



ZG

**Household File,
Labour Force Survey**

GENERAL INFORMATION

1	Place of residence	<table border="1" style="width:100%; height: 20px;"> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </table>													
	Street	Dwelling number													
2	Dwelling sampling number	<table border="1" style="width:100%; height: 20px;"> <tr><td> </td><td> </td><td> </td><td> </td></tr> </table>					Voivodship code								
		Survey rounds I II III IV	<table border="1" style="width:100%; height: 20px;"> <tr><td> </td><td> </td></tr> </table>												
3	Number of households in dwelling in the survey rounds	<table border="1" style="width:100%; height: 20px;"> <tr><td> </td><td> </td><td> </td><td> </td></tr> </table>					Local Statistical Office code								
4	Within-dwelling household number	<table border="1" style="width:100%; height: 20px;"> <tr><td> </td></tr> </table>													
5	Census cluster and enumeration district number	<table border="1" style="width:100%; height: 20px;"> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </table>							Dwelling identifier (IDM)						
		<table border="1" style="width:100%; height: 20px;"> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </table>							<table border="1" style="width:100%; height: 20px;"> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </table>						
6	Survey starting date	<table border="1" style="width:100%; height: 20px;"> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </table>													
7	Sample number	<table border="1" style="width:100%; height: 20px;"> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </table>													

Section 1. Household members

A. PRESENT

**ABSENT WHOSE OVERAL DURATION OF ABSENCE (actual and planned)
IS SHORTER THAN 1 YEAR**

1. Information about household members and connections inside the household

Pers on's number	First name <i>(with respondent's permission)</i>	Number of person who is			Marital status code ^{a)} (formal)	Sex 1 – M 2 – F	Citizenship		Country of birth		Relationship to the household head ^{b)}	
		spouse or cohabiting partner	father (step-father)	Mother step-mother)			Name	code	Name	code	Name	code
1	2	3	4	5	6	7	8	9	10	11	12	13
01						1 2						
02						1 2						
03						1 2						
04						1 2						
05						1 2						
06						1 2						
07						1 2						

^{a)} Marital status code:

- 1 – single
- 2 – married
- 3 – widow, widower
- 4 – divorced, formally separated

^{b)} Relationship to the household head code:

- 01 – head of household
- 02 – spouse
- 03- cohabiting partner,
- 04 – son, daughter
- 05 – son-in-law, daughter-in-law
- 06 – father, mother, father-in-law, mother-in-law
- 07 – grandfather, grandmother, grandson, granddaughter, great grandson, great granddaughter
- 08 – brother, sister
- 09 – uncle, aunt, other relative
- 10 – unrelated household member

2. Additional information about household members

Person's number	Survey round number	Date of birth			Duration of residence in Poland			Where did you live a year ago? 1 - in the same gmina 2 - not in the same gmina, but in the same voivodship 3 - in the other voivodship (name/code) 4 - in the other country (name/code))	Duration of absence from the household			Reason for absence ^{j)}	Place of stay of absent person (staying in Poland - voivodship and place name and territorial code of the place; staying abroad - name and code of the country)	Participation in the survey ^{j)}	ZD questionnaire number	
		day	month	year	actual ^{c)}		planned ^{d)} [complete only if a person stays shorter than 1 year (box5)]		actual+planned [5+6] ^{e)}	actual ^{f)}	planned ^{g)} [complete only if a person's duration of absence is shorter than 1 year (box9)]					actual+planned (9+9a) ^{h)}
					shorter than 1 year (number of months)	1 year or longer (number of years)										
1	2	3	4	5	5a	6	7	8	9	9a	10	11	12	13	14	
01	I															
	II															
	III															
	IV															
02	I															
	II															
	III															
	IV															
03	I															
	II															
	III															
	IV															
04	I															
	II															
	III															
	IV															
05	I															
	II															
	III															
	IV															

^{c)}Question: how long has person actually stayed in Poland?:

- Box 5 – "shorter than 1 year": The exact number of months between 1 and 11 should be written (codes: 1-11)
- Box 5a – "1 year or longer": The exact number of years within the range 01-96 (code 01-96) should be inserted or "since birth" (code 00)

^{d)}Question: How long is a person planning to stay in Poland?: The exact number of months between 1 and 11 should be written (codes: 1-11), or 1 year or longer" (code 12), or if a person terminates his/her stay in Poland in the surveyed month - 0" (code 0)

^{e)}If it is shorter than 12 months – the exact number of months; 1 year or longer – code 12. If overall: actual and planned duration of stay in Poland <12 months – person does not qualify for the survey.

^{f)}Question: How long is a person absent from the household? (actual absence) The exact number of months between 1-11 should be written (codes: 1-11), or "1 year or longer" (code 12).

^{g)}Question: How long is the person going to be absent from the household? (planned absence): The exact number of months between 1-11 should be written (codes: 1-11), or "1 year or longer" (code 12), or if a person is coming back to the household in the surveyed month – "0" (code 0).

^{h)}If it is shorter than 12 months – the exact number of months; 1 year or longer – code 12. If overall duration of absence from the household: actual and planned => 12 months the interviewer should enumerate the person in part B or C.

ⁱ⁾ Reason for person's absence code:

in Poland in institutional households in connection with:

01 – performing work person is staying in an employee lodging house; **02** – education person is staying in a boarding school, dormitory, student hostel; **03** – other reasons (staying in social welfare home, pensioners' home, orphanage, reformatory school, nursing home for chronically ill, etc.)

in Poland outside institutional households in connection with:

04 – employment; **05** – other reasons (e.g. stay in hospital);

Abroad in connection with:

06 – employment; **07** – job search; **08** – education; **9** – other reasons

^{j)} Participation in the survey code:

1– there is ZD questionnaire; **2**– temporarily absent – no ZD questionnaire; **3**– refused interview – no ZD questionnaire;

4– arrived – there is ZD questionnaire; **5**– arrived, but temporarily absent – no ZD questionnaire; **6**– arrived, but refused interview – no ZD questionnaire; **7**– left the household – no ZD questionnaire

B. PERSONS STAYING IN Poland IN INSTITUTIONAL HOUSEHOLD WHOSE DURATION OF ABSENCE FROM HOUSEHOLD (actual and planned) IS 1 YEAR OR LONGER

1. Personal information

Person's number	First name (with respondent's permission)	Sex 1 – M 2 – F	Date of birth			Has the absent person already had his/her birthday this year? (complete only in case of unknown month of birth) 1 – yes 2 – no				Level of attained education ^{a)}	Relationship to the household head ^{b)}	
						Survey round						
			day	month	year	I	II	III	IV		name	code
1	2	3	4			5				6	7	8
01		1										
		2										
02		1										
		2										

^{a)} Level of attained education:: 00 – tertiary with academic degree (at least doctorate), 10– Master degree or equivalent, 11– Licentiate, Engineer, 10– College diploma/certificate, 20– post-secondary school certificate, post-secondary school requiring Matura; 31 – vocational secondary with Matura certificate; 32 – vocational secondary without Matura certificate; 41 – general secondary with Matura certificate; 42 – general secondary without Matura certificate, 50– basic vocational, 60– lower secondary (gimnazjum), 70– primary, 80– incomplete primary, 90– without school education ^{b)} Relationship code: 02 – spouse, 03 – cohabiting partner, 04 – son, daughter, 05 – son-in-law, daughter-in-law, 06 – father, mother, father-in-law, mother-in-law, 07 – grandfather, grandmother, grandson, granddaughter, great grandson, great granddaughter, 08 – brother, sister, 09 – uncle, aunt, other relative, 10 – unrelated household member

2. Information about reasons for absence and place of residence

Person's number	Survey round number	01				02			
		I	II	III	IV	I	II	III	IV
Reason for absence ^{a)}	1								
Voivodship of residence of the absent person	2								
Name of place of residence of the absent person	3								
Territorial code of the place	4								

^{a)} Reason for absence: 1 – performing work/ staying in an employee lodging house; 2 – education /staying in a boarding school, dormitory, student hostel; 3 – other reasons (staying in social welfare home, pensioners' home, orphanage, reformatory school, nursing home for chronically ill, etc.)

C. PERSONS STAYING ABROAD WHOSE DURATION OF ABSENCE FROM THE HOUSEHOLD (overall actual and planned) IS 1 YEAR OR LONGER

1. Personal information

Person's number	First name (with respondent's permission)	Sex 1 – M 2 – F	Date of birth			Has the absent person already had his/her birthday this year? (complete only in case of unknown month of birth) 1 – yes 2 – no				Level of attained education ^{a)}	Relationship to the household head ^{b)}	
						Survey round number						
			day	month	year	I	II	III	IV		name	code
1	2	3	4			5				6	7	8
01		1										
		2										
02		1										
		2										

^{a)} Level of attained education:: 00 – tertiary with academic degree (at least doctorate), 10– Master degree or equivalent, 11– Licentiate, Engineer, 10– College diploma/certificate, 20– post-secondary school certificate, post-secondary school requiring Matura; 31 – vocational secondary with Matura certificate; 32 – vocational secondary without Matura certificate; 41 – general secondary with Matura certificate; 42 – general secondary without Matura certificate, 50– basic vocational, 60– lower secondary (gimnazjum), 70– primary, 80– incomplete primary, 90– without school education ^{b)} Relationship code: 02 – spouse, 03 – cohabiting partner, 04 – son, daughter, 05 – son-in-law, daughter-in-law, 06 – father, mother, father-in-law, mother-in-law, 07 – grandfather, grandmother, grandson, granddaughter, great grandson, great granddaughter, 08 – brother, sister, 09 – uncle, aunt, other relative, 10 – unrelated household member

2. Information about reasons for absence and place of residence

Person's number	Survey round number	01				02			
		I	II	III	IV	I	II	III	IV
Reason for absence ^{a)}	1								
Duration of actual absence ^{b)}	2								
Country of residence of person absent during the interview	3								
Country's code	4								

^{a)} Reason for absence from Poland: 1 – employment, 2 – job search, 3 – education, 4 – other

^{b)} Duration of actual absence code: 1 – the person stays abroad shorter than 1 year, 2 – the person stays abroad 1 year or more.

Section 2. SUMMARY CHARACTERISTICS OF THE HOUSEHOLD

Specification		Survey round			
		I	II	III	IV
Number of household members (part 1A)	1				
Of which: number of persons aged 15 years or more	2				
Number of persons staying in collective (institutional) households (part 1B)	3				
Number of persons staying abroad (part 1C)	4				
Is any of the household members a holder of a farm or a plot? YES – 1, NO – 0	5				
Total arable area of a farm or a plot in physical hectares (with 2 decimal digits)	6				
Does the farm have the following thresholds of crops or farm animals (thresholds for private farms with an area below 1 ha of arable land ^{a)})	6a				
The purpose of the production of the agricultural holding during the last 12 months ^{b)}	7				
Code of the household's main source of maintenance ^{c)}	8				
Code of the household's additional source of maintenance ^{c)}	9				
Has the household been granted a child care benefit (the so-called 500+)? 1 – yes, 0 – no					

^{a)} Question is asked when in box 6 the size of agricultural farm < 1 ha; **one answer** among the following should be coded:

- | | |
|-------------------------------------------------------|--------------------------------------------------------------------------------------------|
| 1 - 0.5 ha plantations of fruit bushes | 14 - 10 head of sows |
| 2 - 0.3 ha orchard and decorative plants nurseries | 15 - 20 head of sheep |
| 3 - 0.5 ha field vegetables | 16 - 20 head of goats |
| 4 - 0.5 ha field strawberries | 17 - 100 head of poultry |
| 5 - 0.1 ha vegetables under covers | 18 - 80 head of lying poultry |
| 6 - 0.1 ha strawberries under covers | 19 - 5 head of horses |
| 7 - 0.1 ha flowers and ornamental plants under covers | 20 - 50 head of female rabbits |
| 8 - 0.5 ha hops | 21 - 5 head of female fur-covered animals |
| 9 - 0.1 ha tobacco | 22 - 10 head of other animals kept for meat production (e.g. boars, roe deer, fallow deer) |
| 10 - 25 m ² edible mushrooms | 23 - 20 colonies of bees |
| 11 - 10 head of cattle total | 00 – the farm does not meet any of the above thresholds |
| 12 - 5 head of cows total | |
| 13 - 50 head of pigs total | |

^{b)} Purpose of production of agricultural holding code:

- 1 – non-agricultural
- 2 – producing only for their own needs
- 3 – producing mostly for their own needs
- 4 – producing mostly for the market

^{c)} Code of the household's main and additional source of maintenance:

- 1 – paid employment
- 2 – work on own agricultural holding
- 3 – work in own business outside private agriculture
- 3 – self-employment outside private agriculture
- 4 – retirement pension
- 5 – disability pension
- 6 – unemployment benefit
- 7 – pre-retirement benefit
- 8 – other social benefits
- 9 – other non-earned source of maintenance
- 10 – means transmitted from abroad by household members or other family members.

Section 3. ADDITIONAL INFORMATION

Specification		Survey round			
		I	II	III	IV
Reasons for lack of ZD questionnaire	1				
Interviewer's number	2				
Total time of interview in the households in minutes (ZG and ZD)	3				

Contact data

		Person's first name 01	Person's first name 02	Person's first name 03	Person's first name 04	Person's first name 05	Person's first name 06	Person's first name 07	
Telephone number	Home								a)
	Work								
	Mobile phone								
Email address									b)
Preferred time (hours) of the next interview									
Consent for telephone interview (CATI)	YES								
	NO								

^{a)} code of lack of possibility for telephone contact with the household:

- 1 – household does not have contact telephone number
- 2 – household did not give contact telephone number

^{b)} code of lack of possibility for e-mail contact with the household:

- 1 – household does not have e-mail address
- 2 – household did not give e-mail address

Interviewer's comments: