

THE EUROPEAN UNION LABOUR FORCE SURVEY

Méthods and Definitions

1998

Preface

It is now almost forty years since the first attempt was made in 1960 to collect comparable data on employment and unemployment from all six Member States of the then European Community by means of a labour force survey. Since that date, the number of Member States has risen to fifteen and the character of the European labour market has been transformed by the radical changes which have taken place, for example in activity rates, in the allocation of working-time, and in the distribution of employment across the various sectors of the economy.

Throughout this period, the institutions of the European Union have included the issues of employment and unemployment among their highest priorities. Both the economic and the social implications of recent trends in these areas have been regularly examined at meetings of the Council of Europe, which has repeatedly stressed the importance of monitoring such developments. The demand for accurate and comparable information on the labour market has consequently become progressively more urgent.

In this context, the role of the EU Labour Force Survey has gained steadily in importance, and is now universally recognised as an indispensable tool for observing labour market developments and for taking the appropriate policy measures. The LFS is the only source of information in these areas to provide data which is truly comparable in the sense of being independent of the national administrative and legislative framework. Among the statistical instruments available in the European Union, the LFS is unique for the sample-size it covers, for the length of the time-series which it offers, and for the unrivalled picture it can provide of economic and social developments from the very earliest days of the European Community right up to the present day.

During the lifetime of the survey, the need has also been recognised to be continually alert for any adaptations needed to meet changes in information requirements. The general methodology employed, together with a host of details concerning the definitions used and the practical implementation, have therefore been subject to continual evolution. Eurostat, which is responsible for the dissemination of the results of the survey at European Union level, has been conscious that accurate and up-to-date information on these aspects is indispensable to interpretation of the results. This information has therefore been published on a regular basis under the title *Labour Force Survey: Methods and Definitions*, of which several editions, documenting the successive changes made, have appeared in 1977, 1985, 1988, 1992 and 1996.

The ongoing development of the European Union has led to changed information requirements, which meant that a revision of the survey was necessary. Council Regulation N° 577/98 is the outcome of four years' work with the national experts of all the Member States and describes the new framework for the Community Survey with effect from 1998.

The purpose of this publication is to provide the necessary information for those who, from 1998 on, will organise and use the survey. It covers the main technical aspects of the survey, basic concepts and definitions, a detailed list of variables and explanatory notes for compiling and interpreting the data.

Eurostat wishes to thank the experts responsible for the national labour force surveys in the Member States for their help in compiling this methodological information on the operation of the European Union Labour Force Survey.

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Labour force surveys in the European Union

The purpose of labour force surveys

A labour force survey is an inquiry directed to households designed to obtain information on the labour market and related issues by means of personal interviews. As it would clearly involve considerable expense to include all households (as in population censuses) labour force surveys are usually confined to a sample of households, the actual size of which depends primarily on the level of detail required in the survey estimates.

There are a number of advantages in using an approach of this kind in collecting labour market information. In the first place it affords the opportunity to obtain information on relevant labour market aspects across all sectors of the economy in a consistent manner. It also facilitates the interpretation of the information in a wider population setting, since the information collected need not necessarily be confined to persons in the labour force (i.e. those employed or unemployed), but can involve all other persons in the households covered. In current labour market circumstances this is an important additional dimension as analysis is increasingly concerned with those on the peripheries of the labour market.

In recent decades the borderline between the labour force and what is termed the «economically inactive» population has become increasingly blurred, due to the increasing incidence of part-time and temporary work and the ease with which large numbers of persons (particularly women and young persons in the final stages of their education) repeatedly enter or leave the labour force. Furthermore, the emergence of mass unemployment and long-term unemployment have resulted in a great many individuals becoming «marginalised» in the sense that they tend to lose tangible contact with the core labour market. The wider coverage associated with labour force surveys also allows the possibility of assessing labour market effects in a household or family context. This is important if, for example, one wishes to measure the extent to which persons other than those directly involved (e.g. spouses, other dependants, etc.) are affected by the circumstances of unemployment.

Another advantage of a labour force survey is that it affords the opportunity to define certain labour market characteristics not normally available from other statistical sources. Thus, for example, it is possible to identify the degree of employment engaged in by an individual in terms of the hours worked, or attempt to conceptualise unemployment in terms of aspects such as job search and availability for work. This is important because of the advantages it confers in being able to define certain labour market entities in a more meaningful way. Additionally, because the definitions used to measure these entities are the same for each country, comparability between Member States is guaranteed for certain estimates. This aspect is clearly of considerable importance in the context of the European Union.

There are, however, some limitations which apply to labour force surveys. Cost considerations place a constraint on the overall household sample size and the resultant sampling variability limits the level of detail that can reasonably be shown. Thus, for example, while the labour force survey can be used to compile estimates of employment across economic sectors, it cannot be expected to yield reliable figures at a detailed level of regional disaggregation, nor for individual small industrial or commercial subsectors. The sampling base on which such estimates would depend would be too small, and the degree of variability correspondingly high. For the same reason, there is also a limit to what can be achieved with labour force surveys in monitoring trends over time (in employment and unemployment, for example), especially if the movements involved are relatively small.

It is appropriate at this point to refer briefly to other sources of statistical information so that the position of the labour force survey in an overall statistical perspective can be more clearly understood. The other principal sources of labour market information are :

- (a) surveys of enterprises
- (b) administrative records.

The former source clearly has the potential for providing detailed estimates of employment for individual sectors (and in fact this is done in many countries). However, such a source is clearly restricted to a consideration of those with jobs and cannot provide any information on the unemployed, nor other persons outside the labour force but who may have an attachment to it. Such surveys can, however, be used to obtain information, not only in relation to employment, but also to output, earnings and hours worked. The simultaneous collection of consistent data on employment and output makes it possible to compile indicators of productivity. Indeed, the derivation of output-type information is usually the main purpose of enterprise-based surveys. Many countries, for example, carry out detailed quarterly or monthly inquiries of the industrial sector which provide consistent information on output, earnings, employment and other related aspects.

Administrative records - in this case mainly social insurance records and population registers, which are widely used in Denmark, Sweden and Finland - can also be used to provide indicators of the levels of employment and unemployment. A prerequisite, however, is that the administrative arrangements should specifically cater for the extraction of the relevant statistics. While this source involves relatively less expense than information derived from either enterprise or household surveys, it suffers from a significant disadvantage in that the underlying systems are based on social welfare or other administrative provisions which do not necessarily accord with the accepted conventions for defining employment and unemployment. Furthermore, if these arrangements are changed (and experience indicates that they frequently are), discontinuity invariably arises in the data. A disadvantage of even greater relevance in an

international or EU context is the fact that the social insurance systems in question vary greatly from country to country, both in terms of their design and in the manner of their implementation. This renders the derived information virtually useless in the context of making comparisons between countries, especially in absolute terms. Such sources can, however, provide a reasonable basis for monitoring short-term (i.e. monthly, quarterly, etc.) trends, the most notable in this regard being the various national series on the registered unemployed.

To summarise, therefore, the principal advantages associated with labour force surveys relate to

- (1) the opportunity of obtaining comprehensive information (at less cost than a census) across the entire economy, which can be assessed in a global setting embracing society as a whole;
- (2) the inherent flexibility of such surveys, which makes it possible to define or conceptualise not only employment and unemployment, but also the circumstances surrounding other groups outside or on the margins of the labour force. This latter feature (i.e. the facility to conceptualise or define) has assumed greater importance in recent years because of the manner in which labour markets and society have generally evolved, and in view of the growing need to view labour market phenomena in an international context. It must be recognised, however, that the sampling aspect associated with labour force surveys places a limitation on the level of detail possible when analysing the results.

The history of labour force surveys

The notion of obtaining information on the work force by means of household-based inquiries is not in any sense new. Questions on the concept of possessing a «gainful occupation» were introduced in censuses of population in some countries during the latter half of the last century. However, at that stage no questions were asked in regard to what is termed a person's «economic status», i.e. whether at work, unemployed or economically inactive. Indeed, at that stage such a notion was hardly even conceived. However, the advancing trend of industrialisation and the resultant restructuring of society created a need for new approaches, and for more sophistication in measuring labour market phenomena. The situation became particularly urgent with the advent of mass unemployment in the 1930's following the Great Depression. Whatever the uncertainties that may have previously existed regarding the need to conceptualise or measure unemployment were dispelled by the sheer fact of millions in a state of enforced idleness. There was now a clear need to have regular information on the level and trend of employment and unemployment. The first labour force survey was introduced in the United States in 1940 (on a monthly basis) with a new conceptual framework designed to provide information on relevant labour market characteristics.

The movement towards the use of labour force surveys was somewhat slower in Europe. While the intervention of the war years contributed to this, it was also due to the existence of alternative sources of information which provided at least a partial insight into aspects of the labour force. Virtually all Western European countries maintained comprehensive unemployment registers (for the purpose of dispensing unemployment compensation) which, despite their disadvantages, provided a rudimentary basis for monitoring unemployment trends. However, in time, as the need to take

a more global view of the labour market became apparent, different European countries began to initiate labour force surveys. The first European country to carry out a labour force survey was France in 1950. Further such inquiries were conducted in France throughout the subsequent decade and these evolved into a regular consistent series in the early 1960s. After an extended period of preparation, the Federal Republic of Germany initiated an annual series of labour force surveys in 1957 (the *Mikrozensus*). Sweden conducted its first labour force survey in 1959 and, after further experimentation, initiated a quarterly series in 1963.

The development of the EU Labour Force Survey

The first attempt to carry out a labour force survey covering the then European Community was made in 1960 with the six original Member States (Belgium, Germany, France, Italy, Luxembourg and the Netherlands). This was regarded largely as an experiment and was not repeated until 1968, when the first of a series of annual surveys took place. This ran for four years but in none of these were all six Member States covered, since Luxembourg defaulted in 1968 and the Netherlands from 1969 to 1971. With the enlargement of the European Community in 1973, a series of biennial surveys was initiated. The United Kingdom was the only one of the three new Member States to join the original six in the 1973 survey, but Ireland and Denmark also took part in 1975, 1977, 1979 and 1981. In this last year Greece took part as a new Member State for the first time but Luxembourg was not covered.

The definitions used in these early surveys were necessarily somewhat imprecise, due to the lack of an internationally accepted terminology. This gap was filled in 1982 when the Thirteenth International Conference of Labour Statisticians, convened at Geneva by the International Labour Organisation, passed a *Resolution concerning statistics of the economically active population, employment, unemployment and underemployment*, containing exact definitions of the various categories of the population which labour force surveys were designed to measure. The Member States of the then European Community agreed to apply these recommendations in a new series of Community Labour Force Surveys which would be conducted annually. During the course of this series, from 1983 to 1991, a substantial and coherent database of labour market information was built up. This comprised microdata (individual observations) from ten Member States from 1983 onwards (with the exception of the Netherlands in 1984 and 1986), and from Spain and Portugal from 1987. The number of households covered averaged between 500,000 and 600,000. The list of variables included remained virtually unchanged during this period (two items on educational attainment being added from 1988 onwards). The 'ILO recommendations' contained in the 1982 Resolution together with the clarifications made at the Fourteenth International Conference of Labour Statisticians in 1987 gained increasing acceptance. The demand for international comparisons gradually raised the profile of these definitions even in Member States where other concepts continued to be used for national purposes.

A new series of surveys was introduced in 1992. The survey continued to be conducted annually, but for the first time a criterion of statistical reliability at regional level was introduced. The list of variables covered was revised, so as to include topics relevant to the Single Market (such as

labour mobility across national boundaries), innovative working patterns (working at home, second jobs or other economic activity outside the traditional forty-hour week) and recent developments in the area of education and vocational training. The questions relating to job-search were revised so as to underpin the commitment to the ILO recommendations, particularly by implementing the distinction between active and non-active methods of seeking work. The continued commitment to the ILO recommendations ensured a high degree of comparability between the results obtained from this series and those from the surveys between 1983 and 1991.

Since 1995 the survey has covered fifteen Member States. Austria, Sweden and Finland all possessed well-established labour force surveys before their entry into the European Union (embedded in the national *Mikrozensus* in the case of Austria), but in each of these three cases some adjustments were necessary in order to maintain the level of comparability which had already been achieved between the other Member States.

In the mid-1990's a number of concurrent developments became apparent and new statistical requirements emerged.

There was a need for:

- More recent and more frequent data on employment trends for choosing employment policies
- Annual estimates of average employment which take account of seasonal trends in employment
- A measurement of the annual volume of work which takes account of trends in part-time work
- Better knowledge of the relations between earnings and certain forms of employment and of situations mid-way between employment and unemployment (particularly visible underemployment)
- Better knowledge of the relations between household composition and participation in *la vie active*.

A number of Member States themselves felt the need for these improvements and looked into ways of reforming their surveys by possibly conducting them at more frequent intervals. However, it was likely that these national initiatives would not always be taken in the same direction or at the same time. The problem could only be solved by laying down a common reference framework.

Thus, after four years of negotiations with the Member States, a new regulation was adopted. This regulation lays down a target structure for a continuous survey, but Member States which are unable to implement a continuous survey may carry out an annual survey only, to take place in the spring.

The main changes introduced by this regulation concern the following:

- Frequency of the survey: a continuous survey providing quarterly and annual results will be introduced, between 1998 and 2002, in all the Member States except Germany and Austria (which for the moment do not intend to conduct a continuous survey). Each quarter will comprise 13 weeks, beginning on 29 December 1997. The United Kingdom and Ireland will provisionally provide seasonal quarters.
- Variables: a number of variables have been introduced in order to obtain a better picture of the composition of a household.

All the variables in the previous Regulation were not sufficient to measure visible underemployment, so two new variables have been introduced ("wish to work more than the current number of hours" and "number of hours of work wished for"). The structure of the filters has also been changed in order to test whether potentially underemployed persons are available to take an extra job. The variable "main labour status" has been introduced to give the respondent's own view of his main labour status. The purpose of this variable is different from the international definitions of employment status. It makes it possible, for example, to identify students with jobs involving only a few hours' work, who would be more likely to classify themselves as economically inactive students rather than as persons in employment.

- The education and training module has been completely restructured in order to cover new requirements and to provide better coverage of the type of education or training received during the past four weeks. A new variable has been added concerning the year in which the highest educational or training qualification was achieved. A new module on income has been introduced in order to obtain a better picture of the relations between level of income and type of employment.
- A programme of *ad hoc* modules on specific subjects: the questionnaire has a modular structure comprising 13 modules, two of which are optional (income and main labour status). The new Regulation lays down that *ad hoc* modules (on subjects concerning the labour market) may be added to the main questionnaire in an agreed quarter.

The organisation of the EU Labour Force Survey

The earliest Community Labour Force Surveys were not official, but, from 1973 onwards, a Regulation was passed by the Council of Ministers governing the operation of the survey. Each Regulation applied only to a single year's survey, until the surveys of 1990 and 1991 were included in one Regulation (Council Regulation (EEC) N° 3044/89) to remain in force until explicitly replaced by new legislation. In 1998 a new Regulation was adopted (Council Regulation (EEC) N° 577/98). A copy of this latest Regulation is to be found towards the end of this publication.

The above Regulations stipulate the agreements reached by the Member States and Eurostat on the implementation of the survey. The technical aspects of the survey are discussed by Eurostat and representatives of the respective national statistical offices and employment ministries, meeting regularly (between one and three times a year) at the Employment Statistics Working Party held in Luxembourg. This Working Party determines the content of the survey, the EU list of questions and the common coding of individual replies, as well as the principal definitions to be applied for the analyses of the results.

The national statistical institutes are responsible for selecting the sample, preparing the questionnaires, conducting the direct interviews among households, and forwarding the results to Eurostat in accordance with the common coding scheme. Eurostat devises the programme for analysing the results and is responsible for processing and disseminating the information sent by the national statistical institutes.

The questionnaires are drawn up by each Member State in the national language or languages, taking into account the stipulations made in the Regulation. For every survey characteristic listed in the Regulation, a question or series of questions exists in each questionnaire to permit this information to be supplied to Eurostat. Otherwise the information is imputed from other sources such as population registers. The questionnaires may also contain other questions which do not relate to the list of characteristics in the Regulation, but rather reflect an interest in the topic concerned at national level. Based on the sample design the figures obtained from the sample survey are expanded to population levels, usually on the basis of grossing-up factors derived from the most recent census of population, suitably adjusted to take account of recent changes which may have occurred since that census.

The design of the sample is subject to certain constraints imposed in the Regulation concerning the required level of statistical reliability and representativity both at NUTS II regional level and regarding changes between two consecutive quarters. Within these constraints each Member State draws up its own sample design and carries out the interviews. In countries with a federal structure, such as Germany, regional statistical offices may exercise a considerable amount of autonomy in the data collection. The number of the reference week in which each household is interviewed is among the information collected, thus permitting seasonal adjustment to be carried out.

Data collection and diffusion of results

As soon as each Member State has completed its data collection and verification, the part pertaining to the EU Labour Force Survey is, if necessary, transcoded to Eurostat requirements and transmitted by magnetic support. Eurostat then checks the data for errors according to its own programme of controls. When the data are considered to be error-free they are converted into an SAS database, which can be easily accessed to produce reports. For reasons of confidentiality this database may only be accessed by accredited Eurostat personnel.

Most Member States produce regular publications setting out the results of their national surveys. The yearly report at

EU level contains some specific organisational and methodological notes, but, in the interests of rapid diffusion of the results, no attempt is made to analyse the data.

Detailed studies of labour market developments in the European Union may be found in the annual Commission report *Employment in Europe* and, in the wider context of the highly-developed countries, in the OECD's *Employment Outlook*. Data are supplied from the EU LFS database for these publications as well as for a plethora of other studies and reports at national and international level.

Within Eurostat, the richness of the EU Labour Force Survey, including its household dimension, causes it to be frequently used for general publications such as *Europe in Figures* and the *Social Portrait of Europe*. The EU LFS database is also occasionally used by other Eurostat departments to provide data for the publication of *Statistics in Focus*. Among more specialised applications is the use of the database to produce comparable annual estimates of unemployment which, when combined with monthly national administrative data, provide comparable unemployment rates. Additionally, the preparation of policy actions in the field of EU social and regional policy through the operation of the Structural Funds relies upon the availability of a solid base of comparable data from the EU Labour Force Survey. The survey results are completely integrated into the Eurostat statistical system, so that they may be consulted for example through the New Cronos database. Users with specific requirements which are not met by the existing publications and databases may also ask for customised tables to be produced for a fee. Several hundred such requests are received each year from public and private bodies, research institutes, universities, etc. They may be addressed to the network of Eurostat Data Shops in every Member State.

The growing volume of this demand for information is an eloquent testimony to the central role of the Labour Force Survey in the European statistical system. In the field of social statistics there is no other instrument which provides information on social and economic developments within the European Union over such a long timespan, with such a large sample-size or with such a level of comparability.

Technical features of the EU Labour Force Survey

Field of the Survey

The survey is intended to cover the whole of the resident population, i.e. all persons whose usual place of residence is in the territory of the Member States of the European Union. For technical and methodological reasons, however, it is not possible in all countries to include the population living in collective households, i.e. persons living in homes, boarding schools, hospitals, religious institutions, workers' hostels, etc.

Consequently, for the purpose of harmonising the field of survey, results are compiled for the population of private households only. This comprises all persons living in the households surveyed during the reference week, and those persons absent from the household for short periods due to studies, holidays, illness, business trips, etc.

It does not cover persons who, although having links with the household under survey:

- (a) usually live in another household;
- (b) live in collective households (in particular, persons doing compulsory military service are excluded from the population of private households and regarded as members of collective households, even if during the reference week they are present in the private household to which they belong);
- (c) have emigrated.

Reference period

The labour force characteristics of each person interviewed refer to their situation in a particular week. The reference weeks used in the various Member States are shown in the publications containing the survey results.

Units of measurement

The main units of measurement for which results are obtained from the survey are individuals and households. The definition of a household varies somewhat from country to country but these differences are unlikely in the majority of cases to have a significant effect on the comparability of the results.

Reliability of the results

As with any sample survey, the results of the Labour Force Survey are subject to sampling errors. In addition, the results of any sample survey are affected by non-sampling errors, i.e. the whole variety of errors other than those due to sampling. These can be due to many factors such as inability or unwillingness of respondents to provide correct answers or even any answer at all (non-response), mistakes by interviewers when filling in survey documents, miscoding, etc. Methods exist to assess the influence of these non-

sampling errors on the accuracy of the survey results, but being often costly, are not generally applied.

Experience shows that at national level the survey information provides sufficiently accurate estimates for the levels and structures of the various aggregates into which the labour force is divided, provided that analyses of this type are confined to levels of a certain size. Survey results at regional level may, however, be affected by considerable sampling errors, even for relatively large groups of the population. Reliability of the results is assured by the size of the samples and the sampling methods used, in addition to careful and thorough planning of the various survey operations and rigorous administration of all phases of the survey.

Comparability of results between countries

Perfect comparability among 15 countries is difficult to achieve, even were it to be by means of a single direct survey, i.e. a survey carried out at the same time, using the same questionnaire and a single method of recording.

Nevertheless, the degree of comparability of the EU Labour Force Survey results is considerably higher than that of any other existing set of statistics on employment or unemployment available for Member States. This is due to:

- (a) the recording of the same set of characteristics in each country;
- (b) a close correspondence between the EU list of questions and the national questionnaires;
- (c) the use of the same definitions for all countries;
- (d) the use of common classifications (e.g. NACE for economic activity);
- (e) the data being centrally processed by Eurostat.

The EU Labour Force Survey, although subject to the constraints of the EU's statistical requirements, is a joint effort by Member States to coordinate their national employment surveys, which must serve their own national requirements. Therefore, in spite of the close coordination between the national statistical institutes and Eurostat, there inevitably remain some differences in the survey from country to country.

Comparability of results between successive surveys

Since 1983 improved comparability between results of successive surveys has been achieved, mainly due to the greater stability of content and the higher frequency of surveys. However, the following factors may somewhat detract from perfect comparability:

- (a) the population figures used for the population adjustment are revised at intervals on the basis of new population censuses;
- (b) the reference period may not remain the same for a given country;
- (c) in order to improve the quality of results, some countries may change the content or order of their questionnaire;
- (d) countries may modify their sample designs;
- (e) the manner in which certain questions are answered may be influenced by the political or social circumstances at the time of interview.

As far as they are known, Eurostat indicates the main factors affecting the comparability of the data for successive surveys in the publications containing the results.

Basic concepts and definitions

The main statistical objectives of the Labour Force Survey is to divide the population of working age (15 years and above) into three mutually exclusive and exhaustive groups - persons in employment, unemployed persons and inactive persons - and to provide descriptive and explanatory data on each of these categories. Respondents are assigned to one of these groups on the basis of the most objective information possible obtained through the survey questionnaire, which principally relates to their actual activity within a particular reference week.

The section 'EU list of questions' together with the explanatory notes show how the survey questioning is organised. Most questions apply to selected groups only. A filter based on information already obtained specifies who should answer a particular question.

The definitions of employment and unemployment used in the Community Labour Force Survey closely follow those adopted by the 13th International Conference of Labour Statisticians.

The relevant parts of these 'ILO definitions' are:

Employment

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

- (a) "paid employment":
 - (a1) "at work": persons who during the reference period performed some work for wage or salary, in cash or in kind;
 - (a2) "with a job but not at work": persons who, having already worked in their present job, were temporarily not at work during the reference period and had a formal

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

- (i) the continued receipt of wage or salary;
- (ii) an assurance of return to work following the end of the contingency, or an agreement as to the date of return;
- (iii) the elapsed duration of absence from the job which, wherever relevant, may be that duration for which workers can receive compensation benefits without obligations to accept other jobs.

(b) "self-employment":

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

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

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

Unemployment

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

- (a) "without work", i.e. were not in paid employment or self-employment, as defined in paragraph 9;
- (b) "currently available for work", i.e. were available for paid employment or self-employment during the reference period;
- (c) "seeking work", i.e. had taken specific steps in a specified recent period to seek paid employment or self-employment.

In applying these definitions to the EU Labour Force Survey, the following reference periods are laid down:

- (i) In paragraph 10(b) "currently available" should mean available to start work within two weeks of the reference period.
- (ii) In paragraph 10(c) the "specified recent period" is the four weeks preceding the survey interview. During this period at least one active method to find work should be undertaken in order to satisfy the criterion of "seeking work".

Unemployed persons can be classified by reason for unemployment into four major groups:

- (1) job-losers are persons whose employment ended involuntarily and immediately began looking for work;
- (2) job-leavers are persons who quit or otherwise terminated their employment voluntarily and immediately began looking for work;
- (3) re-entrants are persons who previously worked, but were inactive or on compulsory military service before beginning to look for work;

(4) first-time job-seekers are persons who have never worked in a regular job.

Labour force

The labour force comprises persons in employment and unemployed persons.

Inactive persons

All persons who are not classified as employed or unemployed are defined as inactive. Apart from showing pupils and students separately, no further breakdown is provided for this group. Conscripts on compulsory military or community service are excluded from the compilation of the survey results.

The above groups are used to derive the following measures:

(a) Activity rates

Activity rates represent the labour force as a percentage of the population of working age (15-64 years).

(b) Employment rates

Employment rates represent persons in employment as a percentage of the population of working age (15-64 years).

(c) Unemployment rates

Unemployment rates represent unemployed persons as a percentage of the labour force.

(d) Duration of unemployment

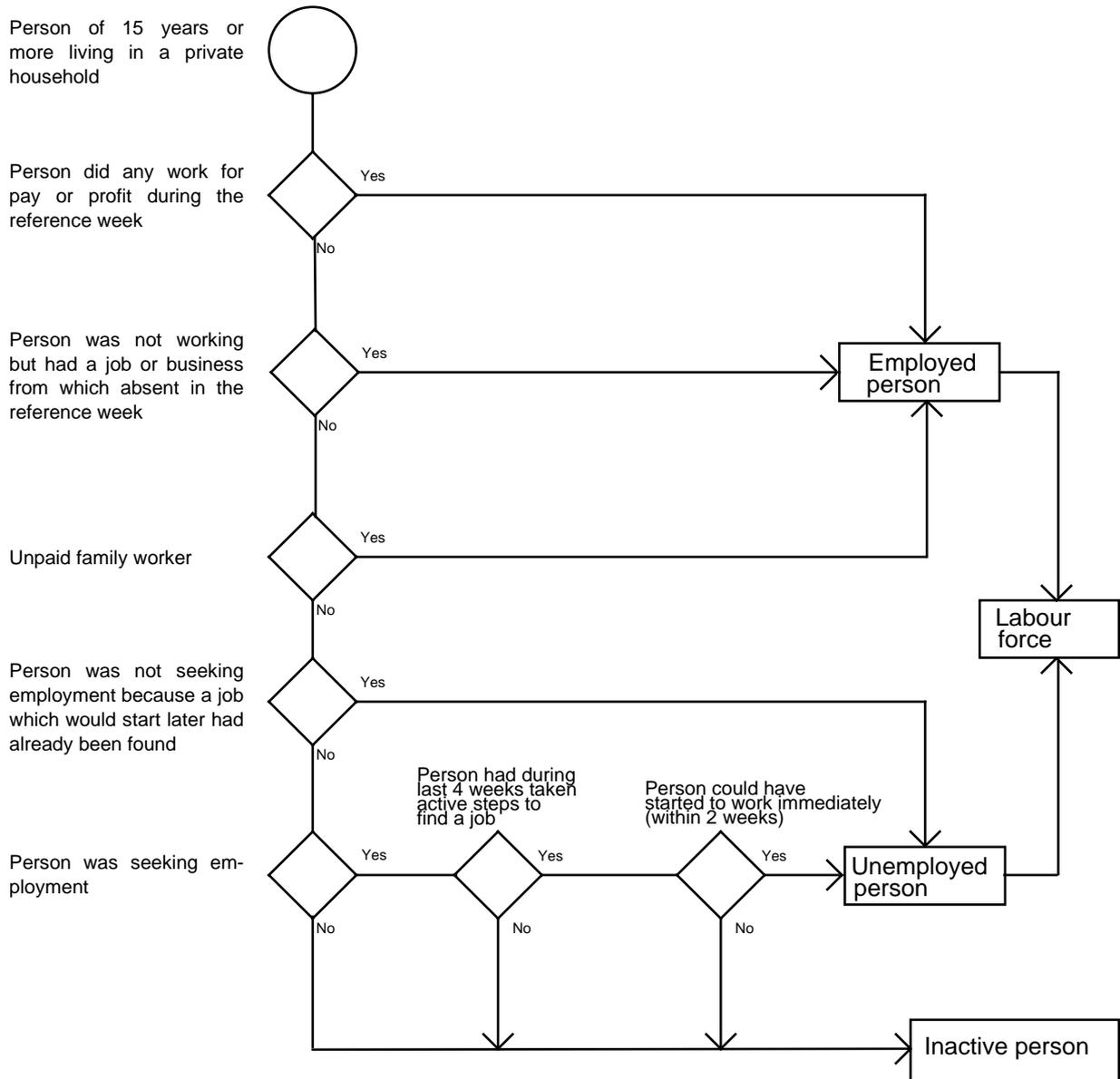
defined as the shorter of the following two periods

(a) the duration of search for work, or

(b) the length of time since last employment.

The above rates are usually calculated for sex-age groups and are sometimes further cross-classified by other demographic variables such as marital status or nationality.

Labour force classification in the European Union Labour Force Survey



Characteristics of national surveys in 1998

BELGIUM

General

Participation in the survey is compulsory. The survey was carried out in the spring. The same reference week is used for all interviews. It is intended to make the survey quarterly as from 1999. The survey covers the entire country, both private and collective households. The resident population comprises members of households residing on the national territory as at 1 January. The household is the simple or collective unit comprising either one person living alone or two or more persons, whether or not of the same family, who usually occupy the same dwelling and live there communally.

Sampling plan

The survey is based on a sampling plan stratified at two levels, supplemented by interviews with a number of households which had been interviewed in 1997. The sample size is 35 000 households, which represents an average survey rate of about 0.9%. The survey base is the National Register of Persons, which is derived from communal population registers. For the purpose of the survey, the entire national territory is divided into districts forming 43 strata. The sample is proportional to the square root of the number of households in each province comprising several entire districts. This increases the sampling rate of the least populated strata. Within each stratum, a survey is carried out in two stages. The primary units comprise the communal entities which existed prior to the mergers of 1977. Their probability of selection is proportional to the number of households in them. The secondary sampling unit is the household. Within each primary unit, 50 households are drawn at random using a method which ensures that the entire register of the primary unit in question is covered. The overall survey rate (primary and secondary units) is identical for all communes in each stratum. 24 500 households are drawn in this way. In addition, 10 500 households (30% of the total sample) from the 1997 sample were reselected. They comprise 210 groups of 50 households which took part in the aforementioned survey, selected from among those which had not been questioned in 1996. Selection is random, with rates specific to each stratum in such a way that, in each one, the proportion of new and old households is identical.

Weighting procedure

Extrapolation to the population, including adjustments for non-response, is done at the level of individuals. The population and the sample are the subject of *a posteriori* stratification by administrative district, sex and age. In each of the strata thus obtained, a weighting is calculated whose numerator is the population as at 1 January 1998 according to the National Register of Persons and whose denominator is the number of usable responses.

Data collection

All the information is collected by means of face-to-face interviews. The field staff comprises 350 persons. In 1998, 32% of the interviews were carried out by authorised third parties. The response rate is 85%.

DENMARK

General

There is no specific national legislation making it compulsory to provide information for the survey, and participation is therefore voluntary. The entire country is covered, apart from Greenland and the Faroe Islands. The survey covers both private and collective households. It is a continuous one, providing quarterly results. The resident population is the population of Denmark (excluding Greenland and the Faroe Islands) and included in the Central Population Register. A household comprises a person living alone or a couple living at the same address. Children are included in the household if they:

- live with their parents,
- do not have children themselves, and
- are not or have not been married and have not lived with another person as a couple.

Sampling plan

The sample comprises 5 000 persons registered as unemployed during the quarter preceding the survey and 10 600 other persons. The sample is drawn from persons aged between 16 and 66 years whose names appear in the Population Register. The sample size is 15 600 persons, which represents an average survey rate of 0.4%. The survey base is the Central Population Register. The sampling unit is the individual. One-third of the individuals selected were questioned the previous quarter and one-third the year before (except for persons who refused to respond). One-third of the sample is renewed each quarter.

Weighting procedure

For the part of the sample comprising registered unemployed persons, an *a posteriori* stratification by age, income and level of educational attainment. For the remainder of the sample, the *a posteriori* stratification is carried out on the basis of age, gross income and sector of activity. For each subsample, matrices are constructed using the stratification variables. The matrices are devised for the entire population and for the interviewees. The weightings are obtained by dividing the total population matrix by that of the people interviewed.

Data collection

Information is collected by means of CATI, supplemented by questionnaires sent by post to persons who could not be contacted by telephone.

The field staff comprises 50 persons.

In 1998, 1-2% of interviews were carried out by authorised third parties.

The response rate is 72%, with between 6 and 10% of non-responses being due to refusals. The exact percentage of refusals is difficult to calculate, because it is impossible to know if a questionnaire sent by post but not returned represents a refusal or some other reason.

GERMANY

General

The German LFS is carried out as part of the annual microcensus, which was begun in 1957.

The Statistical Law of January 1996 ("Gesetz zur Durchführung einer Repräsentativstatistik über die Bevölkerung und den Arbeitsmarkt sowie die Wohnsituation der Haushalte (Mikrozensusgesetz)") makes it compulsory to provide the information required under the microcensus, which in fact includes both a compulsory and an optional part.

The survey covers both private and collective households, except for military quarters. National service personnel are covered via their parents living in private households.

There is only one reference week.

The resident population is that whose main place of residence is in the territory of the Federal Republic. Foreign armed forces and members of the diplomatic corps and their families are excluded.

A private household comprises either a person living alone or two or more persons, whether or not they are of the same family, who usually occupy the same dwelling and share a common budget.

Sampling plan

For the "old" *Länder*, the survey base is taken from the 1987 census records, updated to take account of new dwellings.

For the new *Länder*, the data contained in the central population registers are reduced to the number of persons and the number of households at each address. The base is updated annually using statistical returns on the construction of new dwellings.

The sampling unit is the household.

The sampling districts comprise a number of dwellings.

All buildings are attributed to one of strata, depending on the number of dwellings which they comprise. The first stratum contains a number of buildings which are close to one another (but not necessarily contiguous) and comprising fewer than five dwellings. In this stratum, each sampling district comprises 12 dwellings.

The second stratum comprises buildings with between five and 10 dwellings. Each of these buildings constitutes a sampling district.

The buildings in the third stratum comprise 11 houses or more. In this stratum, the "sampling district" is a subdivision of the building, the target size being six dwellings.

An additional stratum covers the population living in collective households. It is divided into sampling units with a target size of 15 persons.

All persons in a selected sampling district are interviewed.

The stratification by region and size of the buildings is based on the size classes used to work out the sampling units. The sampling rate varies from one region to another. Within each stratum, an effect similar to stratification is obtained by systematic sampling in a list classified by geographical entity.

The regions comprise an average of 350 000 inhabitants. The list of sampling districts is sorted within each stratum by sub-region, *Kreis* (administrative district), the size class of the commune, commune and number of the sample district. This list is divided into groups of 100 consecutive sampling districts. A sample of 1% is drawn at random for the microcensus in each of these groups. A systematic subsample of 1% of the sample is used for the LFS. To reach the degree of sampling error required at NUTS II level (as laid down in the Regulation), the rate of sub-sampling varies: either 100%, 80%, 60% or 40%, giving overall sampling rates of 1%, 0.8%, 0.6% or 0.4%.

The sample comprises about 380 000 persons, giving an average sampling rate of 0.45%.

A rotation system comprising four waves is used. Each unit remains in the sample for four years and 25% of the sample is replaced each year.

Weighting procedure

A two-stage adjustment procedure is used.

a) If possible, limited data are collected for households which fail to respond. These data can include: household size, nationality (German/foreign) and, for households comprising only one person, age (under or over 60 years) and sex. From these data, the weightings of respondent households are increased to take account of non-responses in the region.

b) The sample, weighted to take account of non-response, is stratified *a posteriori* by region, sex and nationality (German/foreign) and is extrapolated to the population (adjusted to take account of military personnel).

Data collection

All the information is collected by means of face-to-face interviews, supplemented by written answers. Nevertheless, some *Länder* have begun to collect information using portable computers.

The field staff comprises 7 000 persons.

Information on the percentage of interviews carried out by authorised third parties is not available.

The response rate amounts to 97.8%. Non-responses are due almost exclusively to difficulties contacting the household.

However, the rate of non-response to some questions in the optional part of the questionnaire is up to 40%.

GREECE

General

The survey is a continuous survey providing quarterly results.

It covers only private households.

The resident population comprises persons who usually reside on Greek territory and who spend most days and nights there.

Sampling plan

The sample size is 30 000 households, which represents a survey rate of 0.87%.

The survey base for samplings is based on the census.

The sampling unit is the household.

Stratification is carried out by administrative region and degree of urbanisation.

Thus, each NUTS II region constitutes the first stratification level. Within each NUTS II region, communes and municipalities are stratified according to:

- a) the Department (NUTS III region) to which they belong
- b) the population of the main town, by the following classes (in thousands of inhabitants): > 50, 30-49.999, 10-29.999, 5-9.999, 2-4.999, 1-1.999, 0.5-0.999, <0.499

Salonika and Athens are divided into 10 and 40 contiguous, well-defined sub-strata respectively.

A rotation system comprising six waves is used. Each sampling unit is kept in the sample for six consecutive quarters.

Weighting procedure

When a household fails to respond, it is replaced by the next household on the list.

No stratification is carried out *a posteriori*.

$\lambda = M/m$ is the weighting for this stratum, where M is the total number of households in each main stratum (estimated on the basis of the previous census) and m is the number of households in this stratum.

Thus, M_{hi} is the number of households in each i^{th} locality selected in each h^{th} sub-stratum, with P_{hi} the probability of selection. The number of households, m_{hi} , which have to be selected in this unit is determined by:

$$\lambda_{hi} = M_{hi}/m_{hi} \quad \text{where } \lambda_{hi} = \lambda P_{hi}\pi_h$$

where π_h is the number of localities selected in the h^{th} stratum.

Thus, the estimator of each characteristic Y for the main strata is calculated as:

$$Y = \lambda(\sum\sum\sum y_{hij})$$

Data collection

All the information is collected by means of face-to-face interviews (CAPI).

The field staff comprises 560 interviewers.

48% of the interviews were carried out by authorised third parties.

The response rate is approximately 90-92% One-fifth of non-responses are refusals and the remainder are due to difficulties contacting the household.

SPAIN

General

Spanish law on surveys does not make it compulsory to provide the information required for this survey. Participation is therefore voluntary.

The survey produces quarterly results. The reference weeks are distributed uniformly over all the year, except in August.

The population residing in private households is covered, including servants; persons living in collective households and persons who are temporarily absent are sampled via the parents living in private household. Foreign nationals are included in the resident population if they have lived or intend to live in Spain for more than one year.

The household concept used is that of the "dwelling household".

Sampling plan

The sample size is 65 000 households, which represents an average survey rate of 0.5%.

The sampling unit is the household.

This entails a two-level survey with stratification of the primary units.

The primary sampling units are the census sections and the secondary sampling units are private dwellings.

Stratification is carried out in each primary unit, taking into account the province and the degree of urbanisation of the municipality. The strata thus obtained are subdivided into six sub-strata using information (obtained from the previous census or from municipal registers) on the predominant socio-economic status of the population in the section.

A rotation system comprising six waves is used. Dwellings remain in the sample for six successive quarters. The selected statistical sections are not subject to rotation but new primary units are selected on the basis of census information. Each quarter, the existing household sample in one-sixth of the sampled sections is replaced by a new sample.

Weighting procedure

Every quarter, population projections by age group (0-15 years and 16 years+) and NUTS III region are made. Projections by age and region are distributed by stratum in proportion to the population of each stratum. In each stratum, age group and region, the weighting is determined by the ratio of the projection to the sample size.

Data collection

All the information is collected by interview. The first interviews and those conducted outside the regional capital are done with the help of portable computers (CAPI). Interviews in the second and subsequent waves and those conducted in the regional capital are carried out by telephone, using portable computers (CATI).

The field staff comprises 410 persons.

59% of the interviews were carried out by authorised third parties.

The response rate is 91%, with 41% of non-responses being due to refusals.

FRANCE

General

Participation in the survey is compulsory.

The survey is carried out in the spring of each year and the reference weeks are concentrated during a four-week period.

The survey covers only Metropolitan France.

Only private households are included. The survey also covers part of the population living in collective households and some persons who are counted separately, insofar as they have family ties with ordinary households.

The resident population comprises persons living on French territory.

The household concept used is that of the "dwelling household".

Sampling plan

The sample is geographical, comprising areas from all of Metropolitan France.

The sample size is 75 000 households, which represents an average survey rate of 0.33%.

The sampling unit is the dwelling.

The survey is performed at several levels, using rural cantons and urban units as primary units.

The secondary sampling units are the communes in rural cantons and urban areas, including those with fewer than 10 000 inhabitants and groups of census districts, generally "cadastral sections" in urban areas with more than 10 000 inhabitants.

The primary units were stratified by crossing 21 regions and 10 categories of commune.

For the second level, in the rural cantons and the urban units with fewer than 10 000 inhabitants, in each primary unit sample, communes with fewer than 160 dwellings were combined with adjoining communes. A commune (or group of communes) was then drawn with a probability proportional to the number of dwellings.

In each urban sample with more than 10 000 inhabitants, a list of census districts was drawn up, showing the number of dwellings. After a calculation of the quotient between the number of dwellings in the urban unit and the number of areas to be drawn there, districts were segmented in as many portions and a sample district in proportion to the number of houses was drawn in each portion. The same principle was applied to urban areas with more than 100 000 inhabitants.

The final level of sampling consists in cutting out the secondary unit in areas with between about 80 to 160 dwellings according to the strata.

The annual survey is structured in three waves. One-third of the structure is renewed each year.

Weighting procedure

Each of the three sub-samples (new, intermediate status and departures) is adjusted in line with the population pyramid at the time of the survey, by sex and five-year age group.

During the second phase, a method known as the "raking ratio" is used to adjust the weighting of each household so that the survey estimates agree with independent demographic estimates by sex and five-year age group. This method ensures that analyses at the level of individuals and households yield consistent results.

Data collection

Interviews are carried out on a face-to-face basis with the help of portable computers (CAPI). The Business Register (SIRENE) is also used as a source of information.

The field staff comprises 850 persons.

29% of the interviews were carried out by authorised third parties.

The response rate is 89.7%, with 35.9% of non-responses being due to refusals.

IRELAND

General

There is no specific legislation making it compulsory to provide information for the survey. Participation is therefore voluntary.

All the regions are covered.

Only private households are included.

The survey is a continuous one, providing quarterly results.

The population comprises persons who usually reside on Irish territory.

The private household is made up either of persons living alone or of two or more persons, whether or not of the same family, usually occupying the same dwelling and sharing a joint budget.

Sampling plan

The sample size is 39 000 households, representing an average survey rate of 3.3%.

The sampling unit is the household.

The survey base for the primary units is provided by the 1996 census. A list of dwellings was drawn up by visual enumeration during the summer of 1997 and update by the investigators every quarter.

Strata are formed by breaking the counties down by degree of urbanisation. The sample is drawn in two stages.

The annual survey is structured in five waves. One-fifth of the sample is renewed each year.

Weighting procedure

The sample is stratified *a posteriori* by NUTS III region, age group and sex. Independent demographic estimates are used for the stratification.

The weightings are calculated using the inverse of the probability of selection after adjustment to the population pyramid by sex and age group and on population distribution by NUTS III region.

Data collection

Interviews are carried out on a face-to-face basis with the help of portable computers (CAPI). All the information is obtained by interview.

The field staff comprises 160 persons (150 interviewers and 10 coordinators).

25% of the interviews were carried out by authorised third parties.

The response rate is 93%, with 57% of non-responses being due to refusals.

ITALY

General

The law compels persons questioned to provide the information required for the purposes of the survey. Participation in the survey is therefore compulsory.

All 103 provinces are covered.

Only private households are taken into account.

A single reference week is used in each quarter.

The resident population is that recorded in the Population Registers of Italian communes.

The household concept used is that of the "family household"

Sampling plan

The sample size is 75 512 households, giving an average survey rate of 0.36%.

The sampling unit is the household.

The survey base for the primary units is provided by the communal Registers.

Stratification of the municipalities in each NUTS II region is based on the population of the communes.

The households are rotated according to a 2-2-2 rotation plan. Households are questioned during two consecutive quarters. After a two-quarter interval, they are again questioned twice in the corresponding two quarters of the following year.

Weighting procedure

The data are stratified *a posteriori* by sex and age group. The results are then adjusted to take account of independent demographic estimates and the weightings are calculated taking into account the probability of selection.

Data collection

Interviews are carried out on a face-to-face basis.

The survey does not use complementary data from other sources.

The field staff comprises 2 680 persons.

28.5% of the interviews were carried out by authorised third parties.

The response rate is 95.1%, with 18.9% of non-responses being due to refusals and 67.4% to difficulties contacting the household.

LUXEMBOURG

General

There is no specific legislation making it compulsory to provide information for the survey. Participation is therefore voluntary.

The survey covers only private households.

The survey yields annual results. All the interviews are carried out during the same reference week.

The resident population comprises persons registered as residing in one of the communes.

The household is defined as persons living in the same household, other than subtenants and military personnel returning home at the weekend.

Sampling plan

The sample size is 8 500 households, giving an average survey rate of 5%.

The survey base is the central population register.

The sampling plan comprises only one stage. The sampling unit is the household.

No stratification is carried out.

A simple random sample is drawn.

A quarter of the sample is preserved from one year to the next in order to satisfy EU requirements.

Weighting procedure

The *a posteriori* stratification variables are age group, sex, nationality (Luxembourg nationals/foreign nationals) and household size. The weightings are a function of the pattern of settlement and are updated according to the *a posteriori* stratification criteria.

Data collection

Interviews are carried out on a face-to-face basis.

The survey does not use complementary data from other sources.

The field staff comprises 150 persons.

55% of the interviews were carried out by authorised third parties.

The response rate is 78%, with 42% of non-responses being due to refusals and 58% to difficulties contacting the household.

THE NETHERLANDS

General

There is no specific legislation making it compulsory to provide information for the survey. Participation is therefore voluntary.

The survey covers only private households.

The reference weeks are distributed throughout the year and the results transmitted for the Community survey are those for the first five months of the year.

The resident population comprises persons residing in the Netherlands.

The private household comprises either persons living alone or two or more persons, whether or not they are of the same family, who usually occupy the same dwelling and share a joint budget.

Sampling plan

The sample size is 60 000 addresses, an average survey rate of 1%.

The sampling unit is the household.

The survey base is a list of all addresses drawn up by the postal services. All institutions are eliminated from the sample. The file also contains information on the number of letter boxes at each address, i.e. the number of households which live there.

The sampling plan comprises three stages:

- a) primary sampling units: the municipalities;
- b) secondary sampling units: addresses;
- c) tertiary sampling units: households.

Municipalities are selected with a probability proportional to their population. All municipalities with a population of more than 18 000 persons (of which there are about 200), are permanently represented in the survey.

Addresses are selected systematically in a mailing list sorted by postal code. Addresses with more than one letter box, i.e. which include more than one household, are over-sampled, with a double probability of being selected.

If a selected address includes only one household, it is questioned. If the address includes more than one household, only half is questioned. This makes it possible to increase the effectiveness of the survey by reducing bunching.

65 strata are defined using cross classification based on 40 "Corop" regions and 28 employment-exchange regions.

To satisfy EU requirements, 25% of the respondents questioned during the first five months of the year are again interviewed a year later.

Weighting procedure

A *posteriori* stratification in two stages is applied, using independent demographic information.

The first stage corrects differences in the response rates between municipalities.

The second stage uses a linear weighting method in which each member of the household has the same weight. Three *a posteriori* stratifications are used:

- first, a detailed breakdown by region and a broad breakdown by age, sex and marital status;
- secondly, a broad breakdown by region and a detailed breakdown by age, sex and marital status;
- finally, a broad breakdown of region by age, sex, nationality (Dutch/other).

Data collection

Interviews are carried out on a face-to-face basis with the help of portable computers (CAPI). Surveys of businesses are used as sources of data on working hours.

The field staff comprises 550 persons.

35% of the interviews were carried out by authorised third parties.

The response rate is 55-60%, with 60% of non-responses being due to refusals.

AUSTRIA

General

Regulation is minimal. A list of subjects determines the basic questionnaire and the survey periodicity. This permits the combination of the basic questions with additional, special programmes. Participation is compulsory for the basic programme but optional for the additional, special programme.

Only private households are covered.

The survey provides quarterly results. The reference weeks are the first three weeks of the last month of each quarter.

The resident population comprises persons who have their main residence on Austrian territory during the reference week.

A private household is made up either of persons living alone or of two or more persons, whether or not of the same family, who usually occupy the same dwelling and share a common budget.

Sampling plan

The survey rate is 1%, which gives a sample of about 31 500 houses.

The sampling unit is the dwelling. All the households in the selected dwellings are sampled.

The survey base is the census dwellings and houses, updated to take account of newly constructed dwellings.

A stratification was carried out within each *Land* using data obtained from the census on the number of occupants, size, period of construction and amenities.

A rotation system comprising eight waves is used. Each dwelling is kept in the sample for two years and one-eighth of the sample is replaced each quarter.

Weighting procedure

The extrapolated population is based on independent demographic estimates by *Bundesland*, sex and age, an additional constraint being that the share of foreign nationals in the total population must tally with the latest demographic estimates. An iterative process is applied to ensure that all members of a given household have an equal weighting.

Data collection

The Community LFS is carried out as part of the quarterly microcensus.

Interviews are carried out on a face-to-face basis.

The survey does not use complementary data from other sources.

The field staff comprises 1 215 persons.

Approximately 33% of the interviews were carried out by authorised third parties.

The response rate is 78.7%; only 4.1% of non-responses being due to refusals, 42.2% to difficulties contacting the household and the remaining 53.7% to dwellings which are no longer inhabited, holiday residences or incomplete addresses.

PORTUGAL

General

Participation in the survey is compulsory (in accordance with Law No 6/89, *Sistema Estatístico Nacional*, of April 1989).

All the geographical territory of Portugal is covered, i.e. mainland Portugal, Madeira and the Azores.

Only private households are covered, although the survey also covers part of the population living in collective households and who represent a potential for the labour market, insofar as they have family links with the private households (national servicemen or students).

The survey is a continuous one which yields quarterly results.

The resident population is that residing in a private household during the reference week. Individuals absent for short periods of time and not occupying another housing permanently are also included.

A private household is made up either of persons living alone or of two or more persons, whether or not they are of the same family, who usually occupy the same dwelling and share a common budget.

Sampling plan

The sample size is 20 000 households, which represents a survey rate of 0.68%.

The survey base is a "mother sample" based on the results of the previous census.

The "mother sample" is constructed as follows:

The primary sampling units are *freguesias* (communes). Information on the number of dwellings in each *freguesia* is provided by the 1991 census.

Taking into account the "geographical spatial reference framework", secondary sampling units are selected. These are the statistical sections used at the time of the previous census. Each statistical section comprises about 300 dwellings.

The LFS sample is a subsample of the "mother sample".

The tertiary sampling units are therefore dwellings.

The sample is stratified according to seven NUTS II regions. The survey rate differs from one region to another so as to satisfy the requirements of the EU as regards errors.

In the first phase of sampling, the municipalities in each region are chained and the *freguesias* which constitute them are arranged alphabetically. The number of voters in each *freguesia* is known. A systematic sample is drawn from the list of *freguesias* with a constant sampling interval in terms of voters. Thus, *freguesias* with fewer voters than the sampling interval are sampled with a probability proportional to the number of voters within a section of *freguesias* selected, while large *freguesias* are selected with a probability proportional to the number of voters.

In the second phase, within the *freguesias*, the statistical sections are selected with a probability proportional to the number of dwellings. Sections are selected in the "mother sample", which remains fixed over time.

In the third phase, carried out from the "mother sample", a number of adjacent dwellings in each section of the reference sample are selected. The number of dwellings sampled in each section is calculated so that the sample is self-weighting within the regions.

A rotation system comprising six waves is used. Houses are kept in the sample for six consecutive quarters before being replaced by an identical number of houses in the same statistical section. One-sixth of the sample is replaced each quarter.

Weighting procedure

A *posteriori* stratification is carried out by sex and age group. After adjustment for the different probability of sampling between the regions, the results are extrapolated to the total population.

Data collection

Interviews are carried out on a face-to-face basis with the help of portable computers (CAPI). All information is obtained by interview.

The field staff comprises 160 persons.

55.9% of the interviews were carried out by authorised third parties.

The response rate is 91.2%, with one-fifth of non-responses being due to refusals.

FINLAND

General

Participation in the survey is voluntary.

The survey is a monthly one, and a week in each month is chosen as the reference week.

The data collected for the Community LFS are collected in the period from March to May. Monthly results are available at national level.

The survey covers private and collective households. Persons living in collective households are also recorded in the Central Population Register and are therefore sampled as well as persons living in private households.

The resident population comprises persons who, according to the Population Register, were legally domiciled in Finland on 31 December of the year preceding the survey. Persons temporarily absent from the country are included, as are foreign nationals who intend to reside in Finland for at least a year. Asylum-seekers are not legally resident until such time as their application is granted. Members of the diplomatic corps and their families are not members of the resident population.

A private household comprises either persons living alone or two or more persons, whether or not they are of the same family, who usually occupy the same dwelling and share a common budget.

Sampling plan

The sampling unit is the individual. The survey base is provided by the Central Population Register. The sample comprises 19 717 persons (about 7 500 individuals are sampled and the members of their household interviewed), which corresponds to a survey rate of 0.4%.

Systematic random selection is performed from a list of codes for dwellings. This makes for representativeness of the regional population.

Respondents are questioned at quarterly intervals for three successive quarters and then, after a six-month interval, for two further consecutive quarters.

Weighting procedure

A *posteriori* stratification at one level is performed by sex, five-year age group and NUTS III region (22 regions). Information on job applicants obtained from the Ministry of Employment is also used as a post-stratification variable (eight categories).

The data are limited to the aggregates of the central population register.

Data collection

5% of the interviews are carried out on a face-to-face basis with the help of portable computers (CAPI) and 95% by telephone using portable computers (CATI). Demographic information (sex, year of birth, marital status, nationality) and level of education, training and the year of completion are variables obtained from administrative sources (Population Register).

The field staff comprises 170 persons.

14% of the interviews were carried out by authorised third parties.

The response rate is 86.7%, with 42% of non-responses being due to refusals.

SWEDEN

General

Participation in the survey is voluntary.

The reference weeks are distributed uniformly throughout the year and the survey provides monthly, quarterly and annual results.

The survey covers private and collective households. Persons living in a collective household are also recorded in the Central Population Register and are therefore sampled as well as persons living in private households.

The resident population for the purposes of the survey comprises persons between the ages of 16 and 74 who are domiciled in Sweden according to the Population Register.

No information on household structure is collected.

Sampling plan

The sampling unit is the individual. Statistics Sweden's Register of the Total Population (RTB) is the survey base.

The sample size is 17 000 individuals per month, which corresponds to a survey rate of 0.3%.

The population is stratified by sex, region, nationality (Swedish/foreign) and employment status (employed/unemployed) according to the Register of Employment (ARE), which gives a total of 192 strata.

A systematic sample of the RTB register, sorted by age, is drawn from each stratum. This produces a result similar to stratification by age. The sample is drawn at the beginning of each year, but is updated each month to take account of deaths, changes of address and changes in marital status.

Individuals are kept in the sample for two years and are questioned eight times, at three-monthly intervals. Samples

are independent for a consecutive three-month period. One-eighth of the sample is replaced every three months.

Weighting procedure

Totals are calculated taking into account the probability of selection. The estimate is based on two types of a *posteriori* stratification, depending on whether the interviewees are employed or unemployed.

To estimate the number of unemployed, a *posteriori* stratification is carried out by sex, age group (10 and 20 years) and employment status (employed or unemployed) according to the Register of Unemployment.

To estimate the number of persons in employment, and those temporarily absent from work, a *posteriori* stratification of the sample and population is carried out by sex, five-year age group and branch of activity (eight branches in all). 147 strata are obtained in this way.

Data collection

Interviews are carried out by telephone, using portable computers (CATI). Demographic information (sex, age, nationality) and the level of educational attainment are obtained from administrative sources (Population Register).

The field staff comprises 150 persons.

2.9% of the interviews were carried out by authorised third parties.

The response rate is 86.6%, with 35.8% of non-responses being due to refusals and 61.1% to difficulties contacting the household.

UNITED KINGDOM

General

The survey covers private households, including persons who are temporarily absent. Students living in halls of residence, etc. are sampled via their parents living in private households. In Great Britain, an additional sample is drawn from among persons registered with the National Health Service.

The year is divided into quarters of 13 weeks: winter (December to February), spring (March to May - useful for results at EU level), summer (June to August) and autumn (September to November). For each of these periods, the reference weeks are distributed uniformly over the 13 weeks.

The resident population comprises persons who regard the sample address as their main address. Persons who have lived in the dwelling for more than six consecutive months are also a member of the resident population even if they do not regard this as their principal dwelling. Persons absent for more than six months are not regarded as a member of the resident population.

A private household comprises one or more persons whose main residence is the same dwelling and/or who share at least one meal per day. Students aged 16+ who live in a collective household but which return to their parents for the holidays are also regarded as being a member of their parents' household.

Sampling plan

The sample size is 68 250 households per quarter.

The survey unit is the postal address (the telephone number in the far north of Scotland). For most of Great Britain, the

survey base is the Royal Mail's PAF (Postcode Address File), a database of all addresses receiving mail. The list is limited to addresses receiving fewer than 25 items of post per day, so as exclude businesses. Because of the very low population density in the far north of Scotland (north of the Caledonian Canal), interviews are carried out by telephone because face-to-face interviews would be too expensive, and the telephone directory is used as the survey base. In Northern Ireland, the *Rating and Valuation Lists* (which serves for the administration of land taxes) is used. In the case of social housing, a list drawn up by the local authorities is used. Most of Great Britain constitutes one stratum, while the far north of Scotland forms a separate stratum and Northern Ireland three strata: Belfast and eastern and western Northern Ireland. The sample of social housing is drawn separately.

In Great Britain, a systematic sample is drawn from the three sampling bases, using a sampling interval of 1 440 units. This yields 16 600 PAF addresses, 75 telephone numbers for the north of Scotland and 42 units of social housing. As the PAF is broken down geographically, the systematic sampling produces a pseudo-stratification effect which ensures that the sample is representative at regional level. In Northern Ireland, a simple random sample is drawn from each of the three strata, giving a 5 200 addresses in all. A rotation system comprising five waves is used. Respondents are questioned five times at 13-week intervals and one-fifth of the sample is replaced each quarter.

Weighting procedure

The adjustment procedure is based on an three-stage *a posteriori* stratification. In each case, estimates are based on independent demographic estimates.

a) The stratification variable for the first stage is the *Local Authority District*. This stage makes it possible to make adjustments for different rates of non-response in the various local authority areas and ensures that the results are geographically representative.

b) The second-stage variables are sex and age group (0-15, each year of age in the 16-24 group and 25+). This stratification is intended to ensure that the age profile of the important group of the 16-24 year olds is correct at national level.

c) The variables in the third stage are region, sex and five-year age group.

The three stages are applied by means of an iterative procedure designed to ensure that the estimates are consistent with the stratification variable sets.

Data collection

Interviews are carried out on a face-to-face basis with the help of portable computers (CAPI) for the interviews in the first wave. In the far north of Scotland (north of the Caledonian Canal) and for interviews in the second to fifth waves, interviews are carried out by telephone (CATI). All information is obtained by interview.

The field staff comprises 420 persons.

32% of the interviews were carried out by authorised third parties.

The response rate is 78% for the first wave, with 72% of non-responses being due to refusals.

Table 1 - Sample design and data collection

	B	DK	D	EL	E	F	IRL	I	L	NL	A	P	S	FIN	UK
Sample design															
Collective household sampled?	yes	yes	yes except for military quarters	no	yes	no	no	no	no	no	no	no	yes	yes	yes
Frequency of the results	annual	quarterly	annual	quarterly	quarterly and monthly	annual	quarterly	quarterly	annual	annual	annual and quarterly	quarterly	annual, quarterly and monthly	monthly	quarterly
Reference week	single	evenly spread	single	evenly spread	evenly spread	evenly spread during a month	evenly spread	multiple one in each quarter	single	evenly spread	multiple	evenly spread	evenly spread	multiple one in each month	evenly spread
Basis of sampling frame	Population Register	Population Register	Census 1987 + Population Register	Census	Census	Census	Census 1986	Population Register	Population Register	Post office	Census	Census	Population Register	Population Register	Post office
Sample Unit	household	person	household	household	household	dwelling	household	household	household	household	dwelling	household	person	person	address
Overall sample rate	0.87%	0.40%	0.45%	0.87%	0.50%	0.33%	3.30%	0.36%	5.00%	1.00%	1.00%	0.68%	0.30%	0.40%	0.40%
Size of the sample	35000 households	15600 persons	150000 house-holds	30000 house-holds	65000 house-holds	75000 households	39000 house-holds	7512 house-holds	8500 house-holds	60000 address	31500 address	20000 house-holds	17000 persons	19717 persons	68250 house-holds
Stratification	yes	yes	yes	yes	yes	yes	yes	yes	no	yes	yes	yes	yes	yes	yes
Variables used for the stratification	region	Registered unemployment	region	region, urbanisation	region, urbanisation and social-economic status	region, sampling districts	region, urbanisation	region, urbanisation	--	region	region, type of dwelling	region	sex, region, nationality and employment status	region	region
Rotation scheme	none	3 waves	4 waves	6 waves	6 waves	3 waves	5 waves	2-2-2	none	none	8 waves	6 waves	8 waves	3-2-2	5 waves
Post stratification	yes	yes	yes	no	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes
Variables of post stratification	region, sex and age	age group, sex, income, sector of activity, vocational education and registered unemployment	region, sex and nationality	--	age, region	sex, age	sex, age and region	sex and age	age group, sex, nationality, size of household	age group, sex, region, nationality, marital status	nationality, age group, sex and region	sex, age and region	sex, age group, sector of activity, registered unemployment	sex, age group, region, registered unemployment	sex, age group, region
Data collection															
Mode of Data collection	face to face interview	CATI	written answers + face to face interview	face to face interview	CAPI and CATI	CAPI	CAPI	face to face interview	face to face interview	CAPI	face to face interview	CAPI	CATI	CAPI and CATI	CAPI and CATI
Is the information exclusively obtained by interview	yes	no	yes	yes	yes	no	yes	yes	yes	no	yes	yes	no	no	yes
Other sources of information	--	Register	--	--	--	Business register	--	--	--	Business survey	--	--	Population Register	Population Register	--
Field staff (number)	350	50	7000	560	410	850	160	2680	150	550	1215	160	150	170	420
% of proxy interviews	32	1-2	--	48	59	29	25	29	55	35	33	56	3	14	32
Response rate (%)	85	72	98	90-92	91	90	93	95	78	55-60	79	91	87	87	78

	B	DK	D	EL	E	F	IRL	I	L	NL	A	P	S	FIN	UK
% of refusals in total non-response	--	6-10	--	18-20	41	36	57	19	42	60	4	20	36	42	72
% of non-contacts in total non-response	--	--	--	80-82	59	64	43	67	58	25	42	80	61	54	28
Item non-response-imputation	no	no	yes	yes	yes	no	no	yes	no	no	yes	no	no	yes	yes

European Union list of questions

This list also shows the correspondence between column numbers of the current series and those of the series 1983 to 1991 and 1992 to 1997. The asterisks in the list 1983 to 1991 and 1992 to 1997 denote that, although there is a correspondence between the questions in the two series, some changes have been made in the conventions for coding the data.

Column 1998	Description	Column 1992-97	Column 1983-91
	Demographic background		
1/2	Sequence number in the household (it should remain the same for all waves)	-	-
3	Relationship to reference person in the household	1	17
4/5	Sequence number of spouse or cohabiting partner	-	-
6/7	Sequence number of father	-	-
8/9	Sequence number of mother	-	-
10	Sex	2	18
11/14	Year of birth	3/4*	19/20*
15	Date of birth in relation to the end of reference period	5	21
16	Marital status	6	22
17/18	Nationality	7/8	23/24*
19/20	Years of residence in this Member State	9/10	-
21/22	Country of birth	11/12	-
23	Nature of participation in the survey	113	67
	Labour status		
24	Labour status during the reference week	13	25
25	Reason for not having worked at all though having a job	14*	26*
	Employment characteristics of the main job		
26	Professional status	15	34
27/28	Economic activity of the local unit	16/17	35/36*
29/31	Occupation	18/20	37/38*
32/33	Number of persons working at the local unit	21/22	-
34/35	Country of place of work	23/24	-
36/37	Region of place of work	25/26	-
38/41	Year in which person started working for this employer or as self-employed	27/28*	-
42/43	Month in which person started working for this employer or as self-employed	29/30	-
44	Full-time / Part-time distinction	31	39
45	Permanency of the job	32	40
46	Total duration of temporary job or work contract of limited duration	33	-
	Hours worked		
47/48	Number of hours per week usually worked	34/35	28/29
49/50	Number of hours actually worked during the reference week	36/37	30/31
51/52	Main reason for hours actually worked during the reference week being different from the person's usual hours	38/39*	32/33*
53	Wish to work usually more than the current number of hours	-	-
54/55	Number of hours that the person would like to work in total	-	-
56	Working at home	45	-
57	Looking for another job and reasons for doing so	46*	41*

Column 1998	Description	Column 1992-97	Column 1983-91
	Second job		
58	Existence of more than one job or business	47	27
59	Professional status (in the second job)	48	-
60/61	Economic activity of the local unit (in the second job)	49/50	-
62/63	Number of hours actually worked during the reference week in the second job	54/55	-
	Previous work experience of person not in employment		
64	Existence of previous employment experience	57	42*
65/68	Year in which person last worked	58/59*	-
69/70	Month in which person last worked	60/61	-
71	Main reason for leaving last job or business	62*	43*
72	Professional status in last job	63*	44*
73/74	Economic activity of the local unit in which person last worked	64/65*	45/46*
75/77	Occupation of last job	66/68*	47/48*
	Search for employment		
78/79	Seeking employment during previous four weeks	69/70	49*
80	Type of employment sought	71	50
81	Duration of search for employment	72	52*
	Methods used during previous four weeks to find work		
82	Contacted public employment office to find work	-	-
83	Contacted private employment agency to find work	-	-
84	Applied to employers directly	-	-
85	Asked friends, relatives, trade unions, etc.	-	-
86	Inserted or answered advertisements in newspapers or journals	-	-
87	Studied advertisements in newspapers or journals	-	-
88	Took a test, interview or examination	-	-
89	Looked for land, premises or equipment	-	-
90	Looked for permits, licences, financial resources	-	-
91	Awaiting the results of an application for a job	-	-
92	Waiting for a call from a public employment office	-	-
93	Awaiting the results of a competition for recruitment to the public sector	-	-
94	Other method used	-	-
95	Willingness to work for person not seeking employment	76	-
96	Availability to start working within two weeks	77	53
97	Situation immediately before person started to seek employment (or was waiting for new job to start)	78	51
98	Registration at a public employment office	79	54
	Main labour status		
99	Main status	80*	-
	Education and training		
100	Education or training received during previous four weeks	81*	57*
101	Type of instruction	-	-
102	Level of this education or training	-	-
103	Purpose of this education and training	-	-
104	Total length of this education or training	83*	-
105/106	Usual number of hours of training per week	84/85	-
107/108	Highest level of education or training successfully completed	-	-
109	Having obtained a (non tertiary) vocational qualification (minimum duration : 6 months)	-	-
110/113	Year when highest level of education or training was successfully completed	-	-

Column 1998	Description	Column 1992-97	Column 1983-91
	Situation one year before survey		
114	Situation with regard to activity one year before survey	88*	59*
115	Professional status one year before survey	89	60
116/117	Economic activity of local unit in which person was working one year before survey	90/91	61/62*
118/119	Country of residence one year before survey	92/93	63/64*
120/121	Region of residence (within Member State) one year before survey	94/95	65/66*
	Income		
122/129	Monthly (take home) pay from main job	-	-
130/137	Additional payments from main job	-	-
138/145	Unemployment allowances	-	-
146/153	Additional payments of unemployment allowance	-	-
154/161	Sickness, disability or invalidity allowances	-	-
	Technical items relating to the interview		
162/165	Year of survey	96/97*	1/2*
166/167	Reference week	98/99	3/4
168/169	Interview week	-	-
170/171	Member State	100/101	5/6*
172/173	Region of household	102/103	7/8*
174	Degree of urbanisation	104	-
175/180	Serial number of household	105/110	9/14
181	Type of household	111	15
182	Type of institution	112	16
183/188	Yearly weighting factor	114/119	68/73
189/194	Quarterly weighting factor	-	-
195-200	Quarterly weighting factor of the sample for household characteristics (in the case of a sample of individuals)	-	-
201	Sub-sample in relation to the preceding survey	120	74
202	Sub-sample in relation to the following survey	121	75
203	Sequence number of the survey wave	-	-
	Atypical work		
204	Shift work	40	-
205	Evening work	41	-
206	Night work	42	-
207	Saturday work	43	-
208	Sunday work	44	-

Column	Code	Description	Filter/Remarks
		DEMOGRAPHIC BACKGROUND	
1/2		<i>Sequence number in the household (it should remain the same for all waves)</i>	private households
	01-98	Two-digit sequence number allocated to each member of the household	
	99	Not applicable (not private household)	
3		<i>Relationship to reference person in the household</i>	private households
	1	Reference person	
	2	Spouse (or cohabiting partner) of reference person	
	3	Child of reference person (or of his/her spouse or cohabiting partner)	
	4	Ascendant relative of reference person (or of his/her spouse or cohabiting partner)	
	5	Other relative	
	6	Other	
	9	Not applicable (not private household)	
4/5		<i>Sequence number of spouse or cohabiting partner</i>	private households
	01-98	Sequence number of spouse or cohabiting partner in the household	
	99	Not applicable (person does not belong to a private household, or has no partner, or the partner does not belong to this private household)	
6/7		<i>Sequence number of father</i>	private households
	01-98	Sequence number of father in the household	
	99	Not applicable (person does not belong to a private household, or the father does not belong to this private household)	
8/9		<i>Sequence number of mother</i>	private households
	01-98	Sequence number of mother in the household	
	99	Not applicable (person does not belong to a private household, or the mother does not belong to this private household)	
10		Sex	everybody
	1	Male	
	2	Female	
11/14		<i>Year of birth</i>	everybody
		The 4 digits of year of birth are entered	
15		<i>Date of birth in relation to the end of reference period</i>	everybody
	1	Person's birthday falls between 1 January and the end of the reference week	
	2	Person's birthday falls after the end of the reference week	
16		<i>Marital status</i>	everybody
	1	Single	
	2	Married	
	3	Widowed	
	4	Divorced or legally separated	
	blank	No answer	

Column	Code	Description	Filter/Remarks
17/18		<i>Nationality</i> For coding, see annex IV	everybody
19/20		<i>Years of residence in this Member State</i>	everybody
	00	Born in this Member State	
	01-10	Number of years for person who has been in this Member State for 1 to 10 years	
	11	Been in this Member State for more than 10 years	
	blank	No answer	
21/22		<i>Country of birth</i> For coding, see annex IV	col.19/20≠00
	99	Not applicable (col.19/20=00)	
	blank	No answer	
23		<i>Nature of participation in the survey</i>	everybody aged 15 years or more
	1	Direct participation	
	2	Participation via another member of the household	
	9	Not applicable (child less than 15 years old)	
	blank	No answer	
		LABOUR STATUS	
24		<i>Labour status during the reference week</i>	everybody aged 15 years or more
	1	Did any work for pay or profit during the reference week - one hour or more (including family workers but excluding conscripts on compulsory military or community service)	
	2	Was not working but had a job or business from which he/she was absent during the reference week (including family workers but excluding conscripts on compulsory military or community service)	
	3	Was not working because on lay-off	
	4	Was a conscript on compulsory military or community service	
	5	Other (15 years or more) who neither worked nor had a job or business during the reference week	
	9	Not applicable (child less than 15 years old)	
25		<i>Reason for not having worked at all though having a job</i>	col.24=2
	0	Bad weather	
	1	Slack work for technical or economic reasons	
	2	Labour dispute	
	3	School education or training	
	4	Own illness, injury or temporary disability	
	5	Maternity or parental leave	
	6	Holidays	
	8	Other reasons (e.g. personal or family responsibilities)	
	9	Not applicable (col.24=1,3-5,9)	

Column	Code	Description	Filter/Remarks
		EMPLOYMENT CHARACTERISTICS OF THE MAIN JOB	
26		<i>Professional status</i>	col.24=1,2
	1	Self-employed with employees	
	2	Self-employed without employees	
	3	Employee	
	4	Family worker	
	9	Not applicable (col.24=3-5,9)	
	blank	No answer	
27/28		<i>Economic activity of the local unit</i>	col.24=1,2
		NACE Rev. 1	
	00	Not applicable (col.24=3-5,9)	
	blank	No answer	
29/31		<i>Occupation</i>	col.24=1,2
		ISCO-88 (COM)	
	999	Not applicable (col.24=3-5,9)	
	blank	No answer	
32/33		<i>Number of persons working at the local unit</i>	col.26=1,3,4, blank
	01-10	Exact number of persons, if between 1 and 10	
	11	11 to 19 persons	
	12	20 to 49 persons	
	13	50 persons or more	
	14	Do not know but less than 11 persons	
	15	Do not know but more than 10 persons	
	99	Not applicable (col.26=2,9)	
	blank	No answer	
34/35		<i>Country of place of work</i>	col.24=1,2
		For coding, see annex IV	
	99	Not applicable (col.24=3-5,9)	
	blank	No answer	
36/37		<i>Region of place of work</i>	col.24=1,2
		NUTS 2	
	99	Not applicable (col.24=3-5,9)	
	blank	No answer	
38/41		<i>Year in which person started working for this employer or as self-employed</i>	col.24=1,2
		Enter the 4 digits of the year concerned	
	9999	Not applicable (col.24=3-5,9)	
	blank	No answer	
42/43		<i>Month in which person started working for this employer or as self-employed</i>	col.38/41≠9999, blank & col.162/165-col.38/41 <= 2
	01/12	Enter the number of the month concerned	
	99	Not applicable (col.38/41=9999,blank or col. 162/165-col.38/41>2)	
	blank	No answer	

Column	Code	Description	Filter/Remarks
44		<i>Full-time / Part-time distinction</i>	col.24=1,2
	1	Full-time job	
	2	Part-time job which was taken because	
	3	- person is undergoing school education or training	
	4	- of own illness or disability	
	5	- person could not find a full-time job	
	6	- person did not want a full-time job	
	7	- of other reasons	
	9	Person with a part-time job but giving no reason	
	9	Not applicable (col.24=3-5,9)	
	blank	No answer	
45		<i>Permanency of the job</i>	col.26=3
	1	Person has a permanent job or work contract of unlimited duration	
		Person has temporary job/work contract of limited duration because:	
	2	- it is a contract covering a period of training (apprentices, trainees, research assistants, etc.)	
	3	- person could not find a permanent job	
	4	- person did not want a permanent job	
	5	- no reason given	
	6	- it is a contract for a probationary period	
	9	Not applicable (col.26=1,2,4,9,blank)	
	blank	No answer	
46		<i>Total duration of temporary job or work contract of limited duration</i>	col.45=2-6
	1	Less than one month	
	2	1 to 3 months	
	3	4 to 6 months	
	4	7 to 12 months	
	5	13 to 18 months	
	6	19 to 24 months	
	7	25 to 36 months	
	8	More than 3 years	
	9	Not applicable (col.45=1,9,blank)	
	blank	No answer	
		HOURS WORKED	
47/48		<i>Number of hours per week usually worked</i>	col.24=1,2
	00	Usual hours cannot be given because hours worked vary considerably from week to week or from month to month	
	01-98	Number of hours usually worked in the first job	
	99	Not applicable (col.24=3-5,9)	
	blank	No answer	
49/50		<i>Number of hours actually worked during the reference week</i>	col.24=1,2
	00	Person having a job or business and not having worked at all in the main activity during the reference week (col.24=2)	
	01-98	Number of hours actually worked in the first job during the reference week	

Column	Code	Description	Filter/Remarks
51/52	99 blank	Not applicable (col.24=3-5,9) No answer	col.47/48=00-98 & col.49/50=01-98
		<i>Main reason for hours actually worked during the reference week being different from the person's usual hours</i>	
	01	Person has worked more than usual due to - variable hours (e.g. flexible working hours)	
	16	- overtime	
	02	- other reasons	
		Person has worked less than usual due to:	
	03	- bad weather	
	04	- slack work for technical or economic reasons	
	05	- labour dispute	
	06	- education or training	
	07	- variable hours (e.g. flexible working hours)	
	08	- own illness, injury or temporary disability	
	09	- maternity or parental leave	
	10	- special leave for personal or family reasons	
	11	- annual Holidays	
	12	- bank Holidays	
	13	- start of/change in job during reference week	
	14	- end of job without taking up a new one during reference week	
	15	- other reasons	
	97	Person having worked usual hours during the reference week (col.47/48=col.49/50=01-98)	
98	Person whose hours vary considerably from week to week or month to month and who did not state a reason for a divergence between the actual and usual hours (col.47/48=00 & col.51/52≠01-16)		
99	Not applicable (col.24=2-5,9 or col.47/48=blank or col.49/50=blank)		
53	blank	No answer	col.24=1 or col.24=2 & (00<col.47/48<40 or col. 44=2-7)
		<i>Wish to work usually more than the current number of hours</i>	
	0	- no	
	1	- yes, through an additional job	
	2	- yes, through a job working more hours than the present job	
	3	- yes, but only within the present job	
	4	- yes, in any of the above ways	
	9	Not applicable (col.24=3-5,9 or (40<= col.47/48<=98 and col.44=1))	
	blank	No answer	
	54/55		
01-98		Number of hours wished to work in total	
99 blank		Not applicable (col.24=3-5,9) No answer	
56		<i>Working at home</i>	col.24=1 or col.24=2
	1	Person usually works at home	
	2	Person sometimes works at home	
	3	Person never works at home	
	9	Not applicable (col.24=3-5,9)	
	blank	No answer	

Column	Code	Description	Filter/Remarks
57		<i>Looking for another job and reasons for doing so</i>	col.24=1 or col.24=2
	0	Person is not looking for another job	
	1	Person is looking for another job because	
	2	- of risk or certainty of loss or termination of present job	
	3	- actual job is considered as a transitional job	
	7	- seeking an additional job to add more hours to those worked in present job	
	8	- seeking a job with more hours worked than in present job	
	4	- seeking a job with less hours worked than in present job (col. 53=0)	
	5	- of wish to have better working conditions (e.g. pay, working or travel time, quality of work)	
	6	- of other reasons	
	9	Person looking for another job but giving no reason	
	blank	Not applicable (col.24=3-5,9)	
		No answer	
		SECOND JOB	
58		<i>Existence of more than one job or business</i>	col.24=1 or col.24=2
	1	Person had only one job or business during the reference week	
	2	Person had more than one job or business during the reference week (not due to change of job or business)	
	9	Not applicable (col.24=3-5,9)	
	blank	No answer	
59		<i>Professional status (in the second job)</i>	col.58=2
	1	Self-employed with employees	
	2	Self-employed without employees	
	3	Employee	
	4	Family worker	
	9	Not applicable (col.58=1,9 blank)	
	blank	No answer	
60/61		<i>Economic activity of the local unit (in the second job)</i>	col.58=2
	00	NACE Rev. 1	
	blank	Not applicable (col.58=1,9,blank)	
		No answer	
62/63		<i>Number of hours actually worked during the reference week in the second job</i>	col.58=2
	00	Person not having worked in the second job during the reference week	
	01-98	Number of hours actually worked in the second job during the reference week	
	99	Not applicable (col.58=1,9, blank)	
	blank	No answer	

Column	Code	Description	Filter/Remarks
64		PREVIOUS WORK EXPERIENCE OF PERSON NOT IN EMPLOYMENT	
		<i>Existence of previous employment experience</i>	col.24=3-5
	0	Person has never been in employment (purely occasional work, such as vacation work, compulsory military or community service are not to be considered as employment)	
	1	Person has already been in employment (purely occasional work, such as vacation work, compulsory military or community service are not to be considered as employment)	
65/68	9	Not applicable (col.24=1,2 or 9)	
	blank	No answer	
		<i>Year in which person last worked</i>	col.64=1
69/70	9999	Enter the 4 digits of the year in which person last worked	
	blank	Not applicable (col.64=0,9,blank) No answer	
		<i>Month in which person last worked</i>	col.65/68≠9999 blank & col.162/165-col.65/68 ≤ 2
71	01-12	Enter the number of the month in which person last worked	
	99	Not applicable (col.65/68=9999,blank or col. 162/165-col.65/68>2)	
	blank	No answer	
71		<i>Main reason for leaving last job or business</i>	col. 64=1 and col.162/165 - col.65/68<8
	0	Dismissed or made redundant	
	1	A job of limited duration has ended	
	2	Personal or family responsibilities	
	3	Own illness or disability	
	4	Education or training	
	5	Early retirement	
	6	Normal retirement	
	7	Compulsory military or community service	
	8	Other reasons	
	9	Not applicable (col.64=0,9,blank, or col.64=1 and did not work in last 8 years)	
	blank	No answer	
72		<i>Professional status in last job</i>	col.64=1 and col.162/165 - col.65/68<8
	1	Self-employed with employees	
	2	Self-employed without employees	
	3	Employee	
	4	Family worker	
	9	Not applicable (col.64=0,9,blank, or col.64=1 and did not work in last 8 years)	
	blank	No answer	
73/74		<i>Economic activity of the local unit in which person last worked</i>	col.64=1 and col.162/165 - col.65/68<8
	00	NACE Rev. 1 Not applicable (col.64=0,9,blank, or col.64=1 and did not work in last 8 years)	
	blank	No answer	

Column	Code	Description	Filter/Remarks
75/77		<i>Occupation of last job</i>	col.64=1 and col.162/165 - col.65/68<8
	999	ISCO-88 (COM) Not applicable (col.64=0,9,blank, or col.64=1 and did not work in last 8 years)	
	blank	No answer	
		SEARCH FOR EMPLOYMENT	
78/79		<i>Seeking employment during previous four weeks</i>	col.24=3-5
	01	Person is seeking employment	
	02	Person has already found a job which will start later	
		Person is not seeking employment because:	
	03	- awaiting recall to work (persons on lay-off)	
	04	- of own illness or disability	
	05	- of personal or family responsibilities	
	06	- of education or training	
	07	- of retirement	
	08	- of belief that no work is available	
	09	- of other reasons	
	10	- no reason given	
	99	Not applicable (col.24=1,2 or 9)	
80		<i>Type of employment sought</i>	col.78/79=01, 02 or col.57=1-8
		The employment sought (for col.78/79=02, the employment found) is:	
	1	as self-employed	
		as employee :	
	2	- and only full-time job is looked for (or has already been found)	
	3	- and full-time job is sought, but if not available, part-time job will be accepted	
	4	- and part-time job is sought, but if not available, full-time job will be accepted	
	5	- and only part-time job is looked for (or has already been found)	
	6	- and person did not state whether full-time or part-time job is looked for (or has already been found)	
	9	Not applicable (col.24=9 or col.78/79=03-10 or col.57=0,blank)	
	blank	No answer	
81		<i>Duration of search for employment</i>	col.78/79=01-02 or col.57=1-8
	0	Search not yet started	
	1	Less than 1 month	
	2	1-2 months	
	3	3-5 months	
	4	6-11 months	
	5	12-17 months	
	6	18-23 months	
	7	24-47 months	
	8	4 years or longer	
	9	Not applicable (col.24=9 or col.78/79=03-10 or col.57=0,blank)	
	blank	No answer	

Column	Code	Description	Filter/Remarks
		METHODS USED DURING PREVIOUS FOUR WEEKS TO FIND WORK¹	
82		<i>Contacted public employment office to find work</i>	col.78/79=01 or col.57=1-8
	0	No	
	1	Yes	
	9	Not applicable (col.24=9 or col.78/79=02-10 or col.57=0,blank)	
83		<i>Contacted private employment agency to find work</i>	col.78/79=01 or col.57=1-8
	0	No	
	1	Yes	
	9	Not applicable (col.24=9 or col.78/79=02-10 or col.57=0,blank)	
84		<i>Applied to employers directly</i>	col.78/79=01 or col.57=1-8
	0	No	
	1	Yes	
	9	Not applicable (col.24=9 or col.78/79=02-10 or col.57=0,blank)	
85		<i>Asked friends, relatives, trade unions, etc.</i>	col.78/79=01 or col.57=1-8
	0	No	
	1	Yes	
	9	Not applicable(col.24=9 or col.78/79=02-10 or col.57=0,blank)	
86		<i>Inserted or answered advertisements in newspapers or journals</i>	col.78/79=01 or col.57=1-8
	0	No	
	1	Yes	
	9	Not applicable (col.24=9 or col.78/79=02-10 or col.57=0,blank)	
87		<i>Studied advertisements in newspapers or journals</i>	col.78/79=01 or col.57=1-8
	0	No	
	1	Yes	
	9	Not applicable (col.24=9 or col.78/79=02-10 or col.57=0,blank)	
88		<i>Took a test, interview or examination</i>	col.78/79=01 or col.57=1-8
	0	No	
	1	Yes	
	9	Not applicable (col.24=9 or col.78/79=02-10 or col.57=0,blank)	
89		<i>Looked for land, premises or equipment</i>	col.78/79=01 or col.57=1-8
	0	No	
	1	Yes	
	9	Not applicable (col.24=9 or col.78/79=02-10 or col.57=0,blank)	

¹ For Spain the reference period will be adapted to the delay legally established by the National Institute of Employment

Column	Code	Description	Filter/Remarks
90		<i>Looked for permits, licences, financial resources</i>	col.78/79=01 or col.57=1-8
	0	No	
	1	Yes	
	9	Not applicable (col.24=9 or col.78/79=02-10 or col.57=0,blank)	
91		<i>Awaiting the results of an application for a job</i>	col.78/79=01 or col.57=1-8
	0	No	
	1	Yes	
	9	Not applicable (col.24=9 or col.78/79=02-10 or col.57=0,blank)	
92		<i>Waiting for a call from a public employment office</i>	col.78/79=01-02 or col.57=1-8
	0	No	
	1	Yes	
	9	Not applicable (col.24=9 or col.78/79=02-10 or col.57=0,blank)	
93		<i>Awaiting the results of a competition for recruitment to the public</i>	col.78/79=01-02 or col.57=1-8
	0	No	
	1	Yes	
	9	Not applicable (col.24=9 or col.78/79=02-10 or col.57=0,blank)	
94		<i>Other method used</i>	col.78/79=01 or col.57=1-8
	0	No	
	1	Yes	
	9	Not applicable (col.24=9 or col.78/79=02-10 or col.57=0,blank)	
95		<i>Willingness to work for person not seeking employment</i>	col.78/79=03-10
		Person is not seeking employment:	
	1	- but would nevertheless like to have work	
	2	- and does not want to have work	
	9	Not applicable (col.78/79=01-02,99)	
	blank	No answer	
96		<i>Availability to start working within two weeks</i>	col.78/79=01 or col.95=1,blank or col.57=1-8
		If work were found now:	
	1	Person could start to work immediately (within 2 weeks) Person could not start to work immediately (within 2 weeks) because:	
	2	- he/she must complete education or training	
	3	- he/she must complete compulsory military or community service	
	4	- he/she cannot leave present employment within two weeks due to period of notice	
	5	- of personal or family responsibilities (including maternity)	
	6	- of own illness or incapacity	
	7	- of other reasons	
	8	- no reason given	
	9	Not applicable (col.24=9 or col.57=0,blank or col.78/79=02 or col.95=2)	

Column	Code	Description	Filter/Remarks
97		<i>Situation immediately before person started to seek employment (or was waiting for new job to start)</i>	col.78/79=01-02
	1	Person was working (including apprentices, trainees)	
	2	Person was in full-time education (excluding apprentices, trainees)	
	3	Person was conscript on compulsory military or community service	
	4	Person had domestic/family responsibilities	
	5	Other (e.g. retired)	
	9	Not applicable (col.78/79=03-10,99)	
	blank	No answer	
98		<i>Registration at a public employment office</i>	everybody aged 15 years or more
	1	Person is registered at a public employment office and receives benefit or assistance	
	2	Person is registered at a public employment office but does not receive benefit or assistance	
	3	Person is not registered at a public employment office but receives benefit or assistance	
	4	Person is not registered at a public employment office and does not receive benefit or assistance	
	9	Not applicable (child less than 15 years)	
	blank	No answer	
		MAIN LABOUR STATUS	
99		<i>Main status</i>	everybody aged 15 years or more
	1	Carries out a job or profession, including unpaid work for a family business or holding, including an apprenticeship or paid traineeship, etc,	
	2	Unemployed	
	3	Pupil, student, further training, unpaid work experience	
	4	In retirement or early retirement or has given up business	
	5	Permanently disabled	
	6	In compulsory military service	
	7	Fulfilling domestic tasks	
	8	Other inactive person	
	9	Not applicable (child less than 15 years)	
	blank	No answer	
		EDUCATION AND TRAINING	
100		<i>Education or training received during previous four weeks</i>	everybody aged 15 years or more
	0	Received no education or training	
	1	Received some education or training	
	9	Not applicable (child less than 15 years)	
	blank	No answer	
101		<i>Type of instruction</i>	col.100=1
	1	Class-room instruction	
	2	Instruction in a working environment (without complementary class-room instruction at a school or college)	
	3	Instruction combining both work experience and complementary class-room instruction (including any form of 'dual system' or 'sandwich courses')	
	4	Distance learning, correspondence courses	
	5	Self-learning	
	6	Conferences, seminar, workshop	
	9	Not applicable (col.100=0,9,blank)	
	blank	No answer	
102		<i>Level of this education or training</i>	col.100=1

Column	Code	Description	Filter/Remarks	
103		General education		
	1	Primary or lower secondary (ISCED 1-2)		
	2	Upper secondary or post-secondary not tertiary (ISCED 3-4)		
		Pre-vocational or vocational education or training		
	3	Lower secondary (ISCED 2)		
	4	Upper secondary or post-secondary not tertiary (ISCED 3-4)		
		Tertiary education		
	5	ISCED 5a		
	6	ISCED 5b		
	7	ISCED 6		
	8	Training that is not allocated to the ISCED classification (e.g.: language courses, computer courses, seminars ...)		
	9	Not applicable (col.100=0,9,blank)		
	blank	No answer		
		<i>Purpose of this education and training</i>	col.100=1	
104	1	Initial education or training aiming at getting the skills for a job (except under a specific employment measure)		
		Continuing vocational training (except under a specific employment measure)		
	2	- to adapt to technological change, obtain promotion or upgrade acquired skills		
	3	- training as a preparation for returning to work after a prolonged absence due to illness, maternity leave, national service, or a sabbatical period or unemployment		
	4	- other adult training		
	5	Training under a specific employment measure		
	6	General interest		
	9	Not applicable (col. 100=0,9,blank)		
		blank	No answer	
			<i>Total length of this education or training</i>	col.100=1 and col.101=1, 2, 3, 4, blank
105/106	1	Less than 1 week		
	2	1 week or more but less than 1 month		
	3	1 month or more but less than 3 months		
	4	3 months or more but less than 6 months		
	5	6 months or more but less than 1 year		
	6	1 year or more but less than 2 years		
	7	2 years or longer		
	8	No definite length		
	9	Not applicable (col.100=0,9,blank or col. 101 = 5, 6)		
		blank	No answer	
		<i>Usual number of hours of training per week</i>	col.100=1 and col.101=1, 2, 3, 4, blank	
	01-98	Number of hours		
	99	Not applicable (col.100=0,9,blank or col. 101 = 5, 6)		
	blank	No answer		
107/108		<i>Highest level of education or training successfully completed</i>	everybody aged 15 years or more	
	01	ISCED 1		
	02	ISCED 2		
	03	ISCED 3c (shorter than 3 years)		
	04	ISCED 3c (3 years or longer) or ISCED 4c		
	05	ISCED 3b or ISCED 4b		
	06	ISCED 3a or ISCED 4a		

Column	Code	Description	Filter/Remarks
109	07 08 09 10 99 blank	ISCED 3 or ISCED 4 without distinction a,b or c possible ISCED 5b ISCED 5a ISCED 6 Not applicable (child less than 15 years) No answer	
		<i>Having obtained a (non tertiary) vocational qualification (minimum duration : 6 months)</i>	everybody aged 15 years or more
	1 2 3 4 5 9 blank	Yes - Class-room instruction Yes - Instruction in a working environment (without complementary class-room instruction at a school or college) Yes - Instruction combining both work experience and complementary class-room instruction (including any form of 'dual system' or 'sandwich courses') Yes - Type unknown No Not applicable (child less than 15 years) No answer	
110/113		<i>Year when highest level of education or training was successfully completed</i>	everybody aged 15 years or more
	9999 blank	The 4 digits of year when highest level of education or training was successfully completed are entered Not applicable (child less than 15 years) No answer	
		SITUATION ONE YEAR BEFORE SURVEY	
114		<i>Situation with regard to activity one year before survey</i>	everybody aged 15 years or more
	1 2 3 4 5 6 7 8 9 blank	Carries out a job or profession, including unpaid work for a family business or holding, including an apprenticeship or paid traineeship, etc. Unemployed Pupil, student, further training, unpaid work experience In retirement or early retirement or has given up business Permanently disabled In compulsory military service Fulfilling domestic tasks Other inactive person Not applicable (child less than 15 years) No answer	
115		<i>Professional status one year before survey</i>	col.114=1
	1 2 3 4 9 blank	Self-employed with employees Self-employed without employees Employee Family-worker Not applicable (col.114=2-7,9 blank) No answer	
116/117		<i>Economic activity of local unit in which person was working one year before survey</i>	col.114=1
	00 blank	NACE Rev. 1 Not applicable (col.114=2-7,9 blank) No answer	
118/119		<i>Country of residence one year before survey</i>	everybody

Column	Code	Description	Filter/Remarks
120/121	99 blank	For coding, see annex IV Not applicable (child less than one year old) No answer <i>Region of residence (within Member State) one year before survey</i>	everybody
122/129	99 blank	NUTS 2 Not applicable (person who has changed country of residence or child less than one year old) No answer INCOME Monthly (take home) pay from main job	col.26=3
130/137	00000000-99999998 99999999 blank	The 8 digits of monthly (take home) pay from main job, including extra payments monthly paid (National currency) Not applicable (col.26 ≠ 3) No answer <i>Additional payments from main job</i>	col.26=3
138/145	00000000-99999998 99999999 blank	The 8 digits of additional payments (total yearly net amount) from main job which are not monthly paid (National currency) Not applicable (col.26 ≠ 3) No answer <i>Unemployment allowances</i>	col 98 =1,3
146/153	00000000-99999998 99999999 blank	The 8 digits of monthly received unemployment allowances (National currency) Not applicable (col.98 ≠ 1,3) No answer <i>Additional payments of unemployment allowance</i>	col 98 =1,3
154/161	00000000-99999998 99999999 blank	The 8 digits of additional payments (total yearly net amount) of unemployment allowance which are not monthly paid, e.g.: severance payments and other irregular payments or lumpsum payments (National currency) Not applicable (col.98 ≠ 1,3) No answer <i>Sickness, disability or invalidity allowances</i>	col.26=3
		The 8 digits of monthly received sickness, disability or invalidity allowances (National currency) Not applicable (col.26≠3) No answer	
		TECHNICAL ITEMS RELATING TO THE INTERVIEW	
162/165		<i>Year of survey</i> 4 digits of the year	everybody
166/167		<i>Reference week</i> Number of the week running from Monday to Sunday	everybody
168/169		<i>Interview week</i> Number of the week running from Monday to Sunday	everybody

Column	Code	Description	Filter/Remarks
170/171		<i>Member State</i> For coding, see annex IV	everybody
172/173		<i>Region of household</i> NUTS 2	everybody
174		<i>Degree of urbanisation</i> 1 Densely-populated area 2 Intermediate area 3 Thinly-populated area	everybody
175/180		<i>Serial number of household</i> Serial numbers are allocated by the national statistical institutes and remain the same for all waves. Records relating to different members of the same household carry the same serial number	everybody
181		<i>Type of household</i> 1 Person living in private household (or permanently in a hotel) and surveyed in this household 2 Person living in an institution and surveyed in this institution 3 Person living in an institution but surveyed in this private household 4 Person living in another private household on the territory of the Member State but surveyed in this household of origin	everybody
182		<i>Type of institution</i> 1 Educational institution 2 Hospital 3 Other welfare institution 4 Religious institution (not already included in 1-3) 5 Workers' hostel, working quarters at building sites, student hostel, university accommodation, etc. 6 Military establishment 7 Other (e.g. prison) 9 Not applicable (col.181=1,4) blank No answer	col.181=2,3

Column	Code	Description	Filter/Remarks
183/188		<i>Yearly weighting factor</i>	everybody
	0000-9999 00-99	Cols 183-186 contain whole numbers Cols 187-188 contain decimal places	
189/194		<i>Quarterly weighting factor</i>	everybody
	0000-9999 00-99	Cols 189-192 contain whole numbers Cols 193-194 contain decimal places	
195/200		<i>Quarterly weighting factor of the sample for household characteristics (in the case of a sample of individuals)</i>	
	0000-9999 00-99	Cols 195-198 contain whole numbers Cols 199-200 contain decimal places	
201		<i>Sub-sample in relation to preceding survey</i>	everybody
	1	This address or household : Belongs to the sub-sample not surveyed in the previous Community labour force survey	
	2	Belongs to the sub-sample already surveyed in the previous Community labour force survey (including, where area samples are concerned, addresses of buildings constructed since the previous survey and belonging to this sub-sample)	
202		<i>Sub-sample in relation to the following survey</i>	everybody
	1	This address or household : Belongs to the sub-sample not to be surveyed in the following Community labour force survey	
	2	Belongs to the sub-sample to be surveyed again in the following Community labour force survey	
203		<i>Sequence number of the survey wave</i>	everybody
	1-8	Sequence number of the wave	
		ATYPICAL WORK	
204		<i>Shift work</i>	col.26=3
	1	Person usually does shift work	
	2	Person sometimes does shift work	
	3	Person never does shift work	
	9	Not applicable (col.26 ≠ 3)	
	blank	No answer	
205		<i>Evening work</i>	col.24=1 or col.24=2
	1	Person usually works in the evening	
	2	Person sometimes works in the evening	
	3	Person never works in the evening	
	9	Not applicable (col.24=3-5,9)	
	blank	No answer	

Column	Code	Description	Filter/Remarks
206		<i>Night work</i>	col.24=1 or col.24=2
	1	Person usually works at night	
	2	Person sometimes works at night	
	3	Person never works at night	
	9	Not applicable (col.24=3-5,9)	
	blank	No answer	
207		<i>Saturday work</i>	col.24=1 or col.24=2
	1	Person usually works on Saturdays	
	2	Person sometimes works on Saturdays	
	3	Person never works on Saturdays	
	9	Not applicable (col.24=3-5,9)	
	blank	No answer	
208		<i>Sunday work</i>	col.24=1 or col.24=2
	1	Person usually works on Sundays	
	2	Person sometimes works on Sundays	
	3	Person never works on Sundays	
	9	Not applicable (col.24=3-5,9)	
	blank	No answer	

ANNEX I Regional codes used in the EU Labour Force Survey (according to the Nomenclature of Territorial Units (NUTS))

The following codes are used to identify the regions for which data are collected in the EU LFS.

CODE	REGION	PAYS
BE		BELGIQUE-BELGIE
BE10	Rég. Bruxelles-Cap.- Brussels Hfdst. gewest	
BE21	Antwerpen	
BE22	Limburg (b)	
BE23	Oost-Vlaanderen	
BE24	Vlaams Brabant	
BE25	West-Vlaanderen	
BE31	Brabant Wallon	
BE32	Hainaut	
BE33	Liège	
BE34	Luxembourg (b)	
BE35	Namur	
DK	Danmark	DANMARK
DE		DEUTSCHLAND
DE11	Stuttgart	
DE12	Karlsruhe	
DE13	Freiburg	
DE14	Tübingen	
DE21	Oberbayern	
DE22	Niederbayern	
DE23	Oberplatz	
DE24	Oberfranken	
DE25	Mittelfranken	
DE26	Unterfranken	
DE27	Schwaben	
DE31	Berlin-West, Stadt	
DE32	Berlin-Ost, Stadt	
DE40	Brandenburg	
DE50	Bremen	
DE60	Hamburg	
DE71	Darmstadt	
DE72	Gießen	
DE73	Kassel	
DE80	Mecklenburg-Vorpommern	
DE91	Braunschweig	
DE92	Hannover	
DE93	Lüneburg	
DE94	Weser-Ems	
DEA1	Düsseldorf	
DEA2	Köln	
DEA3	Münster	
DEA4	Detmold	
DEA5	Arnsberg	
DEB1	Koblenz	
DEB2	Trier	
DEB3	Rheinhessen-Pfalz	
DEC0	Saarland	
DED0	Sachsen	
DEE1	Dessau	
DEE2	Halle	
DEE3	Magdeburg	

CODE	REGION	PAYS
DEF0	Schleswig-Holstein	
DEG0	Thüringen	
GR		ELLADA
GR11	Anatoliki Makedonia, Thraki	
GR12	Kentriki Makedonia	
GR13	Dytiki Makedonia	
GR14	Thessalia	
GR21	Ipeiros	
GR22	Ionia Nisia	
GR23	Dytiki Ellada	
GR24	Stereia Ellada	
GR25	Peloponnisos	
GR30	Attiki	
GR41	Voreio Aigaio	
GR42	Notio Aigaio	
GR43	Kriti	
ES		ESPAÑA
ES11	Galicia	
ES12	Principado de Asturias	
ES13	Cantabria	
ES21	Pais Vasco	
ES22	Comunidad Foral de Navarra	
ES23	La Rioja	
ES24	Aragón	
ES30	Comunidad de Madrid	
ES41	Castilla y León	
ES42	Castilla-la Mancha	
ES43	Extremadura	
ES51	Cataluna	
ES52	Comunidad Valenciana	
ES53	Islas Baleares	
ES61	Andalucia	
ES62	Región de Murcia	
ES63	Ceuta y Melilla	
ES70	Canarias	
FR		FRANCE
FR10	Île de France	
FR21	Champagne-Ardenne	
FR22	Picardie	
FR23	Haute-Normandie	
FR24	Centre	
FR25	Basse-Normandie	
FR26	Bourgogne	
FR30	Nord - Pas-de-Calais	
FR41	Lorraine	
FR42	Alsace	
FR43	Franche-Comté	
FR51	Pays de la Loire	
FR52	Bretagne	
FR53	Poitou-Charentes	
FR61	Aquitaine	
FR62	Midi-Pyrénées	
FR63	Limousin	
FR71	Rhône-Alpes	
FR72	Auvergne	
FR81	Languedoc-Roussillon	
FR82	Provence-Alpes-Côte d'Azur	
FR83	Corse	

CODE	REGION	PAYS
FR91	Guadeloupe	
FR92	Martinique	
FR93	Guyane	
FR94	Réunion	
IE		IRELAND
IE01	Border	
IE02	Dublin	
IE03	Mid-East	
IE04	Midland	
IE05	Mid-West	
IE06	South-East (IRL)	
IE07	South-West (IRL)	
IR08	West	
IT		ITALIA
IT11	Piemonte	
IT12	Valle d'Aosta	
IT13	Liguria	
IT20	Lombardia	
IT31	Trentino-Alto Adige	
IT32	Veneto	
IT33	Friuli-Venezia Giulia	
IT40	Emilia-Romagna	
IT51	Toscana	
IT52	Umbria	
IT53	Marche	
IT60	Lazio	
IT71	Abruzzo	
IT72	Molise	
IT80	Campania	
IT91	Puglia	
IT92	Basilicata	
IT93	Calabria	
ITA0	Sicilia	
ITB0	Sardegna	
LU	Luxembourg (Grand Duché)	LUXEMBOURG
NL		NEDERLAND
NL11	Groningen	
NL12	Friesland	
NL13	Drenthe	
NL21	Overijssel	
NL22	Gelderland	
NL23	Flevoland	
NL31	Utrecht	
NL32	Noord-Holland	
NL33	Zuid-Holland	
NL34	Zeeland	
NL41	Noord-Brabant	
NL42	Limburg (NL)	
AT		ÖSTERREICH
AT11	Burgenland	
AT12	Niederösterreich	
AT13	Wien	
AT21	Kärnten	
AT22	Steiermark	
AT31	Oberösterreich	

CODE	REGION	PAYS
AT32	Salzburg	
AT33	Tirol	
AT34	Vorarlberg	
PT		PORTUGAL
PT11	Norte	
PT12	Centro (P)	
PT13	Lisboa e Vale do Tejo	
PT14	Alentejo	
PT15	Algarve	
PT20	Açores	
PT30	Madeira	
FI		SUOMI/FINLAND
FI13	Itä-Suomi	
FI14	Väli-Suomi	
FI15	Pohjois-Suomi	
FI16	Uusimaa (Suurlue)	
FI17	Etelae-Suomi	
FI20	Åland	
SE		SVERIGE
SE01	Stockholm	
SE02	Östra Mellansverige	
SE04	Sydsverige	
SE06	Norra Mellansverige	
SE07	Mellersta Norrland	
SE08	Övre Norrland	
SE09	Smaaland med Oearna	
SE0A	Västsverige	
UK		UNITED KINGDOM
UKC1	Tees Valley & Durham	
UKC2	Northumberland, Tyne and Wear	
UKD1	Cumbria	
UKD2	Cheshire	
UKD3	Greater Manchester	
UKD4	Lancashire	
UKD5	Merseyside	
UKE1	East Riding & North Lincolnshire	
UKE2	North Yorkshire	
UKE3	South Yorkshire	
UKE4	West Yorkshire	
UKF1	Derbyshire, Nottinghamshire	
UKF2	Leicestershire, Northamptonshire	
UKF3	Lincolnshire	
UKG1	Herefordshire, Worcestershire & Warks	
UKG2	Shropshire, Staffordshire	
UKG3	West Midlands	
UKH1	East Anglia	
UKH2	Bedfordshire, Hertfordshire	
UKH3	Essex	
UKI1	Inner London	
UKI2	Outer London	
UKJ1	Berkshire, Bucks, Oxfordshire	
UKJ2	Surrey, East-West Sussex	

CODE	REGION	PAYS
UKJ3	Hampshire, Isle of Wight	
UKJ4	Kent	
UKK1	Avon, Gloucestershire, Wiltshire & North Somerset	
UKK2	Dorset, Somerset	
UKK3	Cornwall & Isles of Scilly	
UKK4	Devon	
UKL1	West Wales & the Valleys	
UKL2	East Wales	
UKM1	North Eastern Scotland	
UKM2	Eastern Scotland	
UKM3	South Western Scotland	
UKM4	Highlands, Islands	
UKNO	Northern Ireland	

**ANNEX II - Statistical Classification Of Economic Activities
(NACE Rev.1) - Data is supplied at two-digit level as indicated below**

Section A Agriculture, hunting and forestry

- 01 Agriculture, hunting and related service activities
- 02 Forestry, logging and related service activities

Section B Fishing

- 05 Fishing, operation of fish hatcheries and fish farms; service activities incidental to fishing

Section C Mining and quarrying

- 10 Mining of coal and lignite; extraction of peat
- 11 Extraction of crude petroleum and natural gas; service activities incidental to oil and gas extraction excluding surveying
- 12 Mining of uranium and thorium ores
- 13 Mining of metal ores
- 14 Other mining and quarrying

Section D Manufacturing

- 15 Manufacture of food products and beverages
- 16 Manufacture of tobacco products
- 17 Manufacture of textiles
- 18 Manufacture of wearing apparel; dressing and dyeing of fur
- 19 Tanning and dressing of leather; manufacture of luggage, handbags, saddlery, harness and footwear
- 20 Manufacture of wood and of products of wood and cork, except furniture; manufacture of articles of straw and plaiting materials
- 21 Manufacture of pulp, paper and paper products
- 22 Publishing, printing and reproduction of recorded media
- 23 Manufacture of coke, refined petroleum products and nuclear fuel
- 24 Manufacture of chemicals and chemical products
- 25 Manufacture of rubber and plastic products
- 26 Manufacture of other non-metallic mineral products
- 27 Manufacture of basic metals
- 28 Manufacture of fabricated metal products, except machinery and equipment
- 29 Manufacture of machinery and equipment n.e.c.
- 30 Manufacture of office machinery and computers
- 31 Manufacture of electrical machinery and apparatus n.e.c.
- 32 Manufacture of radio, television and communication equipment and apparatus
- 33 Manufacture of medical, precision and optical instruments, watches and clocks
- 34 Manufacture of motor vehicles, trailers and semi-trailers
- 35 Manufacture of other transport equipment
- 36 Manufacture of furniture; manufacturing n.e.c.
- 37 Recycling

Section E Electricity, gas and water supply

- 40 Electricity, gas, steam and hot water supply
- 41 Collection, purification and distribution of water

Section F Construction

- 45 Construction

Section G Wholesale and retail trade; repair of motor vehicles, motorcycles and personal and household goods

- 50 Sale, maintenance and repair of motor vehicles and motorcycles; retail sale of automotive fuel
- 51 Wholesale trade and commission trade, except of motor vehicles and motorcycles
- 52 Retail trade, except of motor vehicles and motorcycles; repair of personal and household goods

Section H Hotels and restaurants

- 55 Hotels and restaurants

Section I Transport, storage and communication

- 60 Land transport; transport via pipelines
- 61 Water transport
- 62 Air transport
- 63 Supporting and auxiliary transport activities; activities of travel agencies
- 64 Post and telecommunications

Section J Financial intermediation

- 65 Financial intermediation, except insurance and pension funding
- 66 Insurance and pension funding, except compulsory social security
- 67 Activities auxiliary to financial intermediation

Section K Real estate, renting and business activities

- 70 Real estate activities
- 71 Renting of machinery and equipment without operator and of personal and household goods
- 72 Computer and related activities
- 73 Research and development
- 74 Other business activities

Section L Public administration and defence; compulsory social security

- 75 Public administration and defence; compulsory social security

Section M Education

80 Education

Section N Health and social work

85 Health and social work

Section O Other community, social and personal service activities

90 Sewage and refuse disposal, sanitation and similar activities

91 Activities of membership organization n.e.c.

92 Recreational, cultural and sporting activities

93 Other service activities

Section P Private households with employed persons

95 Private households with employed persons

Section Q Extra-territorial organizations and bodies

99 Extra-territorial organizations and bodies

ANNEX III - International Standard Classification of Occupations (ISCO-88 (COM))

Data is supplied at three-digit level as indicated below

100 Legislators, senior officials and managers

110 Legislators, senior officials and managers

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

120 Corporate managers

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

130 Managers of small enterprises

- 131 Managers of small enterprises

200 Professionals

210 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

220 Life science and health professionals

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

230 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

240 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

300 Technicians and associate professionals

310 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

320 Life science and health associate professionals

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

330 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

340 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

400 Clerks

410 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

420 Customer services clerks

- 421 Cashiers, tellers and related clerks
- 422 Client information clerks

500 Service workers and shop and market sales workers

510 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

520 Models, sales persons and demonstrators

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

- 600 **Skilled agricultural and fishery workers**
- 610 **Skilled agricultural and fishery workers**
 - 611 Market gardeners and crop growers
 - 612 Animal producers and related workers
 - 613 Crop and animal producers
 - 614 Forestry and related workers
 - 615 Fishery workers, hunters and trappers
- 700 **Craft and related trades workers**
- 710 **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
- 720 **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
- 730 **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
- 740 **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
- 800 **Plant and machine operators and assemblers**
- 810 **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
- 820 **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
- 830 **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
- 900 **Elementary occupations**
- 910 **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
 - 916 Garbage collectors and related labourers
- 920 **Agricultural, fishery and related labourers**
 - 921 Agricultural, fishery and related labourers
- 930 **Labourers in mining, construction, manufacturing and transport**
 - 931 Mining and construction labourers
 - 932 Manufacturing labourers
 - 933 Transport labourers and freight handlers
- 000 **Armed forces**
- 010 **Armed forces**
 - Armed forces

ANNEXE IV – Codification of countries

These codes are to be used for the questions on nationality (cols 17/18), country of birth (cols 21/22), country of place of work (cols 34/35), country of residence one year before the survey (cols 118/119) and Member State (cols 170/171). Countries which are given codes below should be indicated individually; in all other cases one of the general groupings should be used. Member States must be coded individually.

01	EUROPEAN UNION	05	NORTHERN AFRICA
BE	Belgique-Belgie	DZ	Algeria
DK	Danmark	EG	Egypt
DE	Deutschland	LY	Libya
GR	Ellada	MA	Morocco
ES	España		Sudan
FR	France	TN	Tunisia
IE	Ireland		
IT	Italia	06	OTHER AFRICA
LU	Luxembourg		Burundi
NL	Nederland		Comoros
AT	Österreich		Djibouti
PT	Portugal		Eritrea
FI	Suomi / Finland		Ethiopia
SE	Sverige		Kenya
UK	United Kingdom		Madagascar
			Malawi
02	OTHER EEA		Mauritius
IS	Iceland		Seychelles
LI	Liechtenstein		Somalia
NO	Norway		Uganda
			Tanzania
03	CENTRAL AND EASTERN EUROPE		Zambia
AL	Albania		Zimbabwe
	Armenia		Angola
	Azerbaijan		Cameroon
BY	Belarus		Central African Republic
BA	Bosnia Herzegowina		Chad
BG	Bulgaria		Congo
HR	Croatia		Equatorial Guinea
CZ	Czech Republic		Gabon
EE	Estonia		Sao Tome and Principe
MK	FYROM		Zaire
	Georgia		Botswana
HU	Hungary		Lesotho
LT	Lithuania		Namibia
LV	Latvia	ZA	South Africa
MD	Republic of Moldova		Swaziland
PL	Poland		Benin
RO	Romania		Burkina Faso
RU	Russian Federation		Cape Verde
SK	Slovak Republic		Ivory Coast
SI	Slovenia		Gambia
UA	Ukraine		Ghana
YU	Federal Republic of Yugoslavia		Guinea
			Guinea-Bissau
04	OTHER EUROPE		Liberia
	Andorra		Mali
CY	Cyprus		Mauritania
MT	Malta		Niger
	San Marino		Nigeria
CH	Switzerland		Senegal
TR	Turkey		Sierra Leone
	Vatican City		Togo

07	NORTHERN AMERICA		Bangladesh
CA	Bermuda	IN	Bhutan
	Canada		India
	Greenland		Iran
US	Saint Pierre and Miquelon		Kazakhstan
	United States of America		Kyrgyzstan
08	CENTRAL AMERICA AND CARRIBEAN	PK	Maldives
	Belize		Nepal
	Costa Rica		Pakistan
	El Salvador		Sri Lanka
	Guatemala		Tajikistan
MX	Honduras	KH	Turkmenistan
	Mexico		Uzbekistan
	Nicaragua	ID	Brunei
	Panama		Cambodia
	Antigua and Barbuda		East Timor
	Bahamas		Indonesia
	Barbados	PH	Laos
	Cuba		Malaysia
	Dominica	TH	Myanmar
	Dominican Republic	VN	Philippines
	Grenada		Singapore
	Haiti	13	Thailand
	Jamaica		Vietnam
	Netherlands Antilles		
	Puerto Rico	AU	AUSTRALIA, OCEANIA AND OTHER TERRITORIES
	Trinidad and Tobago	NZ	Australia
09	SOUTH AMERICA		New Zealand
AR	Argentina		Fiji
	Bolivia		New Caledonia
BR	Brazil		Papua New Guinea
	Chile		Solomon Islands
	Colombia		Vanuatu
	Ecuador	14	Micronesia
	Guyana		Polynesia
	Paraguay	Blank	Other + stateless
	Peru		No answer
	Surinam		
	Uruguay		
	Venezuela		
10	EASTERN ASIA		
CN	China		
	Dem. People's Republic of Korea		
JP	Japan		
	Mongolia		
	Republic of Korea		
	Taiwan		
11	WESTERN ASIA		
	Bahrein		
IQ	Iraq		
IL	Israel		
	Jordan		
	Kuwait		
LB	Lebanon		
	Oman		
	Palestine		
	Qatar		
	Saudi Arabia		
	Syria		
	United Arab Emirates		
	Yemen		
12	SOUTHERN AND SOUTH EASTERN ASIA		
	Afghanistan		

ANNEX V – Levels of education and training (ISCED 1997)

ISCED 0 — PRE-PRIMARY EDUCATION

Programs at level 0, (pre-primary) defined as the initial stage of organised instruction are designed primarily to introduce very young children to a school-type environment, i.e. to provide a bridge between the home and a school based atmosphere. Upon completion of these programs, children continue their education at level 1 (primary education).

ISCED 1 — PRIMARY EDUCATION OR FIRST STAGE OF BASIC EDUCATION

Programmes at level 1 are normally designed on a unit or project basis to give students a sound basic education in reading, writing and mathematics along with an elementary understanding of other subjects such as history, geography, natural science, social science, art and music. In some cases religious instruction is featured. The core at this level consists of education provided for children, the customary or legal age of entrance being not younger than five years or older than seven years. This level covers, in principle, six years of full-time schooling.

ISCED 2 — LOWER SECONDARY EDUCATION OR SECOND STAGE OF BASIC EDUCATION

The contents of education at this stage are typically designed to complete the provision of basic education which began at ISCED level 1. In many, if not most countries, the educational aim is to lay the foundation for lifelong learning and human development. The programmes at this level are usually on a more subject oriented pattern using more specialised teachers and more often several teachers conducting classes in their field of specialisation. The full implementation of basic skills occurs at this level. The end of this level often coincides with the end of compulsory schooling where it exists.

ISCED 3 — (UPPER) SECONDARY EDUCATION

This level of education typically begins at the end of full-time compulsory education for those countries that have a system of compulsory education. More specialisation may be observed at this level than at ISCED level 2 and often teachers need to be more qualified or specialised than for ISCED level 2. The entrance age to this level is typically 15 to 16 years. The educational programmes included at this level typically require the completion of some 9 years of full-time education (since the beginning of level 1) for admission or a combination of education and vocational or technical experience.

ISCED 3A: Programmes designed to provide direct access to ISCED 5A;

ISCED 3B: Programmes designed to provide direct access to ISCED 5B;

ISCED 3C: Programmes not designed to lead to ISCED 5A or 5B.

ISCED 4 — POST-SECONDARY NON TERTIARY EDUCATION

ISCED 4 captures programmes that straddle the boundary between upper secondary and post-secondary education from an international point of view, even though they might clearly be considered as upper secondary or post-secondary programmes in a national context. These programmes can, considering their content, not be regarded as tertiary programmes. They are often not significantly more advanced than programmes at ISCED 3 but they serve to broaden the knowledge of participants who have already completed a programme at level 3.

Typical examples are programmes designed to prepare students for studies at level 5 who, although having completed ISCED level 3, did not follow a curriculum which would allow entry to level 5, i.e. pre-degree foundation courses or short vocational programmes. Second cycle programmes can be included as well.

ISCED 4A: See text for ISCED 3

ISCED 4B: See text for ISCED 3

ISCED 4C: See text for ISCED 3

ISCED 5 — FIRST STAGE OF TERTIARY EDUCATION (NOT LEADING DIRECTLY TO AN ADVANCED RESEARCH QUALIFICATION)

This level consists of tertiary programmes having an educational content more advanced than those offered at levels 3 and 4. Entry to these programmes normally requires the successful completion of ISCED level 3A or 3B or a similar qualification at ISCED level 4A. They do not lead to the award of an advanced research qualification (ISCED 6). These programmes must have a cumulative duration of at least two years.

ISCED 5A: Programmes that are largely theoretically based and are intended to provide sufficient qualifications for gaining entry into advanced research programmes and professions with high skills requirements.

ISCED 5B: Programmes that are practically oriented/ occupationally specific and are mainly designed for participants to acquire the practical skills and know-how needed for employment in a particular occupation or trade or class of occupations or trades, the successful completion of which usually provides the participants with a labour-market relevant qualification

ISCED 6 — SECOND STAGE OF TERTIARY EDUCATION (LEADING TO AN ADVANCED RESEARCH QUALIFICATION)

This level is reserved for tertiary programmes which lead to the award of an advanced research qualification. The programmes are therefore devoted to advanced study and original research and not based on course-work only. They typically require the submission of a thesis or dissertation of publishable quality which is the product of original research and represents a significant contribution to knowledge. They prepare graduates for faculty posts in institutions offering ISCED 5A programmes, as well as research posts in government, industry, etc.

PROGRAMME ORIENTATION

GENERAL EDUCATION

Education which is mainly designed to lead participants to a deeper understanding of a subject or group of subjects, especially, but not necessarily, with a view to preparing participants to further (additional) education at the same or a higher level. Successful completion of these programmes may or may not provide the participants with a labour-market relevant qualification. These programmes are typically school-based. Programmes with a general orientation and not focusing on a particular specialisation should be classified in this category.

PRE-VOCATIONAL AND PRE-TECHNICAL EDUCATION

Education which is mainly designed to introduce participants to the world of work and to prepare them for entry into vocational and technical education programmes. Successful completion of such programmes does not yet lead to a labour-market relevant vocational or technical qualification. For a programme to be considered as pre-vocational or pre-technical education, at least 25% of its content has to be vocational or technical. This minimum is necessary to ensure that the vocational subject or the technical subject is not only one among many others.

VOCATIONAL AND TECHNICAL EDUCATION

Education which is mainly designed to lead participants to acquire the practical skills, know-how and understanding necessary for employment in a particular occupation or trade or class of occupations or trades. Successful completion of such programmes leads to a labour-market relevant vocational qualification recognised by the competent authorities in the country in which it is obtained (e.g. Ministry of Education, employers' associations, etc.).

Explanatory notes to the LFS list of variables

Demographic background

Col 1/2: Sequence number in the household

A two-digit sequence number should be allocated to each member of the household. It should remain the same for all waves.

Col. 3 : Relationship to reference person in the household

Each private household should contain **one and only one** person coded as 'reference person', who must be an adult (aged over 15); this corresponds to the concept of 'head of household' previously used. Establishing the relationship between members of the household permits analysis of the data by categories of household.

Code 4 (ascendant) means the father or the mother of the reference person or of his/her cohabiting partner.

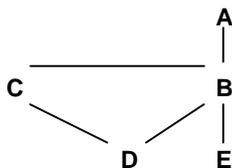
Col 4/5, 6/7 and 8/9: Sequence number of spouse or cohabiting partner, father and mother

These variables permit the family nucleus to be reconstituted. For each member of the household, his/her spouse or cohabiting partner, father and mother should be identified if they are members of the same household.

The identification can be done using the sequence number which was allocated to these persons in col.1/2.

Example:

Consider the household described by the following scheme:



Mrs A is the mother of Mrs B. Mrs B is married to Mr. C; they have a common child D. Mrs B has another child from her first marriage (E).

Columns 1/2, 4/5, 6/7, and 8/9 should be filled as follows:

	col. 1/2	col. 4/5	col. 6/7	col. 8/9
A	01	99	99	99
B	02	03	99	01
C	03	02	99	99
D	04	99	03	02
E	05	99	99	02

Distinction between biological and non-biological children is preferable but if this is not possible countries should inform Eurostat.

Col. 15 : Date of birth within the year

Together with year of birth (Cols. 11/14) this enables the respondent's age to be calculated. For persons born in the same year, those coded 1 (birthday falling between 1 January and the end of the reference week) will be, for the purpose of analysing survey results, effectively one year older than those persons coded 2 (birthday falling after the end of the reference week). This definition of age should be applied in all filters that use age. Dates should be consistent : Date of birth, years of residence in this Member State, year in which the person started working and year in which the person stopped working should be in a logical order.

Col. 16 : Marital status

The status referred to here is the legal concept. It therefore does not necessarily correspond with the actual situation of the household in terms of co-habitation arrangements, as recorded in Col. 3.

Cols. 17/18 : Nationality

This should be provided according to the coding given in Annex IV. If possible the exact country should be indicated; where this is not possible, one of the general groupings in bold print should be used. Member States must be coded individually.

Cols. 19/20 : Years of residence in this Member State

For persons with up to one year's residence in this Member State, 01 should be coded; between one year and two years, 02; and so on up to 10 for persons with between nine and ten years of residence. All persons already resident for over ten years should be coded 11.

Cols. 21/22 : Country of birth

This should be provided according to the coding given in Annex IV. If possible the exact country should be indicated; where this is not possible, one of the general groupings in bold print should be used. Member States must be coded individually.

For the purpose of this question, current national boundaries should be considered, rather than any applying at the time of the respondent's birth. This variable is optional.

Labour status

Col. 24 : Labour status during the reference week

Information provided here, determines whether a person is considered as being in employment or not. Persons in employment are those coded 1 or 2 in Col. 24.

Code 1 : Did any work for pay or profit during the reference week

"Work" means any work for pay or profit during the reference week, even for as little as one hour. Pay includes cash payments or "payment in kind" (payment in goods or services rather than money), whether payment was received in the week the work was done or not. Also counted as working is anyone who receives wages for on-the-job training which involves the production of goods or services. Self-employed persons with a business, farm or professional practice are also considered to be working if one of the following applies :

- (1) A person works in his own business, professional practice or farm for the purpose of earning a profit, even if the enterprise is failing to make a profit.
- (2) A person spends time on the operation of a business, professional practice or farm even if no sales were made, no professional services were rendered, or nothing was actually produced (for example, a farmer who engages in farm maintenance activities; an architect who spends time waiting for clients in his/her office; a fisherman who repairs his boat or nets for future operations; a person who attends a convention or seminar).
- (3) A person is in the process of setting up a business, farm or professional practice; this includes the buying or installing of equipment, and ordering of supplies in preparation for opening a new business. An unpaid family worker is said to be working if the work contributes directly to a business, farm or professional practice owned or operated by a related member of the same household. Unpaid family work is any task directly contributing to the operation of the family farm or business.

Code 2 : Was not working but had a job or business from which he/she was absent during the reference week

1. For employees

A job exists if there is a definite and pre-scheduled arrangement between an employer and employee for regular work (that is, every week or every month), whether the work is full-time or part-time. The number of hours of work done each week or each month may vary considerably, but as long as some work is done on a regular and scheduled basis, a job is considered to exist.

Long-term absence from work. If the total absence from work (measured from the last day of work to the day on which the paid worker will return) has exceeded six months then a person is considered to have a job only if full or partial pay is received by the worker during the absence.

Seasonal workers. In some industries such as agriculture, forestry, fishing, hotels and some types of construction, there is a substantial difference in the level of employment from one season to the next. For the purpose of the labour force survey, paid workers in such industries are not considered to have a job but not be at work in off-seasons.

2. For unpaid family workers

The unpaid family worker can be said to have a job but not be at work if there is a definite commitment by the employer (a related household member) to accept his/her return to work.

3. For self-employed persons

If self-employed persons are classified as being absent from work, then they are regarded as in employment only if they can be said to have a business, farm or professional practice. This is the case if one or more of the following conditions are met:

- (i) Machinery or equipment of significant value, in which the person has invested money, is used by him or his employees in conducting his business.
- (ii) An office, store, farm or other place of business is maintained.
- (iii) There has been some advertisement of the business or profession by listing the business in the telephone book, displaying a sign, distributing cards or leaflets, etc. If none of these conditions is met, then the person is regarded as not being in employment.

Persons who find a job to start in the future should always be coded 5 in this column.

Code 3 : Was not working because laid-off

A person on lay-off is one whose written or unwritten contract of employment, or activity, has been suspended by the employer for a specified or unspecified period at the end of which the person concerned has a recognised right or recognised expectation to recover employment with that employer. This category of the population is never considered as employed. They are considered unemployed if they were actively looking for work in the last 4 weeks and if they are available to start work in 2 weeks; otherwise they are classified as inactive.

Col 25 : Reason for not having worked at all though having a job

This item is addressed to those persons who had a job but did not work at all during the reference week (Filter: Col.24=2).

Code 1 : Slack work for technical or economic reasons

This includes difficulties such as plant breakdown or materials shortage; see also note below on Code 2. Contrary to lay-off, a person in slack work for technical or economic reasons should have a formal attachment to his/her job.

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

- (i) the continued receipt of wage or salary;
- (ii) an assurance of return to work following the end of the contingency, or an agreement as to the date of return;
- (iii) the elapsed duration of absence from the job which, wherever relevant, may be that duration for which workers can receive compensation benefits without obligations to accept other jobs;

Code 2 : Labour dispute

This code only applies to persons who were directly involved in a labour dispute. Other persons who did not work because production in the establishment was impeded by a labour dispute outside the establishment (thus causing a shortage in material supplies for example) are coded 1 : "slack work for technical or economic reasons".

Code 5 : Maternity or parental leave

Parental leave can be taken either by the mother or the father and is the interruption of work in case of childbirth or to bring up a child of young age. It should correspond to the period when parents receive "parental leave benefit".

This code is used only for those persons on statutory parental leave (legal or contractual). Any other leave taken for reasons of child-bearing or rearing is coded 8: "Other reasons".

Employment characteristics of the first job

Definition of the first job

For the purposes of Cols. 26 to 57, multiple job holders decide for themselves which job is to be considered as the first job. In doubtful cases the first job should be the one with the greatest number of hours usually worked. Persons having changed job during the reference week should regard the job held at the end of the reference week as their first job.

Col. 26 : Professional status

Code 1 : Self-employed with employees

Self-employed persons with employees are defined as persons who work in their own business, professional practice or farm for the purpose of earning a profit, and who employ at least one other person.

Code 2 : Self-employed without employees

Self-employed persons without employees are defined as persons who work in their own business, professional practice or farm for the purpose of earning a profit, and who do not employ any other person.

Code 3 : Employee

Employees are defined as persons who work for a public or private employer and who receive compensation in the form of wages, salaries, fees, gratuities, payment by results or payment in kind; non-conscripted members of the armed forces are also included.

Code 4 : Family worker

Family workers are persons who help another member of the family to run an agricultural holding or other business, provided they are not considered as employees.

Cols. 27/28 : Economic activity of the local unit

The NACE codes in Annex II are derived from the Statistical Classification of Economic Activities (NACE Rev. 1). The "local unit" to be considered is the geographical location where the job is mainly carried out or, in the case of itinerant occupations, can be said to be based; normally it consists of a single building, part of a building, or, at the largest, a self-contained group of buildings. The "local unit" is therefore the group of employees of the enterprise who are geographically located at the same site.

Cols. 29/31 : Occupation

This should be coded according to the ISCO-88 (COM) classification provided in Annex III, which is based upon *ISCO-88; International Standard Classification of Occupations*, published by the International Labour Office (Geneva, 1990).

Cols. 32/33 : Number of persons working at the local unit

For the term "local unit", see notes to Cols. 27/28. The codes provided permit either a reasonably exact number to be indicated (codes 01-13) or simply an indication of whether it is greater or less than ten (codes 14 and 15). Employer should be included in the number of persons working at the local unit.

Cols. 34/35 : Country of place of work

This should be provided according to the coding shown in Annex IV. If possible the exact country should be indicated; where this is not possible, one of the general groupings in bold print should be used. Member States must be coded individually.

Cols. 36/37 : Region of place of work

This should be provided to the coding system in Annex I, which is based upon the Nomenclature of Territorial Units (NUTS).

Cols. 38/41 and 42/43 : Year/Month in which the person started working for this employer or as self-employed.

This information is valuable for estimating the degree of fluidity in the labour market and in identifying the areas of economic activity where the turnover of labour is rapid or otherwise. Due to recall problems the month in which the person started working should be asked only if the person started work for this employer or as self-employed in the current year or previous calendar year.

Col. 44 : Full-time / part-time distinction

The distinction between full-time and part-time work should be made on the basis of a spontaneous answer given by the respondent. It is impossible to establish a more exact distinction between part-time and full-time work, due to variations in working hours between Member States and also between branches of industry. By checking the answer with the number of hours usually worked, it should be possible to detect and even to correct implausible answers, since part-time work will hardly ever exceed 35 hours, while full-time work will usually start at about 30 hours. Codes 2 to 6 are in order of priority with code 2 having the highest priority. Code 7 identifies those persons who declare they work part-time but give no reason.

Col. 45 : Permanency of the job

This question is addressed **only to employees**. In the majority of Member States most jobs are based on written work contracts. However in some countries such contracts exist only for specific cases (for example in the public sector, for apprentices, or for other persons undergoing some formal training within an enterprise). Taking account of these different institutional arrangements the notions "temporary job" and "work contract of limited duration" (likewise "permanent job" and "work contract of unlimited duration") describe situations which under different institutional frameworks can be regarded as similar. A job may be regarded as temporary if it is understood by both employer and the employee that the termination of the job is determined by objective conditions such as reaching a certain date, completion of an assignment or return of another employee who has been temporarily replaced. In the case of a work contract of limited duration the condition for its termination is generally mentioned in the contract.

To be included in these groups are:

- (i) persons with a seasonal job,
- (ii) persons engaged by an employment agency or business and hired out to a third party for the carrying out of a "work mission" (unless there is a work contract of unlimited duration with the employment agency or business),
- (iii) persons with specific training contracts. If there exists no objective criterion for the termination of a job or work contract these should be regarded as permanent or of unlimited duration (Code 1).

Code 6 : Contract for a probationary period

This code applies only if a contract finishes automatically at the end of the probationary period, necessitating a new

contract if the person continues to be employed by the same employer.

Col. 46 : Total duration of temporary job or work contract of limited duration

This refers to the total of the time already elapsed plus the time remaining until the end of the contract.

Cols. 47/48 : Number of hours per week usually worked

The number of hours given here corresponds to the number of hours the person normally works. This covers all hours including extra hours, either paid or unpaid, which the person normally works, but excludes the travel time between the home and the place of work as well as the main meal breaks (normally taken at midday). Persons who usually also work at home (within the definitions given in the notes to Col. 56) are asked to include the number of hours they usually work at home. Apprentices, trainees and other persons in vocational training are asked to exclude the time spent in school or other special training centres. Some persons, particularly the self-employed and family workers, may not have usual hours, in the sense that their hours vary considerably from week to week or month to month. When the respondent is unable to provide a figure for usual hours for this reason, the average of the hours actually worked per week over the past four weeks is used as a measure of usual hours. Code '00' is applied to those cases where neither the number of usual hours nor an average number of hours worked over the past four weeks can be established.

Cols. 49/50 : Number of hours actually worked during the reference week

The number of hours given here corresponds to the number of hours the person actually worked during the reference week. This includes all hours including extra hours regardless of whether they were paid or not. Travel time between home and the place of work as well as the main meal breaks (normally taken at midday) are excluded. Persons who have also worked at home (within the definitions given in the notes to Col. 56) are asked to include the number of hours they have worked at home. Apprentices, trainees and other persons in vocational training are asked to exclude the time spent in school or other special training centres.

Cols. 51/52 : Main reason for hours actually worked during the reference week being different from the person's usual hours

This question should also be asked of those persons who did not state their usual hours (Cols. 47/48 = 00). They may know if they have worked considerably more or less than usual even if they cannot give a number for their usual hours. In a case where more than one reason applies, the reason to be coded is that which explains the greatest number of hours.

Code 04 : Slack work for technical or economic reasons

This includes difficulties such as plant breakdown or materials shortage; see also note below on Code 05.

Code 05 : Labour dispute

This code only applies to persons who were directly involved in a labour dispute. Other persons who did not work because production in the establishment was impeded by a labour dispute (thus causing a shortage in material supplies, for example) are coded 04.

Code 09 : Maternity or parental leave

Parental leave can be taken either by the mother or the father and is the interruption of work in case of childbirth or to bring up a child of young age. It should correspond to the period when parents receive "parental leave benefit".

This code is used only for those persons on statutory parental leave (legal or contractual). Any other leave taken for reasons of child-bearing or rearing is coded 10 : "special leave for personal or family reasons".

Code 16 : Overtime

Overtime includes extra hours regardless of whether they were paid or not. Only hours that cannot be recuperated at long term (shift work or flexible hours) should be considered.

Col. 53 : Willingness to work a greater number of hours

This variable is necessary to identify persons in underemployment. The question should be put to everybody in an employment.

Code 4 : This code applies to those persons who would like to work a greater number of hours with none of the restrictions set out in codes 1 to 3.

Col. 56 : Working at home

This concept applies to many self-employed people, for example in artistic or professional activities, who work wholly or partly at home, often in a part of their living accommodation set aside for the purpose. However, if the place of work comprises a separate unit (for example, a doctor's surgery or tax consultant's practice) which is adjacent to the person's home but contains a separate entrance, then work performed there should not be considered to be done "at home". Similarly, a farmer is not to be regarded as working "at home" when he is occupied in fields or buildings adjacent to his house. In the case of employees, "working at home" should be interpreted strictly in terms of formal working arrangements, where it is mutually understood by the employee and the employer that a certain part of the work is to be done at home. Such an arrangement may be explicitly included in the terms of employment, or may be recognised in other ways (for example, if the employee explicitly notifies the employer of this work by completing a timesheet, or by requesting additional payment or other form of compensation). This arrangement is also recognised if an employee is equipped with a computer in his home in order to perform his work. Other typical examples of "working at home" include travelling salesmen who prepare at home for appointments with clients which are then held at the

clients' offices or homes, or persons who do typing or knitting work which on completion is sent to a central location.

"Working at home" does not cover cases where employees carry out tasks at home (because of personal interest or pressure of time), which under their working arrangements might equally have been performed at their place of work.

Code 1 : Person usually works at home

"Usually" in this context may be interpreted to mean that during a reference period of four weeks preceding the interview, the person did work at home within the framework of an agreement as described above, and the number of occasions on which he did so amounted to half or more of the days worked in this period.

Code 2 : Person sometimes works at home

"Sometimes" in this context may be interpreted to mean that during a reference period of four weeks preceding the interview, the person did work at home within the framework of an agreement as described above, but the number of occasions on which he did so amounted to less than half of the days worked in this period.

Code 3 : Person never works at home

"Never" in this context may be interpreted to mean that during a reference period of four weeks preceding the interview, the person did not on any occasion work at home within the framework of an agreement as described above.

Col. 57 : Looking for another job and reasons for doing so

This variable identifies under-employed persons. Codes 3, 7, and 8 gives a better picture of the kind of job these persons are looking for :

- if it is a job with more hours worked or not (code 7),
- if it is a second job (code 3)

Code 6 identifies those persons who declare they are looking for another job but give no reason.

Information about second jobs

Col. 58 : Existence of more than one job or business

Code 2 : Person had more than one job or business during the reference week. This refers only to those persons with more than one job. It does not refer to persons having changed job during the reference week.

Col. 59 : Professional status in the second job
See notes to Col. 26.

Cols. 60/61 : Economic activity of the local unit of the second job

The NACE codes in Annex II are derived from the Statistical Classification of Economic Activities (NACE Rev. 1). For the term "local unit" see notes to Cols. 27/28.

Col. 64 : Experience of employment

This column is used to define whether a person without employment has previously been in employment and, if so, Cols. 65/68 and 69/70 provide information on the month and year in which he/she last worked.

Cols. 65/68 and 69/70: Year/Month in which person last worked

The information on the year and month when the person last worked permits exact calculation of the length of time which has elapsed since the person was in employment. In the case of unemployed persons, this is used in the estimation of the duration of unemployment, which is defined as the shorter of the length of time since last employment and the duration of search for work (Col. 81). The month in which the person last worked should be asked only if the person last worked in the current year or previous calendar year.

Although compulsory military or community service is not regarded as employment in the framework of the survey, respondents who, after having left their last job were conscripts on compulsory military or community service should indicate the month and year in which they completed this service in order that this period is not counted in the employment duration.

Col. 71 : Main reason for leaving last job or business

Code 0 : Dismissed or made redundant

This code is used for employees whose employment ended involuntarily. It includes those employees who were dismissed, made redundant, or lost their job because their employer either went out of business, or sold or closed down the business.

Code 1 : A job of limited duration has ended

This code is used for employees who declare that their last job was temporary and came to an end, or that they had a formal work contract which was completed. This also applies to seasonal and casual jobs.

Code 2 : Personal or family responsibilities

Personal or family responsibilities may include marriage, pregnancy, childcare, serious illness of another member of the family, long vacation etc. However, if the respondent left his/her job because of personal health-related reasons then code 3 should be used.

Code 5 : Early retirement

This code applies mainly to those employees who have taken the early retirement option due to economic factors (labour market problems, difficulties in specific sectors of the economy, etc.). If the respondent retired from his/her job at the normal retirement age then code 6 should be used.

Code 8 : Other reasons

This code is used where none of the codes 0-7 applies, including cases where the person has resigned from his job for reasons (such as personal dissatisfaction) not covered by any of the other codes.

Col. 72 : Professional status in the last job

See notes to Col. 26.

Cols. 73/74 : Economic activity of the local unit in which person last worked

The NACE codes in Annex II are derived from the Statistical Classification of Economic Activities (NACE Rev. 1). For the term "local unit", see notes to Cols. 27/28.

Cols. 75/77 : Occupation of last job

This should be coded according to the ISCO-88 (COM) classification provided in Annex III, which is based upon *ISCO-88; International Standard Classification of Occupations*, published by the International Labour Office (Geneva, 1990).

Search for employment

Cols. 78/79 : Seeking employment for person without employment during the last four weeks

The period of reference for this variable is the last four weeks, in order to remain consistent with the variables concerning the methods used during previous four weeks to find work.

Due to the importance of this question in defining the unemployed, every effort should be made to ensure that an answer is given to this question. 'Blanks' should be kept to a minimum. Those people not seeking employment (i.e. codes 03 to 10 or blank) are questioned on their willingness to work at Col. 95.

Code 01 : Person is seeking employment

Also considered as seeking employment is a person who seeks an opportunity of professional training within an enterprise, e.g. as an apprentice or trainee.

Code 02 : Person has already found a job which will start later

This applies to all persons without a job during the reference week who have already found a job which will start later. This information is sufficient to classify them as unemployed.

Code 03 : Awaiting recall to work (persons laid-off)

This code is to re-identify those persons who in Col. 13 state they are laid-off and not seeking employment.

Code 08 : Belief that no work is available

This code permits the estimation of the number of "discouraged workers" .

Col. 80 : Type of employment sought

Code 1 : As self-employed

Persons seeking self-employment, who are without employment during the reference week, are also asked under Cols. 89 - 90 whether they have taken any active steps during the past 4 weeks to set up a business, farm or professional practice.

Codes 2/5 : Only full-time/part-time job is looked for (or has already been found)

Persons having already found a job as employee which will start later should be coded either 2 or 5 depending on whether the job found is full-time or part-time. Codes 3 and 4 do not apply for this group.

Col. 81 : Duration of search for work

In the case of unemployed persons, this is used in the estimation of the duration of unemployment, which is defined as the shorter of the following two periods : the length of time since last employment (see notes on Cols. 65-70) and the duration of search for work.

Methods used during previous four weeks to find work

Cols. 82 to 94 :

Due to the importance of these columns for the classification of the unemployed, all the questions should be asked of the population concerned (persons seeking an employment) and answering these questions is compulsory. Only the methods used during the four weeks before the interview are to be recorded.

In col. 94 (other method used), the answer "yes" should be recorded only if the person has used an active method not covered by col. 82 to 93. Passive methods not coded before should be coded no.

Col. 95 : Willingness to work for person not seeking employment

This question is intended to permit a more exact measure for "discouraged workers". It is put to persons coded 03-13 in Cols. 78/79, i.e. without employment and not seeking employment. Discouraged workers are persons who are not seeking work because they believe that none is available (col. 78/79=08) but would nevertheless like to have a job (col. 95=1).

Col. 96 : Availability to start working within next two weeks

Persons seeking paid employment must be immediately available for work in order to be considered unemployed. 'Immediately available' means that if a job were found at the time of the interview, the person would be able to start work within two weeks. Testing for availability in the two weeks after the interview is considered more appropriate than testing during the reference week, because some persons may be unavailable for work during the reference week due to obstacles that might have been overcome had they known that a job was available to them. In order to obtain a wider view of the movement of the labour market, this question is also put to persons in employment who are looking for another job (Col. 57 = 1-8), to "discouraged workers" (Col. 95 = 1 and col. 78/79=08), to persons who wish to work a greater number of hours (col. 53= 1 to 4) and to persons who have find a job to start in the future.

Col. 97 : Situation immediately before person started to seek employment (or was waiting for new job to start)

This information permits a distinction to be made between categories of unemployed persons, namely job-losers/leavers, entrants and re-entrants. Job-losers/leavers are persons who were working before seeking work (Code 1), while entrants and re-entrants were outside the labour force (Codes 2 to 5).

Col. 98 : Registration at a public employment office

This question is to be answered by everybody of working age participating in the survey. For persons having declared themselves to be seeking employment this question should be the last in the section on seeking employment, as it is important not to give the subject of registration too much emphasis in defining the unemployed. Since unemployment will basically be defined by the criteria of job search and availability for work the respondents' answer to these questions should not be conditioned by whether or not they are registered at an official employment exchange. It is expected that by following this rule the comparability of unemployment figures will be improved. Persons not seeking employment are also asked this question. By putting this question to everybody it should be possible to better compare the unemployment figures derived from the survey with those from the unemployment registers.

Main Status

Col. 99 : Main Status

The "main activity status" gives each person's self-perception regarding his/her activity status; for instance, it identifies students with small jobs who are more closely associated with other students than with other employed persons.

Education and training

Col. 100 : Education and training received during previous four weeks

A reference period of four weeks has been chosen in order to avoid distortion of information due to recall problems. **All information collected through the following questions, however, should refer to the entire course or programme (in other words should consider its entire duration).**

The information collected here should relate to all education or training whether or not relevant to the respondent's current or possible future job (see new ISCED - International Standard Classification of Education - UNESCO 1997).

It should include initial education, further education, continuing or further training, training within the company, apprenticeship, on-the-job training, seminars, distance learning, evening classes, self-learning etc. It should also include courses followed for general interest and may cover all forms of education and training as language, data-processing, management, art/culture, health/medicine courses.

The question on purpose sorts the various options, giving the possibility of isolating job-related training.

If the interviewee has taken part in several courses of education or training over the past four weeks, the one considered most useful for his or her current or future employment should be recorded; in case of doubt, record the longest course in terms of hours.

Col 101 : Type of instruction

Code 1: refers to face to face instruction usually involving a teacher and one or several pupils taking place in a class-room type environment regardless of the actual establishment (establishments within or outside the national education system including private training centres in the employer's premises).

Code 3 : For this code to be the appropriate one, both work experience and class-room instruction must be explicitly integrated into a single system.

This code should be chosen even if during the past four weeks, the training took place exclusively in a working environment or as class-room instruction (for instance 'sandwich courses').

Code 4 : Distance learning is defined as any form of study not under the continuous or immediate supervision of tutors, but which nevertheless benefits from the planning, guidance, and tuition of a tutorial organisation.

Code 5 : Self-learning is defined as independent or autonomous learning without the planning, guidance, and tuition of a tutorial organisation.

Col 102 : Level of education or training

Level is coded according the International Standard Classification of Education 1997.

Codes 1 to 7 should be used for those programmes that either belong to the regular education system or are equivalent in terms of qualifications aspired to.

Code 8 should be used for programmes that neither belong to the regular education system nor are equivalent in terms of qualifications aspired to (language courses, computer courses, seminars etc.).

Col. 103 : Purpose of education or training

First of all, this questions aims at collecting information on participation in training under a specific employment measure (code 5).

Secondly, the question aims at collecting **individual perception of purpose**. The answer does not depend on the characteristics of a programme but on the perception the individual has about his current training. This perception would usually depend on whether the person has had a previous main job before.

Code 1 : Initial education or training aiming at getting the skills for a job either in the formal education system or in the working environment (except under a specific employment measure)

Continuing vocational training (except under a specific employment measure)

Code 2: to adapt to technological change, to acquire further skills for the post occupied, or to obtain advancement or promotion

Code 3: aims to cover training followed by persons absent from work for an extended period and needing training for the purpose of re-integration.

Those absences can be due to illness, maternity leave, parenting, national service, a sabbatical period or unemployment.

Code 4: other continuing vocational training not covered by 2 or 3

Code 5 : Training under a specific employment measure

Code 6 : courses followed for general interest not related to current or future job.

Col. 104 : Total length

This question aims at estimated total length (elapsed time) of education or training, meaning both the period already completed and the period the interviewee has still to complete. Previous courses leading to a separate qualification or diploma and future courses the person may intend to follow but which are not an intrinsic part of the current course are excluded.

Col. 105/106 : Usual number of hours

The week to be considered should be a typical one. Time spent on homework (except for self-learning or distance learning - Col. 101:4,5) should be excluded

Col. 107/108 : Highest level of education or training successfully completed

- Level is coded according to the International Standard Classification of Education 1997.
- The expression 'level successfully completed' must be associated with obtaining a certificate or a diploma, when there is a certification. In cases where there is no certification, successful completion must be associated with full attendance.
- When determining the highest level, both general and vocational education/training should be taken into consideration.
- Persons who have not completed their studies should be coded according to the highest level they have completed and should not be coded with a blank.
- ISCED3 or ISCED4 without distinction possible should only be used in those cases in which a distinction a, b, c is impossible. This is typically the case for qualifications whose exact characteristics are not known either because they were obtained in another country or they refer to an education system no longer in existence.

Col. 109 : Having obtained a vocational (non tertiary) qualification or not

- This information does not necessarily refer to the highest qualification obtained

Vocational qualifications are those that provide the participant with the practical skills, know-how and understanding necessary for employment in a particular occupation or trade or class of occupation or trades and that are recognised by the competent authorities of the country in which they are obtained (e.g. Ministry of Education, employers' associations, etc.). (see ISCED 1997)

- Code 1 : See Col 101 code 1
- Code 3 : See Col 101 code 3

Situation one year before survey

Col. 114 : Situation with regard to activity one year before survey

The information collected through this question and those following in this section, is used to assess mobility of various types : between employment, unemployment and inactivity; of professional status; of economic activity; geographical mobility. Clearly such mobility measures, based upon the respondent's situation at two points in time, can only indicate at most one change in each case (for example, from unemployed to employed), whereas in fact several changes may have taken place over this period (for example, unemployed - employed - inactive - employed). Also, the International Labour Organisation definitions used elsewhere in the survey cannot be applied here, since not all the questions necessary can be asked (for example, availability for work, job search, etc.). The comparison must therefore be made using the question "main status" in the week of reference (col. 99) and "main status" concept for the situation a year before the survey. The two questions have exactly the same structure in order to permit these comparisons.

Code 4: Person was conscripted on compulsory military or community service

Although conscripts on compulsory military or community service are excluded from the survey results, this code identifies persons who were conscripts a year before the survey. This is important in identifying labour force entrants.

Cols. 116/117 : Economic activity of the establishment in which person worked one year before survey

The NACE codes in Annex II are derived from the Statistical Classification of Economic Activities (NACE Rev. 1).

Col. 118/119 : Country of residence one year before survey

This should be provided according to the coding in Annex IV.

Cols. 120/121 : Region of residence one year before survey

This should be provided to the coding system in Annex I, which is based upon the Nomenclature of Territorial Units (NUTS).

Income

Cols. 122/129 : Monthly (take-home) pay from main job

Data should refer to the last monthly pay received before the reference week.

Data should be provided for all employees. Income from self-employment is excluded because of measurement problems.

If the job is an occasional job for a short period, the amount should be an estimate of the total earnings from all similar jobs in that month.

The monthly (take-home) pay is the pay after (provisional, subject to revision later) deduction of income tax and National Insurance Contributions. It includes regular overtime, tips and commission but excludes income from investments – assets, savings, stocks and shares.

Cols. 130/137 : Irregular payments from main job

Irregular payments should refer to the total amount of irregular payments received in a calendar year. It can be the total of irregular payments received in the last calendar year if the person did not change his employment since then, or an estimate of the total of irregular payments that the person will receive in the present year if the person was not in the same job the year before.

These irregular payments comprise, e.g., 13th and 14th month, holiday pay, profit share, bonuses, fringe benefits and sickness insurance premium compensation.

Cols. 138/145 : Unemployment allowances

Data should refer to the last monthly unemployment allowance received before the week of reference.

The data should be provided for all registered unemployed claiming unemployment benefits.

The monthly unemployment allowance include unemployment benefits or assistance, training allowances and placement or resettlement benefits in relationship to job creation schemes.

Cols. 146/153 : Irregular payments of unemployment allowance

This variable includes all irregular payments (total yearly net amount) of unemployment allowance which are not paid monthly, e.g., severance payments and other irregular payments or lump-sum payments.

Cols. 154/161 : Sickness, disability or invalidity allowances

Data should refer to the sickness, disability or invalidity allowances received in the month before the reference week.

Data should be provided for persons having an employment. The sickness, disability or invalidity allowances should be provided for persons who receive this kind of allowances and for whom it is not included in the monthly (take-home) pay from the main job.

Technical points relating to the interview

Col. 168/169 : Survey week

Number of the week running from Monday to Sunday when the interview took place. This information used with reference week gives an indication of the recall period and an information on the quality of the answer.

Col. 170/171 : Member State

This should be provided according to the coding in Annex IV.

Cols. 172/173 : Region of household

This should be provided to the coding system in Annex I, which is based on the Nomenclature of Territorial Units (NUTS). The third and fourth digits of the NUTS code (that is, the level II regional code) should be provided.

Col. 174 : Degree of urbanisation

The concept of "urbanisation" has been introduced to indicate the character of the area where the respondent lives. Three types of area have been identified, as follows: densely-populated (Code 1) intermediate (Code 2) thinly-populated (Code 3).

An "area" consists of a group of contiguous "local areas" where a "local area" corresponds to the following entities in the respective Member States :

Belgique / Belgie :	Commune/Gemeente
Danmark :	Kommuner
Deutschland :	Gemeinde
Ellada :	Demos
España :	Municipio
France :	Commune
Ireland :	DED / ward
Italia :	Commune
Luxembourg:	Commune
Nederland :	Gemeente
Österreich :	Gemeinde
Portugal:	Freguesias
Suomi / Finland:	Kunnat
Sverige :	Kommune
United Kingdom :	Ward

The three types of area described above are defined as follows:

Code 1 : Densely-populated area

This is a contiguous set of local areas, each of which has a density superior to 500 inhabitants per square kilometre, where the total population for the set is at least 50,000 inhabitants.

Code 2 : Intermediate area

This is a contiguous set of local areas, not belonging to a densely-populated area, each of which has a density superior to 100 inhabitants per square kilometre, and either with a total population for the set of at least 50,000 inhabitants or adjacent to a densely-populated area.

Code 3 : Thinly-populated area

This is a contiguous set of local areas belonging neither to a densely-populated nor to an intermediate area.

A set of local areas totalling less than 100 square kilometres, not reaching the required density, but entirely enclosed within a densely-populated or intermediate area, is to be considered to form part of that area. If it is enclosed within a densely-populated area and an intermediate area it is considered to form part of the intermediate area.

The calculations of the density of population for the "local unit", the total population of the contiguous area for the densely populated and intermediate areas, and the "situation" (enclosed or not) for the isolated local units have to be made in order to guarantee harmonised application of the definitions. For this purpose **Eurostat will make available** to the Member States the result of these calculations carried out with the last **harmonised data** available.

Cols. 183/188 : Yearly weighting factor

Each person in the survey sample may be considered to be "representative" of a certain number of other persons not in the sample. The record for each responding individual is therefore assigned a weighting indicating how many persons are in this sense "represented" by this individual. In order to have consistency between individual and household statistics the same weighting factor should be allocated to all the members of the household.

Cols. 189/194 : Quarterly weighting factor

In order to have a measure of each variable at quarterly level a quarterly weighting factor should also be calculated. See also notes for Cols. 182/187.

Cols. 195/200 : Quarterly weighting factor of the sample for household characteristics (in the case of a sample of individuals)

According to Article 2, § 4. of the regulation for a continuous labour force survey, if the sampling unit is the individual, information **can be** collected for a sub-sample defined in such way that:

- the reference weeks are uniformly distributed throughout the whole year;
- The number of observations (individuals sampled plus the members of their household) satisfies, for the annual estimates of levels, the reliability criteria.

For countries providing household data using this kind of sub-sample (and only for these countries) this weighting factor should be calculated for each person composing the sub-sample.

Col. 201 : Sub-sample in relation to the preceding survey

This information is included so that the common sub-sample between two consecutive surveys can be identified. Net changes between this year and the preceding one may thus be estimated.

Col. 202 : Sub-sample in relation to the following survey

As for Col. 120, this information is included so that the common sub-sample between two consecutive surveys can be identified. Net changes between this year and the next may thus be estimated.