



# The European Union labour force survey

Methods and definitions – 2001



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## Preface

It is now more than forty years since the first attempt was made in 1960 to collect comparable data on employment and unemployment from all six Member States of the then European Community by means of a labour force survey. Since that date, the number of Member States has risen to fifteen, and the character of the European labour market has been transformed by the changes which have taken place, for example in employment rates, in the allocation of working-time, and in the distribution of employment across the various sectors of the economy.

Throughout this period, the institutions of the European Union have included the issues of employment and unemployment among their highest priorities. The demand for accurate and comparable information on the labour market has consequently become progressively more urgent.

In this context, the role of the EU Labour Force Survey has gained steadily in importance, and is now universally recognised as an indispensable tool for observing labour market developments and for taking the appropriate policy measures. The LFS is the only source of information in these areas to provide data which is truly comparable in the sense of being independent of the national administrative and legislative framework. Among the statistical instruments available in the European Union, the LFS is unique for the sample-size it covers, for the length of the time-series which it offers, and for the unrivalled picture it can provide of economic and social developments from the very earliest days of the European Community right up to the present day.

During the lifetime of the survey, the need has also been recognised to be continually alert for any adaptations needed to meet changes in information requirements. The general methodology employed, together with a host of details concerning the definitions used and the practical implementation, have therefore been subject to continual evolution. Eurostat, which is responsible for the dissemination of the results of the survey at European Union level, has been conscious that accurate and up-to-date information on these aspects is indispensable to interpretation of the results. This information has therefore been published on a regular basis under the title *Labour Force Survey: Methods and Definitions*, of which several editions, documenting the successive changes made, have appeared in 1977, 1985, 1988, 1992, 1996 and 1998.

The ongoing development of the European Union has led to changed information requirements, which meant that a revision of the survey was necessary. Council Regulation N° 577/98 was the outcome of four years' work with the national experts of all the Member States and describes the framework for the Community Survey which took effect from 1998. In 2001 the codification of the variables adopted in 1998 was slightly revised and the purpose of this publication is to provide the necessary information for those who, from 2001 on, will organise and use the survey. It covers the main technical aspects of the survey, basic concepts and definitions, a detailed list of variables and explanatory notes for compiling and interpreting the data.

Eurostat wishes to thank the experts responsible for the national labour force surveys in all the states supplying data to the LFS for their help in compiling this methodological information on the operation of the European Union Labour Force Survey.

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## Labour force surveys in the European Union

### The purpose of labour force surveys

In general a labour force survey is an enquiry directed towards households, designed to obtain information on the labour market and related issues by means of personal or telephone interviews. As it would clearly involve considerable expense to include all households or individuals (as in population censuses), labour force surveys are usually confined to a sample of households, the actual size of which depends primarily on the level of detail required in the survey estimates.

There are a number of advantages in using an approach of this kind in collecting labour market information. In the first place it affords the opportunity to obtain information on relevant labour market aspects across all sectors of the economy in a consistent manner. It also facilitates the interpretation of the information in a wider population setting, since the information collected need not necessarily be confined to persons in the labour force (i.e. those employed or unemployed), but can involve all other persons in the households covered. This is an important additional dimension as analysis is increasingly concerned with those on the periphery of the labour market.

In recent decades the borderline between the labour force and what is termed the "economically inactive" population has become increasingly blurred, due to the increasing incidence of part-time and temporary work and the ease with which large numbers of persons (particularly women and young persons in the final stages of their education) repeatedly enter or leave the labour force. Furthermore, unemployment and even more, long-term unemployment can result in individuals becoming "marginalised" in the sense that they tend to lose tangible contact with the core labour market. The wider coverage associated with labour force surveys also allows the possibility of assessing labour market effects in a household or family context. This is important if, for example, one wishes to measure the extent to which persons other than those directly involved (e.g. spouses, other dependants, etc.) are affected by the circumstances of unemployment.

Another advantage of a labour force survey is that it affords the opportunity to define certain labour market characteristics not normally available from other statistical sources. Thus, for example, it is possible to identify the degree of employment engaged in by an individual in terms of the hours worked, or attempt to conceptualise unemployment in terms of aspects such as job search and availability for work. This is important because of the advantages it confers in being able to define certain labour market entities in a more meaningful way. Additionally, because the definitions used to measure these entities are the same for each country, comparability between Member States is guaranteed for certain estimates. This aspect is of considerable importance in the context of the European Union.

There are, however, some limitations which apply to labour force surveys. Cost considerations place a constraint on the overall sample size and the resultant sampling variability limits the level of detail that can reasonably be shown. Thus, for example, while the labour force survey can be used to compile estimates of employment across economic sectors, it cannot be expected to yield reliable figures at a detailed level of regional disaggregation, nor for individual small industrial or commercial subsectors. The sampling base on which such estimates would depend would be too small, and the degree of variability correspondingly high. For the same reason, there is also a limit to what can be achieved with labour force surveys in monitoring trends over time (in employment and unemployment, for example), especially if the movements involved are relatively small.

It is appropriate at this point to refer briefly to other sources of statistical information so that the position of the labour force survey in an overall statistical perspective can be more clearly understood. The other principal sources of labour market information are :

- (a) surveys of enterprises
- (b) administrative records.

The former source clearly has the potential for providing detailed estimates of employment for individual sectors (and in fact this is done in many countries). However, such a source is clearly restricted to a consideration of those with jobs and cannot provide any information on the unemployed, nor other persons outside the labour force but who may have an attachment to it. Such surveys can, however, be used to obtain information, not only in relation to employment, but

also to output, earnings and hours worked. The simultaneous collection of consistent data on employment and output makes it possible to compile indicators of productivity. Indeed, the derivation of output-type information is usually the main purpose of enterprise-based surveys. Many countries, for example, carry out detailed quarterly or monthly inquiries of the industrial sector which provide consistent information on output, earnings, employment and other related aspects.

Administrative records - in this case mainly social insurance records and population registers, which are widely used in Denmark, Sweden and Finland - can also be used to provide indicators of the levels of employment and unemployment. A prerequisite, however, is that the administrative arrangements should specifically cater for the extraction of the relevant statistics. While this source involves relatively less expense than information derived from either enterprise or household surveys, it suffers from a significant disadvantage in that the underlying systems are based on social welfare or other administrative provisions which do not necessarily accord with the accepted conventions for defining employment and unemployment. Furthermore, if these arrangements are changed (and experience indicates that they frequently are), discontinuity invariably arises in the data. A disadvantage of even greater relevance in an international or EU context is the fact that the social insurance systems in question vary greatly from country to country, both in terms of their design and in the manner of their implementation. This renders the derived information virtually useless in the context of making comparisons between countries, especially in absolute terms. Such sources can, however, provide a reasonable basis for monitoring short-term (i.e. monthly, quarterly, etc.) trends, the most notable in this regard being the various national series on the registered unemployed.

To summarise, therefore, the principal advantages associated with labour force surveys relate to

- (1) the opportunity of obtaining comprehensive information (at less cost than a census) across the entire economy, which can be assessed in a global setting embracing society as a whole;
  - (2) the inherent flexibility of such surveys, which makes it possible to define or conceptualise not only employment and unemployment, but also the circumstances surrounding other groups outside or on the margins of the labour force.
- This latter feature (i.e. the facility to conceptualise or define) has assumed greater importance in recent years because of the manner in which labour markets and society have generally evolved, and in view of the growing need to view labour market phenomena in an international context. It must be recognised, however, that the sampling aspect associated with labour force surveys places a limitation on the level of detail possible when analysing the results.

### **The history of labour force surveys**

The notion of obtaining information on the work force by means of household-based inquiries is not in any sense new. Questions on the concept of possessing a "gainful occupation" were introduced in censuses of population in some countries during the latter half of the 19<sup>th</sup> century. However, at that stage no questions were asked in regard to what is termed a person's "economic status", i.e. whether at work, unemployed or economically inactive. Indeed, at that stage such a notion was hardly even conceived. However, the advancing trend of industrialisation and the resultant restructuring of society created a need for new approaches, and for more sophistication in measuring labour market phenomena. The situation became particularly urgent with the advent of mass unemployment in the 1930's following the Great Depression. Whatever the uncertainties that may have previously existed regarding the need to conceptualise or measure unemployment were dispelled by the sheer fact of millions in a state of enforced idleness. There was now a clear need to have regular information on the level and trend of employment and unemployment. The first labour force survey was introduced in the United States in 1940 (on a monthly basis) with a new conceptual framework designed to provide information on relevant labour market characteristics.

The movement towards the use of labour force surveys was somewhat slower in Europe. While the intervention of the war years contributed to this, it was also due to the existence of alternative sources of information which provided at least a partial insight into aspects of the labour force. Virtually all Western European countries maintained comprehensive unemployment registers (for the purpose of dispensing unemployment compensation) which, despite their disadvantages, provided a rudimentary basis for monitoring unemployment trends. However, in time, as the need to take a more global view of the labour market became apparent, different European countries began to initiate labour force surveys. The first European country to carry out a labour force survey was France in 1950. Further such enquiries were conducted in France throughout the subsequent decade and these evolved into a regular consistent series in the early 1960s. After an extended period of preparation, the Federal Republic of Germany initiated an annual series of labour force surveys in 1957 (the *Mikrozensus*). Sweden conducted its first labour force survey in 1959 and, after further experimentation, initiated a quarterly series in 1963.

## The development of the EU Labour Force Survey

The first attempt to carry out a labour force survey covering the then European Community was made in 1960 with the six original Member States (Belgium, Germany, France, Italy, Luxembourg and the Netherlands). This was regarded largely as an experiment and was not repeated until 1968, when the first of a series of annual surveys took place. This ran for four years but in none of these were all six Member States covered, since Luxembourg defaulted in 1968 and the Netherlands from 1969 to 1971. With the enlargement of the European Community in 1973, a series of biennial surveys was initiated. The United Kingdom was the only one of the three new Member States to join the original six in the 1973 survey, but Ireland and Denmark also took part in 1975, 1977, 1979 and 1981. In this last year Greece took part as a new Member State for the first time but Luxembourg was not covered.

The definitions used in these early surveys were necessarily somewhat imprecise, due to the lack of an internationally accepted terminology. This gap was filled in 1982 when the Thirteenth International Conference of Labour Statisticians, convened at Geneva by the International Labour Organisation, passed a *Resolution concerning statistics of the economically active population, employment, unemployment and underemployment*, containing exact definitions of the various categories of the population which labour force surveys were designed to measure. The Member States of the then European Community agreed to apply these recommendations in a new series of Community Labour Force Surveys which would be conducted annually.

During the course of this series, from 1983 to 1991, a substantial and coherent collection of labour market data was built up. This comprised microdata (individual observations) from ten Member States from 1983 onwards (with the exception of the Netherlands in 1984 and 1986), and from Spain and Portugal from 1987. The list of variables included remained virtually unchanged during this period (two items on educational attainment being added from 1988 onwards). The 'ILO recommendations' contained in the 1982 Resolution together with the clarifications made at the Fourteenth International Conference of Labour Statisticians in 1987 gained increasing acceptance. The demand for international comparisons gradually raised the profile of these definitions even in Member States where other concepts continued to be used for national purposes.

A new series of surveys was introduced in 1992. The survey continued to be conducted annually, but for the first time a criterion of statistical reliability at regional level was introduced. The list of variables covered was revised, so as to include topics relevant to the Single Market (such as labour mobility across national boundaries), innovative working patterns (working at home, second jobs or other economic activity outside the traditional forty-hour week) and recent developments in the area of education and vocational training. The questions relating to job-search were revised so as to underpin the commitment to the ILO recommendations, particularly by implementing the distinction between active and non-active methods of seeking work. The continued commitment to the ILO recommendations ensured a high degree of comparability between the results obtained from this series and those from the surveys between 1983 and 1991.

Since 1995 the survey has covered fifteen Member States. Austria, Sweden and Finland all possessed well-established labour force surveys before their entry into the European Union (embedded in the national *Mikrozensus* in the case of Austria), but in each of these three cases some adjustments were necessary in order to maintain the level of comparability which had already been achieved between the other Member States. Norway and Iceland have also supplied data since 1995 and Switzerland since 1996.

In the mid-1990's a number of concurrent developments became apparent and new statistical requirements emerged.

There was a need for:

- More recent and more frequent data on employment trends for choosing employment policies
- Annual estimates of average employment which take account of seasonal trends in employment
- A measurement of the annual volume of work which takes account of trends in part-time work
- Better knowledge of the relations between earnings and certain forms of employment and of situations mid-way between employment and unemployment (particularly visible underemployment)
- Better knowledge of the relations between household composition and participation in working life.

A number of Member States themselves felt the need for these improvements and looked into ways of reforming their surveys by possibly conducting them at more frequent intervals. However, it was likely that these national initiatives would not always be taken in the same direction or at the same time. The problem could only be solved by laying down a common reference framework.

Thus, after four years of negotiations with the Member States, a new regulation was adopted. This regulation lays down a target structure for a continuous survey, but Member States which are unable to implement a continuous survey may carry out an annual survey only, to take place in the spring.

The main changes introduced by this regulation concern the following:

- Frequency of the survey: a continuous survey providing quarterly and annual results was introduced, between 1998 and 2003, in all the Member States except Germany (2005). Each quarter comprises 13 weeks, starting from the December 29<sup>th</sup>, 1997. (Germany, France, Ireland and Luxembourg have continued to provide just yearly data up to 2002).
- Variables: a number of variables have been introduced in order to obtain a better picture of the composition of a household.  
All the variables in the previous Regulation were not sufficient to measure visible under-employment, so two new variables have been introduced ("wish to work more than the current number of hours" and "number of hours of work wished for"). The structure of the filters has also been changed in order to test whether potentially under-employed persons are available to take an extra job. The variable "main labour status" has been introduced to give the respondent's own view of his main labour status. The purpose of this variable is different from the international definitions of employment status. It makes it possible, for example, to identify students with jobs involving only a few hours' work, who would be more likely to classify themselves as economically inactive students rather than as persons in employment.
- The education and training module has been completely re-structured in order to cover new requirements and to provide better coverage of the type of education or training received during the past four weeks. A new variable has been added concerning the year in which the highest educational or training qualification was achieved.
- A new module on income has been introduced in order to obtain a better picture of the relations between level of income and type of employment.
- A programme of *ad hoc* modules on specific subjects: the questionnaire has a modular structure comprising 13 modules, two of which are optional (income and main labour status). The new Regulation lays down that *ad hoc* modules (on subjects concerning the labour market) may be added to the main questionnaire in an agreed quarter.

The description and the codification of the variables used between 1998 and 2000 can be found in annex IV of the Commission Regulation N° 1571/98.

In 2001, this codification was revised to include:

- more detail in the provision of information on the activity or the occupation,
- information on compensation leave
- information on those who are working part-time to look after children or incapacitated adults,
- the possibility of applying the new definition of unemployment,
- a simplification of some of the variables in the module education received during the last 4 weeks and
- a change in the codification of the highest level of education attained.

This revised codification is presented in this publication.

## **The organisation of the EU Labour Force Survey**

The earliest Community Labour Force Surveys were not official, but, from 1973 onwards, a Regulation was passed by the Council of Ministers governing the operation of the survey. Each Regulation applied only to a single year's survey, until the surveys of 1990 and 1991 were included in one Regulation (Council Regulation (EEC) N° 3044/89) to remain in force until explicitly replaced by new legislation. In 1998 a new Regulation was adopted (Council Regulation (EEC) N° 577/98).

The above Regulations stipulate the agreements reached by the Member States and Eurostat on the implementation of the survey. The technical aspects of the survey are discussed by Eurostat and representatives of the respective national statistical offices and employment ministries, meeting regularly (between one and three times a year) at the Employment Statistics Working Party held in Luxembourg. This Working Party determines the content of the survey, the EU 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.

Other relevant regulations are :

- Definition of reference quarters – Commission regulation n° 1571/98
- Programme 1999-2001 of ad hoc modules - Commission regulation n° 1571/98
- Detailed information on the 1999 ad hoc module on "Accidents at work and work related health problems" - Commission regulation n° 1571/98
- Codification to be used for data transmission for the years 1998-99 - Commission regulation n° 1571/98



- Programme 2000-2002 of ad hoc modules - Commission regulation n° 1924/99
- Detailed information on the 2000 ad hoc module on “Transition from school to work” - Commission regulation n° 1925/99
- Codification to be used for data transmission for the years 2001 onwards - Commission regulation n° 1575/2000
- Detailed information on the 2001 ad hoc module on length and patterns of working time - Commission regulation n° 1578/2000
- Programme 2001-2004 of ad hoc modules - Commission regulation n° 1626/2000
- Operational definition of unemployment - Commission regulation n° 1897/2000
- Detailed information on the 2002 ad hoc module on employment of disabled people - Commission regulation n° 1566/2001

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 sent by the national statistical institutes.

The questionnaires are drawn up by each Member State in the national language or languages, taking into account the stipulations made in the Regulation. For every survey characteristic listed in the Regulation, a question or series of questions exists in each questionnaire to permit this information to be supplied to Eurostat. Otherwise the information is imputed from other sources such as population registers. The questionnaires may also contain other questions which do not relate to the list of characteristics in the Regulation, but rather reflect an interest in the topic concerned at national level. Based on the sample design the figures obtained from the sample survey are expanded to population levels, usually on the basis of grossing-up factors derived from the most recent census of population, suitably adjusted to take account of recent changes which may have occurred since that census.

The design of the sample is subject to certain constraints imposed in the Regulation concerning the required level of statistical reliability and representativity both at NUTS II regional level and regarding changes between two consecutive quarters. Within these constraints each Member State draws up its own sample design and carries out the interviews. In countries with a federal structure, such as Germany, regional statistical offices may exercise a considerable amount of autonomy in the data collection. The number of the reference week in which each household or individual is interviewed is among the information collected, thus permitting seasonal adjustment to be carried out.

### **Data collection and diffusion of results**

As soon as each Member State has completed its data collection and verification, the part pertaining to the EU Labour Force Survey is, if necessary, transcoded to Eurostat requirements and transmitted by Stadium to Eurostat. Eurostat then checks the data for errors according to its own programme of controls. When the data are considered to be error-free they are converted into a SAS dataset, which can be easily accessed to produce reports. For reasons of confidentiality these datasets may only be accessed by accredited Eurostat personnel.

Most Member States produce regular publications setting out the results of their national surveys. The yearly report at EU level contains some specific organisational and methodological notes, but, in the interests of rapid diffusion of the results, no attempt is made to analyse the data.

Detailed studies of labour market developments in the European Union may be found in the annual Commission report *Employment in Europe* and, in the wider context of the highly-developed countries, in the OECD's *Employment Outlook*. Data are supplied from the EU LFS datasets for these publications as well as for a plethora of other studies and reports at national and international level.

Within Eurostat, the richness of the EU Labour Force Survey, including its household dimension, causes it to be frequently used for general publications. The EU LFS datasets are also occasionally used by other Eurostat departments to provide data for the publication of *Statistics in Focus*. Among more specialised applications is the use of the datasets to produce comparable annual, quarterly and monthly estimates of unemployment which, when combined with monthly national administrative data, provide comparable unemployment rates. Additionally, the preparation of policy actions in the field of EU social and regional policy through the operation of the Structural Funds relies upon the availability of a solid base of comparable data from the EU Labour Force Survey.

The survey results are completely integrated into the Eurostat statistical system, so that they may be consulted for example through the NewCronos database. Users with specific requirements which are not met by the existing publications and databases may also ask for customised tables to be produced for a fee. Several hundred such

requests are received each year from public and private bodies, research institutes, universities, etc. They may be addressed to the network of Eurostat Data Shops in every Member State.

## Technical features of the EU Labour Force Survey

### 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 European Union. 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 purpose of harmonising 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.

### Reference period

The labour force characteristics of each person interviewed refer to their situation in a particular week. The reference weeks used in the various Member States are shown in the publications containing the survey results.

### 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 between countries**

Perfect comparability among 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 EU 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:

- (a) the recording of the same set of characteristics in each country;
- (b) a close correspondence between the EU list of questions and the national questionnaires;
- (c) the use of the same definitions for all countries;
- (d) the use of common classifications (e.g. NACE for economic activity);
- (e) the data being centrally processed by Eurostat.

The EU Labour Force Survey, although subject to the constraints of the EU'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 of results between 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. However, the following factors may somewhat detract from perfect comparability:

- (a) the population figures used for the population adjustment are revised at intervals on the basis of new population censuses;
- (b) the reference period may not remain the same for a given country;
- (c) in order to improve the quality of results, some countries may change the content or order of their questionnaire;
- (d) countries may modify their sample designs;
- (e) 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 indicates the main factors affecting the comparability of the data for successive surveys in the publications containing the results.

## **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 the survey questionnaire, which principally relates to their actual activity within a particular reference week.

The section 'EU list of questions' together with the explanatory notes show how the survey questioning is organised. 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.

## **Employment**

A person is considered as having an employment if he or she 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 (ESA 11.13 f). 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 in the process of setting up 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.

### *Self-employed persons*

If self-employed persons are 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, an office, store, farm or other place of business is maintained.
- (ii) 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.

### *Person who works on their own small agriculture farm, who do not sell their products, but produce only for their own consumption*

The classification as employment of persons who works on their own small agriculture farm, who do not sell their products, but produce only for their own consumption depends on whether it falls within the production boundaries. When this production is included in national accounts, underlying employment must be identified. This depends on the relative quantitative importance of the production of agricultural products for own consumption in relation to the total supply of these products in a country (ESA 3.08)

### *Conscripts*

Conscripts who performed some work for pay or profit during the reference week should not be considered in employment.

### *Seasonal workers*

During the off-season, seasonal workers cannot be considered as having a formal attachment to their high-season job— because they do not continue to receive a wage or salary from their employer although they may have an assurance of return to work.

### *Maternity and paternity leave*

Maternity leave is first given to the mother (but may include the leave of the father in the case of a transfer of the entitlements) and corresponds to the compulsory period of the leave stipulated by national legislation to ensure that mothers before and after childbirth have sufficient rest, or for a period to be specified according to national circumstances. People in maternity leave should always be considered in employment.

### *Parental leave*

Parental leave can be taken either by the mother or the father and is the interruption of work in case of childbirth or to bring up a child of young age. It corresponds to the period when parents receive “parental leave benefit”. People in full-time parental leave should be treated as a case of long term absence from work.

### *Unpaid family workers*

The unpaid family worker can be said to have a job but not be at work if there is a definite commitment by the employer (a related household member) to accept his/her return to work and the total absence does not exceed a period of 3 months. In this point Eurostat diverges from the ILO recommendation.

### *Lay-offs*

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

Lay-offs are classified as employed if they receive  $\geq 50\%$  of their wage or salary from their employer or have an assurance of return to work within a period of 3 months.

### *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) exceeds three months then a person is considered to have a job only if he/she continues to receive  $\geq 50\%$  of the wage or salary from their employer (ESA 11.14a).

## **Unemployment**

1 - In accordance with the ILO standards adopted by the 13th and 14th International Conference of Labour Statisticians (ICLS), for the purposes of the Community labour force sample survey, unemployed persons comprise persons aged 15 to 74 who were:

(a) without work during the reference week, i.e. neither had a job nor were at work (for one hour or more) in paid employment or self-employment;

(b) currently available for work, i.e. were available for paid employment or self-employment before the end of the two weeks following the reference week;

(c) actively seeking work, i.e. had taken specific steps in the four week period ending with the reference week to seek paid employment or self-employment or who found a job to start later, i.e. within a period of at most three months.

For the purposes of point 1(c), the following are considered as specific steps:

— having been in contact with a public employment office **to find work**, whoever took the initiative (renewing registration for administrative reasons only is not an active step),

— having been in contact with a private agency (temporary work agency, firm specialising in recruitment, etc.) to find work,

— applying to employers directly,

— asking among friends, relatives, unions, etc., to find work,

— placing or answering job advertisements,

— studying job advertisements,

— taking a recruitment test or examination or being interviewed,

— looking for land, premises or equipment,

— applying for permits, licences or financial resources.

2. Education and training are considered as ways of improving employability but not as methods of seeking work.

Persons without work and in education or training will only be classified as unemployed if they are ‘currently available for work’ and ‘seeking work’, as defined in points 1(b) and (c).

3. Lay-offs are classified as unemployed if they do not receive any significant wage or salary (significant is set at = 50%) from their employer and if they are ‘currently available for work’ and ‘seeking work’. Lay-offs are treated as a case of unpaid leave initiated by the employer — including leave paid out of government budget or by funds (16th ICLS). In this case, lay-offs are classified as employed if they have an agreed date of return to work and if this date falls within a period of three months.

4. During the off-season, seasonal workers cannot be considered as having a formal attachment to their high-season job because they do not continue to receive a wage or salary from their employer although they may have an assurance of return to work. If they are not at work during the off-season, they are classified as unemployed only if they are 'currently available for work' and 'seeking work', as defined in points 1(b) and (c).

## European Union list of variables – correspondence between the different series

This list shows the correspondence between the LFS variables and the column numbers of the current series, those of the series 1983 to 1991, 1992 to 1997 and 1998 to 2000. The asterisks in the list 1983 to 1991, 1992 to 1997 or 1998 to 2000 denote that, although there is a correspondence between the questions in the 4 series, some changes have been made in the conventions for coding the data.

Description	Column 2001	Column 1998-00	Column 1992-97	Column 1983-91
<b>Demographic background</b>				
Sequence number in the household	1/2	1/2	-	-
Relationship to reference person in the household	3	3	1	17
Sequence number of spouse or cohabiting partner	4/5	4/5	-	-
Sequence number of father	6/7	6/7	-	-
Sequence number of mother	8/9	8/9	-	-
Sex	10	10	2	18
Year of birth	11/14	11/14	3/4*	19/20*
Date of birth in relation to the end of reference period	15	15	5	21
Marital status	16	16	6	22
Nationality	17/18	17/18	7/8	23/24*
Years of residence in this Member State	19/20	19/20	9/10	-
Country of birth	21/22	21/22	11/12	-
Nature of participation in the survey	23	23	113	67
<b>Labour status</b>				
Labour status during the reference week	24	24	13	25
Reason for not having worked at all though having a job	25	25	14*	26*
<b>Employment characteristics of the main job</b>				
Professional status	26	26	15	34
Economic activity of the local unit	27/29	27/28*	16/17*	35/36*
Occupation	30/33	29/31*	18/20*	37/38*
Number of persons working at the local unit	34/35	32/33	21/22	-
Country of place of work	36/37	34/35	23/24	-
Region of place of work	38/39	36/37	25/26	-
Year in which person started working for this employer or as self-employed	40/43	38/41	27/28*	-
Month in which person started working for this employer or as self-employed	44/45	42/43	29/30	-
Full-time / Part-time distinction	46	44*	31*	39*
Permanency of the job	47	45	32	40
Total duration of temporary job or work contract of limited duration	48	46	33	-
<b>Hours worked</b>				
Number of hours per week usually worked	49/50	47/48	34/35	28/29
Number of hours actually worked during the reference week	51/52	49/50	36/37	30/31



Main reason for hours actually worked during the reference week being different from the person's usual hours	53/54	51/52	38/39*	32/33*
Wish to work usually more than the current number of hours	55	53	-	-
Number of hours that the person would like to work in total	56/57	54/55	-	-
Working at home	58	56	45	-
Looking for another job and reasons for doing so	59	57	46*	41*
<b>Second job</b>				
Existence of more than one job or business	60	58	47	27
Professional status (in the second job)	61	59	48	-
Economic activity of the local unit (in the second job)	62/63	60/61	49/50	-
Number of hours actually worked during the reference week in the second job	64/65	62/63	54/55	-
<b>Previous work experience of person not in employment</b>				
Existence of previous employment experience	66	64	57	42*
Year in which person last worked	67/70	65/68	58/59*	-
Month in which person last worked	71/72	69/70	60/61	-
Main reason for leaving last job or business	73	71	62*	43*
Professional status in last job	74	72	63*	44*
Economic activity of the local unit in which person last worked	75/76	73/74	64/65*	45/46*
Occupation of last job	77/79	75/77	66/68*	47/48*
<b>Search for employment</b>				
Seeking employment during previous four weeks	80/81	78/79*	69/70*	49*
Type of employment sought	82	80	71	50
Duration of search for employment	83	81	72	52*
<b>Methods used during previous four weeks to find work</b>				
Contacted public employment office to find work	84	82	-	-
Contacted private employment agency to find work	85	83	-	-
Applied to employers directly	86	84	-	-
Asked friends, relatives, trade unions, etc.	87	85	-	-
Inserted or answered advertisements in newspapers or journals	88	86	-	-
Studied advertisements in newspapers or journals	89	87	-	-
Took a test, interview or examination	90	88	-	-
Looked for land, premises or equipment	91	89	-	-
Looked for permits, licences, financial resources	92	90	-	-
Awaiting the results of an application for a job	93	91	-	-
Waiting for a call from a public employment office	94	92	-	-
Awaiting the results of a competition for recruitment to the public sector	95	93	-	-
Other method used	96	94	-	-
Willingness to work for person not seeking employment	97	95	76	-
Availability to start working within two weeks	98	96	77	53
Situation immediately before person started to seek employment (or was waiting for new job to start)	99	97	78	51
Registration at a public employment office	100	98	79	54

<b>Main labour status</b>				
Main status	101	99	80*	-
<b>Education and training</b>				
Education or training received during previous four weeks	102	100	81*	57*
Type of instruction	103	101*	-	-
Level of this education or training	104	102	-	-
Purpose of this education and training	105	103	-	-
Total length of this education or training	106	104	83*	-
Usual number of hours of training per week	107/109	105/106	84/85	-
Highest level of education or training successfully completed	109/110	107/108*	-	-
Having obtained a (non tertiary) vocational qualification (minimum duration : 6 months)	111	109	-	-
Year when highest level of education or training was successfully completed	112/115	110/113	-	-
<b>Situation one year before survey</b>				
Situation with regard to activity one year before survey	116	114	88*	59*
Professional status one year before survey	117	115	89	60
Economic activity of local unit in which person was working one year before survey	118/119	116/117	90/91	61/62*
Country of residence one year before survey	120/121	118/119	92/93	63/64*
Region of residence (within Member State) one year before survey	122/123	120/121	94/95	65/66*
<b>Income</b>				
Monthly (take home) pay from main job	124/131	122/129	-	-
Additional payments from main job	132/139	130/137	-	-
Unemployment allowances	140/147	138/145	-	-
Additional payments of unemployment allowance	148/155	146/153	-	-
Sickness, disability or invalidity allowances	156/163	154/161	-	-
<b>Technical items relating to the interview</b>				
Year of survey	164/167	162/165	96/97*	1/2*
Reference week	168/169	166/167	98/99	3/4
Interview week	170/171	168/169	-	-
Member State	172/173	170/171	100/101	5/6*
Region of household	174/175	172/173	102/103	7/8*
Degree of urbanisation	176	174	104	-
Serial number of household	177/182	175/180	105/110	9/14
Type of household	183	181	111	15
Type of institution	184	182	112	16
Yearly weighting factor	185/190	183/188	114/119	68/73
Quarterly weighting factor	191/196	189/194	-	-
Quarterly weighting factor of the sample for household characteristics ( in the case of a sample of individuals)	197/202	195-200	-	-
Sequence number of the survey wave	203	203	-	-

<b>Atypical work</b>				
Shift work	204	204	40	-
Evening work	205	205	41	-
Night work	206	206	42	-
Saturday work	207	207	43	-
Sunday work	208	208	44	-

## European Union list of variables – detailed codification

Column	Code	Description	Filter/Remarks
		<b>DEMOGRAPHIC BACKGROUND</b>	
1/2		<i>Sequence number in the household (it should remain the same for all waves)</i>	everybody
	01-98	Two-digit sequence number allocated to each member of the household	
3		<i>Relationship to reference person in the household</i>	col 183 =1,3
	1	Reference person	
	2	Spouse (or cohabiting partner) of reference person	
	3	Child of reference person (or of his/her spouse or cohabiting partner)	
	4	Ascendant relative of reference person (or of his/her spouse or cohabiting partner)	
	5	Other relative	
	6	Other	
	9	Not applicable (not private household)	
4/5		<i>Sequence number of spouse or cohabiting partner</i>	col 183 =1,3
	01-98	Sequence number of spouse or cohabiting partner in the household	
	99	Not applicable (person does not belong to a private household, or has no partner, or the partner does not belong to this private household)	
6/7		<i>Sequence number of father</i>	col 183 =1,3
	01-98	Sequence number of father in the household	
	99	Not applicable (person does not belong to a private household, or the father does not belong to this private household)	
8/9		<i>Sequence number of mother</i>	col 183 =1,3
	01-98	Sequence number of mother in the household	
	99	Not applicable (person does not belong to a private household, or the mother does not belong to this private household)	
10		Sex	everybody
	1	Male	
	2	Female	
11/14		<i>Year of birth</i>	everybody
		The 4 digits of year of birth are entered	
15		<i>Date of birth in relation to the end of reference period</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	

16	1 2 3 4 blank	<i>Marital status</i> Single Married Widowed Divorced or legally separated No answer	everybody
17/18		<i>Nationality</i>  For coding, see annex IV	everybody
19/20	00 01-10 11 blank	<i>Years of residence in this Member State</i>  Born in this Member State Number of years for person who has been in this Member State for 1 to 10 years Been in this Member State for more than 10 years No answer	everybody
21/22	99 blank	<i>Country of birth</i>  For coding, see annex IV Not applicable (col.19/20=00) No answer	col.19/20≠00
23	1 2 9 blank	<i>Nature of participation in the survey</i>  Direct participation Participation via another member of the household Not applicable (child less than 15 years old) No answer	everybody aged 15 years or more
24	1 2 3 4 5 9	<b>LABOUR STATUS</b> <i>Labour status during the reference week</i>  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) 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) Was not working because on lay-off Was a conscript on compulsory military or community service Other (15 years or more) who neither worked nor had a job or business during the reference week Not applicable (child less than 15 years old)	everybody aged 15 years or more
25	0 1 2 3 4 5 6 7 8 9	<i>Reason for not having worked at all though having a job</i>  Bad weather Slack work for technical or economic reasons Labour dispute School education or training Own illness, injury or temporary disability Maternity or parental leave Holidays Compensation leave (within the framework of working time banking or an annualized hours contract) Other reasons (e.g. personal or family responsibilities) Not applicable (col.24=1,3-5,9)	col.24=2

<b>EMPLOYMENT CHARACTERISTICS OF THE MAIN JOB</b>			
26		<i>Professional status</i>	col.24=1,2
	1	Self-employed with employees	
	2	Self-employed without employees	
	3	Employee	
	4	Family worker	
	9	Not applicable (col.24=3-5,9)	
	blank	No answer	
27/29		<i>Economic activity of the local unit</i>	col.24=1,2
		NACE Rev. 1 coded 2 or if possible 3 digits	
	000	Not applicable (col.24=3-5,9)	
	blank	No answer	
30/33		<i>Occupation</i>	col.24=1,2
		ISCO-88 (COM) coded 3 or if possible 4 digits	
	9999	Not applicable (col.24=3-5,9)	
	blank	No answer	
34/35		<i>Number of persons working at the local unit</i>	col.26=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.26=2,9)	
	blank	No answer	
36/37		<i>Country of place of work</i>	col.24=1,2
		For coding, see annex IV	
	99	Not applicable (col.24=3-5,9)	
	blank	No answer	
38/39		<i>Region of place of work</i>	col.24=1,2
		NUTS 2	
	99	Not applicable (col.24=3-5,9)	
	blank	No answer	
40/43		<i>Year in which person started working for this employer or as self-employed</i>	col.24=1,2
		Enter the 4 digits of the year concerned	
	9999	Not applicable (col.24=3-5,9)	
	blank	No answer	
44/45		<i>Month in which person started working for this employer or as self-employed</i>	Col.40/43≠9999, blank & Col.164/167-Col.40/43 ≤ 2
	01/12	Enter the number of the month concerned	
	99	Not applicable (Col.40/43=9999,blank or col. 164/167-Col.40/43>2)	

46	blank	No answer <i>Full-time / Part-time distinction</i>	col.24=1,2
	1	Full-time job	
	2	Part-time job which was taken because - person is undergoing school education or training	
	3	- of own illness or disability	
	4	- person could not find a full-time job	
	5	- person did not want a full-time job	
	6	- of other reasons	
	7	Person with a part-time job but giving no reason	
	8	Looking after children or incapacitated adults	
	9	Not applicable (col.24=3-5,9)	
	blank	No answer	
47		<i>Permanency of the job</i>	col.26=3
	1	Person has a permanent job or work contract of unlimited duration	
		Person has temporary job/work contract of limited duration because:	
	2	- it is a contract covering a period of training (apprentices, trainees, research assistants, etc.)	
	3	- person could not find a permanent job	
	4	- person did not want a permanent job	
	5	- no reason given	
	6	- it is a contract for a probationary period	
	9	Not applicable (col.26=1,2,4,9,blank)	
	blank	No answer	
48		<i>Total duration of temporary job or work contract of limited duration</i>	Col.47=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.47=1,9,blank)	
	blank	No answer	
		<b>HOURS WORKED</b>	
49/50		<i>Number of hours per week usually worked</i>	col.24=1,2
	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.24=3-5,9)	
	blank	No answer	
51/52		<i>Number of hours actually worked during the reference week</i>	col.24=1,2
	00	Person having a job or business and not having worked at all in the main activity during the reference week (col.24=2)	

	01-98	Number of hours actually worked in the first job during the reference week	
	99	Not applicable (col.24=3-5,9)	
	blank	No answer	
53/54		<i>Main reason for hours actually worked during the reference week being different from the person's usual hours</i>	Col.49/50=00-98 & col.51/52=01-98
		Person has worked more than usual due to	
	01	- variable hours (e.g. flexible working hours)	
	16	- overtime	
	02	- other reasons	
		Person has worked less than usual due to:	
	03	- bad weather	
	04	- slack work for technical or economic reasons	
	05	- labour dispute	
	06	- education or training	
	07	- variable hours (e.g. flexible working hours)	
	08	- own illness, injury or temporary disability	
	09	- maternity or parental leave	
	10	- special leave for personal or family reasons	
	11	- annual Holidays	
	12	- bank Holidays	
	13	- start of/change in job during reference week	
	14	- 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.49/50=col.51/52=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.49/50=00 & col.53/54#01-16)	
	99	Not applicable (col.24=2-5,9 or Col.49/50=blank or col.51/52= blank)	
	blank	No answer	
55		<i>Wish to work usually more than the current number of hours</i>	(col.24=1 or col.24=2) & (00<Col.49/50<40 or col.46=2-8)
	0	- no	
	1	- yes, through an additional job	
	2	- yes, through a job working more hours than the present job	
	3	- yes, but only within the present job	
	4	- yes, in any of the above ways	
	9	Not applicable (col.24=3-5,9 or ((Col. 49/50=00 or 40<= Col.49/50<=98 or col. 49/50 = blank) and col.46=1, blank))	
	blank	No answer	
56/57		<i>Number of hours that the person would like to work in total</i>	col.24=1 or col.24=2
	01-98	Number of hours wished to work in total	
	99	Not applicable (col.24=3-5,9)	
	blank	No answer	
58		<i>Working at home</i>	col.24=1 or col.24=2
	1	Person usually works at home	
	2	Person sometimes works at home	
	3	Person never works at home	



	9 blank	Not applicable (col.24=3-5,9) No answer	
59		<i>Looking for another job and reasons for doing so</i>	col.24=1 or col.24=2
	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	
	7	- seeking an additional job to add more hours to those worked in present job	
	8	- seeking a job with more hours worked than in present job	
	8	- seeking a job with less hours worked than in present job (col. 55=0)	
	4	- of wish to have better working conditions (e.g. pay, working or travel time, quality of work)	
	5	- of other reasons	
	6	Person looking for another job but giving no reason	
	9	Not applicable (col.24=3-5,9)	
	blank	No answer	
		<b>SECOND JOB</b>	
60		<i>Existence of more than one job or business</i>	col.24=1 or col.24=2
	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.24=3-5,9)	
	blank	No answer	
61		<i>Professional status (in the second job)</i>	Col.60=2
	1	Self-employed with employees	
	2	Self-employed without employees	
	3	Employee	
	4	Family worker	
	9	Not applicable (Col.60=1,9 blank)	
	blank	No answer	
62/63		<i>Economic activity of the local unit (in the second job)</i>	Col.60=2
		NACE Rev. 1	
	00	Not applicable (Col.60=1,9,blank)	
	blank	No answer	
64/65		<i>Number of hours actually worked during the reference week in the second job</i>	Col.60=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.60=1,9, blank)	
	blank	No answer	
		<b>PREVIOUS WORK EXPERIENCE OF PERSON NOT IN EMPLOYMENT</b>	
66		<i>Existence of previous employment experience</i>	col.24=3-5

	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.24=1,2 or 9)	
	blank	No answer	
67/70		<i>Year in which person last worked</i>	Col.66=1
		Enter the 4 digits of the year in which person last worked	
	9999	Not applicable (Col.66=0,9,blank)	
71/72	blank	No answer	
		<i>Month in which person last worked</i>	col.67/70≠9999 blank & Col.164/167-col.67/70 ≤ 2
	01-12	Enter the number of the month in which person last worked	
	99	Not applicable (Col.67/70=9999,blank or col. 164/167-col.67/70>2)	
	blank	No answer	
73		<i>Main reason for leaving last job or business</i>	col. 66=1 and Col.164/167 -Col.67/70<8
	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.66=0,9,blank, or Col.66=1 and did not work in last 8 years)	
	blank	No answer	
74		<i>Professional status in last job</i>	Col.66=1 and Col.164/167 -Col.67/70<8
	1	Self-employed with employees	
	2	Self-employed without employees	
	3	Employee	
	4	Family worker	
	9	Not applicable (Col.66=0,9,blank, or Col.66=1 and did not work in last 8 years)	
	blank	No answer	
75/76		<i>Economic activity of the local unit in which person last worked</i>	Col.66=1 and Col.164/167 -Col.67/70<8
		NACE Rev. 1	
	00	Not applicable (Col.66=0,9,blank, or Col.66=1 and did not work in last 8 years)	
	blank	No answer	
77/79		<i>Occupation of last job</i>	Col.66=1 and Col.164/167 -Col.67/70<8
		ISCO-88 (COM)	
	999	Not applicable (Col.66=0,9,blank, or Col.66=1 and did not work in last 8 years)	
	blank	No answer	

<b>SEARCH FOR EMPLOYMENT</b>			
80/81		<i>Seeking employment during previous four weeks</i>	col.24=3-5
	01	Person is seeking employment	
		Person has already found a job which will start later	
	11	- within a period of at most 3 months	
	12	- in more than 3 months	
		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.24=1,2 or 9 )	
82		<i>Type of employment sought</i>	Col.80/81=01, 11,12 or Col.59=1-8
		The employment sought (for Col.80/81=11, 12 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.24=9 or Col.80/81=03-10 or Col.59=0,blank)	
	blank	No answer	
83		<i>Duration of search for employment</i>	Col.80/81=01, 11 or Col.59=1-8
	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.24=9 or Col.80/81=03-10, 12 or Col.59=0,blank)	
	blank	No answer	

<b>METHODS USED DURING PREVIOUS FOUR WEEKS TO FIND WORK</b>			
84		<i>Contacted public employment office to find work</i>	Col.80/81=01or Col.59=1-8
	0	No	
	1	Yes	
	9	Not applicable (col.24=9 or Col.80/81=03-12 or Col.59=0,blank)	
85		<i>Contacted private employment agency to find work</i>	Col.80/81=01or Col.59=1-8
	0	No	
	1	Yes	
	9	Not applicable (col.24=9 or Col.80/81=03-12 or Col.59=0,blank)	
86		<i>Applied to employers directly</i>	Col.80/81=01or Col.59=1-8
	0	No	
	1	Yes	
	9	Not applicable (col.24=9 or Col.80/81=03-12 or Col.59=0,blank)	
87		<i>Asked friends, relatives, trade unions, etc.</i>	Col.80/81=01or Col.59=1-8
	0	No	
	1	Yes	
	9	Not applicable(col.24=9 or Col.80/81=03-12 or Col.59=0,blank)	
88		<i>Inserted or answered advertisements in newspapers or journals</i>	Col.80/81=01or Col.59=1-8
	0	No	
	1	Yes	
	9	Not applicable (col.24=9 or Col.80/81=03-12 or Col.59=0,blank)	
89		<i>Studied advertisements in newspapers or journals</i>	Col.80/81=01or Col.59=1-8
	0	No	
	1	Yes	
	9	Not applicable (col.24=9 or Col.80/81=03-12 or Col.59=0,blank)	
90		<i>Took a test, interview or examination</i>	Col.80/81=01or Col.59=1-8
	0	No	
	1	Yes	
	9	Not applicable (col.24=9 or Col.80/81=03-12 or Col.59=0,blank)	
91		<i>Looked for land, premises or equipment</i>	Col.80/81=01or Col.59=1-8
	0	No	
	1	Yes	
	9	Not applicable (col.24=9 or Col.80/81=03-12 or Col.59=0,blank)	
92		<i>Looked for permits, licences, financial resources</i>	Col.80/81=01or Col.59=1-8
	0	No	
	1	Yes	
	9	Not applicable (col.24=9 or Col.80/81=03-12 or Col.59=0,blank)	
93		<i>Awaiting the results of an application for a job</i>	Col.80/81=01or Col.59=1-8
	0	No	
	1	Yes	

	9	Not applicable (col.24=9 or Col.80/81=03-12 or Col.59=0,blank)	
94		<i>Waiting for a call from a public employment office</i>	Col.80/81=01 or Col.59=1-8
	0	No	
	1	Yes	
	9	Not applicable (col.24=9 or Col.80/81=03-12 or Col.59=0,blank)	
95		<i>Awaiting the results of a competition for recruitment to the public sector</i>	Col.80/81=01 or Col.59=1-8
	0	No	
	1	Yes	
	9	Not applicable (col.24=9 or Col.80/81=03-12 or Col.59=0,blank)	
96		<i>Other method used</i>	Col.80/81=01 or Col.59=1-8
	0	No	
	1	Yes	
	9	Not applicable (col.24=9 or Col.80/81=03-12 or Col.59=0,blank)	
97		Willingness to work for person not seeking employment Person is not seeking employment:	Col. 80/81=03-10
	1	- but would nevertheless like to have work	
	2	- and does not want to have work	
	9	Not applicable (Col.80/81=01, 11, 12 ,99)	
	blank	No answer	
98		<i>Availability to start working within two weeks</i>	Col.80/81=01,11 or col.97=1,blank or Col.55=1-4
		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 due to period of notice	
	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.24=9 or Col.55=0,blank or Col. 80/81=12 or Col.97=2 or ((Col. 49/50=00 or 40<= Col.49/50<=98) and col.46=1))	
99		<i>Situation immediately before person started to seek employment (or was waiting for new job to start)</i>	Col.80/81=01,11, 12
	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.80/81=03-10, 99)	
	blank	No answer	
100		<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	
		<b>MAIN LABOUR STATUS</b>	
101		<i>Main status</i>	everybody aged 15 years or more
	1	Carries out a job or profession, including unpaid work for a family business or holding, including an apprenticeship or paid traineeship, etc,	
	2	Unemployed	
	3	Pupil, student, further training, unpaid work experience	
	4	In retirement or early retirement or has given up business	
	5	Permanently disabled	
	6	In compulsory military service	
	7	Fulfilling domestic tasks	
	8	Other inactive person	
	9	Not applicable (child less than 15 years)	
	blank	No answer	
		<b>EDUCATION AND TRAINING</b>	
102		<i>Education or training received during previous four weeks</i>	everybody aged 15 years or more
	0	Received no education or training	
	1	Received some education or training	
	9	Not applicable (child less than 15 years)	
	blank	No answer	
103		<i>Type of instruction</i>	Col.102=1
	1	Class-room instruction	
	2	Instruction in a working environment (without complementary class-room instruction at a school or college including conferences, seminar, workshop )	
	3	Instruction combining both work experience and complementary class-room instruction ( including any form of 'dual system' or 'sandwich courses')	
	4	Other type of instruction	
	9	Not applicable (Col.102=0,9,blank)	
	blank	No answer	
104		<i>Level of this education or training</i>	Col.102=1
		General education	
	1	Primary or lower secondary (ISCED 1-2)	
	2	Upper secondary or post-secondary not tertiary (ISCED 3-4)	
		Pre-vocational or vocational education or training	
	3	Lower secondary (ISCED 2)	
	4	Upper secondary or post-secondary not tertiary (ISCED 3-4)	
		Tertiary education	
	5	ISCED 5a	
	6	ISCED 5b	
	7	ISCED 6	

	8	Training that is not allocated to the ISCED classification (e.g.: language courses, computer courses, seminars ...)	
	9	Not applicable (Col.102=0,9,blank)	
	blank	No answer	
105		<i>Purpose of this education and training</i>	Col.102=1
	1	Initial education or training aiming at getting the skills for a job (except under a specific employment measure)	
	2	Continuing vocational training (except under a specific employment measure)	
	5	Training under a specific employment measure	
	6	General interest	
	9	Not applicable (col. 102=0,9,blank)	
	blank	No answer	
106		<i>Total length of this education or training</i>	Col.102=1 and col.103=1, 2, 3, blank
	1	Less than 1 week	
	2	1 week or more but less than 1 month	
	3	1 month or more but less than 3 months	
	4	3 months or more but less than 6 months	
	5	6 months or more but less than 1 year	
	6	1 year or more but less than 2 years	
	7	2 years or longer	
	8	No definite length	
	9	Not applicable (Col.102=0,9,blank or col. 103 = 4)	
	blank	No answer	
107/108		<i>Usual number of hours of training per week</i>	Col.102=1 and col.103=1, 2, 3, blank
	01-98	Number of hours	
	99	Not applicable (Col.102=0,9,blank or col. 103 = 4)	
	blank	No answer	
109/110		<i>Highest level of education or training successfully completed</i>	everybody aged 15 years or more
	00	No education	
	01	ISCED 1	
	02	ISCED 2	
	11	ISCED 3 (without distinction a, b or c possible)	
	03	ISCED 3c (shorter than 3 years)	
	04	ISCED 3c (3 years or more)	
	13	ISCED 3b	
	14	ISCED 3a	
	15	ISCED 4	
	08	ISCED 5b	
	09	ISCED 5a	
	10	ISCED 6	
	99	Not applicable (child less than 15 years)	
	blank	No answer	
111		<i>Having obtained a (non tertiary) vocational qualification (minimum duration : 6 months)</i>	everybody aged 15 years or more
	1	Yes - Class-room instruction	
	2	Yes - Instruction in a working environment (without complementary class-room instruction at a school or college)	
	3	Yes - Instruction combining both work experience and complementary class-room instruction (including any form of 'dual system' or 'sandwich courses')	

	4	Yes - Type unknown	
	5	No	
	9	Not applicable (child less than 15 years)	
	blank	No answer	
112/115		<i>Year when highest level of education or training was successfully completed</i>	everybody aged 15 years or more
		The 4 digits of year when highest level of education or training was successfully completed are entered	
	9999	Not applicable (child less than 15 years)	
	blank	No answer	
		<b>SITUATION ONE YEAR BEFORE SURVEY</b>	
116		<i>Situation with regard to activity one year before survey</i>	everybody aged 15 years or more
	1	Carries out a job or profession, including unpaid work for a family business or holding, including an apprenticeship or paid traineeship, etc,	
	2	Unemployed	
	3	Pupil, student, further training, unpaid work experience	
	4	In retirement or early retirement or has given up business	
	5	Permanently disabled	
	6	In compulsory military service	
	7	Fulfilling domestic tasks	
	8	Other inactive person	
	9	Not applicable (child less than 15 years)	
	blank	No answer	
117		<i>Professional status one year before survey</i>	Col.116=1
	1	Self-employed with employees	
	2	Self-employed without employees	
	3	Employee	
	4	Family-worker	
	9	Not applicable (Col.116=2-9 blank)	
	blank	No answer	
118/119		<i>Economic activity of local unit in which person was working one year before survey</i>	Col.116=1
		NACE Rev. 1	
	00	Not applicable (Col.116=2-9 blank)	
	blank	No answer	
120/121		<i>Country of residence one year before survey</i>	everybody
		For coding, see annex IV	
	99	Not applicable (child less than one year old)	
	blank	No answer	



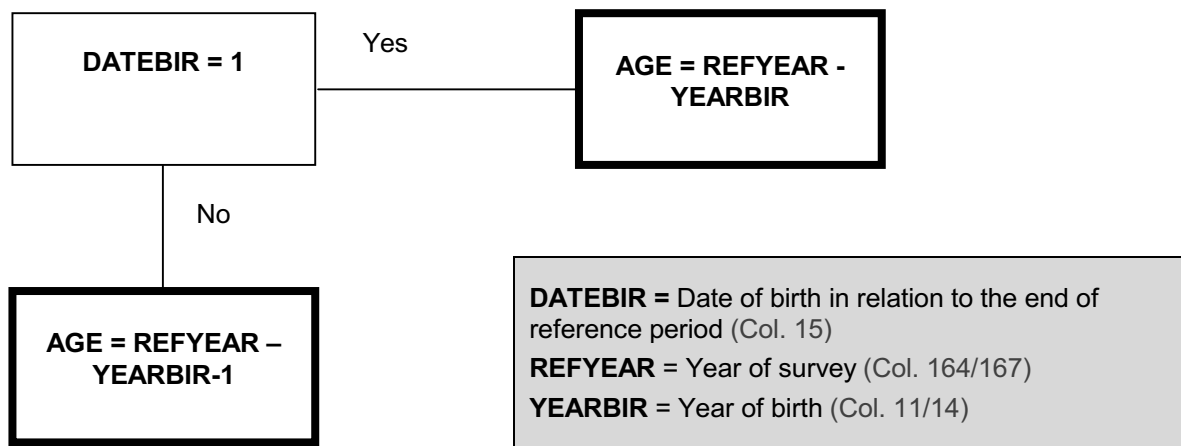
122/123		<i>Region of residence (within Member State) one year before survey</i>	everybody
	99	NUTS 2 Not applicable (person who has changed country of residence or child less than one year old)	
	blank	No answer	
		<b>INCOME</b>	
124/131		Monthly (take home) pay from main job	col.26=3
	00000000- 99999998 99999999 blank	The 8 digits of monthly (take home) pay from main job, including extra payments monthly paid (National currency) Not applicable (col.26 ≠ 3) No answer	
132/139		<i>Additional payments from main job</i>	col.26=3
	00000000- 99999998 99999999 blank	The 8 digits of additional payments (total yearly net amount) from main job which are not monthly paid (National currency) Not applicable (col.26 ≠ 3) No answer	
140/147		<i>Unemployment allowances</i>	col.100 =1,3
	00000000- 99999998 99999999 blank	The 8 digits of monthly received unemployment allowances (National currency) Not applicable (Col.100 ≠ 1,3) No answer	
148/155		<i>Additional payments of unemployment allowance</i>	col.100 =1,3
	00000000- 99999998 99999999 blank	The 8 digits of additional payments (total yearly net amount) of unemployment allowance which are not monthly paid, e.g.: severance payments and other irregular payments or lumpsum payments (National currency) Not applicable (Col.100 ≠ 1,3) No answer	
156/163		<i>Sickness, disability or invalidity allowances</i>	col.26=3
	00000000- 99999998 99999999 blank	The 8 digits of monthly received sickness, disability or invalidity allowances (National currency) Not applicable (col.26≠3) No answer	
		<b>TECHNICAL ITEMS RELATING TO THE INTERVIEW</b>	
164/167		<i>Year of survey</i>	everybody
		Last 4 digits of the year	
168/169		<i>Reference week</i>	everybody
		Number of the week running from Monday to Sunday	

170/171		<i>Interview week</i>	everybody
		Number of the week running from Monday to Sunday	
172/173		<i>Member State</i>	everybody
		For coding, see annex IV	
174/175		<i>Region of household</i>	everybody
		NUTS 2	
176		<i>Degree of urbanisation</i>	everybody
	1	Densely-populated area	
	2	Intermediate area	
	3	Thinly-populated area	
177/182		<i>Serial number of household</i>	everybody
		Serial numbers are allocated by the national statistical institutes and remain the same for all waves.	
		Records relating to different members of the same household carry the same serial number	
183		<i>Type of household</i>	everybody
	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	
184		<i>Type of institution</i>	col.183=2,3
	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.183=1,4)	
	blank	No answer	
185/190		<i>Yearly weighting factor</i>	everybody
	0000-9999	Cols 185-188 contain whole numbers	
	00-99	Cols 189-190 contain decimal places	
191/196		<i>Quarterly weighting factor</i>	everybody
	0000-9999	Cols 191-194 contain whole numbers	
	00-99	Cols 195-196 contain decimal places	
197/202		<i>Quarterly weighting factor of the sample for household characteristics (in the case of a sample of individuals)</i>	
	0000-9999	Cols 197-200 contain whole numbers	

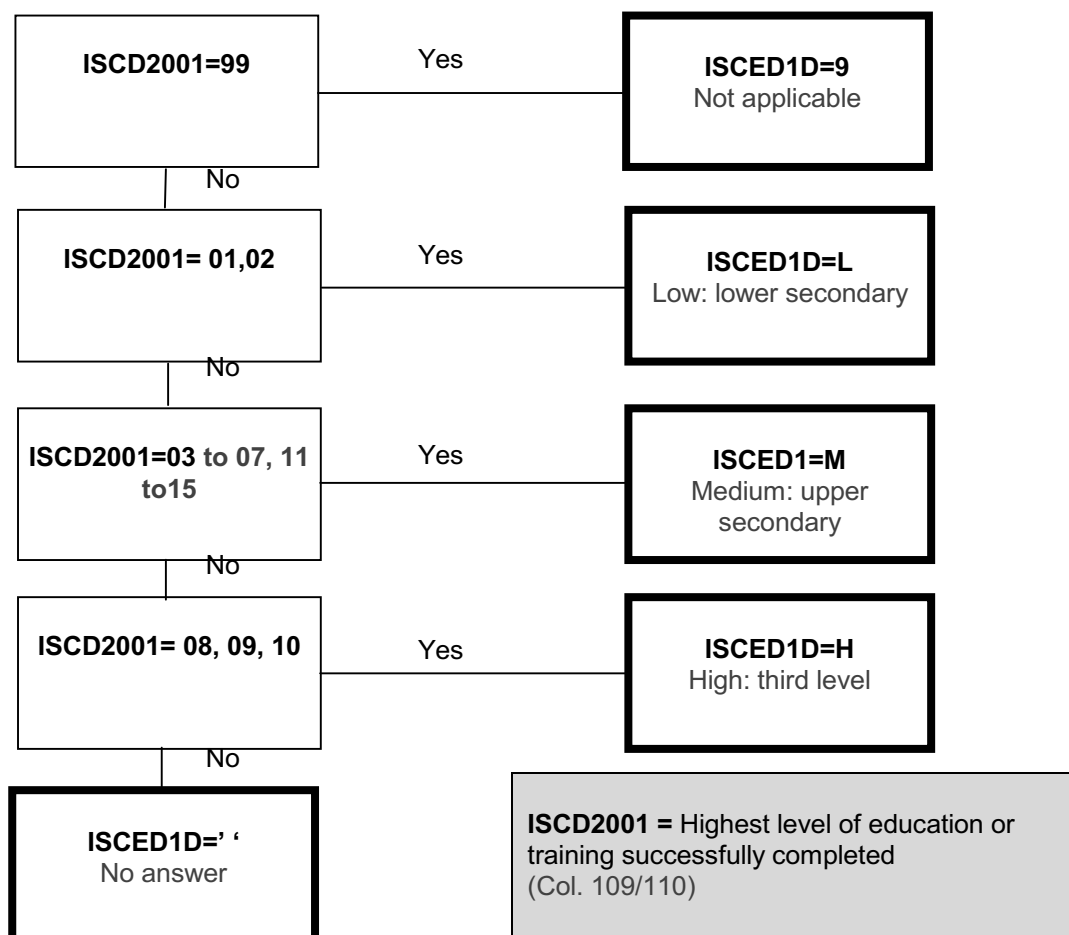
	00-99	Cols 201-202 contain decimal places	
203		<i>Sequence number of the survey wave</i>	everybody
	1-8	Sequence number of the wave	
		<b>ATYPICAL WORK</b>	
204		<i>Shift work</i>	col.26=3
	1	Person does shift work	
	3	Person never does shift work	
	9	Not applicable (col.26 ≠ 3)	
	blank	No answer	
205		<i>Evening work</i>	col.24=1 or col.24=2
	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.24=3-5,9)	
	blank	No answer	
206		<i>Night work</i>	col.24=1 or col.24=2
	1	Person usually works at night	
	2	Person sometimes works at night	
	3	Person never works at night	
	9	Not applicable (col.24=3-5,9)	
	blank	No answer	
207		<i>Saturday work</i>	col.24=1 or col.24=2
	1	Person usually works on Saturdays	
	2	Person sometimes works on Saturdays	
	3	Person never works on Saturdays	
	9	Not applicable (col.24=3-5,9)	
	blank	No answer	
208		<i>Sunday work</i>	col.24=1 or col.24=2
	1	Person usually works on Sundays	
	2	Person sometimes works on Sundays	
	3	Person never works on Sundays	
	9	Not applicable (col.24=3-5,9)	
	blank	No answer	

## Derived variables

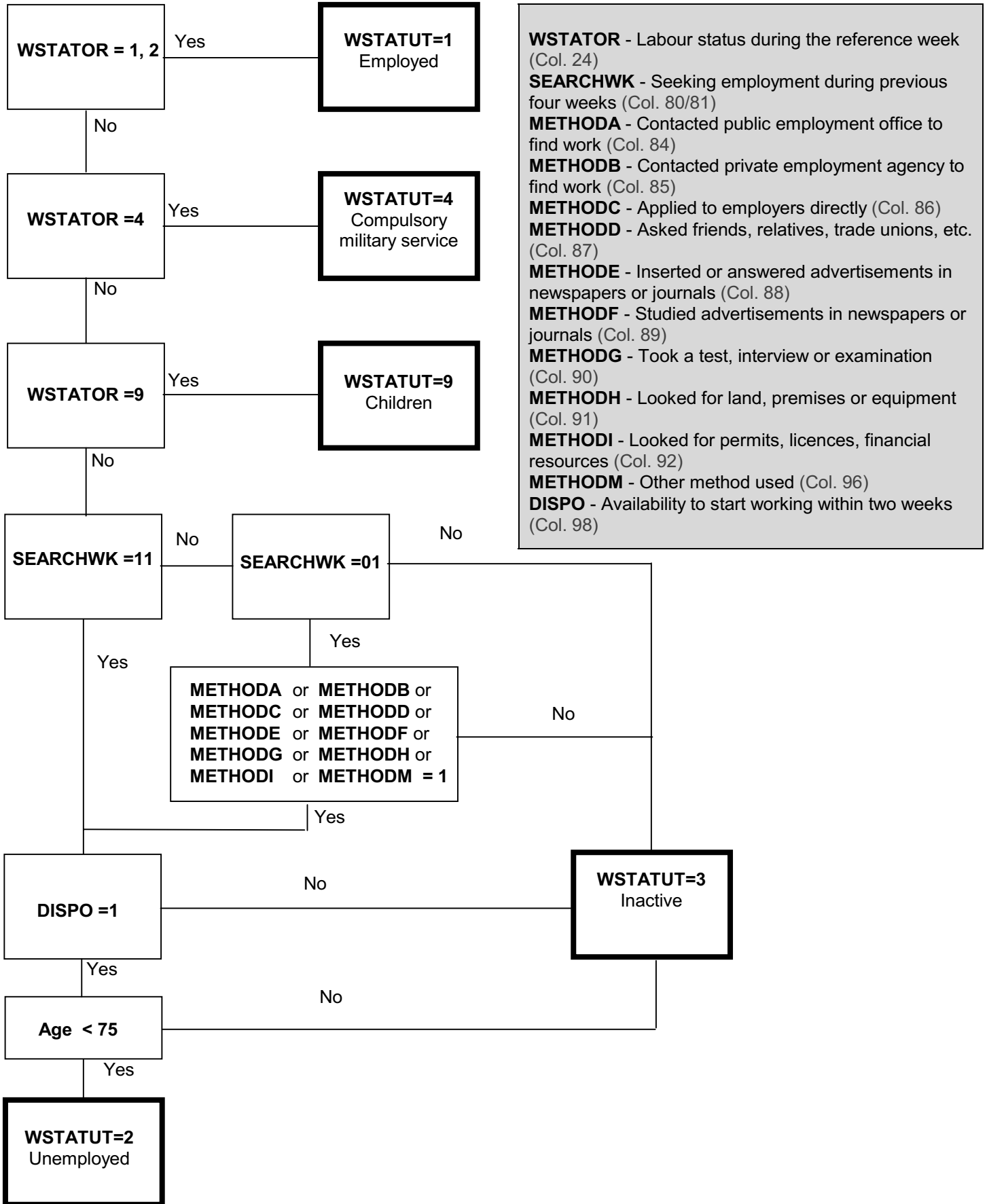
### AGE



### ISCED1D: Level of education



## WSTATUT: ILO/EU Employment status



**WSTATOR** - Labour status during the reference week (Col. 24)  
**SEARCHWK** - Seeking employment during previous four weeks (Col. 80/81)  
**METHODA** - Contacted public employment office to find work (Col. 84)  
**METHODB** - Contacted private employment agency to find work (Col. 85)  
**METHODC** - Applied to employers directly (Col. 86)  
**METHODD** - Asked friends, relatives, trade unions, etc. (Col. 87)  
**METHODE** - Inserted or answered advertisements in newspapers or journals (Col. 88)  
**METHODF** - Studied advertisements in newspapers or journals (Col. 89)  
**METHODG** - Took a test, interview or examination (Col. 90)  
**METHODH** - Looked for land, premises or equipment (Col. 91)  
**METHODI** - Looked for permits, licences, financial resources (Col. 92)  
**METHODM** - Other method used (Col. 96)  
**DISPO** - Availability to start working within two weeks (Col. 98)

## DURUNE: Duration of unemployment

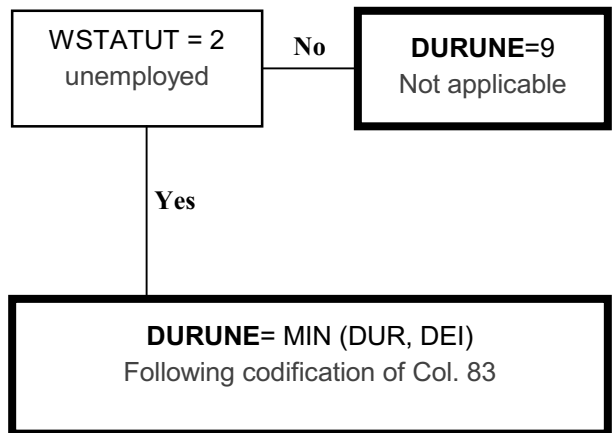
TNW = 0	DEI = 1
1 <= TNW <= 2	DEI = 2
3 <= TNW <= 5	DEI = 3
6 <= TNW <= 11	DEI = 4
12 <= TNW <= 17	DEI = 5
18 <= TNW <= 23	DEI = 6
24 <= TNW <= 47	DEI = 7
TNW >= 48	DEI = 8
TNW = blank	DEI = blank

TNW: Time since person last worked in months, (derived from Col. 67/70 and Col. 71/72)

**DEI** – Duration without employment

**DUR** – Duration of search (Col. 83)

**DURUNE** – Minimum between DUR and DEI



## Explanatory notes to the LFS list of variables

### Demographic background

**Col 1/2:** Sequence number in the household

A two-digit sequence number should be allocated to each member of the household. It should remain the same for all waves.

**Col. 3 :** 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 (aged over 15). Establishing the relationship between members of the household permits analysis of the data by categories of household.

Code 2 (spouse or cohabiting partner of reference person) This code should reflect the “de facto” situation in terms of co-habitation arrangements. It therefore does not necessarily correspond with the “the jure” situation of the household in terms of co-habitation arrangements, as recorded in Col. 16.

Code 4 (ascendant) means the father or the mother of the reference person or of his/her cohabiting partner.

**Col 4/5, 6/7 and 8/9:** Sequence number of spouse or cohabiting partner, father and mother

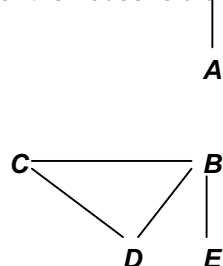
These variables permit the family nucleus to be reconstituted. For each member of the household, his/her spouse or cohabiting partner, father and mother should be identified if they are members of the same household.

Col 4/5 (Sequence number of spouse or cohabiting partner) should reflect the “de facto” situation in terms of co-habitation arrangements. It therefore does not necessarily correspond with the “the jure” situation of the household in terms of co-habitation arrangements, as recorded in Col. 16.

The identification can be done using the sequence number which was allocated to these persons in col.1/2.

Example:

Consider the household described by the following scheme:



Mrs A is the mother of Mrs B. Mrs B is married to Mr. C; they have a common child D. Mrs B has another child from her first marriage (E).

Columns 1/2, 4/5, 6/7, and 8/9 should be filled as follows:

	col. 1/2	col. 4/5	col. 6/7	col. 8/9
A	01	99	99	99
B	02	03	99	01
C	03	02	99	99
D	04	99	03	02
E	05	99	99	02

Distinction between biological and non-biological children is preferable but if this is not possible countries should inform Eurostat.

**Col. 15** : Date of birth within the year

Together with year of birth (Cols. 11/14) this enables the respondent's age 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). This definition of age should be applied in all filters that use age. Dates should be consistent : Date of birth, years of residence in this Member State, year in which the person started working and year in which the person stopped working should be in a logical order.

**Col. 16** : Marital status

Marital status is the conjugal status of each individual in relation to the marriage laws of the country (i.e. de jure status) It therefore does not necessarily correspond with the actual situation of the household in terms of co-habitation arrangements, as recorded in Col. 3.

Some countries (i.e. the Nordic, the Netherlands, France) have a legal framework for registering partnerships (in most countries these are same-sex partnership and they have a legal status parallel to married couples). Such information has also to be treated in a harmonised way and it is proposed to treat them as married and classify them under group 2 when they still exists, else as 3-4 as appropriate (legal separation or death of one of the partners).

In some countries, children under a certain age cannot have a legal marital status different from "single". To ask them this question would not be necessary, nevertheless they should be coded 1(single).

**Cols. 17/18** : Nationality

Nationality should be interpreted as citizenship.

Citizenship is defined as the particular legal bond between an individual and his/her State acquired by birth or naturalisation, whether by declaration, option, marriage or other means according to national legislation. It corresponds to the country issuing the passport.

For persons with dual or multiple citizenship who hold the citizenship of the country of residence, that citizenship should be coded.

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. 19/20** : Years of residence in this Member State

The years of residence should be calculated taking as starting point the last entrance in the country.

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. 21/22** : Country of birth

Country of birth is defined as the country of residence of the mother at the time 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 any applying at the time of the respondent's birth. This variable is optional.

**Labour status**

**Col. 24** : Labour status during the reference week

Information provided here, determines whether a person is considered as being in employment or not. Persons in employment are those coded 1 or 2 in Col. 24.

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 :

- (i) 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.
- (ii) A person spends time on the operation of a business, professional practice or farm even if no sales were made, no professional services were rendered, or nothing was actually produced (for example, a farmer who engages in farm maintenance activities; an architect who spends time waiting for clients in his/her office; a fisherman who repairs his boat or nets for future operations; a person who attends a convention or seminar).
- (iii) A person is in the process of setting up 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 family farm or business.

Conscripts performing some work for pay or profit during the reference week or not should always be coded 4.

*Persons who works on their own small agriculture farm, who do not sell their products, but produce only for their own consumption*

The classification as employment depends on whether it falls within the production boundaries. When this production is included in national accounts, underlying employment must be identified. This depends on the relative quantitative importance of the production of agricultural products for own consumption in relation to the total supply of these products in a country (ESA 3.08)

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 three months then a person is considered to have a job only if he/she continues to receive  $\geq 50\%$  of the wage or salary from their employer. If this is not the case, they should be coded 5 in col. 24.

#### - Seasonal workers

During the off-season, seasonal workers cannot be considered as having a formal attachment to their high-season job— because they do not continue to receive a wage or salary from their employer although they may have an assurance of return to work. If they are not at work during the off-season, they should be coded 5 in col. 24.

#### - Maternity and paternity leave

Maternity leave is first given to the mother (but may include the leave of the father in the case of a transfer of the entitlements) and corresponds to the compulsory period of the leave stipulated by national legislation to ensure that mothers before and after childbirth have sufficient rest, or for a period to be specified according to national circumstances.

Parental leave can be taken either by the mother or the father and is the interruption of work in case of childbirth or to bring up a child of young age. It should correspond to the period when parents receive “parental leave benefit”.

People on maternity leave should always be coded 2 in col. 24

People on full-time parental leave should be treated as a case of long term absence from work.

## 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 and the total absence do not exceed a period of 3 months. In this point Eurostat diverges from the ILO recommendation. If the period of absence exceeds 3 months they should be coded 5 in col. 24.

## 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:

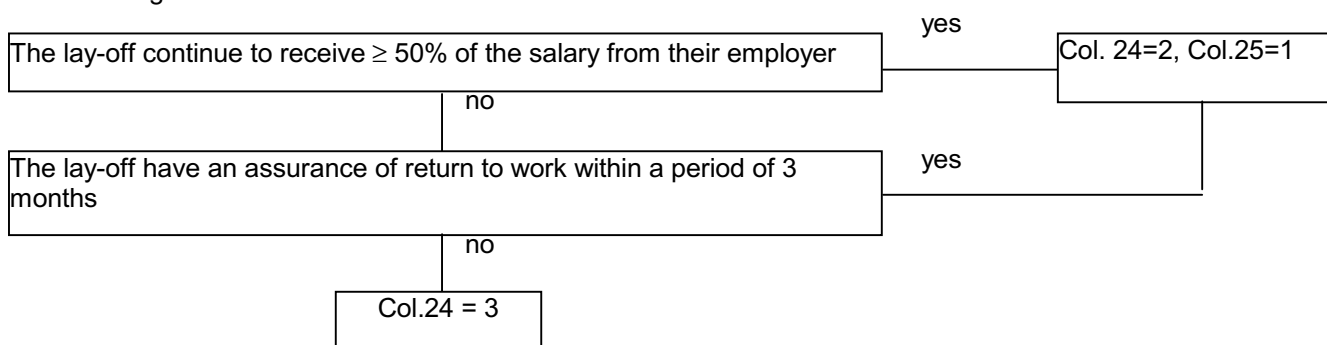
- (i) Machinery or equipment of significant value, in which the person has invested money, is used by him or his employees in conducting his business.
- (ii) An office, store, farm or other place of business is maintained.
- (iii) There has been some advertisement of the business or profession by listing 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 and therefore should be coded 5 in col. 24.

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.

The following flow-chart shows how laid-off should be coded in this variable:



Lay-offs are classified as employed if they receive  $\geq 50\%$  of their wage or salary from their employer or have an assurance of return to work within a period of 3 months.

Lay-offs are classified as unemployed if they receive less than 50% of their wage or salary from their employer, don't have assurance of return to work or have an agreed date but this date falls after a period of 3 months and if they are "available to start work in 2 weeks" and have "search for a job in the last 4 weeks".

Otherwise they are considered as inactive.

**Persons who find a job to start in the future should always be coded 5 in this column.**

**Col 25 : 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.24=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. A person in slack work for technical or economic reasons should have a formal attachment to his/her job.

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 or parental leave

Code 5 should only be used:

a) for maternity leave

b) for parental leave of less than 3 months or with continual receipt of significant salary.

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

Code 7: Compensation leave

This code includes all absences in relationship with working time flexibility. Examples are time off as a compensation of overtime, as a compensation of credit hours within a system of working time banking or within the framework of an annualised hours contract. (This category is a parallel to code 7 in column 53/54).

## Employment characteristics of the first job

### Definition of the first job

For the purposes of Cols. 26 to 59, 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. 26 : Professional status

The professional status requested here refers to the main job.

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.

If people working in the business, professional practice or farm, are not paid then he/she should be considered as self employed without staff.

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.

Nevertheless he may engage members of his/her own family or apprenticed without payment. In this category one can find farmers working alone or using the assistance of members of family.

In particular:

- A **woman who looks after one or more children** that are not her own on a private basis and receiving a payment for this service is a self-employed.
- A **freelancer** should be classified as self-employed, although a person who has been regularly retained by a single employer for some time may also be regarded as an employee.

### 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-conscripted members of the armed forces are also included.

An employee is usually working for an outside employer, but a son or daughter, for example, who is working in a parent's firm and receives a regular monetary wage is classified here as an employee.

- A **woman looking after children in her own home** is classified as an employee if she is paid to do this by the local authority (or any other public administration) and if she doesn't take any decision affecting the enterprise (e.g. schedules or number of children) but as a self-employed if she does it privately.
- **Apprentices**, or **trainees** receiving remuneration should be considered as employees.
- Priests (of any kind of religion) are considered employees
- Persons who are simultaneously working in their own professional practice and for a public or private employer (e.g. doctors with their own cabinet and working in an hospital) should be classified according to the status where they work a more important number of hours.

### 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.

Persons working in a family business or on a family farm without pay should be living in the same household as the owner of the business or farm, or in a slightly broader interpretation, in a house located on the same plot of land and with common household interests. Such people frequently receive remuneration in the form of fringe benefits and payments in kind. However, that this applies *only* when the business is owned or operated by the individual themselves or by a relative. Thus, unpaid voluntary work done for charity should *not* be included.

The category includes,

- A son or daughter working in the parents' business or on the parents' farm without pay.
- A wife who assists her husband in his business, e.g. a haulage contractor, without receiving any formal pay.

Members of producers' co-operatives should be considered as self-employed if in the co-operative, each member takes part on an equal footing with other members in determining the organisation of production, sales and /or other work of the establishment, the investments and the **distribution of the proceeds of the establishment** amongst their members.

In the case a co-operative hired workers and these workers have an employment contract that gives them a basic remuneration (which is not directly dependent upon the revenue of the co-operative), these workers are identified as employees of the co-operative.

Even if the co-operative has employees (e.g. an accountant) the members of the co-operative should be considered as "self-employed without employees" because the co-operative as an institution (and not any of its members) is the employer.

### Cols. 27/29 : Economic activity of the local unit

The NACE codes in Annex II are derived from the Statistical Classification of Economic Activities (NACE Rev. 1). The "local unit" to be considered is the geographical location where the job is mainly carried out or, in the case of itinerant 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" is therefore the group of employees of the enterprise who are geographically located at the same site.

For those countries that are not able to provide information at a 3 digit level the third digit should be coded '0'.

### Cols. 30/33 : 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). For those countries that are not able to provide information at a 4 digit level the fourth digit should be coded '0'.

**Cols. 34/35** : Number of persons working at the local unit

For the term "local unit ", see notes to Cols. 27/29. 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). Employer should be included in the number of persons working at the local unit.

**Cols. 36/37** : 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. 38/39** : Region of place of work

This should be provided to the coding system in Annex I, which is based upon the Classification of Territorial Units (NUTS).

**Cols. 40/43 and 44/45** : 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. Due to recall problems the month in which the person started working should be asked only if the person started work for this employer or as self-employed within the last 2 years.

**Col. 46** : Full-time / part-time distinction

This variable refers to the main job.

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

The current reason for working part-time can differ from the reason when the person started working part-time. In this case the current reason should be coded.

Code 8 : Looking after children in this context means their own or the children of the spouse or cohabiting partner and excludes situations where a person is looking after the children of any other person. The same applies for the incapacitated adults.

**Col. 47** : 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).

What is involved is the actual employment being time-limited under an agreement - not that he/she has, for example, considered stopping work in order to travel or attend college. Students with jobs which they only reckon to have for as long as they are studying are thus not in a time-limited job.

Respondents who have a contract to do their job, which may be renewed, for example, once a year, should be coded according to whether or not the respondents themselves consider their job to be of an unlimited duration.

**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.

**In the case where more than one category applies temporary work in relationship with a period of training or trial period (Col. 47= 2 or 6) are priority reasons for a temporary job.**

**Col. 48 :** Total duration of temporary job or work contract of limited duration

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

Code 2 should be interpreted as 1 month to less than 4 months, code 3 as 4 to less than 7 months and so on.

For persons who have a contract to perform a task and who don't know how long it will take, blank (no answer) should be used.

**Cols. 49/50 :** 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. 58) 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. 51/52 :** 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. 58) 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. 53/54 :** 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. 49/50 = 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. In the case where the same number of hours is justified by different reasons, the reason with the lowest code should be coded.

**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 or parental leave

Parental leave can be taken either by the mother or the father and is the interruption of work in case of childbirth or to bring up a child of young age. It should correspond to the period when parents receive "parental leave benefit".

This code is used only for those persons on statutory parental leave (legal or contractual). Any other leave taken for reasons of child-bearing or rearing is coded 10 : "special leave for personal or family reasons".

#### Code 16 : Overtime

Overtime includes extra hours regardless of whether they were paid or not. Only hours that cannot be recuperated at long term (shift work or flexible hours) should be considered.

#### Col. 55 : Willingness to work a greater number of hours

This variable is necessary to identify persons in underemployment.

Code 4 : This code applies to those persons who would like to work a greater number of hours with none of the restrictions set out in codes 1 to 3.

#### Col. 56/57 : Number of hours that the person would like to work in total

This variable should include the number of hours actually worked in all jobs:

- plus the extra hours wished for those who want to work more hours in the reference week.

- minus the number of hours that the person would like to work less for those who would like to work less hours in the reference week.

#### Col. 58 : 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 the purpose. However, if the place of work comprises a separate unit (for example, a doctor's surgery or tax consultant's practice) which is adjacent to the person's home but 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 form 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. 59** : Looking for another job and reasons for doing so

Self-employed people may interpret 'looking for additional business' as trying to increase their present business. They should be coded 1 to 8 at this question only if they were looking for a *different business* in the week of reference, and not just for additional clients.

This variable identifies under-employed persons. Codes 3, 7 and 8 give a better picture of the kind of job these persons are looking for :

- if it is a job with more hours worked or not (code 7 or 8),
- if it is a second job (code 3)

Code 6 identifies those persons who declare they are looking for another job but give no reason.

When more than one reason had been mentioned the order of priority should be 1, 3, 7, 8, 4, 2, 5, 6 being 1 the highest priority.

### **Information about second jobs**

**Col. 60** : 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. 61** : Professional status in the second job  
See notes to Col. 26.

**Cols. 62/63** : Economic activity of the local unit 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" see notes to Cols. 27/29.

**Col. 66** : Existence of previous employment experience

This column is used to define whether a person without employment has previously been in employment and, if so, Cols. 67/70 and 71/72 provide information on the month and year in which he/she last worked.

**Cols. 67/70 and 71/72**: Year/Month in which person last worked

The information on the year and month when the person last worked permits exact calculation 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 length of time since last employment and the duration of search for work (Col. 83). The month in which the person last worked should be asked only if the person last worked within the last 2 years..



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 in order that this period is not counted in the unemployment duration.

**Col. 73** : 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, or 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. Employers who went out of business, or sold or closed down the business should also be coded 8.

Due to recall problems this variable is restricted to those who had stopped work within the last 8 years, nevertheless if the person has not answered in which year they have last worked, he/she should answer the present question.

**Col. 74** : Professional status in the last job

See notes to Col. 26.

Due to recall problems this variable is restricted to those who had stopped work within the last 8 years, nevertheless if the person has not answered in which year they have last worked, he/she should answer the present question.

**Cols. 75/76** : Economic activity of the local unit 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", see notes to Cols. 27/29.

Due to recall problems this variable is restricted to those who had stopped work within the last 8 years, nevertheless if the person has not answered in which year they have last worked, he/she should answer the present question.

**Cols. 77/79** : 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).

Due to recall problems this variable is restricted to those who had stopped work within the last 8 years, nevertheless if the person has not answered in which year they have last worked, he/she should answer the present question.

## **Search for employment**

**Cols. 80/81** : Seeking employment for person without employment during the last four weeks week

The period of reference for this variable is the last four weeks, in order to remain consistent with the variables concerning the methods used during previous four weeks to find work.

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 at Col. 97.

The question on search for employment applies to the last 4 weeks and persons coded 11 are directly considered as unemployed with the condition to be available within two weeks. No further check should be done on methods applied.

On the other hand, persons coded 12 are considered as 'not searching anymore' since they have already found a job. Therefore, they should not be considered as unemployed and there should not be further check on methods. In case they are still searching for a work, they should be coded as 01.

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 11 and 12 : Person has already found a job to start later

This applies to all persons without a job during the reference week who have already found a job which will start later. Persons who were coded 11 in this variable are considered as unemployed when they are available. Those coded 12 are considered inactive because they were not looking for a job (otherwise they would have been coded 1) The period of 3 months considered follows the week of reference.

Code 03 : Awaiting recall to work (persons laid-off)

This code is to re-identify those persons who in Col. 24 state they are laid-off and not seeking employment.

Code 08 : Belief that no work is available

This code permits the estimation of the number of "discouraged workers" .

**Col. 82** : 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. 91-92 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 full-time or part-time. Codes 3 and 4 do not apply for this group.

**Col. 83** : Duration of search for 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 (see notes on Cols. 67-72) and the duration of search for work.

## Methods used during previous four weeks to find work

### Cols. 84 to 96 :

Due to the importance of these columns for the classification of the unemployed:

- all the questions should be asked to the population concerned (persons seeking an employment)
- answering these questions is compulsory.

Only the methods used during the four weeks ending with the reference week are to be recorded.

In col.84 only contacts with the public employment office **with the objective of finding a job** should be coded yes.

The consultation of job advertisements in internet and the consultation of list of job vacancies in the entrance of the factories should be coded as 1 (yes) in column 89.

In col. 96 (other method used), the answer "yes" should be recorded only if the person has used an active method not covered by col. 84 to 95. Passive methods not coded before should be coded no.

### Col. 97 : 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 in Cols. 80/81, i.e. without employment and not seeking employment. Discouraged workers are persons who are not seeking work because they believe that none is available (col. 80/81=08) but would nevertheless like to have a job (col. 97=1).

### Col. 98 : 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 "discouraged workers" (Col. 97 = 1 and col. 80/81=08), to persons who wish to work a greater number of hours (col. 55= 1 to 4) and to persons who have found a job to start within 3 months.

### Col. 99 : 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. 100 : Registration at a public employment office

Information has to be provided for everybody of working age participating in the survey. It could be obtained directly from the claimant count register.

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.

Persons who are in employment and who register in a public employment office to find another job should be coded 2 or 1 (for those who receive complementary unemployment benefits).

Benefits, in this context should be limited to unemployment allowances (not other social benefits).

## Main Status

### Col. 101 : Main Status

The “main activity status” gives each person’s self-perception regarding his/her activity status; for instance, students with small jobs will in general be classified as students. The reference period for this variable should be at least 3 months including the reference week. In case of change the present situation should be stated as durable.

If possible the information should be coded using a single question and not derived from different questions in from the questionnaire. This question shouldn’t in any case precede the questions on the labour status according to the ILO definition or the questions on the registration at the public employment office.

## Education and training

### Col. 102 : Education and training received during previous four weeks

A reference period of four weeks has been chosen in order to avoid distortion of information due to recall problems. **All information collected through the following questions, however, should refer to the entire course or programme (in other words should consider its entire duration).**

The information collected here should relate to all education or training whether or not relevant to the respondent’s current or possible future job (see new ISCED - International Standard Classification of Education - UNESCO 1997).

It should include initial education, further education, continuing or further training, training within the company, apprenticeship, on-the-job training, seminars, distance learning, evening classes, self-learning etc. It should also include courses followed for general interest and may cover all forms of education and training as language, data-processing, management, art/culture, health/medicine courses.

The question on purpose sorts the various options, giving the possibility of isolating job-related training.

If the interviewee has taken part in several courses of education or training over the past four weeks, the one considered most useful for his or her current or future employment should be recorded; in case of doubt, record the longest course in terms of hours.

### Col 103 : Type of instruction

Code 1: refers to face to face instruction usually involving a teacher and one or several pupils taking place in a class-room type environment regardless of the actual establishment (establishments within or outside the national education system including private training centres in the employer’s premises).

Code 2 includes conferences, seminar, workshop.

Code 3 : For this code to be the appropriate one, both work experience and class-room instruction must be explicitly integrated into a single system. This code should be chosen even if during the past four weeks, the training took place exclusively in a working environment or as class-room instruction (for instance ‘sandwich courses’).

### Col 104 : Level of education or training

Level is coded according the International Standard Classification of Education 1997.

Codes 1 to 7 should be used for those programmes that either belong to the regular education system or are equivalent in terms of qualifications aspired to.

Code 8 should be used for programmes that neither belong to the regular education system nor are equivalent in terms of qualifications aspired to (language courses, computer courses, seminars etc.).

“Special needs education programs” are also covered in ISCED 1997. They have to be allocated according to their similarity in terms of contents with other education programs. In other words, there is not a unique code foreseen for special needs education programs which can thus correspond either to ISCED 0, 1 or 2 levels.

**Col. 105 : Purpose of education or training**

First of all, this question aims at collecting information on participation in training under a specific employment measure (code 5 ).

Secondly, the question aims at collecting **individual perception of purpose**. The answer does not depend on the characteristics of a programme but on the perception the individual has about his current training. This perception would usually depend on whether the person has had a previous main job before.

Code 1 : Initial education or training aiming at getting the skills for a job either in the formal education system or in the working environment (except under a specific employment measure)

Code 6 : courses followed for general interest not related to current or future job.

**Col. 106 : Total length**

This question aims at estimated total length (elapsed time) of education or training, meaning both the period already completed and the period the interviewee has still to complete. Previous courses leading to a separate qualification or diploma and future courses the person may intend to follow but which are not an intrinsic part of the current course are excluded.

**Col. 107/108 : Usual number of hours**

The week to be considered should be a typical one. Time spent on homework should be excluded

**Col. 109/110 : Highest level of education or training successfully completed**

- Level is coded according to the International Standard Classification of Education 1997.
- Persons with no education (illiterate) should be coded 00.
- The expression 'level successfully completed' must be associated with obtaining a certificate or a diploma, when there is a certification. In cases where there is no certification, successful completion must be associated with full attendance.
- When determining the highest level, both general and vocational education/training should be taken into consideration.
- Persons who have not completed their studies should be coded according to the highest level they have completed and should not be coded with a blank.
- ISCED3 without distinction possible should only be used in those cases in which a distinction a, b, c is impossible. This is typically the case for qualifications whose exact characteristics are not known either because they were obtained in another country or they refer to an education system no longer in existence.

**Col. 111 : Having obtained a vocational (non tertiary) qualification or not**

Only vocational qualifications corresponding to a minimum duration of 6 months should be considered.

- This information does not necessarily refer to the highest qualification obtained

Vocational qualifications are those that provide the participant with the practical skills, know-how and understanding necessary for employment in a particular occupation or trade or class of occupation or trades and that are recognised by the competent authorities of the country in which they are obtained (e.g. Ministry of Education, employers' associations, etc.). (see ISCED 1997)

- Code 1 : See Col 103 code 1
- Code 3 : See Col 103 code 3

## **Situation one year before survey**

**Col. 116** : 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 variables "current main status" and "main status one year before the survey" have exactly the same structure in order to permit these comparisons.

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

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

**Cols. 118/119** : Economic activity of the local unit in which the person worked one year before survey

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

**Col. 120/121** : Country of residence one year before survey

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

**Cols. 122/123** : Region of residence one year before survey

This should be provided to the coding system in Annex I, which is based upon the Classification of Territorial Units (NUTS).

## **Income**

**Cols. 124/131** : Monthly (take-home) pay from main job

Data should refer to the last monthly pay received before the reference week.

Data should be provided for all employees. Income from self-employment is excluded because of measurement problems.

If the job is an occasional job for a short period, the amount should be an estimate of the total earnings from all similar jobs in that month.

The monthly (take-home) pay is the pay after (provisional, subject to revision later) deduction of income tax and National Insurance Contributions. It includes regular overtime, tips and commission but excludes income from investments – assets, savings, stocks and shares.

**Cols. 132/139** : Additional payments from main job

Irregular payments should refer to the total amount of irregular payments received in a calendar year. It can be the total of irregular payments received in the last calendar year if the person did not change his employment since then, or an estimate of the total of irregular payments that the person will receive in the present year if the person was not in the same job the year before.

These irregular payments comprise, e.g., 13th and 14th month, holiday pay, profit share, bonuses, fringe benefits and sickness insurance premium compensation.

**Cols. 140/147** : Unemployment allowances

Data should refer to the last monthly unemployment allowance received before the week of reference.

The data should be provided for all registered unemployed claiming unemployment benefits.

The monthly unemployment allowance include unemployment benefits or assistance, training allowances and placement or resettlement benefits in relationship to job creation schemes.

**Cols. 148/155 :** Additional payments of unemployment allowance

This variable includes all irregular payments (total yearly net amount) of unemployment allowance which are not paid monthly, e.g., severance payments and other irregular payments or lump-sum payments.

**Cols. 156/163 :** Sickness, disability or invalidity allowances

Data should refer to the sickness, disability or invalidity allowances received in the month before the reference week.

Data should be provided for persons having an employment. The sickness, disability or invalidity allowances should be provided for persons who receive this kind of allowances and for whom it is not included in the monthly (take-home) pay from the main job.

**Technical points relating to the interview**

**Col. 168/169 :** Reference week

The reference weeks should follow the Norm ISO 8601 which indicates that, according to the Gregorian calendar, the first week of the year is the one that includes the first Thursday of that year. Concretely:

- Week 1 of 1998 starts the 29<sup>th</sup> December 1997
- Week 1 of 1999 starts the 4<sup>th</sup> January 1999
- Week 1 of 2000 starts the 3<sup>rd</sup> January 2000
- Week 1 of 2001 starts the 1<sup>st</sup> January 2001

As the year has 365 days (except leap years which have 366 days) and the quarterly survey covers 364 days ( $52 \times 7 = 364$ ), every year the Thursday of the first week of the first quarter moves (backward) to the previous day of the month. After some years that Thursday will be the 31<sup>st</sup> of December of year Y-1. To avoid this situation, when this happens, the 53<sup>rd</sup> week of the year will be skipped.

**Col. 170/171 :** Survey week

Number of the week running from Monday to Sunday when the interview took place. This information used with reference week gives an indication of the recall period and an information on the quality of the answer. See also notes referring to col. 168/169.

**Col. 172/173 :** Member State

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

**Cols. 174/175 :** Region of household

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

**Col. 176 :** 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).

In the definition of "Degree of urbanisation" there is a criteria of geographical contiguity together with a population threshold. Harmonised, comparable correspondence between the Degree of Urbanisation and NUTS 5 regions will be (re-)defined on the basis of 2001 census data (for Member States and Candidate countries) in 2005.

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

Belgique / Belgie :	Commune/Gemeente
Danmark :	Kommuner
Deutschland :	Gemeinde
Ellada :	Demos
España :	Municipio
France :	Commune
Ireland :	DED / ward
Italia :	Commune
Luxembourg:	Commune
Nederland :	Gemeente
Österreich :	Gemeinde
Portugal:	Freguesias
Suomi / Finland:	Kunnat
Sverige :	Kommune
United Kingdom :	Ward
Iceland:	SVEITARFÉLAG (165 until 1997, 124 from 1998)
Norway:	KOMMUNER (435)
Switzerland:	GEMEINDEN / COMMUNES / COMUNI (2 903 in year 1999)
Czech Republic:	OBCE (6 251 in year 2000)
Estonia:	VALD+ALEV+LINN (254)
Hungary:	TELEPULES (3 135)
Latvia:	PAGAST+ PILSETAS (560)
Poland:	GMINY+MIASTA (2 486)
Slovenia:	OBCINAH (192 since 1 Jan 1999)
Slovakia:	OBCE A MESTA (2 920 in year 1999)

This information is not yet available for Lithuania, Romania, Bulgaria, Cyprus, Malta and Turkey.

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.

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.



### Col. 183: Type of household

A private household (housekeeping unit concept) is either:

- a) a one-person household, i.e. a person who lives alone in a separate housing unit or who occupies, as a lodger, a separate room (or rooms) of a housing unit but does not join with any of the other occupants of the housing unit to form part of a multi-person household as defined below, or
- b) a multi-person household, i.e. a group of two or more persons who combine to occupy the whole or part of a housing unit and to provide themselves with food and possibly other essentials for living. Members of the group may pool their incomes to a greater or lesser extent

The household-dwelling concept (the aggregate number of persons occupying a housing unit) can equally be accepted.

These definitions comprise 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. In this context short period means less than one year in total (time already elapsed plus the time remaining until the foreseen return).

An institutional household comprises persons whose need for shelter and subsistence are being provided by an institution.

### Cols. 185/190 : Yearly 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. In order to have consistency between individual and household statistics the same weighting factor should be allocated to all the members of the household.

The '4 first digits' should correspond to whole numbers and the '2 last digits' should correspond to decimal places (without any coma before).

### Cols. 191/196 : Quarterly weighting factor

In order to have a measure of each variable at quarterly level a quarterly weighting factor should also be calculated. See also notes for Cols. 185/190.

Countries still having an yearly survey are requested to fill these columns with the Yearly weighting factor.

**The '4 first digits' should correspond to whole numbers and the '2 last digits' should correspond to decimal places (without any coma before).**

### Cols. 197/202 : Quarterly weighting factor of the sample for household characteristics ( in the case of a sample of individuals)

According to Article 2, § 4. of the regulation for a continuous labour force survey, if the sampling unit is the individual, information **can be** collected for a sub-sample defined in such way that:

- The reference weeks are uniformly distributed throughout the whole year;
- The number of observations (individuals sampled plus the members of their household) satisfies, for the annual estimates of levels, the reliability criteria.

For countries providing household data using this kind of sub-sample (and only for these countries) this weighting factor should be calculated for each person composing the sub-sample.

### Col. 203 : Sequence number of the survey wave

The sequence number of the wave should correspond to the number of times that the individual/household is in the sample. The quarters where the individual/household is not in the sample should be excluded from the counting.

For countries where the sample unit is the household, the sequence number of the survey wave is attached to the household. Therefore it should follow the same pattern for all individuals of the same household. For instance a new person joining the household (and the sample) in wave 2 would be assigned number 2. A person present in wave 1, absent in wave 2 but present in wave 3 would be assigned number 3 when interviewed in wave 3.

**Col. 204 : Shift work**

Shift work is a regular work schedule during which an enterprise is operational or provides services beyond the normal working hours from 8 am to 6 pm on weekdays (evening closing hours may be later in the case of a longer break at noon in some Member states). Shift work is a work organisation under which different groups or crews of workers succeed each other at the same work site to perform the same operations. At the start of the shift work, work of the previous shift is taken over and at the end of the shift, work is handed over to the next shift. Shift work usually involves work on unsocial hours in the early morning, at night or in the weekend and the weekly rest days not always coincide with the normal rest days. This definition of this variable has changed in 2001, to see previous definition please consult "The European Union Labour force survey, Methods and definitions 1998"

**Col. 205 : 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. 206 : Night work**

Bearing in mind the definitional problems discussed under Col. 205, "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. 207 : 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. 208 : 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.

## ANNEX I – Regional codes used in the EU Labour Force Survey (according to the Classification of Territorial Units (NUTS))

The following codes are used to identify the regions for which data are collected in the EU LFS.

CODE	REGION	PAYS
<b>BE</b>		<b>BELGIQUE-BELGIE</b>
BE10	Rég. Bruxelles-Cap.- Brussels Hfdst. gewest	
BE21	Antwerpen	
BE22	Limburg (b)	
BE23	Oost-Vlaanderen	
BE24	Vlaams Brabant	
BE25	West-Vlaanderen	
BE31	Brabant Wallon	
BE32	Hainaut	
BE33	Liège	
BE34	Luxembourg (b)	
BE35	Namur	
<b>DK00</b>	<b>Danmark</b>	<b>DANMARK</b>
<b>DE</b>		<b>DEUTSCHLAND</b>
DE11	Stuttgart	
DE12	Karlsruhe	
DE13	Freiburg	
DE14	Tübingen	
DE21	Oberbayern	
DE22	Niederbayern	
DE23	Oberplatz	
DE24	Oberfranken	
DE25	Mittelfranken	
DE26	Unterfranken	
DE27	Schwaben	
DE31	Berlin-West, Stadt	
DE32	Berlin-Ost, Stadt	
DE40	Brandenburg	
DE50	Bremen	
DE60	Hamburg	
DE71	Darmstadt	
DE72	Gießen	
DE73	Kassel	
DE80	Mecklenburg-Vorpommern	
DE91	Braunschweig	
DE92	Hannover	
DE93	Lüneburg	
DE94	Weser-Ems	
DEA1	Düsseldorf	
DEA2	Köln	
DEA3	Münster	
DEA4	Detmold	
DEA5	Arnsberg	
DEB1	Koblenz	
DEB2	Trier	
DEB3	Rheinhessen-Pfalz	
DEC0	Saarland	

CODE	REGION	PAYS
DED0	Sachsen	
DEE1	Dessau	
DEE2	Halle	
DEE3	Magdeburg	
DEF0	Schleswig-Holstein	
DEG0	Thüringen	
<b>GR</b>		<b>ELLADA</b>
GR11	Anatoliki Makedonia, Thraki	
GR12	Kentriki Makedonia	
GR13	Dytiki Makedonia	
GR14	Thessalia	
GR21	Ipeiros	
GR22	Ionia Nisia	
GR23	Dytiki Ellada	
GR24	Sterea Ellada	
GR25	Peloponnisos	
GR30	Attiki	
GR41	Voreio Aigaio	
GR42	Notio Aigaio	
GR43	Kriti	
<b>ES</b>		<b>ESPAÑA</b>
ES11	Galicia	
ES12	Principado de Asturias	
ES13	Cantabria	
ES21	Pais Vasco	
ES22	Comunidad Foral de Navarra	
ES23	La Rioja	
ES24	Aragón	
ES30	Comunidad de Madrid	
ES41	Castilla y León	
ES42	Castilla-la Mancha	
ES43	Extremadura	
ES51	Cataluna	
ES52	Comunidad Valenciana	
ES53	Islas Baleares	
ES61	Andalucia	
ES62	Región de Murcia	
ES63	Ceuta y Melilla	
ES70	Canarias	
<b>FR</b>		<b>FRANCE</b>
FR10	Île de France	
FR21	Champagne-Ardenne	
FR22	Picardie	
FR23	Haute-Normandie	
FR24	Centre	
FR25	Basse-Normandie	
FR26	Bourgogne	
FR30	Nord - Pas-de-Calais	
FR41	Lorraine	
FR42	Alsace	
FR43	Franche-Comté	
FR51	Pays de la Loire	
FR52	Bretagne	
FR53	Poitou-Charentes	

CODE	REGION	PAYS
FR61	Aquitaine	
FR62	Midi-Pyrénées	
FR63	Limousin	
FR71	Rhône-Alpes	
FR72	Auvergne	
FR81	Languedoc-Roussillon	
FR82	Provence-Alpes-Côte d'Azur	
FR83	Corse	
FR91	Guadeloupe	
FR92	Martinique	
FR93	Guyane	
FR94	Réunion	
<b>IE</b>		<b>IRELAND</b>
IE01	Border, Midland and Western	
IE02	Southern and Eastern	
<b>IT</b>		<b>ITALIA</b>
IT11	Piemonte	
IT12	Valle d'Aosta	
IT13	Liguria	
IT20	Lombardia	
IT31	Trentino-Alto Adige	
IT32	Veneto	
IT33	Friuli-Venezia Giulia	
IT40	Emilia-Romagna	
IT51	Toscana	
IT52	Umbria	
IT53	Marche	
IT60	Lazio	
IT71	Abruzzo	
IT72	Molise	
IT80	Campania	
IT91	Puglia	
IT92	Basilicata	
IT93	Calabria	
ITA0	Sicilia	
ITB0	Sardegna	
<b>LU00</b>		<b>LUXEMBOURG</b>
<b>NL</b>		<b>NEDERLAND</b>
NL11	Groningen	
NL12	Friesland	
NL13	Drenthe	
NL21	Overijssel	
NL22	Gelderland	
NL23	Flevoland	

CODE	REGION	PAYS
NL31	Utrecht	
NL32	Noord-Holland	
NL33	Zuid-Holland	
NL34	Zeeland	
NL41	Noord-Brabant	
NL42	Limburg (NL)	
<b>AT</b>		<b>ÖSTERREICH</b>
AT11	Burgenland	
AT12	Niederösterreich	
AT13	Wien	
AT21	Kärnten	
AT22	Steiermark	
AT31	Oberösterreich	
AT32	Salzburg	
AT33	Tirol	
AT34	Vorarlberg	
<b>PT</b>		<b>PORTUGAL</b>
PT11	Norte	
PT12	Centro (P)	
PT13	Lisboa e Vale do Tejo	
PT14	Alentejo	
PT15	Algarve	
PT20	Açores	
PT30	Madeira	
<b>FI</b>		<b>SUOMI/FINLAND</b>
FI13	Itä-Suomi	
FI14	Väli-Suomi	
FI15	Pohjois-Suomi	
FI16	Uusimaa (Suuralue)	
FI17	Eteläe-Suomi	
FI20	Åland	
<b>SE</b>		<b>SVERIGE</b>
SE01	Stockholm	
SE02	Östra Mellansverige	
SE04	Sydsverige	
SE06	Norra Mellansverige	
SE07	Mellersta Norrland	
SE08	Övre Norrland	
SE09	Småland med Öarna	
SE0A	Västsverige	
<b>UK</b>		<b>UNITED KINGDOM</b>
UKC1	Tees Valley & Durham	
UKC2	Northumberland, Tyne and Wear	
UKD1	Cumbria	
UKD2	Cheshire	
UKD3	Greater Manchester	
UKD4	Lancashire	
UKD5	Merseyside	

CODE	REGION	PAYS
UKE1	East Riding & North Lincolnshire	
UKE2	North Yorkshire	
UKE3	South Yorkshire	
UKE4	West Yorkshire	
UKF1	Derbyshire, Nottinghamshire	
UKF2	Leicestershire, Northamptonshire	
UKF3	Lincolnshire	
UKG1	Herefordshire, Worcestershire & Warks	
UKG2	Shropshire, Staffordshire	
UKG3	West Midlands	
UKH1	East Anglia	
UKH2	Bedfordshire, Hertfordshire	
UKH3	Essex	
UKI1	Inner London	
UKI2	Outer London	
UKJ1	Berkshire, Bucks, Oxfordshire	
UKJ2	Surrey, East-West Sussex	
UKJ3	Hampshire, Isle of Wight	
UKJ4	Kent	
UKK1	Avon, Gloucestershire, Wiltshire & North Somerset	
UKK2	Dorset, Somerset	
UKK3	Cornwall & Isles of Scilly	
UKK4	Devon	
UKL1	West Wales & the Valleys	
UKL2	East Wales	
UKM1	North Eastern Scotland	
UKM2	Eastern Scotland	
UKM3	South Western Scotland	
UKM4	Highlands, Islands	
UKNO	Northern Ireland	
<b>IS00</b>		<b>ICELAND</b>
<b>NO00</b>		<b>NORWAY</b>
NO01	Oslo og Akershus	
NO02	Hedmark og Oppland	
NO03	Soer-Ostlandet	
NO04	Agder og Rogaland	
NO05	Vestlandet	
NO06	Troendelag	
NO07	Nord-Norge	
<b>CH</b>		<b>SWITZERLAND</b>
CH01	Région lémanique	
CH02	Espace Mittelland	
CH03	Nordwestschweiz	
CH04	Zürich	
CH05	Ostschweiz	
CH06	Zentralschweiz	
CH07	Ticino	



CODE	REGION	PAYS
<b>BG</b>		<b>BULGARIA</b>
BG01	North-East	
BG02	North Central	
BG03	North-West	
BG04	South-East	
BG05	South Central	
BG06	South-West	
<b>CY</b>		<b>CYPRUS</b>
<b>CZ</b>		<b>CZECH REP.</b>
CZ01	Prague	
CZ02	Central Bohemia	
CZ03	Southwest	
CZ04	Northwest	
CZ05	Northeast	
CZ06	Southeast	
CZ07	Central Moravia	
CZ08	Ostrava	
<b>EE00</b>		<b>ESTONIA</b>
<b>HU</b>		<b>HUNGARY</b>
HU01	Central Hungary	
HU02	Central Transdanubia	
HU03	Western Transdanubia	
HU04	Southern Transdanubia	
HU05	Northern Hungary	
HU06	Northern Great Plain	
HU07	Southern Great plain	
<b>LT00</b>		<b>LITHUANIA</b>
<b>LV00</b>		<b>LATVIA</b>
<b>MT00</b>		<b>MALTA</b>
<b>PL</b>		<b>POLAND</b>
PL01	Dolnoslaskie	
PL02	Kujawsko-Pomorskie	
PL03	Lubelskie	
PL04	Lubuskie	
PL05	Lódzkie	
PL06	Malopolskie	
PL07	Mazowieckie	
PL08	Opolskie	
PL09	Podkarpackie	
PL0A	Podlaskie	

CODE	REGION	PAYS
PL0B	Pomorskie	
PL0C	Slaskie	
PL0D	Swietokrzyskie	
PL0E	Warminsko-Mazurskie	
PL0F	Wielkopolskie	
PL0G	Zachodniopomorskie	
<b>RO</b>		<b>ROMANIA</b>
RO01	Nord-Est	
RO02	Sud-Est	
RO03	Sud	
RO04	Sud-Vest	
RO05	Vest	
RO06	Nord-Vest	
RO07	Centru	
RO08	Bucuresti	
<b>SK</b>		<b>SLOVAK REP.</b>
SK01	Bratislava	
SK02	Western Slovakia	
SK03	Central Slovakia	
SK04	Eastern Slovakia	
<b>SI00</b>		<b>SLOVENIA</b>
<b>TA00</b>		<b>TURKEY</b>

## ANNEX II – Statistical Classification of economic activities at 2 and 3 digits (NACE Rev.1)

### **Section A** *Agriculture, hunting and forestry*

#### **01** **Agriculture, hunting and related service activities**

- 011 Growing of crops; market gardening; horticulture
- 012 Farming of animals
- 013 Growing of crops combined with farming of animals (mixed farming)
- 014 Agricultural and animal husbandry service activities, except veterinary activities
- 015 Hunting, trapping and game propagation, including related service activities

#### **02** **Forestry, logging and related service activities**

- 020 Forestry, logging and related service activities

### **B** *Fishing*

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

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

### **C** *Mining and quarrying*

#### **10** **Mining of coal and lignite; extraction of peat**

- 101 Mining and agglomeration of hard coal
- 102 Mining and agglomeration of lignite
- 103 Extraction and agglomeration of peat

#### **11** **Extraction of crude petroleum and natural gas; service activities incidental to oil and gas extraction, excluding surveying**

- 111 Extraction of crude petroleum and natural gas
- 112 Service activities incidental to oil and gas extraction, excluding surveying

#### **12** **Mining of uranium and thorium ores**

- 120 Mining of uranium and thorium ores

#### **13** **Mining of metal ores**

- 131 Mining of iron ores
- 132 Mining of non-ferrous metal ores, except uranium and thorium ores

#### **14** **Other mining and quarrying**

- 141 Quarrying of stone
- 142 Quarrying of sand and clay
- 143 Mining of chemical and fertilizer minerals
- 144 Production of salt
- 145 Other mining and quarrying n.e.c.

### **D** *Manufacturing*

#### **15** **Manufacture of food products and beverages**

- 151 Production, processing and preserving of meat and meat products
- 152 Processing and preserving of fish and fish products
- 153 Processing and preserving of fruit and vegetables
- 154 Manufacture of vegetable and animal oils and fats
- 155 Manufacture of dairy products
- 156 Manufacture of grain mill products, starches and starch products
- 157 Manufacture of prepared animal feeds
- 158 Manufacture of other food products
- 159 Manufacture of beverages

#### **16** **Manufacture of tobacco products**

- 160 Manufacture of tobacco products

- 17 Manufacture of textiles**
  - 171 Preparation and spinning of textile fibres
  - 172 Textile weaving
  - 173 Finishing of textiles
  - 174 Manufacture of made-up textile articles, except apparel
  - 175 Manufacture of other textiles
  - 176 Manufacture of knitted and crocheted fabrics
  - 177 Manufacture of knitted and crocheted articles
- 18 Manufacture of wearing apparel; dressing and dyeing of fur**
  - 181 Manufacture of leather clothes
  - 182 Manufacture of other wearing apparel and accessories
  - 183 Dressing and dyeing of fur; manufacture of articles of fur
- 19 Tanning and dressing of leather; manufacture of luggage, handbags, saddlery, harness and footwear**
  - 191 Tanning and dressing of leather
  - 192 Manufacture of luggage, handbags and the like, saddlery and harness
  - 193 Manufacture of footwear
- 20 Manufacture of wood and of products of wood and cork, except furniture; manufacture of articles of straw and plaiting materials**
  - 201 Sawmilling and planing of wood; impregnation of wood
  - 202 Manufacture of veneer sheets; manufacture of plywood, laminboard, particle board, fibre board and other panels and boards
  - 203 Manufacture of builders' carpentry and joinery
  - 204 Manufacture of wooden containers
  - 205 Manufacture of other products of wood; manufacture of articles of cork, straw and plaiting materials
- 21 Manufacture of pulp, paper and paper products**
  - 211 Manufacture of pulp, paper and paperboard
  - 212 Manufacture of articles of paper and paperboard
- 22 Publishing, printing and reproduction of recorded media**
  - 221 Publishing
  - 222 Printing and service activities related to printing
  - 223 Reproduction of recorded media
- 23 Manufacture of coke, refined petroleum products and nuclear fuel**
  - 231 Manufacture of coke oven products
  - 232 Manufacture of refined petroleum products
  - 233 Processing of nuclear fuel
- 24 Manufacture of chemicals and chemical products**
  - 241 Manufacture of basic chemicals
  - 242 Manufacture of pesticides and other agro-chemical products
  - 243 Manufacture of paints, varnishes and similar coatings, printing ink and mastics
  - 244 Manufacture of pharmaceuticals, medicinal chemicals and botanical products
  - 245 Manufacture of soap and detergents, cleaning and polishing preparations, perfumes and toilet preparations
  - 246 Manufacture of other chemical products
  - 247 Manufacture of man-made fibres
- 25 Manufacture of rubber and plastic products**
  - 251 Manufacture of rubber products
  - 252 Manufacture of plastic products
- 26 Manufacture of other non-metallic mineral products**
  - 261 Manufacture of glass and glass products
  - 262 Manufacture of non-refractory ceramic goods other than for construction purposes; manufacture of refractory ceramic products
  - 263 Manufacture of ceramic tiles and flags
  - 264 Manufacture of bricks, tiles and construction products, in baked clay
  - 265 Manufacture of cement, lime and plaster

- 266 Manufacture of articles of concrete, plaster and cement
- 267 Cutting, shaping and finishing of stone
- 268 Manufacture of other non-metallic mineral products
- 27 Manufacture of basic metals**
- 271 Manufacture of basic iron and steel and of ferro-alloys (ECSC)
- 272 Manufacture of tubes
- 273 Other first processing of iron and steel and production of non-ECSC ferro-alloys
- 274 Manufacture of basic precious and non-ferrous metals
- 275 Casting of metals
- 28 Manufacture of fabricated metal products, except machinery and equipment**
- 281 Manufacture of structural metal products
- 282 Manufacture of tanks, reservoirs and containers of metal; manufacture of central heating radiators and boilers
- 283 Manufacture of steam generators, except central heating hot water boilers
- 284 Forging, pressing, stamping and roll forming of metal; powder metallurgy
- 285 Treatment and coating of metals; general mechanical engineering
- 286 Manufacture of cutlery, tools and general hardware
- 287 Manufacture of other fabricated metal products
- 29 Manufacture of machinery and equipment n.e.c.**
- 291 Manufacture of machinery for the production and use of mechanical power, except aircraft, vehicle and cycle engines
- 292 Manufacture of other general purpose machinery
- 293 Manufacture of agricultural and forestry machinery
- 294 Manufacture of machine-tools
- 295 Manufacture of other special purpose machinery
- 296 Manufacture of weapons and ammunition
- 297 Manufacture of domestic appliances n.e.c.
- 30 Manufacture of office machinery and computers**
- 300 Manufacture of office machinery and computers
- 31 Manufacture of electrical machinery and apparatus n.e.c.**
- 311 Manufacture of electric motors, generators and transformers
- 312 Manufacture of electricity distribution and control apparatus
- 313 Manufacture of insulated wire and cable
- 314 Manufacture of accumulators, primary cells and primary batteries
- 315 Manufacture of lighting equipment and electric lamps
- 316 Manufacture of electrical equipment n.e.c.
- 32 Manufacture of radio, television and communication equipment and apparatus**
- 321 Manufacture of electronic valves and tubes and other electronic components
- 322 Manufacture of television and radio transmitters and apparatus for line telephony and line telegraphy
- 323 Manufacture of television and radio receivers, sound or video recording or reproducing apparatus and associated goods
- 33 Manufacture of medical, precision and optical instruments, watches and clocks**
- 331 Manufacture of medical and surgical equipment and orthopaedic appliances
- 332 Manufacture of instruments and appliances for measuring, checking, testing, navigating and other purposes, except industrial process control equipment
- 333 Manufacture of industrial process control equipment
- 334 Manufacture of optical instruments and photographic equipment
- 335 Manufacture of watches and clocks
- 34 Manufacture of motor vehicles, trailers and semi-trailers**
- 341 Manufacture of motor vehicles
- 342 Manufacture of bodies (coachwork) for motor vehicles; manufacture of trailers and semi-trailers
- 343 Manufacture of parts and accessories for motor vehicles and their engines
- 35 Manufacture of other transport equipment**
- 351 Building and repairing of ships and boats
- 352 Manufacture of railway and tramway locomotives and rolling stock
- 353 Manufacture of aircraft and spacecraft

354	Manufacture of motorcycles and bicycles
355	Manufacture of other transport equipment n.e.c.
<b>36</b>	<b>Manufacture of furniture; manufacturing n.e.c.</b>
361	Manufacture of furniture
362	Manufacture of jewellery and related articles
363	Manufacture of musical instruments
364	Manufacture of sports goods
365	Manufacture of games and toys
366	Miscellaneous manufacturing n.e.c.
<b>37</b>	<b>Recycling</b>
371	Recycling of metal waste and scrap
372	Recycling of non-metal waste and scrap
<b>E</b>	<b><i>Electricity, gas and water supply</i></b>
<b>40</b>	<b>Electricity, gas, steam and hot water supply</b>
401	Production and distribution of electricity
402	Manufacture of gas; distribution of gaseous fuels through mains
403	Steam and hot water supply
<b>41</b>	<b>Collection, purification and distribution of water</b>
<b>F</b>	<b><i>Construction</i></b>
<b>45</b>	<b>Construction</b>
451	Site preparation
452	Building of complete constructions or parts thereof; civil engineering
453	Building installation
454	Building completion
455	Renting of construction or demolition equipment with operator
<b>G</b>	<b><i>Wholesale and retail trade; repair of motor vehicles, motorcycles and personal and household goods</i></b>
<b>50</b>	<b>Sale, maintenance and repair of motor vehicles and motorcycles; retail sale of automotive fuel</b>
501	Sale of motor vehicles
502	Maintenance and repair of motor vehicles
503	Sale of motor vehicle parts and accessories
504	Sale, maintenance and repair of motorcycles and related parts and accessories
505	Retail sale of automotive fuel
<b>51</b>	<b>Wholesale trade and commission trade, except of motor vehicles and motorcycles</b>
511	Wholesale on a fee or contract basis
512	Wholesale of agricultural raw materials and live animals
513	Wholesale of food, beverages and tobacco
514	Wholesale of household goods
515	Wholesale of non-agricultural intermediate products, waste and scrap
516	Wholesale of machinery, equipment and supplies
517	Other wholesale
<b>52</b>	<b>Retail trade, except of motor vehicles and motorcycles; repair of personal and household goods</b>
521	Retail sale in non-specialized stores
522	Retail sale of food, beverages and tobacco in specialized stores
523	Retail sale of pharmaceutical and medical goods, cosmetic and toilet articles
524	Other retail sale of new goods in specialized stores
525	Retail sale of second-hand goods in stores
526	Retail sale not in stores
527	Repair of personal and household goods

**H**      **Hotels and restaurants**

**55**      **Hotels and restaurants**

- 551      Hotels
- 552      Camping sites and other provision of short-stay accommodation
- 553      Restaurants
- 554      Bars
- 555      Canteens and catering

**I**      **Transport, storage and communication**

**60**      **Land transport; transport via pipelines**

- 601      Transport via railways
- 602      Other land transport
- 603      Transport via pipelines

**61**      **Water transport**

- 611      Sea and coastal water transport
- 612      Inland water transport

**62**      **Air transport**

- 621      Scheduled air transport
- 622      Non-scheduled air transport
- 623      Space transport

**63**      **Supporting and auxiliary transport activities; activities of travel agencies**

- 631      Cargo handling and storage
- 632      Other supporting transport activities
- 633      Activities of travel agencies and tour operators; tourist assistance activities n.e.c.
- 634      Activities of other transport agencies

**64**      **Post and telecommunications**

- 641      Post and courier activities
- 642      Telecommunications

**J**      **Financial intermediation**

**65**      **Financial intermediation, except insurance and pension funding**

- 651      Monetary intermediation
- 652      Other financial intermediation

**66**      **Insurance and pension funding, except compulsory social security**

- 660      Insurance and pension funding, except compulsory social security

**67**      **Activities auxiliary to financial intermediation**

- 671      Activities auxiliary to financial intermediation, except insurance and pension funding
- 672      Activities auxiliary to insurance and pension funding

**K**      **Real estate, renting and business activities**

**70**      **Real estate activities**

- 701      Real estate activities with own property
- 702      Letting of own property
- 703      Real estate activities on a fee or contract basis

**71**      **Renting of machinery and equipment without operator and of personal and household goods**

- 711      Renting of automobiles
- 712      Renting of other transport equipment
- 713      Renting of other machinery and equipment
- 714      Renting of personal and household goods n.e.c.

**72**      **Computer and related activities**

- 721      Hardware consultancy
- 722      Software consultancy and supply

- 723 Data processing
- 724 Database activities
- 725 Maintenance and repair of office, accounting and computing machinery
- 726 Other computer related activities
- 73 Research and development**
- 731 Research and experimental development on natural sciences and engineering
- 732 Research and experimental development on social sciences and humanities
- 74 Other business activities**
- 741 Legal, accounting, book-keeping and auditing activities; tax consultancy; market research and public opinion polling; business and management consultancy; holdings
- 742 Architectural and engineering activities and related technical consultancy
- 743 Technical testing and analysis
- 744 Advertising
- 745 Labour recruitment and provision of personnel
- 746 Investigation and security activities
- 747 Industrial cleaning
- 748 Miscellaneous business activities n.e.c.

**L Public administration and defence; compulsory social security**

- 75 Public administration and defence; compulsory social security**
- 751 Administration of the State and the economic and social policy of the community
- 752 Provision of services to the community as a whole
- 753 Compulsory social security activities

**M Education**

- 80 Education**
- 801 Primary education
- 802 Secondary education
- 803 Higher education
- 804 Adult and other education

**N Health and social work**

- 85 Health and social work**
- 851 Human health activities
- 852 Veterinary activities
- 853 Social work activities

**O Other community, social and personal service activities**

- 90 Sewage and refuse disposal, sanitation and similar activities**
- 900 Sewage and refuse disposal, sanitation and similar activities
- 91 Activities of membership organizations n.e.c.**
- 911 Activities of business, employers' and professional organizations
- 912 Activities of trade unions
- 913 Activities of other membership organizations
- 92 Recreational, cultural and sporting activities**
- 921 Motion picture and video activities
- 922 Radio and television activities
- 923 Other entertainment activities
- 924 News agency activities
- 925 Library, archives, museums and other cultural activities
- 926 Sporting activities
- 927 Other recreational activities
- 93 Other service activities**



930	Other service activities
<b>P</b>	<b><i>Private households with employed persons</i></b>
<b>95</b>	<b>Private households with employed persons</b>
950	Private households with employed persons
<b>Q</b>	<b><i>Extra-territorial organizations and bodies</i></b>
<b>99</b>	<b>Extra-territorial organizations and bodies</b>
990	Extra-territorial organizations and bodies

## ANNEX III – International Standard classification of occupations 2, 3 and 4 digits (ISCO-88 (com))

### MAJOR GROUP 1: LEGISLATORS, SENIOR OFFICIALS AND MANAGERS

11	Legislators and senior officials		
111	Legislators and senior government officials		
1110	Legislators and senior government officials		
114	Senior officials of special-interest organisations		
1141	Senior officials of political party organisations		
1142	Senior officials of employers', workers' and other economic-organisations		interest
1143	Senior officials of humanitarian and other special-interest organisations		
12	Corporate managers		
121	Directors and chief executives		
1210	Directors and chief executives		
122	Production and operations managers		
1221	Production and operations managers in agriculture, hunting, forestry and fishing		
1222	Production and operations managers in manufacturing		
1223	Production and operations managers in construction		
1224	Production and operations managers in wholesale and retail trade		
1225	Production and operations managers in restaurants and hotels		
1226	Production and operations managers in transport, storage and communications		
1227	Production and operations managers in business services enterprises		
1228	Production and operations managers in personal care, cleaning and related services		
1229	Production and operations managers not elsewhere classified		
123	Other specialist managers		
1231	Finance and administration managers		
1232	Personnel and industrial relations managers		
1233	Sales and marketing managers		
1234	Advertising and public relations managers		
1235	Supply and distribution managers		
1236	Computing services managers		
1237	Research and development managers		
1239	Other specialist managers not elsewhere classified		
13	Managers of small enterprises		
131	Managers of small enterprises		
1311	Managers of small enterprises in agriculture, hunting, forestry and fishing		
1312	Managers of small enterprises in manufacturing		
1313	Managers of small enterprises in construction		
1314	Managers of small enterprises in wholesale and retail trade		
1315	Managers of small enterprises of restaurants and hotels		
1316	Managers of small enterprises in transport, storage and communications		
1317	Managers of small enterprises in business services enterprises		
1318	Managers of small enterprises in personal care, cleaning and related services		
1319	Managers of small enterprises not elsewhere classified		

## MAJOR GROUP 2: PROFESSIONALS

- 21 Physical, mathematical and engineering science professionals
  - 211 Physicists, chemists and related professionals
    - 2111 Physicists and astronomers
    - 2112 Meteorologists
    - 2113 Chemists
    - 2114 Geologists and geophysicists
  - 212 Mathematicians, statisticians and related professionals
    - 2121 Mathematicians and related professionals
    - 2122 Statisticians
  - 213 Computing professionals
    - 2131 Computer systems designers, analysts and programmers
    - 2139 Computing professionals not elsewhere classified
  - 214 Architects, engineers and related professionals
    - 2141 Architects, town and traffic planners
    - 2142 Civil engineers
    - 2143 Electrical engineers
    - 2144 Electronics and telecommunications engineers
    - 2145 Mechanical engineers
    - 2146 Chemical engineers
    - 2147 Mining engineers, metallurgists and related professionals
    - 2148 Cartographers and surveyors
    - 2149 Architects, engineers and related professionals not elsewhere classified
- 22 Life science and health professionals
  - 221 Life science professionals
    - 2211 Biologists, botanists, zoologists and related professionals
    - 2212 Pharmacologists, pathologists and related professionals
    - 2213 Agronomists and related professionals
  - 222 Health professionals (except nursing)
    - 2221 Medical doctors
    - 2222 Dentists
    - 2223 Veterinarians
    - 2224 Pharmacists
    - 2229 Health professionals (except nursing) not elsewhere classified
  - 223 Nursing and midwifery professionals
    - 2230 Nursing and midwifery professionals
- 23 Teaching professionals
  - 231 College, university and higher education teaching professionals
    - 2310 College, university and higher education teaching professionals
  - 232 Secondary education teaching professionals
    - 2320 Secondary education teaching professionals
  - 233 Primary and pre-primary education teaching professionals
    - 2331 Primary education teaching professionals
    - 2332 Pre-primary education teaching professionals
  - 234 Special education teaching professionals
    - 2340 Special education teaching professionals

235	Other teaching professionals
2351	Education methods specialists
2352	School inspectors
2359	Other teaching professionals not elsewhere classified
24	Other professionals
241	Business professionals
2411	Accountants
2412	Personnel and careers professionals
2419	Business professionals not elsewhere classified
242	Legal professionals
2421	Lawyers
2422	Judges
2429	Legal professionals not elsewhere classified
243	Archivists, librarians and related information professionals
2431	Archivists and curators
2432	Librarians and related information professionals
244	Social science and related professionals
2441	Economists
2442	Sociologists, anthropologists and related professionals
2443	Philosophers, historians and political scientists
2444	Philologists, translators and interpreters
2445	Psychologists
2446	Social work professionals
245	Writers and creative or performing artists
2451	Authors, journalists and other writers
2452	Sculptors, painters and related artists
2453	Composers, musicians and singers
2454	Choreographers and dancers
2455	Film, stage and related actors and directors
246	Religious professionals
2460	Religious professionals
247	Public service administrative professionals
2470	Public service administrative professionals

### MAJOR GROUP 3: TECHNICIANS AND ASSOCIATE PROFESSIONALS

31	Physical and engineering science associate professionals
311	Physical and engineering science technicians
3111	Chemical and physical science technicians
3112	Civil engineering technicians
3113	Electrical engineering technicians
3114	Electronics and telecommunications engineering technicians
3115	Mechanical engineering technicians
3116	Chemical engineering technicians
3117	Mining and metallurgical technicians
3118	Draughtspersons
3119	Physical and engineering science technicians not elsewhere classified
312	Computer associate professionals
3121	Computer assistants
3122	Computer equipment operators
3123	Industrial robot controllers

- 313      Optical and electronic equipment operators
  - 3131      Photographers and image and sound recording equipment operators
  - 3132      Broadcasting and telecommunications equipment operators
  - 3133      Medical equipment operators
  - 3139      Optical and electronic equipment operators not elsewhere classified
  
- 314      Ship and aircraft controllers and technicians
  - 3141      Ships' engineers
  - 3142      Ships' deck officers and pilots
  - 3143      Aircraft pilots and related associate professionals
  - 3144      Air traffic controllers
  - 3145      Air traffic safety technicians
  
- 315      Safety and quality inspectors
  - 3151      Building and fire inspectors
  - 3152      Safety, health and quality inspectors
  
- 32      Life science and health associate professionals
  - 321      Life science technicians and related associate professional
    - 3211      Life science technicians
    - 3212      Agronomy and forestry technicians
    - 3213      Farming and forestry advisers
  
  - 322      Health associate professionals (except nursing)
    - 3221      Medical assistants
    - 3222      Hygienists, health and environmental officers
    - 3223      Dieticians and nutritionists
    - 3224      Optometrists and opticians
    - 3225      Dental assistants
    - 3226      Physiotherapists and related associate professionals
    - 3227      Veterinary assistants
    - 3228      Pharmaceutical assistants
    - 3229      Health associate professionals (except nursing)  
not elsewhere classified
  
  - 323      Nursing and midwifery associate professionals
    - 3231      Nursing associate professionals
    - 3232      Midwifery associate professionals
  
- 33      Teaching associate professionals
  - 331      Primary education teaching associate professionals
    - 3310      Primary education teaching associate professionals
  
  - 332      Pre-primary education teaching associate professionals
    - 3320      Pre-primary education teaching associate professionals
  
  - 333      Special education teaching associate professionals
    - 3330      Special education teaching associate professionals
  
  - 334      Other teaching associate professionals
    - 3340      Other teaching associate professionals
  
- 34      Other associate professionals
  - 341      Finance and sales associate professionals
    - 3411      Securities and finance dealers and brokers
    - 3412      Insurance representatives
    - 3413      Estate agents
    - 3414      Travel consultants and organisers
    - 3415      Technical and commercial sales representatives
    - 3416      Buyers

- 3417 Appraisers, valuers and auctioneers
- 3419 Finance and sales associate professionals not elsewhere classified
  
- 342 Business services agents and trade brokers
  - 3421 Trade brokers
  - 3422 Clearing and forwarding agents
  - 3423 Employment agents and labour contractors
  - 3429 Business services agents and trade brokers not elsewhere classified
  
- 343 Administrative associate professionals
  - 3431 Administrative secretaries and related associate professionals
  - 3432 Legal and related business associate professionals
  - 3433 Bookkeepers
  - 3434 Statistical, mathematical and related associate professionals
  
- 344 Customs, tax and related government associate professionals
  - 3441 Customs and border inspectors
  - 3442 Government tax and excise officials
  - 3443 Government social benefits officials
  - 3444 Government licensing officials
  - 3449 Customs, tax and related government associate professionals not elsewhere classified
  
- 345 Police inspectors and detectives
  - 3450 Police inspectors and detectives
  
- 346 Social work associate professionals
  - 3460 Social work associate professionals
  
- 347 Artistic, entertainment and sports associate professionals
  - 3471 Decorators and commercial designers
  - 3472 Radio, television and other announcers
  - 3473 Street, night-club and related musicians, singers and dancers
  - 3474 Clowns, magicians, acrobats and related associate professionals
  - 3475 Athletes, sports persons and related associate professionals
  
- 348 Religious associate professionals
  - 3480 Religious associate professionals

#### MAJOR GROUP 4: CLERKS

- 41 Office clerks
  - 411 Secretaries and keyboard-operating clerks
    - 4111 Stenographers and typists
    - 4112 Word-processor and related operators
    - 4113 Data entry operators
    - 4114 Calculating-machine operators
    - 4115 Secretaries
  - 412 Numerical clerks
    - 4121 Accounting and book-keeping clerks
    - 4122 Statistical and finance clerks
  - 413 Material-recording and transport clerks
    - 4131 Stock clerks
    - 4132 Production clerks
    - 4133 Transport clerks

414	Library, mail and related clerks
4141	Library and filing clerks
4142	Mail carriers and sorting clerks
4143	Coding, proof-reading and related clerks
4144	Scribes and related workers
419	Other office clerks
4190	Other office clerks
42	Customer services clerks
421	Cashiers, tellers and related clerks
4211	Cashiers and ticket clerks
4212	Tellers and other counter clerks
4213	Bookmakers and croupiers
4214	Pawnbrokers and money-lenders
4215	Debt-collectors and related workers
422	Client information clerks
4221	Travel agency and related clerks
4222	Receptionists and information clerks
4223	Telephone switchboard operators

## MAJOR GROUP 5: SERVICE WORKERS AND SHOP AND MARKET SALES WORKERS

51	Personal and protective services workers
511	Travel attendants and related workers
5111	Travel attendants and travel stewards
5112	Transport conductors
5113	Travel guides
512	Housekeeping and restaurant services workers
5121	Housekeepers and related workers
5122	Cooks
5123	Waiters, waitresses and bartenders
513	Personal care and related workers
5131	Child-care workers
5132	Institution-based personal care workers
5133	Home-based personal care workers
5139	Personal care and related workers not elsewhere classified
514	Other personal services workers
5141	Hairdressers, barbers, beauticians and related workers
5142	Companions and valets
5143	Undertakers and embalmers
5149	Other personal services workers not elsewhere classified
516	Protective services workers
5161	Fire-fighters
5162	Police officers
5163	Prison guards
5169	Protective services workers not elsewhere classified
52	Models, salespersons and demonstrators
521	Fashion and other models
5210	Fashion and other models
522	Shop, stall and market salespersons and demonstrators
5220	Shop, stall and market salespersons and demonstrators

## MAJOR GROUP 6: SKILLED AGRICULTURAL AND FISHERY WORKERS

61	Skilled agricultural and fishery workers
611	Market gardeners and crop growers
6111	Field crop and vegetable growers
6112	Gardeners, horticultural and nursery growers
612	Animal producers and related workers
6121	Dairy and livestock producers
6122	Poultry producers
6129	Animal producers and related workers not elsewhere classified
613	Crop and animal producers
6130	Crop and animal producers
614	Forestry and related workers
6141	Forestry workers and loggers
6142	Charcoal burners and related workers
615	Fishery workers, hunters and trappers
6151	Aquatic life cultivation workers
6152	Inland and coastal waters fishery workers
6153	Deep-sea fishery workers
6154	Hunters and trappers

## MAJOR GROUP 7: CRAFT AND RELATED TRADES WORKERS

71	Extraction and building trades workers
711	Miners, shotfirers, stone cutters and carvers
7111	Miners and quarry workers
7112	Shotfirers and blasters
7113	Stone splitters, cutters and carvers
712	Building frame and related trades workers
7121	Builders
7122	Bricklayers and stonemasons
7123	Concrete placers, concrete finishers and related workers
7124	Carpenters and joiners
7129	Building frame and related trades workers not elsewhere classified
713	Building finishers and related trades workers
7131	Roofers
7132	Floor layers and tile setters
7133	Plasterers
7134	Insulation workers
7135	Glaziers
7136	Plumbers and pipe fitters
7137	Building and related electricians
7139	Building finishers and related trade workers not elsewhere classified
714	Painters, building structure cleaners and related trades workers
7141	Painters and related workers
7143	Building structure cleaners
72	Metal, machinery and related trades workers
721	Metal moulders, welders, sheet-metal workers, structural-metal preparers, and related trades workers
7211	Metal moulders and coremakers



	7212	Welders and flame cutters
	7213	Sheet-metal workers
	7214	Structural-metal preparers and erectors
	7215	Riggers and cable splicers
	7216	Underwater workers
722		Blacksmiths, tool-makers and related trades workers
	7221	Blacksmiths, hammer-smiths and forging-press workers
	7222	Tool-makers and related workers
	7223	Machine-tool setters and setter-operators
	7224	Metal wheel-grinders, polishers and tool sharpeners
723		Machinery mechanics and fitters
	7231	Motor vehicle mechanics and fitters
	7232	Aircraft engine mechanics and fitters
	7233	Agricultural- or industrial-machinery mechanics and fitters
724		Electrical and electronic equipment mechanics and fitters
	7241	Electrical mechanics fitters and services
	7242	Electronics mechanics, fitters and servicers
	7243	Electronics mechanics and servicers
	7244	Telegraph and telephone installers and servicers
	7245	Electrical line installers, repairers and cable jointers
73		Precision, handicraft, craft printing and related trades workers
	731	Precision workers in metal and related materials
	7311	Precision-instrument makers and repairers
	7312	Musical-instrument makers and tuners
	7313	Jewellery and precious-metal workers
	732	Potters, glass-makers and related trades workers
	7321	Abrasive wheel formers, potters and related workers
	7322	Glass-makers, cutters, grinders and finishers
	7323	Glass engravers and etchers
	7324	Glass, ceramics and related decorative painters
	733	Handicraft workers in wood, textile, leather and related materials
	7331	Handicraft workers in wood and related materials
	7332	Handicraft workers in textile, leather and related materials
	734	Craft printing and related trades workers
	7341	Compositors, typesetters and related workers
	7342	Stereotypers and electrotypers
	7343	Printing engravers and etchers
	7344	Photographic and related workers
	7345	Bookbinders and related workers
	7346	Silk-screen, block and craft textile printers
74		Other craft and related trades workers
	741	Food processing and related trades workers
	7411	Butchers, fishmongers and related food preparers
	7412	Bakers, pastry-cooks and confectionery makers
	7413	Dairy-products workers
	7414	Fruit, vegetable and related preservers
	7415	Food and beverage tasters and graders
	7416	Tobacco preparers and tobacco products makers
	742	Wood treaters, cabinet-makers and related trades workers
	7421	Wood treaters
	7422	Cabinetmakers and related workers
	7423	Woodworking machine setters and setter-operators

	7424	Basketry weavers, brush makers and related workers
743		Textile, garment and related trades workers
	7431	Fibre preparers
	7432	Weavers, knitters and related workers
	7433	Tailors, dressmakers and hatters
	7434	Furriers and related workers
	7435	Textile, leather and related pattern-makers and cutters
	7436	Sewers, embroiderers and related workers
	7437	Upholsterers and related workers
744		Pelt, leather and shoemaking trades workers
	7441	Pelt dressers, tanners and fellmongers
	7442	Shoe-makers and related workers

## MAJOR GROUP 8: PLANT AND MACHINE OPERATORS AND ASSEMBLERS

81		Stationary plant and related operators
	811	Mining and mineral-processing-plant operators
		8111 Mining plant operators
		8112 Mineral-ore and stone-processing-plant operators
		8113 Well drillers and borers and related workers
	812	Metal-processing plant operators
		8121 Ore and metal furnace operators
		8122 Metal melters, casters and rolling-mill operators
		8123 Metal heat-treating-plant operators
		8124 Metal drawers and extruders
	813	Glass, ceramics and related plant operators
		8131 Glass and ceramics kiln and related machine operators
		8139 Glass, ceramics and related plant operators not elsewhere classified
	814	Wood-processing- and papermaking-plant operators
		8141 Wood-processing-plant operators
		8142 Paper-pulp plant operators
		8143 Papermaking-plant operators
	815	Chemical-processing-plant operators
		8151 Crushing-, grinding- and chemical-mixing-machinery operators
		8152 Chemical-heat-treating-plant operators
		8153 Chemical-filtering- and separating-equipment operators
		8154 Chemical-still and reactor operators (except petroleum and natural gas)
		8155 Petroleum- and natural-gas-refining-plant operators
		8159 Chemical-processing-plant operators not elsewhere classified
	816	Power-production and related plant operators
		8161 Power-production plant operators
		8162 Steam-engine and boiler operators
		8163 Incinerator, water-treatment and related plant operators
	817	Industrial robot operators
		8170 Industrial robot operators
82		Machine operators and assemblers
	821	Metal- and mineral-products machine operators
		8211 Machine-tool operators

- 8212 Cement and other mineral products machine operators
- 822 Chemical-products machine operators
  - 8221 Pharmaceutical-and toiletry-products machine operators
  - 8222 Ammunition- and explosive-products machine operators
  - 8223 Metal finishing-, plating- and coating-machine operators
  - 8224 Photographic-products machine operators
  - 8229 Chemical-products machine operators not elsewhere classified
- 823 Rubber- and plastic-products machine operators
  - 8231 Rubber-products machine operators
  - 8232 Plastic-products machine operators
- 824 Wood-products machine operators
  - 8240 Wood-products machine operators
- 825 Printing-, binding- and paper-products machine operators
  - 8251 Printing-machine operators
  - 8252 Book-binding-machine operators
  - 8253 Paper-products machine operators
- 826 Textile-, fur- and leather-products machine operators
  - 8261 Fibre-preparing-, spinning- and winding-machine operators
  - 8262 Weaving- and knitting-machine operators
  - 8263 Sewing-machine operators
  - 8264 Bleaching-, dyeing- and cleaning-machine operators
  - 8265 Fur- and leather-preparing-machine operators
  - 8266 Shoemaking- and related machine operators
  - 8269 Textile-, fur- and leather-products machine operators not elsewhere classified
- 827 Food and related products machine operators
  - 8271 Meat- and fish-processing-machine operators
  - 8272 Dairy-products machine operators
  - 8273 Grain- and spice-milling-machine operators
  - 8274 Baked-goods, cereal- and chocolate-products machine operators
  - 8275 Fruit-, vegetable- and nut-processing-machine operators
  - 8276 Sugar production machine operators
  - 8277 Tea-, coffee- and cocoa-processing-machine operators
  - 8278 Brewers, wine and other beverage machine operators
  - 8279 Tobacco production machine operators
- 828 Assemblers
  - 8281 Mechanical-machinery assemblers
  - 8282 Electrical-equipment assemblers
  - 8283 Electronic-equipment assemblers
  - 8284 Metal-, rubber- and plastic-products assemblers
  - 8285 Wood and related products assemblers
  - 8286 Paperboard, textile and related products assemblers
  - 8287 Composite products assemblers
- 829 Other machine operators not elsewhere classified
  - 8290 Other machine operators not elsewhere classified
- 83 Drivers and mobile plant operators
  - 831 Locomotive engine drivers and related workers
    - 8311 Locomotive engine drivers
    - 8312 Railway brakemen, signallers and shunters
  - 832 Motor vehicle drivers
    - 8321 Motorcycle drivers

	8322	Car, taxi and van drivers
	8323	Bus and tram drivers
	8324	Heavy truck and lorry drivers
833		Agricultural and other mobile plant operators
	8331	Motorised farm and forestry plant operators
	8332	Earth-moving and related plant operators
	8333	Crane, hoist and related plant operators
	8334	Lifting-truck operators
834		Ships' deck crews and related workers
	8340	Ships' deck crews and related workers

## MAJOR GROUP 9: ELEMENTARY OCCUPATIONS

91		Sales and services elementary occupations
	911	Street vendors and related workers
		9111 Street vendors
		9113 Door-to-door and telephone salespersons
	912	Shoe cleaning and other street services elementary occupations
		9120 Shoe cleaning and other street services elementary occupations
	913	Domestic and related helpers, cleaners and launderers
		9131 Domestic helpers and cleaners
		9132 Helpers and cleaners in offices, hotels and other establishments
		9133 Hand-launderers and pressers
	914	Building caretakers, window and related cleaners
		9141 Building caretakers
		9142 Vehicle, window and related cleaners
	915	Messengers, porters, doorkeepers and related workers
		9151 Messengers, package and luggage porters and deliverers
		9152 Doorkeepers, watchpersons and related workers
		9153 Vending-machine money collectors, meter readers and related workers
	916	Garbage collectors and related labourers
		9161 Garbage collectors
		9162 Sweepers and related labourers
92		Agricultural, fishery and related labourers
	921	Agricultural, fishery and related labourers
		9211 Farm-hands and labourers
		9212 Forestry labourers
		9213 Fishery, hunting and trapping labourers
93		Labourers in mining, construction, manufacturing and transport
	931	Mining and construction labourers
		9311 Mining and quarrying labourers
		9312 Construction and maintenance labourers: roads, dams and similar constructions
		9313 Building construction labourers
	932	Manufacturing labourers
		9320 Manufacturing labourers
	933	Transport labourers and freight handlers

9330 Transport labourers and freight handlers

**MAJOR GROUP 0: ARMED FORCES**

01 Armed forces  
010 Armed forces  
0100 Armed forces

## ANNEXE IV – Codification of countries

### 01 EUROPEAN UNION

BE	Belgique-Belgie
DK	Danmark
DE	Deutschland
GR	Ellada
ES	España
FR	France
IE	Ireland
IT	Italia
LU	Luxembourg
NL	Nederland
AT	Österreich
PT	Portugal
FI	Suomi / Finland
SE	Sverige
UK	United Kingdom

### 02 OTHER EEA

IS	Iceland
LI	Liechtenstein
NO	Norway

### 03 CENTRAL AND EASTERN EUROPE

AL	Albania
	Armenia
	Azerbaijan
BY	Belarus
BA	Bosnia Herzegowina
BG	Bulgaria
HR	Croatia
CZ	Czech Republic
EE	Estonia
MK	FYROM
	Georgia
HU	Hungary
LT	Lithuania
LV	Latvia
MD	Republic of Moldova
PL	Poland
RO	Romania
RU	Russian Federation
SK	Slovak Republic
SI	Slovenia
UA	Ukraine
YU	Federal Republic of Yugoslavia

### 04 OTHER EUROPE

	Andorra
CY	Cyprus
MT	Malta
	San Marino
CH	Switzerland
TR	Turkey
	Vatican City

**05 NORTHERN AFRICA**

DZ Algeria  
EG Egypt  
LY Libya  
MA Morocco  
Sudan  
TN Tunisia

**06 OTHER AFRICA**

Burundi  
Comoros  
Djibouti  
Eritrea  
Ethiopia  
Kenya  
Madagascar  
Malawi  
Mauritius  
Seychelles  
Somalia  
Uganda  
Tanzania  
Zambia  
Zimbabwe  
Angola  
Cameroon  
Central African Republic  
Chad  
Congo  
Equatorial Guinea  
Gabon  
Sao Tome and Principe  
Zaire  
Botswana  
Lesotho  
Namibia  
ZA South Africa  
Swaziland  
Benin  
Burkina Faso  
Cape Verde  
Ivory Coast  
Gambia  
Ghana  
Guinea  
Guinea-Bissau  
Liberia  
Mali  
Mauritania  
Niger  
Nigeria  
Senegal  
Sierra Leone  
Togo

<b>07</b>	<b>NORTHERN AMERICA</b>
CA	Bermuda Canada Greenland Saint Pierre and Miquelon
US	United States of America
<b>08</b>	<b>CENTRAL AMERICA AND CARRIBEAN</b>
MX	Belize Costa Rica El Salvador Guatemala Honduras Mexico Nicaragua Panama Antigua and Barbuda Bahamas Barbados Cuba Dominica Dominican Republic Grenada Haiti Jamaica Netherlands Antilles Puerto Rico Trinidad and Tobago
<b>09</b>	<b>SOUTH AMERICA</b>
AR	Argentina
BR	Bolivia Brazil Chile Colombia Ecuador Guyana Paraguay Peru Surinam Uruguay Venezuela
<b>10</b>	<b>EASTERN ASIA</b>
CN	China Dem. People's Republic of Korea
JP	Japan Mongolia Republic of Korea Taiwan
<b>11</b>	<b>WESTERN ASIA</b>
IQ	Bahrein Iraq
IL	Israel Jordan Kuwait



LB Lebanon  
Oman  
Palestine  
Qatar  
Saudi Arabia  
Syria  
United Arab Emirates  
Yemen

**12 SOUTHERN AND SOUTH EASTERN ASIA**

Afghanistan  
Bangladesh  
Bhutan  
IN India  
Iran  
Kazakhstan  
Kyrgyzstan  
Maldives  
Nepal  
PK Pakistan  
Sri Lanka  
Tajikistan  
Turkmenistan  
Uzbeksitan  
Brunei  
KH Cambodia  
East Timor  
ID Indonesia  
Laos  
Malaysia  
Myanmar  
PH Philippines  
Singapore  
TH Thailand  
VN Vietnam

**13 AUSTRALIA, OCEANIA AND OTHER TERRITORIES**

AU Australia  
NZ New Zealand  
Fiji  
New Caledonia  
Papua New Guinea  
Solomon Islands  
Vanuatu  
Micronesia  
Polynesia

**14 Other + stateless**

**Blank No answer**

## **ANNEX V – Levels of education and training (ISCED 1997)**

### **ISCED 0 — PRE-PRIMARY EDUCATION**

Programs at level 0, (pre-primary) defined as the initial stage of organised instruction are designed primarily to introduce very young children to a school-type environment, i.e. to provide a bridge between the home and a school based atmosphere. Upon completion of these programs, children continue their education at level 1 (primary education).

### **ISCED 1 — PRIMARY EDUCATION OR FIRST STAGE OF BASIC EDUCATION**

Programmes at level 1 are normally designed on a unit or project basis to give students a sound basic education in reading, writing and mathematics along with an elementary understanding of other subjects such as history, geography, natural science, social science, art and music. In some cases religious instruction is featured. The core at this level consists of education provided for children, the customary or legal age of entrance being not younger than five years or older than seven years. This level covers, in principle, six years of full-time schooling.

### **ISCED 2 — LOWER SECONDARY EDUCATION OR SECOND STAGE OF BASIC EDUCATION**

The contents of education at this stage are typically designed to complete the provision of basic education which began at ISCED level 1. In many, if not most countries, the educational aim is to lay the foundation for lifelong learning and human development. The programmes at this level are usually on a more subject-oriented pattern using more specialised teachers and more often several teachers conducting classes in their field of specialisation. The full implementation of basic skills occurs at this level. The end of this level often coincides with the end of compulsory schooling where it exists.

### **ISCED 3 — (UPPER) SECONDARY EDUCATION**

This level of education typically begins at the end of full-time compulsory education for those countries that have a system of compulsory education. More specialisation may be observed at this level than at ISCED level 2 and often teachers need to be more qualified or specialised than for ISCED level 2. The entrance age to this level is typically 15 to 16 years. The educational programmes included at this level typically require the completion of some 9 years of full-time education (since the beginning of level 1) for admission or a combination of education and vocational or technical experience.

**ISCED 3A: Programmes designed to provide direct access to ISCED 5A;**

**ISCED 3B: Programmes designed to provide direct access to ISCED 5B;**

**ISCED 3C: Programmes not designed to lead to ISCED 5A or 5B.**

### **ISCED 4 POST-SECONDARY NON TERTIARY EDUCATION**

ISCED 4 captures programmes that straddle the boundary between upper secondary and post-secondary education from an international point of view, even though they might clearly be considered as upper secondary or post-secondary programmes in a national context. These programmes can, considering their content, not be regarded as tertiary programmes. They are often not significantly more advanced than programmes at ISCED 3 but they serve to broaden the knowledge of participants who have already completed a programme at level 3.

Typical examples are programmes designed to prepare students for studies at level 5 who, although having completed ISCED level 3, did not follow a curriculum which would allow entry to level 5, i.e. pre-degree foundation courses or short vocational programmes. Second cycle programmes can be included as well.

**ISCED 4A: See text for ISCED 3**

**ISCED 4B: See text for ISCED 3**

**ISCED 4C: See text for ISCED 3**

## **ISCED 5 — FIRST STAGE OF TERTIARY EDUCATION (NOT LEADING DIRECTLY TO AN ADVANCED RESEARCH QUALIFICATION)**

This level consists of tertiary programmes having an educational content more advanced than those offered at levels 3 and 4. Entry to these programmes normally requires the successful completion of ISCED level 3A or 3B or a similar qualification at ISCED level 4A. They do not lead to the award of an advanced research qualification (ISCED 6). These programmes must have a cumulative duration of at least two years.

**ISCED 5A:** Programmes that are largely theoretically based and are intended to provide sufficient qualifications for gaining entry into advanced research programmes and professions with high skills requirements.

**ISCED 5B:** Programmes that are practically oriented/ occupationally specific and are mainly designed for participants to acquire the practical skills and know-how needed for employment in a particular occupation or trade or class of occupations or trades, the successful completion of which usually provides the participants with a labour-market relevant qualification

## **ISCED 6 — SECOND STAGE OF TERTIARY EDUCATION (LEADING TO AN ADVANCED RESEARCH QUALIFICATION)**

This level is reserved for tertiary programmes which lead to the award of an advanced research qualification. The programmes are therefore devoted to advanced study and original research and not based on course-work only. They typically require the submission of a thesis or dissertation of publishable quality which is the product of original research and represents a significant contribution to knowledge. They prepare graduates for faculty posts in institutions offering ISCED 5A programmes, as well as research posts in government, industry, etc.

### **PROGRAMME ORIENTATION**

#### **GENERAL EDUCATION**

Education which is mainly designed to lead participants to a deeper understanding of a subject or group of subjects, especially, but not necessarily, with a view to preparing participants to further (additional) education at the same or a higher level. Successful completion of these programmes may or may not provide the participants with a labour-market relevant qualification. These programmes are typically school-based. Programmes with a general orientation and not focusing on a particular specialisation should be classified in this category.

#### **PRE-VOCATIONAL AND PRE-TECHNICAL EDUCATION**

Education which is mainly designed to introduce participants to the world of work and to prepare them for entry into vocational and technical education programmes. Successful completion of such programmes does not yet lead to a labour-market relevant vocational or technical qualification. For a programme to be considered as pre-vocational or pre-technical education, at least 25% of its content has to be vocational or technical. This minimum is necessary to ensure that the vocational subject or the technical subject is not only one among many others.

#### **VOCATIONAL AND TECHNICAL EDUCATION**

Education which is mainly designed to lead participants to acquire the practical skills, know-how and understanding necessary for employment in a particular occupation or trade or class of occupations or trades. Successful completion of such programmes leads to a labour-market relevant vocational qualification recognised by the competent authorities in the country in which it is obtained (e.g. Ministry of Education, employers' associations, etc).