



Pacific  
Community  
Communauté  
du Pacifique

**SPC Headquarters**

95 Promenade Roger Laroque  
BP D5, 98848 Noumea Cedex  
New Caledonia

Email: [spc@spc.int](mailto:spc@spc.int)  
Phone: +687 26 20 00  
Fax: +687 26 38 18

**Siège de la CPS**

95 Promenade Roger Laroque  
BP D5, 98848 Nouméa Cedex  
Nouvelle-Calédonie

Email : [spc@spc.int](mailto:spc@spc.int)  
Tel : +687 26 20 00  
Fax : +687 26 38 18

## 2019 OCTOBER PSMB MEETING

### DOCUMENT N° 2:

# RECOMMENDED REVISIONS TO THE ECONOMIC CHARACTERISTICS MODULE FOR INCLUSION IN PACIFIC CENSUSES

Prepared by:

Tite Habiyakare (ILO), Elisa Benes (ILO) and Michael Sharp (SPC)

**October 2019**

Pacific Community (SPC) Headquarters: Noumea, New Caledonia. Regional Offices: Suva, Fiji;  
Pohnpei, Federated States of Micronesia; Port Vila, Vanuatu. Country Office: Honiara, Solomon Islands.

[www.spc.int](http://www.spc.int) [spc@spc.int](mailto:spc@spc.int)

Siège de la Communauté du Pacifique (CPS) : Nouméa (Nouvelle-Calédonie). Antennes régionales : Suva (Fidji) ;  
Pohnpei (États fédérés de Micronésie) ; Port-Vila (Vanuatu). Bureau de pays : Honiara (Îles Salomon).

[www.spc.int](http://www.spc.int) [spc@spc.int](mailto:spc@spc.int)

## BACKGROUND

The Pacific has been implementing a standard Economic Characteristics (labour force) module in census and survey for around a decade. The module collects, for both primary and secondary activities, the following information:

- i. Activity (employer, self employed, employee, own-account production, unpaid worker, volunteer, student, home duties, retired, nothing, disability, other);
- ii. Occupation, which is coded in accordance to ISCO;
- iii. Industry, which is coded in accordance to ISIC;
- iv. Hours worked; and
- v. Willingness to work more.

The current standard module also collects information required for populating employment-related indicators, including:

- i. Looking for work and reason for not looking for work; and
- ii. Willing to work more.

Whilst the module serves the purpose of producing labour market data, it does not meet the recent resolutions of ILO and ICLS standards. As such, there are data gaps and/or questionable data quality.

A comprehensive Labour Market module was developed for inclusion in Pacific surveys, however feedback from PSMB (at the 3<sup>rd</sup> meeting of PSMB in May 2019) indicated that a short version of the module is required for inclusion in census. This paper proposes a new economic characteristics module for inclusion in Pacific census.

The paper presents:

- i. Challenges with the current economic characteristics module;
- ii. Description of the proposed economic characteristics module;
- iii. Description of indicators (SDGs and general labour market indicators) that can be populated by the proposed module;
- iv. Annex 1, with the proposed module; and
- v. Annex 2, with the explanatory notes.

## CHALLENGES WITH THE CURRENT ECONOMIC CHARACTERISTICS MODULE

The current approach relies heavily on interviewer training to identify the main and secondary activities of respondents, which can introduce important variability in the classification due to interviewer training. As such, for census operations the current approach requires dedicated training to ensure interviewers sufficiently probe and are familiar with the different categories of activities.

As the current approach focuses on the two primary activities, as self-perceived, it is possible to miss persons with small paid jobs/business activities who may report other primary statuses (e.g., home duties and own-use production of agriculture goods). The descriptor for volunteer work will also likely miss direct volunteering. As such, we may not have full accounting of any specific form of work.

## PROPOSED ECONOMIC CHARACTERISTICS MODEL CENSUS SEQUENCE

It is important to consider the role of the census in covering only priority topics. For example, the census is not expected to produce information on second jobs, nor all forms of work (paid and unpaid). Emphasis is generally placed on capturing the labour force status of the population, essential characteristics of the main job (among the employed), and to identify own-use producers of goods, in particular foodstuff

production. The suggested model sequence adopts this approach, focusing only on coverage of the core and additional topics recommended internationally.

The proposed model census sequence captures all core and additional topics recommended for inclusion as part of the 2020 Round of Population Censuses, as well as selected additional topics of particular relevance for the Pacific region. These include:

- i. Main activity status;
- ii. Labour force status of the population (Employed, Unemployed, Outside the labour force – including identification of the potential labour force);
- iii. Main job characteristics of the employed: Occupation, Industry, Status in Employment, Institutional Sector of Employment (public/private/non-profit/household), Informal sector employment, Informal employment, hours worked; and
- iv. Participation in own-use production of goods (from agriculture, animal production, fishing, handicrafts).

The proposed model sequence follows a similar approach as that adopted in the common labour force module being implemented in the SPC Household Income and Expenditure Survey (HIES; endorsed by PSMB 3). It is based on the same underlying concepts, definitions and reference periods, aligned with the latest International Conference of Labour Statisticians (ICLS) standards. This will promote greater coherence in the statistics to be produced by both sources (census and HIES). Results may nevertheless differ due to differences in the level of detail that can be included in a survey compared to the census.

National data needs may, from time-to-time, require amendment to the instrument, however the proposed module meets international recommendations that place emphasis on core topics needed for basic disaggregation of the population by their labour market situation and activity status; to generate labour market information for small areas and for hard-to-measure or small groups; and to support other important statistical activities, in particular, to prepare sample frames for surveys and update national classifications of occupations and industries.

## INDICATORS THAT CAN BE POPULATED BY THE PROPOSED SEQUENCE

Although the census is not recognized as a primary source for SDG monitoring, in the absence of other sources, the proposed model sequence will enable to produce estimates of the following Decent Work-related SDG indicators:

- i. 3.c.1 Health worker density and distribution;
- ii. 4.3.1 Participation rate of youth and adults in formal and non-formal education and training in the previous 12 months;
- iii. 5.5.2 Proportion of women in managerial positions;
- iv. 8.3.1 Proportion of informal employment in non-agricultural employment;
- v. 8.5.2 Unemployment rate, by sex, age and persons with disabilities;
- vi. 8.6.1 Proportion of youth (aged 15-24 years) not in education, employment or training; and
- vii. 9.2.2 Manufacturing employment as a proportion of total employment.

More generally, the model sequence will support preparation of the following essential census tabulations:

- i. Population by labour force status, age group, sex, and place of residence;
- ii. Employed by status in employment, age group, sex, and place of residence;
- iii. Employed by occupation, age group, sex, and place of residence;
- iv. Employed by industry, age group, sex, and place of residence;
- v. Employed by institutional sector of employment, age group, sex and place of residence;

- vi. Employed by formal/informal/household sector of employment, age group, sex and place of residence;
- vii. Employed by formal/informal job, age group, sex and place of residence;
- viii. Unemployed by education level, age group, sex, and place of residence;
- ix. Persons outside the labour force by main activity, age group, sex, and place of residence;
- x. Persons outside the labour force by degree of labour market attachment, age group, sex, and place of residence; and
- xi. Population by main activity status, age group, sex and place of residence.

For own-use producers of foodstuff from agriculture and fishing:

- i. Population by participation in own-use production of agriculture/fishing goods, age group, sex, and place of residence;
- ii. Own-use producers by detailed industry group, age group, sex and place of residence;
- iii. Own-use producers by detailed occupation group, age group, sex and place of residence;
- iv. Own-use producers of agriculture/fishing goods, by labour force status, age group, sex and place of residence; and
- v. Workers in Agriculture/Fishing by form of work (employment, own-use production), age group, sex and place of residence.

## RECOMMENDATION

PSMB is invited to:

- i. Acknowledge the limitations and implementation challenges with the current economic characteristics module;
- ii. Acknowledge the positive response of ILO to PSMB's recommendation that a short-version of the economic characteristics module is developed for census;
- iii. [WHAT ELSE?]

## ANNEX: MODEL QUESTION SEQUENCE

The model sequence needs to be adapted to the national context, in particular, examples and keywords indicated by blue text. Optional topics (as per UN recommendations) are indicated in grey. The model sequence assumes CAPI implementation. CAPI will be needed particularly if questions to capture informal employment and informal sector employment, as well as own-use producers (as secondary activity), are to be included.

A final optional (yet recommended) question is included to capture persons engaged in producing other goods (non-food items) for own final use. This may overlap to some extent with questions asked at household level on similar activities. If the aim is only to use the information to prepare sample frames, then the question at person level may not be necessary.

NOTE: The below sequence should be comprehensively tested as they are yet to be tested in a census and Pacific context.

### START OF SECTION

#### FOR PERSONS OF WORKING AGE [N+]

**B1.** Which of the following best describes what (...) (are/is) MAINLY doing at present...?

1. Working for someone else for pay → B6
2. Working in own farming, raising animals or fishing
3. Working in any other kind of business activity → B6
4. Taking care of the home/family → B3
5. Studying → B3
6. Doing an unpaid apprenticeship, internship → B3
7. Doing unpaid voluntary, community, charity work → B3
8. Looking for work → B3
9. Retired or pensioner → B3
10. With long-term illness, injury or disability → B3
11. Other (specify: \_\_\_\_\_) → B3

**B2.** Are the farming, fishing or animal products that (...) (are/is) working on intended...?

1. Only for sale → B6
2. Mainly for sale → B6
3. Mainly for family consumption
4. Only for family consumption

**B2b.** What are the main (products/animals) that (...) (are/is) working on?

(WRITE MAIN GOODS –e.g. [maize, rice, cattle, sheep, fresh water fish])

\_\_\_\_\_

[OPTIONAL B2c.] Last week, how many hours did (...) spend working on this activity?

\_\_\_\_\_

**B3.** Last week, from (DAY) to (DAY), did (...)...?

1. Do any (other) work to generate an income, including [casual, part-time, odd jobs, making things to sell, offering services for pay] → B6
2. Have a paid job or business activity, but (were/was) temporarily absent → B6
3. Help without pay in a family business → B6

4. Did not do any income generating activity, not even for one hour.

**B4.** In the last 4 weeks, did (...) look for a paid job or try to start a business?

1. YES
2. NO

**B5.** If a job or business opportunity became available, could (...) start working [within the next 2 weeks]?

1. YES → NEXT SECTION
2. NO → NEXT SECTION

**FOR PERSONS EMPLOYED**

**B6.** What kind of work (do/does) (...) do in (your/his/her) main job/business?

*(Write the occupation title and main tasks and duties –e.g [Cattle farmer –breed, raise, sell cattle; Policeman –patrol the streets; Primary school teacher –teach children to read, write])*

OCCUPATION TITLE: \_\_\_\_\_

MAIN TASKS/DUTIES: \_\_\_\_\_

**B7.** What is the main activity of the place where (...) work(s)?

*(Write the main activity of the establishment and main products or services provided –eg. [Police Department –public safety; Restaurant –preparing and serving meals; Transport company –long distance transport of goods])*

MAIN ACTIVITY: \_\_\_\_\_

MAIN GOODS/SERVICES: \_\_\_\_\_

**[OPTIONAL B7b.]** (Do/Does) (...) typically work...?

1. From home
2. At a fixed location outside the home
3. Without a fixed location

**[OPTIONAL B7c.]** In which [ADMINISTRATIVE UNIT] is (...) place of work located?

1. THIS [ADMINISTRATIVE UNIT]
2. ANOTHER [ADMINISTRATIVE UNIT]: \_\_\_\_\_
3. ANOTHER COUNTRY: \_\_\_\_\_
9. DON'T KNOW

**B8.** (Do/Does) (...) work as...?

1. Employee...
2. Paid apprentice, intern...



**B8a.**

1. in government, public company
2. in a private business or farm
3. in a non-profit organization
4. in a household (as domestic worker)

5. OTHER

3. Employer (with hired employees)
4. Own-account worker (without hired employees)
5. Helper (without pay) in a family business

**ASK IF (B8=1,2)**

**[OPTIONAL B8b.]** Does (...) employer pay contributions to [NAME OF NATIONAL PENSION FUND, HEALTH INSURANCE] on (...) behalf?

1. YES
2. NO
9. DON'T KNOW

**[OPTIONAL B8c.]**

**ASK IF (B8=1,2 AND B8a=2)**

**A:** Is the business/farm where (...) works registered in the [NAME OF NATIONAL BUSINESS REGISTER]?

1. YES
2. NO
9. DON'T KNOW

**ASK IF (B8=3,4,5)**

**B:** Is (...) business registered in the [NAME OF NATIONAL BUSINESS REGISTER]?

1. YES
2. NO
9. DON'T KNOW

**ASK IF (B1=1,3) OR (B1=2 AND B2=1,2) OR (B3=1,2,3)**

**[OPTIONAL B9.]** Last week, how many hours did (...) spend working in this job/business?

---

**ASK IF (B1=1,3,4-11)**

**B10.** Last week, did (...) do any of the following activities to produce food mainly for consumption by the household...

*READ & MARK ALL THAT APPLY*

- a. Farming or growing food in a plot or kitchen garden
- b. Raising or tending farm animals (examples)
- c. [Fishing, fish farming, collecting shellfish]
- d. [Hunting or gathering wild foods (examples)]

**ASK ALL PERSONS OF WORKING AGE**

**[OPTIONAL B11.]** Last week, did (NAME) spend any time...?

*READ & MARK ALL THAT APPLY*

- a. Preparing preserved food or drinks to store such as [flour, dried fish, butter, cheese..]

- b. Doing construction work to build, renovate or extend the family home
- c. Making any goods for household use such as [mats, baskets, furniture, clothing,..]
- d. Fetching water from natural or public sources for household use
- e. Collecting firewood [or other natural products] for household use as fuel

### END OF SECTION

### QUESTIONS TO BE ADDED TO THE EDUCATION MODULE

#### Module E: Education, Languages, Literacy

Optional suggestion for SDG indicators 4.3.1, 8.6.1:

*ASK IF (AGE BETWEEN N - 29 YEARS)*

#### DEM\_TRN

Other than school, in the last 4 weeks, did (...) attend any courses, seminars or other training to develop specific skills, for example [*languages, computer skills, etc.*]?

1. YES

2. NO

97. DON'T KNOW

#### DEM\_UNPAID\_TRN

In the last 4 weeks, from [*DATE*] up to [*last DAY*] did (you/NAME) participate in any unpaid apprenticeship, internship or similar training in a work place?

1. YES

2. NO

97. DON'T KNOW



## ANNEX 2: EXPLANATORY NOTES

B1	<p><b>Main activity at present</b> The respondent's main activity at present.</p> <p><b>Response categories</b></p> <ol style="list-style-type: none"> <li>1. Working for someone else for pay</li> <li>2. Working in own farming, raising animals or fishing</li> <li>3. Working in any other kind of business activity</li> <li>4. Taking care of the home/family</li> <li>5. Studying</li> <li>6. Doing an unpaid apprenticeship, internship</li> <li>7. Doing unpaid voluntary, community, charity work</li> <li>8. Looking for work</li> <li>9. Retired or pensioner</li> <li>10. Long-term illness, injury or disability</li> <li>11. Other (specify).</li> </ol> <p><b>Status</b></p> <ul style="list-style-type: none"> <li>• Core census question.</li> </ul> <p><b>Purpose</b></p> <ul style="list-style-type: none"> <li>• To classify persons by their main activity, as self-perceived.</li> <li>• Part of sequence to classify persons by their labour force status.</li> </ul> <p><b>National Adaptation and Implementation</b></p> <ul style="list-style-type: none"> <li>• This is a self-perception question. It should reflect which category the respondent feels best describes what they mainly do. It could be the activity they spend most time on or the activity they feel is most important but should in general be reported based on the respondents' self-perception.</li> <li>• The intention is to capture the situation 'at present'. A specific reference period should not be defined.</li> <li>• If the respondent indicates that they are temporarily away from their main activity (e.g. on holidays or due to illness) then they should be asked what they normally do.</li> <li>• If the respondent indicates that a number of categories are relevant ask them to select which they consider to be main. As much as possible the respondent should identify this themselves but if not the interviewer can remind them that this is about what they mainly do or about the category which they think best relates to them.</li> </ul>
B2	<p><b>Main intended destination of production</b> Main intended destination of products from work in own farming, rearing animals or fishing.</p> <p><b>Response categories</b></p> <ol style="list-style-type: none"> <li>1. Only for sale</li> <li>2. Mainly for sale</li> <li>3. Mainly for family consumption</li> <li>4. Only for family consumption.</li> </ol> <p><b>Status</b></p> <ul style="list-style-type: none"> <li>• Core census question</li> </ul>

	<p><b>Purpose</b></p> <ul style="list-style-type: none"> <li>• Main criterion to distinguish between employment and own-use production work.</li> <li>• Based on whether the main intended use of the products from the work is for sale (employment) or own/family use (own use production work).</li> <li>• To produce statistics on persons whose main activity is to produce foodstuff for final use by the household or family</li> </ul> <p><b>National adaptation and implementation</b></p> <ul style="list-style-type: none"> <li>• Response categories should be read aloud by the interviewer.</li> <li>• For this question all of the products the person was working on should be considered together. For example, if the person worked to look after both chickens and pigs then they should report whether the chicken and pigs together were mainly for family use or for sale/barter.</li> <li>• Respondents should report in reference to the products/animals he/she is directly involved in producing. It does not refer to products the respondent may have worked on in the past, or goods produced only by other household members.</li> <li>• If the respondent indicates that the products are <i>both</i> for sale/barter and family use, the interviewer should try to get the respondent to indicate which one is the main use in general.</li> </ul>
B2b	<p><b>Main products produced through farming/fishing</b> Description of the main products intended for consumption by the household or family</p> <p><b>Response categories</b> Open ended responses</p> <p><b>Status</b></p> <ul style="list-style-type: none"> <li>• Core census question</li> </ul> <p><b>Purpose</b></p> <ul style="list-style-type: none"> <li>• To tabulate own-use producers by detailed branch of economic activity</li> <li>• To produce statistics of workers in agriculture, by form of work, and detailed branch of economic activity</li> <li>• To support disaggregation of subsistence farmers, fishers by detailed occupation group (i.e. subsistence crop farmer, subsistence livestock farmer, subsistence mixed crop and livestock farmer, subsistence fisher)</li> </ul> <p><b>National adaptation and implementation</b></p> <ul style="list-style-type: none"> <li>• List examples to assist the respondent. The examples should include the main staple products and animals kept for own-consumption in the country (e.g: rice, cassava, freshwater fish, chicken, goats).</li> <li>• If the respondent reports multiple products ask them to indicate which ones were the main ones (this could be based on quantity, value, amount of time spent but mainly the respondent should be asked to identify this without further guidance if possible).</li> <li>• Record enough information about the main goods or products produced to enable coding at 4 Digits level of the ISIC rev. 4 classification, i.e. avoid generic terms like 'crops'.</li> </ul>
B2c	<p><b>Hours worked in own use production of foodstuff in the reference week</b> Number of hours worked in the reference week to produce goods from agriculture or fishing for household or family consumption</p> <p><b>Response categories</b> 0-120.0</p> <p><b>Status</b></p> <ul style="list-style-type: none"> <li>• Additional census question</li> </ul>

	<p><b>Purpose</b></p> <ul style="list-style-type: none"> <li>To produce estimates of working time in own-use production of foodstuff</li> </ul> <p><b>National adaptation and implementation</b></p> <ul style="list-style-type: none"> <li>Hours actually worked refers to time spent directly on and in relation to farming/fishing work activities by the respondent to produce goods intended mainly for final consumption by the household or family.</li> <li>Record hours in 0.5 hour intervals.</li> <li>Interviewers should be trained to help the respondent by getting them to talk about how much time they spent on each of the days they worked in the reference week.</li> <li>Exclude time spent travelling between the home and the land plot, lake, sea, etc. for example at the start and end of the work day, as well as time spent on long breaks, for example, meal breaks.</li> <li>For data quality assurance a maximum hour's threshold should be established, taking into account the national context.</li> </ul>
<b>B3</b>	<p><b>Recovery for small jobs in reference week</b> Recovery for small jobs, temporary absence, helpers in family business in reference week</p> <p><b>Response categories</b></p> <ol style="list-style-type: none"> <li>Any activity to generate an income, even for 1 hour</li> <li>Have a paid job or business activity, but was temporarily absent</li> <li>Help without pay in a family business</li> <li>Did not do any income-generating activity, not even for 1 hour</li> </ol> <p><b>Status</b></p> <ul style="list-style-type: none"> <li>Core census question</li> </ul> <p><b>Purpose</b></p> <ul style="list-style-type: none"> <li>Part of question sequence to identify persons employed in the reference period</li> <li>Recovers persons with small, casual jobs, on temporary absence from a job/business, and persons helping in family businesses</li> </ul> <p><b>National adaptation and implementation</b></p> <ul style="list-style-type: none"> <li>Interviewers should be trained to read each response category and wait for a YES/NO answer. The next response category should be read only if the respondent answers NO to the previous response category.</li> <li>Code 1 refers to persons who did any work with the intention to generate an income for at least 1 hour in the reference week. Examples should be adapted to fit the national context, and should include colloquial words used for casual work, small-scale business activities and/or examples of common jobs likely to go unreported.</li> <li>Code 2 refers to persons with a paid job or business that did not report it in the previous questions because they were absent from their work in the reference week due to reasons such as holidays, short-illnesses, personal leave, special working time arrangements (e.g. shift work), maternity/paternity leave, bad weather, temporary interruption of the work, etc. Only persons that expect to return to their existing job or business should be included.</li> <li>Code 3 refers to persons who helped (without receiving pay) in a business operated by a household or family member.</li> <li>Code 4 should be used only for persons who indicate not having any income generating activity, not even for 1 hour, in the reference week.</li> </ul>
<b>B4</b>	<p><b>Active job search</b> Any activity done in the last 4 weeks to find a paid job or to start a business.</p>

	<p><b>Response categories</b></p> <ol style="list-style-type: none"> <li>1. YES</li> <li>2. NO</li> </ol> <p><b>Status</b></p> <ul style="list-style-type: none"> <li>• Core census question</li> </ul> <p><b>Purpose</b></p> <ul style="list-style-type: none"> <li>• To identify people who were actively searching for employment.</li> <li>• Part of the sequence of questions required to identify the unemployed and the potential labour force.</li> </ul> <p><b>National Adaptation and Implementation</b></p> <ul style="list-style-type: none"> <li>• Indicating the start and end of the reference period in the question formulation can promote more consistent reporting.</li> <li>• Any activity to seek a paid job or to start a business should be recorded as YES, even if the activity was performed only for a few hours or if the job sought was a casual job.</li> <li>• Activities to seek a paid job may be through formal or informal means. This includes applying to job postings; taking a test or job interview; applying directly to employers; posting or updating CVs in online job matching, professional or social networking sites; checking for jobs at factories, work sites; seeking help from relatives, friends, others; registering with public or private employment centres when the aim is to get matched with a job.</li> <li>• Typical activities to start a business would include applying for loans, looking for land, buildings or equipment or applying for a licence to start a business. It includes activities which take place up to the point where the business is operational and ready to take customers or produce goods or services. Looking for clients once the business is operational is part of the work in a business and should be classified as employment.</li> </ul>
<b>B5</b>	<p><b>Availability to start working</b> Availability to start working</p> <p><b>Response categories</b></p> <ol style="list-style-type: none"> <li>1. YES</li> <li>2. NO</li> </ol> <p><b>Status</b></p> <ul style="list-style-type: none"> <li>• Core census question</li> </ul> <p><b>Purpose</b></p> <ul style="list-style-type: none"> <li>• To identify respondents who are available for work, whether or not they were looking for work.</li> <li>• Part of the sequence of questions required to identify the unemployed and the potential labour force.</li> </ul> <p><b>National Adaptation and Implementation</b></p> <ul style="list-style-type: none"> <li>• The focus of this question is on the respondent's time availability to start working should a job or business opportunity exist.</li> <li>• The reference period may be adapted to refer to (a) the reference week and/or (b) the 2 weeks immediately following the interview date, depending on the national practice.</li> <li>• The respondent should not be required to consider any type of job or pay. He/she should reply in reference to their time availability and not on the basis of the characteristics of the job or business.</li> </ul>

<p><b>B6</b></p>	<p><b>Occupation in main job</b> Occupation in main job</p> <p><b>Response categories</b> Open-ended responses</p> <p><b>Status</b></p> <ul style="list-style-type: none"> <li>• Core census question</li> </ul> <p><b>Purpose</b></p> <ul style="list-style-type: none"> <li>• To capture the occupation of the respondent in their main job</li> <li>• To capture sufficient detail to enable the data coder to find the appropriate ISCO-08 (or national classification) code.</li> </ul> <p><b>National adaptation and implementation</b></p> <ul style="list-style-type: none"> <li>• Occupational title refers to the title/name of the occupation or profession of the respondent. Main tasks and duties refers to the kind of work typically performed in a job.</li> <li>• Interviewers should be trained to capture sufficiently detailed information about the title and main tasks or duties to enable coding at 4 Digits level. For example, if the respondent says he/she is a teacher, the interviewer should inquire further as to what type of teacher- primary school, vocational school, subject matter taught, language, etc and then record both the title and the tasks and duties reported.</li> <li>• The examples should be adapted to list nationally relevant occupations. Detailed descriptions should be provided in the examples, as these are meant as guidance for the interviewer, and not to be read aloud. This includes examples of occupational titles (e.g. long-distance truck driver, police officer, office cleaner, tuk-tuk driver etc) and main task and duties associated with that occupation (e.g. transporting goods between cities) to highlight the type of information required for detailed coding.</li> </ul>
<p><b>B7</b></p>	<p><b>Industry in main job</b> Description of the main activity of the establishment in which the work is carried out.</p> <p><b>Response categories</b> Open-ended responses</p> <p><b>Status</b></p> <ul style="list-style-type: none"> <li>• Core census question</li> </ul> <p><b>Purpose</b></p> <ul style="list-style-type: none"> <li>• To identify the branch of economic activity (industry) of the establishment where the main job is located</li> <li>• To enable the data coder to find the appropriate ISIC Rev.4 code (or equivalent national classification).</li> </ul> <p><b>National adaptation and implementation</b></p> <ul style="list-style-type: none"> <li>• Interviewers should be trained to capture enough information about the main goods or products produced or service rendered at the place of work to enable coding at 4 Digits level.</li> <li>• The examples should be adapted to list nationally relevant industries, products and services. Detailed descriptions should be provided in the examples, as these are meant as guidance for the interviewer, and not to be read aloud. This includes descriptive words that illustrate the main activity of an establishment (e.g. pharmacy) and of relevant main goods or services provided (e.g.</li> </ul>

	sale of medicines to the general public) to highlight the type of information required for detailed coding.
<b>B7b</b>	<p><b>Type of place of work</b> The type of place where the respondent typically works in their main job.</p> <p><b>Response categories</b> 1 From own home 2 At a fixed location outside the home 3 Without a fixed location</p> <p><b>Status</b></p> <ul style="list-style-type: none"> <li>• Additional census question</li> </ul> <p><b>Purpose</b></p> <ul style="list-style-type: none"> <li>• As basic background characteristic on working conditions</li> <li>• To enable identification of home-based workers</li> </ul> <p><b>National adaptation and implementation</b></p> <ul style="list-style-type: none"> <li>• This refers to the type of location where the person typically carries out the work. If a worker works in different locations of the same type, that type of location should be recorded as the answer, for example an electrician who typically works in his clients' homes should be coded 2 as the work typically takes place in clients' homes.</li> <li>• Code 1 includes cases where the respondent works in a space within the household premises. This includes rooms within the residential premises, outbuildings such as sheds and garages intended for residential purposes, as well as yards and gardens immediately adjacent to the residence. Fixed premises adjacent (in front, on the side, in the back) to the household dwelling served by a separate entrance and not normally used for residential purposes should be coded 2.</li> <li>• Code 2 refers to persons working in all kinds of fixed premises outside the home, such as offices, workshops, factories, shops, client/employer homes, as well as persons who move around but report daily to a base, such as public transport bus drivers.</li> <li>• Code 3 refers to people who travel to different areas and who do not report in daily to a fixed address as a work base. For example, street vendors who set up their stall in different locations, door-to-door sellers, etc.</li> </ul>
<b>B7c</b>	<p><b>Location of place of work</b> Geographic location of the place of work</p> <p><b>Response categories</b> 1. THIS [ADMINISTRATIVE UNIT] 2. ANOTHER [ADMINISTRATIVE UNIT] 3. ANOTHER COUNTRY 4. DON'T KNOW</p> <p><b>Status</b></p> <ul style="list-style-type: none"> <li>• Additional census question</li> </ul> <p><b>Purpose</b></p> <ul style="list-style-type: none"> <li>• To support analysis of commuting patterns</li> <li>• May support breakdowns of the employed by urban/rural place of work</li> </ul>

	<p><b>National adaptation and implementation</b></p> <ul style="list-style-type: none"> <li>• The smallest possible administrative division should be used to specify the [Administrative Unit] (i.e. county, municipality, district, etc.).</li> <li>• Where feasible to ask for a precise address, an open-ended question may be used instead asking for the address of the place of work.</li> </ul>
<b>B8</b>	<p><b>Status in employment</b> Employment relationship of the respondent in the main job</p> <p><b>Response categories</b></p> <ol style="list-style-type: none"> <li>1. Employee</li> <li>2. Paid apprentice, intern</li> <li>3. Employer</li> <li>4. Own-account worker</li> <li>5. Helper in a family business</li> </ol> <p><b>Status</b></p> <ul style="list-style-type: none"> <li>• Core census question</li> </ul> <p><b>Purpose</b></p> <ul style="list-style-type: none"> <li>• To capture the status in employment of the respondent as self-declared.</li> <li>• To distinguish between dependent and independent workers.</li> </ul> <p><b>National adaptation and implementation</b></p> <ul style="list-style-type: none"> <li>• Status in employment refers to the type of relationship, or employment arrangement, between the respondent and the unit they work for.</li> <li>• The question is designed to capture status in employment as self-perceived by the respondent.</li> <li>• Code 1: Refers to persons working for someone else for pay. This is typically a wage or salary, but may also be a commission from sales or in kind pay such as with products, housing and meals. It includes formal and informal employees with permanent, fixed-term, casual, temporary contracts or agreements, whether written or verbal. At national level, additional keywords or common terms may be needed to ensure wide coverage of employees in different employment situations (e.g. day labourer).</li> <li>• Code 2: The respondent holds a paid job on a temporary basis to acquire workplace experience or skills. It includes formal and informal paid apprentices, interns, trainees, etc. It excludes employees on probation periods or on training assignments required by their job, which should be coded 1.</li> <li>• Code 3: The respondent works in his/her own business activity and hires paid employees on a regular basis. Employers may hire employees on a formal or informal basis, for long or short durations, including casual employees. The distinguishing factor is that employers hire one or more employees on a frequent basis.</li> <li>• Code 4: The respondent works on his/her own account, without hiring employees on a regular basis. Persons working on their own-account may have business partners or family helpers, but do not hire employees.</li> <li>• Code 5: The respondent helps without receiving direct pay in business activity of a household member or a family member living elsewhere. It also includes cases of respondents helping a family member with their paid job.</li> </ul>
<b>B8a</b>	<p><b>Institutional sector of employment</b> Type of ownership of the establishment where the person is employed</p>

	<p><b>Response categories</b></p> <ol style="list-style-type: none"> <li>1. In government, public company</li> <li>2. In a private business or farm</li> <li>3. In a non-profit organization</li> <li>5. In a household (as domestic worker)</li> <li>6. OTHER</li> </ol> <p><b>Status</b></p> <ul style="list-style-type: none"> <li>• Additional census question</li> </ul> <p><b>Purpose</b></p> <ul style="list-style-type: none"> <li>• To enable classification employed persons by institutional sector of employment.</li> </ul> <p><b>National adaptation and implementation</b></p> <ul style="list-style-type: none"> <li>• The question is intended only for employees and apprentices/interns.</li> <li>• It should not be asked of persons who work in their own business or in a business run by a family member. The institutional sector for all self-employed persons is the private sector. Thus, the corresponding code should be assigned during data processing.</li> <li>• The institutional sector of employment refers to the type of institution the person works in, rather than their usual place of work. For example, a government doctor who works on call in different households works in “government” (code 1) even though the usual place of work may be the clients’ households. In cases where a respondent is hired through an employment agency to work for another organisation/household then the sector where the work is performed should be recorded. For example, a domestic worker hired through and paid by an agency should still be recorded as code 4 (private household).</li> <li>• Code 1: Includes all government institutions, whether at national, regional or local level, and state-owned enterprises (i.e. ownership of 50% or more by the state).</li> <li>• Code 2: Includes private farms producing mainly for the market and all other (ie. non-farm) personal or private businesses, whether formal or informal, that are not publicly owned (or owned at less than 50% by the state).</li> <li>• Code 3: Includes all non-profit institutions, such as NGO, charities, religious institutions, that provide their services or products to households or the community at large. It excludes NGOs controlled by the government.</li> <li>• Code 4: Includes private households as employers of domestic workers only.</li> <li>• Code 5: Includes public institutions but owned by foreign or international institutions such as foreign embassies etc.</li> </ul>
<b>B8b</b>	<p><b>Job-related social contributions</b></p> <p>Whether the employer pays social contributions for the respondent.</p> <p><b>Response categories</b></p> <ol style="list-style-type: none"> <li>1. YES</li> <li>2. NO</li> <li>97. DON'T KNOW</li> </ol> <p><b>Purpose</b></p> <ul style="list-style-type: none"> <li>• Part of the sequence of questions to identify persons in informal employment</li> </ul>



	<p><b>National adaptation and implementation</b></p> <ul style="list-style-type: none"> <li>The question should be adapted to include references to national social contributions systems that are job-dependent such as public health insurance funds, national pension schemes, unemployment insurance, etc. Names for pension or insurance programmes commonly known by the population should be included to improve understanding of the question.</li> <li>Non-job dependent social contribution schemes, such as means-tested and universal schemes, should not be listed in this question.</li> <li>In translating the question to the national language(s) care should be taken to ensure that respondents understand that the question refers to the payment of social contributions by their employer, and not by themselves.</li> </ul>
<b>B8c</b>	<p><b>Registration of the business</b> Whether the business is registered on a national business register or similar.</p> <p><b>Response categories</b> 1. YES 2. NO 97. DON'T KNOW</p> <p><b>Status</b></p> <ul style="list-style-type: none"> <li>Additional census question</li> </ul> <p><b>Purpose</b></p> <ul style="list-style-type: none"> <li>Part of the sequence of questions to identify persons in informal employment</li> <li>Part of the sequence of questions to identify persons employed in the informal sector</li> </ul> <p><b>National adaptation and implementation</b></p> <ul style="list-style-type: none"> <li>The question should be adapted to list the name of the national business register or relevant national business registration systems. If multiple officially recognised registers exist, for example covering different industries, or covering different rights and responsibilities they should all be listed. This includes for example, registration under factories or commercial acts, tax or social security laws, professional groups' regulatory acts, or similar acts, laws or regulations established by national legislative bodies.</li> <li>Local registration systems that are not national in coverage, or are not linked to a set of legal rights and obligations should not be considered.</li> <li>Interviewers should be trained on the scope of the register(s) listed, and on those that should not be considered.</li> </ul>
<b>B9</b>	<p><b>Hours worked main job in the reference week</b> Number of hours worked in the main job in the reference week</p> <p><b>Response categories</b> 0-120.0</p> <p><b>Status</b></p> <ul style="list-style-type: none"> <li>Additional census question</li> </ul> <p><b>Purpose</b></p> <ul style="list-style-type: none"> <li>To support breakdowns of the employed population by bands of hours worked</li> </ul>

	<p><b>National adaptation and implementation</b></p> <ul style="list-style-type: none"> <li>Hours actually worked refers to the time spent in a job during the reference week for the performance of activities that contribute to the production of goods or services. It includes direct hours carrying out the tasks and duties of the job, regardless of the location where they are performed; related hours spent maintaining or facilitating the work; down time due to interruptions of a technical, material or economic nature; and resting time spent for short periods according to established norms or national circumstances.</li> <li>Exclude time spent travelling between the home and the place of work, for example at the start and end of the work day, as well as time spent on long breaks, for example, meal breaks.</li> <li>If the respondent cannot provide a total number of hours actually worked, interviewers should be trained to assist with recall by asking about hours worked per day and days worked in reference week.</li> <li>Record hours in 0.5 hour intervals. Round up or down to the nearest 0.5 hours if necessary.</li> <li>For data quality assurance a maximum hour's threshold should be established taking into account the national context, in particular situations where shift work or other types of work arrangements prevalent in certain industries may result in schedules of more than 120 hours worked in a given week.</li> </ul>
<b>B10</b>	<p><b>Any work in agriculture/fishing for own use in reference week</b> Work in agriculture/fishing mainly for household consumption in reference week</p> <p><b>Response categories</b></p> <ol style="list-style-type: none"> <li>Farming or growing food in a plot or kitchen garden</li> <li>Raising or tending farm animals</li> <li>Fishing, fish farming, collecting shellfish</li> <li>Hunting or gathering wild foodstuff</li> </ol> <p><b>Status</b></p> <ul style="list-style-type: none"> <li>Core census question (as per national context)</li> </ul> <p><b>Purpose</b></p> <ul style="list-style-type: none"> <li>Part of question sequence to separately identify persons in own-use production of foodstuff</li> </ul> <p><b>National adaptation and implementation</b></p> <ul style="list-style-type: none"> <li>The activity scope for the question is restricted to primary activities in crop farming, animal production, fishing and aquaculture, hunting and gathering and related support activities. This scope aims to support identification of producers of foodstuff intended mainly for household consumption. The activity scope may need to be adapted to fit the national context, for example, by excluding hunting or gathering where not relevant.</li> <li>Response options should be read aloud, and all positive answers recorded.</li> <li>The question refers to work in agriculture, fishing, hunting and gathering, performed on an independent basis. It includes market-oriented production (e.g. commercial farming) as well as production intended mainly as foodstuff for the household.</li> <li>Response options (1), (2), (3) should not be collapsed. Their separate listing aims to improve better reporting of work in these activities. It can also aid in coding information on the branch of economic activity and occupation during data processing.</li> <li>Code (1) refers to crop production. This includes all activities covered under groups 011, 012, 013 and 0161, 0163, 0164 (Division 01) of the International Standard Industrial Classification of All Economic Activities (ISIC rev. 4). Examples include growing any kind of produce such as cereals, rice, vegetables, fruits, nuts, etc, and related activities such as preparing the land, harvesting.</li> </ul>

	<p>National translations of the response item should avoid use of the term “agriculture”. Accumulated experience suggest the term is not widely interpreted as intended.</p> <ul style="list-style-type: none"><li>• Code (2) refers to animal production. This includes all activities covered under group 014 (Division 01) of the International Standard Industrial Classification of All Economic Activities (ISIC rev. 4). Examples include raising or breeding cattle, sheep, poultry, goats, pigs, bee keeping, etc. It also includes activities to produce by-products such as eggs and dairy products.</li><li>• Code (3) refers to fishery and aquaculture activities, covered under Division 03 of the International Standard Industrial Classification of All Economic Activities (ISIC rev. 4). Examples include marine or freshwater fishing, farming fish, crustaceans, molluscs, etc. Code (3) is to be included depending on its relevance in the national context. When included, wording should be evaluated to ensure respondents consider both fishing and aquaculture.</li><li>• Code (4) refers to hunting, trapping and related service activities (group 0170, ISIC rev4.), and gathering of non-wood forest products (group 0230, ISIC rev. 4). Code (4) is to be included depending on its relevance in the national context.</li></ul>
--	--