INSTRUCTIONS TO THE INTERVIEWERS
FOR AGREEMENT NUMBER 10201.2009.002-2009.501 LFS SURVEY AD HOC MODULE ON RECONCILIATION BETWEEN WORK AND FAMILY LIFE

1. Facts about the survey

1.1. Contractors

Statistics Norway adds yearly questions to the ordinary LFS on special subjects at the request from Eurostat. This task with the ad hoc modules is founded on Commission Regulation no 577/98. This year's ad hoc module is based on Commission regulation no 20/2009.

We have collaborated with three ministries, The Ministry of Health and Care Services and the Ministry of Labour and Social Inclusion and the Ministry of Children and Equality . These ministries have presented some additive questions to the questionnaire.

1.2. Background and aims

The European programme for ad hoc modules to LFS includes a module on reconciliation between work and family life. A task force of experts from member countries has decided upon the variables. Statistics Norway by the Division for Labour Marked Statistics and Division for survey planning and user testing have drawn up the questions.

This ad hoc module contributes to identify the quantity of care given privately and if this is an obstacle to participating in the labour force. The answers will give the political authorities facts to use in giving a better welfare for the families with obligations for elderly family members, among these the possibility to take days off from work to care for elderly family members. And it will give facts for modelling the policies to make it easier for such families to participate in the labour force.

1.3. Earlier surveys

A similar survey was performed in 2005.

1.4. How to motivate the interviewed persons.

This ad hoc module is compulsary to answer.

2. The performance of the survey

2.1 Sample

We use the LFS sample in wave 1 and 8. Each family member aged 15-64 years participates in the questionnaire by direct as well as by proxy interviews.

2.2 Collection method

The same as the ordinary LFS.

2.3 Time spent at the interview

The time of the interview will vary according to whether the interviewed person (IP) has care responsibilities or not. It will last between 1 and 4 minutes.

2.4 Time of data collection

The data collection will follow the ordinary LFS schedule

2.5 **Letters to the interviewed persons**

There will be no special letter for this ad hoc module. The interviewed persons will get the ordinary letter always sent to them before the first interview.

2.6 Incentive

None

2.7 **Time for preparation**

The time for preparation is one hour for the reading of the instruction and a test interview. The office will give the remuneration.

2.8 What will happen with the results – link with the register, depersonalizing the data, deleting data

There will be no linking apart from the ordinary links for LFS.

2.9 **Non-response, movements**

These are treated according to the instructions in the LFS survey.

3 The questionnaire

3.1 **Generally**

"Do not know/ do not want to answer"

Be careful using these options if they are not explicitly stated in the text. Try to make the interviewed person give another answer than these without any pressure. Sometimes the person needs some time and this requires patience. It the person still answers "do not know" or "do not want to answer", take care to press the f8 button for "do not know" or F9 for "do not want to answer" or question mark or exclamation mark in the tools' line.

Interviewing young people living at home (for families)

The Commission regulation states that the questionnaire shall be given to young people from the age of 15 living at home. Some of these questions may seem a bit odd for teenagers living at home with younger brothers and sisters. This can be a challenge for the interviewer, who has to do some ajustments when required. This applies especially to the following questions:

Q 1 b We want to know if the family is using care facilities for the children living in the household.

Questions 4/10/11 The aim here is to find the reconciliation between work and care obligations. These questions can seem odd to young people going to school and not working. In these cases the answer is no.

Questions 23-26 These questions is about the flexibility in combining care and work. This is not an actual question for most young people.

3.2 **Single questions**

Question1b

If the IP only has one child, report "yes" without giving the question.

Questions 4a/ab/5

The aim of these questions is to find out whether the interviewed person's participating in the work force is influenced by care responsibilities for children. And if this has any connection with suitable care services for the children. These questions are only given to persons working part time or not working.

Question 7a

We want to know the exact number of days IP has been totally or partly absent from work. Absence part of working day counts as full day. Count both absence with and without a

salary.

Questions 10/11/12
We want to know whether IP has had parental leave from work for more days that she/he is entitled to according to the ordinary official rights connected with parental leave. IP is supposed not to report on the official days for parental leave with a salary.

Questions 15a/15b/16
The aim of these questions is to find out whether the interviewed person's participating in the work force is influenced by care responsibilities for ill, disabled, elderly adults within or without the household. And if this has any connection with suitable care services for these persons. These questions are only given to persons working part time or not working.

Question 18
We want to know the exact number of days IP has been totally or partly absent from work. Absence part of working day counts as full day. Count both absence with and without a salary.

Question 19
Here we want to know what kind of absence from work IP has had to take care of ill, disabled, elderly adults. "Sickness certificate from a doctor" implies that IP has been given sickness certificate for her-/himself to perform care services.

Questions 23-26
These questions catch the flexible possibility to combine care tasks and work. These questions go to the IP that have stated they do not work flexible hours.