



EUROPEAN COMMISSION
EUROSTAT

Directorate F: Social statistics
Unit F-2: Labour market statistics

Structure of Earnings Survey 2006

**Eurostat's arrangements for implementing the
Council Regulation 530/1999,
the Commission Regulations 1916/2000 and
1738/2005**

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GENERAL REMARKS

1.1 Objective of the SES 2006

1.1.1 Objective of the survey

The Structure of Earnings Survey (SES) for 2006 is the second of a series of four-yearly earnings surveys to be conducted under the Council Regulation 530/1999 and the Commission Regulation 1916/2000 as amended by Commission regulation 1738/2005. The latter Regulation is attached at Annex 2, as it is frequently referred to.

The objective of this legislation is to provide accurate and harmonised data on earnings in EU Member States and Candidate Countries for policy-making and research purposes. The 2006 SES will give detailed and comparable information on relationships between the level of remuneration, individual characteristics of employees (sex, age, occupation, length of service, highest educational level attained, etc.) and their employer (economic activity, size and location).

The SES collects the earnings actually received by an employee of a business in the reference month and year. The information collected relates to the earnings paid to each "job holder". It does not cover earnings by the same employee elsewhere in a second or third job.

1.1.2 Data sources and reference period

Data for the 2006 SES can be collected from tailored questionnaires, existing surveys, administrative sources or a combination of such sources, which provide the equivalent information. While accepting a degree of flexibility in the means employed for collecting the survey data, the information obtained must be of acceptable quality and be comparable between European countries.

The reference year is 2006. For most countries, the financial year corresponds to the calendar year. In some countries, however, the accounting year does not necessarily coincide with the calendar year and therefore for these countries the financial year which gives the best match with the calendar year 2006 should be used.

The reference month is October for the majority of the countries, this being the month which is assumed to be least affected by absences owing to annual leave or public holidays. The choice of another month is acceptable if the month can be justified as being representative.

1.2 Sampling design: a two-stage sample

The 2006 SES is usually based on a sample of employees drawn from a stratified sample of local units. For each individual employee, characteristics (e.g. sex, age, occupation, etc.) and remuneration received (hourly, monthly and annual earnings, etc.) are collected together with information about the local unit (e.g. region, economic activity, etc.). The collection of microdata at the local unit level instead of enterprise level is necessary in order to provide results at the NUTS 1 level. For enterprises without decentralised activities, the distinction between local unit and enterprise is superfluous.

The reporting unit (the local unit or the enterprise) fills out a questionnaire and provides the information to be collected. When the enterprise reports, it shall give information concerning the local unit where the individual employee works.

The sampling procedure used for the SES contains usually two stages. In the first stage, a stratified random sample of local units is drawn. Stratification criteria used by the countries may include economic activity (at the 2-digit level of NACE Rev.1.1), the number of employees in the enterprise to which the local unit belongs and the region (at the NUTS 1 level). For many countries, the latter coincides with the national level. For the second stage, a simple random sample of employees is usually taken within each of the selected local units¹. Where stratification is carried out, criteria used could include e.g. sex, full-timer or part-timer, and occupation.

1.3 Scope of the survey

1.3.1 *Economic activities covered*

The statistics of the 2006 SES refer to enterprises with at least 10 employees in the areas of economic activity defined by sections C-O excluding L of NACE Rev.1.1². The inclusion of section L is optional for 2006, as well as the inclusion of enterprises with fewer than 10 employees.

1.3.2 *Population and sample of employees to be covered*

The SES collects data both for the reference year 2006 and the reference month (October in most countries). The population of employees to be targeted for the SES are those employed in the observation unit in the reference month, which have an employment contract.

¹ Some countries use only a one-stage sample and cover all employees within the selected reporting units.

² While the population of enterprises to be covered concerns enterprises with 10 or more employees, the population of local units to be covered are all units belonging to enterprises with 10 or more employees. Where an enterprise has just one local unit, that unit will clearly have 10 (or more) employees. Where an enterprise has more than one local unit, some of the local units may have fewer than 10 employees.

Employees are all persons, irrespective of their nationality or the length of their working time in the country, who have a direct employment contract with the enterprise or local unit (whether the agreement is formal or informal) and receive remuneration, irrespective of the type of work performed, the number of hours worked (full-time or part-time) and the duration of the contract (fixed or indefinite). The remuneration of employees can take the form of wages and salaries including bonuses, pay for piecework and shift work, allowances, fees, tips and gratuities, commission and remuneration in kind.

The employees to be included in the 2006 SES sample are those who actually received remuneration during the reference month. Employees who did not receive remuneration in the reference month should be excluded¹. For sampled employees who have period(s) of unpaid absence during the reference month, their earnings should be adjusted on to a full month's basis. Where it is not feasible to adjust their monthly earnings, then such employees should be excluded from the sample.

1.3.3 *Categories of workers which are to be **included** in the SES*

The following list gives examples of categories of employees that are included:

- sales representatives, providing they are on the payroll and receive other forms of remuneration in addition to any commission,
- paid working proprietors,
- apprentices,
- students and trainees (articled clerks, student nurses, research or teaching assistants, hospital interns, etc.) who have a formal commitment to contribute to the unit's production process in return for remuneration and (or) education services,
- disabled workers, provided the formal or informal relationship of employer to employee exists whereby the person works for the enterprise in return for remuneration in cash or in kind,
- people carrying out remunerated productive activity under employment programs engaged by an employer under a contract of employment,
- interim or temporary workers (e.g. secretarial staff) recruited, employed and remunerated by employment agencies to work elsewhere, often for temporary periods (persons employed by temporary employment agencies, who are to be included in the industry of the agency which employs them, and not in the industry of the enterprise for which they actually work),

¹ This might have an impact to the grossing-up factors. See more about possible re-calculation the grossing-up factors in the paragraph 2.3 and 2.4.

- seasonal and occasional workers, if they have a formal or informal agreement with the enterprise or local unit and pre-defined working hours,
- employees for whom labor costs were incurred in the reference period but who were temporarily not at work because of illness or injury, holiday or vacation, strike or lock-out, educational or training leave, maternity or parental leave, reduced economic activity, suspension of work due to bad weather, mechanical breakdowns, lack of materials, fuels or power, or other temporary absence with or without leave,
- those working abroad if they continue to receive remuneration from the reporting unit,
- civil servants and other government employees whose terms and conditions of employment are laid down by public law,
- the armed forces, consisting of those who have enlisted for both long and short engagements and also conscripts (including conscripts working for civil purposes),
- ministers of religion, if they are paid directly by general government or a non-profit institution,
- outworkers², including home workers and tele-workers if there is an explicit agreement that such workers are remunerated on the basis of the work done: that is, the amount of labor which is contributed as an input into some process of production.

1.3.4 *Categories of workers which are excluded from the SES*

- sales representatives and other persons who are wholly remunerated by way of fees or commission, are not on the payroll, or are self-employed,
- owners, directors or managers whose remuneration wholly takes the form of a share in profits,
- family workers who are not employees (as defined above) of the enterprise or local unit,
- own-account workers,
- unpaid voluntary workers (e.g. those who typically work for non-profit institutions such as charities).

² An outworker is a person who agrees to work for a particular enterprise or to supply a certain quantity of goods or services to a particular enterprise by prior arrangement or contract with that enterprise, but whose place of work is not within it.

2 INFORMATION REQUESTED IN REGULATION 1738/2005

Annexes I and II of Regulation 1738/2005 list and define the variables for which data is required.

The information presented in this chapter is broken into five sections (2.1 to 2.5), corresponding to the following five blocks of variables specified in Regulation 1738/2005:

- Information relating to the local unit to which the employees are attached
- Information relating to each employee in the sample
- Information about working periods
- Information concerning earnings
- Grossing-up factors

The variable numbers below correspond to those listed in Regulation 1738/2005. Variables in *italics* highlight the items which are *optional*.

Mandatory variables

It is essential that Eurostat receives complete information for each employee for all mandatory variables. Eurostat cannot accept microdata records from a country if there is missing data for any of the mandatory variables, as this affects the grossing-up factors.

Optional variables

Clearly, not all optional variables will be supplied by all countries. Eurostat will make use of the data supplied, but obviously very much prefers that data should be provided (as for mandatory variables) for all observation units and employees.

2.1 Information about the local unit to which the sampled employees are attached

Annex 1 gives the codes for the alpha-numeric variables in this section.
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(Variable 1.1) Geographical location of the statistical unit (local unit) (NUTS-1)

The region in which the statistical or local unit is located should be classified according to the nomenclature of territorial statistical units (NUTS, level 1).

Each region should be classified according to the nomenclature of territorial statistical units, level 1 (NUTS 1). Every Member State is obliged to deliver data at NUTS 1 level.(see Annex I).

(Variable 1.2) Size of the enterprise to which the local unit belongs

The size of the enterprise (in terms of number of employees) should be assigned to one of the following bands: 1-9*, 10-49, 50-249, 250-499, 500-999, 1000 and more employees. *This first band is optional for the 2006 SES.

(Variable 1.3) Principal economic activity of the local unit (NACE rev. 1.1)

The main economic activity should be coded at the 2-digit level of NACE Rev.1.1 for sections C to O. NACE section L is optional for the 2006 SES.

(Variable 1.4) Form of economic and financial control of the enterprise

The financial control of the enterprise should be coded as **one** of the following:

- public control (public ownership is more than 50%),
- private control (private ownership is more than 50%).

Balanced public and private ownership (50/50 'shared control') is very rare in practice. Therefore, such cases will not be coded separately and should, if they occur, be treated as being under 'private control'.

(Variable 1.5) Collective pay agreement

This is to identify the type of pay agreement covering at least 50% of the employees in the local unit. **One** of the following should be chosen:

- an agreement at national level, or an interconfederal agreement, covering employees of more than one industry, and usually signed by one or more trade-union confederations and by one or more national employers' organisations,
- an industry agreement setting the terms and conditions of employment for all or most workers and employees in an individual industry or economic sector,
- an agreement for individual industries in individual regions,
- an enterprise or single-employer agreement covering only those employees with the same employer, regardless of size. The agreement may cover only certain local units or groups of employees within the enterprise,
- an agreement applying only to the employees in one local unit,
- any other type of agreement not covered above,
- no collective pay agreement exists.

Even if several categories may apply simultaneously, one of the above categories must be chosen ('yes' answer) if more than 50 % of the employees in the local unit are covered.

(Variable 1.6) Optional: Number of employees in the local unit

This variable represents a head count of the total number of employees in the reference month (e.g. on 1 or 31 October) and covers all employees, including apprentices, paid trainees and students.

(Variable 1.7 new) Optional: Affiliation of the local unit to a group of enterprises

This variable is a binary variable ('yes'/'no') and indicates whether a local unit belongs to a group of enterprises.

The group of enterprises is a statistical unit defined in Regulation (EEC) No 696/93. The group of enterprises should be considered at world level. In most cases the local unit belongs to an enterprise which is not controlled by any national or foreign group. If local units belong to an enterprise group, this is generally well known. A practical guideline that can be given to respondents is whether the accounts of the enterprise concerned are fully consolidated in the accounts of its group of enterprises.

2.2 Information on individual characteristics of each employee in the sample relating to the reference month

As indicated in subsection 1.3.3, the employees to be included in the SES sample are those who actually received remuneration during the reference month. Employees who did not receive any remuneration in the reference month should be excluded. The grossing-up factors (variable 5.2) should relate to those who received remuneration in the reference month.

Annex 1 gives the codes for alphanumeric variables in this section.

(Variable 2.1) Sex

This is to be coded **F** for females, and **M** for males.

(Variable 2.2) Age

Only the year of birth is to be given here. The age is then calculated as the difference between the reference year of the survey and the year of birth. **Please give variable 2.2 in four digits.**

(Variable 2.3) Occupation in the reference month (ISCO-88 (COM))

The occupation is to be coded according to the International Standard Classification of Occupations, 1988 version (ISCO-88 (COM)) at the two-digit level and, if possible, at the three-digit level. The essential information for determining the occupation is usually the employee's job title and a description of the main tasks undertaken in the course of his/her duties.

Trainees or students with an employment contract and apprentices are classified in the occupation for which they carry out their apprenticeship or training period. Foremen are also classified in the occupation in which they supervise.

(Variable 2.4) Optional: Managerial or supervisory position

This binary variable (categories 'yes'/'no') indicates whether an employee has some form of managerial or supervisory function. The word 'managerial' is not identical to 'supervisory' because some managers do not supervise other employees.

Managerial functions are related to determining, formulating, implementing, directing or advising policies and activities of enterprises or institutions. They often include supervisory responsibilities.

A person is considered to have a supervisory position when he or she supervises the work of at least one person (other than apprentices). Typically such a person might have a job title/description of 'foreman' or 'supervisor' together with the name of the occupation.

A job title having included the word 'manager' does not automatically mean the execution of managerial tasks i.e. 'Sales manager'

(Variable 2.5) Highest successfully completed level of education and training (ISCED 97)

This variable concerns the level of general, professional or higher education which the employee has received according to the International Standard Classification of Education, 1997 version (ISCED 97). The expression 'level successfully completed' must be associated with obtaining a certificate or a diploma, when there is certification. In cases where there is no certification, successful completion must be associated with full attendance.

(Variable 2.6) Length of service in the enterprise

The total length of service in the reference month should be based on the number of completed years of service. Any point of time during the reference month will suffice as a qualifying date (e.g. 1 or 31 October). The total length of service relates to the period since the employee joined the enterprise, which may have been in another local unit. Career breaks will not be subtracted. Where enterprises have been merged or there have been changes of ownership, the length of service is to be recorded as counted by the enterprise.

e.g., total service of 5 years 10 months represents *less than* 6 years and should be given as **5 years**.

Short periods away from work of less than 12 months (e.g. on maternity or sick leave) should be included as part of the total service.

(Variable 2.7) Contractual working time (full-time or part-time)

Full-time employees are those whose normal working hours are the same as the collectively agreed or customary hours worked in the local unit under consideration, even if their contract is for less than one year. Part-time employees are those who work fewer hours than the normal working hours of full-time employees. Apprentices can be either FT or PT.

(Variable 2.7.1) Share of a full-timer's normal hours

For a full-time employee, this share is always 100 %. For a part-time employee, the hours contractually worked should be expressed as a percentage of the number of normal hours worked by a full-time employee in the local unit (in a job equivalent to that of the part-time employee).

In most cases, this part-time % will be less than 90%. Please give variable 2.7.1 to two decimal places.

The percentages given for variable 2.7.1 will be used by Eurostat to gross up annual and monthly earnings (i.e., variables 4.1 and 4.2) of PT employees on to a full-time basis – for comparison with corresponding earnings of FT employees.

(Variable 2.8) Type of employment contract

The following information on the type of employment contract is requested:

- indefinite duration,
- temporary/fixed duration (except apprentices, including trainees or students receiving remuneration),
- apprentice.

(Variable 2.9) Optional: Citizenship

Citizenship is defined as the legal nationality of each person, and a citizen is a person who is a legal national by birth or naturalisation, whether by declaration, option, marriage or other means.

One of the following should be selected:

- resident with citizenship,
- resident with foreign citizenship,
- commuter from another country.

2.3 Information on working periods for each employee in the sample

As previously indicated, the population of employees covered in the SES are those who received remuneration during the reference month. Employees without any remuneration in the reference month should be excluded. The grossing-up factors (see variable 5.2 below) should relate to the number of sampled employees who received a full month's remuneration in the reference month.

(Variable 3.1) Number of weeks to which the gross annual earnings relate

Variable 3.1 refers to the employee's working time actually paid during the year and should correspond to the actual gross annual earnings (variable 4.1). Please, give the **number of weeks to 2 decimal places** (e.g. $365/7 = 52.14$ weeks).

Because Eurostat will use variable 3.1 to "gross up" variables 4.1 and 4.1.1, it is therefore essential to complete variable 4.2 for all employees – and to insert '52' (or more precisely 52.14) when the employee's gross annual earnings relate to a full year.

PT employees should be treated like FT employees irrespective of the hours worked. If a part-timer has been paid for a full year, insert '52' (or more precisely 52.14) weeks. If another part-timer has been paid for 6 months, insert '26' (or more precisely 26.07) weeks.

(Variable 3.2) Number of hours actually paid during the reference month

What is required here is the number of hours actually paid during the reference month, not the number of hours in a standard working month. Hours actually paid include all normal and overtime hours worked and remunerated by the employer during the month. Hours not worked but nevertheless paid are counted as 'paid hours' (e.g. for annual leave, public holidays, paid sick leave, paid vocational training, paid special leave etc.).

Variable 3.2 should be consistent with monthly earnings (variable 4.2). If the employee's paid hours are affected by unpaid absence, then they should be adjusted to obtain paid hours for a full month.

Where necessary, provide an approximate estimate of paid hours using: $\text{Adjusted 3.2} = \text{Unadjusted 3.2} * (\text{Adjusted 4.2} / \text{Unadjusted 4.2})$. Where it is not feasible to adjust variable 4.2, then this employee should be excluded from the sample and the grossing-up factor (variable 5.2) re-calculated.

(Variable 3.2.1) Number of overtime hours paid in the reference month

Overtime hours include those worked in addition to those of the normal or conventional working month. If, for example, four hours are paid at a rate of 1,5 times the normal rate, enter 4, not 6.

Variable 3.2.1 should be consistent with overtime earnings (variable 4.2.1). If the employee's overtime hours are affected by unpaid absence, then they should be adjusted to obtain the paid overtime hours for a full month.

Where necessary, provide a rough estimate of paid overtime hours using: $\text{Adjusted 3.2.1} = \text{Unadjusted 3.2.1} * (\text{Adjusted 4.2.1} / \text{Unadjusted 4.2.1})$. Where it is not feasible to adjust variable 4.2 or 4.2.1, then this employee should be excluded from the sample and the grossing-up factor (variable 5.2) re-calculated.

(Variable 3.3) Annual days of holiday leave

This refers to the total number of paid annual holidays, excluding sick leave and public holidays, expressed in days. It relates to the annual total of all normal paid-leave days, including those granted to the employee on the grounds of age, performance of special duties, seniority etc. .

The following are not regarded as holidays:

- sick leave,
- training leave,
- paid special leave granted for personal reasons,
- additional time off granted under working-time reduction agreements.

(Variable 3.4) Optional: Other annual days of paid absence

This variable is again expressed in days.

It includes, for example:

- the total number of paid sick leave days actually taken during the year,
- paid special leave granted for personal reasons,
- public holidays.

It excludes paid days, which are treated as being equivalent to days actually worked, such as paid annual days spent by the employee on vocational training.

2.4 Information on earnings for each employee in the sample

(Variable 4.1) Gross annual earnings in the reference year

The actual gross earnings for the calendar year should be supplied, not the gross annual salary featured in the employee's contract.

Data for variable 4.1 should be provided for all employees for which gross monthly earnings (variable 4.2) has been supplied. Variable 4.1 should not be supplied if variable 4.2 is not completed. This is because the reference population and grossing-up factor (variable 5.2) both relate to employees that have actually received remuneration in the reference month.

It does not matter if the employee's earnings do not always relate to a full year. Some employees will have periods of unpaid absence, or will have joined or left the enterprise during the year. Give the actual gross earnings in the year 2006.

Do not adjust the actual gross annual earnings. When variable 3.1 (number of weeks to which the annual earnings relate) is less than 52 weeks, Eurostat will use variable 3.1 to "gross up" variable 4.1 (and variable 4.1.1), providing 3.2 is 'x' or more weeks. (In SES 2002 'x' was 30 weeks).

(Variable 4.1.1) Annual bonuses and allowances not paid at each pay period

The word "bonuses" is a bit too narrow. Variable 4.1.1 includes any periodic, irregular, ad-hoc and exceptional bonuses and other payments that do not feature every pay period. Typical examples are Christmas and holiday bonuses, 13th or 14th month payments, allowances for leave not taken, occasional commissions, productivity bonuses and profit-sharing premiums.

The main difference between annual earnings and monthly earnings is the inclusion of payments that do not regularly occur in each (monthly) pay period. Although variable 4.1.1 is already subsumed within annual gross earnings, Eurostat asks for "annual bonuses" to be separately distinguished because they account for a significant proportion of annual earnings in a number of countries.

(Variable 4.1.2) Optional: Annual payments in kind

This variable refers to an estimate of the value of all goods and services made available to employees through the enterprise or local unit during the reference year. Included are company products, staff housing, company cars, stock options and share purchase schemes. If information is available from personal income taxation on wages and salaries in kind, this may be used as a proxy.

When variable 3.1 is less than 52 weeks, do not adjust variable 4.1.2.

(Variable 4.2) Gross earnings for the reference month

This variable covers remuneration in cash paid during the reference month before any tax deductions and social security contributions payable by wage earners and retained by the employer. Variable 4.2 should be consistent with the number of hours paid during the reference month (variable 3.2).

Where the employee's gross monthly earnings are affected by unpaid absence (due to sickness, maternity or study leave etc. or simply because the employee joined or left the enterprise during the reference month), then the earnings should be suitably adjusted in order to provide an estimate of the employee's earnings for a full month. Where it is not feasible to adjust the employee's monthly earnings so that the estimated figure corresponds to a full month's earnings, then the employee should be excluded from the sample. Where necessary, the grossing-up factors (variable 5.2) should be re-calculated so that it reflects the exclusion of such employees from the sample.

(Variable 4.2.1) Earnings related to overtime

The amount of overtime earnings paid for overtime hours is required. The full overtime rates should be taken into account and not just the premium element added to the basic/normal hourly rate.

If the employee's earnings are affected by unpaid absence, then the overtime earnings should be adjusted to obtain overtime earnings for a full month.

Where necessary, provide a rough estimate of overtime earnings using: $\text{Adjusted 4.2.1} = \text{Unadjusted 4.2.1} * (\text{Adjusted 4.2} / \text{Unadjusted 4.2})$. Where it is not feasible to adjust variable 4.2, then such employees should be excluded from the sample and the grossing-up factor (variable 5.2) re-calculated.

Variable 4.2.1 should be consistent with variable 3.2.1 (the number of overtime hours paid during the reference month).

(Variable 4.2.2) Special payments for shift work

These are premium payments during the reference month for shift work, night work or weekend work where these are not treated as overtime. The amount to include is the premium element or supplementary payment, not the total payment for such shift work.

Where these special payments are affected by unpaid absence, they should be adjusted to provide an estimate of the shift payments for a full month.

Where necessary, provide a rough estimate of payments for shift work using: $\text{Adjusted 4.2.2} = \text{Unadjusted 4.2.2} * (\text{Adjusted 4.2} / \text{Unadjusted 4.2})$. Where it is not feasible to adjust variable 4.2, then, as indicated above, this employee should be excluded from the sample and the grossing-up factor (variable 5.2) re-calculated.

(Variable 4.2.3) Optional: Compulsory social contributions and taxes paid by the employer on behalf of the employee

This variable refers to the total amount of compulsory social contributions and taxes paid by the employer on behalf of the employee to government authorities during the reference month. This information is requested in order to obtain net monthly earnings for each employee.

If the employee's earnings are affected by unpaid absence, then variable 4.2.3. should be adjusted to obtain the social security contributions for a full month.

Where necessary, provide an approximate estimate of variable 4.2.3, using: $\text{Adjusted 4.2.3} = \text{Unadjusted 4.2.3} * (\text{Adjusted 4.2}/ \text{Unadjusted 4.2})$. Where it is not feasible to adjust variable 4.2, then this employee should be excluded from the sample and the grossing-up factor (variable 5.2) re-calculated.

(Variable 4.2.3.1) Optional: Compulsory social-security contributions

The amount relates to the compulsory employee's social security contributions for the reference month.

If the employee's earnings are affected by unpaid absence, then variable 4.2.3.1 should be adjusted to obtain the compulsory social security contributions for a full month.

Where necessary, provide an approximate estimate of variable 4.2.3.1 using: $\text{Adjusted 4.2.3.1} = \text{Unadjusted 4.2.3.1} * (\text{Adjusted 4.2}/ \text{Unadjusted 4.2})$. Where it is not feasible to adjust variable 4.2, then this employee should be excluded from the sample and the grossing-up factor (variable 5.2) re-calculated.

(Variable 4.2.3.2) Optional: Taxes

This relates to the amount of all taxes on the employee's earnings withheld by the employer for the reference month paid by the employer on behalf of the employee to the government authorities.

If the employee's earnings are affected by unpaid absence, then variable 4.2.3.2 should be adjusted to obtain the taxes for a full month.

Where necessary, provide an approximate estimate of variable 4.2.3.2 using: $\text{Adjusted 4.2.3.2} = \text{Unadjusted 4.2.3.2} * (\text{Adjusted 4.2}/ \text{Unadjusted 4.2})$. Where it is not feasible to adjust variable 4.2, then this employee should be excluded from the sample and the grossing-up factor (variable 5.2) re-calculated.

(Variable 4.3) Average gross hourly earnings in the reference month

The figure required is the average gross earnings per hour paid to the employee in the reference month. This figure should be consistent with the average gross hourly earnings derived from gross earnings for the reference month (variable 4.2) divided by the number of hours paid during the same period (variable 3.2). For accuracy, please **give variable 4.3 to two decimal points**.

2.5 Grossing-up factors

(Variable 5.1) Grossing-up factor for the local unit

Within each sampling stratum, the grossing-up factor for each local unit is calculated as follows:

$$(Variable\ 5.1) = (Number\ of\ local\ units\ in\ the\ population) / (Number\ of\ local\ units\ in\ the\ sample)$$

For accuracy, please give variable 5.1 to two decimal places.

(Variable 5.2) Grossing-up factor for the employees

The grossing-up factor for employees is calculated as follows:

$$(Number\ of\ employees\ in\ the\ population) / (Number\ of\ employees\ in\ the\ sample)$$

For each local unit, the grossing-up factor for employees is based on:

$$(Variable\ 5.2) = (Variable\ 5.1) * (Number\ of\ employees\ in\ the\ local\ unit / Number\ of\ employees\ in\ the\ sample)$$

For accuracy, please give variable 5.2 to two decimal places.

As previously indicated, it is essential that the denominator (“*Number of employees in the sample*”) corresponds to those employees that have received a full month’s remuneration in the reference month.

Where it is necessary to exclude some of the sampled employees that have periods of unpaid absence(s) in the reference month, then the grossing-up factor supplied should be re-calculated to take account of the employees that have been excluded.

In general, whenever it is decided that the microdata for an individual business or individual employee should be withdrawn (for whatever reason), then the grossing-up factor should be re-calculated by the country concerned.

Mandatory variables

Complete information must be supplied for all mandatory variables on all microdata records. Otherwise, the grossing-up factor supplied will not be suitable for all variables.

Optional variables

For those optional variables that a country chooses to supply, Eurostat will make use of all the data supplied, but obviously much prefers that data should be provided (as for mandatory variables) for all observation units and employees.

3 PROCESSING OF MICRODATA

3.1 Technical format and transmission of the SES microdata

Section 3.1 presents the technical format to be used for the transmission of the 2006 SES microdata. The **codes** to be used for alphanumeric variables are given in **Annex 1**.

3.1.1 Requirements

The individual data concerning each local unit and each employee should be provided in the form of two types of microdata record:

A: records for the local unit,

B: records for the employee.

The first record of the file with local units has to contain the column names as in subsection 3.1.4 (local unit table). The one of the file with employees has to contain the column names as in subsection 3.1.5 (employee table).

For easy identification of an employee, a key for each employee should be provided which does not disclose the identity of the person (KEY_E).

The employee records have to be linked to the local unit records by a key (KEY_L). You are free to use this field as you like, providing, of course, that the key itself does not disclose the identity of the business. This could be an artificial number, or an existing key, as long as the same key is used in both the local unit and the employee records.

In addition to the Regulation 1738/2005, Eurostat would also like to collect an enterprise key (KEY_B). This key enables to identify local units which belong to the same enterprise. All the technical characteristics are the same than requested for the local unit and the employee key. The enterprise key will be used while creating the anonymised data sets to ensure the anonymity of the data set at the enterprise level. Despite not listed in the table under subsection 3.1.4, this key shall be provided only in the local unit table, record A. The enterprise key (KEY_B) is optional. When available it may be transmitted on a voluntary basis.

Again, each key (e.g. a sequence number) should uniquely identify an employee, a local unit or an enterprise. Therefore, these identifiers should be artificial and not real.

3.1.2 Contents of records A and B

The content and sequence of the SES variables in records A and B are given in the tables below in subsections 3.1.4 and 3.1.5.

The records should contain a field per variable. All records should be saved in CSV file format and variables should strictly follow the order of the tables in subsections 3.1.4 and 3.1.5. To separate the variables, semi-colon ';' should be used. "Alphanumeric" variables include: (i) variables which are coded only with

letters (e.g. M, F, FT, PT, etc.) and (ii) variables where the codes contain a combination of letters and numbers (e.g. BE1, E10_49, R12).

3.1.3 Variables

All items for records A and B should be completed in full. There should be entries for all individual items, including optional variables (see below).

Mandatory variables

Data should be provided for all mandatory variables in Regulation 1738/2005. Please ensure that there are no missing values.

Optional variables

These should be **coded** strictly according to the following rules:

- When information **is** available for an optional variable, Eurostat clearly very much prefers that data should be provided (as for mandatory variables) for all observation units or employees.
- When information is **not** available for an optional variable, **please insert for every observation unit or employee ‘OPT’** for alphanumeric variables and **‘9999999’** for numeric variables, the number of "nines" corresponding to the length of the field.

Zero values

‘0’ shall **only** be used for those variables where a zero value may sometimes genuinely occur (e.g. when an employee has no overtime or shift premium payments in the reference month).

Units to be used for alphanumeric and numeric variables

The contents of records A and B are given in subsections 3.1.4 and 3.1.5, respectively. An ‘A’ identifies all alphanumeric variables and a ‘N’ identifies all numeric variables.

‘N’ (numeric) variables *should be expressed in absolute terms namely by giving the numbers in full* (and not in decimals, or in tens, hundreds, thousands, millions, etc.). *However, because of the need for precision, the values for variables 3.1, 4.3, 5.1 and 5.2 should be given to two decimal points.*

There is one numeric variable that is different. This is the “**share of a full-timer’s normal hours**” (variable 2.7.1) which *should be expressed as a percentage, and also be given to two decimal places, e.g. 43.27.*

The decimal separator is a point ‘.’. Thousand separators shall not be provided.

Where ‘N’ variables relate to money values (e.g. hourly, monthly, annual earnings, bonuses, taxes, social security contributions, payments in kind) these *shall be expressed in units of the national currency* of the country concerned.

3.1.4 Content of record A, Local unit table, (EDAMIS KEY: SES_EARA_A)

Regulation (1738/2005) (SES 2006)	Column Name (1738/2005) (SES 2006)	Data Type	Data length	Data Label	Mandatory (M) or Optional (O) variable
	TABLE	A	1	Table identification (A)	M
	YEAR	N	8	Identification of the reference period (e.g.2006)	M
1.1	A11	A	3	Geographical location of the statistical unit (local unit)	M
1.2	A12	A	8	Size of the enterprise to which the local unit belongs	M
1.3	A13	A	3	Principal economic activity of the local unit	M
1.4	A14	A	1	Economic and financial control	M
1.5	A15	A	1	Collective pay agreement	M
1.6	A16	N	8	Number of employees in the local unit	O
1.7	A17	A	1	Affiliation of the local unit to a group	O
5.1	A51	N	8	Grossing-up factor for local units (to 2 decimal places)	M
	KEY_B	A	6	Key identifying the enterprise	O
	KEY_L	A	6	Key identifying the local unit	M

3.1.5 Content of record B, Employee table, (EDAMIS KEY: SES_EARB_A4)

Regulation (1738/2005) (SES 2006)	Column Name (1738/2005) (SES 2006)	Data Type	Data length	Data Label	Mandatory (M) or Optional (O) variable
	TABLE	A	1	Table identification (B)	M
	YEAR	N	8	Reference period (e.g. 2006)	M
	KEY_E	A	6	Key identifying the employee	M
2.1	B21	A	1	Sex	M
2.2	B22	N	8	Age (Year of Birth)	M
2.3	B23	A	3	Occupation in the reference month	M
2.4	B24	A	3	Management position / supervisory position	O
2.5	B25	A	2	Highest successfully completed level of education and training	M
2.6	B26	N	8	Length of service in enterprise (in years)	M
2.7	B27	A	2	Full-time or part-time employee	M
2.7.1	B271	N	8	% share of a full-timer's normal hours (to 2 decimal places)	M
2.8	B28	A	1	Type of employment contract	M
2.9	B29	A	3	Citizenship	O
3.1	B31	N	8	Number of <u>weeks</u> to which the gross annual earnings relate (to 2 decimal places)	M
3.2	B32	N	8	Number of hours paid during the reference month	M
3.2.1	B321	N	8	Number of overtime hours paid in the reference month	M
3.3	B33	N	8	Annual days of holiday leave (in full days)	M
3.4	B34	N	8	Other annual days of paid absence	O
4.1	B41	N	16	Gross annual earnings in the reference year	M
4.1.1	B411	N	16	Annual Bonuses and allowances not paid at each pay period	M
4.1.2	B412	N	8	Annual payments in kind	O
4.2	B42	N	8	Gross earnings in reference month	M
4.2.1	B421	N	8	Earnings related to overtime	M

Regulation (1738/2005) (SES 2006)	Column Name (1738/2005) (SES 2006)	Data Type	Data length	Data Label	Mandatory (M) or Optional (O) variable
4.2.2	B422	N	8	Special payments for shift work	M
4.2.3	B423	N	8	Compulsory social contributions and taxes paid by the employer on behalf of the employee	O
4.2.3.1	B4231	N	8	Compulsory social security contributions	O
4.2.3.2	B4232	N	8	Taxes	O
4.3	B43	N	8	Average gross hourly earnings in the reference month (to 2 decimal places)	M
5.2	B52	N	8	Grossing-up factor for employees (to 2 decimal places)	M
	KEY_L	A	6	Identification key of the local unit the employee belongs to	M

3.1.6 Transmission

The two data files with microdata records A and B will be validated and transmitted using standard Eurostat transmission tools and services. For additional information, please see:

<http://circa.europa.eu/irc/dsis/edamis/info/data/website/tools/ewp/index.htm> .

The local unit table shall be supplied under the EDAMIS data-set id, SES_EARA_A, and the employee table under the EDAMIS data-set id, SES_EARB_A4.

3.2 Data Validation and Eurostat Calculations

3.2.1 Introduction

Section 3.2 deals with the following issues:

- The **data validation** that will be undertaken by Eurostat on receipt of the 2006 SES microdata from each country.
- The **adjustments, grossing-up and other calculations** that Eurostat will undertake on the SES microdata.

Data validation

This consists of *Global checks* and *Plausibility checks*.

'*Global checks*' are necessary to ensure that complete data is received on microdata records from each country. Missing entries/values for individual variables cannot be accepted because this affects the grossing up factors and the population estimates. The global checks are presented in subsection 3.2.2. .

'*Plausibility checks*' on each variable are needed to ensure that the data are reasonable and consistent with other 2006 SES variables (see subsection 3.2.3).

These global and plausibility checks by Eurostat will automatically generate an **output report** on the microdata received from each country. This output report will be transmitted to the country, indicating where there is a data problem and the action required by the country if necessary.

Before transmitting the microdata to Eurostat, each country should carry out the same global and plausibility checks as listed here. This is essential in order to avoid returning the microdata to a country for correction and revisions to the grossing-up factors (variables 5.1 and 5.2). These checks will also help to ensure that the treatment and quality of the data is harmonised across the countries.

Data adjustments, grossing-up and other calculations

This relates to calculations that Eurostat will undertake, for example, to convert data for part-time employees to full-time units, or to convert data for the reference year on to an annual basis in those cases where the employee has worked for less than 52 weeks. These calculations are specified in subsection 3.2.4.

3.2.2 Global checks

It is necessary to distinguish between mandatory and optional variables:

Completeness of information for each mandatory variable:

For each country, all microdata records should contain data for mandatory variables. Missing data or codes will not be accepted. The mandatory variables are: 1.1, 1.2, 1.3, 1.4, 1.5, 2.1, 2.2, 2.3, 2.5, 2.6, 2.7, 2.7.1, 2.8, 3.1, 3.2, 3.2.1, 3.3, 4.1, 4.1.1, 4.2, 4.2.1, 4.2.2, 4.3, 5.1 and 5.2. .

Completeness of information for each optional variable:

Each country will decide which optional variables it is able to supply. Eurostat will make use of the data supplied, but clearly very much prefers that all microdata records should contain data for that optional variable. The optional variables are: 1.6, 1.7, 2.4, 2.9, 3.4, 4.1.2, 4.2.3, 4.2.3.1, and 4.2.3.2. .

3.2.3 Plausibility checks

Apart from checking that the correct codes have been used for the variables, the following plausibility checks are planned for the variables listed below. Each country will undoubtedly have many more checks and more demanding checks than listed below. Therefore, each country is encouraged to use its own checks, providing that the resulting SES microdata satisfy the checks below.

(Variable 1.6) Optional: Number of employees in the local unit

- If data is available, the following plausibility checks will be carried out:

var.1.6 \geq 1 If var.1.2 = E1_9, then var.1.6 \leq 9 else if var.1.2 = E10_49, then var.1.6 \leq 49 else if var.1.2 = E50_249, then var.1.6 \leq 249 else if var.1.2 = E250_499, then var.1.6 \leq 499 else if var.1.2 = E500_999, then var.1.6 \leq 999 else if var.1.2 = E1000, then var.1.6 \geq 1000

(Variable 2.2) Age

14 years \leq (2006 - var.2.2) \leq 80 years
--

(Variable 2.6) Length of service in the enterprise

0 years \leq var.2.6 \leq 60 years
14 years \leq (2006 - var.2.2) - var.2.6

(Variable 2.7.1) Share of a full-timer's normal hours (in %)

if var 2.7 = FT then var 2.7.1 = 100
if var 2.7 = PT then var 2.7.1 < 100

(Variable 2.8) Type of employment contract

if var.2.8 =code C (employee is an apprentice),
then 14 years ≤ (2006 - var.2.2) ≤ 60 years

(Variable 3.1) Number of weeks to which the gross annual earnings relate

0.1 < var.3.1 < 53

(Variable 3.2) Number of hours actually paid during the reference month

var.3.2 > 0
 $0.90 * \text{var.4.2} / \text{var.4.3} \leq \text{var.3.2} \leq 1.10 * \text{var.4.2} / \text{var.4.3}$
If var.2.7 = FT, then 130 hours < (var.3.2 - var.3.2.1) < 215 hours
If var.2.7 = PT, then $130 * (\text{var.2.7.1}/100) < (\text{var.3.2} - \text{var.3.2.1}) < 215 * (\text{var.2.7.1}/100)$

(Variable 3.2.1) Number of overtime hours paid in the reference month

In general: var.3.2.1 < var.3.2.
If var.4.2.1 > 0 then var.3.2.1 > 0
 $\text{var.3.2.1} < 0.65 * (\text{var.3.2} - \text{var.3.2.1})$
[This last check recognises that in some countries the number of overtime hours represents a very high proportion of the total number of hours paid during the reference month (var.3.2)].

(Variable 3.3) Annual days of holiday leave (in full days)

If var.2.7 = FT, then var.3.3 < 80 days for NACE sections C-K, L, N & O.
If var.2.7 = PT, then var.3.3 < 80 days * (var.2.7.1/100) for sections C-K, L, N & O.
var.3.3 < 120 days for NACE section M.

(Variable 3.4) Optional: Other annual days of paid absence

- If data is available, the following plausibility check will be carried out:

Otherwise, var.3.4 < 100 days.

(Variable 4.1) Gross annual earnings in the reference year

var.4.1 > 0
var.4.1 > var.4.1.2
var.4.1 > (var.4.2 – var.4.2.1) * 0.70 * var.3.1 / (4.345238)
[This last check is to ensure that annual earnings are at least ‘z’ times the value of monthly earnings, where the term “var.3.1 / (4.345238)” represents the number of months z, that the employee worked in 2006].

(Variable 4.1.1) Annual bonuses and allowances not paid at each pay period

var.4.1.1 < var.4.1

(Variable 4.1.2) Optional: Annual payments in kind

- If data is available, the following plausibility check will be carried out:

var.4.1.2 < 0.20 * var.4.1

(Variable 4.2) Gross earnings in the reference month

var.4.2 > 0
var.4.2 > var.4.2.1 + var.4.2.2
var.4.2 > var.4.2.3
If var.4.3 > 0 then $(0.90 * \text{var.4.3} * \text{var.3.2}) \leq \text{var.4.2} \leq (1.10 * \text{var.4.3} * \text{var.3.2})$

(Variable 4.2.1) Earnings related to overtime

var.4.2.1 ≥ 0
var.4.2.1 < var.4.2
If (var.3.2.1 > 0 and var.4.2.1 > 0), then $(\text{var.4.2.1} / \text{var.3.2.1}) \geq (\text{var.4.2} - \text{var.4.2.1}) / (\text{var.3.2} - \text{var.3.2.1}) * 0.60$
[Workers can receive a lower hourly rate for overtime than for normal hours].

(Variable 4.2.2) Special payments for shift work

var.4.2.2 ≥ 0
var.4.2.2 < var.4.2

(Variable 4.2.3) Optional: Compulsory social contributions and taxes paid by the employer on behalf of the employee

- If data for variable 4.2.3 is available, the following plausibility checks will be carried out:

If var.4.2.3.1 and var.4.2.3.2 are both available, $\text{var.4.2.3} = \text{var.4.2.3.1} + \text{var.4.2.3.2}$; If only var.4.2.3 is available, $\text{var.4.2.3} \geq 0$. $\text{var.4.2.3} < \text{var.4.2}$

(Variable 4.2.3.1) Optional: Compulsory social-security contributions

- If data is available, the following plausibility check will be carried out:

$\text{var.4.2.3.1} < \text{var.4.2} - (\text{var.4.2.1} + \text{var.4.2.2})$

(Variable 4.2.3.2) Optional: Taxes

- If data is available, the following plausibility check will be carried out:

$\text{var.4.2.3.2} < \text{var.4.2} - (\text{var.4.2.1} + \text{var.4.2.2})$

(Variable 4.3) Average gross hourly earnings in the reference month

$\text{var.4.3} \geq 0$ If $\text{var.4.3} > 0$, then $0.90 * (\text{var.4.2} / \text{var.3.2}) \leq \text{var.4.3} \leq 1.10 * (\text{var.4.2} / \text{var.3.2})$
--

(Variable 5.1) Grossing-up factor for the local unit

$\text{var.5.1} \geq 1$

(Variable 5.2) Grossing-up factor for the employees

$\text{var.5.2} \geq 1$

3.2.4 Calculations that Eurostat will undertake

This subsection deals with the adjustments, grossing-up and other computations that Eurostat will undertake on the 2006 SES microdata. These relate to calculations, for example, to convert data for part-time employees into full-time units, or to adjust data for the reference year on to an annual basis in those cases where the employee has worked for less than 52 weeks.

PT employees: conversion to full-time units.

Variable 2.7 provides a simple head count of PT employees. Variable 2.7.1 will be used to convert PT employees into full-time units (FTUs).

PT employees: adjusting gross monthly and annual earnings (variables 4.2 and 4.1) on to a full-time basis.

The actual monthly and annual earnings of PT employees provided by the countries are of interest and will be disseminated. Additionally, because the actual earnings take no account of the hours worked by part-timers, Eurostat will use the percentages for part-timers (given by variable 2.7.1) to gross up the gross monthly earnings (variable 4.2) and gross annual earnings (variable 4.1) of PT employees on to a full-time basis. This will allow an approximate comparison with corresponding earnings of FT employees. This grossing up procedure for PT employees will not be undertaken for other monthly or annual variables.

Gross annual earnings and bonuses (variables 4.1 and 4.1.1): adjustments of these variables on to an annual basis where the FT employee has worked for less than 52 weeks.

- Variables 4.1 and 4.1.1 will not be used if variable 3.1 < **30** weeks.
- If **30** ≤ var.3.1 < 53 weeks, then the above variables will be adjusted on to an annual basis. For example, for variable 4.1:

$$\text{Adjusted var.4.1} = \text{unadjusted var.4.1} * (52.143 / \text{var.3.1})$$

Likewise, for **variables 4.1.1**.

(Variable 4.1.2) Optional: Annual payments in kind

- Variable 4.1.2, when available, will be used without adjusting on to an annual basis when $52 \leq \text{var.3.1} < 53$ weeks.
- When $30 \leq \text{var.3.1} < 53$ weeks, variable 4.1.2 will also be used (after being adjusted on to annual basis).

(Variable 5.1) Use of the grossing-up factor for the local unit

The grossing-up factors (variable 5.1) will be applied by Eurostat to the variables on each microdata record for the local units to obtain population estimates of the total number of local units, including breakdowns by region, NACE activity, etc..

(Variable 5.2) Use of the grossing-up factor for the employees

Eurostat will apply variable 5.2 to the variables on microdata records for the employees to obtain population estimates of the total number of employees and their aggregate earnings (broken down by sex, age, FT/PT, etc). The grossed up number of employees will be used for weighting purposes, including the calculation of European averages. Likewise, the grossed up number of employees will be used as the denominator for the calculation of employees' average earnings (hourly, monthly and annual), average paid hours, holidays, etc. .

3.3 Treatment of confidentiality

This section gives a summary of the procedures that Eurostat will follow to ensure that the 2006 SES microdata is protected and that the disseminated data is safe.

3.3.1 Eurostat's strategy: a systematic approach to protect data confidentiality

All Member States (MS) will send Eurostat SES microdata. Eurostat has adopted the following rules to protect the confidentiality of the SES data.

First, the raw SES microdata that each country transmits to Eurostat should not contain any personal identifiers. The microdata will then remain in a secure Eurostat database. The microdata will never leave Eurostat.

Secondly, Eurostat will only disseminate tabular SES data via New Cronos or publications. There will be no risk at all to the countries because the tabular data on New Cronos or in Eurostat publications will be too aggregated to permit any disclosure. However, to ensure all such tabular information is safe, appropriate software (e.g. Tau-Argus, CiF) will be applied and action taken to remove any residual risks to individual businesses or individual employees. The tabular information to be disseminated by Eurostat (via New Cronos) is presented in Section 3.4.

Thirdly, Eurostat will want to analyse the microdata for its own (i.e. Commission) purposes. Section 3.3.2 describes the anonymisation procedures and shows, in particular, that the loss of the regional breakdown (NUTS1) was sufficient to remove any risk of identification to all but a small number of individual businesses or employees. On receipt of the 2006 SES data, tests will be undertaken to ensure that a similarly high degree of anonymisation is achieved for each country.

Fourthly, while close to 100% anonymisation of the microdata is achievable, there will inevitably be a limited number of individual businesses or employees whose identities remain at risk. To deal with these remaining cases, another 'layer' of protection will be applied to any tabular analyses produced by Eurostat. Section 3.3.3 explains how suitable software can be applied to tabular output – in order to remove these remaining risks of disclosure. As indicated above, this software will also be applied to the tabular data that Eurostat disseminates via New Cronos and publications.

3.3.2 *Anonymisation of the 2006 SES microdata*

This section gives a summary of the proposed anonymisation procedures:

3.3.2.1 Protection of businesses: the EG's proposals

- Sample threshold rule of 4 units (cells with 1 to 3 units are considered disclosive (unsafe)).
- Region: restricted to the national level;
- Sacrifice: Form of economic and financial control; Total number of employees in local unit; Size of the group of enterprises; Country of residence of the entity controlling the group.

The three most important identifying variables are region (NUTS 1), size (in bands of employee numbers) and economic activity (NACE, 2 digits). The NUTS 1 variable is the most disclosive (in combination with the other two variables). A very high degree of anonymisation is achievable by simply dropping the regional variable. As NUTS 1 corresponds to the national level for the Candidate Countries and some EEA countries, anonymisation problems for these countries may be limited. But this will be tested.

It should be stressed that the loss of the regional variable (or other variables) in order to protect SES microdata does not mean that the NUTS 1 data is permanently sacrificed. SES tabular analyses can be produced which give a regional breakdown, but the simultaneous presence of other identifying variables in the tables (like size and economic activity) will need to be collapsed or removed if any of the cells are disclosive.

3.3.2.2 Protection of individual employees: the EG's proposals

The anonymisation of the business units simultaneously goes a very long way towards protecting the employees sampled in those units (because the identifying variables for individuals are less likely to be disclosive in the absence of the local unit's details).

To further reduce the residual risks to employees, the following anonymisation will occur:

- Sample threshold rule of 4 units (cells with 1 or 3 units are considered disclosive)
- Citizenship: sacrificed;
- Age: restricted to 6 bands (14-19, 20-29, 30-39, 40-49, 50-59, 60+);
- Occupation: restricted to 9 categories of the ISCO 88 (1-digit) classification;
- Earnings: restricted to bands of income, including top coding.

Together, these further measures are expected to reduce risks of disclosure to negligible proportions. Section 3.4.3 illustrates how any residual risks can be ‘mopped-up’ by applying suitable software to the tabular data produced from the anonymised microdata.

3.3.3 Protecting SES tabular data : another layer of protection

While the global recoding procedures proposed above for businesses and employees achieve close to 100% anonymisation, there will inevitably be some businesses/employees which can still be identified. Another layer of protection will be applied whenever analytical tables are produced from the anonymised microdata files for each country. Any outstanding risks of disclosure will be identified and eliminated using suitable software.

Software will be applied to tabular analyses produced from anonymised microdata files for each country. A significant part of these tabular analyses will be those disseminated via New Cronos and publications (e.g. Statistics in Focus articles). Because it is not feasible to present the same detail as is available in the anonymised microdata files, the tables disseminated via New Cronos will inevitably show **restricted** breakdowns for individual variables. Most variables (e.g. age, occupation, length of service, earnings, etc) will be displayed in bands. The proposed New Cronos tables are presented in Section 3.4.

3.4 Tables

3.4.1 Dissemination of the 2006 SES results

The 2006 SES results will be disseminated in the following ways:

- **New Cronos:** Detailed results will be available via the Eurostat New Cronos database in the form of multidimensional tables. There will be links to information about the methodology.
- **Statistics in Focus articles:** SiF articles will present summaries of the main results for the EEA and Candidate Countries.
- **Further publications:** Other dissemination of the 2006 SES results is envisaged via publications like the Eurostat Yearbook.

3.4.2 New Cronos tables: introductory notes about the attached tables

Section 3.4.4 gives a summary of the planned 2006 SES tabular data that will be accessible via New Cronos. For comparison reasons most of the planned tables will be identical to the SES 2002 tables in New Cronos. There will be a few further tables (to be decided) providing information with a view to respond to specific user needs concerning the Gender pay gap indicator.

The tables may also be revised later, following the tests that Eurostat will undertake to protect the confidentiality of the 2006 SES data. Section 3.5 sets out Eurostat's proposals to avoid any risk of disclosure to individual businesses or employees. There is clearly also a physical limit on the number of variables that can be simultaneously extracted from New Cronos and reasonably viewed in tabular form.

Each row represents a table (see the table numbers in the final column). The crosses ("x") in each row identify the variables available for analysis. This is the maximum number of variables that it is feasible to present in one New Cronos table; other analyses can be produced using any combination of the variables specified in each row. The user is free to decide which variables he/she wants.

The two variables "Country/region" and "Sex" feature in every table but of course, individual regions or countries can be aggregated. Likewise, males and females can be combined, if desired.

In section 3.4.4. the first block of tables - "**1. Numbers of Employees**" – provides analyses of the population of employees broken down by characteristics of the observation unit and employee. This first block of tables also includes breakdowns of total employees for specified bands of hours paid, annual holidays and of hourly/monthly/annual earnings.

The second block of tables - "**2. Gross Earnings, Paid Hours and Annual Days of Leave**" - shows the proposed tables on hourly, monthly and annual earnings, monthly paid hours and annual days of leave. These analyses will provide measures of location (mean and median values), together with measures of dispersion (lower & upper quartiles, 1st & 9th deciles and the coefficient of variation).

3.4.3 Information about the variables in the attached New Cronos tables

The variable numbers in the attached tables correspond to those in Regulation 1738/2005.

The 'dependent' variables - hourly, monthly & annual earnings, monthly hours paid and annual days of leave - feature in the first column of the two attached tables. The 'independent' variables are variables 1.1 to 1.5 and 2.1 to 2.8; these explain differences in the levels of the dependent variables.

(Variable 1.1) Geographical location of the statistical unit (local unit)

As a minimum, this variable will always provide country data plus aggregates for the EU Member States (MS), EEA and Candidate Countries (CCs). Subject to confidentiality considerations, variable 1.1 will additionally provide a regional breakdown (at the NUTS 1 level) for 20 MS. (For the other 7 MS, EEA and the CCs, the NUTS 1 level corresponds to the national level).

(Variable 1.2) Size of the enterprise to which the local unit belongs

Variable 1.2 has six bands: 1-9, 10-49, 50-249, 250-499, 500-999, 1000 + in terms of the number of employees.

(Variable 1.3) Principal economic activity of the local unit (NACE rev. 1.1)

This is available at the 2-digit level. But for the New Cronos tables we propose to limit the breakdown to the 1-digit level, i.e., the individual NACE sections C, D, ..., K, M, N, O plus the optional section L. The NACE aggregates C-F, G-K, L-O, C-K and C-O will also be available.

(Variable 1.4) Form of economic and financial control of the enterprise

Three categories: public and private control.

(Variable 1.5) Collective pay agreement

There are 7 categories of agreements: National level or interconfederal agreement; Industry agreement; Agreement for individual industries in individual regions; Enterprise agreement; Single observation unit (local unit) agreement; Other type of agreement, not covered above; No collective agreement exists.

(Variable 2.1) Sex

Male, female plus total employees.

(Variable 2.2) Age in years

Six bands: under 20, 20-29, 30-39, 40-49, 50-59, 60 years and over.

(Variable 2.3) Occupation - ISCO 88 (COM) at the 1-digit level

Under Regulation 1738/2005, as a minimum for analysis reasons, occupation is available at the 2-digit level of ISCO (if possible at 3 digit level). However, for the New Cronos tables we propose to limit the breakdown to the 1-digit level as for SES 2002.

(Variable 2.5) Highest successfully completed level of education and training (ISCED 97)

We propose to offer a breakdown of seven ISCED levels: 0 & 1 combined, 2, 3 & 4 combined, 5B, 5A and 6.

(Variable 2.6) Length of service in the enterprise in years

8 bands are proposed: less than 1 year, 1-5, 6-9, 10-14, 15-19, 20-29, 30-39 and 40 or more years.

(Variable 2.7) Contractual working time (full-time or part-time) together with variable 2.7.1 (Share of a full-timer's normal hours)

Variable 2.7 distinguishes "FT" and "PT" employees. Using a simple head count, the total number of employees = FT + PT. Variable 2.7.1 enables part-timers to be converted into full-time units (FTUs). Variable 2.7.1 also permits the monthly and annual earnings of PT employees to be adjusted on to a full time basis. These adjustments are available for variables 4.1 (gross annual earnings) and 4.2 (gross monthly earnings).

(Variable 2.8) Type of employment contract

There are 3 contract types: indefinite duration, temporary/fixed term and apprentice/trainee contract types. Variable 2.8 will be used to separately identify apprentices.

(Variable 3.2) Number of hours paid during the reference month

The number of hours paid differs between FT and PT employees. The following 15 bands of monthly number of hours paid represent an attempt to cover the hours worked by PT as well as FT employees:

- Less than 50 hours, 50-59, 60-69, 70-79, ..., 140-149, 150-159, 160-169, 170- 179, 180 or more hours.

(Variable 3.3) Annual days of holiday leave

Again, the annual number of days of leave differs between FT and PT employees. The following bands of annual holiday leave are proposed (see table 8):

- Less than 5 days, 5-9, 10-14, 15-19, 20-24, 25-29, 30-34, 35 or more.

(Variable 4.1) Gross annual earnings in the reference year

All tables for gross annual gross earnings will be programmed to allow for two separate distributions: (a) data for employees with annual earnings relating to 52 weeks and (b) data for employees with ‘estimated’ annual earnings (i.e. based on annual earnings of 30 [2002 SES] or more weeks, the grossing up being done by Eurostat, using variable 3.1).

The following three sets of 15 bands of gross annual earnings (in Euro) are proposed:

- Less than 5000, 5000-9999, 10000-14999, ..., 65000-69999, 70000 +
- Less than 2500, 2500-4999, 5000-7499, ... , 32500-34999, 35000 +
- Less than 1000, 1000-1999, 2000-2999, ... ,13000-13999, 14000 +

(Variable 4.2) Gross earnings for the reference month

Gross monthly earnings differ between FT and PT employees, the latter working shorter hours. The following three sets of 15 bands of monthly earnings (in Euro) are proposed:

- Less than 500, 500-999, 1000-1499, ... , 6000-6499, 6500-6999, 7000 +
- Less than 250, 250-499, 500-749, ... , 3000–3249, 3250–3499, 3500 +
- Less than 100, 100-199, 200-299, ... , 1200-1299, 1300–1399, 1400 +

(Variable 4.3) Gross hourly earnings in the reference month

Variable 4.3 is the average gross earnings per hour paid in the reference month. There are major differences between countries, so three sets of hourly earnings (in Euro) are proposed, each containing 11 bands:

- Under 5.00, 5.00-9.99, 10.00-14.99, ...,40.00-44.99, 45.00-49.99, 50.00 +
- Under 2.50, 2.50-4.99, 5.00-7.49, ..., 20.00-22.49, 22.50–24.99, 25.00 +
- Under 1.00, 1.00-1.99, 2.00-2.99, ... , 8.00-8.99, 9.00-9.99, 10.00 +

Depending on the country, one of the three sets of hourly earnings would be selected. As the three sets are consistent with each other, comparisons are possible between the countries.

3.4.4 Planned 2006 SES tabular analyses

This section gives an overview of the proposed New Cronos tables.

2006 SES results: the New Cronos tables

	Variables related to the local unit					Variables related to employees						Table no
	1.1 Country	1.2 Size of the enterprise (6 bands)	1.3 Economic activity (NACE Sections)	1.4 Economic control	1.5 Collective pay agreement (7 categories)	2.1 Sex	2.2 Age (5 bands)	2.3 Occupation ISCO-88 (COM) (1 digit)	2.5 Level of education ISCED 97 (3 levels)	2.6 Length of service (6 bands)	2.8 Employment contract (3 types)	
Number of employees broken down by variables related to the local unit and the employee (Tables 1-6). Additionally, a further breakdown of total employees is proposed into bands of hours paid, or annual leaves, or earnings (see Tables 7-11)	x		x		x	x						1
	x		x			x	x					2
	x	x				x		x				3
	x		x			x			x			4
	x		x			x				x		5
	x		x	x		x						6
by 6 bands of monthly hours paid	x		x			x						7
by 4 bands of annual leave days	x		x			x						8
by 5 bands of hourly earnings	x		x			x		x				9
by 4 bands of monthly earnings	x		x			x		x				10
by 6 bands of annual earnings	x		x			x		x				11

Gross earnings, monthly hours paid and annual days of leave	Variables related to the local unit					Variables related to employees						Table no
	1.1 Country	1.2 Size of the enterprise (6 bands)	1.3 Economic activity (NACE Sections)	1.4 Economic control	1.5 Collective pay agreement (7 categories)	2.1 Sex	2.2 Age (5 bands)	2.3 Occupation ISCO-88 (COM) (1 digit)	2.5 Level of education ISCED 97 (3 levels)	2.6 Length of service (6 bands)	2.8 Employment contract (3 types)	
Mean hourly earnings (var 4.3) and hourly overtime pay (var 4.2.1 / 3.2.1), the latter being expressed in absolute terms and also as % of mean hourly earnings ; mean hourly earnings of women as % of those of men (including and excluding overtime payments)	x		x		x	x						12
	x		x			x	x					13
	x					x	x	x				14
	x		x			x					x	15
	x		x			x			x			16
	x		x			x				x		17
	x	x				x		x				18
	x		x			x		x				New
Mean monthly earnings (var 4.2) and overtime & shift pay (var 4.2.1 and 4.2.2), the latter being expressed in absolute terms and also as % of variable 4.2	x		x		x	x						19
	x		x			x	x					20
	x					x	x	x				21
	x		x			x					x	22
	x		x			x			x			23
	x		x			x				x		24
	x	x				x		x				25
	x		x			x		x				New
Mean annual earnings (var 4.1) and total annual bonuses (var 4.1.1), the latter being expressed in absolute terms and also as % of variable 4.1	x		x		x	x						26
	x		x			x	x					27
	x					x	x	x				28
	x		x			x					x	29
	x		x			x			x			30
	x		x			x				x		31
	x	x				x		x				32
	x		x			x		x				New
Mean monthly hours paid (var 3.2) plus overtime hours (var 3.2.1), expressed in absolute terms and as % of variable 3.2	x		x		x	x						33
	x		x			x	x					34
	x					x	x	x				35
	x		x		40	x					x	36
	x		x			x			x			37
	x		x			x				x		38
	x	x				x		x				39
	x		x			x		x				New

ANNEX 1

CODING FOR CATEGORICAL (OR ALPHANUMERIC) VARIABLES

(VARIABLE 1.1) CODES FOR GEOGRAPHICAL LOCATION OF THE STATISTICAL UNIT (NUTS 1) FOR THE LOCAL UNIT

Codes for EU Member States

Only use the NUTS-1 codes given here. For those Member States where the NUTS-1 level corresponds to the national level, please use the country code.

CODE	COUNTRY	REGION, NUTS 1 LEVEL
BE	BELGIQUE-BELGIË	
BE1		RÉGION DE BRUXELLES-CAPITALE / BRUSSELS HOOFDSTEDELIJK GEWEST
BE2		VLAAMS GEWEST
BE3		RÉGION WALLONNE
BG	BULGARIJA	
BG3		SEVERNA I IZTOCHNA BULGARIA
BG4		YUGOZAPADNA I YUZHNA TSENTRALNA BULGARIA
CZ	ČESKÁ REPUBLIKA	
DK	DANMARK	
DE	DEUTSCHLAND	
DE1		BADEN-WÜRTTEMBERG
DE2		BAYERN
DE3		BERLIN

CODE	COUNTRY	REGION, NUTS 1 LEVEL
DE4		BRANDENBURG
DE5		BREMEN
DE6		HAMBURG
DE7		HESSEN
DE8		MECKLENBURG-VORPOMMERN
DE9		NIEDERSACHSEN
DEA		NORDRHEIN-WESTFALEN
DEB		RHEINLAND-PFALZ
DEC		SAARLAND
DED		SACHSEN
DEE		SACHSEN-ANHALT
DEF		SCHLESWIG-HOLSTEIN
DEG		THÜRINGEN
EE	EESTI	
IE	ÉIRE/IRELAND	
EL	ELLÁDA	
EL1		VOREIA ELLADA
EL2		KENTRIKI ELLADA
EL3		ATTIKI
EL4		NISIA AIGAIΟΥ, KRITI
ES	ESPAÑA	
ES1		NOROESTE
ES2		NORESTE
ES3		COMUNIDAD DE MADRID
ES4		CENTRO (E)
ES5		ESTE
ES6		SUR
ES7		CANARIAS
FR	FRANCE	

CODE	COUNTRY	REGION, NUTS 1 LEVEL
FR1		ÎLE DE FRANCE
FR2		BASSIN PARISIEN
FR3		NORD - PAS-DE-CALAIS
FR4		EST
FR5		OUEST
FR6		SUD-OUEST
FR7		CENTRE-EST
FR8		MÉDITERRANÉE
FR9		DÉPARTEMENTS D'OUTRE-MER
IT	ITALIA	
ITC		NORD-OVEST
ITD		NORD-EST
ITE		CENTRO (I)
ITF		SUD
ITG		ISOLE
CY	KYPROS / KIBRIS	
LV	LATVIJA	
LT	LIETUVA	
LU	LUXEMBOURG (GRAND-DUCHÉ)	
HU	MAGYARORSZÁG	
HU1		KOZEP-MAGYARORSZAG
HU2		DUNANTUL
HU3		ALFOLD ES ESZAK
MT	MALTA	
NL	NEDERLAND	
NL1		NOORD-NEDERLAND
NL2		OOST-NEDERLAND
NL3		WEST-NEDERLAND
NL4		ZUID-NEDERLAND

CODE	COUNTRY	REGION, NUTS 1 LEVEL
AT	ÖSTERREICH	
AT1		OSTÖSTERREICH
AT2		SÜDÖSTERREICH
AT3		WESTÖSTERREICH
PL	POLSKA	
PL1		CENTRALNY
PL2		POLUDNIOWY
PL3		WSCHODNI
PL4		POLNOCNO-ZACHODNI
PL5		POLUDNIOWO-ZACHODNI
PL6		POLNOCNY
PT	PORTUGAL	
PT1		CONTINENTE
PT2		REGIÃO AUTÓNOMA DOS AÇORES
PT3		REGIÃO AUTÓNOMA DA MADEIRA
RO	ROMÂNIA	
RO1		MACROREGIUNEA UNU
RO2		MACROREGIUNEA DOI
RO3		MACROREGIUNEA TREI
RO4		MACROREGIUNEA PATRU
SI	SLOVENIJA	
SK	SLOVENSKA REPUBLIKA	
FI	SUOMI / FINLAND	
FI1		MANNER-SUOMI
FI2		ÅLAND
SE	SVERIGE	
SE1		ÖSTRA SVERIGE
SE2		SÖDRA SVERIGE

CODE	COUNTRY	REGION, NUTS 1 LEVEL
SE3		NORRA SVERIGE
UK	UNITED KINGDOM	
UKC		NORTH EAST (ENGLAND)
UKD		NORTH WEST (ENGLAND)
UKE		YORKSHIRE AND THE HUMBER
UKF		EAST MIDLANDS
UKG		WEST MIDLANDS
UKH		EAST OF ENGLAND
UKI		LONDON
UKJ		SOUTH EAST (ENGLAND)
UKK		SOUTH WEST (ENGLAND)
UKL		WALES
UKM		SCOTLAND
UKN		NORTHERN IRELAND

Country Codes for Other Countries (variable 1.1 continued...)

CODE	Country
IS	ICELAND
NO	NORWAY
HR	CROATIA
TR	TURKEY
CH	SWITZERLAND

(VARIABLE 1.2) CODES FOR THE SIZE OF THE ENTERPRISE TO WHICH THE LOCAL UNIT BELONGS

E1_9	under 10 employees
E10_49	10-49 employees
E50_249	50-249 employees
E250_499	250-499 employees
E500_999	500-999 employees

E1000 1000 or more employees

(VARIABLE 1.3) CODES FOR PRINCIPAL ECONOMIC ACTIVITY OF THE LOCAL UNIT (NACE REV. 1.1)

Only use the 2-digit NACE codes given here (i.e. use R10, R11, etc.).

1-digit and 3-digit NACE codes will not be accepted.

Economic activity of the local unit (variable 1.3)	Code
10 Mining of coal and lignite; extraction of peat	R10
11 Extraction of crude petroleum and natural gas; service activities incidental to oil and gas extraction, excluding surveying	R11
12 Mining of uranium and thorium ores	R12
13 Mining of metal ores	R13
14 Other mining and quarrying	R14
15 Manufacture of food products and beverages	R15
16 Manufacture of tobacco products	R16
17 Manufacture of textiles	R17
18 Manufacture of wearing apparel; dressing and dyeing of fur	R18
19 Tanning and dressing of leather; manufacture of luggage, handbags, saddlery, harness and footwear	R19
20 Manufacture of wood and of products of wood and cork, except furniture; manufacture of articles of straw and plaiting materials	R20
21 Manufacture of pulp, paper and paper products	R21
22 Publishing, printing and reproduction of recorded media	R22
23 Manufacture of coke, refined petroleum products and nuclear fuel	R23
24 Manufacture of chemicals and chemical products	R24
25 Manufacture of rubber and plastic products	R25
26 Manufacture of other non-metallic mineral products	R26
27 Manufacture of basic metals	R27
28 Manufacture of fabricated metal products, except machinery and equipment	R28
29 Manufacture of machinery and equipment not elsewhere classified (n.e.c)	R29
30 Manufacture of office machinery and computers	R30
31 Manufacture of electrical machinery and apparatus n.e.c.	R31

Economic activity of the local unit (variable 1.3)	Code
32 Manufacture of radio, television and communication equipment and apparatus	R32
33 Manufacture of medical, precision and optical instruments, watches and clocks	R33
34 Manufacture of motor vehicles, trailers and semi-trailers	R34
35 Manufacture of other transport equipment	R35
36 Manufacture of furniture; manufacturing n.e.c.	R36
37 Recycling	R37
40 Electricity, gas, steam and hot water supply	R40
41 Collection, purification and distribution of water	R41
45 Construction	R45
50 Sale, maintenance and repair of motor vehicles and motorcycles; retail sale of automotive fuel	R50
51 Wholesale trade and commission trade, except of motor vehicles and motorcycles	R51
52 Retail trade, except of motor vehicles and motorcycles; repair of personal and household goods	R52
55 Hotels and restaurants	R55
60 Land transport; transport via pipelines	R60
61 Water transport	R61
62 Air transport	R62
63 Supporting and auxiliary transport activities; activities of travel agencies	R63
64 Post and telecommunications	R64
65 Financial intermediation, except insurance and pension funding	R65
66 Insurance and pension funding, except compulsory social security	R66
67 Activities auxiliary to financial intermediation	R67
70 Real estate activities	R70
71 Renting of machinery and equipment without operator and of personal and household goods	R71
72 Computer and related activities	R72
73 Research and development	R73
74 Other business activities	R74
75 Public administration and defence; compulsory social security	R75

Economic activity of the local unit (variable 1.3)	Code
80 Education	R80
85 Health and social work	R85
90 Sewage and refuse disposal, sanitation and similar activities	R90
91 Activities of membership organizations n.e.c.	R91
92 Recreational, cultural and sporting activities	R92
93 Other service activities	R93

(VARIABLE 1.4) CODES FOR FORM OF ECONOMIC AND FINANCIAL CONTROL OF THE ENTERPRISE

- A** public control
- B** private control

(VARIABLE 1.5) CODES FOR COLLECTIVE PAY AGREEMENT

- A** national level or interconfederal agreement
- B** industry agreement
- C** agreement for individual industries in individual regions
- D** enterprise or single employer agreement
- E** agreement applying only to workers in the local unit
- F** any other type of agreement
- N** no collective agreement exists

(VARIABLE 1.7) OPTIONAL: CODES FOR AFFILIATION OF THE LOCAL UNIT TO A GROUP OF ENTREPRISES

- Y** Yes
- N** No

(VARIABLE 2.1) CODES FOR SEX

- F** Female
- M** Male

**(VARIABLE 2.3) CODES FOR OCCUPATION IN THE REFERENCE MONTH
(ISCO-88 (COM))**

MAJOR GROUP 1: LEGISLATORS, SENIOR OFFICIALS AND MANAGERS

- 11 Legislators and senior officials**
 - 111 Legislators and senior government officials
 - 114 Senior officials of special-interest organisations

- 12 Corporate managers**
 - 121 Directors and chief executives
 - 122 Production and operations managers
 - 123 Other specialist managers

- 13 Managers of small enterprises**
 - 131 Managers of small enterprises

MAJOR GROUP 2: PROFESSIONALS

- 21 Physical, mathematical and engineering science professionals**
 - 211 Physicists, chemists and related professionals
 - 212 Mathematicians, statisticians and related professionals
 - 213 Computing professionals
 - 214 Architects, engineers and related professionals

- 22 Life science and health professionals**
 - 221 Life science professionals
 - 222 Health professionals (except nursing)
 - 223 Nursing and midwifery professionals

- 23 Teaching professionals**
 - 231 College, university and higher education teaching professionals
 - 232 Secondary education teaching professionals
 - 233 Primary and pre-primary education teaching professionals
 - 234 Special education teaching professionals
 - 235 Other teaching professionals

- 24 Other professionals**
 - 241 Business professionals
 - 242 Legal professionals
 - 243 Archivists, librarians and related information professionals
 - 244 Social science and related professionals
 - 245 Writers and creative or performing artists
 - 246 Religious professionals
 - 247 Public service administrative professionals

MAJOR GROUP 3: TECHNICIANS AND ASSOCIATE PROFESSIONALS

- 31 Physical and engineering science associate professionals**
 - 311 Physical and engineering science technicians
 - 312 Computer associate professionals
 - 313 Optical and electronic equipment operators
 - 314 Ship and aircraft controllers and technicians
 - 315 Safety and quality inspectors

- 32 Life science and health associate professionals**
 - 321 Life science technicians and related associate professional
 - 322 Health associate professionals (except nursing)
 - 323 Nursing and midwifery associate professionals

- 33 Teaching associate professionals**
 - 331 Primary education teaching associate professionals
 - 332 Pre-primary education teaching associate professionals
 - 333 Special education teaching associate professionals
 - 334 Other teaching associate professionals

- 34 Other associate professionals**
 - 341 Finance and sales associate professionals
 - 342 Business services agents and trade brokers
 - 343 Administrative associate professionals
 - 344 Customs, tax and related government associate professionals
 - 345 Police inspectors and detectives
 - 346 Social work associate professionals
 - 347 Artistic, entertainment and sports associate professionals
 - 348 Religious associate professionals

MAJOR GROUP 4: CLERKS

- 41 Office clerks**
 - 411 Secretaries and keyboard-operating clerks
 - 412 Numerical clerks
 - 413 Material-recording and transport clerks
 - 414 Library, mail and related clerks
 - 419 Other office clerks

- 42 Customer services clerks**
 - 421 Cashiers, tellers and related clerks
 - 422 Client information clerks

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

- 51 Personal and protective services workers**
 - 511 Travel attendants and related workers

- 512 Housekeeping and restaurant services workers
- 513 Personal care and related workers
- 514 Other personal services workers
- 516 Protective services workers

52 Models, salespersons and demonstrators

- 521 Fashion and other models
- 522 Shop, stall and market salespersons and demonstrators

MAJOR GROUP 6: SKILLED AGRICULTURAL AND FISHERY WORKERS

61 Skilled agricultural and fishery workers

- 611 Market gardeners and crop growers
- 612 Animal producers and related workers not elsewhere classified
- 613 Crop and animal producers
- 614 Forestry and related workers
- 615 Fishery workers, hunters and trappers

MAJOR GROUP 7: CRAFT AND RELATED TRADES WORKERS

71 Extraction and building trades workers

- 711 Miners, shotfirers, stone cutters and carvers
- 712 Building frame and related trades workers
- 713 Building finishers and related trades workers
- 714 Painters, building structure cleaners and related trades workers

72 Metal, machinery and related trades workers

- 721 Metal moulders, welders, sheet-metal workers, structural-metal preparers, and related trades workers
- 722 Blacksmiths, tool-makers and related trades workers
- 723 Machinery mechanics and fitters
- 724 Electrical and electronic equipment mechanics and fitters

73 Precision, handicraft, craft printing and related trades workers

- 731 Precision workers in metal and related materials
- 732 Potters, glass-makers and related trades workers
- 733 Handicraft workers in wood, textile, leather and related materials
- 734 Craft printing and related trades workers

74 Other craft and related trades workers

- 741 Food processing and related trades workers
- 742 Wood treaters, cabinet-makers and related trades workers
- 743 Textile, garment and related trades workers
- 744 Pelt, leather and shoemaking trades workers

MAJOR GROUP 8: PLANT AND MACHINE OPERATORS AND ASSEMBLERS

81 Stationary plant and related operators

- 811 Mining and mineral-processing-plant operators
- 812 Metal-processing plant operators
- 813 Glass, ceramics and related plant operators
- 814 Wood-processing- and papermaking-plant operators
- 815 Chemical-processing-plant operators
- 816 Power-production and related plant operators
- 817 Industrial robot operators

82 Machine operators and assemblers

- 821 Metal- and mineral-products machine operators
- 822 Chemical-products machine operators
- 823 Rubber- and plastic-products machine operators
- 824 Wood-products machine operators
- 825 Printing-, binding- and paper-products machine operators
- 826 Textile-, fur- and leather-products machine operators
- 827 Food and related products machine operators
- 828 Assemblers
- 829 Other machine operators not elsewhere classified

83 Drivers and mobile plant operators

- 831 Locomotive engine drivers and related workers
- 832 Motor vehicle drivers
- 833 Agricultural and other mobile plant operators
- 834 Ships' deck crews and related workers

MAJOR GROUP 9: ELEMENTARY OCCUPATIONS

91 Sales and services elementary occupations

- 911 Street vendors and related workers
- 912 Shoe cleaning and other street services elementary occupations
- 913 Domestic and related helpers, cleaners and launderers
- 914 Building caretakers, window and related cleaners
- 915 Messengers, porters, doorkeepers and related workers related workers
- 916 Garbage collectors and related labourers

92 Agricultural, fishery and related labourers

- 921 Agricultural, fishery and related labourers

93 Labourers in mining, construction, manufacturing and transport

- 931 Mining and construction labourers
- 932 Manufacturing labourers
- 933 Transport labourers and freight handlers

MAJOR GROUP 0: ARMED FORCES

- 01** Armed forces
- 010 Armed forces

(VARIABLE 2.4) OPTIONAL: CODES FOR MANAGERIAL OR SUPERVISORY POSITION

- Y** Yes, the employee has some form of management function
- N** No

(VARIABLE 2.5) CODES FOR HIGHEST SUCCESSFULLY COMPLETED LEVEL OF EDUCATION AND TRAINING (ISCED 97)

- 01** ISCED 0 and 1
- 02** ISCED 2
- 03** ISCED 3 and 4
- 04** ISCED 5B
- 05** ISCED 5A
- 06** ISCED 6

(VARIABLE 2.7) CODES FOR CONTRACTUAL WORKING TIME (FULL-TIME OR PART-TIME)

- FT** full-time employee
- PT** part-time employee

(VARIABLE 2.8) CODES FOR TYPE OF EMPLOYMENT CONTRACT

- A** indefinite duration
- B** temporary/fixed duration (except apprentice)
- C** apprentice

(VARIABLE 2.9) OPTIONAL: CODES FOR CITIZENSHIP

- A** resident with citizenship
- B** resident with foreign citizenship
- C** commuter from another country

ANNEX 2

COMMISSION REGULATION (EC) No 1738/2005 OF 21 OCTOBER 2005 AMENDING REGULATION (EC) NO 1916/2000 AS REGARDS THE DEFINITION AND TRANSMISSION OF INFORMATION ON THE STRUCTURE OF EARNINGS