

# Quarterly National Household Survey

# 2011

# Questionnaire Manual

[www.cso.ie/qnhs](http://www.cso.ie/qnhs)

## Introductory notes

Electronic questionnaire

**THE QNHS IS CARRIED OUT ON LAPTOP COMPUTERS USING AN ELECTRONIC QUESTIONNAIRE THAT ALLOWS QUESTIONS TO BE SELECTIVELY ASKED TO FIT THE PROFILE OF THE RESPONDENTS (E.G. WORKING VS NOT WORKING).**

The order of the questions in this document roughly mirrors the flow of questions in the electronic questionnaire, but some variation is to be expected.

### Notes

The notes that accompany each variable are a combination of on-screen notes that appear on the laptop and supplemental notes for reference purposes. The variable notes are a combination of our own country-specific experiences and scenarios, and also the official EU LFS Explanatory Notes.

The notes are designed to standardise interviewer interpretation of the questionnaire and maximise data quality and reliability. The notes in this manual are presented for the information and use of field interviewers and do not necessarily represent official CSO policy.

### Filters

Most of the variables on the questionnaire are accompanied by a *filter*. The filter is a description of the route through the electronic instrument which leads to this particular point on the questionnaire. In the example below, the NATIONAL question is asked if the IRISHNAT question has a value of 2. In other words, if the respondent is not an Irish national (IRISHNAT=2) we ask for his/her nationality (NATIONAL).

NATIONAL

*If IRISHNAT=2*

If the respondent is not an Irish citizen

While the filter provides a good indication as to how a particular question is activated on the electronic instrument, this does not reflect the entirety of the complex programming and routing that underlies the questionnaire.

### Important

While every effort has been made to ensure that this manual is as accurate as possible, it is important to remember that the QNHS is a constantly changing and evolving instrument and some differences may exist between the manual and the electronic questionnaire. Furthermore, it is impossible to reflect every single nuance of an electronic questionnaire in print, so the filters should be seen as indicative of how the questionnaire operates in the field rather than a definitive overview.

## Contacts

### Data Collection

General queries about the QNHS field operations can be made to the following LoCall number **1890 252 293** or **021 453 5000**

Paul M Crowley [Paul.M.Crowley@cso.ie](mailto:Paul.M.Crowley@cso.ie)  
Senior Statistician  
Head of Household Survey Division

Michael Coughlan [Michael.Coughlan@cso.ie](mailto:Michael.Coughlan@cso.ie)  
Assistant Principal Officer - Fieldforce Manager

Edward Lambe [Edward.Lambe@cso.ie](mailto:Edward.Lambe@cso.ie)  
Statistician – QNHS Sampling

Kathryn Carty [Kathryn.Carty@cso.ie](mailto:Kathryn.Carty@cso.ie)  
Statistician – QNHS Survey Management

Brendan Lynch [Brendan.Lynch@cso.ie](mailto:Brendan.Lynch@cso.ie)  
Higher Executive Officer

### Data Publication

General queries about the QNHS data can be made to [labour@cso.ie](mailto:labour@cso.ie) or

Kieran Walsh [Kieran.walsh@cso.ie](mailto:Kieran.walsh@cso.ie)  
Senior Statistician  
Head of Labour Market Division

Tara Davis [Tara.Davis@cso.ie](mailto:Tara.Davis@cso.ie)  
Statistician

Brian Ring [Brian.Ring@cso.ie](mailto:Brian.Ring@cso.ie)  
Statistician

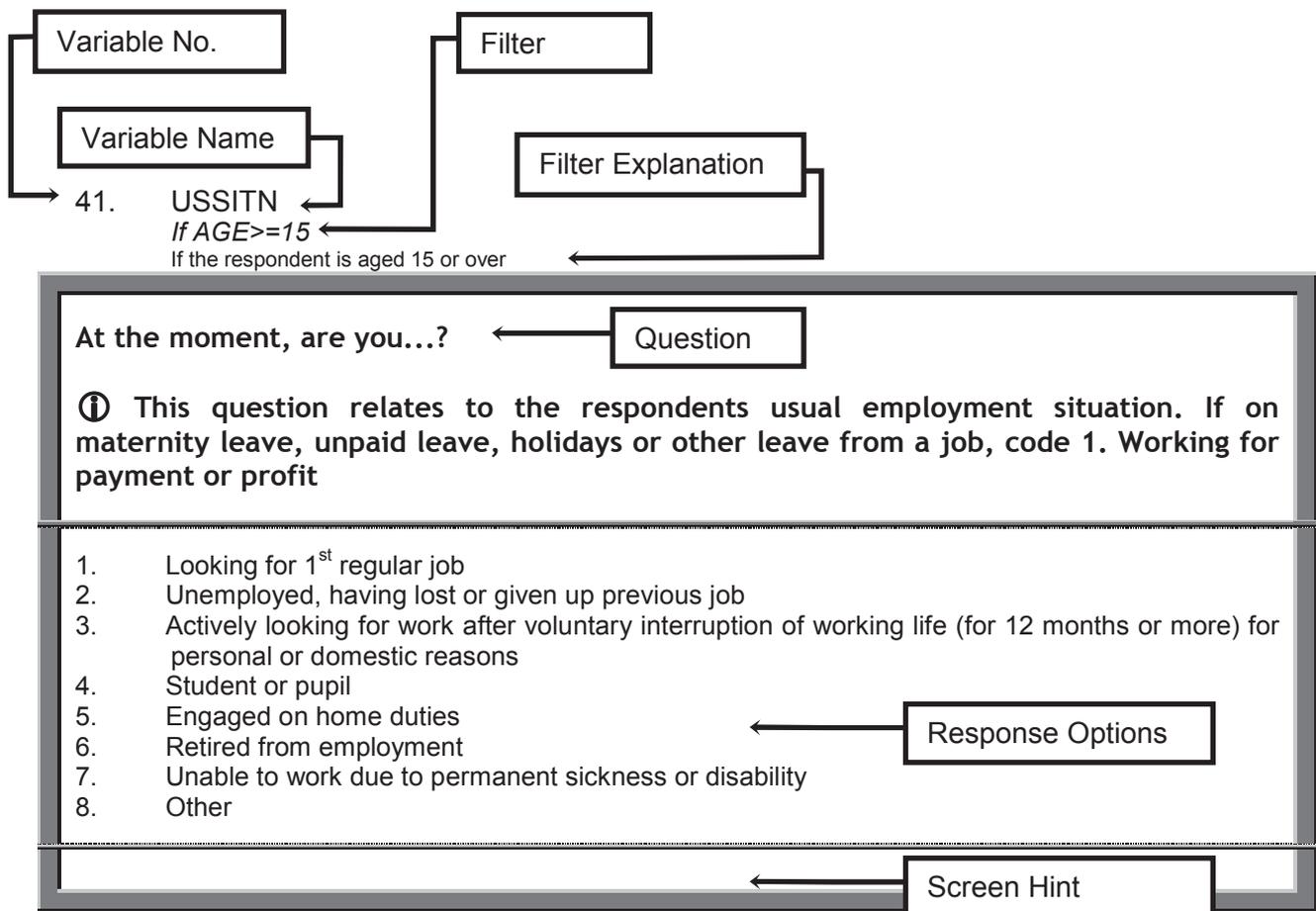
Martina OCallaghan [Martina.OCallaghan@cso.ie](mailto:Martina.OCallaghan@cso.ie)  
Higher Executive Officer

[www.cso.ie/qnhs](http://www.cso.ie/qnhs)

## Presentation of Questionnaire

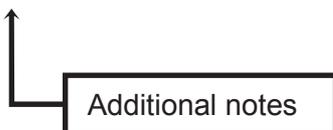
The questions in this manual are presented as outlined below.

This text within the box approximates what the interviewer sees on the laptop computer for each question.



Note:

This is a self-perception question; i.e. the person classifies himself/herself according to how he/she sees his/her current situation.



Note: Variables numbers are only presented in the manual for reference purposes; they are not referred to on the laptop and will vary from manual to manual.

# Contents

<b>INTRODUCTORY NOTES .....</b>	<b>2</b>
<b>CONTACTS .....</b>	<b>3</b>
<b>PRESENTATION OF QUESTIONNAIRE .....</b>	<b>4</b>
<b>CONTENTS .....</b>	<b>5</b>
<b>THE QUARTERLY NATIONAL HOUSEHOLD SURVEY (QNHS) .....</b>	<b>13</b>
Additional Technical Notes .....	15
Definition of Usual Residents - Private households .....	16
Reference to MAIN JOB and SECOND JOB .....	17
Implementation rules .....	17
<b>HOUSEHOLD DETAILS .....</b>	<b>19</b>
1. <b>BLOCKNUM</b> .....	<b>19</b>
2. <b>LDU_NO</b> .....	<b>19</b>
3. <b>SA_CODE</b> .....	<b>19</b>
4. <b>INTVWRNO</b> .....	<b>19</b>
5. <b>IA_NUM</b> .....	<b>20</b>
6. <b>YEARX</b> .....	<b>20</b>
7. <b>REFQUART</b> .....	<b>20</b>
8. <b>VIEWINFO</b> .....	<b>20</b>
9. <b>CAN_INT</b> .....	<b>20</b>
10. <b>REAS_NEW</b> .....	<b>21</b>
11. <b>NO_PERS</b> .....	<b>21</b>
12. <b>NONOTRESN</b> .....	<b>21</b>
13. <b>NEWHOUSE</b> .....	<b>22</b>
14. <b>WHY_NOT</b> .....	<b>22</b>
15. <b>REASWHY</b> .....	<b>22</b>
16. <b>OTHER</b> .....	<b>23</b>
<b>INDIVIDUAL DETAILS .....</b>	<b>23</b>
17. <b>NAME</b> .....	<b>23</b>
18. <b>SURNAME</b> .....	<b>23</b>
19. <b>LINE</b> .....	<b>24</b>

20.	SEX.....	24
21.	DB.....	24
22.	AGREED .....	24
23.	CALC .....	25
24.	LHIST2 .....	25
25.	HIST2.....	25
26.	WHENGONE .....	25
27.	WHERGONE .....	26
28.	GONECO.....	26
29.	GONECTRY .....	26
30.	EVERMARR.....	27
31.	CURRMARR.....	27
32.	IRISHNAT .....	27
33.	NATIONAL .....	28
34.	BORN_IRL.....	28
35.	BORNWHER .....	29
36.	BORN_UK.....	29
37.	ALLRESID .....	29
38.	YRRESIDEN.....	30
39.	PREVCNTRY .....	30
40.	TOTSTAY .....	31
41.	USSITN .....	31
42.	STUD.....	31
43.	RET1 .....	32
44.	LIVPREV .....	32
45.	NOLIVP .....	32
46.	LIVPSEX .....	33
47.	LIVPAGE .....	33
48.	LIVPWHERE.....	33
49.	LIVPCTY .....	33
50.	LIVPCTRY.....	34
51.	LIVPCTRYT .....	34
	<b>RELATIONSHIP CODES .....</b>	<b>34</b>
52.	RX, RY, etc. ....	34
	<b>MIGRATION QUESTIONS .....</b>	<b>35</b>
53.	ADDLIVE .....	35

54.	ADDMON .....	35
55.	ADDPREV .....	36
56.	ADDCNTY .....	36
57.	ADDCNTRY .....	36
58.	ADDPREV2 .....	37
59.	ADDCNTY2.....	37
60.	ADDCNTRY2.....	37
61.	ADDINTEND .....	38
62.	INTENDDK .....	38
63.	MONMOVE .....	38
64.	WHRMOVE .....	38
65.	CNTYMOVE.....	39
66.	ADDCNTRY2.....	39
67.	TOTSTAY2 .....	39
68.	SKIP .....	40
69.	TWHYSKIPF .....	40
70.	SURE.....	40
71.	DIR.....	41
72.	DIROLD .....	41
<b>EMPLOYMENT DETAILS.....</b>		<b>42</b>
	Situation with Regard to Paid Work in Reference Week .....	42
73.	PAIDWORKN.....	42
74.	JOBABSN .....	44
75.	UNPAIDWK.....	45
76.	NEWJOB .....	46
77.	WHENNEWJ .....	46
78.	WHYABS1.....	47
79.	DURAT .....	48
80.	RECEIPT .....	48
81.	RECEIPTM.....	49
82.	CHJOB.....	49
83.	EMPSC .....	50
<b>EMPLOYMENT STATUS.....</b>		<b>51</b>
84.	JOBSTAT1B.....	51
85.	JOBSTAT2 .....	52
86.	JOBSTAT3 .....	52

87.	JOBYREM .....	53
88.	JOBYREE.....	53
89.	JOBMONTH.....	54
90.	PERMJOB.....	54
91.	HOWREMP.....	55
92.	WAYJFOUN .....	55
93.	PRETJOB.....	56
94.	HOWBEP .....	56
95.	YREND .....	56
96.	MONEND .....	56
97.	WHYTEMP.....	57
98.	WHYNWP .....	57
99.	FULLPART .....	58
100.	PREPTI.....	58
101.	WCFPT .....	58
102.	PREFTI.....	59
103.	WCFFT .....	59
104.	WBCPT.....	59
105.	WHYPT .....	60
106.	NEEDCRPT.....	60
107.	WHYNWFT.....	61
108.	USHR .....	61
	Special cases – working hours.....	62
109.	ACHR.....	63
110.	PAIDOT .....	64
111.	UNPAIDOT .....	65
112.	WHYMOR.....	65
113.	WHYLESS.....	66
114.	EVERWORK .....	66
115.	WORLQ.....	67
116.	YEARLEFT.....	67
117.	MONLEFT .....	67
	<b>INDUSTRY AND OCCUPATION .....</b>	<b>68</b>
118.	INDUSTRY.....	68
119.	IND2.....	70
120.	OCCUP10 .....	72
121.	OCC2.....	73

122.	CNSTRDET .....	73
123.	SUPERES .....	73
124.	TEMPAGCCY .....	74
125.	PSECTOR.....	75
126.	LOCUNIT.....	76
127.	PLACEW .....	77
128.	PLACECT .....	77
129.	PLACER.....	77
130.	UNION .....	78
131.	WHYLEFT .....	78
<b>WORKING PATTERNS .....</b>		<b>80</b>
132.	SHIFTWK .....	80
133.	EVENWORK .....	80
134.	NIGHTWK.....	81
135.	SATWORK.....	81
136.	SUNWORK .....	81
137.	HOMEWORK.....	82
<b>JOB-SHARING AND SECOND JOB .....</b>		<b>83</b>
138.	JOBSHARE .....	83
139.	SECJOBN .....	83
140.	TYSECJOB .....	84
141.	STATSJO1.....	84
142.	STATSJO2.....	84
143.	HRSECJOB.....	84
144.	INDSJOB .....	85
<b>JOB SATISFACTION AND JOB SEARCH.....</b>		<b>86</b>
145.	MOREHRS.....	86
146.	LESSHRS .....	86
147.	CJ .....	86
148.	CJAJ.....	87
149.	NJ .....	87
150.	GUPSJ.....	87
151.	WWLESS.....	87
152.	LIKEHRS .....	88
153.	AVHRS .....	88

154.	INTANJOB.....	89
155.	WHYINT .....	89
156.	LKANJOB .....	89
157.	LOOKWK .....	90
158.	EMPEMPEE .....	90
159.	LOOKFUPA.....	91
160.	ACCPT.....	91
161.	ACCFT.....	91
162.	YEARLK .....	91
163.	MONLK.....	92
<b>JOB SEARCH METHODS .....</b>		<b>93</b>
164.	JS1 .....	93
165.	JS1B.....	93
166.	JS2 .....	94
167.	JS3 .....	94
168.	JS4 .....	94
169.	JS5 .....	94
170.	JS6 .....	95
171.	JS7 .....	95
172.	JS8 .....	95
173.	JS9 .....	96
174.	JS10 .....	96
175.	JS11 .....	96
176.	JS12 .....	96
177.	WANTJOB .....	97
178.	AVWK.....	97
179.	AVFT.....	98
180.	WHYNAV .....	98
181.	WHYNAV2.....	98
182.	WHYNLK2.....	99
183.	NEEDCRNW.....	99
184.	CARER .....	100
<b>EDUCATION.....</b>		<b>101</b>
185.	EDUCATQ2.....	101
186.	LOWSECQ2.....	102
187.	UPPSECQ2.....	102

188.	TECVOCQ2 .....	103
189.	ADVCERT .....	103
190.	HIGCERT2.....	103
191.	DIPLOMA2 .....	104
192.	EDSAME .....	104
193.	EDNEWQ2 .....	104
194.	NLOWSECQ2.....	105
195.	NUPPSEC .....	105
196.	NTECVOCQ2 .....	106
197.	NADVCERT .....	106
198.	NHIGCERT2.....	106
199.	NDIPLOMA2 .....	107
200.	HATFIELD.....	107
201.	FIELD2 .....	107
202.	EDTEXT .....	108
203.	EDWHEN .....	108
204.	EDAGE .....	109
205.	EDCALC.....	109
206.	EDUCSTAT2.....	109
207.	EDLEVEL .....	110
208.	EDUCFIELD .....	111
209.	FIELD .....	111
210.	EDP4W .....	112
211.	GRINDS.....	113
212.	COURLEN .....	113
213.	COURWOR.....	114
214.	COURPURP .....	114
	<b>INCOME.....</b>	<b>116</b>
215.	INCPERM .....	116
216.	PERIOD.....	116
217.	WEEKPAY.....	117
218.	FORTNPAY .....	117
219.	MONTHPAY.....	117
	<b>HOUSING .....</b>	<b>119</b>
220.	PER_HSE .....	119
221.	PER_RESP .....	119

222.	ACCOM.....	120
223.	HOUSE .....	120
224.	APART.....	120
225.	CARAV .....	120
226.	ROOMS .....	121
227.	CENTRA.....	121
228.	CONST.....	121
229.	OCCUPY .....	122
230.	LOCALA .....	122
231.	FURN .....	122
232.	AMOUNT .....	123
233.	PERIOD.....	123
234.	IMPROVMT .....	123
<b>PPSN – PERSONAL PUBLIC SERVICE NUMBER.....</b>		<b>125</b>
<b>ADMINISTRATIVE VARIABLES .....</b>		<b>129</b>
235.	CONTNAM .....	129
236.	CHNUMBER.....	129
237.	PHONENO .....	129
238.	COMMENT.....	130
239.	LASTQUES .....	130
240.	FINAL .....	130
<b>PARALLEL BLOCKS .....</b>		<b>131</b>
<b>APPENDIX1 ALPHABETICAL LISTING OF QUESTIONS .....</b>		<b>134</b>
<b>APPENDIX 2 – ILO DEFINITIONS.....</b>		<b>140</b>
	ILO Definition of Employment.....	140
	ILO Definition of time-related underemployment .....	144
<b>APPENDIX 3 – 1993 STATISTICS ACT .....</b>		<b>145</b>
<b>Statistics Act 1993 .....</b>		<b>145</b>
	PART II: Institutional Structure — The Central Statistics Office, The Director General and The National Statistics Board.....	145
	PART III: Collection of Information.....	146
	PART IV: Use of Records of Public Authorities for Statistical Purposes.....	146
	PART V: Protection of Information.....	146
	PART VI: Offences, Penalties and Evidence .....	147
<b>APPENDIX 4 – REGIONAL CO-ORDINATORS .....</b>		<b>149</b>

# The Quarterly National Household Survey (QNHS)

## The History of the QNHS

The Quarterly National Household Survey (QNHS) began in September 1997, replacing the annual Labour Force Survey (LFS).

The annual LFS was conducted each year in April and involved the completion of a paper (written) questionnaire in each of the sample households. It was carried out in Ireland by the CSO from 1975 to 1997. Demand for more frequent and more comprehensive information had been growing. In particular, there was a strong need for data on employment & unemployment on a quarterly basis rather than an annual one. In response to these growing demands the CSO replaced the LFS with the QNHS

The survey meets the requirements of Council Regulation (EC) No. 577/98 which requires the introduction of quarterly labour force surveys in EU Member States.

## What is the survey about?

The main purpose of the survey is to produce reliable quarterly labour force estimates and reports on special social topics.

The Survey produces figures on those at work and unemployed, economic sectors, male/female differences, participation rates, household composition and level of education by age and economic status and so on.

The QNHS has also developed a broad and valuable program of questionnaires on social topics. Each quarter as well as the core labour market information, the QNHS includes one or more social questionnaires, the subject of which is decided by the National Statistics Board. Topics covered to date include housing/housing quality, crime and victimisation, recycling, travel to work and health (*see back of latest quarterly publication for more details*).

The QNHS is also the main inter-censal source of population flows (emigration and immigration). This is an important function as changing population trends have to be measured regularly in a fast moving society. The census itself is held every five years.

The QNHS provides regular information on a number of topics, including...

...the numbers employed and unemployed. The survey also provides information on working conditions, job satisfaction and job search activities.

...employment trends by industrial sector (e.g. Construction, Education, Health), and occupation (e.g. Managers and administrators, Clerical and Secretarial).

... the duration of unemployment – and the age profile of those involved.

...the participation of women in the labour force

...internal and external migration flows. That is, the number of persons entering and leaving the country, as well as the movement of people from region to region within the country.

... regional employment trends which are important for measuring the relative economic experiences of different parts of the country.

## **Additional Technical Notes**

### **Reference Period**

Information is collected continuously throughout the year. The reference quarters for survey results are Q1 –January to March, Q2 –April to June, Q3 - July to September and Q4 - October to December.

Note that from January 2009 the reference periods for the QNHS changed to cover the year on a calendar rather than seasonal basis.

So for example, while Q1 2008 covered the period December 2007 and January and February 2008, Q1 2009 covered January, February and March, 2009.

<b>Seasonal Quarters</b>	<b>Calendar Quarters – from January 2009</b>
Winter (December to February)	Q1=January to March
Spring (March to May)	Q2=April to June
Summer (June to August)	Q3=July to September
Autumn (September to November)	Q4=October to December

The primary reason for this was to align the QNHS reference periods with the reference period outlined in the EU-LFS regulation, to ensure comparability of the labour force surveys across EU countries. This change improved the comparability of the QNHS with other CSO surveys which operate on a calendar quarter basis.

### **Data Collection**

Information is collected on laptop computers, using computer-assisted personal interview (CAPI) software. Currently (2008) the Central Statistics Office employs approximately 107 full-time and 32 back-up interviewers across the country to cover both the QNHS and EU-Survey of Income and Living Conditions survey.

### **Sample Design**

Every 5 years a two-stage sample design is implemented using Census data. This comprises a first stage sample of approximately 2,600 blocks (or small areas) selected at county level to proportionately represent eight strata reflecting population density. Each block was selected to contain, on average, 75 dwellings and the sample of blocks is fixed for a period of about five years. In the second stage of sampling, 15 households are surveyed in each block to give a theoretical target quarterly sample of 39,000 households, although in practice this will not be achieved, due to dropped blocks (where there is no interviewer to do the interviewing in the block), uncontactable households and households that refuse to take part in the survey.

Households are asked to take part in the survey for five consecutive quarters and are then replaced by other households in the same block. Thus, one fifth of the households in the survey are replaced each quarter and the QNHS sample involves an overlap of 80% between consecutive quarters and 20% between the same quarter in consecutive years.

The survey results are weighted to agree with population estimates broken down by age, sex and region. The population estimates for April of each year are published in a separate release.

### **International Labour Office (ILO) Labour Force Classification**

The primary classification used for the QNHS results is the ILO labour force classification. Labour Force Survey data on this basis have been published since 1988. The ILO classification distinguishes the following main subgroups of the population aged 15 or over:

- **In Employment:** Persons who worked in the week before the survey for one hour or more for payment or profit, including work on the family farm or business and all persons who had a job but were not at work because of illness, holidays etc. in the week.
- **Unemployed:** Persons who, in the week before the survey, were **without work** and **available** for work and had taken specific steps, in the preceding four weeks, to find work (i.e. **looking** for work).
- **Inactive Population (not in labour force):** All other persons.

The 'labour force' is made up of all those who are employed plus those who are unemployed.

### **Definition of Usual Residents - Private households**

The QNHS sample targets the usual residents of private households in every county in Ireland.

A person is defined as a "Usual Resident" of a private household if he or she:

- (i) Lives regularly at the dwelling in question, and
- (ii) Shares the main living accommodation (i.e. kitchen, living room or bathroom) with the other members of the household.

"Living regularly" means usually spending 4 nights a week in the dwelling. However, a member of a couple should be regarded as living regularly with the household if he/she regularly returns to his/her partner in the household for at least one night each week. However, if the person has (another) family (de-facto or otherwise) with which he/she spends the rest of the time then that person should not be included. Persons paying for both board (at least one meal a day) and lodging should be regarded as usual residents of the household.

As well as those who satisfy the above definitions, the following types of persons should also be regarded as usual residents of the private household:

- Persons who usually spend only 2 or 3 nights a week in the dwelling, but do not have a settled residence elsewhere where they spend more of their time. This would apply, for instance, to a person whose work requires him or her to spend most of the week away from home in hotels/guesthouses and who can only come home for some nights of the week.
- Members of the household who are away from home on holidays or on an occasional business trip.

- Children who are away from home at boarding school (this does not apply to students in 3rd level education - universities, technical colleges etc.)
- Members of the Defence Forces stationed abroad, provided the absence has not lasted for more than 6 months at the end of the reference week, who usually spend four nights a week at home, or one night in the case of someone returning to his/her partner.
- Aircraft personnel, Sailors or Fishermen who are away from home on voyages, provided the absence has not lasted for more than six months at the end of the reference week.
- Members of the household away from home in hospital, provided the absence has not lasted for more than six months at the end of the reference week.
- Many young people living in rented accommodation tend to change their place of residence frequently. These persons will not fulfil all the requirements to be considered as "usual residents" (i.e. living regularly etc.) If however, you come across a situation such as this at a sample household, you should ask if the person or persons have another settled residence elsewhere (*at the time of the interview*). If the answer is no you should interview them as usual residents of the dwelling in the reference week - even if they moved in between the reference week and the time of the interview.
- Members of a couple who are working away from the principal residence but do not have a principal residence elsewhere and return home on a regular basis.

The following persons should **not** be regarded as usual residents of the private household:

- Members of the family away from home who return home only on holidays and/or weekends.
- Relatives, friends etc. who do not usually live at the household but happen to be staying there when you call.
- Students away from home attending University or other 3rd level educational establishments if they do not usually spend at least 4 nights in the week at home. Note, however, that children away from home in boarding school should be included with the household.
- Members of the Defence Forces stationed away from home who do not usually spend at least 4 nights in the week at home - or one night in the case of someone returning to his/her partner.
- Members of the family who have been patients/residents in such non-private households as hospitals, county homes, homes for the elderly, hospices etc. for more than 6 months at the end of the reference week.

## **Reference to MAIN JOB and SECOND JOB**

**Multiple job holders** should decide for themselves which job they consider to be the main job. In doubtful cases the main job should be the one with the greatest number of hours usually worked.

### **Implementation rules**

**Persons having changed job during the reference week** should regard the job held at the end of the reference week as their main job.

Persons who are **simultaneously working** in their own professional practice and for a public or private employer (e.g. doctors with their own practice and working in a hospital) should be considered as having **two jobs**.

A self-employed person exercising wide range of occupational skills in the same business should always be considered having **one job** only as self-employed.

A self-employed person holding two different businesses (i.e. two separate local units) should be considered as having **two jobs**.

As an exception to the general rule, when a person is on parental leave from one job, and performed some work in the reference week in another job, then the former one (career break) should be considered the main job and the current one the second job.

## Household Details

### 1. **BLOCKNUM**

*Interviewer Record*

Please enter the Block number.

Enter a text of at most 5 characters

This is the unique 5-digit number assigned to a block, which identifies an area within the QNHS sample. A 'Block' is the basic geographic unit of the QNHS sample, and each block contains approx. 15 households each quarter. The first 2 digits in the block number indicate the county code of that block, while the final 3 digits indicating the block number within that county.

### 2. **LDU\_NO**

*Interviewer Record*

Please enter the Household number.

Enter a text of at most 3 characters

This is the 3-digit number within a block, which is unique to the dwelling unit. It is essentially the number of the household within the Block, numbers typically run from 001 to 110. The BLOCKNUM and LDU\_NO together form a unique identifier for each household on the QNHS sample.

### 3. **SA\_CODE**

*This is entered automatically by the system.*

### 4. **INTVWRNO**

*Interviewer Record*

Please enter your Interviewer number.

Enter a text of at most 4 characters

Full-time interviewer numbers run from 0001 to 0499, while back-up numbers start at 0501

**5. IA\_NUM**

Please enter Interview Area (IA) number

Enter a text if at most 3 characters

**6. YEARX**

*This is entered automatically by the system.*

**7. REFQUART**

*This is entered automatically by the system.*

**8. VIEWINFO**

*If wave greater than 1 and previous data available on household*

Press '1' to view summary information for repeat household  
Press '2' to skip summary information screen

Enter a numeric value between 1 and 2

**9. CAN\_INT**

*Interviewer Record*

^BLOCKNUM ^LDU\_NO

① You are now entering information for WAVE # and REFERENCE WEEK #.  
May I continue to interview at this household?

- 1. Yes
- 2. No

NOTE: It is central to the integrity of the data collected on the QNHS that questions are asked with reference to the correct week. This is particularly the case when interviewing is taking place two weeks after the reference week, and "last week" is not the reference week

It is important to check the BLOCKNUM, LDU\_NO, WAVE and the REFERENCE WEEK on the screen with the information provided on the grid by the co-ordinator to make sure they correspond.

**10. REAS\_NEW**

*If wave greater than 1 and no previous data available on household  
Interviewer Record*

**Why is this a new household?**

**① Please select and enter a code.**

1. Newly completed dwelling, now occupied
2. Previously vacant dwelling, now occupied
3. Other reason

NOTE: This information is required when the WAVE is greater than 1 and a new household number is being used (i.e. if the household is appearing on the survey for the first time outside of Wave 1).

**11. NO\_PERS**

*Ask all*

**Please enter the number of persons usually resident in the household**

Enter a numeric value between 0 and 20

**12. NONOTRESN**

*Ask all (repeat calls only)*

**How many new people (not on this list) should now be listed?**

**Remember this list refers to the lines in Quarter Q YYYY only.**

Enter a numeric value between 0 and 8

NOTE: This question is looking for the number of new persons who have joined the household since the last time it was interviewed.

Quarter Q YYYY refers to the previous quarter.

Entering a number here is effectively creating new lines within the household for new respondents.

If nobody has joined the household since the previous call this variable (NONOTERES) should be set to 0.

**13. NEWHOUSE**

*If NONOTRESN>0*

If there are additional household members since the previous interview

**Is this household a completely new household?**

- 1. Yes
- 2. No

**14. WHY\_NOT**

*If CAN\_INT=2*

If the interview cannot be continued in the household

**Why was permission not given?**

- 1. No usual residents at this address.
- 2. Household un-contactable
- 3. Outright Refusal
- 4. Still outstanding

NOTE: Code 4 marks households that the interviewer has not yet called to or established contact with. No household should be left outstanding at the end of the quarter.

**15. REASWHY**

*If WHY\_NOT=1*

If no usual residents at this address

**What is the reason that there are no residents at this address?**

- 1. Reason Unknown
- 2. Previous sole occupant deceased.
- 3. This is a holiday home.
- 4. Occupant(s) gone to hospital/ staying with relatives.
- 5. House has been sold.
- 6. Other

**16. OTHER**  
*If REAS\_WHY=6*

What is the other reason there are no residents at this address?

Enter a text of at most 35 characters

## Individual Details

**17. NAME**  
*Ask all*

Please identify the person by keying in their first name.

**18. SURNAME**  
*Ask all*

Please enter (first name)'s surname.

Note: The first name and surname of the respondent are important for identifying persons within the household on subsequent calls by the interviewer and for possible Audit follow-up by the field coordinator.

**19. LINE**

*This is a line number by which the respondent can be identified within the household. It is automatically generated in the system.*

**20. SEX**

*Ask all*

Please enter the (NAME)'s gender.

1. Male
2. Female

Note: The sex of the respondent is important to allow us statistically weigh the responses to the survey using male and female population totals. From a labour market perspective, the outcomes of males and females can be very different.

**21. DB**

*Ask all*

What is your date of birth (DD\_MM\_YYYY)?

❶ If respondent does not know date of birth, please press <enter> and then you can give age instead

NOTE: On repeat calls interviewers should confirm each person's date of birth to ensure that it is correct and that they are interviewing the correct person.

It is important that we collect the exact date of birth where possible, in order to facilitate identification of the person on repeat and audit calls. In addition, some of the questions on the survey are age-specific and using the date of birth, the questionnaire can age the respondent's profile on the survey and more accurately target questions to him/her.

**22. AGREED**

*If DB is blank*

*If the exact date of birth is unknown*

Please agree (NAME)'s current age and enter it here.

**23. CALC**

The age on the Sunday of the REFERENCE WEEK will be automatically entered here by the questionnaire, as calculated from the date of birth (DB). Otherwise, this field is filled automatically with what has been entered at AGREED.

**24. LHIST2**

*This is the last "history" code (where relevant) of respondents of previous waves. It is entered automatically in the system.*

**25. HIST2**

*Interviewer Ask or Record*

Please indicate (NAME)'s usual situation by selecting the appropriate code.

① 'Temporarily unavailable' should only be used if the other members of the household are unwilling to provide a proxy interview.

1. Present, the person is resident in the household at the time of the interview or has returned
2. Gone, the person no longer lives here
3. The person is temporarily unavailable for interview
4. Deceased, the person is now deceased

Note: This variable is used on repeat calls to identify whether a person previously interviewed is currently 'Present', 'Gone', 'Temporarily absent' or 'Deceased'. Those marked 'Gone' or 'Deceased' are discontinued and only minimal information for them is brought forward to the repeat questionnaire.

**26. WHENGONE**

*IF (History.LHIST2=P) and (History.CHIST2=G)*

*If the respondent was present last quarter and gone in the current quarter*

In what month did (NAME) leave the household?

1. ^Interview month - 3\*
2. ^ Interview month - 2\*
3. ^ Interview month - 1\*
4. ^Interview month
5. Don't know

The system will automatically generate the appropriate list of months spanning the months between the previous interview and the current interview.

**27. WHERGONE**

*If HIST=2,3*

If the respondent is gone (the person is no longer usually resident)

**Does (NAME) live in Ireland (Republic) now?**

**① Record persons temporarily unavailable as non-contact.**

- 1. Yes
- 2. No
- 3. Don't Know
- 4. Non contact

**28. GONECO**

*If WHERGONE=1*

If the respondent is no longer usually resident but still lives in Ireland (Republic)

**And do you know in which county?**

- |                           |              |                    |                     |              |
|---------------------------|--------------|--------------------|---------------------|--------------|
| 1 Carlow                  | 8 Laois      | 15 Wicklow         | 22 North Tipperary  | 29 Mayo      |
| 2 Dublin City             | 9 Longford   | 16 Clare           | 23 South Tipperary  | 30 Roscommon |
| 3 South Dublin            | 10 Louth     | 17 Cork City       | 24 Waterford City   | 31 Sligo     |
| 4 Fingal                  | 11 Meath     | 18 Cork County     | 25 Waterford County | 32 Cavan     |
| 5 DunLaoghaire / Rathdown | 12 Offaly    | 19 Kerry           | 26 Galway City      | 33 Donegal   |
| 6 Kildare                 | 13 Westmeath | 20 Limerick City   | 27 Galway County    | 34 Monaghan  |
| 7 Kilkenny                | 14 Wexford   | 21 Limerick County | 28 Leitrim          |              |

**29. GONECTRY**

*If WHERGONE=2*

If the respondent is no longer usually resident and does not live in the Republic of Ireland

**And do you know in which country?**

NOTE: There is a lookup file for the list of countries that appear on the QNHS.

Enter the first 3 or 4 letters of the country and select the appropriate one from the list. This list appears as soon as the interviewer starts to type in the field and automatically starts the lookup process.

by the economic activity of the service provider. The service provider does not have a general intermediary function on the labour market. An example of this might be a software development company who lends one of its programmers to another software company for specified period. This is a staff leasing situation and the person in question does not work for a temporary employment agency.

Persons employed by a temporary employment agency, but who are not working for an external company in the reference week, should still indicate that they work for a temporary employment agency, as this is their usual situation. For example, an office assistant might be working in the employment agency's own office during the reference week, but their usual situation is working for an external company that the agency has a contract with.

Staff who are directly employed by the temporary employment agency (office staff etc.) and who do not work under the supervision and direction of an external company should be coded 2 (No).

NB: When recording the INDUSTRY of a respondent, who has a contract with a temporary employment agency, please enter the temporary employment agency and not the employer that they worked for in the reference week.

E.G. A nurse who has contract with 'Temporary employment agency', who worked in Cork University Hospital for five nights during the reference week, should be recorded as follows.

**Industry;**                      Temporary employment agency                       **correct**

 **incorrect**

**Occupation:**                      Registered Nurse

**125. PSECTOR**

*If CH\_JOB=1 or CH\_JOB= empty & JOBSTAT1B=2 or XJOBSTAT1B=2  
If the respondent is an employee*

<b>Are you employed in a public sector organisation?</b>	
<b>① This means employed by the state or a state organisation, it does not include work that only involves dealing with the public sector.</b>	
1.	Yes
2.	No

NOTE: Dealing with the public in the course of employment is not what is meant by 'public sector'. The respondent's employer must be the state or a state organisation, regardless of the nature of the work.

The following are not public sector employees:

- Contract cleaning staff in the CSO
- Catering staff in the Dept. of Education canteen

Many state organisations hire sub-contractors to carry out work for them but it is important to be aware that the employer in these cases is not the state but the subcontractor.

Examples of public sector organisations:

- Civil Service: Central Statistics Office, Dept. of Defence, Dept. of Agriculture
- Local Authorities: Kerry County Council, Cork Corporation, Killarney Urban District Council, Thurles Urban District Council, Traffic Wardens
- Regional Bodies: North Western Regional Fisheries Board, Central Fisheries Board, Dublin Port and Docks, Dingle Harbour Commissioners,
- Garda Síochána and Defence Forces
- Non-Commercial Semi-state: FÁS, Bórd Na Gaeilge, National Disability Authority, Medical Council, Comhairle, Legal Aid Board
- Commercial Semi-state: ESB, VHI, Bus Eireann, Central Bank of Ireland, Aer Rianta, Aer Lingus, RTÉ

## 126. LOCUNIT

*If PAIDWORKN, JOBABSN, UNPAIDWK=1 and not (JOBSTAT2=2 or xJOBST2=2)*

If the respondent was in employment in the given week and was not self-employed with no employees (I.e. ask all persons in employment this quarter)

**In total, how many people work in your place of employment?**

1. 1 – 4 people
2. 5-10 people
3. 11 – 19 people
4. 20 – 49 people
5. 50 – 99 people
6. 100 – 500 people
7. 501 people or more
8. Not sure but probably less than 11
9. Don't know
10. Not applicable

NOTE: The number of persons working at the local unit is defined as the total number of persons who work inside the unit (inclusive of working proprietors, partners working regularly in the unit and unpaid family workers), as well as persons who work outside the unit who belong to it and are paid by it (e.g. sales representatives, delivery personnel, repair and maintenance teams). It includes persons absent for a short period (e.g. sick leave, paid leave or special leave), and also those on strike, but not those absent for an infinite period.

It also includes part-time workers who are on the payroll, as well as seasonal workers, apprentices and home workers on the payroll (definition of the regulation on Structural Business Surveys).

The number of persons employed should exclude manpower supplied to the unit by other enterprises, persons carrying out repair and maintenance work in the enquiry unit on behalf of other enterprises.

For pragmatic reasons, persons working for an employment agency should provide the numbers of persons working in the local unit where they perform their work.

**127. PLACEW***If PAIDWORKN=1 or JOBABSN=1 or UNPAIDWK=1*

If the respondent is considered to be in employment in the given week

**Is your place of work in the Republic of Ireland?**

1. Yes
2. No

**128. PLACECT***If PLACEW=1*

If the respondents place of work is in the Republic of Ireland

**In which county?**

- |                           |              |                    |                     |                                |
|---------------------------|--------------|--------------------|---------------------|--------------------------------|
| 1 Carlow                  | 8 Laois      | 15 Wicklow         | 22 North Tipperary  | 29 Mayo                        |
| 2 Dublin City             | 9 Longford   | 16 Clare           | 23 South Tipperary  | 30 Roscommon                   |
| 3 South Dublin            | 10 Louth     | 17 Cork City       | 24 Waterford City   | 31 Sligo                       |
| 4 Fingal                  | 11 Meath     | 18 Cork County     | 25 Waterford County | 32 Cavan                       |
| 5 DunLaoghaire / Rathdown | 12 Offaly    | 19 Kerry           | 26 Galway City      | 33 Donegal                     |
| 6 Kildare                 | 13 Westmeath | 20 Limerick City   | 27 Galway County    | 34 Monaghan                    |
| 7 Kilkenny                | 14 Wexford   | 21 Limerick County | 28 Leitrim          | 35 Dublin (more than one area) |
|                           |              |                    |                     | 36 More than one county        |

**129. PLACER***If PLACEW=2*

If the respondent's place of work is not considered to be in the Republic of Ireland

**Which country is your normal place of work?**

Enter text of at most 40 characters

NOTE: There is a lookup file for the list of countries that appear on the QNHS. Enter the first 3 or 4 letters of the country and select the appropriate one from the list. This list appears as soon as the interviewer starts to type in the field and automatically starts the lookup process.

If you have varied places of work, the country of work is the one where the local unit is settled. People working in embassies should be coded as working in the host country.

**130. UNION**

(If PAIDWORKN, JOBABSN, UNPAIDWK=1 or xUNION=blank or CHJOB=1) and JOBSTAT1B ne 1

If the respondent is considered to be in employment in the given week, excluding self-employed

**Are you a member of a trade union or staff association, which represents its' members in labour and industrial relations issues?**

1. Yes
2. No

**131. WHYLEFT**

(YearLeft > YR(SysDate) - 9) or (WORLQ=Yes)

If the respondent is not considered to be in employment in the given week but has had a job previously which they left in the last 9 years

**... and why did you leave this job?**

1. Made redundant
2. It was a temporary job
3. Early retirement
4. Retired for health reasons
5. Normal retirement
6. Education or training
7. Personal or domestic reasons
8. Accepted voluntary redundancy
9. Career break or temporary leave of absence
10. Other reason

**NOTE:** Code 1 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 2 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 7 is used for caring for children or ill, disabled or elderly adults as well as personal or domestic responsibilities such as marriage or pregnancy.

Care includes all care responsibilities:

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

but excludes:

- Care as a job (it means that care done in a professional capacity is excluded)
- Care as a volunteer work (e.g. for a charity organisation)

In both these excluded cases, they should be coded as 10.

## Working Patterns

The questions SHIFTWK to HOMEWORK are only asked of new respondents i.e. wave 1's, new households in subsequent waves or new members of households in subsequent waves. They should also be asked in subsequent waves i.e. waves 2 – 5, where the respondent has changed jobs and worked or had a job in the reference week.

For the purposes of these questions, the following definitions can be applied:

**Code 1:** "Usually" in this context should be interpreted to mean at least half of the days worked in a reference period of four weeks preceding the end of the reference week meet the condition of the question.

**Code 2:** "Sometimes" in this context should be interpreted to mean less than half of the days worked, but a least one-hour in a reference period of four weeks preceding the end of the reference week meets the condition of the question.

**Code 3:** "Never" in this context should be interpreted to mean that no occasion in a reference period of four weeks preceding the end of reference week meets the condition of the question.

### 132. SHIFTWK

*If PAIDWORKN, JOBABSN, UNPAIDWK=1 or CHJOB=1*

If the respondent is considered to be in employment in the given week (and is a new respondent or has changed job)

**Do you do any shift work i.e. work two or more different work shifts?**

1. Usually
2. Sometimes
3. Never

NOTE: Shift work usually involves work on unsociable hours in the early morning, at night or in the weekend and the weekly rest days do not always coincide with the normal rest days.

Shift work **should imply changes in the working schedule**. Persons having fixed assignment to a given shift should not be considered as shift-workers, even if their working schedules are defined in their establishment in terms of 'shift work'

### 133. EVENWORK

*If PAIDWORKN, JOBABSN, UNPAIDWK=1 or CHJOB=1*

If the respondent is considered to be in employment in the given week (and is a new respondent or has changed job)

**Do you work between 8 p.m. and 12 midnight?**

- |              |
|--------------|
| 1. Usually   |
| 2. Sometimes |
| 3. Never     |

Generally speaking, "evening work" is considered to be work done after the usual hours of working time, but before the usual sleeping hours. This implies the possibility of sleeping at normal times (whereas "night work" implies an abnormal sleeping pattern).

**134. NIGHTWK**

*If PAIDWORKN, JOBABSN, UNPAIDWK=1 or CHJOB=1*

If the respondent is considered to be in employment in the given week (and is a new respondent or has changed job)

<b>Do you finish work between 12 midnight and 8 am?</b>
---

- |              |
|--------------|
| 1. Usually   |
| 2. Sometimes |
| 3. Never     |

NOTE: "Night work" is considered to be work done during the usual sleeping hours. This implies an abnormal sleeping pattern in comparison to most other people.

**135. SATWORK**

*If PAIDWORKN, JOBABSN, UNPAIDWK=1 or CHJOB=1*

If the respondent is considered to be in employment in the given week (and is a new respondent or has changed job)

<b>Do you work on Saturdays?</b>
----------------------------------

- |              |
|--------------|
| 1. Usually   |
| 2. Sometimes |
| 3. Never     |

**136. SUNWORK**

*If PAIDWORKN, JOBABSN, UNPAIDWK=1 or CHJOB=1*

If the respondent is considered to be in employment in the given week (and is a new respondent or has changed job)

<b>Do you work on Sundays?</b>
--------------------------------

- |              |
|--------------|
| 1. Usually   |
| 2. Sometimes |

3.	Never
----	-------

**137. HOMEWORK**

*If PAIDWORKN, JOBABSN, UNPAIDWK=1 & CHJOB=1*

If the respondent is considered to be in employment in the given week (and is a new respondent or has changed job)

<b>Do you work from home?</b>
-------------------------------

- |    |           |
|----|-----------|
| 1. | Usually   |
| 2. | Sometimes |
| 3. | Never     |

NOTE: Employees "working from 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.

Typical examples of "working from home" include travelling salesmen who prepare at home for appointments with clients who 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 from 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.

For this reason teachers who correct work at home (e.g.) are not considered to be working from home.

Many self-employed people, for example in artistic or professional activities, also 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 has 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.

## Job-sharing and Second Job

This question is to be asked of all those in Wave 1, who worked as employees in the reference week or all those in Waves 2-5 who worked as employees in the reference week who have changed jobs or not previously answered the question (i.e. got a job, so questions not asked previous quarter).

### 138. JOBSHARE

*Jobstat1B=1 or Xjobstat1B=1*

If the respondent is an employee

Are you a work or job sharer?

1. Yes
2. No

### 139. SECJOB

*PAIDWORKN=1 or JOBABSN=1 or UNPAIDWK=1*

If the respondent did paid work or had a job to which they were expected to return in the given week

In the 7 days ending Sunday the dd-mm-yyyy did you do any other paid work or have any other paid job or business in addition to the one you have just told me about?

1. Yes
2. No

NOTE: The same criteria as for PAIDWORKN (p.42) are used to determine whether the person is employed in his second job or not.

Persons who are simultaneously working in their own professional practice and for a public or private employer (e.g. doctors with their own practice and working in a hospital) should be considered as having two jobs.

A self-employed person exercising wide range of occupational skills in the same business should always be considered having one job only as self-employed.

A self-employed person holding two different businesses (i.e. two separate local units) have to be considered as having two jobs.

As an exception of the general rule, when a person is on parental leave in one job, and performed some work in the reference week for another job, then the former one should in general be considered as the main job and the last one the second.

**140. TYSECJOB**

*If SECJOB=1*

If the respondent had more than one job in the given week

Would you describe the second job as regular, occasional or seasonal?

1. Regular
2. Occasional
3. Seasonal

**141. STATSJO1**

*If SECJOB=1*

If the respondent had more than one job in the given week

In the second job, are (were) you self-employed or an employee?

1. Self-employed
2. Employee
3. Assisting Relative/Family worker

See notes under JOBSTAT1B (see p.51)

**142. STATSJO2**

*If STATSJO1=1*

If the respondents second job is as self-employed

And do (did) you have paid employees?

1. Yes
2. No

**143. HRSECJOB**

*If SECJOB=1*

If the respondent had more than one job in the given week

How many hours did you work in this job in the week ending Sunday dd-mm-yyyy?

**① Enter hours (2 digits)**

Enter a numeric value between 0 and 99

NOTE: 0 is an option here, as the person may have had a second job, but may not have worked at it in that week.

See Notes for ACHR (see p.63)

**144. INDSJOB**

*If SECJOB=1*

If the respondent had more than one job in the given week

**What is (was) the main activity of the business/organisation (in your second job)?  
(What does (did) the business mainly make or do?)**

**① Please enter a full description.**

[Text up to 40 characters]

Note: The text entered here should be an ACTIVITY, not a title, name or a vague heading (such as health-care, leisure, motor trade, selling, manufacturing, distribution). There is no lookup file for this variable, so a full description is needed in order to code the data to the appropriate NACE code.

## Job Satisfaction and Job Search

These questions are aimed at measuring time-related underemployment. If a respondent is willing and available to work more hours, and he/she is also below a certain threshold of total hours worked in the reference week then he/she may be considered underemployed.

### 145. MOREHRS

*IF PAIDWORKN=1 or JOBABSN=1 or UNPAIDWK=1*

If the respondent worked in the reference week or was absent from a job to which he/she will return

Would you like to work more hours for more pay (not overtime)?

1. Yes
2. No

Those who answer that they would like to work more hours (MOREHRS=1) will then be asked if they would be prepared to work more hours in their current job (CJ) **or** take on a second job to supplement the hours in the current job (CJAJ) **or** change job to get more hours (NJ).

### 146. LESSHRS

*IF MOREHRS=2*

If the respondent does not wish to work more hours

Would you be prepared to work fewer hours for less pay?

1. Yes
2. No

### 147. CJ

*IF MOREHRS=1 and SECJOB not=1*

If the respondent has only one job in which they consider their hours to be too few

Would you be prepared to work more hours in your current job?

1. Yes
2. No

**148. CJAJ**

*IF MOREHRS=1 and SECJOB not=1*

If the respondent has only one job in which they consider their hours to be too few

**...work your present hours in your current job and also work in an additional job?**

1. Yes
2. No

**149. NJ**

*IF MOREHRS=1 and SECJOB not=1*

If the respondent has only one job in which they consider their hours to be too few

**...change jobs so that you would work more hours in a new job?**

1. Yes
2. No

**150. GUPSJ**

*IF MOREHRS=1 and SECJOB =1*

If the respondent has a second job but would like to work more hours for more pay

**Would you be prepared to work more hours in your main job and give up your other work?**

1. Yes
2. No

**151. WWLESS**

*If LESSHRS=1*

If the respondent would like to work fewer hours

**Is that mainly because...**

1. You would give up some of your earnings for more leisure time?
2. You would give up some of your earnings for more time with your family?

3. You have a health issue that makes you want to work less?
4. You have some reason other than the above?

**152. LIKEHRS**

*(MOREHRS=1 or LESSHRS=1) and (PAIDWORKN=1 or JOBABSN=1 or UNPAIDWK=1)*

If the respondent considers their current hours worked to be either too few or too many

You have indicated that you usually work (^no.) hours weekly. How many hours in total would you like to work weekly?

Bearing in mind that were your hours at work to increase or decrease your pay might be considered to increase or decrease by the same amount.

- ① 00='Don't know'  
140='140 hours or more'

Enter a numeric value between 0 and 140

**153. AVHRS**

*MOREHRS=1 and (CJ=1 or CJAJ=1 or NJ=1 or GUPSJ=1)*

If the respondent would like to work more hours and is willing to consider additional hours, an additional job or a new job.

Are you available to increase your hours immediately, within the next two weeks, if an opportunity arose?

1. Yes
2. No

The 'available for additional hours' element of the underemployment definition (See ILO definition, p.140) was not adequately captured by the existing AVWK question. The AVWK questions only refers to an availability to take up a new job (See AVWK, p.98) on the QNHS. This question (AVHRS) is required to complete the definition of underemployment in terms of availability to increase hours.

**154. INTANJOB**

*If PAIDWORKN=1 or JOBABSN=1 or UNPAIDWK=1*

*If the respondent is considered to be in employment in the given week*

**Apart from the question of hours, is there any other reason why you might be interested in an alternative job?**

1. Yes
2. No

Note: This variable is used with hours-related questions above to measure the respondent's level of underemployment and his\her attachment to the current job.

**155. WHYINT**

*If INTANJOB=1*

*If the respondent is interested in another job for a reason other than the number of hours worked*

**Is that because of...?**

1. Risk of loss of present job
2. Feel your skills/talents are under-utilised at present
3. Present job considered to be transitional
4. Want better working conditions (e.g. pay, quality of work, unsociable hours)
5. Commuting distance/time is too long
6. Bullying at present job
7. Other reasons (to do with present job)

**156. LKANJOB**

*MOREHRS=1 or LESSHRS=1 or INTANJOB=1*

*If the respondent considers their current hours worked too few or too many, or is interested in an alternative job*

**Are you looking for another job?**

1. Yes
2. No

NOTE: People who are looking for a different job at the current employer, or who have applied for a permanent position in the same job that they are now performing, should be considered to be looking for an alternative job (INTANJOB=1).

Self-employed people may interpret 'looking for additional job' as trying to increase their present business. Looking for additional clients is not enough to be coded 1 here. Self-employed people should be coded 1 for this question if they were looking for a job as employee or if they were looking for a different business in the reference week.

A contractor might reply that he/she is always looking for another job/contract. That is not what is intended by this question - unless the contractor is looking for employment outside his/her usual contracting business, the answer here should be 2 (No).

This question is asked of those who worked or had a job during the reference week.

**157. LOOKWK**

*If Age<=74 and PAIDWORKN=2 and JOBABSN=2 and UNPAIDWK=2  
If the respondent is aged 74 or under and not in employment in the given week*

**Are (were) you looking for work (either full-time or part-time)?**

**ⓘ This refers to any search activity over the four weeks prior to Sunday dd-mm-yyyy.**

- 1. Yes
- 2. No

NOTE: The reference period for this question is the four weeks prior to the end of the reference week. Therefore, if a respondent has been looking for work during this period he/she should be coded 1.

This question is central to determining whether the person is unemployed or inactive. An unemployed person is both looking and available for work.

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.

This question is asked of those not working during the reference week.

**158. EMPEMPEE**

*If LKANJOB=1 or LOOKWK=1  
If the respondent is looking for work/another job*

**Are (were) you looking for work as self-employed or as an employee?**

- 1. Self-employed
- 2. Employee

**159. LOOKFUPA**

*If LOOKWK=1*

If the respondent is looking for work

Are you looking for full-time or part-time work?

- 1. Full-time
- 2. Part-time

**160. ACCPT**

*If LOOKFUPA=1*

If the respondent is looking for full-time work

Would you accept part-time work if you could not find full-time work?

- 1. Yes
- 2. No

**161. ACCFT**

*If LOOKFUPA=2*

If the respondent is looking for part-time work

Would you accept full-time work if you could not find part-time work?

- 1. Yes
- 2. No

**162. YEARLK**

*If LKANJOB=1 or LOOKWK=1*

If the respondent is looking for work/another job

Since what year have you been looking for work?

Enter a numeric value between 1930 and current year

**163. MONLK**

*(YearLK > YR(SysDate) - 4)*

If the respondent has been looking for work/another job in the last 3 years

... And can you remember what month?

- 1. January
- 2. :
- 12. December
- 13. Don't know

NOTE: The start of the job search period should be the beginning of the continuous search period which encompasses the reference week. The continuous period should be without significant interruption (in this case significant means at least four weeks interruption).

## Job Search Methods

The following sequence of questions relates to job-search methods. The questions are asked of those without work in the reference week and those who had work but were looking for another job.

The use of **active** search methods is necessary to classify a person as unemployed. Of all the search methods listed below the following are non-active: **JS8, JS9, JS10**.

Only methods used during the four weeks ending with the reference week should be coded.

### 164. JS1

*If LOOKWK=1 or LKANJOB=1*

If the respondent is looking for work/another job

I am now going to ask a series of questions about job search methods. I would like you to answer Yes or No to whether you used the particular method I mention in the week ending Sunday dd-mm-yyyy or in the previous 3 weeks.

Did you contact a FAS office to look for work?

1. Yes
2. No

NOTE: 'Contact with the public employment office to find work' may involve:

- Putting the respondent's names in the employment office files for the first time (after a spell of employment or inactivity)
- Finding out about possible job vacancies, or, at the initiative of the employment office, a suggestion of a job opportunity, which may be accepted or refused by the job searcher.

Contacts through the website of the public employment office with the objective of finding a job should also be coded 1 (yes).

### 165. JS1B

*If XJS1= empty and JS1=1*

If respondent contacted FÁS to look for work in the reference week

Was this the first time you made such contact with FÁS?

1. Yes
2. No

**166. JS2**

*If LOOKWK=1 or LKANJOB=1*

If the respondent is looking for work/another job

**Contact a private employment agency?**

- 1. Yes
- 2. No

**167. JS3**

*If LOOKWK=1 or LKANJOB=1*

If the respondent is looking for work/another job

**Apply directly to employers?**

- 1. Yes
- 2. No

**168. JS4**

*If LOOKWK=1 or LKANJOB=1*

If the respondent is looking for work/another job

**Ask friends, relatives etc.?**

- 1. Yes
- 2. No

**169. JS5**

*If LOOKWK=1 or LKANJOB=1*

If the respondent is looking for work/another job

**Study ads in newspapers, journals or Internet?**

- 1. Yes
- 2. No

The consultation of a list of job vacancies in the entrance of the factories should be coded as 1 (yes).

**170. JS6**

*If LOOKWK=1 or LKANJOB=1*

If the respondent is looking for work/another job

**Insert or answer ad(s) in a newspaper(s), journal(s) or Internet?**

- 1. Yes
- 2. No

Note: This variable covers the insertion of or response to advertisements in newspapers and websites. The insertion or the answer of advertisements from a website (excepted website of public employment service) should be coded 1 here.

**171. JS7**

*If LOOKWK=1 or LKANJOB=1*

If the respondent is looking for work/another job

**Take a test, interview or examination?**

- 1. Yes
- 2. No

**172. JS8**

*If LOOKWK=1 or LKANJOB=1*

If the respondent is looking for work/another job

**Were you waiting on a call from FAS?**

- 1. Yes
- 2. No

NOTE: Non-active search method

**173. JS9**

*If LOOKWK=1 or LKANJOB=1*

If the respondent is looking for work/another job

**Were you waiting on the results of a job application?**

- 1. Yes
- 2. No

NOTE: Non-active search method

**174. JS10**

*If LOOKWK=1 or LKANJOB=1*

If the respondent is looking for work/another job

**Were you waiting for the results from a public sector recruitment competition?**

- 1. Yes
- 2. No

NOTE: Non-active search method

**175. JS11**

*If LOOKWK=1 or LKANJOB=1*

If the respondent is looking for work/another job

**Were you looking for permits, licence or financial resources?**

- 1. Yes
- 2. No

**176. JS12**

*If LOOKWK=1 or LKANJOB=1*

If the respondent is looking for work/another job

**Were you looking for land, premises or equipment?**

- 1. Yes

2.	No
----	----

**177. WANTJOB***If LOOKWK=2 and NEWJOB ne 1*

If the respondent is not in employment and not looking for work and not currently waiting to start a new job

<b>Do you want a job?</b>	
---------------------------	--

1.	Yes
----	-----

2.	No
----	----

NOTE: This question is intended to permit a more exact measure for "discouraged workers". It is put to persons without employment (PAIDWORKN=2 & JOBABSN=2 etc.) and not seeking employment (LOOKWK=2). Discouraged workers are persons who are not seeking work because they believe that none is available (WHYNLK2=8) but would nevertheless like to have a job (WANTJOB=1).

**178. AVWK***If LOOKWK=1 or (LOOKWK=2 and WANTJOB=1) or NEWJOB=1 or LKANJOB=1*

If the respondent is looking for work/another job or if the respondent wants a job but is not looking for work or is currently waiting to start a new job or has a job but is interested in an alternative job

<b>Are you available for work immediately (within 2 weeks of dd-mm-yyyy)?</b>	
---	--

<b>① If a job became available with two weeks, would you be able to take it up?</b>	
---	--

1.	Yes
----	-----

2.	No
----	----

NOTE: '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.

This variable is critical in determining whether the person is unemployed or inactive: persons seeking paid employment must be immediately available for work in order to be considered as unemployed. This variable is also used in the classification of persons in terms of underemployment.

Those who are NOT looking for work but want a job are asked about their availability to allow for people who may be waiting to start new jobs, have stopped looking for a job, but are available to start immediately. This is necessary to correctly categorise these respondents as either unemployed or inactive.

**179. AVFT**

*If ACCFT=2*

If the respondent is looking for part-time work and would not accept full-time work

**You mentioned that you would not take a full-time job. Is that because you are not available for full-time work?**

1. Yes
2. No

**180. WHYNAV**

*If AVWK=2*

If the respondent is not available for work

**May I ask why you are (were) not available?**

1. Must complete education
2. Personal/domestic needs or responsibilities
3. Own illness or incapacity
4. Other reason

NOTE: Ask spontaneous reasons. Main reason should be collected.

**181. WHYNAV2**

*If AVWK=2 & LKANJOB=1*

If the respondent is looking for another job but is not available for work immediately

**May I ask why you are (were) not available?**

1. Cannot leave present job immediately
2. Must complete education
3. Personal/domestic needs or commitments
4. Own illness or incapacity
5. Other reason

**182. WHYNLK2**

*If WANTJOB=1*

If the respondent is not in employment and not looking for work but would like a job

**Which of the following reasons best describes why you are not seeking work?**

1. Currently in school/college or other education or training
2. Looking after children or ill, disabled or elderly adults
3. Other personal or family reasons
4. Own illness or disability
5. Retired
6. You think you lack the necessary education, skills, experience
7. You think that employers believe you are too young/old
8. You have looked in the past but couldn't find any work
9. You believe no work is available
10. You do not hold a work permit
11. No transport available to job
12. It would not be financially rewarding enough to work.
13. Other reason

NOTE: Codes 6-9 permit the estimation of the number of discouraged workers.

**183. NEEDCRNW**

*If WHYNLK2=2*

If respondent is not seeking work because looking after children or ill, disabled or elderly adults

**Do any of the following influence your decision to not look for work?**

1. Suitable childcare is not available or affordable
2. Suitable care services for ill, disabled or elderly are not available or affordable
3. Suitable care services for both children and ill, disabled or elderly are not available or affordable
4. Care services do not influence decision

NOTE: The purpose of this variable is to measure the extent to which the non-existence of care services is an obstacle to participation in the labour market. The cost of childcare and nursing home care for elderly people is often cited as the reason why some people have to stay at home and cannot enter the labour market.

The need for care services can be a need for care during normal working hours or for care at special periods of the day (very early in the morning or late evening) or for special periods of the year (e.g. school holidays).

The care services can be private or subsidised by the State or the employer and consequently paid or not paid.

Care services do not include the unpaid help of relatives, friends or neighbours.

Some examples of care services could be crèches, day care centres, organised family care (e.g. family crèches, home-based care by childminders affiliated to a child minding service), after school centres, paid carers, specialised centres for disabled people, specialised institutions, assistance at home.

The word “suitable” means the minimum standards of quality that the person requests from a care service. This notion of quality involves schedules, quality of the personnel, facilities etc.

The word “available” means at a reasonable distance, taking into account also the means of transport available to the respondent.

The word “affordable” should take into account the interaction between a prospective future salary for a respondent entering the workforce or prospective salary for respondent enable to work more hours if care services were available and the current cost of the care service.

#### **184. CARER**

*IF UNPAIDWK=2 or (JOBABSN=1 and WHYABS=12,13,14)*

If the respondent did not work for payment or profit in the reference week, or was absent from work due to a career break, or personal/domestic reasons or other reasons.

**Are you a full-time carer in receipt of carer’s benefit or carer’s allowance?**

1. Yes, Carer’s benefit
2. Yes, Carer’s allowance
3. Not sure, but one or the other
4. Unpaid carer
5. No

NOTE: Home helps and other carers not in receipt of these allowances should not be included here.

Interviewer Note: Carers must not be recorded as PAIDWORKN=1. If they are on temporary leave from a job (e.g. Carer’s leave) then they should be entered as being absent from work (JOBABSN=1) for reasons of a Career Break (WHYABS=12), Other leave for personal or domestic reasons (WHYABS=13) or Other (WHYABS=14). If they have terminated their employment they should be entered as JOBABSN=2.

The CARER question is included to allow us record the number of people who are providing full-time care to a sick relative. It is also to provide interviewers with a way of showing the respondent that we are recording his/her status while at the same time not counting them as being ‘in employment’.

See interviewer note under PAIDWORKN on p.42.

We have added this additional question to primarily in response to interviewer feedback that many carers see themselves as working ‘for payment or profit’ in the reference week, but technically (ILO) they should be treated as ‘unemployed’ or ‘not economically active’. This option allows interviewers to record that the respondent is a carer and not include them as working in the reference week.

## Education

### 185. EDUCATQ2

Age  $\geq 15$  and (XEDUCATQ2=EMPTY)

New respondents aged 15 years or more

What is the highest level of education or training you have attained?

① Police > Code 9. Nursing pre-1994 >code 8. Nursing 1994-2002 >code 9. Nursing Post 2002 > code 10.

1. **No formal education or training**
2. **Pre-primary education/ Primary education** (or FETAC Certificate at NFQ level 1 or 2)
3. **Secondary 1** (Junior/Inter/Group Certificate, NCVA foundation Certificate, FÁS Introductory Skills Certificate or FETAC Certificate at NFQ level 3, O-levels)
4. **Transition year programme**
5. **Secondary 2** (Leaving Certificate)
6. **Technical or Vocational** (e.g. Secretarial courses, Certificate in Hotel Operations, PLCs, FÁS National Skills/Specific Skills Certificate or FETAC Certificate at NFQ level 4 or 5, A-levels)
7. **Advanced Certificate** (Completed apprenticeships, Teagasc Farming or Horticulture Certificate, National Craft Certificate or FETAC Advanced Certificate at NFQ level 6)
8. **Higher Certificate** (e.g. National Certificate (NCEA/DIT/IOT), Cadetship (army, air corps or naval service) or HETAC/DIT Higher Certificate at NFQ level 6)
9. **Diploma** (e.g. National Diploma (HETAC/NCEA), Bachelor Degree (DIT), Diploma in Police Studies, 3 year Diploma or Ordinary Bachelor Degree at NFQ level 7)
10. **Honours Bachelor Degree, Graduate Diploma or Higher Diploma at NFQ level 8**
11. **Professional** (Honours Bachelor Degree equivalent or higher)
12. **Post-Graduate** (e.g. Post Graduate Diploma or Masters Degree at NFQ level 9)
13. **Doctorate or higher** (e.g. Doctoral Degree/higher Doctorate at NFQ level 10)
14. **Other**

NOTE: 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.

We are looking for educational standards that have been attained and can be compared in some measurable way. Therefore 'successfully' means that any tests, exams, dissertations, thesis etc. must be taken or submitted, **and** passed.

For example, to have completed the leaving certificate syllabus but not to have actually sat and passed the leaving certificate exams is **not** considered for our purposes to be 'successfully completed'.

The classification of non-Irish educational qualifications is difficult, but important. Due to language difficulties and different educational systems it can be awkward to figure out the highest level of a non-Irish respondent's education using this question. However, many non-Irish respondents will have benchmarked their educational achievements against the Irish educational system to some extent (formally or non-formally), and will have a rough idea where they fit on the hierarchy. We have provided interviewers with a mapping of some of the key levels of educational attainment in some other countries. If the appropriate mapping is not available, here are some guidelines as to how to best code the respondents educational attainment:

- Try to work out if the course completed was primary, second-level or third-level
- Do terms like “Leaving Certificate”, “second-level”, “certificate” or “degree” ring any bells?
- Try to use the respondent’s occupation to get an idea where his/her educational qualification may lie. For example:
  - If the respondent is in the construction sector, does he/she have a trade qualification?
  - If the respondent is working in IT does he/she have an IT degree?
- Find out at what age the respondent left school (EDWHEN & EDAGE) and use this to pick an appropriate level from the list

**NOTE:** The following list is to explain some abbreviations and give some indication of the types of courses that fall within the categories of this question. This list is not exhaustive:

- NFQ: National Framework of Qualifications
- DIT: Dublin Institute of Technology
- IOT: Institute of Technology
- HETAC: Higher Education and Training Awards Council
- FETAC: Further Education and Training Awards Council
- NCVA: National Council for Vocational Awards
- PLC: Post Leaving Certificate
- NCEA: National Council for Educational Awards

**186. LOWSECQ2**

*If EDUCATQ2=3*

If the highest level of education the respondent has attained is lower secondary

**Please specify level achieved.**

1. Junior Certificate
2. Intermediate Certificate
3. Group Certificate
4. FÁS Introductory Skills Certificate
5. NCVA Foundation Certificate
6. FETAC Certificate at NFQ level 3
7. Equivalent qualification at NFQ level 3

**187. UPPSECQ2**

*If EDUCATQ2=5*

If the highest level of education the respondent has attained is higher secondary

**Please specify level achieved.**

1. Leaving Certificate (Traditional)
2. Leaving Certificate Vocational Programme (LCVP)
3. Leaving Certificate Applied (LCA)
4. Equivalent Qualification at NFQ level 4/5

**188. TECVOCQ2**

*If EDUCATQ2=6*

If the highest level of education the respondent has attained is a technical/vocational qualification

**Please specify level achieved.**

1. Secretarial
2. Certificate in Hotel Operations
3. PLC (Post Leaving Certificate Course)
4. FÁS National Skills Certificate
5. FÁS Specific Skills Certificate
6. FETAC level Certificate at NFQ level 4
7. FETAC level Certificate at NFQ level 5
8. Equivalent Qualification at NFQ level 4/5

**189. ADVCERT**

*If EDUCATQ2=7*

If the highest level of education the respondent has attained is Advanced Certificate

**Please specify level achieved.**

1. Completed Apprenticeships
2. Teagasc farming or horticulture certificate/diploma
3. National Craft Certificate
4. FETAC Advanced Certificate at NFQ level 6
5. Equivalent Qualification at NFQ level 6

**190. HIGCERT2**

*If EDUCATQ2=8*

If the highest level of education the respondent has attained is Higher Certificate

**Please specify level achieved**

1. National Certificate (NCEA/DIT/IOT)
2. Cadetship (army, air corps or naval service)
3. HETAC/DIT Higher Certificate at NFQ level 6
4. Equivalent Qualification at NFQ level 6

**191. DIPLOMA2**

*If EDUCAT=9*

If the highest level of education the respondent has attained is Diploma

Please specify level achieved

① Police qualification could be coded 1 or 3. In general, the older police qualification (prior to 2004) would be coded option 1 and more recent qualifications from 2004 onwards would be coded 3.

1. National Diploma (HETAC/NCEA e.g. 3 year diploma)
2. Bachelor Degree (DIT)
3. Ordinary Bachelor Degree
4. Equivalent Qualification at NFQ level 7

The following questions (EDSAME, EDNEW, NLOWSEC etc.) are only asked on repeat calls of those aged between 15 and 66 and check if there has been any change in the highest educational level achieved by the respondent since the last interview.

**192. EDSAME**

*If XEDUCAT not=1, 15<=AGE<=66*

If the respondent is aged between 15 and 66 inclusive and stated in the previous interview that their highest education level attained was not 'no formal education'

Last quarter you said that the highest level of education or training successfully completed was (XEDUCAT). Is this still the case?

1. Yes
2. No

**193. EDNEWQ2**

*If EDSAME=2*

If the highest level of education the respondent has successfully completed has changed since last quarter

What is the highest level of education or training you have now attained?

① Police > Code 9. Nursing pre-1994 >code 8. Nursing 1994-2002 >code 9. Nursing Post 2002 > code 10.

1. No formal education or training
2. Pre-primary education/ Primary education (or FETAC Certificate at NFQ level 1 or 2)

3. **Secondary 1** (Junior/Inter/Group Certificate, NCVA foundation Certificate, FÁS Introductory Skills Certificate or FETAC Certificate at NFQ level 3, O-levels)
4. **Transition year programme**
5. **Secondary 2** (Leaving Certificate)
6. **Technical or Vocational** (e.g. Secretarial courses, Certificate in Hotel Operations, PLCs, FÁS National Skills/Specific Skills Certificate or FETAC Certificate at NFQ level 4 or 5, A-levels)
7. **Advanced Certificate** (Completed apprenticeships, Teagasc Farming or Horticulture Certificate, National Craft Certificate or FETAC Advanced Certificate at NFQ level 6)
8. **Higher Certificate** (e.g. National Certificate (NCEA/DIT/IOT), Cadetship (army, air corps or naval service) or HETAC/DIT Higher Certificate at NFQ level 6)
9. **Diploma** (e.g. National Diploma (HETAC/NCEA), Bachelor Degree (DIT), Diploma in Police Studies, 3 year Diploma or Ordinary Bachelor Degree at NFQ level 7)
10. Honours Bachelor Degree, Graduate Diploma or Higher Diploma at NFQ level 8
11. **Professional** (Honours Bachelor Degree equivalent or higher)
12. **Post-Graduate** (e.g. Post Graduate Diploma or Masters Degree at NFQ level 9)
13. **Doctorate or higher** (e.g. Doctoral Degree/higher Doctorate at NFQ level 10)
14. **Other**

**194. NLOWSECQ2**

*If EDNEWQ2=3*

If the highest level of education the respondent has attained has changed since previous interview is now lower secondary

**Please specify level achieved**

1. Junior Certificate
2. Intermediate Certificate
3. Group Certificate
4. FÁS Introductory Skills Certificate
5. NCVA Foundation Certificate
6. FETAC Certificate at NFQ level 3
7. Equivalent qualification at NFQ level 3

**195. NUPPSEC**

*If EDNEWQ2=5*

If the highest level of education the respondent has attained has changed since previous interview is now higher secondary

**Please specify level achieved**

1. Leaving Certificate (Traditional)
2. Leaving Certificate Vocational Programme (LCVP)
3. Leaving Certificate Applied (LCA)
4. Equivalent Qualification at NFQ level 4/5

**196. NTECVOCQ2**

*If EDNEWQ2=6*

If the highest level of education the respondent has attained has changed since previous interview is now a technical/vocational qualification

**Please specify level achieved**

1. NCEA foundation certificate
2. National Craft Certificate
3. Completed Apprenticeships
4. FETAC/NCVA Level 2 or 3 certificate
5. Teagasc (farming/horticulture) certificate or diploma
6. PLC (Post Leaving Certificate Course)
7. Secretarial

**197. NADVCERT**

*If EDUCATQ2=7*

If the highest level of education the respondent has attained is Advanced Certificate

**Please specify level achieved.**

1. Completed Apprenticeships
2. Teagasc farming or horticulture certificate/diploma
3. National Craft Certificate
4. FETAC Advanced Certificate at NFQ level 6
5. Equivalent Qualification at NFQ level 6

**198. NHIGCERT2**

*If EDNEWQ2=8*

If the highest level of education the respondent has attained has changed since previous interview is now higher education certificate/diploma

**Please specify level achieved**

1. National Certificate(NCEA/DIT/IOT)
2. Cadetship (army, air corps or naval service)
3. HETAC/DIT Higher Certificate at NFQ level 6
4. Equivalent Qualification at NFQ level 6

**199. NDIPLOMA2**

*If EDNEWQ2=9*

If the highest level of education the respondent has attained has changed since previous interview is now Diploma

Please specify level achieved

① Police qualification could be coded 1 or 3. In general, the older police qualification (prior to 2004) would be coded option 1 and more recent qualifications from 2004 onwards would be coded 3.

1. National Diploma (HETAC/NCEA e.g. 3 year diploma)
2. Bachelor Degree (DIT)
3. Ordinary Bachelor Degree
4. Equivalent Qualification at NFQ level 7

**200. HATFIELD**

*If EDUCATQ2=6...13 or if EDNEWQ2=6...13*

If the highest level of education achieved is above secondary and there is no value for HATFIELD from the previous quarter

What subject(s) did you study to get this educational qualification?

Enter a text of most 60 characters

**201. FIELD2**

*If HATFIELD ne EMPTY*

If there is a field of education to be coded

① Hit backspace to look up code for field of study

Enter a text of most 60 characters

NOTE: enter the field that the respondent has studied in the field HATFIELD and a lookup file will be provided to select the appropriate code from. Please note that it is the **field** of education that is required, **not the subject**. For example, if a respondent is studying German, the field of education is languages while the subject is German. Therefore, "Languages, foreign" should be selected from the lookup file.

In most cases typing a broad description of the course of study (e.g. business, physics, engineering, and computers) will give you a fairly good list to view and select the most appropriate match. However, if you have more than one subject, as someone with an Arts degree might have, try to code the subject area that received the most credits or time within the course. Failing that the only thing you can do is enter one of the subjects and code that. Sometimes the lookup file will present you with general options that might cover both subjects (e.g. 'Business studies (broad programmes)').

Hierarchical coding frame (ISCED 97)

The numbers used to code the field of study consist of 3-digits, and they are part of what is known as a hierarchical coding frame. Each number (3 – 34 – 344) represents a certain level of detail from the broad to the narrow.

E.g. Accounting 344

Social sciences, business and law	3	<i>Broad field</i>
Business and administration	34	<i>Narrow field</i>
Accounting and taxation	344	<i>Detailed Field</i>

Therefore, if you cannot find the exact subject you are looking for try to select one that is roughly the equivalent and in this way the Broad or Narrow field code will be appropriate even if you can't find a detailed code.

FIELD2 is coded according to the "Manual on fields of education and training", EUROSTAT 1999 (see also EDUCFIELD p.112).

ISCED 97 contains 25 two-digit fields of education. This classification goes up to a three-digit code in a hierarchical system for classifying fields of education, where the two-digit level is the ISCED 97 fields of education. It is mainly the first two digits that are used in international data collection. However, the third digit gives a more flexible system, and other aggregations based on the third digit may be used in ad hoc data collections to suit specific purposes.

## 202. EDTEXT

*If ((EDUCATQ2 ne EMPTY) or (EDNEWQ2 ne EMPTY)) and Field2=EMPTY*

If the field of education is not coded from the lookup file

① Please enter field of study

Enter a text of at most 60 characters

Note: If the interviewer has difficulty coding the educational field, enter the text string here.

## 203. EDWHEN

*If EDUCATQ2=3-13 or EDNEWQ2=3-13*

If the level of education the respondent has successfully completed is higher than primary level

...And what year was that?

Answer this question or go to the next question and enter the age of the respondent when they achieved their educational qualification.

Enter a numeric value between 1930 –current year]

**204. EDAGE**

*If EDWHEN= blank*

If the respondent does not know the year in which they obtained their highest level of education

How old were you when you completed that level of education?

Enter a numeric value between 13 and 90

NOTE: If EDAGE is answered then EDAGE cannot be greater than CALC (age of respondent). This feature has been added because many respondents find it easier to give their age at the time of the educational attainment as opposed to the year.

EDWHEN or EDAGE must be answered. If EDAGE is answered then EDWHEN will be calculated based on the entry for EDAGE.

**205. EDCALC**

The year will be automatically filled from what has been entered at EDWHEN; otherwise it will be automatically entered as calculated from EDAGE.

**206. EDUCSTAT2**

*If CALC>14*

If the respondent is aged 15 or over

Have you been a student or an apprentice during the previous four weeks?

1. Yes
2. No
3. On holidays from regular education

NOTE: A student or apprentice in this context is defined as a respondent who is engaged in education and training with the following characteristics:

- Purpose and format are predetermined
- Provided in the system of schools, colleges, universities and other educational institutions

- It normally constitutes a continuous ladder of education
- It is structured in terms of learning objectives, learning time and learning support
- It is normally intended to lead to a certification recognised by national authorities qualifying for a specific education/programme)

Most (not all) night classes do not lead to this type of qualification and as such are not considered 'regular education'; therefore they are properly captured under EDP4W and not EDUCSTAT.

If the respondent has attended school or college for any reason (e.g. lectures, tutorials, labs, exams or studying for exams) during the previous four weeks then Code 1 should be used. It is also necessary that that person is actively involved in the course at some stage during the four-week period. It is not enough to simply be registered on a course, so if someone away from the course for some reason (e.g. illness), he/she is not considered to be participating in regular education (unless on holidays – see below).

For apprentices who in the past four weeks are in a period of 'on-the-job' training only, or alternate 'on-the-job' and 'in-school learning' each week, the answer is code 1 (Yes), since the person is enrolled in and actively participating in a qualifying programme throughout the apprenticeship.

Code 3 (student on holidays) should be used for those currently on holidays from school or college who are enrolled on a course and guaranteed to return to it at the end of holidays. For example:

- A secondary school student going from Transition Year into 5<sup>th</sup> year, or from 5<sup>th</sup> year into 6<sup>th</sup> year.
- A college student who has already passed his/her exams and will definitely be returning to college.

However, this variable is a self-perception question and as such anyone who considers his/her status to be 'a student on holidays' is also to be categorised under Code 3. Therefore, someone who is not yet certain that he/she will return to school/college after the holidays, but thinks it is very likely should also be considered 'a student on holidays'. For example:

- A secondary school student waiting for leaving cert. results
- A third level student waiting for college results

Reference period: "...past four weeks"

This is the four-week period up to and including the reference week – it is not just the past four weeks from the week of interview, unless this is the week immediately after the reference week.

## 207. EDLEVEL

*If EDUCSTAT2=1, 3*

If the respondent was a student or apprentice during the previous four weeks or on holidays from regular education

### What was the level of this education or training?

2. **Pre-primary education/ Primary education** (or FETAC Certificate at NFQ level 1 or 2)
3. **Secondary 1** (Junior/Inter/Group Certificate, NCVA foundation Certificate, FÁS Introductory Skills Certificate or FETAC Certificate at NFQ level 3, O-levels)
4. **Transition year programme**
5. **Secondary 2** (Leaving Certificate)
6. **Technical or Vocational** (e.g. Secretarial courses, Certificate in Hotel Operations, PLCs, FÁS National Skills/Specific Skills Certificate or FETAC Certificate at NFQ level 4 or 5, A-levels)

7. **Advanced Certificate** (Completed apprenticeships, Teagasc Farming or Horticulture Certificate, National Craft Certificate or FETAC Advanced Certificate at NFQ level 6)
8. **Higher Certificate** (e.g. National Certificate (NCEA/DIT/IOT), Cadetship (army, air corps or naval service) or HETAC/DIT Higher Certificate at NFQ level 6)
9. **Diploma** (e.g. National Diploma (HETAC/NCEA), Bachelor Degree (DIT), Diploma in Police Studies, 3 year Diploma or Ordinary Bachelor Degree at NFQ level 7)
10. **Honours Bachelor Degree, Graduate Diploma or Higher Diploma at NFQ level 8**
11. **Professional** (Honours Bachelor Degree equivalent or higher)
12. **Post-Graduate** (e.g. Post Graduate Diploma or Masters Degree at NFQ level 9)
13. **Doctorate or higher** (e.g. Doctoral Degree/higher Doctorate at NFQ level 10)
14. **Other**

See notes for EDUCATQ2 (p.185).

**208. EDUCFIELD**

*If EDLEVEL=6...13*

If the respondent was a student or apprentice during the previous four weeks or on holidays from regular education and if this education is greater than secondary level

You have indicated that you have been a student or an apprentice within the past 4 weeks. What subject(s) did you study?

Enter a text of at most 60 characters

**209. FIELD**

*If EDUCFIELD ne EMPTY*

If there is a field of education to be coded

① Hit backspace to lookup code for field of study

Enter a text of at most 60 characters

NOTE: Enter the subject that the interviewee is studying or has studied and a lookup file will be provided to select the appropriate code from.

See Notes for HATFIELD p. 200.

**210. EDP4W***If CALC >= 15*

If the respondent is aged 15 or over

Have you attended any courses or night classes outside the regular education system within the last four weeks?

① Courses “outside regular education” include on the job training courses, seminars, conferences, night classes, grinds or other forms of private tuition (e.g. music classes)

1. Yes
2. No

Note: if WHYLESS=5 (Education or training outside the workplace) and EDUCSTAT2=2 and EDP4W=2 then a hard error will occur within the questionnaire.

NOTE: This question is designed to measure the level of participation in non-formal education, and forms the basis for the development of an indicator on life-long learning.

Non-formal education is defined as education, which is organised like a course, a conference or seminar for which the interviewee has applied and has participated in. Instruction is formally provided by a teacher but courses cannot be described as nationally accredited courses – they are not part of the regular education system.

It includes the following activities:

- Attending a course or a seminar to acquire or to improve skills, knowledge and competence. This includes both courses leading to certificates and courses not leading to certificates. The courses can be attended to improve job-related knowledge or improve skills for social and personal purposes.
- Attending a seminar, a course or a lecture to gain vocational guidance and to give a first step to working life (but outside formal education). This includes measures which show and analyse the labour market, his/her needs and possibilities and which help to choose a job and also measures which improve basic skills/key skills in public or private institutions (e.g. short FÁS training courses).
- Doing a correspondence course or a comparable measure of teacher-supported distance learning to improve skills, knowledge or competence (not OSCAIL or OPEN University as they award recognised degrees etc.).
- Taking private lessons to improve skills, knowledge and competence, especially as a supplement to formal education. This includes supplementary course by a private tutor (i.e. grinds).
- Leisure classes for example studying a language for 'leisure' purposes, even if the qualifications achieved may correspond to (part of) the Leaving Certificate, the attendance should be considered as a non-formal 'course'.

Examples:

- Taught courses in job-related skills provided by the employer at the workplace or in other units belonging to the employer. Attending a course, seminar, conference provided by the employer at the workplace or in any of the employer's premises.
- Courses, seminars etc. provided by an external enterprise (not the employer) with education as its main activity.

- Participation in study circles. The study circle is defined as a small group of people who meet regularly over a long period of time, plan and organise their studies under the guidance of an approved leader. It can also be provided by adult education associations.
- Participating in preparatory labour market training as part of a labour market policy programme.
- Attending a course, seminar conference provided by trade unions or employers' associations.
- Attending labour market training course provided by FÁS.
- Attending a foreign language course.
- Attending art courses, piano lessons, riding lessons etc. (courses for personal/social reasons).
- Music school, driving school or provider of courses about parenting, hobbies (for example weaving and sports).
- Received instructions or private lessons from a teacher, tutor or adviser.

The main point about this type of education is that the respondent attends an organised course where he/she is instructed by a teacher/lecturer/presenter but that the course cannot be considered part of the formal education system.

### 211. GRINDS

*If EDP4W=2 and (15, <=AGE <=25 and EDUCSTAT=1)*

If no courses have been taken in the previous four weeks and (the respondent is aged between 15 and 25 and was a student in regular education in the previous four weeks)

**Have you received any grinds or private tuition in the past four weeks?**

**① Attendance at specialised grind schools for short periods should be included here.**

1. Yes
2. No

The intention of this question is not to measure the number of persons taking grinds but to supplement the number of persons in non-formal education, as it was felt that respondents were not considering grinds in the EDP4W question.

### 212. COURLEN

*If EDP4W=1 or GRINDS=1*

If the respondent received some education outside of the regular education in the past four weeks

**How many hours in total of taught learning did you receive in the past four weeks outside of regular education?**

**This question refers to courses, seminars, conferences, grinds or private lessons outside the regular education system.**

**This is the total number of hours across all of these courses**

Enter a numeric value between 0 and 280

NOTE: This variable is used to assess the intensity of life-long learning

The definition of total time spent in taught learning by the individual is the total number of hours that the individual has spent on participating in classes, seminars, conferences, lectures, tutorials etc. or receiving instruction or advice. Only the hours of instruction should be included in the total time spent in taught learning, which means that travelling time and homework should be excluded.

### 213. COURWOR

*If EDP4W=1 or GRINDS=1*

If the respondent received some education outside of the regular education in the past four weeks

**Did any part of the most recent taught activity take place during paid hours?**

1. Only during paid hours
2. Mostly during paid hours
3. Mostly outside paid hours
4. Only outside paid hours
5. No job at that time
6. Not applicable

NOTE: Whether the learning activities take place during paid working hours is an indicator of the role of life-long learning in the labour market.

If the learning activity takes place outside normal working time and the respondent has received payment for the hours or gained additional leisure hours, the activity should be coded as during paid working hours.

The answer should only reflect the participation in the course itself and not homework.

For self-employed, normal working time instead of paid hours should be taken into account.

Unpaid Family workers (UNPAIDWK=1) attending a course should be coded as "4: Only outside paid hours", as there are no paid working hours.

If a person attends a 'long' course (across the whole of the four week reference period) and does not have a job all the time of the course, there will be two periods to consider: the period when the person was in a job and the period when the person was not in a job. The answer and coding should reflect the situation that spans the longest period of the course.

### 214. COURPURP

*If EDP4W=1 or GRINDS=1 and DIR=1*

If the respondent is a direct interview and received some education outside of the regular education in the past four weeks.

**What were the main reasons for participating in the most recent taught activity?**

1. Mainly job related reasons
2. Mainly personal/social reasons
3. Not applicable

NOTE: Job-related (professional): the respondent takes part in this activity in order to obtain knowledge and/or learn new skills for a current or a future job, increase earnings, improve job- and/or carrier opportunities in a current or another field and generally improve his/her opportunities for advancement and promotion.

Non job-related (personal/social): the respondent takes part in this activity in order to develop competencies required for personal, community, domestic, social or recreational purposes.

## Income

Banded income questions are asked of **directly responding employees** only. Self-employed respondents are **not** asked income questions.

Data should refer to the last monthly pay received before the reference week. Holiday bonuses (13<sup>th</sup> and/or 14<sup>th</sup> month) and fringe benefits should also be considered dividing their value by 12 and applying to the monthly income.

For the purposes of this section, 'take home pay' refers to the pay received after PRSI and tax deductions only and should be calculated as accurately as possible **before** the deduction from wages of items such as health insurance, savings, union dues, income continuance etc. However, it includes regular overtime, tips and commission but excludes income from investments – assets, savings, stocks and shares

The income bands are based on SILC (Survey of Income and Living Conditions) data on employee income and are updated in Quarter 2 of each year.

### 215. INCPERM

*IF DIR=1 and (PAIDWORKN=1 or (JOBABSN=1 and WHYABS ne 12)) and JOBSTAT1B=2*  
If the respondent is direct and an employee not on career break

I will now show you some wage/ salary bands, which represent take home pay.

1. Yes
2. No

### 216. PERIOD

*If INCPERM=1*

How often do you get paid?

1. Weekly
2. Fortnightly
3. Four-weekly
4. Monthly
5. Other

Updated bands Q2 2011:

**217. WEEKPAY**

*If PERIOD=1*

If respondent is paid weekly

Please pick the wage/salary band from this list, which matches your take-home pay.

① Take-pay refers to the pay received after tax, PRSI and Universal Social Charge (USC) deductions only, and should be calculated as accurately as possible before the deduction from wages of items such as health insurance, savings, union dues etc.

1.	€0-€165	6.	€467-€554
2.	€166-€263	7.	€555-€646
3.	€264-€335	8.	€647-€763
4.	€336-€396	9.	€764-€915
5.	€397-€466	10.	€916 +

**218. FORTNPAY**

*If PERIOD=2*

If respondent is paid fortnightly

Please pick the wage/salary band from this list, which matches your take-home pay.

① Take-pay refers to the pay received after tax, PRSI and Universal Social Charge (USC) deductions only, and should be calculated as accurately as possible before the deduction from wages of items such as health insurance, savings, union dues etc.

1.	€0-€330	6.	€933-€1,108
2.	€331-€525	7.	€1,109-€1,292
3.	€526-€669	8.	€1,293-€1,527
4.	€670-€793	9.	€1,528-€1,829
5.	€794-€932	10.	€1,830 +

**219. MONTHPAY**

*If PERIOD=3 or 4*

If respondent is paid four-weekly or monthly

Please pick the wage/salary band from this list, which matches your take-home pay.

① Take-pay refers to the pay received after tax, PRSI and Universal Social Charge (USC) deductions only, and should be calculated as accurately as possible before the deduction from wages of items such as health insurance, savings, union dues etc.

1.	€0-€717	6.	€2,027-€2,408
2.	€718-€1,142	7.	€2,409-€2,809
3.	€1,143-€1,455	8.	€2,810-€3,320
4.	€1,456-€1,724	9.	€3,321-€3,977
5.	€1,725-€2,026	10.	€3,978 +

## Housing

Only one person per household is required to answer these questions. They appear as a separate block of questions at the end of the individual questionnaire, or can be accessed separately at any time by clicking the **Housing** tab with the mouse.

This section will appear on every wave, and on repeat calls all the previously entered information will be brought forward to populate the same variables. Thus, no rental update questions will be asked *per se*, but each quarter the OCCUPY, AMOUNT and PERIOD will be reflected on the top of the screen and the interviewer will be required to update as necessary. This allows the interviewer to record changes to the rental status of the house and also to update the rental values.

### 220. PER\_HSE

*Ask all*

Will somebody answer the housing questions now?

1. Yes
2. No

### 221. PER\_RESP

*If PER\_HSE=1*

If a member of the household agrees to answer the housing questions

Which of following household member or members would be considered responsible for the household?

1. ^Name 1
2. ^Name 2...

Note: All household members aged 15 or over will be listed here in the response options. Multiple responses are allowed, so if there is more than one person considered responsible for the household, click all that apply. At least one person must be chosen.

**222. ACCOM**

*If PER\_HSE=1*

If a member of the household agrees to answer the housing questions

**Is this dwelling unit a...**

1. House (including bungalow etc.)
2. Apartment/Flat
3. Other

**223. HOUSE**

*If ACCOM=1*

If the dwelling unit is a house

**Is it...?**

1. A detached house
2. A semi-detached house
3. A terraced house (one or more floors)
4. A detached bungalow
5. A semi-detached bungalow

**224. APART**

*If ACCOM=2*

If the dwelling unit is an apartment/flat

**Is it...?**

1. A bedsitter
2. A custom-built flat/apartment (including duplex)
3. Non custom-built flat/apartment

**225. CARAV**

*If ACCOM=3*

If the dwelling unit is not a house or apartment/flat

**Is it...?**

1. A mobile home/caravan/trailer
2. Other

**226. ROOMS**

*If ACCOM=1 or 2*

If the dwelling unit is a house or a apartment/flat

How many rooms in the dwelling unit?

The following should not be counted as rooms:

Kitchenette, scullery, bathroom, toilet, garage, consulting rooms, office, shop

Enter a numeric value between 0 and 99

**227. CENTRA**

*If ACCOM=1 or 2*

If the dwelling unit is a house or a apartment/flat

Does the dwelling have central heating?

1. Yes
2. No

**228. CONST**

*If ACCOM=1 or 2*

If the dwelling unit is a house or a apartment/flat

In what year was the dwelling constructed?

1. Don't know
2. Before 1919
3. 1919 – 1940
4. 1941 – 1960
5. 1961 – 1970
6. 1971 – 1980
7. 1981 – 1985
8. 1986 – 1990
9. 1991 – 1995
10. 1996 – 2000

- |     |               |
|-----|---------------|
| 11. | 2001 – 2005   |
| 12. | 2006 or later |

**229. OCCUPY**

*If ACCOM=1 or 2*

*f the dwelling unit is a house or a apartment/flat*

**Is the dwelling...?**

- |    |  |
|----|--|
| 1. | Owner-occupied   |
| 2. | Owner-occupied - having being purchased through a local authority scheme       |
| 3. | Being rented (owner not in residence in this household)                        |
| 4. | Not owned by occupant(s) and being occupied rent free                          |
| 5. | Not owned by occupant(s) and rent free to some member(s) of the household only |
| 6. | Owner occupied and rented out to some member(s) of the household               |

**230. LOCALA**

*If OCCUPY=3*

*If the dwelling unit is rented (owner not in residence)*

**Is the dwelling rented from a local authority?**

- |    |     |
|----|-----|
| 1. | Yes |
| 2. | No  |

**231. FURN**

*If LOCALA=2*

*If the dwelling is not rented from a local authority*

**Is the dwelling rented furnished or non-furnished?**

- |    |                  |
|----|------------------|
| 1. | Furnished        |
| 2. | Partly Furnished |
| 3. | Not furnished    |

**232. AMOUNT**

*If OCCUPY=3, 6*

If the dwelling unit is rented to some or all members of the household

You have indicated that the dwelling is rented. Please indicate the total amount of rent paid by all tenants in respect of the dwelling and the period covered by the rent:

① Enter amount in Euro  
[9999 means 9999 or more]

Enter a numeric value between 0 and 9999

**233. PERIOD**

*If AMOUNT ne refusal*

If the dwelling unit is rented (owner not in residence)

And that would be per...?

1. Week
2. 4 week period
3. Calendar month

Note: If the calculated weekly rent is less or equal to €3 or greater than or equal to €450, the following soft error (signal) will appear:

Are you sure "AMOUNT" per "PERIOD" is the correct rent?

**234. IMPROVMT**

*If OCCUPY=1*

If dwelling unit is owner-occupied

Has anyone been paid to carry out home improvements or renovations in this household during the last three months?

① Include all works carried out in (e.g. decorating, carpentry) or around the household (e.g. driveways, landscaping) that a professional was paid for, regardless of cost. Also, include works carried out in rented accommodation that may have been paid for by the landlord.

1. Yes
2. No

## PPSN – Personal Public Service Number

The 2002 Social Welfare (Miscellaneous Provisions) Act named the CSO as a ‘specified body’ that is entitled to collect and use PPSNs.

Under the 1993 Statistics Act all data collected by the CSO can only be used for statistical purposes and cannot be disseminated in such a way as to identify any individual respondent.

### PPSN Background

The collection of PPSNs on the QNHS is in line with corporate (CSO) and State data strategy.

The National Statistics Board, in its Strategy for Statistics 2003-2008, set out a new vision for the development of official statistics in Ireland, following on from the report on *Developing Irish Social and Equality Statistics to meet Policy Needs*. **This new vision emphasises the use of statistics to support evidence-based decision-making and the potential to make greater use of administrative records as a source of statistics.**

“The CSO should aim to add value to related data sources by integrating them. This would be particularly useful to allow more in-depth analyses of cross-cutting issues. For example, if separate datasets on health and housing of elderly people could be integrated (e.g. by linking data via PPS Numbers) this could facilitate analysis and development of policy on the linked needs of the frail elderly for accessible housing and for care” (p.18, *Strategy for Statistics 2003-2008*).

On a national level, the ability to use administrative data for statistical purposes will be greatly enhanced by the use of standardised classifications and identifiers across public sector organisations. The CSO has already been playing a key role in defining and promoting these standards in all departments and agencies. For example, we are actively promoting the introduction of a standard geographical coding system, and the wider use of identifiers such as the Personal Public Service Number (PPSN) for individuals and a standardised and widely used identifier for businesses. The use of standardised identifiers increases the potential for combining data from different sources for statistical purposes.

The CSO has been involved in two large-scale projects to examine the statistical potential of administrative records in government departments (SPAR I and II) and, it is a central element of CSO corporate strategy to exploit the statistical value of all public sector data holdings, and to maximise the linkages between them. The use of Social Welfare data by the EU-SILC<sup>1</sup> survey to supplement its data is a prime example of this working to good effect.

### PPSN section

---

<sup>1</sup> EU Survey of Income and Living Conditions  
Central Statistics Office

The PPSN section is available to all waves of the survey. The question has been set up as a contiguous block within the questionnaire, meaning that at any point during the individual questionnaire the interviewer can access the PPSN screen (see screenshot below).

The PPSN section will also come up as normal at the end of the Household module of the questionnaire if that is required.

**At any stage** throughout the interview the PPSN section of the questionnaire can be accessed by clicking on the **PPSNBR** tab with the mouse.

## PPSN and QNHS data

While the banded income question (take-home pay) on the QNHS provides a broad indication of the respondent's income level in terms of deciles, it is not an exact measure of wage or salary levels. Therefore, the income question does not allow us to offer a definitive analysis of rising or falling wage levels across the Labour Market. This has emerged in recent months as a critical user need, as concerns increase about the quality of work in the labour market.

The QNHS is unable to collect the same level of income detail as the EU-SILC because it does not have the capacity to accommodate the large number of additional questions required. However, successfully capturing a PPSN could enable us to supplement the QNHS

data retrospectively with reference to other data sources such as Revenue and Social Welfare.

### **How will the CSO use the PPSN?**

The PPSN will be used to match data collected on the QNHS with data held in administrative data holdings. In this way we will be minimising the burden on respondents by fully exploiting data that already exists within the broader public service, rather than trying to collect this information again using surveys. We expect this will add significant value to the QNHS data holding and will facilitate a broader range of analysis, for example:

- Linking QNHS data to more detailed income level data from Revenue and Social Welfare files.
- Providing more detailed analysis of key marginalised groups might be possible (e.g. disabled, travelling community, foreign nationals).
- Linking with data held in the Department of Education would provide an opportunity to assess linkages between educational experiences (where educated, when educated, subjects taken, relevance of size of school etc.) and labour market outcomes.
- Linking with other CSO data holdings and Department of Agriculture data could potentially facilitate a more in-depth profile of farming communities, their needs etc.
- Linking with vehicle licensing data could provide a more in-depth analysis of car ownership and usage in the context of commuting patterns etc.

Detailed income data will, for example, also allow us to measure if the various wage agreements are being applied across all sectors or whether wage levels in some sectors are stagnant. It would also allow us to identify the sectors of the economy where minimum wage levels are not being met, or where certain characteristics appear to have an effect on wage levels (e.g. gender, age, nationality, ethnic origin, disability)

### **CSO Data Protocol**

A Data Protocol for how the CSO manages the combining of CSO and non-CSO data came into effect in May 2005. The Protocol covers any work undertaken within the CSO to match the individual records contained in two or more data holdings, at least one of which originates outside the Office.

It also covers any assistance the CSO may give to other public authorities to enable them to link data holdings under their control for statistical purposes.

A table on the CSO website contains the details of the CSO Divisions currently engaged in data matching, the datasets matched and the outputs obtained. This table is updated quarterly. Queries may be e-mailed to [information@cs0.ie](mailto:information@cs0.ie).

Full details of all the CSO's data linking activities are available here:

<http://www.cs0.ie/en/aboutus/csodataprotocol>

### **Confidentiality: Statistics Act 1993**

Any data accessed by the CSO using the PPSN can only be used for statistical purposes. The CSO cannot provide identifiable individual data to other state organisations.

**All CSO interviewers are Officers of Statistics and legally bound to ensure the confidentiality of all the data that they collect.**

## Administrative variables

### 235. CONTNAM

*Ask all*

Can I ask you for a contact name and telephone number for this household?

This is to allow me to arrange an Interview at a suitable time next quarter and to allow for random quality and customer service checks by the CSO.

① As with all information on this questionnaire, this data is strictly confidential and will never be divulged to any third party.

Enter a text of at most 25 characters

### 236. CHNUMBER

*If previous PHONENO ne EMPTY*

*If a phone number was collected in the previous quarter*

Last quarter the contact name and telephone number were:

^Telephone number

Have the contact name or telephone number changed since last quarter?

1. Yes
2. No

### 237. PHONENO

*If ChNumber=1) or (XPhoneNo=EMPTY) and (previous PhoneNo=EMPTY)*

*If we the contat number has changed or this is the first time to collect the phone number*

Please enter a contact phone number

Enter a text of at most 11 characters

**238. COMMENT**

*Ask all*

Please enter any comments relevant to interviewing this household

① Comment should be of a factual nature only and mindful of backup interviewers who may be assigned this household in the future

NOTE: Comments should be short and aimed at facilitating repeat interviews, and in particular the work of a backup interviewer who may be assigned this household in the future.

e.g. "Call after 7", "Doorbell not working", "Beware of dog!"

It is possible to edit the comment without retyping it. By pressing the INSERT key on the keyboard the previously entered comment will appear in a memo box for editing.

**239. LASTQUES**

*Ask all*

Do you want to exit the questionnaire now?

1. Yes
2. No

Note: You must enter 'Yes' for this question in order to close off the questionnaire and generate a time and a date stamp for the end of the questionnaire.

**240. FINAL**

*LastQuest=1*

If the interviewer has indicated that the questionnaire has ended

This house started at HH:MM and ended at HH:MM, and took MM:SS minutes.

Press any key to exit the questionnaire.

Enter a text of at most 1 characters

## Parallel blocks

The questionnaire has a concurrent interviewing facility, which allows the interviewer to choose the order in which they interview the respondents. This facility is available by clicking the different tabs on the top of the screen:

The screenshot shows a software window titled 'QNHS0411'. At the top, there is a menu bar with 'Forms', 'Answer', 'Navigate', and 'Version'. Below the menu bar is a toolbar with various icons. A tabbed interface is visible, with tabs for 'QNHS0411', 'MARY TOM', 'PPSNbrF', 'Housing', and 'Admin'. A blue arrow points to the 'MARY TOM' tab. The main content area displays the text: 'The following questions are used to measure changes in population.' followed by the name 'MARY' and the question 'How long have you lived at this particular address?'. Below the question are two radio button options: '1. Up to 12 months' and '2. 12 months or more'. At the bottom of the window, there is a status bar showing '1/31', 'Navigate', and 'Tab4Pers[1]'. On the left side of the main area, there are several input fields labeled 'AddLive', 'AddMon', and 'AddPrev', and on the right side, there are labels 'AddCnty' and 'AddPrev2'.

If you have used the tab feature, a screen will appear at the end of the questionnaire, to allow the interviewer to ensure that they have completed the questionnaire.

Has anyone been paid to carry out home improvements or renovations in this household during the last three months?

① Include all works carried out in (e.g. decorating, carpentry) or around the household (e.g. driveways, landscaping) that a professional was paid for, regardless of cost. Also, include works carried out in rented accommodation that may have been paid for by the landlord.

1. Yes  
 2. No

Parallel Blocks

- QNHS0411
- MARY
- TOM
- PPSNbrF
- + Housing
- Admin

OK  
 Cancel  
 Help  
 Quit form

LOCALA	FURN	AMOUNT	PERIOD	IMPROVMT	
				2	No

3/3 | Navigate | Housing

Any blocks with a '+' symbol in front of them are complete, '-' if they are incomplete:

Parallel Blocks

- QNHS0411
- MARY
- TOM
- PPSNbrF
- + Housing
- Admin

OK  
 Cancel  
 Help  
 Quit form

The interviewer can click on any of the blocks and click 'OK' to go to a particular block/tab.

If the interviewer is still unsure if everything is completed, click into the QNHSQQYY tab and the interviewer can go negotiate through the entire questionnaire within this tab. For example, if the interviewer is in Q411, the tab will be entitled 'QNHS0411'. This tab contains the entire questionnaire, while the other tabs are snapshots of different sections of the questionnaire.

QNHS0411

Forms Answer Navigate Version

QNHS0411 MARY TOM PPSNbrF Housing Admin

Please enter interviewer number.

Enter a text of at most 4 characters

IntwvrNo	111	RefQuart	4
IA_Num	111	P_Count	2
YearX	.2011	ViewInfo	

2/44 Navigate QNHS0411

## APPENDIX1      Alphabetical listing of questions

Variable name	Variable number	Page number
ACCFT	161	94
ACCOM	222	125
ACCPT	160	94
ACHR	109	66
ADDCNTRY	57	37
ADDCNTRY2	60	38
ADDCNTRY2	66	40
ADDCNTY	56	37
ADDCNTY2	59	38
ADDINTEND	61	38
ADDLIVE	53	36
ADDMON	54	36
ADDPREV	55	37
ADDPREV2	58	38
ADVCERT	189	108
AGREED	22	26
ALLRESID	37	31
AMOUNT	232	128
APART	224	125
AVFT	179	101
AVHRS	153	91
AVWK	178	100
BLOCKNUM	1	20
BORN_IRL	34	30
BORN_UK	36	30
BORNWHER	35	30
CALC	23	26
CAN_INT	9	21
CARAV	225	125
CARER	184	103
CENTRA	227	126
CHJOB	82	50
CHNUMBER	236	133
CJ	147	89
CJAJ	148	90
CNSTRDET	122	76
CNTYMOVE	65	40
COMMENT	238	134

Variable name	Variable number	Page number
CONST	228	126
CONTNAM	235	133
COURLEN	212	119
COURPURP	214	120
COURWOR	213	119
CURRMARR	31	28
DB	21	25
DIPLOMA2	191	109
DIR	71	42
DIROLD	72	42
DURAT	79	49
EDAGE	204	114
EDCALC	205	115
EDLEVEL	207	116
EDNEWQ2	193	110
EDP4W	210	117
EDSAME	192	110
EDTEXT	202	114
EDUCATQ2	185	105
EDUCFIELD	208	116
EDUCSTAT2	206	115
EDWHEN	203	114
EMPEMPEE	158	93
EMPSC	83	51
EVENWORK	133	84
EVERMARR	30	28
EVERWORK	114	69
FIELD	209	117
FIELD2	201	113
FINAL	240	134
FORTNPAY	218	122
FULLPART	99	59
FURN	231	127
GONECO	28	27
GONECTRY	29	27
GRINDS	211	118
GUPSJ	150	90
HATFIELD	200	113
HIGCERT2	190	109
HIST2	25	26
HOMEWOR	137	85

Variable name	Variable number	Page number
HOUSE	223	125
HOWBEP	94	57
HOWREMP	91	56
HRSECJOB	143	87
IA_NUM	5	21
IMPROVMT	234	128
INCPERM	215	121
IND2	119	73
INDSJOB	144	88
INDUSTRY	118	71
INTANJOB	154	92
INTENDDK	62	39
INTVWRNO	4	20
IRISHNAT	32	29
JOBABSN	74	45
JOBMONTH	89	55
JOBSHARE	138	86
JOBSTAT1B	84	52
JOBSTAT2	85	53
JOBSTAT3	86	53
JOBYREE	88	54
JOBYREM	87	54
JS1	164	96
JS10	174	99
JS11	175	99
JS12	176	99
JS1B	165	96
JS2	166	97
JS3	167	97
JS4	168	97
JS5	169	97
JS6	170	98
JS7	171	98
JS8	172	98
JS9	173	99
LASTQUES	239	134
LDU_NO	2	20
LESSHRS	146	89
LHIST2	24	26
LIKEHRS	152	91
LINE	19	25

Variable name	Variable number	Page number
LIVPAGE	47	34
LIVPCTRY	50	35
LIVPCTRYT	51	35
LIVPCTY	49	34
LIVPREV	44	33
LIVPSEX	46	34
LIVPWHERE	48	34
LKANJOB	156	92
LOCALA	230	127
LOCUNIT	126	79
LOOKFUPA	159	94
LOOKWK	157	93
LOWSECQ2	186	107
MONEND	96	58
MONLEFT	117	70
MONLK	163	95
MONMOVE	63	39
MONTHPAY	219	122
MOREHRS	145	89
NADVCERT	197	112
NAME	17	24
NATIONAL	33	29
NDIPLOMA2	199	112
NEEDCRNW	183	102
NEEDCRPT	106	62
NEWHOUSE	13	23
NEWJOB	76	47
NHIGCERT2	198	112
NIGHTWK	134	84
NJ	149	90
NLOWSECQ2	194	111
NO_PERS	11	22
NOLIVP	45	33
NONOTRESN	12	22
NTECVOCQ2	196	111
NUPPSEC	195	111
OCC2	121	75
OCCUP	120	75
OCCUPY	229	127
OTHER	16	24
PAIDOT	110	66

Variable name	Variable number	Page number
PAIDWORKN	73	43
PER_HSE	220	124
PER_RESP	221	124
PERIOD	216	121
PERIOD	233	128
PERMJOB	90	55
PHONENO	237	133
PLACECT	128	80
PLACER	129	80
PLACEW	127	80
PREFTI	102	60
PREPTI	100	60
PRETJOB	93	57
PREVCNTRY	39	31
PSECTOR	125	78
REAS_NEW	10	22
REASWHY	15	23
RECEIPT	80	49
RECEIPTM	81	50
REFQUART	7	21
RET1	43	33
ROOMS	226	126
RX, RY, etc.	52	35
SA_CODE	3	20
SATWORK	135	84
SECJOBN	139	86
SEX	20	25
SHIFTWK	132	83
SKIP	68	41
STATSJO1	141	87
STATSJO2	142	87
STUD	42	33
SUNWORK	136	85
SUPERES	123	76
SURE	70	41
SURNAME	18	24
TECVOCQ2	188	108
TEMPAGCCY	124	77
TOTSTAY	40	32
TOTSTAY2	67	40
TWHYSKIPF	69	41

Variable name	Variable number	Page number
TYSECJOB	140	87
UNION	130	81
UNPAIDOT	111	67
UNPAIDWK	75	46
UPPSECQ2	187	108
USHR	108	63
USSITN	41	32
VIEWINFO	8	21
WANTJOB	177	100
WAYJFOUN	92	56
WBCPT	104	61
WCFFT	103	61
WCFPT	101	60
WEEKPAY	217	122
WHENGONE	26	26
WHENNEWJ	77	47
WHERGONE	27	27
WHRMOVE	64	40
WHY_NOT	14	23
WHYABS1	78	48
WHYINT	155	92
WHYLEFT	131	81
WHYLESS	113	68
WHYMOR	112	68
WHYNAV	180	101
WHYNAV2	181	101
WHYNLK2	182	102
WHYNWFT	107	63
WHYNWP	98	59
WHYPT	105	62
WHYTEMP	97	58
WORLQ	115	69
WWLESS	151	90
YEARLEFT	116	69
YEARLK	162	94
YEARX	6	21
YREND	95	57
YRRESIDEN	38	31

## Appendix 2 – ILO definitions



International Labour Organization

### ILO Definition of Employment

This is the seminal international point of reference for Labour Market statistics.

The derivation of 'employment', 'unemployment' and 'not economically active' status on the QNHS is derived from this text.

**Resolution concerning statistics of the economically active population, employment, unemployment and underemployment, adopted by the Thirteenth International Conference of Labour Statisticians (October 1982)**

#### **The Thirteenth International Conference of Labour Statisticians.**

Recalling the existing international standards concerning statistics of the labour force employment and unemployment contained in Resolution I adopted by the Eighth Conference (1954) and concerning measurement and analysis of underemployment and underutilisation of manpower contained in Resolution III adopted by the Eleventh Conference (1966),

Recognising the need to revise and broaden the existing standards in order to enhance their usefulness in the provision of technical guidelines to all countries and particularly those with less developed statistics and recognising the usefulness of such standards in enhancing the international comparability of the statistics,

Adopts this twenty-ninth day of October 1982 the following resolution in substitution for Resolution I of the Eighth Conference and paragraphs 4 to 9 and 13 of Resolution III of the Eleventh Conference:

#### *Employment*

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

(a) "paid employment":

(a1) "at work": persons who during the reference period performed some work for wage or salary, in cash or in kind;

(a2) "with a job but not at work": persons who, having already worked in their present job, were temporarily not at work during the reference period and had a formal attachment to their job.

This formal job attachment should be determined in the light of national circumstances, according to one or more of the following criteria:

(i) the continued receipt of wage or salary;

(ii) an assurance of return to work following the end of the contingency, or an agreement as to the date of return;

(iii) the elapsed duration of absence from the job which, wherever relevant, may be that duration for which workers can receive compensation benefits without obligations to accept other jobs;

(b) "self-employment":

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

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

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

(3) Persons temporarily not at work because of illness or injury, holiday or vacation, strike or lockout, educational or training leave, maternity or parental leave, reduction in economic activity, temporary disorganisation or suspension of work due to such reasons as bad weather, mechanical or electrical breakdown, or shortage of raw materials or fuels, or other temporary absence with or without leave should be considered as in paid employment provided they had a formal job attachment.

(4) Employers, own account workers and members of producers' co-operatives should be considered as in self-employment and classified as "at work" or "not at work", as the case may be.

(5) Unpaid family workers at work should be considered as in self-employment irrespective of the number of hours worked during the reference period. Countries which prefer for special reasons to set a minimum time criterion for the inclusion of unpaid family workers among the employed should identify and separately classify those who worked less than the prescribed time.

(6) Persons engaged in the production of economic goods and services for own and household consumption should be considered as in self-employment if such production comprises an important contribution to the total consumption of the household.

(7) Apprentices who received pay in cash or in kind should be considered in paid employment and classified as "at work" or "not at work" on the same basis as other persons in paid employment.

(8) Students, homemakers and others mainly engaged in non-economic activities during the reference period, who at the same time were in paid employment or self-employment as defined in subparagraph (1) above should be considered as employed on the same basis as other categories of employed persons and be identified separately, where possible.

(9) Members of the armed forces should be included among persons in paid employment. The armed forces should include both the regular and the temporary members as specified in the most recent revision of the International Standard Classification of Occupations (ISCO).

#### *Unemployment*

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

- (a) "without work", i.e. were not in paid employment or self-employment as defined in paragraph 9;
- (b) "currently available for work", i.e. were available for paid employment or self-employment during the reference period; and
- (c) "seeking work", i.e. had taken specific steps in a specified recent period to seek paid employment or self-employment. The specific steps may include registration at a public or private employment exchange; application to employers; checking at worksites, farms, factory gates, market or other assembly places; placing or answering newspaper advertisements; seeking assistance of friends or relatives; looking for land, building, machinery or equipment to establish own enterprise; arranging for financial resources; applying for permits and licences, etc.

(2) In situations where the conventional means of seeking work are of limited relevance, where the labour market is largely unorganised or of limited scope, where labour absorption is, at the time, inadequate or where the labour force is largely self-employed, the standard definition of unemployment given in subparagraph (1) above may be applied by relaxing the criterion of seeking work.

(3) In the application of the criterion of current availability for work, especially in situations covered by subparagraph (2) above, appropriate tests should be developed to suit national circumstances. Such tests may be based on notions such as present desire for work and previous work experience, willingness to take up work for wage or salary on locally prevailing terms, or readiness to undertake self-employment activity given the necessary resources and facilities.

(4) Notwithstanding the criterion of seeking work embodied in the standard definition of unemployment, persons without work and currently available for work who had made arrangements to take up paid employment or undertake self-employment activity at a date subsequent to the reference period should be considered as unemployed.

(5) Persons temporarily absent from their jobs with no formal job attachment who were currently available for work and seeking work should be regarded as unemployed in accordance with the standard definition of unemployment. Countries may, however, depending on national circumstances and policies, prefer to relax the seeking work criterion in the case of persons temporarily laid off. In such cases, persons temporarily laid off who were not seeking work but classified as unemployed should be identified as a separate subcategory.

(6) Students, homemakers and others mainly engaged in non-economic activities during the reference period who satisfy the criteria laid down in subparagraphs (1) and (2) above should be regarded as unemployed on the same basis as other categories of unemployed persons and be identified separately, where possible.

#### *Population not economically active*

11. The "population not economically active" comprises all persons, irrespective of age, including those below the age specified for measuring the economically active population who were not "economically active", as defined in paragraph 5.

#### *The population not currently active*

12. (1) The "population not currently active", or, equivalently, persons not in the labour force, comprises all persons who were not employed or unemployed during the brief reference period and hence not currently active because of (a) attendance at educational institutions,

(b) engagement in household duties, (c) retirement or old age, or (d) other reasons such as infirmity or disablement, which may be specified.

(2) Countries adopting the standard definition of unemployment may identify persons not classified as unemployed who were available for work but not seeking work during the reference period and classify them separately under the population not currently active.

*The population not usually active*

13. (1) The "population not usually active" comprises all persons whose main activity status during the longer specified period was neither employed nor unemployed. It comprises the following functional categories: (a) students; (b) homemakers; (c) income recipients (pensioners, rentiers, etc.); and (d) others (recipients of public aid or private support, children not attending school, etc.) as defined by the United Nations *Principles and recommendations for population and housing censuses* (1980).

(2) Where necessary, separate functional subcategories may be introduced to identify (i) persons engaged in unpaid community and volunteer services and (ii) other persons engaged in marginal activities which fall outside the boundary of economic activities.



## **ILO Definition of time-related underemployment**

16<sup>th</sup> ICLS, October 1998

Persons in **time-related underemployment** comprise all persons in employment, as defined in current international guidelines regarding employment statistics, who satisfy the following three criteria during the reference period used to define employment:

"willing to work additional hours", i.e. wanted another job (or jobs) in addition to their current job (or jobs) to increase their total hours of work; to replace any of their current jobs with another job (or jobs) with increased hours of work; to increase the hours of work in any of their current jobs; or a combination of the above. In order to show how "willingness to work additional hours" is expressed in terms of action which is meaningful under national circumstances, those who have actively sought to work additional hours should be distinguished from those who have not. Actively seeking to work additional hours is to be defined according to the criteria used in the definition of job search used for the measurement of the economically active population, also taking into account activities needed to increase the hours of work in the current job;

"available to work additional hours", i.e. are ready, within a specified subsequent period, to work additional hours, given opportunities for additional work. The subsequent period to be specified when determining workers' availability to work additional hours should be chosen in light of national circumstances and comprise the period generally required for workers to leave one job in order to start another;

"worked less than a threshold relating to working time", i.e. persons whose "hours actually worked" in all jobs during the reference period, as defined in current international guidelines regarding working time statistics, were below a threshold, to be chosen according to national circumstances. This threshold may be determined by e.g. the boundary between full-time and part-time employment, median values, averages, or norms for hours of work as specified in relevant legislation, collective agreements, agreements on working time arrangements or labour practices in countries.

## Appendix 3 – 1993 Statistics Act

The following extracts are taken from the 1993 Statistics Act and outline some important points about the entitlements and obligations of the CSO as an organisation, and also individually as officers of statistics. The full text is available at <http://www.irishstatutebook.ie/1993/en/act/pub/0021/print.html#sec10>.

### Statistics Act 1993

#### PART II: Institutional Structure — The Central Statistics Office, The Director General and The National Statistics Board

##### Functions of the Office

10. The functions of the Office shall be the collection, compilation, extraction and dissemination for statistical purposes of information relating to economic, social and general activities and conditions in the State.

The Office shall have authority to co-ordinate official statistics compiled by public authorities to ensure, in particular, adherence to statistical standards and the use of appropriate classifications.

The Office shall have authority to assess the statistical potential of the records maintained by public authorities and, in conjunction with them, to ensure that this potential is realised in so far as resources permit.

##### Officers of Statistics

20. Each of the following persons—

(a) every member of the staff of the Office and any other person directly engaged by the Office in the collection or extraction of information under this Act,

(b) every other person who, consequent on arrangements made under *subsection (1)* of *section 11* of this Act, is for the time being engaged in and about the collection, extraction, compilation or dissemination of information under this Act, and

(c) any other person authorised in writing by the Director General to perform for a specified period particular statistical analysis which may necessitate access to data collected under this Act,

shall, for the purposes of this Act, be and is in this Act referred to as an officer of statistics.

##### Declaration of Secrecy

21. Every person shall before assuming duties as an officer of statistics sign a declaration in the following form-

I, \_\_\_\_\_, solemnly declare that I will fully and honestly fulfil my duties as an officer of statistics in conformity with the requirements of the

*Statistics Act, 1993*, and of all orders thereunder, and that I will not, except in the performance of my duties under that Act and such orders, disclose or make known during my service as an officer of statistics or at any time thereafter, any matter which comes to my knowledge relating to any persons, family, household or undertaking by reason of my service as an officer of statistics.

22. (1) Every officer of statistics who is entitled under this Act to –
- (a) require or invite in person the completion and return of any document or the provision of any information orally or in writing from any person or undertaking,
  - (b) inspect, copy or take extracts from, collect or receive any document relating to any person or undertaking, or
  - (c) enter any premises, shall be provided with a certificate of appointment signed by, stamped or printed with, the name of the Director General.
- (2) An officer of statistics acting under this section shall on demand produce his certificate of appointment for inspection.
- (3) A document produced by a person in pursuance of this section and purporting to be his certificate of appointment shall, unless the contrary is proved, be deemed without further proof to be such.

### **PART III: Collection of Information**

#### **Right of Access for Statistical Purposes**

29. An officer of statistics may at all reasonable times, on production of his certificate of appointment if demanded, enter any premises for the purposes of –
- (a) delivering a notice under *section 26* of this Act, or
  - (b) delivering or collecting forms, questionnaires, records or information, or
  - (c) making any such inquiries as he is authorised to make under this Act.

### **PART IV: Use of Records of Public Authorities for Statistical Purposes**

#### **Co-operation of Public Authorities with the Office**

31. (1) The Director General may request any public authority to consult and co-operate with him for the purpose of assessing the potential of the records of the authority as a source of statistical information and, where appropriate and practicable, developing its recording methods and systems for statistical purposes, and the public authority shall comply with any such request, in so far as resources permit.

### **PART V: Protection of Information**

#### **Restrictions on the use of information**

32. All information furnished by a person, undertaking or public authority under this Act shall be used only for statistical compilation and analysis purposes.

### **Prohibition on disclosure of information**

33.(1) No information obtained in any way under this Act or the repealed enactments which can be related to an identifiable person or undertaking shall, except with the written consent of that person or undertaking or the personal representative or next of kin of a deceased person, be disseminated, shown or communicated to any person or body except as follows-

- (a) for the purposes of a prosecution for an offence under this Act;
- (b) to officers of statistics in the course of their duties under this Act;
- (c) for the purposes of recording such information solely for the use of the office in such form and manner as is provided for by a contract in writing made by the Director General which protects its confidentiality to his satisfaction.

### **Use of non-identifiable information for statistical analysis**

34. The Office may provide, for statistical purposes only, information obtained in any way under this Act or the repealed enactments, in such form that it cannot be directly or indirectly related to an identifiable person or undertaking, to such person and subject to such charges, conditions and restrictions as the Director General may determine.

## **PART VI: Offences, Penalties and Evidence**

### **Prevention of access**

37. Any person who prevents an officer of statistics from carrying out his duties as allowed under *section 29* of this Act shall be guilty of an offence.

### **Misuse of Information**

38. Any person who uses information furnished under this Act or the repealed enactments in contravention of *section 32* of this Act or wilfully discloses information relating to any identifiable person or undertaking in contravention of *section 33* of this Act shall be guilty of an offence.

### **Protection of documents**

42. (1) Any person who wilfully destroys, damages or falsifies any document or record issued for the collection of statistics in compliance with a requirement made under *section 25* of this Act shall be guilty of an offence.

(2) Any officer of statistics who fails to keep any document or record in his custody, containing information collected under this Act, in such manner as to ensure that unauthorised persons will not have access thereto shall be guilty of an offence.

(3) Any officer of statistics who wilfully fails to return to the Office a document or record collected from any person or undertaking under this Act shall be guilty of an offence.

### **Furnishing false information**

43. A person who, in purported compliance with any requirement or direction under this Act, provides information, makes a statement written or oral or produces or delivers any document false in a material particular, knowing it to be false, shall be guilty of an offence.

## Appendix 4 – Regional Co-ordinators

Regional Co-ordinator	Regional Location	Email	Office Phone
Mr. Tom Whitney	Ballina	<a href="mailto:Tom.whitney@cso.ie">Tom.whitney@cso.ie</a>	096 22522
Ms. Margaret McGrath	Dublin	<a href="mailto:Margaret.McGrath@cso.ie">Margaret.McGrath@cso.ie</a>	01 498 4140
Ms. Carmel O'Leary	Dublin	<a href="mailto:Carmel.OLeary@cso.ie">Carmel.OLeary@cso.ie</a>	01 498 4141
Ms. Rosarie Kiernan	Dublin	<a href="mailto:Rosarie.Kiernan@cso.ie">Rosarie.Kiernan@cso.ie</a>	01 498 4133
Ms. Anne Casburn	Galway	<a href="mailto:Anne.Casburn@cso.ie">Anne.Casburn@cso.ie</a>	091 566024
Mr. Rory Sherwin	Kilkenny	<a href="mailto:Rory.Sherwin@cso.ie">Rory.Sherwin@cso.ie</a>	056 7771365
Ms. Bridget Kelly	Limerick	<a href="mailto:Bridget.Kelly@cso.ie">Bridget.Kelly@cso.ie</a>	061 480915
Ms. Marian Ryan	Thurles	<a href="mailto:Marian.Ryan@cso.ie">Marian.Ryan@cso.ie</a>	0504 20171
Ms. Catriona Walsh	Cork	<a href="mailto:Catriona.Walsh@cso.ie">Catriona.Walsh@cso.ie</a>	051 855098