

## **APPENDIX A METHODOLOGICAL NOTES**

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*This appendix provides information on the methodology relating to the statistics provided for the Structure of Earnings Survey 2010 (SES 2010).*

### **1. The survey**

The Statistical Service of Cyprus decided to integrate the annual survey on Wages, Salaries and Hours of Work with the SES, since the annual survey was in many ways similar to the SES. This was achieved by extending the existing survey in order to collect data relating to regulatory variables concerning the enterprise and designing an additional questionnaire, to cover any regulatory variables that concerned the employee and were not covered by the annual survey.

Both surveys were conducted by means of personal interviews.

### **2. The sampling frame**

The sampling frame for the Structure of Earnings Survey 2010, covered the NACE Rev. 2 sections B – S (including O), and included enterprises with 1 or more employees, in the private, public or semi-government sector.

The sampling frame was constructed, using the Business Register of the Statistical Service.

### **3. The sample design**

The sampling procedure applied was divided into two stages, employing the enterprise as the primary sampling unit (first stage) and the employee as the secondary sampling unit (second stage).

### **4. Selection procedure - Stratification**

#### ***First stage***

In the first stage of the sampling procedure, the selection of enterprises to be included in the sample was made. The enterprises were selected using the *probability proportional to size* sampling procedure. The population of enterprises was stratified by economic activity (NACE.Rev.2 at the two-digit level) and within each NACE.Rev.2 division, by employment size class. No regional breakdown was conducted, since the NUTS1 level refers to the country level in the case of Cyprus. This was also the reason why it was preferred to hold the survey at the enterprise level and not at the local unit level.

Thus, the enterprises were stratified into 82 NACE groups (B – S at the 2-digit level) with the following employee size classes per group:

<b>Employee size class</b>	<b>Number of Employees</b>
1	1-9
2	10-49
3	50-249
4	250-499
5	500-999
6	1000+

Within each stratum, the number of enterprises to be included in the sample was decided, in order to achieve adequate representation.

***Second stage***

The second stage of the sampling process concerned the selection of employees.

The sampling frame for the selection of the employees was actually the set of all employees of the enterprises selected in the first stage of the sampling procedure. This was obtained from the Wages and Salaries Survey 2010, where all employees of the selected enterprises were recorded (occupation, full-time or part-time, monthly paid or weekly paid, etc.).

The employees within each enterprise were stratified according to the following criteria:

1. Full-time or part-time employee
2. Monthly paid or weekly paid
3. Occupation (ISCO-08 at the 4-digit level)

Then, a simple random sub-sample was selected within each stratum. The number of employees from each stratum to be included in the sample was determined as follows:

<b>Size of stratum</b>	<b>Number of employees included in the sample</b>
Up to 4 employees	1
5 employees or more	1 in every 4 (25%)

The stratified sampling procedure ensured that all occupational groups were adequately represented for each type of employee (full-time or part-time, monthly paid or weekly paid).

## **5. Sample size**

The final sample of enterprises (*respondents*) consisted of **1.153 enterprises** from all over Cyprus (*government controlled area*), covering NACE Rev.2 sections B to S. These enterprises represented **32.566 employees** (excluding non-responses), of whom *31.568* were full-timers and *998* were part-time employees.

The 1.153 enterprises in the final sample of the SES represent **2,7%** of the total number of enterprises in the sampling frame for the survey (43.314 enterprises), while the number of employees in the final sample, represents **10,3%** of the total number of employees in the sampling frame (314.977 employees in total).