be able to start work within two weeks. Testing for availability in the two weeks after the interview is considered more appropriate than testing during the reference week, because some persons may be unavailable for work during the reference week due to obstacles that might have been overcome had they known that a job was available to them. In order to obtain a wider view of the movement of the labour market, this question is also put to persons in employment who are looking for another job (Col. 46 = 1-6) and to 'discouraged workers' (Col. 76 = 1).

Col. 78 : Situation immediately before person started to seek employment (or was waiting for new job to start)

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

Col. 79 : Registration at a public employment office

This question is to be answered by everybody of working age participating in the survey. For persons having declared themselves to be seeking employment this question should be the last in the section on seeking employment, as it is important not to give the subject of registration too much emphasis in defining the unemployed. Since unemployment will basically be defined by the criteria of job search and availability for work the respondents' answer to these questions should not be conditioned by whether or not they are registered at an official employment exchange. It is expected that by following this rule the comparability of unemployment figures will be improved.

Persons not seeking employment are also asked this question. By putting this question to everybody it should be possible to better compare the unemployment figures derived from the survey with those from the unemployment registers.

Situation of inactive person

Col. 80 : Situation of person who neither has a job nor is looking for one (excluding conscripts)

Code 3 : Permanently disabled

This code should only be used when a person believes that he/she would be unable to work regardless of what jobs become available.

Education and training

Col. 81 : Education and training received during previous four weeks

This question provides basic information on education and training currently being received. The question is addressed to all persons aged 15 or older, this being the minimum for compulsory education in all Member States. A reference period of four weeks is proposed in order to reduce the risk that the week preceding the interview coincided with a vacation or other interval in the education or training.

The information collected here should relate only to education and vocational training which is relevant for the current or possible future job of the respondent. Courses undertaken purely for interest or as hobbies should not be included. Instruction with a general application, such as driving lessons, should also be excluded, unless undertaken with the specific intention of seeking a job in which this was indispensable.

If during the past four weeks education or vocational training was received in more than one institution, the training which is considered the most important by the respondent should be coded; in doubtful cases this is the course of training which has occupied the greatest number of hours during the past four weeks. However, as an exception to this rule, persons following a training programme in the dual system which involves both school and establishment (e.g. apprenticeship, sandwich courses) should always be coded 4.

The various possible codes for this column, as discussed below, have been designed to correspond as exactly as possible to those offered in Col. 87. The notes provided for that column may therefore supply useful supplementary guidance.

Code 0 : Received no education or training

For many persons with jobs, but not all, this will be the appropriate code. Employees who have been sent on short courses in, for example, computer usage, should be coded 3, while other persons who may be studying in their free time for Open University degrees or other courses, possibly by correspondence, should be coded 6.

Code 1 : Attended a school which provides general education

This code identifies schools of the type attended up to the age of 15, and it will therefore be the appropriate code for many people just over that age, who are not yet receiving training intended to provide qualifications for a specific vocation.

Code 2 : Attended a school which provides specific vocational training

This will be the appropriate code for many persons who are intending to take up a skilled manual occupation and are receiving the necessary instruction at an educational or training institution. If, however, the instruction is categorised as "third-level" (that is to say it follows after a complete course of secondary level education) it will probably qualify for codes 5, 6 or 7, which should be used in this case.

Code 3 : Received specific vocational training in a working environment (without complementary instruction at a school or college)

This refers to vocational training either received at the place of work or else made available or paid for by the person's employer. If the vocational training in the working environment was received within the context of the so-called "dual system", then even if during the past four weeks the training took place entirely in the working environment the code to be used is not 3 but 4.

Code 4 : Received specific vocational training within a system which provides both work experience and complementary instruction elsewhere (any form of 'dual system' including apprenticeship)

For this code to be the appropriate one, the training and practical elements must be explicitly integrated into a single system. As discussed above, persons attending training programmes in a "dual system" are to be coded 4 even if the training received during the past four weeks was entirely within a working environment or entirely in a school.

Code 5 : Studied for a third-level qualification which is not a university degree

Study for a "third level" qualification implies that the person has completed general education up to the end of second level. If this is the case code 5 should be used unless the qualification sought is a university degree. Examples of code 5 include diplomas in teaching and nursing.

Code 6 : Studied for a university degree (initial) or equivalent

This is the appropriate code for study at university level unless the person has already obtained a degree and is now seeking a further qualification (which would be coded 7).

Code 7 : Studied for a university higher degree or post-graduate qualification

In this case again the study must be at university level. The qualification sought will normally be a doctorate or master's degree.

Code 8 : Studied for some other qualification not covered above

This code has been introduced to cover types of education and vocational training which are difficult to classify within the scheme outlined above.

Col. 82 : Purpose of the training received during previous four weeks

This question is put to all persons of 15 or over (the most common limit for compulsory education) who were receiving education or vocational training during the previous four weeks (Filter : Col. 81 = 2-8). The code to be used is determined largely by the declared intentions of the person receiving the training.

Code 1 : Initial vocational training

This code applies to all persons undergoing education or vocational training who have never worked (except purely occasional work, compulsory military or alternative community service).

Code 2 : Advancement in career

This code refers to all persons who, in the reference week, were receiving training to improve their qualifications in their present occupation.

Code 3 : Changing career

This code refers to all persons who, in the reference week, were receiving training in an area different from their present or previous occupation, with a view to changing jobs. This may also include persons who have a recognised vocational qualification but no relevant work experience, provided the subject area of the present training is substantially different from the training already completed.

Col. 83 : Total length of training

This question refers only to the course of training identified in Col. 81. It is the total length of the period already completed in this course, plus the period which the person is obliged to complete. It does not take into account earlier courses which led to a separate qualification or diploma, nor succeeding courses which the person may intend to take but which do not form an intrinsic part of the same training. The concept is one of elapsed time, so no adjustment is to be made in the case of courses which are not full-time. This is taken into account in the following question.

Col. 84/85 : Usual number of hours training per week

This question refers only to the course of training identified in Col. 81. The week to be considered should be a typical one, bearing in mind the four-week reference period, and thus excluding untypical periods such as vacations.

Col. 86 and col. 87

These two questions provide information on the educational and training attainment of respondents. They are addressed to all persons aged 15 years or more.

These questions cover respectively the "highest completed level of general education" (column 86) and "the highest completed level of further education or vocational training" (column 87). This implies an agreed set of conventions distinguishing between general education on the one hand and vocational education on the other. They are based on the following widely accepted principles.

All current programmes at primary education are regarded as general education: most programmes at secondary level can be coded unambiguously but a small number might be coded either way. Programmes offering a range of subjects in humanities, mathematics, natural science, social science, technology and creative arts from which a student can choose, which are designed to facilitate further study at the next level are regarded as general, e.g. most programmes provided at junior second level are readily classified as general education. Those which are tailored to preparation for a specific occupation or profession and are either terminal or intended to facilitate further study only within the ambit of further preparation towards the same occupation are regarded as vocational training, e.g. a programme leading to a qualification as a plumber, as are programs designed for those in a particular occupation with the intention of improving or updating skills in that occupation. There are some programmes which are not easy to classify on this basis because they contain a mixture of elements some of which pertain to general education and others to vocational training. Because of widely differing views within and between countries about the relevance and the applicability of the distinction at third level the distinction is not maintained at third level except in a purely formal way. Persons holding a qualification which are coded as either 5 or 6 or 7 on column 87 should be coded as 4 on column 86. As a convention for this survey "completion" always means successful completion normally accompanied by a specific qualification.

Persons who have not completed their studies, (i.e., persons who are code 5 in column 13 and code 6 in columns 69/70) should be coded on columns 86 and 87 according to the highest level, general and/or vocational, they have completed and should not be coded with a blank on either of these columns. Thus, for example, it would be expected that a person who was engaged in studying for an initial university degree and who had not had any vocational training prior to entering upon their current program of studies would be coded 3 on column 86 and 1 on column 87, unless the person already held a university degree in another field, in which case he/she would be coded as 4 on column 86 and 6 on column 87.

The national equivalences of each code used for these questions are set out in Annex V.

Col. 86 : Highest completed level of general education

This question is addressed to all persons 15 years or more, and provides information on the educational attainment of respondents.

The categories used in coding this item are broadly representative of those used in national publications of labour force data. However as countries differ widely in the way they categorise secondary education they have been expressed in standard international terminology as set out in ISCED (International Standard Classification of Education). Annex V shows details by country of the contents of each code.

Code 1 includes all persons who have not completed first stage of general second level education as defined in ISCED and as interpreted in national terminology.

Code 2 covers those persons who have completed ISCED 2 but have not completed the second stage of second level education as defined in ISCED and as interpreted in national terminology.

Code 3 covers those persons who have completed general second level education but have not completed a recognised third level program. In some countries as the proportion of each cohort which completes secondary education increases there may be post-secondary programs which are not vocational training in the sense of leading to a defined occupation but provide an enhancement of a person's general worth to the labour market at the same academic level as their secondary studies (e.g. acquiring familiarity with an additional language, or improving interview techniques). Completion of such programs should not be regarded as completing a program at third level. In general a program should be at least two years duration before it is classified as being at third level.

Code 4 is, as described above, used as an aggregate of those coded as either 5 or 6 or 7 on column 87.

Code 5 is used for any other general education not classifiable as above.

Col. 87 : Highest completed level of further education or vocational training

This question is addressed to all persons aged 15 years or more: it provides information on the highest level of further education or vocational training completed by respondents.

It classifies respondents into three broad categories, those who have not completed any program of further education or vocational training (coded 1) those who have completed a recognised program at third level, usually by acquiring third level qualifications, (coded 5 or 6 or 7) and others (coded 2 or 3 or 4). For those who have some vocational training but who cannot use any of the codes from 2 to 7, code 8 is used.

Countries differ greatly in the role assigned to an initial degree. Some countries have a short initial degree, which may be followed by an intermediate post-graduate degree, usually called a Master's degree, which may be followed by a post-graduate degree, a Doctor's degree. In other countries the initial degree is a longer degree and is regarded as a Master's degree. In addition professional degrees, such as medical degrees, which are typically longer than degrees in other fields, may be reported as equivalent to a basic degree in some countries and as equivalent to a postgraduate degree in other countries. For many years these differences have created difficulties in reporting statistics using ISCED and they remain to be resolved within the international community. In the Community Labour Force Survey the convention is to distinguish between code 6 and code 7 only in those countries where the distinction conveys useful information.

Situation one year before survey

Col. 88 : Situation with regard to activity one year before survey

The information collected through this question and those following in this section, is used to assess mobility of various types : between employment, unemployment and inactivity; of professional status; of economic activity; geographical mobility. Clearly such mobility measures, based upon the respondent's situation at two points in time, can only indicate at

most one change in each case (for example, from unemployed to employed), whereas in fact several changes may have taken place over this period (for example, unemployed - employed - inactive - employed). Also, the International Labour Organisation definitions used elsewhere in the survey cannot be applied here, since not all the questions necessary can be asked (for example, availability for work, job search, etc.). The comparison must therefore be made on the basis of ILO definitions for the status in the reference week and a 'main status' concept for the situation a year before the survey, as indicated below.

Code 1: Person was working

Persons with this code are considered as having been in employment a year before the survey.

Code 2: Person was seeking employment or was on lay-off

Persons with this code are considered as having been unemployed a year before the survey.

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

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 important in identifying labour force entrants.

Code 5: Other

Persons with this code or code 3 (pupil/student) are considered as having been inactive a year before the survey.

Col. 89 : Professional status one year before survey

See notes to Col. 15.

Cols. 90/91 : Economic activity of the local unit of the establishment in which person worked one year before survey

The NACE codes in Annex II are derived from the Statistical Classification of Economic Activities (NACE Rev. 1). For the term "local unit of the establishment", see notes to Cols. 16/17.

Col. 92/93 : Country of residence one year before survey)

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

Cols. 94/95 : Region of residence one year before survey

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

Technical items relating to the interview

Col. 100/101 : Member State

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

Cols. 102/103 : Region of household

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

Col. 104 : Degree of urbanisation

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

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

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

| | |
|----------------|------------------------|
| Belgium | : 'Commune'/'Gemeente' |
| Denmark | : 'Kommuner' |
| Germany | : 'Gemeinde' |
| Greece | : 'Demos' |
| Spain | : 'Municipio' |
| France | : 'Commune' |
| Ireland | : 'DED / ward' |
| Italy | : 'Commune' |
| Luxembourg | : 'Commune' |
| Netherlands | : 'Gemeente' |
| Portugal | : 'Concelho' |
| United Kingdom | : 'Ward' |

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

Code 1 : Densely-populated area

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

Code 2 : Intermediate area

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

Code 3 : Thinly-populated area

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

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

Cols. 114/119 : Weighting factor

Each person in the survey sample may be considered to be 'representative' of a certain number of other persons not in the sample. The record for each responding individual is therefore assigned a weighting indicating how many persons are in this sense 'represented' by this individual.

Col. 120 : Sub-sample in relation to the preceding survey

This information is included so that the common sub-sample between two consecutive surveys can be identified. Net changes between this year and the preceding one may thus be estimated.

Col. 121 : Sub-sample in relation to the following survey

As for Col. 120, this information is included so that the common sub-sample between two consecutive surveys can be identified. Net changes between this year and the following one may thus be estimated.

I

(Acts whose publication is obligatory)

**COUNCIL REGULATION (EEC) No 3711/91
of 16 December 1991**

on the organization of an annual labour force sample survey in the Community

THE COUNCIL OF THE EUROPEAN COMMUNITIES,

Having regard to the Treaty establishing the European Economic Community, and in particular Article 213 thereof,

Having regard to the draft Regulation submitted by the Commission,

Whereas, in order to carry out the tasks which are assigned to it by the Treaty, and in particular by Articles 2, 92, 117, 118, 122, 123 and 130d thereof, the Commission must be acquainted with the situation and developments in employment and unemployment;

Whereas the advent of the internal market increases the need for statistical information on the development of economic and social convergence so that comparisons may be made between Member States and regions in the Community;

Whereas the best method of ascertaining the level and structure of employment and unemployment consists in carrying out a harmonized and synchronized Community labour force sample survey, as has been done annually in the past,

HAS ADOPTED THIS REGULATION:

Article 1

Frequency of the survey

In the spring of each year, starting in 1992, the Statistical Office of the European Communities, hereinafter called 'Eurostat', shall conduct for the Commission a labour force sample survey in the Community, hereinafter referred to as 'survey'.

Article 2

Survey units

1. The survey shall be carried out in each Member State in a sample of households of persons residing in the territory of that State at the time of the survey.

Member States shall make every effort to prevent double counting of persons with more than one residence.

2. The information shall be collected for each member of the households included in the sample.

In cases where one member of the household provides information for other members, this shall be clearly indicated.

Article 3

Representativeness of the sample

1. The national statistical offices shall carry out the survey within the framework of national surveys and shall ensure that the sample of households referred to in Article 2 (1) corresponds to that usually adopted in the Member State in question, in such a way that the volume of the sample will be identical to that in the national survey.

2. In this context, to ensure a reliable foundation for comparative analysis at Community level, as well as at the level of the Member States and of specific regions, the sampling plan shall guarantee that for characteristics relating to 5 % of the population of working age the relative standard error at NUTS II level (or equivalent) does not exceed 8 %, assuming the design effect for the variable 'unemployment'.

Regions with less than 300 000 inhabitants shall be exempt from this requirement.

3. The national statistical offices shall take the necessary measures to ensure that at least a quarter of the survey units are taken from the preceding survey and that at least a quarter shall form part of a subsequent survey.

These two groups shall be identified by a code.

4. Member States shall provide Eurostat with whatever information is required for the organization and methodology of the survey and, in particular, shall indicate the criteria adopted for the design and extent of the sample.

Article 4

Survey characteristics

1. The survey shall cover the following characteristics :

- (a) *demographic background, as follows*: relationship to reference person in the household, sex, year of birth, date of birth within the year, marital status, nationality, years of residence in this Member State, country of birth;
- (b) *work status, as follows*: work status during the reference week, reason for not having worked at all though having a job;
- (c) *employment characteristics of the first job, as follows*: professional status, economic activity of the local unit of the establishment, occupation, number of persons working at the local unit of the establishment, country of place of work, region of place of work, year in which the person started working for this employer or as a self-employed person, month in which the person started working for this employer or as a self-employed person, full-time/part-time distinction, permanency of the job, total duration of temporary job or work contract, number of hours usually worked, number of hours actually worked, main reason for hours actually worked being different from the person's usual hours, shiftwork, evening work, night work, Saturday work, Sunday work, working at home, looking for another job and reasons for doing so;
- (d) *information about second jobs, as follows*: existence of more than one job or business, professional status, economic activity of the local unit of the establishment, occupation, number of hours actually worked, regularity of the second job;
- (e) *previous work experience of persons not in employment, as follows*: previous experience of employment, year in which person last worked, month in which person last worked, main reason for leaving last job or business, professional status in the last job, economic activity of the local unit of the establishment in which person last worked, occupation in last job;
- (f) *search for employment, as follows*: seeking employment for persons without employment during the reference week, type of employment sought, duration of search for work, main method used during past four weeks to find a job, date when person last had contact with public employment office to find work, willingness to work, as felt by persons who are not seeking employment, availability to start working within next two weeks, situation immediately before person started to seek employment (or was waiting for new job to start), registration at a public employment office;
- (g) *situation of inactive persons, as follows*: situation of person who neither has a job nor is looking for one;
- (h) *education and training, as follows*: education and training received during previous four weeks, purpose

of the training being received during previous four weeks, total length of training, usual number of hours' training per week, highest completed level of general education, highest completed level of further education or vocational training;

- (i) *situation one year before survey, as follows*: situation with regard to activity, professional status, economic activity of local unit of establishment in which person was working, country of residence, region of residence;
- (j) *technical items relating to the interview, as follows*: year of survey, reference week, Member State, region, degree of urbanization, serial number of household, type of household, type of institution, nature of participation in the survey, weighting factor, sub-sample in relation to the preceding survey, sub-sample in relation to the next survey.

2. A codification document listing the characteristics of the survey, as indicated in paragraph 1, shall be drawn up and published by Eurostat after consulting the Committee on the Statistical Programmes of the European Communities set up by Decision 89/382/EEC, Euratom⁽¹⁾, in accordance with the procedure laid down in Article 8 of this Regulation.

Article 5

Conduct of the survey

1. The national statistical offices shall conduct the survey on the basis of the codification document as described in Article 4 (2).

They shall ensure that the questions are in a logical sequence as regards their content and phrased in such a way as to guarantee, in collaboration with Eurostat, the maximum degree of comparability between the Member States.

2. Member States shall endeavour to ensure that the information requested is provided truthfully and in its entirety within the periods specified.

The national statistical offices may make it compulsory to reply to the survey.

Article 6

Transmission and publication

1. Within nine months of the end of the survey in the field, the national statistical offices shall forward to Eurostat the results of the survey, duly checked, for each person questioned without indication of name or address.

⁽¹⁾ OJ No L 181, 28. 6. 1989, p. 47.

2. Eurostat shall be responsible for the processing, analysis and dissemination of the results of the survey.

The national statistical offices may, in consultation with Eurostat, publish the respective results of the survey.

Article 7

Statistical confidentiality

1. Items of information relating to individuals provided in the context of the survey may be used for statistical purposes only.

They may not be used for fiscal or other purposes and may not be communicated to third parties.

2. The confidential handling of data transmitted to Eurostat shall be governed by Council Regulation (Euratom, EEC) No 1588/90 of 11 June 1990 on the transmission of data subject to statistical confidentiality to the Statistical Office of the European Communities⁽¹⁾.

Article 8

Advisory committee

1. The Commission shall be assisted by a committee of an advisory nature composed of two representatives from each Member State and chaired by the representative of the Commission.

This Regulation shall be binding in its entirety and directly applicable in all Member States.

Done at Brussels, 16 December 1991.

2. The representative of the Commission shall submit to the committee a draft of the measures to be taken.

The committee shall deliver its opinion on the draft within a time limit which the chairman may lay down according to the urgency of the matter, if necessary by taking a vote.

3. The opinion shall be recorded in the minutes; in addition, each Member State shall have the right to ask to have its position recorded in the minutes.

4. The Commission shall take the utmost account of the opinion delivered by the committee. It shall inform the committee of the manner in which its opinion has been taken into account.

Article 9

Entry into force

This Regulation shall enter into force on the day following its publication in the *Official Journal of the European Communities*.

For the Council

The President

H. VAN DEN BROEK

⁽¹⁾ OJ No L 151, 15. 6. 1990, p. 1.

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Labour force survey – Methods and definitions – 1992 series

Luxembourg: Office for Official Publications of the European Communities

1992 – 56 pp. – 21.0 x 29.7 cm

Theme 3: Population and social conditions (yellow covers)

Series E: Methods

ISBN 92-826-4354-9

Price (excluding VAT) in Luxembourg: ECU 12

The Community labour force survey has been revised with effect from 1992.

This publication presents the contents of the survey from this date onwards, together with further documentation for the guidance of those involved in implementing the survey and of users of the data.

It replaces the previous edition, *Labour force survey – Methods and definitions, 1988* as the definitive description of the current survey.

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