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SECTION 1:
INTRODUCTION TO LFS USER GUIDE VOLUME 9 (EUROSTAT)

This new volume of the LFS User Guide has been compiled in response to the increasing interest in the LFS data used by Eurostat, and in Eurostat itself. Most of the contents have been taken from Eurostat's internet web site and various publications such as *The European Union Labour Force Survey – Methods and Definitions.*

The structure of this volume is as follows.

Section 2 provides a summary of Eurostat's objective, coverage, and structure. Section 3 describes the purpose and development of an EU-wide Labour Force Survey – essentially, the pulling together of the LFSs conducted in each Member State. Section 4 provides some technical detail of the EU LFS.

The latest EU LFS Regulation was passed in 1998, and requires Member States to provide more information than previously, on a quarterly basis. (The UK LFS has been conducted on a quarterly basis since 1992, although spring data each year were supplied as required by the previous {1991} Regulation). The text of the 1998 regulation is shown at section 5.

Sections 5, 6 and 7 are complementary. Essentially, whilst the Regulation outlines the broad areas for which data are required (article 4), section 6 provides the associated data codification, This describes how the database provided to Eurostat is structured in terms of database columns and the values which can be included in each column. Section 7 provides explanatory notes relating to each variable. These notes are intended to help Member States collect data which are sufficiently comparable for Eurostat's purposes. They are also useful to data analysts to see exactly what has been collected.

SECTION 2:
EUROSTAT – AN INTRODUCTION

Eurostat - the "Statistical Office of the European Communities" was established in 1953. Its mission is *to provide the European Union with a high-quality statistical information service, by using uniform rules to collect all statistical data from the National Statistical Institutes of each of the 15 Member States of the European Union.*

Once these data have been collected in the required form, they are consolidated and then harmonised to take into account each country's specific characteristics, so that they can be used either globally or comparatively.

This process of harmonising statistical data also extends to all the European Union's partners: members of the European Economic Area (EEA), including Switzerland, and, in a number of fields essential to an understanding of Europe's position in the world, the USA and Japan.

As with any service provider, Eurostat's prime aim is to answer requests for specific statistical information. As it is the Statistical Office of the European Communities, these requests most frequently come from the European Commission.

They are followed by 3 essential steps :

1. **Validation of the statistical research itself**
   Together with the appropriate Directorates-General plus experts' reports and the recommendations of international organisations (UN, OECD...), Eurostat prepares a statistical programme which is submitted to the European Commission's "Statistical Programme Committee ". Eurostat then works with the different committees, expert groups and working groups concerned to achieve a broad consensus on the proposed new statistics.

2. **Data collection**
   Eurostat collects its data from the National Statistical Institutes of the countries concerned. All data are checked by Eurostat, compiled in the required form and, where applicable, harmonised with European Statistical System standards.

3. **Legal base**
   When new statistics are adopted in the European Union, or when there is a need to harmonise statistics from Member States, the decision is taken by a Council legal act which may take one of the following 3 forms :
   - regulation
   - directive
   - recommendation

Eurostat currently employs more than 720 people, including registered experts on temporary assignment and permanent European civil servants. They are all committed to the same fundamental mission : to provide the European Union with a high-quality, harmonised statistical information service, offering the best possible guarantees of completeness and reliability.
A special Committee of the Commission grants Eurostat a budget for the implementation of the statistical programme. As at 1 August 1996, it was around 47 million Euros.

Eurostat Data

Statistical data collected, harmonised and referenced by Eurostat are disseminated as electronic products and computerised media, printed publications or databases. They are regularly updated and are divided into 9 major statistical themes :

- General statistics
- Economy and finance
- Population and social conditions
- Energy and industry
- Agriculture, forestry and fisheries
- External trade
- Distributive trade, services and transport
- Environment
- Research and development

Eurostat databases

Currently, Eurostat offers a thematic selection of databases that are constantly added to, updated and harmonised. They include :

- New Cronos, which contains some 70 million items of statistical data on Member States of the European Union, and, in many cases, on their main non-European economic partners.

- Comext, "external trade database" : for data on imports and exports by EU countries in both value and volume terms.

- REGIO, containing all Member States' socio-economic data, with regional breakdown.

- Eurofarm, statistical data based on the Union surveys on the structure of agricultural holdings.

- GISCO, database that combines statistical information and geo-referenced data, allowing each item of data to be related to its environment.

- In line with its mission as a provider of statistical information, Eurostat offers users a Data Shop service. The Eurostat Data Shops network is open to the public for any information on Eurostat databases, their respective data or access possibilities, as well as any specific statistical search.

Eurostat Publications

A lot of publications published by Eurostat contain Labour Force Survey data, *Employment in Europe* being the main one (170 pages of data analyses almost exclusively using LFS data).

Others include:-

- *Employment Outlook*
- *Europe in Figures*
- *Social Portrait of Europe*
- *Eurostat Yearbook*

Ordering these and other Eurostat publications can be done via Eurostat's information and distribution network:

- *The Eurostat Data Shops Network* – aimed at the broader public, these shops answer any specific request for information, publication or statistical research.

- *Private Hosts* – they disseminate entire Eurostat databases or part of them.

- *The National Statistics Institutes* – these provide references for national publications and main Eurostat data

- *Sales Offices* – there are 45 of these that stock all EU publications.

- *Offices and Delegations* – these are the commission's official information centres. They provide the public with statistical information on current EU developments.

- *European Documentation Centres* – there are more than 750 of these centres and libraries which officially house most Eurostat publications.

- *Euro-info-centres* – these were created by the European Commission for helping small and medium sized enterprises, there are about 200 of them.

Organisation of Eurostat:

Director General

Chief Advisor

Directorate A

- Statistical information
- Research and data analysis
- Technical co-operation with Phare and Tacis countries

Directorate B

- Economic statistics
- Economic and monetary convergence

Directorate C

- Information and dissemination
- Transport
- Technical co-operation with non-member countries (except Phare and Tacis countries)
- External and intra-community trade statistics

Directorate D

- Business Statistics

Directorate E

- Social and regional statistics and geographical information system

Directorate F

- Agricultural, environmental and energy statistics

A Brief History of Eurostat

Since it was founded in 1953, Eurostat has pursued its primary role of developing and setting up a reliable, complete and harmonised source of European statistical information.

1953	Foundation of the Statistics Division of the High Authority of the Coal and Steel Community.
1958	Foundation of the Statistics Division of the European Communities.
1959	Adoption of the present title "Statistical Office of the European Communities ". Staff : 58. First labour costs survey. First publication of "Agricultural statistics".
1960	First Community labour force survey.
1961	First agricultural supply balance sheet compiled on a Community basis.
1962	First overall energy balance sheets.
1965	Publication of the first national input-output tables (1959).
1966	First Community farm structure survey.
1968	First regular labour force survey in the Community.
1970	Publication of the European System of Integrated Economic Accounts (ESA). General industrial classification of economic activities within the European Communities (NACE).
1972	Council Regulation on the Nimexe nomenclature.
1974	First domain installed in the Cronos databank.
1976	First use of purchasing power parities in connection with the ESA. First forecast of agricultural incomes using the Sectoral Income Index.
1978	The Member States compile and supply statistics according to the Nimexe.
1981	Cronos accessible on-line on the Euronet network via commercial hosts. First publication of raw materials balance sheets. Publication of the "Handbook of Economic Accounts for Agriculture".
1982	On-line access to the Comext external trade databank on the Euronet network.
1987	First publication of the foreign trade volume indices.
1988	Introduction of the Harmonised System (HS) for the collection and processing of external trade data according to the combined nomenclature (CN). Communication to the Commission on Community policy and statistical information.
1989	Adoption of the Directive on the compilation of GNP. Adoption by the Council of the 1989-1992 Statistical Programme as an instrument for implementing statistical information policy.
1990	As a result of German unification on 3 October 1990, the sphere of responsibility of the EC and hence of Eurostat increases.
1991	Eurostat's role extended as a result of the agreement on the establishment of the EEA (European Economic Area) in October 1991. In December, adoption of the Treaty on European Union by the European Council in Maastricht ushers in a new phase for Eurostat. All statistical data on EC external trade and trade between Member States (Comext) published on CD-ROM.
1992	Adoption of the 1993-1997 Statistical Programme, which includes the EFTA countries.
1993	Start of the single market in 1993 extends Eurostat's activities (e.g. Intrastat). Publication of the new CD-ROM : general socio-economic information. Eurostat starts issuing regular news releases on its statistics and achieves widespread publicity in the European news media.
1995	The entry of Austria, Sweden and Finland into the European Union further extends Eurostat's role.

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SECTION 3:
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 desegregation, nor for individual small industrial or commercial sub-sectors. 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, such as social insurance records or population registers as 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 may 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 n 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.

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 the new members 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.

The current 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 made.

In the mid-1990's a number of concurrent developments has become apparent. Technological advance has led to the increasing use of computers at all stages of data collection, and the introduction in several Member States of portable computers at the interview stage - Computer Assisted Personal Interviewing (CAPI) - is facilitating the emergence of a range of

new techniques. In some Member States it is also possible and permissible to access other computer files such as registers, to supplement the information collected in the interviews. These developments facilitate the requirement for swifter and more up-to-date information, which in turn has created a tendency towards more frequent surveys.

The Organisation of the EU Labour Force Survey

The earliest Community Labour Force Surveys were not covered by legislation, 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) No. 3044/89). With the introduction of the new series from 1992 onwards, it was agreed to introduce a single Regulation (Council Regulation (EEC) No. 3711/91) to remain in force until explicitly replaced by new legislation.

The latest regulations is 6202/98 (see section 4). It provides for continous data collection and the provision of quarterly data to Eurostat.

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.

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 a 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, which, as mentioned, is the responsibility of Eurostat, contains five main sections covering Population and activity, Employment, Working time, Unemployment and search for work, and Households. Some specific organisational and methodological notes are included in this publication, but, in the interests of rapid diffusion of the results, an attempt is made to analyse the data. From 1994 onwards a selection of graphs has been included in order to improve the presentation of the results.

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 to provide data for the publication of Rapid Reports by other services of Eurostat. 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, as published in Eurostat's monthly *bulletin Unemployment in the European Union*. 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 and Regio databases. Users with specific data requirements which are not satisfied by the existing publications and databases may also ask for specified tables to be produced on a chargeable basis. Several hundred such requests are received each year from different public and private bodies, research institutes, universities, etc. They may be addressed to the central Eurostat Information Office (+352-4301-34567; fax 4301-436404), and Eurostat is currently extending its data dissemination facilities, setting up 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 time-span, with such a large sample-size or with such a level of comparability.

SECTION 4:
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. While this reference week falls in Spring in all countries, the national statistical institutes determine the exact week(s) according to the particular situation in each country. The reference weeks used in the different Member States are shown in the yearly reports containing the survey results. As a general rule the reference week should be a normal week, i.e. it should exclude bank holidays. For countries using a fixed reference week, this requirement is easy to fulfil. In some countries, however, the survey extends over a period of time and, as the reference week is the one preceding the week of the interview, the reference week varies. In this case, the reference week may sometimes include public holidays, such as Easter.

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 then 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:

(i) the recording of the same set of characteristics in each country;

(ii) a close correspondence between the EU list of questions and the national questionnaires;

(iii) the use of the same definitions for all countries;

(iv) the use of common classifications (e.g. NACE for economic activity);

(v) the synchronisation of the survey in Spring; (vi)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 co-ordinate their national employment surveys, which must serve their own national requirements. Therefore, in spite of the close co-ordination 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:

(i) the population figures used for the population adjustment are revised at intervals on the basis of new population censuses;

(ii) the reference period may not remain the same for a given country;

(iii) in order to improve the quality of results, some countries may change the content or order of their questionnaire;

(iv) countries may modify their sample designs;

(v) 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 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.(l) 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":

(al) "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

(bl) "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.(l) 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 implemented:

(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 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 years or more).

(b) *Employment/ population ratios*
Employment / population ratios represent persons in employment as a percentage of the population of working age (15 years or more).

(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.

SECTION 5:
COUNCIL REGULATION 577/98 OF THE EUROPEAN UNION

Whereas, in order to carry out the tasks assigned to it, the Commission needs comparable statistical information on the level and pattern of and trends In employment and unemployment in the Member States;

Whereas the best method of obtaining such information at Community level is to conduct harmonised labour force surveys;

Whereas Council Regulation (EEC) No 3711/91 of 16 December 1991 on the organisation of an annual labour force sample survey in the Community laid down that, starting in 1992, a survey was to be conducted in the spring of each year;

Whereas, although a continuous survey is preferable to an annual spring survey for ensuring the availability and harmonisation of data and measuring the volume of work, it is difficult to implement a continuous survey on the same dates in all Member States.

Whereas the use of existing administrative sources should be encouraged insofar as they can usefully supplement the information obtained through interviews or serve as a sampling basis;

Whereas the date in the survey, as fixed by this Regulation, may be extended to include a further set of variables forming part of a programme of ad hoc modules which covers several years, and which will be drawn up under an appropriate procedure as part of the implementation arrangements;

Whereas the principles of relevance and cost-effectiveness, as these are defined in Council Regulation (EC) No 322/97 of 17 February 1997 on Community Statistics which constitutes the legislative framework for the production of Community statistics, will also apply to this Regulation;

Whereas statistical confidentiality is governed by the rules set out in Regulation (EC) No 322/97 and in Council Regulation (Euratom, EEC) No 1588/90 of 11 June 1990 on the transmission of data subject to statistical confidentiality to the Statistical Office of the European Communities;

Whereas the Statistical Programme Committee established by Decision 89/382/EEC, Euratom has been consulted by the Commission in accordance with Article 3 of the aforesaid Decision,
has adopted this regulation:

Article I
Frequency of the survey

A labour force sample survey, hereinafter referred to as 'the survey', shall be conducted by the Member States each year.

The survey is a continuous survey providing quarterly and annual results, however, those Member States which are not in a position to implement a continuous survey may carry out an annual survey only, to take place in the spring.
The information collected during the survey relates generally to the situation during the course of the week (taken to run from Monday to Sunday) preceding the interview, known as the reference week.

In the case of a continuous survey:

the reference weeks are spread uniformly throughout the whole year;

- the interview normally takes place during the week immediately following the reference week. The reference week and the date of the interview may not be more than five weeks apart, except in the third quarter;

- the reference quarters and years are respectively groups of 13 or 52 consecutive weeks. A list of the weeks making up a given quarter or year is drawn up according to the procedure laid down in Article 8.

Article 2
Units and scope of the survey, observation methods

1. The survey shall be carried out in each Member State in a sample of households or of persons residing in the economic territory of that State at the time of the survey.

2. The principal scope of the survey consists of persons residing in private households on the economic territory of each Member State. If possible, this main population of persons living in private households, Is supplemented by persons living in collective households.

   Wherever possible, collective households are covered by means of samples specially drawn to permit direct observation of the persons concerned. If this is not possible, then persons in these groups who continue to have an association with a private household are included in connection with that household.

3. The variables used to determine labour status and underemployment must be obtained by interviewing the person concerned, or, if this is not possible, another member of the household. Other information may be obtained from alternative sources, including administrative records, provided that the data obtained are of equivalent quality.

4. Regardless of whether the sampling unit is an individual or a household, information is usually collected for all individuals of the household. However, If the sampling unit is an individual, the information concerning the other members of the household

- may exclude the characteristics listed under Article 4(1)(g), (h), (i) and (j),

- and may be collected from a sub-sample defined in such a 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 defined in Article 3.

Article 3
Representativeness of the sample

1. For a group of unemployed people representing 5% of the working age population the relative standard error for the estimation of annual averages (or for the spring estimates in the case of an annual survey in the spring) at NUTS II level shall not exceed 8% of the sub-population in question.

   Regions with less than 300,000 inhabitants shall be exempt from this requirement.

2. In the case of a continuous survey, for sub-populations which constitute 5% of the working age population the relative standard error at national level for the estimate of changes between two successive quarters, shall not exceed 2 % of the sub-population in question.

   For Member States with a population of between one million and twenty million inhabitants, this requirement is relaxed so that the relative standard error for the estimate of quarterly changes shall not exceed 3% of the sub-population in question.

   Member States whose population is below one million inhabitants are exempt from these precision requirements concerning changes.

3. Where the survey is carried out only in the spring, at least a quarter of the survey units are taken from the preceding survey and at least a quarter form part of the following survey.

   These two groups shall be identified by a code.

4. Where non-response to certain questions results in missing data, a method of statistical imputation shall be applied where appropriate.

5. The weighting factors we calculated taking into account in particular the probability of selection and external data relating to the distribution of the population being surveyed by sex, age (five-year age groups), and region (NUTS II level), where such external data are held to be sufficiently reliable by the Member States concerned.

5. Member States shall provide the Commission (Eurostat) with whatever information is required concerning the organisation and methodology of the survey, and in particular, they shall indicate the criteria adopted for the design and size of the sample.

Article 4
Survey characteristics

1. Data shall be provided on;

(a) demographic background:

- sequence number in the household
- sex
- year of birth
- date of birth in relation to the end of the reference period
- marital status
- relationship to reference person
- sequence number of spouse
- sequence number of father
- sequence number of mother
- nationality
- number of years of residence in the Member State
- country of birth (optional)
- nature of participation in the survey (direct participation or proxy through another member of the household);

(b) labour status;

- labour status during the reference week
- reason for not having worked though having a job
- search for employment for person without employment
- type of employment sought (self-employed or employee)
- methods used to find a job
- availability to start work;

(c) employment characteristics of the main job:

- professional status
- economic activity of local unit
- occupation
- number of persons working at the local unit
- country of place of work
- region of place of work
- year and month when the person started working in current employment
- permanency of the job (and reasons)
- duration of temporary job or work contract of limited duration
- full-time/part-time distinction (and reasons)
- working at home;

(d) hours worked:

- number of hours per week usually worked
- number of hours actually worked
- main reason for hours actually worked being different from person's usual hours;

(e) second job:

- existence of more than one job
- professional status
- economic activity of the local unit
- number of hours actually worked

(f) visible underemployment:

- wish to work usually more than the current number of hours (optional in the case of an annual survey)
- looking for another job and reasons for doing so
- type of employment sought (as employee or otherwise)
- methods used to find another job
- reasons why the person is not seeking another job (optional in the case of an annual survey)
- availability to start work
- number of hours of work wished for (optional in the case of an annual survey);

(g) search for employment:

- type of employment sought (full-time or part-time)
- duration of search for employment
- situation of person immediately before starting to seek employment
- registration at public employment office and whether receiving benefits
- willingness to work for person not seeking employment
- reasons why person has not sought work;

(g) education and training

participation in education or training during previous four weeks

- purpose
- level
- type
- total length
- total number of hours
- highest successfully completed level of education or training
- year when this highest level was successfully completed
- non-tertiary vocational qualification obtained;

(i) previous work experience of person not in employment:

- existence of previous employment experience
- year and month in which the person last worked
- main reason for leaving last job or business
- professional status in last job
- economic activity of local unit in which person last worked
- occupation of last job;

(j) situation one year before the survey (optional for quarters 1, 3, 4):

- main labour status
- professional status
- economic activity of local unit in which person was working
- country of residence;
- region of residence;

(k) main labour status (optional);

(l) income (optional);

(m) technical items relating to the interview

- year of survey
- reference week
- interview week
- Member State
- region of household
- degree of urbanisation
- serial number of household
- type of household
- type of institution
- weighting factor
- sub-sample in relation to the preceding survey (annual survey)
- sub-sample in relation to the following survey (annual survey)
- sequence number of the survey wave.

2. A further set of variables, hereinafter referred to as an “ad hoc module", may be added to supplement the information described above in paragraph 1.

A programme of ad hoc modules covering several years shall be drawn up each year according to the procedure laid down in Article 8:

- this programme shall specify for each ad hoc module, the subject, the reference period, the sample size (equal to or less than the sample size determined according to Article 3) and the deadline for the transmission of the results (which may be different from the deadline according to Article 6);

- the Member States and regions covered and the detailed list of information to be collected in an ad hoc module shall be drawn up at least twelve months before the beginning of the reference period for that module;

- the volume of an ad hoc module shall not exceed the volume of the module c described under paragraph 1

3. The definitions, the edits to be used, the codification of the variables, the adjustment of the list of survey variables made necessary by the evolution of techniques and concepts, and a list of principles for the formulation of the questions concerning the labour status, are drawn up according to the procedure laid down in Article 8.

Article 5
Conduct of the survey

The Member States may make it compulsory to reply to the survey.

Article 6
Transmission of the results

Within twelve weeks of the and of the reference period in the case of a continuous survey (and within nine months of the end of the reference period in the case of a survey in the spring), the Member States shall forward to Eurostat the results of the survey, without direct identifiers.

Article 7
Reports

A report on the implementation of this regulation shall be submitted to the commission to the Parliament and the Council every three years, beginning in the year 2000. This report shall evaluate in particular the quality of the statistical methods envisaged by the member states to improve the results or to lighten the survey procedures.

Article 8
Procedure

The Commission shall be assisted by the Statistical Programme Committee, hereinafter referred to as “the Committee".

The representative of the Commission shall submit to the Committee a draft of the measures to be taken. The Committee shall deliver its opinion on the draft within a time limit which the chairman may lay down according to the urgency of the matter. The opinion shall be delivered by the majority laid down in Article 148(2) of the Treaty in the case of decisions which the Council is required to adopt on a proposal from the Commission. The votes of the representatives of the Member States within the Committee shall be weighted in the manner set out in that Article. The chairman shall not vote.

The Commission shall adopt the measures envisaged if they are in accordance with the opinion of the Committee.

If the measures envisaged are not in accordance with the opinion of the Committee, or if no opinion is delivered, the commission shall, submit to the council a proposal relating to the measures to be taken. The council shall act by a qualified majority.

If, on the expiry of a period of three months from the date of referral to the Council, the Council has not acted, the proposed measures shall be adopted by the Commission.

SECTION 6:
LABOUR FORCE SURVEY - DATA CODIFICATION 1998-99

Column	Code	Description	Filter/Remarks
		DEMOGRAPHIC BACKGROUND	
1/2		*Sequence number in the household (it should remain the same for all waves)*	private households
	01-98	Two-digit sequence number allocated to each member of the household	
	99	Not applicable (not private household)	
3		*Relationship to reference person in the household*	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		*Sequence number of spouse or cohabiting partner*	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		*Sequence number of father*	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		*Sequence number of mother*	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		*Year of birth*	everybody
		The 4 digits of year of birth are entered	
15		*Date of birth in relation to the end of reference period*	everybody
	1	Person's birthday falls between I January and the end of the reference week	
	2	Person's birthday falls after the end of the reference week	

16		*Marital status*	everybody
	1	Single	
	2	Married	
	3	Widowed	
	4	Divorced or legally separated	
	blank	No answer	
17/18		*Nationality*	everybody
		For coding, see enclosed list of countries	
19/20		*Years of residence in this Member State*	everybody
	00	Born in this Member State	
	01-10	Number of years for person who has been in this Member State for I to IO years	
	11	Been in this Member State for more than IO years	
	blank	No answer	
21/22		*Country of birth*	col. 19/20<>OO
		For coding, see enclosed list of countries	
	99	Not applicable (col. 19/20=00)	
	blank	No answer	
23		*Nature of participation in the survey*	all 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		*Labour status during the reference week*	all 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 (I 5 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		*Reason for not having worked at all though having a job*	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)	

EMPLOYMENT CHARACTERISTICS OF THE MAIN JOB

26		*Professional status*	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		*Economic activity of the local unit*	col.24=1,2
		NACE Rev. I	
	00	Not applicable (col.24=3-5,9)	
	blank	No answer	
29/31		Occupation col.24=1,2	
		ISCO-88 (COM)	
	999	Not applicable (col.24=3-5,9)	
	blank	No answer	
32/33		*Number of persons working at the local unit*	col.26=1,3,4, blank
	01-10	Exact number of persons, if between I 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 IO persons	
	99	Not applicable (col.26=2,9)	
	blank	No answer	
34/3 5		*Country of place of work*	col.24=1,2
		For coding, enclosed list of countries	
	99	Not applicable (col.24=3-5,9)	
	blank	No answer	
36/37		*Region of place of work*	col.24=1,2
		NUTS 2	
	99	Not applicable (col.24=3-5,9)	
	blank	No answer	
38/41		*Year in which person started working for this employer or as self-employed*	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		*Month in which person started working for this employer or as self-employed*	col.38/41<>999 9, 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	
44		*Full-time/Part-time distinction*	col.24=1,2
	1	Full-time job	
		Part-time job which was taken because	
	2	- person is undergoing school education or training	

	3	- of own illness or disability	
	4	- person could not find a full-time job	
	5	- person did not want a full-time job	
	6	- of other reasons	
	7	Person with a part-time job but giving no reason	
	9	Not applicable (col.24=3-5,9)	
	blank	No answer	
45		*Permanency of the job*	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		*Total duration of temporary job or work contract of limited duration*	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		*Number of hours per week usually worked*	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		*Number of hours actually worked during the reference week*	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	
	99	Not applicable (col.24=3-5,9)	
	blank	No answer	
51/52		*Main reason for hours actually worked during the reference week being different from the person's usual hours*	col.47/48=00-98 & col.49/50=0 I -98 & col.47/48<>

			col.49/50
		Person has worked more than usual due to	
	01	- 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)	
	blank	No answer	
53		*Wish to work usually more than the current number of hours*	col.24=1 or col.24=2 & (00<col.47/48< 40 or co]. 44=2-7)
	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		*Number of hours that the person would like to work in total*	col.24=1 or col.24=2
	01-98	Number of hours wished to work in total	
	99	Not applicable (col.24=3-5,9)	
	blank	No answer	
56		*Working at home*	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	

57		*Looking for another job and reasons for doing so*	col.24=1 or col.24=2
	0	Person is not looking for another job	
		Person is looking for another job because	
	1	- of risk or certainty of loss or termination of present job	
	2	- actual job is considered as a transitional job	
	3	- seeking an additional job to add more hours to those worked in present job	
	7	- seeking a job with more hours worked than in present job	
	8	- seeking a job with less hours worked than in present job (col. 53=0)	
	4	- of wish to have better working conditions (e.g. pay, working or travel time, quality of work)	
	5	- of other reasons	
	6	Person looking for another job but giving no reason	
	9	Not applicable (col.24=3-5,9)	
	blank	No answer	
		SECOND JOB	
58		*Existence of more than one job or business*	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		*Professional status (in the second job)*	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		*Economic activity of the local unit (in the second job)*	col.58=2
		NACE Rev. I	
	00	Not applicable (col.58=1,9,blank)	
	blank	No answer	
62/63		*Number of hours actually worked during the reference week in the second job*	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	
		PREVIOUS WORK EXPERIENCE OF PERSON NOT IN EMPLOYMENT	
64		*Existence of previous employment experience*	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)	
	9	Not applicable (col.24=1,2 or 9)	
	blank	No answer	
65/68		*Year in which person last worked* Enter the last 4 digits of the year in which person last worked	col.64=1
	9999	Not applicable (col.64=0,9,blank)	
	blank	No answer	
69/70		*Month in which person last worked*	col.65/68<>9999blank & col. 162/165-col.65/68 <= 2
	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		*Main reason for leaving last job or business*	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		*Professional status in last job*	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		*Economic activity of the local unit in which person last worked*	col.64=1 and col. 162/165 - col.65/68<8
		NACE Rev. I	
	00	Not applicable (col.64=0,9,blank, or col.64=1 and	

		did not work in last 8 years)	
	blank	No answer	
75/77		*Occupation of last job*	col.64=1 and col. 162/165 - col.65/68<8
		ISCO-88 (COM)	
	999	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		*Seeking employment during previous four weeks*	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		*Type of employment sought*	col.78/79=01, 02 or col.57=l-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		*Duration of search for employment*	col. 78/79=0 1 - 02 or col.57=1-8
	0	Search not yet started	
	1	Less than I 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	
		METHODS USED DURING PREVIOUS FOUR WEEKS TO FIND WORK	col.78/79=01-02 or col.57=1-8
82		Contacted public employment office to find work	
	0	No	
	1	Yes	
	9	Not applicable (col. 24=9 or col. 78/79=03 -1 0 or col.57=0,blank)	
83		*Contacted private employment agency to find work*	col.78/79=01-02 or col.57=1-8
	0	No	
	1	Yes	
	9	Not applicable (col.24=9 or col.78/79=03-10 or col.57=0,blank)	
84		*Applied to employers directly*	col.78/79=01-02 or col. 5 7-1 – 8
	0	No	
	1	Yes	
	9	Not applicable (col.24=9 or col.78/79=03-10 or col.57=0,blank)	
85		*Asked friends, relatives, trade unions, etc.*	col.78/79 01-02 or col.57=1-8
	0	No	
	1	Yes	
	9	Not applicable(col.24=9 or col.78/79=03-10 or col.57=0,blank)	
86		*Inserted or answered advertisements in newspapers or journals*	col.78/79=01-02 or col.57=1-8
	0	No	
	1	Yes	
	9	Not applicable (col.24=9 or col.78/79=03-10 or col.57=0,blank)	
87		*Studied advertisements in newspapers or journals*	col.78/79=01-02 or col.57=1-8
	0	No	
	1	Yes	
	9	Not applicable (col.24=9 or col.78/79=03-10 or col.57=0,blank)	

88		*Took a test, interview or examination*	col.78/79=01-02 or col.57=1-8
	0	No	
	1	Yes	
	9	Not applicable (col.24=9 or col.78/79=03-10 or col.57=0,blank)	
89		*Looked for land, premises or equipment*	col.78/79=01-02 or col.57=1-8
	0	No	
	1	Yes	
	9	Not applicable (col.24=9 or col.78/79=03-10 or col.57=0,blank)	
90		*Looked for permits, licences, financial resources*	col. 7 8/79=0 1 - 02 or col.57=1-8
	0	No	
	1	Yes	
	9	Not applicable (col.24=9 or col.78/79=03-10 or col.57=0,blank)	
91		*Awaiting the results of an application for a job*	col.78/79=01-02 or col.57=1-8
	0	No	
	1	Yes	
	9	Not applicable (col.24=9 or col.78/79=03-10 or col.57=0,blank)	
92		*Waiting for a call from a public employment office*	col.78/79=01-02 or col.57= 1-8
	0	No	
	1	Yes	
	9	Not applicable (col.24=9 or col.78/79=03-10 or col.57=0,blank)	
93		*Awaiting the results of a competition f or recruitment to the public sector*	col.78/79=01-02 or col.57=1-8
	0	No	
	1	Yes	
	9	Not applicable (col.24=9 or col.78/79=03-10 or col.57=0,blank)	
94		*Other method used*	col.78/79=01-02 or col.57=1-8
	0	No	
	1	Yes	
	9	Not applicable (col.24=9 or col.78/79=03-10 or col.57=0,blank)	
95		*Willingness to work for person not seeking employmen*t Person is not seeking employment:	col.78/79=03-10

		- 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		*Availability to start working within two weeks*	col. 78/79=0 1 or col.95=1,blank or col. 5 7= 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)	
97		*Situation immediately before person started to seek employment (or was waiting for new job to start)*	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		*Registration at a public employment office*	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		*Main status*	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		*Education or training received during previous four weeks*	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		*Tape of instruction*	Col. 100= I
	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. I 00=0, 9,blank)	
	blank	No answer	
102		*Level of this education or training*	Col. 100= I
		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. I 00=0,9,blank)	
	blank	No answer	
103		*Purpose of this education and training*	Col. I 00= I
	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	
104		*Total length of this education or training*	col.100=1 and col. I 0 1 = 1, 2, 3, 4, blank
	1	Less than I week	
	2	1 week or more but less than I 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 I year	
	6	1 year or more but less than 2 years	
	7	2 years or longer	
	8	No definite length	
	9	Not applicable (col. I 00=0, 9,blank or col. IO 1 5, 6)	
	blank	No answer	
105/106		*Usual number of hours of training per week*	col.100=1 and col.101=1, 2, 3, 4, blank
	01-98	Number of hours	
	99	Not applicable (col. I 00=0, 9,blank or col. IO 1 = 5, 6)	
	blank	No answer	
107/108		*Highest level of education or training successfully completed*	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	
	07	ISCED 3 or ISCED 4 without distinction a, b or c possible	
	08	ISCED 5b	
	09	ISCED 5a	
10	ISCED 6		
	99	Not applicable (child less than 15 years)	
	blank	No answer	
109		*Having obtained a (non tertiary) vocational qualification (minimum duration .- 6 months)*	everybody aged 15 years or more
	1	Yes - Class-room instruction	
	2	Yes - Instruction in a working environment (without complementary class-room instruction at a school or college)	
	3	Yes - Instruction combining both work experience and complementary class-room instruction (including any form of 'dual system' or 'sandwich	

		courses')	
	4	Yes - Type unknown	
	5	No	
	9	Not applicable (child less than 15 years)	
	blank	No answer	
110/113		*Year when highest level of education or training was successfully completed*	everybody aged 15 years or more
		The 4 digits of year when highest level of education or training was successfully completed are entered	
	9999	Not applicable (child less than 15 years)	
	blank	No answer	
		SITUATION ONE YEAR BEFORE SURVEY	
114		*Situation with regard to activity one year before survey*	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	
115		*Professional status one year before survey*	col. 1 14= 1
	1	Self-employed with employees	
	2	Self-employed without employees	
	3	Employee	
	4	Family-worker	
	9	Not applicable (col. 1 14=2-7,9 blank)	
		blank No answer	
116/117		*Economic activity of local unit in which person was working one year before survey* NACE Rev. I	col. 1 14=1
	00	Not applicable (col. 1 14=2-7,9 blank)	
	blank	No answer	
118/119		*Country of residence one year before survey* For coding, see enclosed list of countries	everybody
	99	Not applicable (child less than one year old)	
	blank	No answer	
120/121		*Region of residence (within Member State) one year before survey* NTJTS 2	everybody
	99	Not applicable (person who has changed country of residence or child less than one year old)	
	blank	No answer	

INCOME

122/129 *Monthly (take home) pay from main job* col.26=3

00000000-99999998 The 8 digits of monthly (take home) pay from main Job, including extra payments monthly paid (National currency)
99999999 Not applicable (col.26 <>3)
blank No answer

130/137 *Additional payments from main job* col.26=3

00000000-99999998 The 8 digits of additional payments (total yearly net amount) from main job which are not monthly paid (National currency)
99999999 Not applicable (col.26 <>3)
blank No answer

138/145 *Unemployment allowances* col 98 =1,3

00000000-99999998 The 8 digits of monthly received unemployment allowances (National currency)
99999999 Not applicable (col.98 <>I,3)
blank No answer

146/153 *Additional payments of unemployment allowance* col 98 =1,3

00000000-99999998 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 lump sum payments (National currency)
99999999 Not applicable (col.98 <>I,3)
blank No answer

154/161 *Sickness, disability or invalidity allowances* col.26=3

00000000-99999998 The 8 digits of monthly received sickness, disability or invalidity allowances (National currency)
99999999 Not applicable (col.26 <>3)
blank No answer

TECHNICAL ITEMS RELATING TO THE INTERVIEW

162/165 *Year of survey* everybody
4 digits of the year

166/167 *Reference week* everybody
Number of the week running from Monday to Sunday

168/169 *Interview week* everybody
Number of the week running from Monday to Sunday

170/171 *Member State* everybody
For coding, see enclosed list of countries

172/173 *Region of household* everybody
NUTS 2

174 *Degree of urbanisation* everybody
1 Densely-populated area

	2	Intermediate area	
	3	Thinly-populated area	
175/180		*Serial number of household* 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		*Type of household*	everybody
	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	
182		*Type of institution*	col. 18 1 =2,3
	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. 1 8 1 = 1,4)	
	blank	No answer	
183/188		*Yearly weighting factor*	everybody
	0000-9999	Cols 183-186 contain whole numbers	
	00-99	Cols 187-188 contain decimal places	
189/194		*Quarterly weighting factor*	everybody
	0000-9999	Cols 189-192 contain whole numbers	
	00-99	Cols 193-194 contain decimal places	
195/200		*Quarterly weighting factor of the sample for household characteristics (in the case of a sample of individuals)*	
	0000-9999	Cols 195-198 contain whole numbers	
	00-99	Cols 199-200 contain decimal places	
201		*Sub-sample in relation to preceding survey* This address or household :	everybody
	I	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		*Sub-sample in relation to the following survey* This address or household :	everybody

	I	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		*Sequence number of the survey wave*	everybody
	1-8	Sequence number of the wave	
		ATYPICAL WORK	
204		*Shift work*	col.26=3
	I	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		*Evening work*	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	
206		*Night work*	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		*Saturday work*	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		*Sunday work*	col.24=l 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	

Section 7:
EXPLANATORY NOTES TO THE LFS LIST OF VARIABLES

Demographic background

Col 112: 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 4/6, 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.

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 failing 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 failing 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, in conjunction with Col. 25, determines whether a person is considered as being in employment or not. Persons in employment are those coded 1 or 2 in Col. 24 but not coded 7 (new job to start in the future) in Col. 25.

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.

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.

Co1 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".

Code 7 : New job to start in the future

This code identifies those persons who in Col. 24 are classified as having a job in the reference week and not having worked because they have found a job which has not yet started. These persons are regarded as unemployed if they are available to start working within two weeks. There may also be other persons in essentially the same situation who in Col. 24 are classified as not having a job in the reference week and declare under Col. 78/79 that they have found a job which will start later. These persons are also regarded as unemployed if they respect the criteria of availability.

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 11 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).

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 1, 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.

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 personnel 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 doctors 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. 67 : 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 8),
- if it is a second job (code 3) or a job to replace the present one (code 7).

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

Information about second jobs

Col. 68 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 11 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 69170: 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 11 are derived from the Statistical Classification of Economic Activities (NACE Rev. 1). For the term "local unit", see notes to Cols. 27/28.

Cols. 76/77 : Occupation of last job

This should be coded according to the ISCO-88 (COM) classification provided in Annex 111, 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 week

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.

This variable is used to identify under-employed persons; this question should therefore also be answered by persons who declare in col. 53 their willingness to work a greater number of hours.

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
As mentioned in the notes to Col. 14 code 7, 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 found 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 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.

Place has to be understood as the physical setting of the learning experience, rather than the type of establishment.

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 : F*or 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 (codes 5 and 6). As a guide, a country-specific list of such measures can be found in Annex.

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)

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 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 : Place of education or training

- 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.).

Col. 109/112 : Year when the highest level of initial education or training was successfully completed

- Member States may collect information based on either the year or the age of the person
- This question aims at measuring when people left the formal education system and consequently at approximating when individuals have potentially entered the labour market.

Situation one year before survey

Col. 113 : 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. 115/116 : Economic activity of the establishment in which person worked one year before survey

The NACE codes in Annex 11 are derived from the Statistical Classification of Economic Activities (NACE Rev. 1).

Col. 117/118 : Country of residence one year before survey

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

Cols. 119/120 : Region of residence one year before survey

This should be provided to the coding system in Annex 1, which is based upon the Nomenclature of Territorial Units (NUTS).

Income

Cols. 121/128 : 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. 129/136 : 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. 137/144: 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. l45/l52 : 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. 153/160 : 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. 167/168: 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. 169/170: Member State

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

Cols. 171/172 : Region of household

This should be provided to the coding system in Annex 1, which is based on the Nomenclature of Territorial Units (NUTS). The third and fourth digits of the NUTS code (that is, the level 11 regional code) should be provided.

Col. 173 : 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 / Beigie:	Commune/Gemeente
Danmark:	Kommuner
Deutschland	Gemeinde
Ellada :	Demos
España	Municipio
France	Commune
Ireland	DED / ward
Italia :	Commune
Luxembourg:	Commune
Nederland:	Gemeente
Osterreich	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 11 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. 182/187 : 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. 188/193 : 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. 194/199 : 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. 200 : 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. 201 : 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.

Levels of Education and Training

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 I (primary education).

ISCED I - Primary Education Or First Stage Of Basic Education

Programmes at level I 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: Programmes that prepare for entry to ISCED 5

ISCED 4B: Programmes primarily designed for direct labour market entry.

LEVEL 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 higher (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.).