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

This 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 LFS conducted in each Member State. Section 4 provides some technical detail of the EU LFS.

The latest EU LFS Regulation (No. 430/2005) implements Council Regulation No. 577/98 on the organisation of a labour force sample survey in the Community concerning the codification to be used for data transmission from 2006 onwards and the use of a sub-sample for the collection of data on structural variables. The text of these regulations is shown in Section 5.

Sections 6 and 7 complement the fifth section. Essentially, whilst the Regulations outline the broad areas for which data are required, section 6 provide the associated data codification. This describes how the LFS database provided to EuroStat is structured in terms of database columns and the values which can be included in each column. Section 7 has the 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.

Each year EuroStat includes a number of variables that provide information on aspects of the labour market but which do not form part of the standard questionnaire. This set of variables, constitute an "ad hoc module". Section 8 explains this in more detail.

Finally, section 9 provides flowcharts which show how each of the variables supplied to EuroStat are derived from the questions actually asked in the UK LFS.
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 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 (e.g. 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

In 2005, EuroStat had around 800 employees, including registered national 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. In 2003, EuroStat had a budget of around 56 million Euros.
**EuroStat Data**
Statistical data that are 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 10 major statistical themes:

- Key indicators on EU policy
- General and regional statistics
- Economy and finance
- Population and social conditions
- Industry, trade and services
- Agriculture, forestry and fisheries
- External trade
- Transport
- Environment and energy
- Science and technology

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

- Ramon, which houses all the past and present metadata such as classifications, concepts and definitions
- 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
- GISC0, 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 DataShop 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
- Labour Force Survey in the EU, Candidate and EFTA countries
- Statistics in Focus

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 about 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 over 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 over 200 of them.
**Organisation of EuroStat**

EuroStat is headed by a Director-General. Under him are seven Directors responsible for different sectors of EuroStat activities:

- Resources
- Statistical methods and tools; dissemination
- National and European accounts
- Economic and regional statistics
- Agriculture and environment statistics; statistical cooperation
- Social statistics and information society
- Business 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. The following are important milestones:

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.
1966  First Community farm structure survey.
1968  First regular labour force survey in the Community.
        General industrial classification of economic activities within the European Communities (NACE).
1972  Council Regulation on the Nimexes 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 Nimexes.
        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.
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.

1994
First European household panel held, analysing income, employment, poverty, social exclusion, households, health etc

1995
The entry of Austria, Sweden and Finland into the European Union further extends EuroStat's role.

1997
Statistics added for the first time to the Treaty of Amsterdam and the Statistical Law approved by the Council. Harmonised Indices of Consumer Prices published for the first time - designed for EMU convergence criteria.

1998
The 11 countries in at the start of EMU (EUR-11) announced and EuroStat issues the first indicators specific to the EMU area. Statistical programme 1998-2002 adopted.

1999
Start of EMU, 1st January 2001 Greece joins to euro-zone,

2002

2002
Announced at the Copenhagen Summit in December 2002 that Cyprus, the Czech Republic, Estonia, Hungary, Latvia, Lithuania, Malta, Poland, Slovakia and Slovenia would join the European Union on 1 May 2004, and other countries should follow in 2007.

**EuroStat Address**

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SECTION 3:
LABOUR FORCE SURVEYS IN THE EUROPEAN UNION

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

The movement towards the use of labour force surveys was somewhat slower in Europe. While the intervention of the war years contributed to this, it was also due to the existence of alternative sources of information which provided at least a partial insight into aspects of the labour force. Virtually all Western European countries maintained comprehensive unemployment registers for the purpose of dispensing unemployment compensation which, despite their disadvantages, provided a rudimentary basis for monitoring unemployment trends. However, in time, as the need to take a more global view of the labour market became apparent, different European countries began to initiate labour force surveys. The first European country to carry out a labour force survey was France in 1950. Further such surveys 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
More than forty years have passed since the first attempt was made in 1960 to collect comparable data on employment and unemployment from the six original Member States of the then European Community by means of a labour force survey. Since that date, the number of Member States has risen to twenty-five and the character of the European labour market has been transformed by the changes which have taken place, for example in employment rates, in the allocation of working-time, and in the distribution of employment across the various sectors of the economy.
Throughout this period, the institutions of the European Union have included the issues of employment and unemployment among their highest priorities. In consequence, the demand for accurate and comparable information on the labour market has progressively become more urgent.

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

<table>
<thead>
<tr>
<th>No.</th>
<th>From</th>
<th>To</th>
<th>Main developments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>1960</td>
<td></td>
<td>The first LFS was organised in the six original member states in 1960 by EuroStat. The countries are Belgium, Germany, France, Italy, Luxembourg and Netherlands.</td>
</tr>
<tr>
<td>2.</td>
<td>1968</td>
<td>1971</td>
<td>Annual surveys introduced. Not all six member states were covered in each year.</td>
</tr>
<tr>
<td>3.</td>
<td>1973</td>
<td>1981</td>
<td>Biennial surveys initiated due to EU enlargement. The UK was the only one of the three new members to join in 1973 but Ireland and Denmark also took part in 1975, 1977, 1979 and 1981.</td>
</tr>
<tr>
<td>4.</td>
<td>1983</td>
<td>1991</td>
<td>Annual surveys on the basis of a revised set of concepts designed to guarantee an improved degree of comparability between the member states. The concepts and definitions used were those adopted by the 13th International Conference of Labour Statisticians of 1982. The methodological basis is described in the publication LFS - Methods and Definitions 1988.</td>
</tr>
<tr>
<td>5.</td>
<td>1992</td>
<td>1997</td>
<td>In 1992, a number of changes were introduced with the aim of improving the quality of the data and their reliability at national and regional level; Council Regulation (EEC) 3711/1991 specified the contents and reliability criteria for the survey, to be conducted annually from 1992. The methodological basis and the content of the series of surveys between 1992 and 1997 are described in the publication LFS - Methods and Definitions - 1992 series.</td>
</tr>
<tr>
<td>7.</td>
<td>1998</td>
<td>2000</td>
<td>In 1998 the Council regulation n° 577/1998 was adopted and replaced the previous one to take into account new statistical requirements. The methodological basis and the contents of this new series of surveys are described in the publication LFS - Methods and Definitions -1998.</td>
</tr>
<tr>
<td>8.</td>
<td>2001</td>
<td>2005</td>
<td>In 2000 the regulation n° 1575/2000 was adopted concerning the codification to be used for data transmission from the year 2001 onwards. The 2001 codification can be found at <a href="http://forum.europa.eu.int/irc/dsis/employment/info/data/eu_lfs/lfs_regulations.htm">http://forum.europa.eu.int/irc/dsis/employment/info/data/eu_lfs/lfs_regulations.htm</a></td>
</tr>
<tr>
<td>11.</td>
<td>2005</td>
<td></td>
<td>Regulation No. 430/2005 amended 577/98 on the organisation of a labour force sample survey in the Community concerning the codification to be used for data transmission from 2006 onwards and the use of a sub sample for the collection of data on structural variables.</td>
</tr>
</tbody>
</table>
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). In 1998 a new Regulation was adopted (Council Regulation (EEC) No. 577/98).

EU 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 Labour Market Statistics Working Group held in Luxembourg. This Working Group 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 weighting 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 than those due to sampling. These can be due to many factors such as inability or unwillingness of respondents to provide correct answers or even any answer at all (non-response), mistakes by interviewers when filling in survey documents, miscoding, etc. Methods exist to assess the influence of these non-sampling errors on the accuracy of the survey results, but being often costly, are not generally applied.

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

Comparability of results between countries

Perfect comparability among the 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. This is especially the case for population coverage, labour status coverage, main economic activity definition, participation in education, highest educational level attainment and transition to a quarterly continuous survey. The new LFS Explanatory Notes developed for implementation from quarter 1, 2008, have been designed to ensure greater harmonisation and comparability of results between countries.
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.

EuroStat has provided the main factors affecting the comparability of the data for successive surveys in their 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 Labour Force Survey closely follow those adopted by the 13th International Conference of Labour Statisticians.

The relevant parts of these 'ILO definitions' are:

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

(a) "paid employment":

(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.
Labour Force Survey - United Kingdom

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 5a:
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.
Labour Force Survey - United Kingdom

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.

6. 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
Labour Force Survey - United Kingdom

- 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;

(h) 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 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 end 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.


The 2001 to 2005 codification can be found at http://forum.europa.eu.int/irc/dsis/employment/info/data/eu_lfs/lfs_regulations.htm
SECTION 5b:
COUNCIL REGULATION 2257/2003 OF THE EUROPEAN UNION

This is an amendment of Council Regulation (EC) No 577/98.

Whereas:

(1) The labour force sample survey to be carried out under Council Regulation (EC) No 577/98 should adequately cover new and recently emerging features of the labour market.

(2) According to the European social policy agenda adopted by the Nice European Council in December 2000, Council Decision 2002/177/EC of 18 February 2002 on guidelines for Member States' employment policies for the year 2002 and Council Recommendation 2002/549/EC of 21 June 2002 on the broad guidelines of the economic policies of the Member States and the Community, the way in which work is organised must be adapted to the needs of both businesses and individuals.

(3) The survey characteristics laid down in Regulation (EC) No 577/98 were determined according to statistical needs and the labour market situation prevailing at the time.

(4) Data collection should not impose on respondents a burden out of proportion with the results which users of the survey can reasonably expect.

(5) The Statistical Programme Committee, established by Council Decision 89/382/EEC, Euratom of 19 June 1989 has been consulted by the Commission.

(6) Regulation (EC) No 577/98 should therefore be amended accordingly,

HAVE ADOPTED THIS REGULATION:

Article 1
Article 4 of Regulation (EC) No 577/98 is hereby amended as follows:

1. Points (b), (c), (d) and (g) of paragraph 1 are replaced by the following:

‘(b) labour status:
— labour status during the reference week,
— continuing receipt of wages and salary,
— 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 the local unit,
— occupation,
— supervisory responsibilities,
— 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,'
— involvement of public employment service in finding the current job,
— permanency of the job (and reasons),
— duration of temporary job or work contract of limited duration,
— full-time/part-time distinction (and reasons),
— contract with a temporary work agency,
— working at home;

(d) hours worked:
— number of hours per week usually worked,
— number of hours actually worked,
— number of hours of overtime in the reference week,
— main reason for hours actually worked being different from usual hours;’

‘(g) search for employment:
— type of employment sought,
— duration of search for employment,
— situation of person immediately before starting to seek employment,
— registration at public employment office and whether receiving benefits,
— for person not seeking employment, willingness to work,
— reasons why person has not sought work,
— lack of care facilities.’

2. The following point is added to paragraph 1:
‘(n) atypical working times:
— shift work,
— evening work,
— night work,
— Saturday work,
— Sunday work.’

3. Paragraph 2, third indent, is replaced by the following:
‘— the volume of an ad hoc module shall be limited to 11 variables.’

4. The following paragraph shall be added:
‘4. On a proposal from the Commission, a list of variables, hereinafter referred to as “structural variables”, may be identified from among the survey characteristics specified in paragraph 1 which need to be surveyed only as annual averages with reference to 52 weeks rather than as quarterly averages. This list of structural variables, the minimum sample size and the survey frequency will be drawn up in accordance with the procedure laid down in Article 8. Spain, Finland and the United Kingdom may survey the structural variables with reference to a single quarter during a transition period until the end of 2007.’

Article 2

This Regulation shall enter into force on the 20th day following its publication in the Official Journal of the European Union.

This Regulation shall be binding in its entirety and directly applicable in all Member States.
SECTION 5c:
COUNCIL REGULATION 430/2005 OF THE EUROPEAN UNION

This regulation implements Council Regulation (EC) No 577/98 on the organisation of a labour force sample survey in the Community concerning the codification to be used for data transmission from 2006 onwards and the use of a sub-sample for the collection of data on structural variables.

Having regard to Council Regulation (EC) No 577/98 of 9 March 1998 on the organisation of a labour force sample survey in the Community, and in particular Articles 3, 4 and 4 thereof, Whereas:

(1) In accordance with Article 4 of Regulation (EC) No 577/98 implementing measures are necessary in order to define the codification of the variables to be used for the data transmission.

(2) Under Article 4 of Regulation (EC) No 577/98 a list of variables, hereinafter referred to as structural variables, may be identified from among the survey characteristics which need to be surveyed only as annual averages with reference to 52 weeks rather than as quarterly averages. Therefore the conditions for the use of a sub-sample for the collection of data on structural variables should be laid down.

(3) In view of the importance of data on employment and unemployment, the totals for these indicators should be consistent whether they are produced from the annual sub-sample or on the basis of an annual average of the four quarterly full samples.

(4) In view of the importance of data collected in ad hoc modules, this information should be combinable with any other variable from the survey.

(5) The measures provided for in this Regulation are in accordance with the opinion of the Statistical Programme Committee established by Council Decision 89/382/EEC, Euratom, has adopted this regulation:

Article 1
The conditions for the use of a sub-sample for the collection of data on structural variables are laid down (below)

Article 2
The codes for the variables to be used for data transmission for the years 2006 onwards are laid down in Annex II.

Article 3
This Regulation shall enter into force on the twentieth day following that of its publication in the Official Journal of the European Union.

This Regulation shall be binding in its entirety and directly applicable in all Member States.

Conditions for the use of a sub-sample for the collection of data on structural variables

1. Yearly/quarterly variables
The word ‘yearly’ in the ‘Periodicity’ column of the Codification laid down in the next section, identifies structural variables which optionally need only to be surveyed as annual averages,
using a sub-sample of independent observations with reference to 52 weeks, rather than as quarterly averages. Core variables to be surveyed each quarter are identified as ‘quarterly’.

2. Representativeness of the results
For structural variables, the relative standard error (without taking design effect into account) of any yearly estimate representing 1 % or more of the working age population shall not exceed:

(a) 9 % for countries with a population between 1 million and 20 million inhabitants and
(b) 5 % for countries with a population of 20 million or more.

Countries with less than 1 million inhabitants are exempted from these precision requirements and structural variables should be collected for the total sample unless the sample meets requirements expressed in (a).

For countries using a sub-sample for data collection on structural variables, if more than one wave is used, the total sub-sample used shall consist of independent observations.

3. Consistency of totals
Consistency between annual sub-sample totals and full sample annual averages shall be ensured for employment, unemployment and inactive population by sex and for the following age groups: 15 to 24, 25 to 34, 35 to 44, 45 to 54, 55 +.

4. Ad hoc modules
The sample used to collect information on ad hoc modules shall also provide information on structural variables.
## SECTION 6:
EU LABOUR FORCE SURVEY - DATA CODIFICATION 2006

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<tr>
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<th>Column</th>
<th>Periodicity</th>
<th>Code</th>
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<td>01-98</td>
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</table>

- **HHSEQNUM**: Sequence number in the household. It should remain the same for all waves.
- **HHLINK**: Relationship to the reference person. Codes 1-9 denote different types of family relationships.
- **HHSPOU**: Sequence number of the spouse or cohabiting partner.
- **HHFATH**: Sequence number of the father.
- **HHMOTH**: Sequence number of the mother.
- **SEX**: Indicates the sex of the individual, with 1 for male and 2 for female.
- **YEARBIR**: The year of birth is recorded.
- **DATEBIR**: The date of birth is recorded in relation to the end of the reference period.
- **MARSTAT**: Marital status, with options for single, married, divorced, etc.
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<td>23</td>
<td>QUARTERLY</td>
<td><strong>Nature of participation in the survey</strong></td>
<td>everybody aged 15 years or more</td>
</tr>
<tr>
<td>WSTATOR</td>
<td>24</td>
<td>QUARTERLY</td>
<td><strong>Labour status during the reference week</strong></td>
<td>everybody aged 15 years or more</td>
</tr>
<tr>
<td>NOWKREAS</td>
<td>25/26</td>
<td>QUARTERLY</td>
<td><strong>Reason for not having worked at all though having a job</strong></td>
<td>WSTATOR=2</td>
</tr>
<tr>
<td>STAPRO</td>
<td>27</td>
<td>QUARTERLY</td>
<td><strong>Professional status</strong></td>
<td>WSTATOR=1,2</td>
</tr>
</tbody>
</table>

For coding, see ISO country classification (Annex IV) if applicable.
<table>
<thead>
<tr>
<th>Variable</th>
<th>Code</th>
<th>Frequency</th>
<th>Description</th>
<th>Code Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>SIGNISAL</td>
<td>28</td>
<td>QUARTERLY</td>
<td>Continuing receipt of the wage or salary</td>
<td>(WSTATPR = 2 and NOWKREAS ≠04 and NOWKREAS ≠05 and STAPRO=3) or WSTATPR = 3</td>
</tr>
<tr>
<td>NACE3D</td>
<td>29/31</td>
<td>QUARTERLY</td>
<td>Economic activity of the local unit</td>
<td>WSTATPR=1,2</td>
</tr>
<tr>
<td>ISCO4D</td>
<td>32/35</td>
<td>QUARTERLY</td>
<td>Occupation</td>
<td>WSTATPR=1,2</td>
</tr>
<tr>
<td>SUPVISOR</td>
<td>36</td>
<td>YEARLY</td>
<td>Supervisory responsibilities</td>
<td>STAPRO = 3</td>
</tr>
<tr>
<td>SIZEFIRM</td>
<td>37/38</td>
<td>YEARLY</td>
<td>Number of persons working at the local unit</td>
<td>STAPRO=1,3,4, blank</td>
</tr>
<tr>
<td>COUNTRYW</td>
<td>39/40</td>
<td>QUARTERLY</td>
<td>Country of place of work</td>
<td>WSTATPR=1,2</td>
</tr>
<tr>
<td>REGIONW</td>
<td>41/42</td>
<td>QUARTERLY</td>
<td>Region of place of work</td>
<td>WSTATPR=1,2</td>
</tr>
<tr>
<td>YSTARTWK</td>
<td>43/46</td>
<td>QUARTERLY</td>
<td>Year in which person started working for this employer or as self-employed</td>
<td>WSTATPR=1,2</td>
</tr>
</tbody>
</table>

For coding, see ISO country classification (Annex IV)
<table>
<thead>
<tr>
<th>Variable</th>
<th>Frequency</th>
<th>Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSTARTWK</td>
<td>QUARTERLY</td>
<td>Month</td>
<td>Month in which person started working for this employer or as self-employed (YSTARTWK=9999, blank or REFYEAR-YSTARTWK&gt;2)</td>
</tr>
<tr>
<td>WAYJFOUN</td>
<td>YEARLY</td>
<td>Involvement</td>
<td>Involvement of the public employment office at any moment in finding the present job (STAPRO = 3 &amp; has started this job in the last 12 months)</td>
</tr>
<tr>
<td>FTPT</td>
<td>QUARTERLY</td>
<td>Full-time / Part-time distinction</td>
<td>Full-time / Part-time distinction (WSTATOR=1,2)</td>
</tr>
<tr>
<td>FTPTREAS</td>
<td>YEARLY</td>
<td>Reasons for part-time work</td>
<td>Reasons for the part-time work (FTPT=2)</td>
</tr>
<tr>
<td>TEMP</td>
<td>QUARTERLY</td>
<td>Permanency of the job</td>
<td>Permanency of the job (STAPRO=3)</td>
</tr>
<tr>
<td>TEMPREAS</td>
<td>YEARLY</td>
<td>Reasons for having a temporary job/work contract of limited duration</td>
<td>Reasons for having a temporary job/work contract of limited duration (TEMP =2)</td>
</tr>
<tr>
<td>TEMPDUR</td>
<td>QUARTERLY</td>
<td>Total duration of temporary job/work contract of limited duration</td>
<td>Total duration of temporary job/work contract of limited duration (TEMP=2)</td>
</tr>
<tr>
<td>Variable</td>
<td>Frequency</td>
<td>Legende</td>
<td>Description</td>
</tr>
<tr>
<td>----------</td>
<td>-----------</td>
<td>---------</td>
<td>-------------</td>
</tr>
<tr>
<td>TEMPAGCY</td>
<td>YEARLY</td>
<td></td>
<td>Contract with a temporary employment agency</td>
</tr>
<tr>
<td>SHIFTWK</td>
<td>YEARLY</td>
<td></td>
<td>Shift work</td>
</tr>
<tr>
<td>EVENWK</td>
<td>YEARLY</td>
<td></td>
<td>Evening work</td>
</tr>
<tr>
<td>NIGHTWK</td>
<td>YEARLY</td>
<td></td>
<td>Night work</td>
</tr>
<tr>
<td>SATWK</td>
<td>YEARLY</td>
<td></td>
<td>Saturday work</td>
</tr>
<tr>
<td>SUNWK</td>
<td>YEARLY</td>
<td></td>
<td>Sunday work</td>
</tr>
<tr>
<td>HWUSUAL</td>
<td>QUARTERLY</td>
<td></td>
<td>Number of hours per week usually worked in the main job</td>
</tr>
<tr>
<td>HWACTUAL</td>
<td>QUARTERLY</td>
<td></td>
<td>Number of hours actually worked during the reference week in the main job</td>
</tr>
</tbody>
</table>

8 More than 3 years
9 Not applicable (TEMP≠2)
blank No answer

TEMPPERIOD 55 YEARLY

8 More than 3 years
9 Not applicable (TEMP≠2)
blank No answer

ATYPICAL WORK

8 More than 3 years
9 Not applicable (TEMP≠2)
blank No answer

TEMPAGCY 55 YEARLY Contract with a temporary employment agency STAPRO=3
0 No
1 Yes
9 Not applicable (STAPRO≠3)

SHIFTWK 56 YEARLY Shift work STAPRO=3
1 Person does shift work
3 Person never does shift work
9 Not applicable (STAPRO≠3)

EVENWK 57 YEARLY Evening work WSTATOR=1 or WSTATOR=2
1 Person usually works in the evening
3 Person never does shift work
9 Not applicable (WSTATOR=3-5,9)

NIGHTWK 58 YEARLY Night work WSTATOR=1 or WSTATOR=2
1 Person usually works at night
3 Person never does shift work
9 Not applicable (WSTATOR=3-5,9)

SATWK 59 YEARLY Saturday work WSTATOR=1 or WSTATOR=2
1 Person usually works on Saturdays
3 Person never works on Saturdays
9 Not applicable (WSTATOR=3-5,9)

SUNWK 60 YEARLY Sunday work WSTATOR=1 or WSTATOR=2
1 Person usually works on Sundays
3 Person never works on Sundays
9 Not applicable (WSTATOR=3-5,9)

HOURS WORKED

8 More than 3 years
9 Not applicable (TEMP≠2)
blank No answer

HWUSUAL 61/62 QUARTERLY Number of hours per week usually worked in the main job WSTATOR=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 main job
99 Not applicable (WSTATOR=3-5,9)
blank No answer

HWACTUAL 63/64 QUARTERLY Number of hours actually worked during the reference week in the main job WSTATOR=1,2
<table>
<thead>
<tr>
<th>Code</th>
<th>Frequency</th>
<th>Description</th>
<th>STAPRO or HWUSUAL or HWACTUAL</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>HWOVERP</td>
<td>QUARTERLY</td>
<td>Paid overtime in the reference week in the main job</td>
<td>STAPRO=3</td>
<td>Number of paid overtime hours</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>00-98 Number of paid overtime hours</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>99 Not applicable (STAPRO≠3)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>blank No answer</td>
</tr>
<tr>
<td>HWOVERPU</td>
<td>QUARTERLY</td>
<td>Unpaid overtime in the reference week in the main job</td>
<td>STAPRO=3</td>
<td>Number of unpaid overtime hours</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>00-98 Number of unpaid overtime hours</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>99 Not applicable (STAPRO≠3)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>blank No answer</td>
</tr>
<tr>
<td>HOURREAS</td>
<td>QUARTERLY</td>
<td>Main reason for hours actually worked during the reference week being different from the person's usual hours</td>
<td>HWUSUAL=00-98 &amp; HWACTUAL=01-98</td>
<td>Person has worked more than usual due to:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>01 variable hours (e.g. flexible working hours)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>02 - overtime</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>02 - other reasons</td>
</tr>
<tr>
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<td></td>
<td></td>
<td></td>
<td>Person has worked less than usual due to:</td>
</tr>
<tr>
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<td></td>
<td></td>
<td>03 - bad weather</td>
</tr>
<tr>
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<td></td>
<td></td>
<td></td>
<td>04 - slack work for technical or economic reasons</td>
</tr>
<tr>
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<td></td>
<td>05 - labour dispute</td>
</tr>
<tr>
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<td>06 - education or training</td>
</tr>
<tr>
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<td></td>
<td></td>
<td>07 - variable hours (e.g. flexible working hours)</td>
</tr>
<tr>
<td></td>
<td></td>
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<td></td>
<td>08 - own illness, injury or temporary disability</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>09 - maternity or parental leave</td>
</tr>
<tr>
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<td></td>
<td></td>
<td></td>
<td>10 - special leave for personal or family reasons</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>11 - annual Holidays</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>12 - bank Holidays</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>13 - start of change in job during reference week</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>14 - end of job without taking up a new one during reference week</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>15 - other reasons</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>97 Person having worked usual hours during the reference week</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(HWUSUAL&gt;HWACTUAL=01-98)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>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 (HWUSUAL=00 &amp; HOURREAS=01-16)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>99 Not applicable (WSTAPRO=2-5, 9 or HWUSUAL=blank or HWACTUAL= blank)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>blank No answer</td>
</tr>
<tr>
<td>WISHMORE</td>
<td>QUARTERLY</td>
<td>Wish to work usually more than the current number of hours</td>
<td>(WSTAPRO=1 or WSTAPRO=2)</td>
<td>Wish to work usually more than the current number of hours</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0 No</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1 Yes</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>9 Not applicable (WSTAPRO=3-5, 9)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>blank No answer</td>
</tr>
<tr>
<td>WAYMORE</td>
<td>YEARLY</td>
<td>Way how person wants to work more hours</td>
<td>WISHMORE=1</td>
<td>Through an additional job</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1 Through an additional job</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2 Through a job working more hours than the present job</td>
</tr>
<tr>
<td>Variable</td>
<td>Frequency</td>
<td>Timestep</td>
<td>Description</td>
<td>Codes</td>
</tr>
<tr>
<td>----------</td>
<td>-----------</td>
<td>----------</td>
<td>-------------</td>
<td>-------</td>
</tr>
<tr>
<td>HWWISH</td>
<td>QUARTERLY</td>
<td>73/74</td>
<td><em>Number of hours that the person would like to work in total</em></td>
<td>01-98</td>
</tr>
<tr>
<td>HOMEWK</td>
<td>YEARLY</td>
<td>75</td>
<td><em>Working at home</em></td>
<td>01-98</td>
</tr>
<tr>
<td>LOOKOJ</td>
<td>QUARTERLY</td>
<td>76</td>
<td><em>Looking for another job</em></td>
<td>01-98</td>
</tr>
<tr>
<td>LOOKREAS</td>
<td>YEARLY</td>
<td>77</td>
<td><em>Main reason for looking for another job</em></td>
<td>01-98</td>
</tr>
<tr>
<td>EXIST2J</td>
<td>QUARTERLY</td>
<td>78</td>
<td><em>Existence of more than one job or business</em></td>
<td>01-98</td>
</tr>
<tr>
<td>STAPRO2J</td>
<td>QUARTERLY</td>
<td>79</td>
<td><em>Professional status (in the second job)</em></td>
<td>01-98</td>
</tr>
<tr>
<td>NACE2J2D</td>
<td>QUARTERLY</td>
<td>80/81</td>
<td><em>Economic activity of the local unit (in the second job)</em></td>
<td>01-98</td>
</tr>
</tbody>
</table>

*Note: WSTATOR values 1 and 2 are relevant for certain variables.*
<table>
<thead>
<tr>
<th>Variable</th>
<th>Frequency</th>
<th>Periodicity</th>
<th>Description</th>
<th>Constraints</th>
</tr>
</thead>
<tbody>
<tr>
<td>HWACTUA2</td>
<td>82/83</td>
<td>QUARTERLY</td>
<td>Number of hours actually worked during the reference week in the second job</td>
<td>EXIST2J=2</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>00 Person not having worked in the second job during the reference week</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>01-98 Number of hours actually worked in the second job during the reference week</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>99 Not applicable (EXIST2J=1,9, blank)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>blank No answer</td>
<td></td>
</tr>
<tr>
<td>EXISTPR</td>
<td>84</td>
<td>QUARTERLY</td>
<td>PREVIOUS WORK EXPERIENCE OF PERSON NOT IN EMPLOYMENT</td>
<td>WSTATOR=3-5</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>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)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>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)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>9 Not applicable (WSTATOR=1,2 or 9)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>blank No answer</td>
<td></td>
</tr>
<tr>
<td>YEARPR</td>
<td>85/88</td>
<td>QUARTERLY</td>
<td>Year in which person last worked</td>
<td>EXISTPR=1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Enter the 4 digits of the year in which person last worked</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>9999 Not applicable (EXISTPR=0,9,blank)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>blank No answer</td>
<td></td>
</tr>
<tr>
<td>MONTHPR</td>
<td>89/90</td>
<td>QUARTERLY</td>
<td>Month in which person last worked</td>
<td>YEARPR=9999, blank &amp; REFYEAR-YEARPR &lt;= 2</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>01-12 Enter the number of the month in which person last worked</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>99 Not applicable (YEARPR=9999,blank or REFYEAR-YEARPR&gt;2)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>blank No answer</td>
<td></td>
</tr>
<tr>
<td>LEAVREAS</td>
<td>91/92</td>
<td>YEARLY</td>
<td>Main reason for leaving last job or business</td>
<td>EXISTPR=1 and REFYEAR-YEARPR&lt;8</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>00 Dismissed or made redundant</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>01 A job of limited duration has ended</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>02 Looking after children or incapacitated adults</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>03 Other personal or family responsibilities</td>
<td></td>
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<tr>
<td></td>
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<td></td>
<td>04 Own illness or disability</td>
<td></td>
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<td></td>
<td></td>
<td>05 Education or training</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>06 Early retirement</td>
<td></td>
</tr>
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<td></td>
<td></td>
<td></td>
<td>07 Normal retirement</td>
<td></td>
</tr>
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<td></td>
<td></td>
<td>08 Compulsory military or community service</td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td>09 Other reasons</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>99 Not applicable (EXISTPR=0,9,blank, or EXISTPR=1 and did not work in last 8 years)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>blank No answer</td>
<td></td>
</tr>
<tr>
<td>STAPROPR</td>
<td>93</td>
<td>QUARTERLY</td>
<td>Professional status in last job</td>
<td>EXISTPR=1 and REFYEAR-YEARPR&lt;8</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>only if having worked in the last 12 months</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>YEARLY 1 Self-employed with employees</td>
<td></td>
</tr>
<tr>
<td>Variable</td>
<td>Code</td>
<td>Frequency</td>
<td>Description</td>
<td>Additional Conditions</td>
</tr>
<tr>
<td>--------------</td>
<td>--------</td>
<td>-----------</td>
<td>--------------------------------------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>NACEPR2D</td>
<td>94/95</td>
<td>QUARTERLY</td>
<td>Economic activity of the local unit in which person last worked</td>
<td>EXISTPR=1 and REFYEAR - YEARPR&lt;8</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>If having worked in the last 12 months,</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>YEARLY</td>
<td>NACE Rev. 1.1</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>otherwise</td>
<td>999 Not applicable (EXISTPR=0,9,blank, or EXISTPR=1 and did not work in last 8 years)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>blank</td>
<td>No answer</td>
<td></td>
</tr>
<tr>
<td>ISCOPR3D</td>
<td>96/98</td>
<td>QUARTERLY</td>
<td>Occupation of last job</td>
<td>EXISTPR=1 and REFYEAR - YEARPR&lt;8</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>If having worked in the last 12 months,</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>YEARLY</td>
<td>ISCO-88 (COM)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>otherwise</td>
<td>999 Not applicable (EXISTPR=0,9,blank, or EXISTPR=1 and did not work in last 8 years)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>blank</td>
<td>No answer</td>
<td></td>
</tr>
<tr>
<td>SEEKWORK</td>
<td>99</td>
<td>QUARTERLY</td>
<td>Seeking employment during previous four weeks</td>
<td>(WSTATOR=3-5 or SIGNISAL=3) and Age&lt;75</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>1 Person has already found a job which will start within a period of at most 3 months</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>2 Person has already found a job which will start in more than 3 months and is not seeking employment</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>3 Person is not seeking employment and has not found any job to start later</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>4 Person is seeking employment</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>9 Not applicable (WSTATOR=1,2 or 9 and SIGNISAL ≠ 3)</td>
<td></td>
</tr>
<tr>
<td>SEEKREAS</td>
<td>100</td>
<td>YEARLY</td>
<td>Reasons for not searching an employment</td>
<td>SEEKWORK=3</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Person is not seeking employment because:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>1 awaiting recall to work (persons on lay-off)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>2 of own illness or disability</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>3 looking after children or incapacitated adults</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>4 of other personal or family responsibilities</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>5 of education or training</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>6 of retirement</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>7 of belief that no work is available</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>8 of other reasons</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>9 Not applicable (SEEKWORK≠3)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>blank</td>
<td>No answer</td>
<td></td>
</tr>
<tr>
<td>SEEKTYPE</td>
<td>101</td>
<td>QUARTERLY</td>
<td>Type of employment sought (or found)</td>
<td>SEEKWORK=1, 2, 4 or LOOKOJ=1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>The employment sought (for SEEKWORK=1, 2 the employment found) is:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>1 as self-employed</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>2 as employee:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>2 - and only full-time job is looked for (or has already been found)</td>
<td></td>
</tr>
</tbody>
</table>
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 (WSTATOR=9 or SEEKWORK=3 or LOOKOJ=0, blank)

<table>
<thead>
<tr>
<th>SEEKDUR</th>
<th>QUARTERLY</th>
<th>Duration of search for employment</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Search not yet started</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Less than 1 month</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>1-2 months</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>3-5 months</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>6-11 months</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>12-17 months</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>18-23 months</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>24-47 months</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>4 years or longer</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Not applicable (WSTATOR=9 or SEEKWORK=2, 3 or LOOKOJ=0, blank)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>METHODS USED DURING PREVIOUS FOUR WEEKS TO FIND WORK</th>
</tr>
</thead>
<tbody>
<tr>
<td>METHODA 103 QUARTERLY</td>
</tr>
<tr>
<td>0</td>
</tr>
<tr>
<td>1</td>
</tr>
<tr>
<td>9</td>
</tr>
<tr>
<td>METHODB 104 QUARTERLY</td>
</tr>
<tr>
<td>0</td>
</tr>
<tr>
<td>1</td>
</tr>
<tr>
<td>9</td>
</tr>
<tr>
<td>METHODC 105 QUARTERLY</td>
</tr>
<tr>
<td>0</td>
</tr>
<tr>
<td>1</td>
</tr>
<tr>
<td>9</td>
</tr>
<tr>
<td>METHODD 106 QUARTERLY</td>
</tr>
<tr>
<td>0</td>
</tr>
<tr>
<td>1</td>
</tr>
<tr>
<td>9</td>
</tr>
<tr>
<td>METHODE 107 QUARTERLY</td>
</tr>
<tr>
<td>0</td>
</tr>
<tr>
<td>1</td>
</tr>
<tr>
<td>9</td>
</tr>
<tr>
<td>METHOD</td>
</tr>
<tr>
<td>---------</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>METHOD</th>
<th>109</th>
<th>QUARTERLY</th>
<th>Took a test, interview or examination</th>
<th>SEEKWORK=4 or LOOKOJ=1</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>9</td>
<td>Not applicable (WSTATOR=9 or SEEKWORK=1-3 or LOOKOJ=0,blank)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>METHOD</th>
<th>110</th>
<th>QUARTERLY</th>
<th>Looked for land, premises or equipment</th>
<th>SEEKWORK=4 or LOOKOJ=1</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>9</td>
<td>Not applicable (WSTATOR=9 or SEEKWORK=1-3 or LOOKOJ=0,blank)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>METHOD</th>
<th>111</th>
<th>QUARTERLY</th>
<th>Looked for permits, licences, financial resources</th>
<th>SEEKWORK=4 or LOOKOJ=1</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>9</td>
<td>Not applicable (WSTATOR=9 or SEEKWORK=1-3 or LOOKOJ=0,blank)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>METHOD</th>
<th>112</th>
<th>QUARTERLY</th>
<th>Awaiting the results of an application for a job</th>
<th>SEEKWORK=4 or LOOKOJ=1</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>9</td>
<td>Not applicable (WSTATOR=9 or SEEKWORK=1-3 or LOOKOJ=0,blank)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>METHOD</th>
<th>113</th>
<th>QUARTERLY</th>
<th>Waiting for a call from a public employment office</th>
<th>SEEKWORK=4 or LOOKOJ=1</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>9</td>
<td>Not applicable (WSTATOR=9 or SEEKWORK=1-3 or LOOKOJ=0,blank)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>METHOD</th>
<th>114</th>
<th>QUARTERLY</th>
<th>Awaiting the results of a competition for recruitment to the public sector</th>
<th>SEEKWORK=4 or LOOKOJ=1</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>9</td>
<td>Not applicable (WSTATOR=9 or SEEKWORK=1-3 or LOOKOJ=0,blank)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>METHOD</th>
<th>115</th>
<th>QUARTERLY</th>
<th>Other method used</th>
<th>SEEKWORK=4 or LOOKOJ=1</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>9</td>
<td>Not applicable (WSTATOR=9 or SEEKWORK=1-3 or LOOKOJ=0,blank)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>WANTWORK</th>
<th>116</th>
<th>QUARTERLY</th>
<th>Willingness to work for person not seeking employment</th>
<th>SEEKWORK=3</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td>- but would nevertheless like to have work</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>- and does not want to have work</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>9</td>
<td>Not applicable (SEEKWORK≠3)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Blank</td>
<td>No answer</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### AVAILABLE 117 QUARTERLY

*Availability to start working within two weeks*

If work were found now:

<table>
<thead>
<tr>
<th>Value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Person could start to work immediately (within 2 weeks)</td>
</tr>
<tr>
<td>2</td>
<td>Person could not start to work immediately (within 2 weeks)</td>
</tr>
<tr>
<td>9</td>
<td>Not applicable (SEEKWORK ≠ 1 and SEEKWORK ≠ 4 and WANTWORK ≠ 1 and WANTWORK ≠ blank and WISHMORE ≠ 1)</td>
</tr>
</tbody>
</table>

SEEKWORK = 1, 4 or WANTWORK = 1, blank or WISHMORE = 1

### AVAIREAS 118 YEARLY

*Reasons for not being available to start working within 2 weeks*

Person could not start to work immediately (within 2 weeks) because:

<table>
<thead>
<tr>
<th>Value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>he/she must complete education or training</td>
</tr>
<tr>
<td>2</td>
<td>he/she must complete compulsory military or community service</td>
</tr>
<tr>
<td>3</td>
<td>he/she cannot leave present employment within two weeks due to period of notice</td>
</tr>
<tr>
<td>4</td>
<td>of personal or family responsibilities (including maternity)</td>
</tr>
<tr>
<td>5</td>
<td>of own illness or incapacity</td>
</tr>
<tr>
<td>6</td>
<td>of other reasons</td>
</tr>
<tr>
<td>9</td>
<td>Not applicable (AVAILABLE ≠ 2)</td>
</tr>
</tbody>
</table>

AVAILABLE = 2

### PRESEEK 119 YEARLY

*Situation immediately before person started to seek employment (or was waiting for new job to start)*

<table>
<thead>
<tr>
<th>Value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Person was working (including apprentices, trainees)</td>
</tr>
<tr>
<td>2</td>
<td>Person was in full-time education (excluding apprentices, trainees)</td>
</tr>
<tr>
<td>3</td>
<td>Person was conscript on compulsory military or community service</td>
</tr>
<tr>
<td>4</td>
<td>Person had domestic/family responsibilities</td>
</tr>
<tr>
<td>5</td>
<td>Other (e.g. retired)</td>
</tr>
<tr>
<td>9</td>
<td>Not applicable (SEEKWORK = 3, 9)</td>
</tr>
</tbody>
</table>

SEEKWORK = 1, 2, 4

### NEEDCARE 120 YEARLY

*Need for care facilities*

Person is not searching for a job or is working part time because:

<table>
<thead>
<tr>
<th>Value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>suitable care services for children are not available or affordable</td>
</tr>
<tr>
<td>2</td>
<td>suitable care services for ill, disabled, elderly are not available or affordable</td>
</tr>
<tr>
<td>3</td>
<td>Suitable care services for both children and ill, disabled and elderly are not available or affordable.</td>
</tr>
<tr>
<td>4</td>
<td>Care facilities do not influence decision for working part time or not searching for a job</td>
</tr>
<tr>
<td>9</td>
<td>Not applicable (FTPTREAS ≠ 3 and SEEKREAS ≠ 3)</td>
</tr>
</tbody>
</table>

FTPTREAS = 3 or SEEKREAS = 3

### REGISTER 121 YEARLY

*Registration at a public employment office*

<table>
<thead>
<tr>
<th>Value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Person is registered at a public employment office and receives benefit or assistance</td>
</tr>
<tr>
<td>2</td>
<td>Person is registered at a public employment office but does not receive benefit or assistance</td>
</tr>
<tr>
<td>3</td>
<td>Person is not registered at a public employment office but receives benefit or assistance</td>
</tr>
</tbody>
</table>

everybody aged 15 to 74 years
<table>
<thead>
<tr>
<th>MAINSTAT (optional)</th>
<th>122</th>
<th>YEARLY</th>
<th>MAIN LABOUR STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 Person is not registered at a public employment office and does not receive benefit or assistance</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9 Not applicable (person aged less than 15 years or older than 75)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>blank No answer</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>EDUCSTAT</strong></td>
<td>123</td>
<td>QUARTERLY</td>
<td>EDUCATION AND TRAINING</td>
</tr>
<tr>
<td>Student or apprentice in regular education during the last four weeks</td>
<td>everybody aged 15 years or more</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 Has been a student or an apprentice</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 Person in regular education but on holidays</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 Has not been a student or apprentice</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9 Not applicable (child less than 15 years)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>blank No answer</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>EDUCLEVEL</strong></td>
<td>124</td>
<td>QUARTERLY</td>
<td>Level of this education or training</td>
</tr>
<tr>
<td>EDUCSTAT = 1 or 3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 ISCED 1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 ISCED 2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 ISCED 3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 ISCED 4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5 ISCED 5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6 ISCED 6</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9 Not applicable (EDUCSTAT = 2, 9, blank)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>blank No answer</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>EDUCFILD</strong> (optional)</td>
<td>125/127</td>
<td>YEARLY</td>
<td>Field of this education or training</td>
</tr>
<tr>
<td>EDUCSTAT = 1 or 3 and EDUCLEVEL = 3 to 6</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>000 General programmes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>100 Teacher training and education science</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>200 Humanities, languages and arts</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>222 Foreign languages</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>300 Social sciences, business and law</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>400 Science, mathematics and computing</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>420 Life science (including biology and environmental science)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>440 Physical science (including physics, chemistry and earth science)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>460 Mathematics and statistics</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>481 Computer science</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>482 Computer use</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>500 Engineering, manufacturing and construction</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>600 Agriculture and veterinary</td>
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</tr>
<tr>
<td>Variable</td>
<td>Code</td>
<td>Frequency</td>
<td>Description</td>
</tr>
<tr>
<td>--------------</td>
<td>-------</td>
<td>-----------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>700</td>
<td></td>
<td></td>
<td>Health and welfare</td>
</tr>
<tr>
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<td></td>
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<td>Services</td>
</tr>
<tr>
<td>900</td>
<td></td>
<td></td>
<td>Unknown</td>
</tr>
<tr>
<td>999</td>
<td></td>
<td></td>
<td>Not applicable (EDUCSTAT = 2, 9, blank or EDUCLEV ≠ (3 to 6))</td>
</tr>
<tr>
<td></td>
<td>blank</td>
<td></td>
<td>No answer</td>
</tr>
<tr>
<td>COURATT 128</td>
<td></td>
<td>QUARTERLY</td>
<td>Did you attend any courses, seminars, conferences or receive private lessons or instructions outside the regular education system (hereafter mentioned as taught learning activities) within the last four weeks</td>
</tr>
<tr>
<td>1</td>
<td></td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td>No</td>
</tr>
<tr>
<td>9</td>
<td></td>
<td></td>
<td>Not applicable (child less than 15 years)</td>
</tr>
<tr>
<td></td>
<td>blank</td>
<td></td>
<td>No answer</td>
</tr>
<tr>
<td>COURLEN 129/131</td>
<td></td>
<td>QUARTERLY</td>
<td>Number of hours spent on all taught learning activities within the last four weeks</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td>Number of hours</td>
</tr>
<tr>
<td>999</td>
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<td></td>
<td>Not applicable (COURATT = 2, 9, blank)</td>
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<tr>
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<td>No answer</td>
</tr>
<tr>
<td>COURPURP 132</td>
<td></td>
<td>YEARLY</td>
<td>Purpose of the most recent taught learning activity</td>
</tr>
<tr>
<td>1</td>
<td></td>
<td></td>
<td>Mostly job related (professional)</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td>Mostly personal/social</td>
</tr>
<tr>
<td>9</td>
<td></td>
<td></td>
<td>Not applicable (COURATT = 2, 9, blank)</td>
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<td>No answer</td>
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<td>COURFILD 133/135</td>
<td></td>
<td>YEARLY</td>
<td>Field of the most recent taught learning activity</td>
</tr>
<tr>
<td>000</td>
<td></td>
<td></td>
<td>General programmes</td>
</tr>
<tr>
<td>100</td>
<td></td>
<td></td>
<td>Teacher training and education science</td>
</tr>
<tr>
<td>200</td>
<td></td>
<td></td>
<td>Humanities, languages and arts</td>
</tr>
<tr>
<td>222</td>
<td></td>
<td></td>
<td>Foreign languages</td>
</tr>
<tr>
<td>300</td>
<td></td>
<td></td>
<td>Social sciences, business and law</td>
</tr>
<tr>
<td>400</td>
<td></td>
<td></td>
<td>Science, mathematics and computing</td>
</tr>
<tr>
<td>420</td>
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<td>Life science (including biology and environmental science)</td>
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<tr>
<td>440</td>
<td></td>
<td></td>
<td>Physical science (including physics, chemistry and earth science)</td>
</tr>
<tr>
<td>460</td>
<td></td>
<td></td>
<td>Mathematics and statistics</td>
</tr>
<tr>
<td>481</td>
<td></td>
<td></td>
<td>Computer science</td>
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<tr>
<td>482</td>
<td></td>
<td></td>
<td>Computer use</td>
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<tr>
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<td>Engineering, manufacturing and construction</td>
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<td>Agriculture and veterinary</td>
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<td></td>
<td>Not applicable (COURATT = 2, 9, blank)</td>
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</tr>
<tr>
<td>COURWORH 136</td>
<td></td>
<td>YEARLY</td>
<td>Did the most recent taught learning activity take place during paid working hours?</td>
</tr>
<tr>
<td>1</td>
<td></td>
<td></td>
<td>Only during paid working hours</td>
</tr>
<tr>
<td>2</td>
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<td></td>
<td>Mostly during paid working hours</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td>Mostly outside paid working hours</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td>Only outside paid working hours</td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td>No job at that time</td>
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<tr>
<td>9</td>
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<td></td>
<td>Not applicable (COURATT = 2, 9, blank)</td>
</tr>
<tr>
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<td>No answer</td>
</tr>
<tr>
<td>HATLEVEL 137/138</td>
<td>QUARTERLY</td>
<td><strong>Highest level of education or training successfully completed</strong></td>
<td>Everybody aged 15 years or more</td>
</tr>
<tr>
<td>------------------</td>
<td>-----------</td>
<td>---------------------------------------------------------------</td>
<td>---------------------------------</td>
</tr>
<tr>
<td>00</td>
<td></td>
<td>No formal education or below ISCED 1</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td></td>
<td>ISCED 1</td>
<td></td>
</tr>
<tr>
<td>21</td>
<td></td>
<td>ISCED 2</td>
<td></td>
</tr>
<tr>
<td>22</td>
<td></td>
<td>ISCED 3c (shorter than two years)</td>
<td></td>
</tr>
<tr>
<td>31</td>
<td></td>
<td>ISCED 3c (two years and more)</td>
<td></td>
</tr>
<tr>
<td>30</td>
<td></td>
<td>ISCED 3 (without distinction a, b or c possible, 2 y+)</td>
<td></td>
</tr>
<tr>
<td>41</td>
<td></td>
<td>ISCED 4a, b</td>
<td></td>
</tr>
<tr>
<td>42</td>
<td></td>
<td>ISCED 4e</td>
<td></td>
</tr>
<tr>
<td>43</td>
<td></td>
<td>ISCED 4 (without distinction a, b or c possible)</td>
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</tr>
<tr>
<td>51</td>
<td></td>
<td>ISCED 5b</td>
<td></td>
</tr>
<tr>
<td>52</td>
<td></td>
<td>ISCED 5a</td>
<td></td>
</tr>
<tr>
<td>60</td>
<td></td>
<td>ISCED 6</td>
<td></td>
</tr>
<tr>
<td>99</td>
<td></td>
<td>Not applicable (child less than 15 years)</td>
<td></td>
</tr>
<tr>
<td>Blank</td>
<td></td>
<td>No answer</td>
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<table>
<thead>
<tr>
<th>HATFIELD 139/141</th>
<th>YEARLY</th>
<th><strong>Field of highest level of education or training successfully completed</strong></th>
<th>HATLEVEL = 22 to 60</th>
</tr>
</thead>
<tbody>
<tr>
<td>000</td>
<td></td>
<td>General programmes</td>
<td></td>
</tr>
<tr>
<td>100</td>
<td></td>
<td>Teacher training and education science</td>
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</tr>
<tr>
<td>200</td>
<td></td>
<td>Humanities, languages and arts</td>
<td></td>
</tr>
<tr>
<td>222</td>
<td></td>
<td>Foreign languages</td>
<td></td>
</tr>
<tr>
<td>300</td>
<td></td>
<td>Social sciences, business and law</td>
<td></td>
</tr>
<tr>
<td>400</td>
<td></td>
<td>Science, mathematics and computing</td>
<td></td>
</tr>
<tr>
<td>420</td>
<td></td>
<td>Life science (including biology and environmental science)</td>
<td></td>
</tr>
<tr>
<td>440</td>
<td></td>
<td>Physical science (including physics, chemistry and earth science)</td>
<td></td>
</tr>
<tr>
<td>460</td>
<td></td>
<td>Mathematics and statistics</td>
<td></td>
</tr>
<tr>
<td>481</td>
<td></td>
<td>Computer science</td>
<td></td>
</tr>
<tr>
<td>482</td>
<td></td>
<td>Computer use</td>
<td></td>
</tr>
<tr>
<td>500</td>
<td></td>
<td>Engineering, manufacturing and construction</td>
<td></td>
</tr>
<tr>
<td>600</td>
<td></td>
<td>Agriculture and veterinary</td>
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</tr>
<tr>
<td>700</td>
<td></td>
<td>Health and welfare</td>
<td></td>
</tr>
<tr>
<td>800</td>
<td></td>
<td>Services</td>
<td></td>
</tr>
<tr>
<td>900</td>
<td></td>
<td>Unknown</td>
<td></td>
</tr>
<tr>
<td>999</td>
<td></td>
<td>Not applicable (HATLEVEL = 00, 11, 21, 99, Blank)</td>
<td></td>
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<tr>
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<td>No answer</td>
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</table>

<table>
<thead>
<tr>
<th>HATYEAR 142/145</th>
<th>YEARLY</th>
<th><strong>Year when highest level of education or training was successfully completed</strong></th>
<th>Everybody aged 15 years or more</th>
</tr>
</thead>
<tbody>
<tr>
<td>9999</td>
<td></td>
<td>Not applicable (child less than 15 years)</td>
<td></td>
</tr>
<tr>
<td>Blank</td>
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<td>No answer</td>
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</table>

**SITUATION ONE YEAR BEFORE SURVEY**

<table>
<thead>
<tr>
<th>WSTAT1Y 146</th>
<th>YEARLY</th>
<th>Situation with regard to activity one year before survey</th>
<th>Everybody aged 15 years or more</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>Carries out a job or profession, including unpaid work for a family business or holding, including an apprenticeship or paid traineeship, etc,</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>Unemployed</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>Pupil, student, further training, unpaid work experience</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>In retirement or early retirement or has given up business</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td>Permanently disabled</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td>In compulsory military service</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
<td>Fulfilling domestic tasks</td>
<td></td>
</tr>
<tr>
<td>Code</td>
<td>Period</td>
<td>Description</td>
<td></td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
<td>-------------</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>YEARLY</td>
<td>Other inactive person</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>YEARLY</td>
<td>Not applicable (child less than 15 years)</td>
<td></td>
</tr>
<tr>
<td>blank</td>
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<td>No answer</td>
<td></td>
</tr>
<tr>
<td>STAPRO1Y</td>
<td>147</td>
<td>Professional status one year before survey&lt;br&gt;&lt;br&gt;&lt;br&gt;1 Self-employed with employees&lt;br&gt;2 Self-employed without employees&lt;br&gt;3 Employee&lt;br&gt;4 Family-worker&lt;br&gt;9 Not applicable (WSTAT1Y≠1)&lt;br&gt;blank No answer</td>
<td></td>
</tr>
<tr>
<td>NACE1Y2D</td>
<td>148/149</td>
<td>Economic activity of local unit in which person was working one year before survey&lt;br&gt;&lt;br&gt;&lt;br&gt;NACE Rev. 1.1&lt;br&gt;00 Not applicable (WSTAT1Y≠1)&lt;br&gt;blank No answer</td>
<td></td>
</tr>
<tr>
<td>COUNTR1Y</td>
<td>150/151</td>
<td>Country of residence one year before survey&lt;br&gt;&lt;br&gt;&lt;br&gt;Everybody aged 1 year or more&lt;br&gt;&lt;br&gt;&lt;br&gt;For coding, see ISO country classification&lt;br&gt;99 Not applicable (child less than one year old)&lt;br&gt;blank No answer</td>
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</tr>
<tr>
<td>REGION1Y</td>
<td>152/153</td>
<td>Region of residence one year before survey&lt;br&gt;&lt;br&gt;&lt;br&gt;Everybody aged 1 year or more&lt;br&gt;&lt;br&gt;&lt;br&gt;NUTS 2&lt;br&gt;99 Not applicable (person who has changed country of residence or child less than one year old)&lt;br&gt;blank No answer</td>
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<tr>
<td>INCOME</td>
<td>154/161</td>
<td>Monthly (take home) pay from main job&lt;br&gt;&lt;br&gt;&lt;br&gt;STAPRO=3&lt;br&gt;&lt;br&gt;&lt;br&gt;00000 The 8 digits of monthly (take home) pay from main job, including extra payments monthly paid (National currency)&lt;br&gt;000-99999&lt;br&gt;998&lt;br&gt;99999&lt;br&gt;999&lt;br&gt;blank No answer</td>
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<tr>
<td>TECHNICAL ITEMS RELATING TO THE INTERVIEW</td>
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<tr>
<td>REFYEAR</td>
<td>162/165</td>
<td>Year of survey&lt;br&gt;&lt;br&gt;&lt;br&gt;Everybody&lt;br&gt;&lt;br&gt;&lt;br&gt;Last 4 digits of the year</td>
<td></td>
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<tr>
<td>REFWEEK</td>
<td>166/167</td>
<td>Reference week&lt;br&gt;&lt;br&gt;&lt;br&gt;Everybody&lt;br&gt;&lt;br&gt;&lt;br&gt;Number of the week running from Monday to Sunday</td>
<td></td>
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<tr>
<td>INTWEEK</td>
<td>168/169</td>
<td>Interview week&lt;br&gt;&lt;br&gt;&lt;br&gt;Everybody&lt;br&gt;&lt;br&gt;&lt;br&gt;Number of the week running from Monday to Sunday</td>
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<tr>
<td>COUNTRY</td>
<td>170/171</td>
<td>Country&lt;br&gt;&lt;br&gt;&lt;br&gt;Everybody&lt;br&gt;&lt;br&gt;&lt;br&gt;For coding, see ISO country classification (Annex IV)</td>
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<td>REGION</td>
<td>172/173</td>
<td>Region of household&lt;br&gt;&lt;br&gt;&lt;br&gt;Everybody&lt;br&gt;&lt;br&gt;&lt;br&gt;NUTS 2</td>
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<tr>
<td>DEGURBA</td>
<td>174</td>
<td>Degree of urbanisation&lt;br&gt;&lt;br&gt;&lt;br&gt;Everybody&lt;br&gt;&lt;br&gt;&lt;br&gt;1 Densely-populated area</td>
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</tr>
<tr>
<td>Variable</td>
<td>Code</td>
<td>Frequency</td>
<td>Description</td>
</tr>
<tr>
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<td>---------</td>
<td>-----------</td>
<td>-----------------------------------------------------------------------------</td>
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<td>HHNUM</td>
<td>175/180</td>
<td>QUARTERLY</td>
<td>Intermediate area</td>
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<td></td>
<td></td>
<td>Thinly-populated area</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Serial number of household</td>
</tr>
<tr>
<td></td>
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<td></td>
<td>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.</td>
</tr>
<tr>
<td>HHTYPE</td>
<td>181</td>
<td>QUARTERLY</td>
<td>Type of household</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>1 Person living in private household (or permanently in a hotel) and surveyed in this household</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>2 Person living in an institution and surveyed in this institution</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>3 Person living in an institution but surveyed in this private household</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>4 Person living in another private household on the territory of the country but surveyed in this household of origin</td>
</tr>
<tr>
<td>HHINST</td>
<td>182</td>
<td>QUARTERLY</td>
<td>Type of institution</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>1 Educational institution</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>2 Hospital</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>3 Other welfare institution</td>
</tr>
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<td></td>
<td></td>
<td></td>
<td>4 Religious institution (not already included in 1-3)</td>
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<tr>
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<td></td>
<td></td>
<td>5 Workers' hostel, working quarters at building sites, student hostel, university accommodation, etc.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>6 Military establishment</td>
</tr>
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<td></td>
<td></td>
<td>7 Other (e.g. prison)</td>
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<td></td>
<td></td>
<td>9 Not applicable (HHTYPE =1,4)</td>
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<td>COEFFY</td>
<td>183/188</td>
<td>YEARLY</td>
<td>Yearly weighting factor</td>
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<td></td>
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<td>0000-9999 Cols 183-186 contain whole numbers</td>
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<td></td>
<td></td>
<td>00-99 Cols 187-188 contain decimal places</td>
</tr>
<tr>
<td>COEFFQ</td>
<td>189/194</td>
<td>QUARTERLY</td>
<td>Quarterly weighting factor</td>
</tr>
<tr>
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<td></td>
<td></td>
<td>0000-9999 Cols 189-192 contain whole numbers</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>00-99 Cols 193-194 contain decimal places</td>
</tr>
<tr>
<td>COEFFH</td>
<td>195/200</td>
<td>YEARLY</td>
<td>Yearly weighting factor of the sample for household characteristics (in the case of a sample of individuals)</td>
</tr>
<tr>
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<td></td>
<td>0000-9999 Cols 195-198 contain whole numbers</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>00-99 Cols 199-200 contain decimal places</td>
</tr>
<tr>
<td>INTWAVE</td>
<td>201</td>
<td>QUARTERLY</td>
<td>Sequence number of the survey wave</td>
</tr>
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<td></td>
<td></td>
<td>1-8 Sequence number of the wave</td>
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<tr>
<td>INTQUEST</td>
<td>202</td>
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<td>1 Only core variables</td>
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<td>2 Whole questionnaire</td>
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Section 7:  
EXPLANATORY NOTES TO THE LFS LIST OF VARIABLES

Demographic background

Col 1/2: Person number within household
A two-digit sequence number should be allocated to each member of the household. It should remain the same for all waves. Persons re-entering the household should retain the original sequence number.

Col 3: Relationship to reference person in the household
Code 1: Each private household should contain one and only one person coded as 'reference person', who must be a person aged 15 and over.

Code 2 should reflect the “de facto” situation in terms of co-habitation arrangements. It therefore does not necessarily correspond with the “de jure” situation of the household in terms of co-habitation arrangements, as recorded in Col. 16 (Marital status).

Code 3 should not include sons and daughters in law, who should be coded 5.

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

Col 4/5: Sequence number of spouse or cohabiting partner
The identification should be done using the sequence number which was allocated to these persons in Col.1/2 (Sequence number in the household).

It should reflect the “de facto” situation in terms of co-habitation arrangements. It therefore does not necessarily correspond with the “de jure” situation of the household in terms of co-habitation arrangements, as recorded in Col. 16 (Marital status).

Col 6/7: Sequence number of father
The identification should be done using the sequence number which was allocated to these persons in Col.1/2 (Sequence number in the household).

No distinction should be made between biological and non-biological children in the case of adopted children or step children. Father and mother in law should be coded 99.

In case of homoparentality (parents of the same sex) the sequence number of the parents should appear in Col 6/7 and Col 8/9.

Col 8/9: Sequence number of mother
The identification should be done using the sequence number which was allocated to these persons in Col.1/2 (Sequence number in the household).

No distinction should be made between biological and non-biological children in the case of adopted children or step children. Father and mother in law should be coded 99.

In case of homoparentality (parents of the same sex) the sequence number of the parents should appear in Col 6/7 and Col 8/9.
Col 11/14: Year of birth
In case the respondent does not know the exact date of birth (e.g. in case of a proxy), an estimate should be provided.

Col 15: Date of birth in relation to the end of reference period
For persons born in the same year, those coded 1 (birthday falling between 1 January and the end of the reference week) will be, for the purpose of analysing survey results, effectively one year older than those persons coded 2 (birthday falling after the end of the reference week). This definition of age should be applied in all filters that use age.

Col 16: Marital status
Marital status is the conjugal status of each individual in relation to the marriage laws of the country (i.e. de jure status). It therefore does not necessarily correspond with the actual situation of the household in terms of co-habitation arrangements, as recorded in Col. 3.

In case of borderline situations, e.g., trial separations, or registered cohabitation bestowing some but not full marital rights or duties, the prevailing national statistical convention should apply.

Some countries have a legal framework for registering partnerships (in most countries these are same-sex partnership and they have a legal status parallel to married couples). Such information has also to be treated in a harmonised way so they should be treated as married and classified under group 2 when the partnership still exists, else as 3-4 as appropriate (legal separation or death of one of the partners).

In some countries, children under a certain age cannot have a legal marital status different from “single”. To ask them this question would not be necessary, nevertheless they should be coded 1.

Col 17/18: Nationality
See country classification in Annex IV (derived from ISO)

Nationality should be interpreted as citizenship. Citizenship is defined as the particular legal bond between an individual and his/her State acquired by birth or naturalisation, whether by declaration, option, marriage or other means according to national legislation. It corresponds to the country issuing the passport.

The concept of nationality should not be mixed up with any concept of ethnic origin. For persons with dual or multiple citizenships, and who hold the citizenship of the country of residence, that citizenship should be coded.

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. EU and EFTA Member States but also candidate and other European countries must be coded individually.

In case of multiple citizenship, including one citizenship of a member state of the European Union, that citizenship should be coded. In other situations the first answer of the respondent should be coded.
Col 19/20: Years of residence in this country for persons not born in the country

The years of residence should be calculated taking as starting point the year in which the person last established his or her usual residence in the country (or, in other words, when the person last moved to the country in order to live there).

In case of an interruption in the period of residence, the starting point should be the end of this interruption only if the length of this interruption was at least one year.

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.

Col 21/22: Country of birth

In case of doubt, the country of birth should be defined as the country of residence of the mother at the time of birth. This definition could help to identify cases where the person was born abroad in exceptional circumstances.

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 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. European States must be coded individually.

Col 23: Nature of participation in the survey

Code 1 includes all cases where the person is responding directly, even with the assistance of a third person (e.g. interpreter).

Labour status

Col 24: Labour status during the reference week

Information provided here determines whether a person is considered as being in employment or not, following the guidelines of International Labour Organisation (ILO). Persons in employment are those coded 1 or 2.

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:

(i) 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.
(ii) 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).

(iii) 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.

Unpaid family workers: Persons working in a family business or on a family farm without pay should be living in the same household as the owner of the business or farm, or in a slightly broader interpretation, in a house located on the same plot of land and with common household interests. Such people frequently receive remuneration in the form of fringe benefits and payments in kind. However, this applies only when the business is owned or operated by the individual themselves or by a relative. Thus, unpaid voluntary work done for charity should not be included.

The category includes:
- A son or daughter living inside the household and working in the parents' business or on the parents' farm without pay.
- A wife who assists her husband in his business, e.g. a haulage contractor, without receiving any formal pay.

Persons who work on their own agriculture farm should be considered as employed (code 1 if he worked during the reference week, otherwise code 2) only in case they sell their production, whichever the total amount of the products. What is considered here is the usual destination of the production, and not whether a sale took place in the reference week. A person who worked in agricultural production during the reference week, did not sale anything because harvesting will take place in few weeks or months, should be consider as having worked for pay or profit in the reference week (code 1). Persons who work on their own small agriculture farm, who do not sell their products, and produce only for their own consumption should not be considered as employed (code 5).

Persons who are obliged to perform some work to keep receiving unemployment benefits
In some countries, unemployed (under special circumstances) have to perform some work to keep receiving the unemployment allowances. This situation should be assimilated to employment, IF AND ONLY IF they get a wage, even lower than in the regular social conventions, additionally to the regular money from the unemployment agency.

Persons who are building a house
If a person is building a house in order to earn a future financial profit (renting or selling it), he should be considered as employed (code 1 if he worked during the reference week, otherwise code 2). Building a house for only a family use is not enough to be considered as employed.

Conscripts performing some work for pay or profit during the reference week should always be coded 4.

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

In general, the notion of temporary absence from work refers to situations in which a period of work is interrupted by a period of absence. This implies that persons are
generally to be considered as having been temporarily absent from work and therefore employed, if they had already worked at their current activity and were expected to return to their work after the period of absence. Persons without work who had made arrangements to take up paid employment or to engage in some self-employment activity at a date subsequent to the reference period, but who had not yet started work, are not to be considered as temporarily absent from work.

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.

In the case of employees, a person absent from work should be considered as employed if there is a formal attachment to the job, for example if at least one of the following criteria is fulfilled:
- the continued receipt of wage or salary, an assurance of a return to work following the end of the contingency, or an agreement as to the date of return.
- the elapsed duration of absence from the job which, wherever relevant, may be that duration for which workers can receive compensation benefits without obligation to accept other jobs.

Seasonal workers
During the off-season, seasonal workers cannot be considered as having a formal attachment to their high-season job if they have an assurance to come back to work with the same employer at the beginning of the next season and the employer continues to pay at least 50% of their wage or salary during the off-season. In this case they have to be coded 2 during the off-season. In other cases, they have to be considered as not employed (code 5).

Maternity and paternity leave
Maternity leave is first given to the mother (but may include the leave of the father in the case of a transfer of the entitlements) and corresponds to the compulsory or statutory period of the leave stipulated by national legislation to ensure that mothers before and after childbirth have sufficient rest, or for a period to be specified according to national circumstances.

People on maternity leave should always be coded 2 in Col. 24. Paternity leave is also included under this code.

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 and the total absence do not exceed a period of 3 months. In this point EuroStat diverges from the ILO recommendation. If the period of absence exceeds 3 months they should be coded 5 in Col. 24.

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 and therefore should be coded 5 in Col 24.

Code 3: Was not working because on lay-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.

Lay-offs are classified as employed if they have an assurance of return to work within a period of 3 months or receive \( \geq 50\% \) of their wage or salary from their employer.

Lay-offs are classified as unemployed if they receive less than 50\% of their wage or salary from their employer, don’t have assurance of return to work or have an agreed date but this date falls after a period of 3 months and if they are “available to start work in 2 weeks” and have “actively searched for a job in the last 4 weeks”.

Otherwise they are considered as inactive.

In case respondents can’t say if they receive more or less than 50\% of the salary and if they don’t have an assurance of return to work within a period of 3 months the code 3 should be used.

Persons without employment during the reference week but who have found a job to start in the future should always be coded 5 in this Column.

Col 25/26: Reason for not having worked at all although having a job

Code only one reason. If the respondent gives more than one reason, code the one that explains the greatest number of hours away from work.

Code 01: This includes difficulties such as plant breakdown or materials shortage; see also note below on Code 02. A person in slack work for technical or economic reasons should have a formal attachment to his/her job.

Code 02: 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 01.

Code 03: It refers to all kind of school education or training, inside or outside the workplace.
Code 05: Maternity leave corresponds to the compulsory or statutory period of the leave stipulated by national legislation to ensure that mothers before and after childbirth have sufficient rest, or for a period to be specified according to national circumstances. Paternity leave is also included under this code.

Code 06: Parental leave can be taken either by the mother or the father and is the interruption of work to bring up a child of young age. 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 09.

Code 08: This code includes all absences that are related to working time flexibility. Examples are time off as a compensation of overtime, as a compensation of credit hours within a system of working time banking or within the framework of an annualised hours contract (This category is a parallel to code 07 in Column 69/70). Cases of people who work full-time one week, and not at all the following week are included here.

**Employment characteristics of main job**

Col 27: Professional status

The professional status requested here refers to the main job. For the purposes of Cols. 27 to 77, 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 jobs during the reference week should regard the job held at the end of the reference week as their main job.

Code 1: Self-employed with employees
If people working in the business, professional practice or farm, are not paid then he/she should be considered as self employed without staff.

Code 2: Self-employed without employees
People who engage members of his/her own family or apprentices without payment should be classified in code 2. In this category one can find farmers working alone or using the assistance of members of family.

A person who looks after one or more children that are not his/her own on a private basis and receiving a payment for this service should be considered as self-employed.

A freelancer should in general be classified as self-employed. However in situations where freelancer works for a single employer and receives employment rights from that employer (e.g. holiday pay) he should be classified as an employee (code 3).

A person who gives private lessons should be considered as self-employed if he/she is directly paid by his/her students.
Members of producers’ co-operatives should be considered as self-employed.

In the case co-operative hired workers and these workers have an employment contract that gives them a basic remuneration (which is not directly dependent upon the revenue of the co-operative), these workers are identified as employees of the co-operative. Even if the co-operative has employees (e.g. an accountant) the members of the co-operative should be considered as “self-employed without employees” because the co-operative as an institution (and not any of its members) is the employer.
Code 3: Employee
An employee is usually working for an outside employer, but a son or daughter, for example, who is working in a parent’s firm and receives a regular monetary wage is classified here as an employee.

A person looking after children in his/her own home is classified as an employee if he/she is paid to do this by the local authority (or any other public administration) and if he/she doesn’t take any decision affecting the enterprise (e.g. schedules or number of children) but should be classified as self-employed if he/she does it privately (code 2).

Apprentices or trainees receiving remuneration should be considered as employees.

Priests (of any kind of religion) are considered employees

Code 4: Family worker
Persons working in a family business or on a family farm without pay should be living in the same household as the owner of the business or farm, or in a slightly broader interpretation, in a house located on the same plot of land and with common household interests. Such people frequently receive remuneration in the form of fringe benefits and payments in kind. However, this applies only when the business is owned or operated by the individual themselves or by a relative. Thus, unpaid voluntary work done for charity should not be included.

The category includes:
- A son or daughter living inside the household and working in the parents' business or on the parents' farm without pay.
- A wife who assists her husband in his business, e.g. a haulage contractor, without receiving any formal pay.

The category does not include:
- A relative living elsewhere but coming to help with the business, e.g. during the harvesting season, without pay in money or kind should not be included. If the relative receives any remuneration (including benefits in kind) the professional status should be coded as 3 Employee.

Col 28: Continuous receipt of the wage or salary
The total duration of the absence should be calculated. If the person does not know the total duration, it should be calculated as the elapsed time between the moment the person last worked and the end of the reference week.

The salary to be considered in this variable is the current salary from the main job and net salary should be preferred unless gross salary is easier to collect. Salary can be paid by the employer or by the social security (or both). It includes any compensation of wages (e.g. parental leave allowance linked to the job) but excludes any other benefit which the person would receive even without a job (e.g. family allowances).

The main target groups for this variable are the persons in long term absences:
- the parental leave
- the paid or unpaid leave initiated by the employer or the administration
- the educational or training leave
- other kinds of career breaks
Col 29/31: Economic activity of the local unit
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.

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

If a person works in more than one place (transport, construction, maintenance, surveillance, peripatetic work…) or at home, the local unit is taken to be the place from where instructions emanate or from where the work is organised.

If, in one specific place, people work for contract with different firms (eg surveillance, security, cleaning …), then we should consider that it exists several local units in the same working place (one for each firm), excepted in the case of people who work with a contract with a temporary employment agency.

The economic activity of the local unit for persons with a contract with a temporary employment agency should be coded as the activity of the local unit where they actually work and not in the industry of the agency which employs them.

For those countries that are not able to provide information at a 3 digit level the third digit should be coded ‘0’.

Col 32/35: Occupation
This should be coded according to the classification provided in Annex III. For those countries that are not able to provide information at a 4 digit level the fourth digit should be coded ‘0’.

Col 36: Supervisory responsibilities
A person is considered to have supervisory responsibilities when they supervise the work of at least one (other) person. He/she takes charge of the work of other employees, directs their work and sees that is satisfactorily carried out.

Supervisory responsibility includes formal responsibility for directing other employees (other than apprentices), whom they supervise directly, sometimes doing some of the work they supervise and excludes quality control (check output of services but not the work produced by other persons) and consultancy.

It should be considered the usual situation and not the situation only during the reference week.

Sometimes job titles can be misleading. For example, a ‘playground supervisor’ supervises children not employees and so should be coded 2. Similarly, a ‘store manager’ may be a storekeeper and not a supervisor of employees.

In some cases the person is cumulating supervising responsibilities with other functions; even if the supervising responsibilities only constitute a part of their job, they should be coded 1.
Persons having supervisory responsibilities only because they are temporarily replacing an absent superior should not be considered as having supervisory responsibilities. The definition of temporarily here is left to the respondent.

Members of groups with Collective responsibility (groups where there is a rotating leadership in a continuous way taking charge of the work of other employees, directing their work and seeing that is satisfactorily carried out) should be considered as having supervisory responsibilities.

Col 37/38: Number of persons working at the local unit
The number of persons working at the local unit is defined as the total number of persons who work inside the unit (inclusive of working proprietors, partners working regularly in the unit and unpaid family workers), as well as persons who work outside the unit who belong to it and are paid by it (e.g. sales representatives, delivery personnel, repair and maintenance teams). It includes persons absent for a short period (e.g. sick leave, paid leave or special leave), and also those on strike, but not those absent for an infinite period. It also includes part-time workers who are regarded as such under the laws of the country concerned and who are on the payroll, as well as seasonal workers, apprentices and home workers on the payroll (definition of the regulation on Structural Business Surveys).

For the term "local unit", see notes to NACE3D (Cols. 29/31). The codes provided permit either an exact number to be indicated for units with 10 people or less (codes 01-10), broad classes for units with more than 10 (codes 11-13), or simply an indication of whether it is greater or less than ten (codes 14 and 15).

This variable should reflect the current situation but including people temporarily absent. The interviewed person should be included as well.

The number of persons employed should exclude manpower supplied to the unit by other enterprises, persons carrying out repair and maintenance work in the enquiry unit on behalf of other enterprises, as well as those on compulsory military service.

For pragmatic reasons, persons working for a temporary employment agency should provide the numbers of persons working in the local unit where they perform their work.

Codes 14 and 15 should only be used in case 1-13 cannot be coded.

Col 39/40: 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.

If you have varied places of work, the country of work is the one where the local unit is settled.

Person working in embassies should be coded as working in the host country.

Col 41/42: Region of place of work
This should be provided according to the coding system in Annex I, which is based upon the Classification of Territorial Units (NUTS).
Col 43/46 & Col 47/48: Year/Month in which person started working for this employer or as self-employed in their current occupation

*Renewed contracts*
If a respondent has a contract that is renewed, for example yearly, without interruption, the year and the month should be those of the first contract. If there is a legal obligation that an interruption for a certain period of time is necessary before the renewal, this should nonetheless be considered as renewal (and not as a separate spell).

*Separate spells of employment*
For employees, we are interested in continuous employment with their current employer. Any previous separate spells of work with their current employer with an interruption of the contract should be ignored. The year which the person started the most recent spell should be coded (e.g. seasonal workers).

*Company changed ownership*
If the respondent’s company or firm changed ownership, but his or her conditions of employment did not change, it should be treated as one continuous period of employment. However, if the respondent was made redundant and then re-employed by the new owners, enter the date on which they were re-employed.

*Employment agencies*
People employed by employment agencies should answer when they started working continuously for this employment agency.

*Secondment*
An employee who has been seconded to another organisation (public or private) should be treated as having no break in employment, IF they have signed a contract that is exactly the same as their existing contract.

*Self-employment*
For the self-employed make it clear that we are interested in the length of time the respondent has been continuously self employed in the occupation of his current main job. For example, a person who has worked as self-employed previously as geometer and after as architect has to give the date in which he started working as architect.

Col 49: Involvement of the public employment office at any moment in finding the present job

The involvement of the public employment office should be effective, i.e. having contributed to the finding of the current job. It should be a role of putting in contact the employer and the employee by informing one of the existence of the other. “Putting in contact” should be interpreted broadly, and could simply involve the respondent seeing a job vacancy on the website of the employment office.

Jobs found through the home page of the public employment office have also to be coded as 1.

Training courses or any other activities that improve the skills of job searchers and which had allowed the person to take this job should be excluded.
As a convention, if the Thursday of the reference week is in month N then the 12 months period consists of the PREVIOUS 11 months and month N, that is months N, N-1, N-2, ...N-11.

Col 50: Full-time/Part-time distinction
This variable refers to the main job. A part-time worker is “an employed person whose normal hours of work are less than those of comparable full-time workers” (International Labour Conference, 81st session, 1994).

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.

Col 51: Reasons for part-time work
The current main reason for working part-time should be coded.

Code 3: Care includes all care responsibilities:
- For own children or spouse children living inside or outside the household
- For other children (up to 14) living inside or outside the household
- For adult ill/elderly/incapacitated/disabled relatives/friends (aged 15 or more)
But excludes:
- Care as a job (it means that care done in a professional capacity is excluded).
- Care as a volunteer work (e.g. for a charity organisation)

In both cases, they should be coded as 6.

Col 52: Permanency of the job
Employees with a limited duration job/contract (code 2) are employees whose main job will terminate either after a period fixed in advance, or after a period not known in advance, but nevertheless defined by objective criteria, such as the completion of an assignment or the period of absence of an employee temporarily replaced.

Code 2 includes:
- Persons with a seasonal job
- persons engaged by a temporary 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)
- Persons with specific training contracts.

What is involved is the actual employment being time-limited under an agreement - not that he/she has, for example, considered stopping work in order to travel or attend College.

Respondents who have a contract to do their job, which is expected to be renewed, for example, once a year, should be coded according to whether or not the respondents themselves consider their job to be of an unlimited duration.

A person having a contract for a probationary period should be coded 2 (see definition of probationary period in the explanatory note of variable TEMPREAS).
In case of secondment from a permanent job, the person should be considered as having a contract of unlimited duration, if the person has an assurance to go back to his previous job.

Col 53: Reasons for having a temporary job/work contract of limited duration
The probationary period is part of a selection process during which an employee new to a job is required to demonstrate fitness for the job by actual performance of the job's duties.

In the case where more than one category applies temporary work in relationship with a period of training or trial period (Col. 53= 1 or 4) are priority reasons for a temporary job.

The current reason of having a temporary job should be coded, even if it differs from the starting reason.

Col 54: Total duration of temporary job or work contract of limited duration
This refers to the total of the time already elapsed plus the time remaining until the end of the current contract.

Code 2 should be interpreted as 1 month to less than 4 months, code 3 as 4 to less than 7 months and so on.

Persons who have a contract to perform a task should be prompted for a best estimate for how long it would take.

Respondents who have a contract to do their job, which is renewed, for example, once a year, should be coded referring to the current contract.

Col 55: Contract with a temporary employment agency
A temporary employment agency is a firm which places workers with whom it has entered contracts of employment at the temporary disposal of user firms.

Work for a temporary employment agency involves a triangular employment relationship between an employee who is paid by the employment agency but performs work for and under the supervision of a user enterprise.

Staff leasing is excluded here; staff leasing applies in the case when the type of expert knowledge or experience needed by the user enterprise is matched by the economic activity of the service provider. The service provider has not a general intermediary function on the labour market.

Staff working directly for the temporary employment agency (administrative tasks), i.e. not employed to perform any work for and under the supervision of a user enterprise, should be coded 0.

Persons employed by an agency to perform work for and under the supervision of a user enterprise, but not performing any work during the reference week for and under the supervision of a user enterprise and who are asked to perform administrative or other tasks for the agency should anyway be coded as working for a temporary employment agency because this situation do not correspond to their usual situation. If a country has this information from other sources this variable can be imputed and the information does not have to be collected by interview.
The “Economic activity of the local unit” (NACE3D) for persons with a contract with a temporary employment agency should be coded as the activity of the enterprise where they actually work and not in the industry of the agency which employs them.

Atypical work

Col 56: Shift work

"Shift work" means any method of organising work in shifts whereby workers succeed each other at the same work stations according to a certain pattern, including a rotating pattern, and which may be continuous or discontinuous, entailing the need for workers to work at different times over a given period of days or weeks (definition of the directive 2003/88/EC).

Shift work usually involves work on unsocial hours in the early morning, at night or in the weekend and the weekly rest days do not always coincide with the normal rest days.

Shift work should imply changes in the working schedule. Persons having fixed assignment to a given shift should not be considered as shift-workers, even if their working schedules are defined in their establishment in terms of shift work.

Col 57: Evening work

The definitions of evening and night vary considerably so that it is not easy to establish a strictly common basis for all Member States. Generally speaking, however, "evening work" must be considered to be work done after the usual hours of working time in this Member State, but before the usual sleeping hours. This implies the possibility of sleeping at normal times (whereas "night work" implies an abnormal sleeping pattern).

Code 1: "Usually" in this context should be interpreted to mean:
- for self-employed, working during the evenings at least half of the days worked in a reference period of four weeks preceding the end of the reference week.
- for employees, having a formal working time arrangement to work in the evenings and working during the evenings at least half of the days worked in a reference period of four weeks preceding the end of the reference week.

Code 2: "Sometimes" in this context should be interpreted to mean:
- for self-employed, working during the evenings less than half of the days worked, but at least in one occasion in a reference period of four weeks preceding the end of the reference week.
- for employees, having a formal working time arrangement to work in the evenings and working during the evenings less than half of the days worked in a reference period of four weeks preceding the end of the reference week.

Code 3: "Never" in this context should be interpreted to mean:
- for self-employed, working during the evenings on no occasion in a reference period of four weeks preceding the end of reference week.
- for employees, having no formal working arrangement to work in the evening.
Col 58: Night work
Bearing in mind the definitional problems discussed under EVENWK (Col. 57), "night work" must be generally considered to be work done during the usual sleeping hours. This implies an abnormal sleeping pattern (whereas "evening work" implies the possibility of sleeping at normal times). As foreseen by directive 2003/88/EC, the definition of usual sleeping hours can vary by country but, in any case, it should include hours between midnight and 5 a.m.

Code 1: "Usually" in this context should be interpreted to mean:
- for self-employed, working during the nights at least half of the days worked in a reference period of four weeks preceding the end of the reference week.
- for employees, having a formal working time arrangement to work in the nights and working during the nights at least half of the days worked in a reference period of four weeks preceding the end of the reference week.

Code 2: "Sometimes" in this context should be interpreted to mean:
- for self-employed, working during the nights less than half of the days worked, but at least in one occasion in a reference period of four weeks preceding the end of the reference week.
- for employees, having a formal working time arrangement to work in the nights and working during the nights less than half of the days worked in a reference period of four weeks preceding the end of the reference week.

Code 3: "Never" in this context should be interpreted to mean:
- for self-employed, working during the nights on no occasion in a reference period of four weeks preceding the end of reference week.
- for employees, having no formal working arrangement to work in the nights.

Col 59: Saturday work
Code 1: "Usually" in this context should be interpreted to mean:
- for self-employed, working on Saturdays at least half of the days worked in a reference period of four weeks preceding the end of the reference week.
- for employees, having a formal working time arrangement to work on Saturdays and working during on Saturdays at least half of the days worked in a reference period of four weeks preceding the end of the reference week.

Code 2: "Sometimes" in this context should be interpreted to mean:
- for self-employed, working on Saturdays less than half of the days worked, but at least in one occasion in a reference period of four weeks preceding the end of the reference week.
- for employees, having a formal working time arrangement to work on Saturdays and working during on Saturdays less than half of the days worked in a reference period of four weeks preceding the end of the reference week.

Code 3: "Never" in this context should be interpreted to mean:
- for self-employed, working on Saturdays on no occasion in a reference period of four weeks preceding the end of reference week.
- for employees, having no formal working arrangement to work on Saturdays.
Col 60: Sunday work

Code 1: "Usually" in this context should be interpreted to mean:
- for self-employed, working on Sundays at least half of the days worked in a reference period of four weeks preceding the end of the reference week.
- for employees, having a formal working time arrangement to work on Sundays and working during on Sundays at least half of the days worked in a reference period of four weeks preceding the end of the reference week.

Code 2: "Sometimes" in this context should be interpreted to mean:
- for self-employed, working on Sundays less than half of the days worked, but at least in one occasion in a reference period of four weeks preceding the end of the reference week.
- for employees, having a formal working time arrangement to work on Sundays and working during on Sundays less than half of the days worked in a reference period of four weeks preceding the end of the reference week.

Code 3: "Never" in this context should be interpreted to mean:
- for self-employed, working on Sundays on no occasion in a reference period of four weeks preceding the end of reference week.
- for employees, having no formal working arrangement to work on Sundays.

Hours worked

Col 61/62: Number of hours per week usually worked in the main job

Usual hours worked are the modal value of the actual hours worked per week (see definition of Col 63/64) over a long reference period, excluding weeks when an absence from work occurs (e.g. holidays, leaves, strikes ...). For employees covered by an employment contract, it should include contractual hours of work plus overtime that the employee is expected to work regularly according to his or her contract.

The "long reference period" mentioned here is at least the last four weeks and at most the three last months without counting any absence from work. When such a long reference period cannot be identified (because the working hours vary too much, or the person has just started a new job), a proxy can be accepted:
- the contractual hours of work in the reference week, for those who have an employment contract, plus regular overtime if the worker is expected to work overtime
- an average of the actual hours worked in the last four weeks, plus the hours of absence of work in the last four weeks.

The implementation rules mentioned for Col 63/64 about on-call time, travelling time, training time, working at home and teachers also apply for HWUSUAL.

People absent for a long period: For people in employment who last worked before the long reference period of at least four weeks, the usual hours worked should refer to the situation immediately before the start of the extended absence from work. Thus the usual hours of work of persons on maternity leave refer to the usual hours as they would have been identified had the person been asked in the week before starting the maternity leave.
For people who have different working time arrangement depending on seasons, the usual hours worked should refer to the current season.

Col 63/64: Number of hours actually worked during the reference week (main job)

Actual hours worked in the reference week are the hours the person spends in work activities during the reference week.

Work activities should include:
- production activities: activities when directly engaged in the production of good or services as defined in the European System of Accounts.
- ancillary activities: activities not directly intended for the production of goods or services but which are necessary to enable such production (such as travel between places of work, personnel management)
- short pauses: interruptions in the production or ancillary activities that are the necessary consequence of the organisation of the work activities or the use of labour, such as short rest periods (incl. coffee breaks)
- education and training which is necessary for successfully carrying out of either the production or ancillary activities.

Actual hours worked should exclude:
- travel time between home and the place of work
- the main meal breaks (normally taken at midday)
- education and training hours which are not directly necessary for carrying out the production or ancillary activities
- absences from work within the working period for personal reasons (such as visits to the doctor).

On-call time

The directive 2003/88/EC defines on-call time as the “period during which the worker has the obligation to be available at the workplace in order to intervene, at the employer's request, to carry out his activity or duties”1.

The workplace is defined as “the place or places where the worker normally carries out his activities or duties and which is determined in accordance with the terms laid down in the relationship or employment contract applicable to the worker”.

The inactive part of on-call time is the “period during which the worker is on-call, but not required by his employer to carry out his activity or duties”.

The active part of on-call time should be obviously included in the working hours

The inactive part at the workplace should be included in the working hours, as the worker must be in a state of readiness.

1 Remark: There are two definitions of “on-call” The working time directive essentially refers to what is called “stand-by” in the US. In the 2001 and 2004 ahm on working time arrangements “on-call” was defined differently as a contractual arrangement when the worker only works when called without the obligation either to perform the duty or for the employer to guarantee the work. In UK English this would be called zero-hours arrangement (example: babysitters).
The inactivity outside the normal workplace is not work activity unless the burden or the restrictions placed on the worker are too high, such requirement to wear uniforms, to stay in a special accommodations outside the workers home.

Training time inside/outside the workplace
For employees, as a prompt reply can be subjective, it is worth checking whether the training is required or not by the employer. If so, then training time has to be taken into account in the hours worked. If not, then such training time has to be excluded from actual hours.

Treatment of travelling time for occupational missions
For purely occupational missions, related to the current job, travelling time has to be considered as time spent in ancillary activities, and then to be included in actual hours worked.

If the trip combines activities related to the current job and other activities, then travelling time has to be included in the actual hours worked if the travel occurs during "normal paid working hours" (e.g. usual working days).

Working hours not required by the employer
For employees, the hours have not to be explicitly required by the employer, but it has to be hours spent in activities related to the job that the employee is paid for. The hours spent in such activities but not recognised by the employer should be included in actual hours worked.

Working at home
The time spent at home in working activities directly related to the current job has to be taken into account in the actual working hours (and also in the usual, if they occur regularly).

Teachers
Usually the teachers’ employment contract refers to weekly hours spent in the classroom. However, all actual hours worked directly related to teaching have to be considered. It particularly includes teaching in or out the class, preparation and planning the course, marking, attending meetings and conferences related to teaching. Social or cultural activities organized inside school after the normal teaching hours and not directly related to teaching are excluded.

Col 65/66: Paid overtime in the reference week in the main job
Overtime hours are the number of hours actually worked by an employee in excess of his or her contractual or normal daily or weekly hours of work.

Normal hours of work are the hours the employee is expected to work in the reference week as predetermined by a work convention at the enterprise level, by Collective agreement, or by the legislation.

Paid overtime hours are the number of hours actually worked by an employee in excess of his or her contractual or normal daily or weekly hours of work for which the employee is entitled to compensation, in pay, kind or compensatory leave.

Extra working hours (hours in addition to normal hours of work) performed in the reference week, and recuperated later (additional leave or period of rest after the
reference week) should be included in overtime hours in the reference week. As there are entitled to compensatory leave, then they should be considered as paid overtime.

For teachers, paid overtime is time spent in paid courses in excess of their regular contract.

Col 67/68: Unpaid overtime in the reference week in the main job

Unpaid overtime hours are the number of hours actually worked by an employee in excess of his or her contractual or normal daily or weekly hours of work for which the employee is not entitled to compensation, in pay, kind or compensatory leave.

For employees, the hours have not to be explicitly required by the employer, but it has to be hours spent in activities related to the job that the employee is paid for. The hours spent in such activities but not recognised by the employer should be included in unpaid overtime.

For teachers, unpaid overtime are hours spent in the preparation of the courses done in addition to their regular contract.

Col 69/70: Main reasons 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. 61/62 = 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. In the case where the same number of hours is justified by different reasons, the following rule should be applied: if one of these reasons is “overtime” then code 16 should be coded, otherwise the lowest code should be coded.

Code 04: This includes difficulties such as plant breakdown or materials shortage; see also note below on Code 05.

Code 05: 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 leave is first given to the mother (but may include the leave of the father in the case of a transfer of the entitlements) and corresponds to the compulsory or statutory period of the leave stipulated by national legislation to ensure that mothers before and after childbirth have sufficient rest, or for a period to be specified according to national circumstances. Paternity leave should be included here.

Code 09: Parental leave can be taken either by the mother or the father and is the interruption of work in the case of childbirth or to bring up a child of young age. It should correspond to the statutory period provided by the national legislation. This code is used only for those persons on statutory parental leave (legal or contractual). Any other leave taken for reasons of child-bearing or rearing is coded 10: "special leave for personal or family reasons".
Code 16: Overtime includes paid and unpaid overtime as defined for variables HWOVERP and HWOVERPU.

Col 71: Wish to work more hours than the current numbers of hours
Persons in time-related underemployment comprise all persons in employment, as defined in current international guidelines regarding employment statistics, who satisfy the following three criteria during the reference period used to define employment:

(a) "willing to work additional hours", i.e. wanted another job (or jobs) in addition to their current job (or jobs) to increase their total hours of work; to replace any of their current jobs with another job (or jobs) with increased hours of work; to increase the hours of work in any of their current jobs; or a combination of the above. In order to show how "willingness to work additional hours" is expressed in terms of action which is meaningful under national circumstances, those who have actively sought to work additional hours should be distinguished from those who have not. Actively seeking to work additional hours is to be defined according to the criteria used in the definition of job search used for the measurement of the economically active population, also taking into account activities needed to increase the hours of work in the current job;

(b) "available to work additional hours", i.e. are ready, within a specified subsequent period, to work additional hours, given opportunities for additional work. The subsequent period to be specified when determining workers' availability to work additional hours should be chosen in light of national circumstances and comprise the period generally required for workers to leave one job in order to start another;

(c) "worked less than a threshold relating to working time", i.e. persons whose "hours actually worked" in all jobs during the reference period, as defined in current international guidelines regarding working time statistics, were below a threshold, to be chosen according to national circumstances. This threshold may be determined by e.g. the boundary between full-time and part-time employment, median values, averages, or norms for hours of work as specified in relevant legislation, collective agreements, agreements on working time arrangements or labour practices in countries.

The question should refer to the usual situation in all the jobs. In the same resolution as the definition mentioned above, it is stated that: "To provide analytical flexibility for policy formulation and evaluation, as well as for international comparability, countries should endeavour to identify all workers who during the reference period were willing and available to work additional hours, regardless of the hours they actually worked during the reference period".

Col 72: Way that a person who wants to work more, can

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 73/74: Number of hours that the person would like to work in total
This variable should include the total number of working hours the person would like to work.
Col 75: Working at home

This concept applies also to self-employed people, for example in artistic or professional activities, who work wholly or partly at home, often in a part of their living accommodation set aside for the purpose.

However, if the place of work comprises a separate unit (for example, a doctor's surgery or tax consultant's practice) which is adjacent to the person's home but contains a separate entrance, then work performed there should not be considered to be done "at home". Similarly, a farmer is not to be regarded as working "at home" when he is occupied in fields or buildings adjacent to his house.

In the case of employees, "working at home" should be interpreted strictly in terms of formal working arrangements, where it is mutually understood by the employee and the employer that a certain part of the work is to be done at home. Such an arrangement may be explicitly included in the terms of employment, or may be recognised in other ways (for example, if the employee explicitly notifies the employer of this work by completing a timesheet, or by requesting additional payment or other form of compensation). This arrangement is also recognised if an employee is equipped with a computer in his home in order to perform his work.

Other typical examples of "working at home" include travelling salesmen who prepare at home for appointments with clients which are then held at the clients' offices or homes, or persons who do typing or knitting work which on completion is sent to a central location.

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

Code 1: "Usually" in this context should 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: "Sometimes" in this context should 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: "Never" in this context should 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 76: Looking for another job

The reference period of the question should be the four weeks preceding the end of the reference week.

Should be considered as searching for employment (code 1). It includes people who are looking for a different job at the current employer, as well as people who have applied for a permanent position on the same job that they are now performing.
Self-employed people may interpret ‘looking for additional job’ as trying to increase their present business. Looking for additional clients is not enough to be coded 1 here. Self-employed people should be coded 1 for this question if they were looking for a job as employee or if they were looking for a different business in the reference week.

Col 77: Main reason for looking for another job
When more than one reason had been mentioned the order of priority should be 1, 3, 4, 5, 6, 2, and 7, with 1 being the highest priority.

Information about second jobs

Col 78: Existence of more than one job or business
The same rules as for main job applies to determine whether the person is employed in his second job or not.

Col 79: Professional status (in the second job)
See notes to Col. 27.

Col 80/81: Economic activity of the local unit (in the second job)
The NACE codes in Annex II are derived from the Statistical Classification of Economic Activities. For the term "local unit" see notes to Cols. 29/31.

Col 82/83: Number of hours actually worked during the reference week in the second job
See notes to Col 63/64. The number of hours given here corresponds to the number of hours the person actually worked during the reference week in the second job. 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. 75) 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.

If the number of hours given by the respondent is not a complete number of hours the number should be rounded (ex: 37.5 hours should be coded 38).

Previous work experience of person not in employment

Col 84: Existence of previous employment experience
The previous employment experience should be an employment for pay or profit.

A person who only has in his work experience non-paid traineeships should be coded 0 here.

For people on lay-off (WSTATOR= 3), this question refers to the job that they have been laid-off.

In the case of a student who had been continuously performing PAID work alongside with studies, then that experience should be looked upon as a previous work experience, even if the amount of hours was limited.
Col 85/88: Year in which person last worked

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 unemployment duration.

For people on lay-off, this question refers to the job that they have been laid-off. Purely occasional job or vacation work does not include small jobs that are extended over a longer period of time, such as students working few hours every weekend during the school-year.

Col 89/90: Month in which person last worked

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 unemployment duration.

For people on lay-off, this question refers to the job that they have been laid-off.

Col 91/92: Main reason for leaving last job or business

Due to recall problems this variable is restricted to those who had stopped work within the last 8 years, nevertheless if the person has not answered in which year they have last worked, he/she should answer the present question.

Code 00: 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 01: 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 02: Looking after children or incapacitated adults

Care includes all care responsibilities:
- For own children or spouse children living inside or outside the household
- For other children (up to 14) living inside or outside the household
- For adult ill/elderly/incapacitated/disabled relatives/friends (aged 15 or more)

But excludes:
- Care as a job (it means that care done in a professional capacity is excluded).
- Care as a volunteer work (e.g. for a charity organisation)

In both cases, they should be coded as 09.

Code 03: Other personal or family responsibilities
Other personal or family responsibilities may include marriage, pregnancy, long vacation etc. However, if the respondent left his/her job because of personal health-related reasons then code 04 should be used.

Code 06: Early retirement
This code applies 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.), before the normal retirement age in his activity. If the respondent retired from his/her job at the normal retirement age then code 07 should be used.

Code 09: Other reasons
This code is used where none of the codes 00-08 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. Self-employed persons who went out of business, or sold or closed down the business should also be coded 09. People on lay-off should also belong to this category.

Col 93: Professional status in last job
See notes for Col 27. Due to recall problems this variable is restricted to those who had stopped work within the last 8 years, nevertheless if the person has not answered in which year they have last worked, he/she should answer the present question.
For people on lay-off, this question refers to the job that they have been laid-off.

Col 94/95: Economic activity of the local unit in which person last worked
See notes for Col 29/31. The NACE codes in Annex II are derived from the Statistical Classification of Economic Activities. For the term "local unit", see notes to Cols. 29/31.
Due to recall problems this variable is restricted to those who had stopped work within the last 8 years, nevertheless if the person has not answered in which year they have last worked, he/she should answer the present question.
For people on lay-off (Col 24 = 3), this question refers to the job that they have been laid-off.

Col 96/98: Occupation of last job
See notes for Col 32/35. This should be coded according to the ISCO-COM classification provided in Annex III.
Due to recall problems this variable is restricted to those who had stopped work within the last 8 years, nevertheless if the person has not answered in which year they have last worked, he/she should answer the present question.
For people on lay-off, this question refers to the job that they have been laid-off.
Search for employment

Col 99: Seeking employment during previous four weeks
The period of reference for this variable is the last four weeks ending with the reference week, in order to remain consistent with the variables concerning the methods used during the previous four weeks.
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' are not allowed.

Those people not seeking employment are questioned on their willingness to work at Col. 116.

Persons coded 2 are considered as 'not searching anymore' since they have already found a job. In case they are still searching for a work, they should be coded as 4.

Code 1 and 2: Person has already found a job to start later
This applies to all persons without a job during the reference week, and who have already found a job which will start later. Persons who were coded 1 in this variable are considered as unemployed when they are available for work in the two weeks after the reference week. Those coded 2 are considered inactive because they were not looking for a job (otherwise they would have been coded 4). The period of 3 months considered follows the week of reference.

Code 4: 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.

Col 100: Reasons for not seeking employment
Code 1: Awaiting recall to work (persons laid-off)
This code is to re-identify those persons who in Col. 24 state they are laid-off and not seeking employment.

Code 03: Looking after children or incapacitated adults
Care includes all care responsibilities:
- For own children or spouse children living inside or outside the household
- For other children (up to 14) living inside or outside the household
- For adult ill/elderly/incapacitated/disabled relatives/friends (aged 15 or more)

But excludes:
- Care as a job (it means that care done in a professional capacity is excluded).
- Care as a volunteer work (e.g. for a charity organisation)
In both cases, they should be coded as 8.

Code 7: Belief that no work is available.
This code permits the estimation of the number of “discouraged workers”.

Col 101: Type of employment sought (or found)
Code 1: As self-employed
Persons seeking self-employment, who are without employment during the reference week, are also asked under Cols. 110-111 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.

When the person does not know which type of employment he is looking for, it as to be coded 6 unless he took active steps to be self-employed (code 1 in this case).

Col 102: Duration of search for employment
The period of search should be the last continuous period without significant interruption (in this case significant means at least four weeks).

For people who have found a job which will start later the period of search starts at the beginning of the search and ends when the person finds the job.

Methods used during previous weeks to find work

Col 103 to 115
The 11th principle for the formulation of the question of the labour status (Commission Regulation 1897/2000) states that: "Questions are enumerated until at least three active methods have been mentioned".

Blanks are not allowed. If a person does not know or refuses to answer this should be coded as 0.

Only the methods used during the four weeks ending with the reference week are to be recorded

Col 103: Contacted public employment office to find work
"The 'contact with the public employment office to find work' only involves:
- putting the respondent's names in the employment office files for the first time (after a spell of employment or inactivity
- finding out about possible job vacancies, or
- 'at the initiative of the employment office a suggestion of a job opportunity', which may be accepted or refused by the job searcher."

Contacts through the website of the public employment office with the objective of finding a job should be coded 1 (yes).

Col 107: Inserted or answered advertisements in newspapers or journals
The insertion or the answer of advertisements from a website (excepted website of public employment service) should be coded 1 here.

Col 108: Studied advertisements in newspapers or journals
The consultation of job advertisements in internet and the consultation of list of job vacancies in the entrance of the factories should be coded as 1 (yes).

Col 115: Other job search method used
In this Column, the answer “yes” should be recorded only if the person has used an active method not covered by Col. 103 to 111. Passive methods not coded before should be coded no.
Use of Internet should not be considered as a separate method, but as a mode of the relevant methods in Col. 103 to 111. Browsing the Internet to look for available job openings is thus a mode of reading advertisements in journals and newspapers.

Sending an inquiry through a web-side form or e-mail to a public employment office in order to find a job is thus contact with a public employment office for the purpose of finding a job, etc.

Col 116: 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 3 Col. 99, 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. 100=7) but would nevertheless like to have a job (Col 116=1).

Col 117: Availability to start working within two weeks
'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 following the reference week 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.

Col 118: Main reason for not being available to start working within two weeks
The variable is used to set the position of inactive people with respect to the labour market. Ask spontaneous reasons. Main reason should be collected.

Col 119: Situation immediately before person started to seek employment
If more than one category applies, the main situation should be coded. If the person did not search employment because the job was offered, the situation to be coded is the one when the job was offered.

Col 120: Need for care facilities
Care includes all care responsibilities:
- for own children or spouse children living inside or outside the household
- for other children (up to 14) living inside or outside the household
- for adult ill/elderly/incapacitated/disabled relatives/friends (aged 15 or more)

But excludes:
- Care as a job (it means that care done in a professional capacity is excluded).
- Care as a volunteer work (e.g. for a charity organisation)

The need for care services can be a need for normal working hours or for special periods of day (very early in the morning or late evening) or for special periods of the year (e.g. school holidays).

Care services exclude the unpaid help by relatives, friends or neighbours. The care services can be private or subsidised by the State or the employers and consequently paid or not paid.
Some examples of care services could be crèche, day care centre, organised family care (e.g. family crèches, home-based care by childminders affiliated to a child minding service), after school centre, paid carers, specialised centres for persons with disabilities, institutions, assistance at home.

The word “suitable” means the minimum standards of quality that the person requests from a care service. This notion of quality involves schedules, quality of the personnel, specific expertise to care for the particular care needs (e.g. disability) in question, etc.

The word “available” means at a reasonable distance, taking into account also the means of transport and currently open/available for use to the respondent.

The word “affordable” should take into account the relation/balance between:
- an eventual future salary for the person who would work or work more if care services were available
- and the cost of the care service.

Col 121: Registration at public employment office
Only people who are registered at a public employment office as job-seekers should be coded 1 or 2.

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.

Persons who are in employment and who register in a public employment office to find another job should be coded 2 or 1 (for those who receive complementary unemployment benefits).

Benefits, in this context should be limited to allowances linked with unemployment status (not other social benefits).

The reference period of this question should be end of the reference week.

Main status

Col 122: Main status
The “main activity status” gives each person’s self-perception regarding his/her activity status; for instance, students with small jobs will in general present themselves as students. The reference period for this variable is the reference week.

This question shouldn’t in any case precede the questions on the labour status according to the ILO definition or the questions on the registration at the public employment office.

Code 8 should also be used to classify persons who cannot say they are “carrying out a job or profession” nor fit into other groups but on an extended leave from such a job.
Education and training

Col 123: Student or apprentice in regular education during the last four weeks

Formal education is defined as education and training with the following characteristics:
- purpose and format are predetermined
- provided in the system of schools, Colleges, universities and other educational institutions
- it normally constitutes a continuous ladder of education.
- it is structured in terms of learning objectives, learning time and learning support
- it is normally intended to lead to a certification recognised by national authorities qualifying for a specific education/programme).
- corresponds to the programmes covered by the UOE-questionnaires.

The list of national programmes covered by the UOE-questionnaire is found at the address:

Apprentice: student in regular education but completing his/her studies by apprenticeship foreseen in the educational programme (even if paid).

Student on holidays: the purpose of this code is to eliminate to minimum in the summer interviews doubts about being in regular education (codes 1 and 3 to be considered together). It is very difficult to give the precise rules for each case but it could be recommended to take into account the situation of the person in the previous educational period (in spring), what corresponds probably to a natural answer from respondents. The subjective perception of this situation has to be respected in the case if the respondent does not know yet about his/her situation after holidays (exams to be passed in the second session, not yet reply received from the educational institution concerning the new studies, etc.)

This variable only covers the regular education system (formal education, including schools, Colleges and universities) and which the respondent has attended sometime during the last 4 weeks period ending with the reference week.

If the interviewee is enrolled as a student or an apprentice in a programme within the regular education system the answer is code 1. This includes modules (short programmes/courses) which may be part of a longer regular education programme and are taken and completed, giving to their graduates the corresponding academic credit, independent of whether the person continues to complete the full programme or not.

The field and level of the short programmes/courses will be the same as the programme of which they form part.

For apprentices who in the past 4 weeks are in a period of only ‘on-the-job training’ or alternate ‘on-the-job’ and ‘in-school learning’ within the framework of an alternate (e.g. dual) programme, the answer is code 1, since the person is enrolled in a qualifying programme.
Col 124: Level of the current education or training
Level refers to the programme mentioned in Col. 123.

Level is coded according to the International Standard Classification of Education 1997 and consists of only levels without destination (educational or labour market: A-C) or orientation (general, pre-vocational, vocational).
- ISCED 1 Primary education
- ISCED 2 Lower secondary education
- ISCED 3 Upper secondary education
- ISCED 4 Post secondary education, non-tertiary
- ISCED 5 Tertiary education
- ISCED 6 Postgraduate education

If the respondent has been enrolled in several educational programmes during the reference period he/she should only give information on the level of the most important for him/her educational programme.

Level 4 may not exist in some countries. Please check your ISCED-mapping.

Col 125/127: Field of the current education or training
If the respondent has been enrolled in several educational programmes during the reference period he/she should only give information on the field of the most important for him/her educational programme.

Col 128: Did you attend any courses, seminars, conferences or receive private lessons or instructions outside the regular education system (hereafter mentioned as taught learning activities, job-related or for personal purposes) within the last four weeks
This variable covers all organised learning activities outside the regular education system and which the respondent has attended during the last four weeks ending with the reference week. This is what may be called non-formal education and training.

A non-formal learning activity is defined as being organised like a course, a conference or seminar for which the interviewee has applied and has participated in. It could be for a short or a longer period also with minor breaks.

A non-formal learning activity may exceed the reference period (starting before or finishing later). It includes the following activities:

- Attending a course or a seminar to acquire or to improve skills, knowledge and competence. This includes both courses leading to certificates and courses not leading to certificates. The courses can be attended to improve job related knowledge or improve skills for social and personal purposes.
- Attending a seminar, a course or a lecture to gain vocational guidance and to give a first step to working life, which is not leading to a recognised qualification. This includes measures which show and analyse the labour market, his or hers needs and possibilities and which help to choose a job and also measures which improve basic skills/key skills in public or private institutions. The training is taught and within a group on full time basis (or maybe part time) for a shorter period.
- Doing a correspondence course, a tele-teaching or a comparable measure of teacher-supported distance learning to improve skills, knowledge or competence.
• Taking private lessons to improve skills, knowledge and competence, especially as a supplement to formal education. This includes supplementary course by a private tutor. Leisure classes for example studying a language for ‘leisure’ purposes, even if the qualifications achieved may correspond to (part of) A-level, the attendance should be considered as a non-formal 'course'.

Col 129/131: Number of hours spent on all taught learning activities within the last four weeks
Duration in number should reflect the number of taught hours only. The definition of total time spent in taught learning by the individual is the total number of hours that the individual has spent on participating in classes, seminars, conferences, lectures, tutorials etc. or receiving instruction or advice. Only the hours of instruction should be included in the total time spent in taught learning, which means that travelling time and homework should be excluded.

Col 132: Purpose of the most recent taught learning activity
Job-related (professional): the respondent takes part in this activity in order to obtain knowledge and/or learn new skills for a current or a future job, increase earnings, improve job- and/or carrier opportunities in a current or another field and generally improve his/her opportunities for advancement and promotion.

Non job-related (personal/social): the respondent takes part in this activity in order to develop competencies required for personal, community, domestic, social or recreational purposes.

Col 133/135: Field of the most recent taught learning activity
Although the classification used does not cover the very broad offer of subjects in courses, conferences, seminars etc, it is coded in the same way as programmes under HATFIELD and EDUCFILD to facilitate implementation and allow aggregation.

Col 136: Did the most recent taught learning activity take place during paid working hours?
This variable informs on the support to the course by the employer. It refers to the degree that the activity takes place during paid working hours meaning that the working hours are used to attend the activity instead of working. It also includes the case of where a number of working hours are being replaced by learning activity even if the activity itself takes place outside normal working time of the respondent.

If the learning activity takes place outside normal working time and the respondent has received payment for the hours or additional leisure hours, the activity should be coded as during paid working hours.

The answer should only reflect the participation in the course itself and not homework.

Self-employed should be treated as employed

Contributing family workers (those workers who hold a 'self-employment' job in a market-oriented establishment operated by a related person living in the same household), who cannot be regarded as partners, voluntary social workers and others working without being paid but attending a course within that area should be coded as "4: Only outside paid hours", as there are no paid working hours.
If a person attends a long course (within the reference period) and does not have a job all the time of the course, there will be two periods of the course: the period where the person is in job and the period where the person is not in job. The answer and coding should reflect the situation in the longest period of the course (again within the reference period).

Col 137/138: Highest level of education or training successfully completed
Level is coded according to the International Standard Classification of Education (ISCED 97).

Persons with no education (illiterate) should be coded 00.

The expression "level successfully completed" must be associated with obtaining a certificate or a diploma, when there is a certification. In cases where there is no certification, successful completion must be associated with full attendance.

When determining the highest level, both general and vocational education/training should be taken into consideration.

Persons who have not completed their studies should be coded according to the highest level they have completed and should not be coded with a blank.

Code 30 should only be used in those cases in which a distinction a, b, c of ISCED 3 is not possible.

Col 139/141: Field of highest level of education or training successfully completed
Field is coded according to the "Manual on fields of education and training", EUROSTAT 1999.

ISCED 97 contains 25 two-digit fields of education. The classification used here goes up to a three-digit code in a hierarchical system for classifying fields of education, where the two-digit level is the ISCED 97 fields of education. It is mainly the first two digits that are used in international data collection. However, the third digit gives a more flexible system, and other aggregations based on the third digit may be used in ad hoc data collections to suit specific purposes.

The rule for coding is that the respondents should be coded with the most detailed code possible and only with one code.

Col 142/145: Year when highest level of education or training was successfully completed
To complete an educational level means to receive a final diploma or to pass successfully the last required examination.

Situation one year before survey

Col 146: 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 variables “current main status” and “main status one year before the survey” have exactly the same structure in order to permit these comparisons.

The reference period of this question is the week one year before the reference week.

Code 6: 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.

Code 8 should also be used to classify persons who cannot say they are “carrying out a job or profession” nor fit into other groups but on an extended leave from such a job.

Col 147: Professional status one year before survey
For the codification, see variable STAPRO (Col 27)

Col 148/149: Economic activity of local unit in which person was working one year before survey
See variable 29/31. The NACE codes in Annex II are derived from the Statistical Classification of Economic Activities.

Col 150/151: Country of residence one year before survey
For coding, see ISO country classification. This refers to the usual residence one year before.

Col 152/153: Region of residence one year before survey
This is based on NUTS 2 (See Annex 1). This refers to the usual residence one year before.

Income

Col 154/161 (UNTIL 2008): 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.

Col 160/161 (FROM 2009): Monthly (take-home) pay from main job
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, extra compensation for shift work, seniority bonuses, regular travel allowances and per diem allowances, tips and commission, compensation for meals.
Income from investments – assets, savings, stocks and shares... should not be included in monthly wages and salaries.

Holiday bonuses (13th and/or 14th month) and fringe benefits should be considered dividing their amount by 12.

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 deciles should be calculated and provided once data for the whole year are Collected, checked, and corrected from the non-response.

The first decile (code 01) should refer to people with lowest wages, the 10th (code 10) should refer to people with highest wages.

**Technical items relating to the interview**

**Col 162/165: Year of survey**
This variable refers to the year in which the Thursday of the reference week belongs.

**Col 166/167: Reference week**
The reference weeks should follow the Norm ISO 8601 which indicates that, according to the Gregorian calendar, the first week of the year is the one that includes the first Thursday of that year.

Concretely:
- Week 1 of 2008 starts the 31st December 2007
- Week 1 of 2009 starts the 29th December 2008
- Week 1 of 2010 starts the 4th January 2010
- Week 1 of 2011 starts the 3rd January 2011

As the year has 365 days (except leap years which have 366 days) and the quarterly survey covers 364 days (52*7=364), every year the Thursday of the first week of the first quarter moves (backward) to the previous day of the month. After some years that Thursday will be the 31st of December of year Y-1. To avoid this situation, when this happens, the 53rd week of the year will be skipped.

**Col 168/169: Interview week**
This information used with reference week gives an indication of the recall period and information on the quality of the answer.

**Col 170/171: Country**
This should be provided according to the coding in Annex IV.

**Col 172/173: Region of household**
This should be provided to the coding system in Annex I, which is based on the Classification of Territorial Units (NUTS). The third and fourth digits of the NUTS code (that is, the level II regional code) should be provided.
Col 174: Degree of urbanisation

The concept of "urbanisation" has been introduced to indicate the character of the area where the respondent lives. Three types of area have been identified, as follows:

- densely-populated (Code 1)
- intermediate (Code 2)
- thinly-populated (Code 3)

In the definition of "Degree of urbanisation" there is a criterion of geographical contiguity together with a population threshold. Harmonised, comparable correspondence between the Degree of Urbanisation and NUTS 5 regions has been (re-)defined on the basis of 2001 census data (for Member States and Candidate countries) in 2005.

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

<table>
<thead>
<tr>
<th>Country</th>
<th>Local Area Code</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Belgium</td>
<td>Gemeenten/Communes</td>
<td></td>
</tr>
<tr>
<td>Czech Republic</td>
<td>Obce</td>
<td>6,249</td>
</tr>
<tr>
<td>Denmark</td>
<td>Kommuner</td>
<td>271</td>
</tr>
<tr>
<td>Germany</td>
<td>Gemeinden</td>
<td>13,176</td>
</tr>
<tr>
<td>Estonia</td>
<td>Vald, Inn</td>
<td>241</td>
</tr>
<tr>
<td>Greece</td>
<td>Demotiko diamerisma/Koinotiko diamerisma</td>
<td>6,130</td>
</tr>
<tr>
<td>Spain</td>
<td>Municipios</td>
<td>8,108</td>
</tr>
<tr>
<td>France</td>
<td>Communes</td>
<td>36,678</td>
</tr>
<tr>
<td>Ireland</td>
<td>DEDs/Wards</td>
<td>3,440</td>
</tr>
<tr>
<td>Italy</td>
<td>Comuni</td>
<td>8,100</td>
</tr>
<tr>
<td>Cyprus</td>
<td>Dimoi, koinotites</td>
<td>614</td>
</tr>
<tr>
<td>Latvia</td>
<td>Pilsētas, novadi, pagasti</td>
<td>536</td>
</tr>
<tr>
<td>Lithuania</td>
<td>Seniūnijos</td>
<td>515</td>
</tr>
<tr>
<td>Luxembourg</td>
<td>Communes</td>
<td>118</td>
</tr>
<tr>
<td>Hungary</td>
<td>Települések</td>
<td>3,145</td>
</tr>
<tr>
<td>Malta</td>
<td>Kunsilli</td>
<td>68</td>
</tr>
<tr>
<td>The Netherlands</td>
<td>Gemeenten</td>
<td>489</td>
</tr>
<tr>
<td>Austria</td>
<td>Gemeinden</td>
<td>2,381</td>
</tr>
<tr>
<td>Poland</td>
<td>Gminy</td>
<td>2,478</td>
</tr>
<tr>
<td>Portugal</td>
<td>Freguesias</td>
<td>4,257</td>
</tr>
<tr>
<td>Slovenia</td>
<td>Občine</td>
<td>193</td>
</tr>
<tr>
<td>Slovakia</td>
<td>Obce</td>
<td>2,928</td>
</tr>
<tr>
<td>Finland</td>
<td>Kunnat /Kommuner</td>
<td>446</td>
</tr>
<tr>
<td>Sweden</td>
<td>Kommuner</td>
<td>290</td>
</tr>
<tr>
<td>United Kingdom</td>
<td>Wards (or parts thereof)</td>
<td>10,679</td>
</tr>
<tr>
<td>Bulgaria</td>
<td>Naseleni Mesta</td>
<td>5,340</td>
</tr>
<tr>
<td>Croatia</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Romania</td>
<td>Communes+ Municiplu +Orajse</td>
<td>2,951</td>
</tr>
<tr>
<td>Turkey</td>
<td>Köy</td>
<td>37,675</td>
</tr>
<tr>
<td>Iceland</td>
<td>Sveitarfélag</td>
<td>101</td>
</tr>
<tr>
<td>Norway</td>
<td>Kommuner</td>
<td>433</td>
</tr>
<tr>
<td>Switzerland</td>
<td>Gemeiden / Communes / Comuni</td>
<td>2,815</td>
</tr>
</tbody>
</table>
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.

**Col 175/180: Serial number of the 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.

**Col 181: Type of household**
A private household (housekeeping unit concept) is either:

a) a one-person household, i.e. a person who lives alone in a separate housing unit or who occupies, as a lodger, a separate room (or rooms) of a housing unit but does not join with any of the other occupants of the housing unit to form part of a multi-person household as defined below, or

b) a multi-person household, i.e. a group of two or more persons who combine to occupy the whole or part of a housing unit and to provide themselves with food and possibly other essentials for living. Members of the group may pool their incomes to a greater or lesser extent.

The household-dwelling concept (the aggregate number of persons occupying a housing unit) can equally be accepted.

These definitions comprise 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. In this context short period means less than one year in total (time already elapsed plus the time remaining until the foreseen return).

An institutional household comprises persons whose need for shelter and subsistence are being provided by an institution.
Labour Force Survey - United Kingdom

Col 182: Type of institution
This gives information on the distribution of the population by type of Collective household.

Col 183/188: Yearly weighting factor
Each person in the survey sample may be considered to be "representative" of a certain number of other persons not in the sample. The record for each responding individual is therefore assigned a weighting indicating how many persons are in this sense "represented" by this individual.

In order to have consistency between individual and household statistics the same weighting factor should be allocated to all the members of the household.

The ‘4 first digits’ should correspond to whole numbers and the ‘2 last digits’ should correspond to decimal places (without any coma before).

Col 189/194: Quarterly weighting factor
In order to have a measure of each variable at quarterly level a quarterly weighting factor should also be calculated. See also notes for Cols. 183/188.

Countries still having a yearly survey are requested to fill these columns with the Yearly weighting factor.

Col 195/200: Yearly weighting factor of the sample for household characteristics (in the case of a sample of individuals)
According to Article 2, § 4. of the regulation for a continuous labour force survey, if the sampling unit is the individual, information can be collected for a sub-sample defined in such way that:
- The reference weeks are uniformly distributed throughout the whole year;
- The number of observations (individuals sampled plus the members of their household) satisfies, for the annual estimates of levels, the reliability criteria.

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

Col 201: Sequence number of the survey wave
The sequence number of the wave should correspond to the number of times that the individual/household is in the sample. The quarters where the individual/household is not in the sample should be excluded from the counting.

For countries where the sample unit is the household, the sequence number of the survey wave is attached to the household. Therefore it should follow the same pattern for all individuals of the same household. For instance a new person joining the household (and the sample) in wave 2 would be assigned number 2. A person present in wave 1, absent in wave 2 but present in wave 3 would be assigned number 3 when interviewed in wave 3.

Col 202: Questionnaire used
Code 1 applies for interviews that do not use the whole questionnaire (yearly + quarterly variables).
Levels of Education and Training

ISCED 0 - Pre-primary Education
Programs at level 0, (pre-primary) defined as the initial stage of organised instruction is 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 1 - 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 conduct classes in their field of specialisation. The full implementation of basic skills occurs at this level. The end of this level often coincides with the end of compulsory schooling where it exists.

ISCED 3 - (Upper) Secondary Education
This level of education typically begins at the end of full-time compulsory education for those countries that have a system of compulsory education. More specialisation may be observed at this level than at ISCED level 2 and often teachers need to be more qualified or specialised than for ISCED level 2. The entrance age to this level is typically 15 to 16 years. The educational programmes included at this level typically require the completion of some 9 years of full-time education (since the beginning of level 1) for admission or a combination of education and vocational or technical experience.

ISCED 3A: Programmes designed to provide direct access to ISCED 5A;
ISCED 3B: Programmes designed to provide direct access to ISCED 5B;
ISCED 3C: Programmes not designed to lead to ISCED 5A or 5B.

ISCED 4 - Post-Secondary Non Tertiary Education
ISCED 4 captures programmes that straddle the boundary between upper secondary and post-secondary education from an international point of view, even though they might clearly be considered as upper secondary or post-secondary programmes in a national context. These programmes can, considering their content, not be regarded as tertiary programmes. They are often not significantly more advanced than programmes at ISCED 3 but they serve to broaden the knowledge of participants who have already completed a programme at level 3.
Typical examples are programmes designed to prepare students for studies at level 5 who, although having completed ISCED level 3, did not follow a curriculum which would allow entry to level 5, i.e. pre-degree foundation courses or short vocational programmes. Second cycle programmes can be included as well.

**ISCED 4A:** See text for ISCED 3  
**ISCED 4B:** See text for ISCED 3  
**ISCED 4C:** See text for ISCED 3

**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.).
SECTION 8: EUROSTAT AD HOC MODULES

Under Regulation (EC) No 577/98, EuroStat includes a number of variables each year which provide information on aspects of the labour market that do not form part of the standard questionnaire. This set of variables, constitute an "ad hoc module".

<table>
<thead>
<tr>
<th>Regulations adopting the programme of ad hoc modules</th>
<th>Regulations adopting the specifications</th>
<th>Ad hoc module description</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commission Regulation (EC) No 384/2005 of 7 March 2005 adopting the programme of ad hoc modules, covering the years 2007 to 2009</td>
<td>*</td>
<td>Transition from school to work life</td>
<td>2009</td>
</tr>
<tr>
<td>*</td>
<td></td>
<td>Labour Market situation of migrants and the immediate descendants of migrants</td>
<td>2008</td>
</tr>
<tr>
<td>Commission Regulation (EC) No 1571/98</td>
<td></td>
<td>Accidents at work and occupational diseases</td>
<td>1999</td>
</tr>
</tbody>
</table>

* Under discussion
Specifications of the 2007 ad hoc module on accidents at work and work-related problems

<table>
<thead>
<tr>
<th>Column</th>
<th>Code</th>
<th>Description</th>
<th>Filters/remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>209</td>
<td></td>
<td>Accidental injury(ies), apart from illnesses, occurred during the past 12 months, at work or in the course of work</td>
<td>(Col.24 = 1,2) or (Col.84 = 1 and Col.85/88 and Col.89/90 is not prior to one year before the date of the interview)</td>
</tr>
<tr>
<td></td>
<td>0</td>
<td>None</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>One</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>Two or more</td>
<td></td>
</tr>
<tr>
<td></td>
<td>9</td>
<td>Not applicable (Col.24 = 3-9 and (Col.84 ≠ 1 or (Col.85/88 and Col.89/90 is more than one year before the date of the interview, or is blank )))</td>
<td></td>
</tr>
<tr>
<td></td>
<td>blank</td>
<td>No answer</td>
<td></td>
</tr>
<tr>
<td>210</td>
<td></td>
<td>Type of the most recent accidental injury at work or in the course of work</td>
<td>Col.209 = 1-2</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>A road traffic accident</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>Accident other than road traffic accident</td>
<td></td>
</tr>
<tr>
<td></td>
<td>9</td>
<td>Not applicable (col.209=0, 9, blank)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>blank</td>
<td>No answer</td>
<td></td>
</tr>
<tr>
<td>211/212</td>
<td></td>
<td>Date when the person was able to start to work again after the most recent accidental injury</td>
<td>Col.209 = 1-2</td>
</tr>
<tr>
<td></td>
<td>00</td>
<td>Still off work because has not yet recovered from the accident, but expects to resume work later</td>
<td></td>
</tr>
<tr>
<td></td>
<td>01</td>
<td>Expects never to work again because of the accident</td>
<td></td>
</tr>
<tr>
<td></td>
<td>02</td>
<td>No time off or the same day as the accident</td>
<td></td>
</tr>
<tr>
<td></td>
<td>03</td>
<td>The day after the accident</td>
<td></td>
</tr>
<tr>
<td></td>
<td>04</td>
<td>From the second but before the fifth day after the accident</td>
<td></td>
</tr>
<tr>
<td></td>
<td>05</td>
<td>From the fifth day but before two weeks after the accident</td>
<td></td>
</tr>
<tr>
<td></td>
<td>06</td>
<td>From two weeks but before one month after the accident</td>
<td></td>
</tr>
<tr>
<td></td>
<td>07</td>
<td>From one month but before three months after the accident</td>
<td></td>
</tr>
<tr>
<td></td>
<td>08</td>
<td>From three months but before six months after the accident</td>
<td></td>
</tr>
<tr>
<td></td>
<td>09</td>
<td>From six months but before nine months after the accident</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10</td>
<td>Nine months or later after the accident</td>
<td></td>
</tr>
<tr>
<td></td>
<td>99</td>
<td>Not applicable (Col.209 = 0, 9 or blank)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>blank</td>
<td>No answer</td>
<td></td>
</tr>
<tr>
<td>213</td>
<td></td>
<td>Job done when the most recent accidental injury occurred (code first that applies)</td>
<td>Col.209 = 1-2</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Main current (first) job</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>Second current job</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>Last job (person not in employment)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>Job one year ago</td>
<td></td>
</tr>
<tr>
<td></td>
<td>5</td>
<td>Some other job</td>
<td></td>
</tr>
<tr>
<td></td>
<td>9</td>
<td>Not applicable (Col.209 = 0, 9, blank)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>blank</td>
<td>No answer</td>
<td></td>
</tr>
<tr>
<td>Column</td>
<td>Code</td>
<td>Description</td>
<td>Filters/remarks</td>
</tr>
<tr>
<td>--------</td>
<td>------</td>
<td>-------------</td>
<td>----------------</td>
</tr>
<tr>
<td>214</td>
<td></td>
<td>WORK-RELATED HEALTH PROBLEMS SUFFERED DURING THE LAST 12 MONTHS (apart from accidental injuries)</td>
<td>(Col.24 = 1,2 or Col.84 = 1)</td>
</tr>
<tr>
<td>0</td>
<td>None</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>One</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Two or more</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Not applicable (Col.24 = 3-9 and Col.84 ≠ 1)</td>
<td>9</td>
<td></td>
</tr>
<tr>
<td>blank</td>
<td>No answer</td>
<td>blank</td>
<td></td>
</tr>
<tr>
<td>215/216</td>
<td></td>
<td>Type of the most serious complaint caused or made worse by work</td>
<td>Col.214 = 1-2</td>
</tr>
<tr>
<td>00</td>
<td>Bone, joint or muscle problem which mainly affects neck, shoulders, arms or hands</td>
<td>00</td>
<td></td>
</tr>
<tr>
<td>01</td>
<td>Bone, joint or muscle problem which mainly affects hips, legs or feet</td>
<td>01</td>
<td></td>
</tr>
<tr>
<td>02</td>
<td>Bone, joint or muscle problem which mainly affects back</td>
<td>02</td>
<td></td>
</tr>
<tr>
<td>03</td>
<td>Breathing or lung problem</td>
<td>03</td>
<td></td>
</tr>
<tr>
<td>04</td>
<td>Skin problem</td>
<td>04</td>
<td></td>
</tr>
<tr>
<td>05</td>
<td>Hearing problem</td>
<td>05</td>
<td></td>
</tr>
<tr>
<td>06</td>
<td>Stress, depression or anxiety</td>
<td>06</td>
<td></td>
</tr>
<tr>
<td>07</td>
<td>Headache and/or eyestrain</td>
<td>07</td>
<td></td>
</tr>
<tr>
<td>08</td>
<td>Heart disease or attack, or other problems in the circulatory system</td>
<td>08</td>
<td></td>
</tr>
<tr>
<td>09</td>
<td>Infectious disease (virus, bacteria or other type of infection)</td>
<td>09</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Other types of complaint</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>99</td>
<td>Not applicable (Col.214 = 0, 9, blank)</td>
<td>99</td>
<td></td>
</tr>
<tr>
<td>blank</td>
<td>No answer</td>
<td>blank</td>
<td></td>
</tr>
<tr>
<td>217</td>
<td></td>
<td>Whether the most serious complaint caused or made worse by work limits the ability to carry out normal day to day activities either at work or outside work</td>
<td>Col. 214 = 1-2</td>
</tr>
<tr>
<td>0</td>
<td>No</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Yes, to some extent</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Yes, considerably</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Not applicable (Col.214 = 0, 9, blank)</td>
<td>9</td>
<td></td>
</tr>
<tr>
<td>blank</td>
<td>No answer</td>
<td>blank</td>
<td></td>
</tr>
<tr>
<td>218/219</td>
<td></td>
<td>Number of days off work during the last 12 months due to the most serious complaint caused or made worse by work</td>
<td>Col.214 = 1-2</td>
</tr>
<tr>
<td>00</td>
<td>The person has not been working during the past 12 months, but for reasons not related to the complaint caused or made worse by work (e.g. normal retirement)</td>
<td>00</td>
<td></td>
</tr>
<tr>
<td>01</td>
<td>Expects never to work again due to this illness</td>
<td>01</td>
<td></td>
</tr>
<tr>
<td>02</td>
<td>Less than one day or no time off</td>
<td>02</td>
<td></td>
</tr>
<tr>
<td>03</td>
<td>At least one day but less than four days</td>
<td>03</td>
<td></td>
</tr>
<tr>
<td>04</td>
<td>At least four days but less than two weeks</td>
<td>04</td>
<td></td>
</tr>
<tr>
<td>05</td>
<td>At least two weeks but less than one month</td>
<td>05</td>
<td></td>
</tr>
<tr>
<td>06</td>
<td>At least one month but less than three months</td>
<td>06</td>
<td></td>
</tr>
<tr>
<td>07</td>
<td>At least three months but less than six months</td>
<td>07</td>
<td></td>
</tr>
<tr>
<td>08</td>
<td>At least six months but less than nine months</td>
<td>08</td>
<td></td>
</tr>
<tr>
<td>09</td>
<td>At least nine months</td>
<td>09</td>
<td></td>
</tr>
<tr>
<td>99</td>
<td>Not applicable (Col.214 = 0, 9, blank)</td>
<td>99</td>
<td></td>
</tr>
<tr>
<td>blank</td>
<td>No answer</td>
<td>blank</td>
<td></td>
</tr>
</tbody>
</table>
### Labour Force Survey - United Kingdom

#### Explanatory notes for LFS 2007 ad hoc module

C209: Accidental injury(ies), apart from illnesses, occurred during the past 12 months, at work or in the course of work

Only those accidents that occurred at work or in the course of the work of the interviewed person are considered. All other types of accidents are excluded:

- accidents occurred in the course of travelling between home (usual place of meals also) and the workplace (commuting accidents),
- home and leisure accidents
- road traffic or transport accidents in the course of private activities.

Occupational diseases or illnesses are also excluded. An accident is a discrete occurrence, illnesses or other health conditions which develop over a long time should not be included. In some rare cases it may be difficult to make a difference. For example if a health care worker has a needle stick injury and develops an infectious disease as a consequence, the onset is accidental and it should be considered as an accident. If a construction worker injures his back as a consequence of a sudden movement, it should be considered as an accident. While if a back pain develops over one day when he was carrying heavy loads, it should be seen as a non-accidental work-related health problem (col 214). The concept of an accident includes also cases of acute poisoning and wilful acts of other persons. However, deliberate self-inflicted injuries are excluded.


<table>
<thead>
<tr>
<th>Column</th>
<th>Code</th>
<th>Description</th>
<th>Filters/remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>220</td>
<td></td>
<td><strong>Job that caused or made worse the most serious complaint (code first that applies)</strong></td>
<td>Col.214 = 1-2 and (Col.85/88 is not prior to eight years before the year of the interview)</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Main current (first) job</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>Second current job</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>Last job (person not in employment)</td>
<td></td>
</tr>
<tr>
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<td>4</td>
<td>Job one year ago</td>
<td></td>
</tr>
<tr>
<td></td>
<td>5</td>
<td>Some other job</td>
<td></td>
</tr>
<tr>
<td></td>
<td>9</td>
<td>Not applicable (Col.214 = 0, 9, blank)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>blank</td>
<td>No answer</td>
<td></td>
</tr>
</tbody>
</table>

#### FACTORS AT WORK THAT CAN ADVERSELY AFFECT MENTAL WELL-BEING OR PHYSICAL HEALTH

<table>
<thead>
<tr>
<th>Column</th>
<th>Code</th>
<th>Description</th>
<th>Filters/remarks</th>
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</thead>
<tbody>
<tr>
<td>221</td>
<td></td>
<td><strong>Whether at the workplace the person has particular exposure to selected factors that can adversely affect his/her mental well-being</strong></td>
<td>Col.24 = 1,2</td>
</tr>
<tr>
<td></td>
<td>0</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Yes, mainly to harassment or bullying</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>Yes, mainly to violence or threat of violence</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>Yes, mainly to time pressure or overload of work</td>
<td></td>
</tr>
<tr>
<td></td>
<td>9</td>
<td>Not applicable (Col 24 = 3-9)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>blank</td>
<td>No answer</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Column</th>
<th>Code</th>
<th>Description</th>
<th>Filters/remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>222</td>
<td></td>
<td><strong>Whether at the workplace the person has particular exposure to selected factors that can adversely affect his/her physical health</strong></td>
<td>Col.24 = 1,2</td>
</tr>
<tr>
<td></td>
<td>0</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Yes, mainly to chemicals, dusts, fumes, smoke or gases</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>Yes, mainly to noise or vibration</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>Yes, mainly to difficult work postures, work movements or handling of heavy loads</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>Yes, mainly to risk of accident</td>
<td></td>
</tr>
<tr>
<td></td>
<td>9</td>
<td>Not applicable (Col 24 = 3-9)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>blank</td>
<td>No answer</td>
<td></td>
</tr>
</tbody>
</table>
The term "in the course of work" means “whilst engaged in an occupational activity or during the time spent at work”. Any accident occurred during working time, even if it has not occurred during the usual work or in the usual workplace of the person, has to be taken into consideration. From this follows that, during work, all types of accidents in a public place or means of transport, either if it is the usual workplace or during a journey in the course of work, should be considered as an accident at work and are included.

This applies also to the following types of accidents: road traffic accidents in the course of work; slips, falls, aggressions, etc., in public places (pavement, staircases, etc.) or in the arrival and starting points (station, port, airport, etc.) of any means of transport occurred in the course of work; accidents on board of any means of transport used in the course of work (underground railway, tram, train, boat, plane, etc.), accidents occurring during a mission done for work and accidents occurred in the course of work within the premises of another company than the one which employs the victim, or in a private individual in the course of work. Finally, accidents at lunch time, or any other break, inside the premises of the enterprise should also be included (while if the person leaves the premises of the company to go for a lunch at home or other outside location, the accident happening during this journey should be considered as a commuting accident and should not be included). All cases of accidents corresponding to these examples are considered as “accidents at work”. Please notice that if the person goes for a mission directly from home (without going first to his usual workplace), he/she is on mission already when leaving home and consequently any accidents occurring should be included.

The last 12 months are taken into consideration from the date of the interview (ex: accidents between the 15 April N-1 and the 14 April N for an interview the 14 April N).

When the person suffered more than one accident at work during the last 12 months, the code “2 Two or more” has to be used.

Finally, it should be noted that the question covers all those aged 15 years or more and fulfilling the filter (Col.24=1,2 or (Col.84=1 and ...)), while there is no upper limit of age for old people.

C210: Type of the most recent accidental injury at work or in the course of work

Please remind that only those accidents that occurred at work or in the course of the work of the interviewed person are considered. All other types of accidents are excluded: as accidents occurred in the course of travelling between home (usual place of meals also) and the workplace (commuting accidents), home and leisure accidents or road traffic accidents or other transport accidents in the course of private activities.

Road traffic accidents include all accidents (at work or in the course work) in public roads, public or private car parks provided the accident happens in the course of work. The victim may be either on board of a means of transport (driver or passenger) or a pedestrian. Road traffic accidents include both accidents in which the victim’s main professional activity is related to the transport (e.g. lorry or bus drivers) and accidents in which the victim was occasionally in road traffic in the course of work (e.g. a manager going on his/her way to a business meeting outside of the enterprise).

All other accidents at work should be coded by Code 2. This applies also to accidents that are related to machines which are used outside of the public roads (e.g. forklift trucks, bulldozers, tractors in farming fields, forestry-related machines in forests, etc.). If such a machine was on a public road at the time of the accident, it should, however, be coded with Code 1. Accidents that happen inside the premises of the company on non-public roads within the factory area are also coded with code 2 (they are not considered as road traffic accidents).

C211/212: Date when the person was able to start to work again after the most recent accidental injury

This variable defines the number of days lost due to the accident for those cases where the victim either has started work or has already recovered from the accidental injury. All days when the person was unfit for work from the day of the accident until the resumption of work have to be taken into consideration (normal working days or not, including Sundays, bank holidays, etc.). If the victim has not, at the day of the interview, recovered from the accidental injury, there are two possible detailed categories: Code 00 for those who expect to resume work later and Code 01 for those who expect never to work again because of the accident.

Only days lost strictly related to the inability to work resulting from the accidental injury have to be counted. Consequently, when the victim has already recovered from the accidental injury but has not worked again at the day of the interview, the Code 00 should not be used. Instead the person should estimate the date when he/she could have started to work (i.e. had recovered from the accident).
When calculating the days for those who have already returned to work, days when the person was able to work but did not do it due to other reasons should not be taken into consideration (even if the reason is somehow linked with the accident). For example if the person was unfit to work during 2 months due to the accident, but was made redundant due to the physical consequences of this accident, and found a new job only 8 months after the accident, the code is ‘07’ = “from one month but before three months after the accident” (2 months).

If the person didn’t work for a certain period of time and then started to be integrated back to work gradually, for example working part-time, only the days when he/she was not working at all are counted.

Finally, it should be noted that the periods off work considered in this variable and the similar variable for work-related non-accidental health problems (Col 218/219) are the same, but variable 211/212 considers the date of resumption of work and variable 218/219 the number of days lost. That induces a difference of one day in the labels of the codes, but not in the period of absence considered. For example, for code ‘05’, a resumption of work from the fifth day but before two weeks after the accident, means a number of days lost of at least four days but less than two weeks.

C213: Job done when the most recent accidental injury occurred (code first that applies)

The job can be the main current (first) job, code ‘1’, that means the job described in columns 27 to 55 of the 2006 codification, or the second current job, code ‘2’, described in columns 78 to 83. The job can also be either the last job if the person is not in employment (job described in columns 85 to 98), code ‘3’, or the job one year before the survey (columns 147 to 149), code ‘4’. If the job is at the same time the last one and the job one year ago, the job has to be coded as the last one, code ‘3’ (“code first that applies”), in order to allow to analyse a possible link between the accident and the main reason for having left this last job (column 91/92).

Finally, if the job is none of these, the answer is “some other job”, code ‘5’. This code also applies in situations where a second job existed at the time of the “last job” or “job one year ago” and the accident occurred in this second job.

C214: Illness(es), disability(ies) or other physical or psychic health problem(s), apart from accidental injuries, suffered by the person during the past 12 months (from the date of the interview) and that was (were), caused or made worse by work

The reference period is the 12 months prior to the date of the interview. This period includes the date of the interview (ex: complaint suffered at any moment between the 15 April N-1 and the 14 April N for an interview the 14 April N). Any complaint suffered by the person during the 12 months reference period has to be included if the person considers himself/herself that this complaint is caused or made worse by work (past or current). This means that the work-related problems asked for should not be restricted to cases reported or recognised by the authorities, but all cases even those without time off work should be included provided the above criteria are satisfied. In infectious diseases, like a common cold or flu, it is difficult for the person to identify where and when exactly (work, home, elsewhere) occurred the transmission of the causative infectious agent (virus, bacteria etc.). In such diseases the advice to the person interviewed is to think whether the nature of his/her work is such that it would have caused the disease (i.e. that in this work it would be more probable to have such a disease in comparison to the everyday life environment or other types of work).

Any work at any time, even years back in time, has to be taken into consideration. In the latter case, the onset of the health problem could have been more than a year before the interview, but if the victim still suffered from this problem during the 12 months reference period, it should be taken into consideration. But, if the victim has not suffered from the work-related health problem during the 12 months reference period the case should not be included.

In cases where the person suffered from more than one illness, disability or other physical or psychic health problem during the past 12 months, that were caused or made worse by work, apart from accidental injuries, the code 2 Two or more has to be used (cumulating complaints caused and complaints made worse by work, without distinction).

Finally, as mentioned above for Col.209, it should be noted that the question covers all those aged 15 years or more and fulfilling the filter (Col.24=1,2 or Col.84=1), while there is no upper limit of age for old people.

C215/216: Type of the most serious complaint caused or made worse by work

In cases where the person suffered from more than one work-related health problem during the 12 months reference period, only the most serious of these is considered for this and the following variables. In this assessment there should
be no distinction between complaints caused by work and those made worse by work, only seriousness of the complaint should be assessed. There is of course a subjective element in such an assessment of the “most serious” of the health problems related to work. Nevertheless, it should be the complaint most severe from a medical point of view, in general the complaint which had the biggest impact on his/her activities.

As there is no specific code for cancers, they should be coded, if possible, according to the anatomical location (lung cancer into "03 Breathing or lung problems" and skin cancer into "04 Skin problems". If this is not possible, then the code "10 other types of complaint" should be used (for example in case of cancers of the intestinal organs).

C217: Whether the most serious complaint caused or made worse by work limits the ability to carry out normal day to day activities either at work or outside work

The complaint refers to the most serious complaint caused or made worse by work, while the limitation in day to day activities covers also day to day activities outside work. E.g. if a skin problem caused or made worse by work considerably limits the person’s day to day activities at home, it should be coded as 2- Yes, considerably.

C218/219: Number of days off work during the last 12 months due to the most serious complaint caused or made worse by work

This variable concerns the number of days of work lost due to the most serious complaint related to work. All days in between the onset of the complaint and the resumption of work have to be taken into consideration (normal working days or not, including Sundays, bank holidays, etc.).

The variable only covers the days lost strictly related to the complaint. In particular, if there is more than one complaint, only the days lost due to the most serious one are taken into consideration. In the same way, all the other absences from work during the last 12 months, in particular due to any illness not related to work, or to an accident at work, or to any other type of accidents (home and leisure accidents or road traffic accidents not in the course of work), have to be excluded.

Only the absence during the 12 months period prior to the date of the interview is considered. If the person had time off work before this period, even if this absence was in a continuous connection with the absence occurred during the period of the last 12 months, only the days off work during the 12 months reference period have to be counted as days lost. Additionally, if there were several absences from work due to the most serious complaint during the last 12 months, they have to be cumulated. For example, the interview takes place the 14 April N, and the person was off work because of the complaint from the 1st April N-1 to the 30 April N-1, from the 1 to the 20 September N-1 and from the 10 April N to the date of the interview, with a work stop prescribed until the 20 April N, the number of days taken into consideration is: 16 (only from the 15 to the 30 April N-1) + 20 (in September N-1) + 5 (from the 10 to the 14 April N only) = 41 days lost = code ‘06’ = “at least one month but less than three months”. If the person is off work at the time of the interview and because of the most serious complaint caused or made worse because of work (but expects to resume work later), then the absence should be counted until the date of the interview (within the time limit of the past 12 months).

If the person didn’t work for a certain period of time and then started to be integrated back to work gradually, for example working part-time, only the days when he/she was not working at all are counted.

Moreover, if the person was not working at all during the whole 12 months’ reference period, due to other reasons than the complaint, either he/she was in training, holidays, slack work, maternity leave, unemployed, ill or retired, etc., the code 00 should be used.

Finally, when the person expects, at the date of the interview, never to work again due to the most serious complaint, this variable has to be coded “01”="Expects never to work again due to this illness”, whatever the actual number of days off work due to the complaint during the last 12 months (that otherwise would have been coded using one of the categories 02 to 09).

As mentioned above for Col.211/212, it should be noted that the period off work considered in the variables 211/212 and 218/219 are the same, but variable 211/212 considers the date of resumption of work and variable 218/219 the (cumulated) number of days lost. That induces a difference of one day in the labels of the codes, but not in the period of absence considered. For example, for code ‘05’ in col 211/212, a resumption of work from the fifth day but before two weeks after the accident, means a number of days lost of at least four days but less than two weeks.
C220: Job that caused or made worse the most serious complaint (code first that applies)

The job can be the main current (first) job, code ‘1’, that means the job described in columns 27 to 55 of the 2006 codification, or the second current job, code ‘2’, described in columns 78 to 83. The job can also be either the last job if the person is not in employment (job described in columns 85 to 98), code ‘3’, or the job one year before the survey (columns 147 to 149), code ‘4’. If the job is at the same time the last one and the job one year ago, the job has to be coded as the last one, code ‘3’ (‘code first that applies’), in order to allow to analyse a possible link between the complaint and the main reason for having left this last job (column 91/92).

Finally, if the job is none of these, the answer is “some other job”, code ‘5’. This code also applies in situations where a second job existed at the time of the “last job” or “job one year ago” and the complaint was caused or made worse by this second job. People reporting a complaint caused or made worse by a previous job, but having not worked during the last 8 years are not included in the filter because for them the job that caused or made worse the complaint is by definition ‘5 - Some other job’. This codification should be used for those who are filtered out due to the condition of not having worked during the last 8 year, but still reporting a complaint in col 214.

221: Whether at the workplace the person has particular exposure to selected factors that can adversely affect his/her mental well-being

The approach is to consider the workplace exposure and the mental well-being from the point of view of the worker him/herself. Workplace refers to the usual geographical environment of work, usually it is the local unit or establishment where the respondent carries out his/her work activities, but for certain workers (e.g. forestry workers, firemen) it should be taken as the general environment where the work is usually carried out. Exposure refers to existence of the mentioned factors (harassment or bullying, violence or threat of violence, etc.) that may adversely affect the mental well-being of the worker. Particular exposure refers to an exposure which is clearly more frequent or more intensive than people experience in general day to day life. The factors (e.g. harassment or violence) may be due to either other people working in the same workplace or clients etc. not working but visiting the workplace. The question concerns exposure only to the mentioned factors and in case there is a particular exposure to several of these the respondent should indicate which of these factors he/she considers as the main factor from the point of view of adverse effects on his/her mental well-being. The following definitions apply to the exposures mentioned:
- Harassment and bullying refer to intentional use of power against another person or group that can result in harm to physical, mental, spiritual, moral or social development (a term psychological violence is also sometimes used and is included in this category).
- Violence refers to physical force against another person or group that results in physical, sexual or psychological harm. Both real experiences of such actions and a feeling of the threat of such actions are covered by the code 2.
- Time pressure and overload or work refer to demands concerning either the time during which the work needs to be executed or demands concerning the amount of work to be executed and these demands going beyond the abilities and resources of the person.

222: Whether at the workplace the person has particular exposure to selected factors that can adversely affect his/her physical health

The approach is to consider the exposure and the physical health from the point of view of the worker him/herself. Workplace refers to the usual geographical environment of work, usually it is the local unit or establishment where the respondent carries out his/her work activities, but for certain workers (e.g. forestry workers, firemen) it should be taken as the general environment where the work is usually carried out. Exposure refers to handling, touching, inhaling etc. of agents (chemicals, dusts, fumes etc.) or existence of other types of factors (work postures, movements, vibrations, noise, risk of accidents etc.) that may adversely affect the physical health of the workers. Particular exposure refers to an exposure which is clearly more frequent or more intensive than what people experience in general day to day life. Physical health refers to all other aspects of health than mental health. The question concerns exposure only to the mentioned factors and in case there is a particular exposure to several of these the respondent should indicate which of these factors he/she considers as the main factor from the point of view of adverse effects on his/her physical health.
## Specifications of the 2006 ad hoc module on transition from work into retirement


<table>
<thead>
<tr>
<th>Column</th>
<th>Code</th>
<th>Description</th>
<th>Filter</th>
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</thead>
<tbody>
<tr>
<td>240</td>
<td>240</td>
<td>Person reduced his/her working hours in a move to full retirement</td>
<td>Everybody aged 50-69 and ((C24=3, 5 and (C67/70-C11/14)&gt;49) or (C24=1, 2))</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Yes, in a progressive retirement scheme/part-time pension</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>Yes, but not in a progressive retirement scheme/part-time pension</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>No, but plans to do so within the next 5 years</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>No, and plans not to do so within the next 5 years/did not do so</td>
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</tr>
<tr>
<td></td>
<td>5</td>
<td>No, and does not know about plans for the next 5 years or plans are not relevant</td>
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<tr>
<td></td>
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<td>Not applicable (not included in the filter)</td>
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<th>Code</th>
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<tbody>
<tr>
<td>241/242</td>
<td>241/242</td>
<td>Planned age for stopping all work for pay or profit</td>
<td>Everybody aged 50-69 and ((C24=3, 5 and (C67/70-C11/14)&gt;49) or (C24=1, 2))</td>
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<td></td>
<td>50-93</td>
<td>2 digits</td>
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</tr>
<tr>
<td></td>
<td>94</td>
<td>No exact planned age, but it will be before 60 years old</td>
<td></td>
</tr>
<tr>
<td></td>
<td>95</td>
<td>No exact planned age, but it will be between 60 and 64 years old</td>
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</tr>
<tr>
<td></td>
<td>96</td>
<td>No exact planned age, but it will be at 65 years old or after or plans to work as long as possible</td>
<td></td>
</tr>
<tr>
<td></td>
<td>97</td>
<td>No exact planned age and does not know at all when it will be</td>
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</tr>
<tr>
<td></td>
<td>98</td>
<td>Has already stopped all work for pay or profit</td>
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<td>99</td>
<td>Not applicable (not included in the filter)</td>
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<th>Description</th>
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</thead>
<tbody>
<tr>
<td>243</td>
<td>243</td>
<td>Main labour status just after leaving last job or business</td>
<td>Everybody aged 50-69 and C24=3, 5 and (C67/70-C11/14)=49</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Unemployed</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>In retirement or early retirement</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>Long term sick or disabled</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>Other</td>
<td></td>
</tr>
<tr>
<td></td>
<td>9</td>
<td>Not applicable (not included in the filter)</td>
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<tbody>
<tr>
<td>244</td>
<td>244</td>
<td>Main reason for retirement or early retirement</td>
<td>C243=2</td>
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<tr>
<td></td>
<td>1</td>
<td>Job lost</td>
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<tr>
<td></td>
<td>2</td>
<td>Had reached compulsory retirement age</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>Own health or disability</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>Care responsibilities</td>
<td></td>
</tr>
<tr>
<td></td>
<td>5</td>
<td>Problems related to job</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6</td>
<td>Favourable financial arrangements to leave</td>
<td></td>
</tr>
<tr>
<td></td>
<td>7</td>
<td>Preference to stop working other than previous codes</td>
<td></td>
</tr>
<tr>
<td></td>
<td>8</td>
<td>Other</td>
<td></td>
</tr>
<tr>
<td></td>
<td>9</td>
<td>Not applicable (not included in the filter)</td>
<td>No answer</td>
</tr>
<tr>
<td></td>
<td>Blank</td>
<td>No answer</td>
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<tbody>
<tr>
<td>245</td>
<td>245</td>
<td>More flexible working time arrangements would have contributed to person staying longer at work/would contribute to person staying longer at work</td>
<td>Everybody aged 50-69 and ((C24=3, 5 and (C67/70-C11/14)&gt;49) or (C24=1, 2))</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td></td>
<td>9</td>
<td>Not applicable (not included in the filter)</td>
<td>No answer</td>
</tr>
<tr>
<td></td>
<td>Blank</td>
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<tbody>
<tr>
<td>246</td>
<td>246</td>
<td>More opportunities to update skills would have contributed to person staying longer at work/would contribute to person staying longer at work</td>
<td>Everybody aged 50-69 and ((C24=3, 5 and (C67/70-C11/14)&gt;49) or (C24=1, 2))</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td></td>
<td>9</td>
<td>Not applicable (not included in the filter)</td>
<td>No answer</td>
</tr>
<tr>
<td></td>
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<td>No answer</td>
<td></td>
</tr>
</tbody>
</table>
Explanatory notes for LFS 2006 ad hoc module

C240: Person reduced his/her working hours in a move to full retirement
This variable does not refer only to the current/past job (e.g. a person can plan to reduce the working hours by taking another job in the future and this should be coded).

“Progressive retirement scheme/part-time pension”: this measure concerns older employees in some countries. To avoid the exit from work, in case the employee wishes to decrease his/her working time before retiring, he/she could take a part-time job for example. It could be a “classic” part-time or what is called a “progressive retirement scheme/part-time pension”. The latter ensures a better remuneration than the “classic” part-time (e.g. 50% work paid 80%). This is part of measures to keep older employees in employment (incentives to stay at work). In other words, it corresponds to a reduction of the number of hours worked with a less than proportional reduction in salary (e.g. 50% work paid 80%).

Reduction of hours worked in a move to full retirement: e.g. if the person worked 50% part-time during the whole working life (or very early in the career), it should be coded “No” (the part-time was not taken in a move to full retirement, not to prepare the retirement).

Particular case: If a person took a classic part-time AND after that, a progressive retirement in a move to full retirement, it should be coded 1.
Labour Force Survey - United Kingdom

Code 4 includes also persons who plan not to do so within the next 5 years because they can not (e.g. no possibility in the work supply). It also includes persons who did not reduce the working hours in a move to full retirement and who have already stopped all work for pay or profit (with the intention not to return to the labour force).

Code 5 can also apply for unemployed persons, for persons whose job will stop in the following months or for persons with an uncertain job (“plans are not relevant”).

C241/242: Planned age for stopping all work for pay or profit
Planned age for stopping all work for pay or profit: with the intention not to return to the labour force.

C243: Main labour status just after leaving last job or business

“Just after leaving last job or business” means “just after the person last worked”.

The variable is based on self-assessment.

All the codes can apply for ex employees and ex self-employed.

“Unemployed”: may include government training, persons waiting to start job …

C244: Main reason for retirement or early retirement
At the moment of the exit from last job (after the person last worked).

Code 1: voluntary redundancy not included.

Code 2: compulsory legal maximum retirement age; person was forced to exit because of his/her age (different from the standard retirement age or the minimum retirement age).

Code 4: person had to care for children or dependant persons (e.g. lack of care facilities …).

Code 5: working time patterns, tasks, health and safety, job stress, too demanding, skills not adequate or not valued, employer’s attitude …

Code 6: financial terms to retire early, took voluntary redundancy, prime/compensation from employers, golden handshakes, other early retirement schemes …

Code 7: includes preference to stop working for personal or family reasons, persons who did not need to work or preferred not to work… This also includes persons who reached the minimum or standard retirement age (but not the maximum/compulsory), so who could have stayed longer at work but who preferred to stop working.

If it is really impossible for the interviewed person to choose a “main reason”, the first code that applies in the order of the list should be coded (the first codes refer rather to “obligations” and the last codes rather to “preferences”).

C245: More flexible working time arrangements would have contributed to person staying longer at work/would contribute to person staying longer at work

“Yes” and “to some extent” are in the same category of response: this means that this aspect would have contributed to person staying at work or would contribute to person staying longer at work. In other words, it may not be the only factor but if it was/is one of them, code 1 should be used.

More flexible working time arrangements” includes the possibility of reducing working time, teleworking, changing working hours …

C246: More opportunities to update skills would have contributed to person staying longer at work/would contribute to person staying longer at work

“Yes” and “to some extent” are in the same category of response: this means that this aspect would have contributed to person staying at work or would contribute to person staying longer at work. In other words, it may not be the only factor but if it was/is one of them, code 1 should be used.

C247: Better health and/or safety at workplace would have contributed to person staying longer at work/would contribute to person staying longer at work

“Yes” and “to some extent” are in the same category of response: this means that this aspect would have contributed to person staying at work or would contribute to person staying longer at work. In other words, it may not be the only factor but if it was/is one of them, code 1 should be used.
C248/249: Age at which person started to receive an individual retirement pension

“Individual” retirement pension: only individual/“direct” pensions are included. Pensions from derived rights are excluded; survivor’s pensions/widow’s pensions are therefore excluded.

“Retirement pensions”: Are included own full-time retirement pensions, own part-time pensions/progressive retirement schemes and more generally all “old age pensions” according to the ESSPROS definition. Therefore are included as “retirement pensions” (ESSPROS, in the classification of benefits in the Old Age Function):

- **Old age pension**: periodic payments intended to i) maintain the income of the beneficiary after retirement from gainful employment at the standard age or ii) support the income of old persons.
- **Anticipated old age pension**: periodic payments intended to maintain the income of beneficiaries who retire before the standard age as defined in the relevant scheme or in the scheme of reference. This may occur with or without a reduction of the normal pension.
- **Partial retirement pension**: periodic payment of a portion of the full retirement pension to older workers who continue to work but reduce their working hours or whose income from a professional activity is below a defined ceiling. This may occur before or after standard retirement age. The partial pension is converted into a full pension when the beneficiary retires completely or when he or she ceases to earn professional income above the defined level.

Are excluded from the definition of “retirement pensions” (ESSPROS, in the classification of benefits in the Disability Function, in the classification of benefits in the Unemployment Function):

- **Disability pension**: periodic payment intended to maintain or support the income of someone below standard retirement age as established in the reference scheme who suffers from a disability which impairs his or her ability to work or earn beyond a minimum level laid down by legislation.
- **Early retirement in case of reduced ability to work**: periodic payments to older workers who retire before reaching standard retirement age as established in the reference scheme as a result of reduced ability to work. These payments normally cease when the beneficiary becomes entitled to an old age pension.
- **Early retirement for labour market reasons**: periodic payments to older workers who retire before reaching standard retirement age due to unemployment or to job reduction caused by economic measures such as the restructuring of an industrial sector or of a business enterprise. These payments normally cease when the beneficiary becomes entitled to an old age pension.

Age at which person started to receive it for the first time; this means that if person receives several retirement pensions, among those she/he receives, the age at the first reception should be taken into account.

Code 97: e.g. includes persons who would be allowed to receive a retirement pension at the moment of the survey but do not receive one because they want to wait in order to increase the remuneration of the future retirement pension.

Code 98 includes e.g.

- persons who are not yet entitled to receive a retirement pension because of the age or of another factor, but who have developed/are developing a retirement pension they will receive in the future.
- persons who haven’t developed in the past and are not developing any retirement pension entitlements.

C250: Person receives an individual pension or individual benefits, other than a retirement pension and unemployment benefits, such as a disability pension, a sick pension or an early retirement scheme allowance

All enumerated individual pensions/benefits are included (in general, these pensions are periodic and paid in cash). Retirement pensions are excluded (see definition for C248/249).

Sick pensions can be financed by the social security.

Code 3: another individual benefit not coded 1 and not coded 2, other than a retirement pension or unemployment benefits. E.g. benefits from social assistance (ESSPROS, social benefits in the function social exclusion not elsewhere classified). Are excluded benefits in the survivor’s function (e.g. survivor’s pensions) and of course benefits in the family/children function and in the housing function.

It is important that the countries give to EUROSTAT the list of the kinds of pensions/benefits they include according to their national specificities.
C251: Main financial incentive to stay at work

Code 1 includes “to increase future retirement pension”.

Code 2 includes “to meet the current financial needs of the household”.

If it is really impossible for the interviewed person to choose between code 1 and code 2, then code 1 should be coded (order of the list).

C252/253: Number of years spent working for pay or profit (during working life)

This variable is identical to a variable in the EU-SILC.

It is implicit that an approximate measure is accepted.

Career breaks are excluded; parental leave is also excluded. Maternity/paternity leave and temporary disability are not considered as career breaks (see below).

When a person had a job, but was temporarily absent because of maternity leave, injury or temporary disability, slack work for technical or economical reasons … the related period is to be included.

Should be recorded the number of years, since starting the first significant job, the person has spent working for pay or profit, whether as an employee or self-employed.

First significant job: vacation jobs taken by students, from which they return to studies or to other non-work situations are disregarded, as are also other casual jobs undertaken from time to time. Part-time jobs the person may have engaged in while still in school or university are not included. This is partly a subjective definition (self-assessment); on the other hand, the aim is to get an approximate measure of the duration of the working career.
### Specifications of the 2005 ad hoc module on reconciliation between work and family life

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<tbody>
<tr>
<td>237</td>
<td>1</td>
<td>Main type of childcare used for own/spouse’s children up to 14 while person is working (apart from compulsory school; normal week omitting school holidays and emergency arrangements)</td>
<td>Everybody aged 15-64 with at least one own/spouse’s child up to 14 living in the household and C24=1,2</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>Childcare services (including paid childminders), pre-school Partner who is living in the household</td>
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<tr>
<td></td>
<td>3</td>
<td>Relatives/neighbours/friends (unpaid)</td>
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<td>4</td>
<td>No childcare used</td>
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<td>9</td>
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<tr>
<td>238</td>
<td>1</td>
<td>Person takes regularly care of other children up to 14 or of ill, disabled, elderly relatives/friends aged 15 or more in need of care Yes, of other children up to 14</td>
<td>Everybody aged 15-64</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>Yes, of relatives/friends aged 15 or more in need of care</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>Yes, of other children up to 14 and of relatives/friends aged 15 or more in need of care</td>
<td></td>
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<tr>
<td></td>
<td>4</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td></td>
<td>9</td>
<td>Not applicable (person aged less than 15 or more than 64)</td>
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<tr>
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<td>No answer</td>
<td></td>
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<tr>
<td>240</td>
<td>1</td>
<td>Main reason (linked with childcare) for not working or not working more Lack of childcare services during the day</td>
<td>C239=2 and (has at least one own/spouse’s child up to 14 living in the household) or (C238=1,3)</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>Lack of childcare services at special times</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>Lack of childcare services during the day or at special times</td>
<td></td>
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<tr>
<td></td>
<td>4</td>
<td>Childcare services are too expensive</td>
<td></td>
</tr>
<tr>
<td></td>
<td>5</td>
<td>Available childcare services are not of sufficient quality</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6</td>
<td>Other reason not linked with the lack of suitable childcare services</td>
<td></td>
</tr>
<tr>
<td></td>
<td>9</td>
<td>Not applicable (not included in the filter)</td>
<td></td>
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<tr>
<td>241</td>
<td>1</td>
<td>During school holidays or when the usual childcare services are closed or when the carer is on holidays: Person took days off or reduced the number of hours worked or took other special arrangements at work over the last 12 months to care for the children</td>
<td>Everybody aged 15-64 with at least one own/spouse's child up to 14 living in the household and C24=1,2</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>Yes, because of lack of alternative childcare services during the day</td>
<td></td>
</tr>
<tr>
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<td>4</td>
<td>Yes, because of lack of alternative childcare services at special times</td>
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<tr>
<td></td>
<td>5</td>
<td>Yes, because alternative childcare services too expensive</td>
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<tr>
<td></td>
<td>6</td>
<td>Yes, because alternative childcare services not of sufficient quality</td>
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<tr>
<td>242</td>
<td>1</td>
<td>Main reason (linked with care of ill, disabled, elderly relatives/friends aged 15 or more in need of care) for not working or not working more Lack of care services during the day</td>
<td>C239=2 and (C238=2, 3)</td>
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<tr>
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<td>Lack of care services at special times</td>
<td></td>
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<td></td>
<td>3</td>
<td>Lack of care services during the day or at special times</td>
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<tr>
<td></td>
<td>4</td>
<td>Care services are too expensive</td>
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<td>5</td>
<td>Available care services are not of sufficient quality</td>
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<td>6</td>
<td>Other reason not linked with the lack of suitable care services</td>
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<td><strong>Possible to vary start or/and end of working day for family reasons</strong></td>
<td>Everybody aged 15-64 and C24=1, 2</td>
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<td>(at least one hour)</td>
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<tr>
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<td>Rarely possible</td>
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<td>3</td>
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<td>Not possible</td>
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<td><strong>Possible to organise working time in order to take whole days off</strong></td>
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<tr>
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<td></td>
<td>for family reasons (without using holidays and special leave)</td>
<td>Generally possible</td>
</tr>
<tr>
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<td></td>
<td>Rarely possible</td>
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<tr>
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<td>2</td>
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<tr>
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<tr>
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<td></td>
<td><strong>Time off from work taken over the last 12 months for family sickness</strong></td>
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<tr>
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<td></td>
<td>or emergencies (without using holidays)</td>
<td>No</td>
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<td>Yes, “special leave” days remunerated</td>
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<td>3</td>
<td>Yes, “special leave” days not at all remunerated</td>
<td>Yes, other arrangements always used</td>
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<td>4</td>
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</tr>
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<td>3</td>
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<td>4</td>
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<td>Yes, taken in part-time and not at all remunerated</td>
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<td></td>
<td>5</td>
<td></td>
<td>Yes, taken in another arrangement or combinations and remunerated</td>
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<tr>
<td></td>
<td>6</td>
<td></td>
<td>Yes, taken in another arrangement or combinations and not at all remunerated</td>
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<tr>
<td></td>
<td>7</td>
<td></td>
<td>Not applicable (person aged less than 15 or more than 64)</td>
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<td>in the household over the last 12 months</td>
<td>Had no legal right to take parental leave</td>
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<td>1</td>
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<td>No remuneration or too low</td>
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<td>3</td>
<td></td>
<td>Not enough flexibility in choice of the parental leave period</td>
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<td>4</td>
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<td>Negative effects on social security</td>
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<td></td>
<td>Negative effects on the career/negative perception from the employer</td>
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<td>6</td>
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<td>Preference for work for other reasons than codes 2 to 5</td>
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<td>7</td>
<td></td>
<td>Other reason</td>
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<td>Not applicable (C246 not equal to 1)</td>
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**Explanatory notes for LFS 2005 ad hoc module**

Target population: persons aged 15-64 years old (16-64 for ES, UK).

Global instruction: if the countries have a special code “does not know”, these answers will be coded blank.

C237: Main type of childcare used for own/spouse’s children up to 14 while person is working (apart from compulsory school; normal week omitting school holidays and emergency arrangements)

Children concerned: own (including adopted) or spouse/partner up to 14 living in the same household that the person interviewed. Children aged 14 years old should be included.

Childcare services: crèche, day care centre, organised family care (e.g. family crèches, home-based care by childminders affiliated to a child minding service), after school centre, paid carers … Paid childcare is included. Childcare services subsidised by state/employers are also included.
As sometimes persons are using several childcare arrangements for a child or different childcare arrangements from one child to another, the carer (codes 1 to 3) who spends the highest number of hours/week caring for one or several children should be coded.

Code 3: “Relatives/neighbours/friends (unpaid)”: including grandparents, father/mother living outside the household, … These persons can live inside or outside the household.

Code 4: if the children up to 14 always take care of themselves/each other OR if person works at home/cares for the child at the workplace OR if no childcare is used at all (e.g. compulsory school hours correspond to working hours). Note: rigorously, if a sister/brother aged more than 14 takes care of the children up to 14, the sister/brother is considered as a relative and should be coded 3.

C238: Person takes regularly care of other children up to 14 or of ill, disabled, elderly relatives/friends aged 15 or more in need of care

« Caring, care, carer »: the variable focuses on the carers and not on the persons who are cared for (employment perspective linked with care responsibilities). Carers are defined as people who look after or provide regular help -on a fixed pattern- to children or to friends/relatives in need of care because sick/elderly/incapacitated/disabled (help, assistance, support, surveillance). The carer has to be responsible for the care.

Examples of caring tasks for other children up to 14: personal care, homework, playing games, reading, taking out, surveillance

Examples of caring tasks for friends/relatives in need of care aged 15 or more: personal care (e.g. dressing, washing); physical help (e.g. walking); helping with paperwork or financial matters; domestic help (e.g. housework, laundry); company, talking, visiting

“Other children” correspond to other than (own/spouse’s children living in the household) that is to say to:
* own/spouse’s children living outside the household
* other children (not own/spouse’s) living inside or outside the household

Children aged 14 years old should be included.

The dependant adults helped can live inside or outside the household.

“Regularly” is defined as on a fixed pattern (every day, every week, …). The reference period is the current situation.

If the care consists only of financial support or if the care is a volunteer work for a charity or for another organisation, then it should not be considered as care.

Care as a job should be excluded (it means that care done in a professional capacity is excluded)

Persons who receive allowances to take care of disabled relatives should be considered as carers (codes 2 or 3).

For children up to 14 who have a handicap, a disability or a health problem: they are considered as “children” (code 1, or 3 if also care of dependant adults).

Care for children aged 15 or more who are not ill/disabled is out of the scope of this variable.

C239: Wish to change the organisation of his/her working life and his/her care responsibilities

“Care responsibilities” include care for children and care for ill/disabled/elderly relatives/friends (see C237 and C238)

We want to know the current wish of the person independently of the constraints (e.g. even if she/he can not work because of lack of childcare services or other constraints). Therefore, what we are interested in is: would the person wish to change the organisation of his/her working life and his/her care responsibilities?

Particular cases: if person says that she/he wishes to work more and care more OR that she/he wishes to work less and care less, then code 1 (No) should be used.

Code 3 includes “wish not to work at all in order to have more time for caring”. 

C240: Main reason (linked with childcare) for not working or not working more

Childcare services: crèche, day care centre, organised family care (e.g. family crèches, home-based care by childminders affiliated to a child minding service), after school centre, paid carers … Paid childcare is included. Childcare services subsidised by state/employers are also included.

The main reason should be interpreted as the main current reason. For example, if a mother quit a job because of the lack of childcare services 2 years ago and if now, she finds it too expensive in relation to the expected salary, then code 4.

Code 1: this code should be used when the care would be needed approximately from 7h00 to 19h00. Means that there is no childcare service for the children in the area (accessible) at all OR no childcare service available (no place available …) OR not enough care service for children who need more care (e.g. a child is cared for in the morning but lack of care services in the afternoon).

Code 2: this code should be used if the care would be needed at special times, that is to say approximately before 7h00 in the morning, at night, after 19h00 in the evening, during the week-end or during school holidays...

Code 3: priority is given to codes 1 and 2. Code 3 should be used only if the person does not know the hours where the care would be needed (e.g. has no idea about the future working hours).

Code 4: a person who is not working and who might expect a salary which is not high enough compared to the cost of the care should be also coded here (the salary can be higher than the cost of the care but not high enough to encourage the person to work).

Code 5: « quality not sufficient » from the person’s point of view includes educational contents not sufficient, too many children and not enough carers, person not confident (does not trust), … Should also be used in case of lack of suitable childcare services for children with special needs (up to 14).

Code 6: e.g. can not find a job, want the child to be cared for only by relatives but there is no relative who can do that, could work more if partner worked less, …

C241: During school holidays or when the usual childcare services are closed or when the carer is on holidays:

Childcare services: crèche, day care centre, organised family care (e.g. family crèches, home-based care by childminders affiliated to a child minding service), after school centre, paid carers … Paid childcare is included. Childcare services subsidised by state/employers are also included.

“Alternative” = substitute to the usual childcare (services, relatives …). By definition, we are in the case where the usual childcare arrangements are not available because closed, caring persons on holidays …

Codes 2 to 5 should be used if person had problems with alternative childcare services (at least once) during these periods. In between codes 2 to 5, the main problem should be recorded. If it is impossible for the person to choose between codes 2 to 5, the first code that applies in the order of the list (2 to 5) should be recorded.

Code 6 should be used if person had no problem at all with alternative childcare services during these periods.

Particular cases: if the person is coded 1 or 2 in C24 but had not worked over the last 12 months during these kinds of periods (e.g. maternity/paternity/parental leave, …) or if there were no special periods for the person (e.g. has only one child going to day care centre and the day care centre was opened all over the last 12 months without any interruption), code 1 (No) should be used.

C242 : Main reason (linked with care of ill, disabled, elderly relatives/friends aged 15 or more in need of care) for not working or not working more

In the term “care services”, paid carers are included. Care services include care services at home and/or care in institution, also including institutions where persons can go only during the day.

The main reason should be interpreted as the main current reason. For example, if the person quit a job because of the lack of care services 2 years ago and if now, the cost of an external care is too expensive for the person helped OR for her, then code 4.

Code 1: this code should be used when the care would be needed approximately from 7h00 to 19h00. Means that there is no care service for the person at all OR no care service available (no place available …) OR not enough care (need of a prolongation of the care service).

Code 2: this code should be used if the care would be needed at special times that is to say approximately before 7h00 in the morning, at night, after 19h00 in the evening, during the week-end, during holidays, 24 hours/24 hours.
Labour Force Survey - United Kingdom

Code 3: priority is given to codes 1 and 2. Code 3 should be used only if the person does not know the hours where the care would be needed (e.g. has no idea about the future working hours).

Code 4: too expensive for the person helped OR for the person who helps. A person who could expect a salary which is not high enough compared to the cost of the care he/she would have to support should be coded here (the salary can be higher than the cost of the care but not high enough to encourage the person to work).

Code 5: « quality not sufficient » from the person’s interviewed point of view OR from the helped person’s point of view. Includes persons not confident (do not trust) …

Code 6: e.g. can not find a job, person helped does not want to be helped by someone else …

C243: Possible to vary start or/and end of working day for family reasons (at least one hour)

Formal or informal working arrangements should be taken into account.

Code 1: the person can generally start later and/or finish earlier for family reasons (outside particular periods of urgent work …).

Code 2: the person can but rarely starts later and/or finish earlier for family reasons.

Codes 1 and 2: the possibility exists without using special leave.

“For family reasons” includes also care for children and dependants.

Persons who have the general possibility to vary start or/and end of working day or a general possibility for working time banking should be coded 1 because they can do it in particular for family reasons when they want to.

Hours taken off are normally made up later/earlier. But they are not always necessary compensated in terms of hours done: the fact that the job is done is enough and this should be included.

C244: Possible to organise working time in order to take whole days off for family reasons (without using holidays and special leave)

Formal or informal working arrangements should be taken into account.

“Organise working time in order to take whole days off” : it includes working time banking with the possibility to take whole days off, persons who have free working time who can be absent from work for a day without any special arrangement, …. The person plans to arrange the working time in order to take whole days off (e.g. plans to make the hours on beforehand or after, changes shifts …).

Code 1: the person can generally organise the working time in order to take whole days off for family reasons (outside particular periods of urgent work… even if a limit for the number of days exists).

Code 2: the person can but rarely organise the working time in order to take whole days off for family reasons.

“For family reasons” includes also care for children and dependants.

“To take whole days off” = without using holidays and special leave

Persons who have the general possibility to organise working time in order to take whole days off should be coded 1 because they can do it in particular for family reasons.

Days taken off are normally made up later/earlier. But they are not always necessary compensated in terms of hours/days done: the fact that the job is done is enough and this should be included.

C245: Time off from work taken over the last 12 months for family sickness or emergencies (without using holidays)

Time off from work for family sickness or emergencies” includes the cases of sickness of child-relative (even not serious like a cold) or accident of a child-relative but also other family emergencies (childminder ill or having own urgent reasons, nursery closed because of flu epidemic, house burning …). Most of the time, it refers to unplanned situations but it can also be planned in advance in some cases of sickness for example (e.g. operation of a family member …). Own sickness or accident are excluded.

“Special leave” days are often provided in case of sick child or other family problems. They are remunerated in some countries, fully or partly. There is sometimes a limit in the number of days per year persons are allowed to take or they
might be given examining each case/reason of absence. If the “special leave” days were fully or partly remunerated, code 2 should be used. Code 3 is only used if all “special leave” days taken were not at all remunerated.

Code 4: no “special leave” days were used but person used other arrangements (time banking …).

Particular cases “not relevant” should be coded 1 (e.g. person on maternity/paternity/parental leave over the last 12 months …).


Definition of Parental leave as based on the minimum requirements stipulated in the Council Directive 96/34/EC:

- A leave in addition to maternity leave or paternity leave to take care of children
- Available until the age of 8 for both natural and adopted children - it excludes leave taken for the care of adults.
- It is a minimum of 3 months in length.
- Depending on Member State/employer, it can be taken full time/part time/piecemeal way/time credit system.
- It is an individual right for both parents and thus in principal granted on a non-transferable basis.
- It can be postponed by employers for justifiable reasons.
- Entitlements may be subject to a period of work qualification and/or length of service which shall not exceed one year.
- For workers: at the end of parental leave, workers shall have the right to return to the same job or, if that is not possible, to an equivalent or similar job consistent with their employment contract or employment relationship.

As far as possible, the official national designations for parental leave should be presented to the interviewed person in order to avoid misunderstandings.

The person has to be at least one day on parental leave for his/her own children (living inside the household) over the last 12 months to be considered as having been on parental leave, whatever the duration of the leave and whatever the leave was remunerated or not.

If the person was on parental leave in part-time job, then she/he should be coded as having taken parental leave in part-time. Not all part-time jobs are parental leave.

“Another arrangement”: peace meals (e.g. parental leave taken during school holidays periods) or time credit system (e.g. days or hours off taken)

“Combinations” of arrangements: means that the person had mixed the ways of taking parental leave over the last 12 months (e.g. had taken the parental leave in one block and then in part-time job over the last 12 months).

Code 2 to 5: should be understood as the parental leave was only taken that way over the last 12 months (e.g. code 2, parental leave was only taken in one block full-time and remunerated; if mixed, then other codes should be used).

“Remunerated”: the leave was remunerated. All remunerations of the leave are included that is to say:
- even if the leave was partially remunerated in relation to the salary over the last 12 months
- even if the leave was remunerated only for one part of the duration of leave over the last 12 months
- the remuneration of the leave could have been provided by the state or by the employer.

Code “Not applicable” refers to persons not aged 15-64. For the countries that filter on the age of the children inside the household according to the national legal age of children for taking parental leave: the persons not asked should be coded 1 (No).

Note: the “maximum” legal age of the children to be allowed to take parental leave for them is often the one which corresponds to parental leave for adopted children.

More generally, for variables C246/247, the countries can filter the questions according to the national rules for parental leave. The excluded sub-populations shall be coded in the relevant categories.
C247: Main reason for not having taken parental leave for own children living in the household over the last 12 months

Code 1: "had no legal right" means "according to the law = to the conditions of being able to be on parental leave in the country". Most of the time, it will be linked with the age of the children, with the past working situation of the person interviewed and with the duration of parental leave already taken by the person. E.g. coded 1: if person has no child living in the household, or has children who were too old to grant her/him parental leave over the last 12 months or if person had used all possible days of parental leave before the last 12 months.

Note: persons who had no possibility in terms of time to take parental leave over the last 12 months because is/was on maternity/paternity leave should be coded 1 (a special code for these cases makes no sense for a lot of countries where in these cases, the person has no right yet to take it or can not cumulate the leaves).

If the person did not know if he/she had right to take parental leave over the last 12 months, it should be coded blank.

Code 3: e.g. parental leave in part-time job not possible, months of the leave can not be chosen

It is the individual reason for not taking parental leave that should be recorded (the fact that the partner was still in maternity/paternity/parental leave is not an individual reason).

For the countries who filter C246 on the age of the children in the household according to the national legal age of children for taking parental leave: the persons not asked should be coded 1 (No) in C246 and coded 1 (Had no legal right to take parental leave) in C247.
Section 9:
EUROSTAT DERIVED VARIABLE FLOWCHARTS

In order to meet EuroStat regulations described earlier, the UK LFS dataset is delivered to agreed specification. The EuroStat variables are derived from the domestic LFS variables. This section explains how the EuroStat variables are derived using flow charts. Other LFS User Guides that are related to the EuroStat variables can be found at: www.statistics.gov.uk/StatBase/Product.asp?vlnk=1537&Pos=1&ColRank=2&Rank=272

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<td>Relationship to reference person in the household</td>
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<td>Sequence number of spouse or cohabiting partner</td>
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<tr>
<td>21/22</td>
<td>Country of birth</td>
</tr>
<tr>
<td>23</td>
<td>Nature of participation in survey</td>
</tr>
<tr>
<td>24</td>
<td>Work status in the reference week</td>
</tr>
<tr>
<td>25/26</td>
<td>Reason for not having worked at all though having a job</td>
</tr>
<tr>
<td>27</td>
<td>Professional status</td>
</tr>
<tr>
<td>28</td>
<td>Continuing receipt of wage or salary</td>
</tr>
<tr>
<td>29/31</td>
<td>Economic activity of the establishment</td>
</tr>
<tr>
<td>32/35</td>
<td>Main job occupation</td>
</tr>
<tr>
<td>36</td>
<td>Supervisory responsibilities</td>
</tr>
<tr>
<td>37/38</td>
<td>Number of persons working at local unit of establishment</td>
</tr>
<tr>
<td>39/40</td>
<td>Country of place of work</td>
</tr>
<tr>
<td>41/42</td>
<td>Region of place of work (NUTS2)</td>
</tr>
<tr>
<td>43/46</td>
<td>Year started with current employer/self employed</td>
</tr>
<tr>
<td>47/48</td>
<td>Month started with current employer/self-employed</td>
</tr>
<tr>
<td>49</td>
<td>Involvement of public employment office in finding present job</td>
</tr>
<tr>
<td>50</td>
<td>Full-time/part-time distinction (of first job)</td>
</tr>
<tr>
<td>51</td>
<td>Reasons for part-time work</td>
</tr>
<tr>
<td>52</td>
<td>Permanency of first job</td>
</tr>
<tr>
<td>53</td>
<td>Reasons for having temporary job</td>
</tr>
<tr>
<td>54</td>
<td>Total duration of temporary job</td>
</tr>
<tr>
<td>55</td>
<td>Contract with a temporary employment agency</td>
</tr>
<tr>
<td>56</td>
<td>Shift work</td>
</tr>
<tr>
<td>57</td>
<td>Evening work</td>
</tr>
<tr>
<td>58</td>
<td>Night work</td>
</tr>
<tr>
<td>59</td>
<td>Saturday work</td>
</tr>
<tr>
<td>60</td>
<td>Sunday work</td>
</tr>
<tr>
<td>61/62</td>
<td>Number of hours per week usually worked</td>
</tr>
<tr>
<td>Variable</td>
<td>Description</td>
</tr>
<tr>
<td>----------</td>
<td>-------------</td>
</tr>
<tr>
<td>63/64</td>
<td>Number of hours actually worked during reference week</td>
</tr>
<tr>
<td>65/66</td>
<td>Paid overtime in reference week (main job)</td>
</tr>
<tr>
<td>67/68</td>
<td>Unpaid overtime in reference week (main job)</td>
</tr>
<tr>
<td>69/70</td>
<td>Main reason hrs actually worked differ from usual hrs</td>
</tr>
<tr>
<td>71</td>
<td>Willingness to work more hours</td>
</tr>
<tr>
<td>72</td>
<td>Way that a person can work more hours</td>
</tr>
<tr>
<td>73/74</td>
<td>Number of hours would like to work in total</td>
</tr>
<tr>
<td>75</td>
<td>Working at home</td>
</tr>
<tr>
<td>76</td>
<td>Looking for another job</td>
</tr>
<tr>
<td>77</td>
<td>Main reason for looking for another job</td>
</tr>
<tr>
<td>78</td>
<td>Existence of more than one job or business</td>
</tr>
<tr>
<td>79</td>
<td>Professional status in second job</td>
</tr>
<tr>
<td>80/81</td>
<td>Economic activity of the establishment in second job</td>
</tr>
<tr>
<td>82/83</td>
<td>Number of hours actually worked during reference week in second job</td>
</tr>
<tr>
<td>84</td>
<td>Previous employment experience</td>
</tr>
<tr>
<td>85/88</td>
<td>Year in which person last worked</td>
</tr>
<tr>
<td>89/90</td>
<td>Month in which person last worked</td>
</tr>
<tr>
<td>91/92</td>
<td>Main reason for leaving last job or business</td>
</tr>
<tr>
<td>93</td>
<td>Professional status in last job</td>
</tr>
<tr>
<td>94/95</td>
<td>Economic activity of the establishment in last job</td>
</tr>
<tr>
<td>96/98</td>
<td>Previous job occupation</td>
</tr>
<tr>
<td>99</td>
<td>Seeking employment during previous four weeks</td>
</tr>
<tr>
<td>100</td>
<td>Reasons for not seeking employment</td>
</tr>
<tr>
<td>101</td>
<td>Type of employment sought</td>
</tr>
<tr>
<td>102</td>
<td>Duration of search for work</td>
</tr>
<tr>
<td>103</td>
<td>Contacted public employment office to find work</td>
</tr>
<tr>
<td>104</td>
<td>Contacted private employment office to find work</td>
</tr>
<tr>
<td>105</td>
<td>Applied to employers directly</td>
</tr>
<tr>
<td>106</td>
<td>Asked friends, relatives, trade unions etc.</td>
</tr>
<tr>
<td>107</td>
<td>Inserted or answered adverts in newspapers or journals</td>
</tr>
<tr>
<td>108</td>
<td>Studied adverts in newspapers or journals</td>
</tr>
<tr>
<td>109</td>
<td>Took a test, interview or examination</td>
</tr>
<tr>
<td>110</td>
<td>Looked for land, premises or equipment</td>
</tr>
<tr>
<td>111</td>
<td>Looked for permits, licenses or financial resources</td>
</tr>
<tr>
<td>112</td>
<td>Awaiting results of job application</td>
</tr>
<tr>
<td>113</td>
<td>Waiting for a call from a public employment office</td>
</tr>
<tr>
<td>114</td>
<td>Awaiting results of a competition for recruitment to public sector</td>
</tr>
<tr>
<td>115</td>
<td>Other job search method used</td>
</tr>
<tr>
<td>116</td>
<td>Willingness to work for persons not seeking employment</td>
</tr>
<tr>
<td>117</td>
<td>Availability to start within two weeks</td>
</tr>
<tr>
<td>118</td>
<td>Reasons for not being available to start work within two weeks</td>
</tr>
<tr>
<td>119</td>
<td>Situation immediately before seeking work</td>
</tr>
<tr>
<td>120</td>
<td>Need for care facilities</td>
</tr>
<tr>
<td>121</td>
<td>Registration at a public employment office</td>
</tr>
<tr>
<td>122</td>
<td>Main status</td>
</tr>
<tr>
<td>123</td>
<td>Student/apprentice in regular education during last 4 weeks</td>
</tr>
<tr>
<td>Variable</td>
<td>Description</td>
</tr>
<tr>
<td>----------</td>
<td>-------------</td>
</tr>
<tr>
<td>124</td>
<td>Level of education or training</td>
</tr>
<tr>
<td>125/127</td>
<td>Field of this education or training</td>
</tr>
<tr>
<td>128</td>
<td>Attendance at taught learning activities in last four weeks</td>
</tr>
<tr>
<td>129/131</td>
<td>Number of hours spent on all taught learning activities within last four weeks</td>
</tr>
<tr>
<td>132</td>
<td>Purpose of the most recent taught learning activity</td>
</tr>
<tr>
<td>133/135</td>
<td>Field of the most recent taught learning activity</td>
</tr>
<tr>
<td>136</td>
<td>Whether the most recent taught learning activity took place during paid working hours</td>
</tr>
<tr>
<td>137/138</td>
<td>Highest level of education or training successfully completed</td>
</tr>
<tr>
<td>139/141</td>
<td>Field of highest level of education or training successfully completed</td>
</tr>
<tr>
<td>142/145</td>
<td>Year when highest level of education or training successfully completed</td>
</tr>
<tr>
<td>146</td>
<td>Situation with regard to economic activity one year ago</td>
</tr>
<tr>
<td>147</td>
<td>Professional status one year ago</td>
</tr>
<tr>
<td>148/149</td>
<td>Economic activity of the establishment one year ago</td>
</tr>
<tr>
<td>150/151</td>
<td>Country of residence one year before survey</td>
</tr>
<tr>
<td>152/153</td>
<td>Region of residence one year ago (NUTS2)</td>
</tr>
<tr>
<td>154/161</td>
<td>Monthly (take home) pay from main job</td>
</tr>
<tr>
<td>162/165</td>
<td>Year of survey</td>
</tr>
<tr>
<td>166/167</td>
<td>Reference week</td>
</tr>
<tr>
<td>168/169</td>
<td>Interview week</td>
</tr>
<tr>
<td>170/171</td>
<td>Member state</td>
</tr>
<tr>
<td>172/173</td>
<td>Region of household (using NUT2)</td>
</tr>
<tr>
<td>174</td>
<td>Degree of urbanisation</td>
</tr>
<tr>
<td>175/180</td>
<td>Serial number of household</td>
</tr>
<tr>
<td>181</td>
<td>Type of household</td>
</tr>
<tr>
<td>182</td>
<td>Type of institution</td>
</tr>
<tr>
<td>183/188</td>
<td>Yearly weighting factor</td>
</tr>
<tr>
<td>189/194</td>
<td>Quarterly weighting factor</td>
</tr>
<tr>
<td>195/200</td>
<td>Household yearly weighting factor</td>
</tr>
<tr>
<td>201</td>
<td>Sequence number of the survey wave</td>
</tr>
<tr>
<td>202</td>
<td>Questionnaire used</td>
</tr>
</tbody>
</table>
HHSEQNUM: Person number within household

Columns 1/2

START → PERSNO contains value (i.e. >0) → NO → Error

YES

COLUMNS 1/2
Take value at PERSNO

KEY
01 - 58 Two-digit sequence number allocated to each member of the household
HHLINK: Relationship to reference person in the household (Head of Household)

Column 3

NOTE - Derive ETYPHLD (COL 181) first
HHLINK: Relationship to head of household
Column 3

PAGE 2 OF 3

2
GRID REL OF HOH=6 CHILD-IN-LAW
NO
GRID REL OF HOH=7 PARENT/GUARDIAN
NO
GRID REL OF HOH=8 STEP-PARENT
NO
GRID REL OF HOH=10 FOSTER PARENT
NO
GRID REL OF HOH=11 PARENT-IN-LAW
NO

YES
YES
YES
YES
YES

COLUMN 3
3
COLUMN 3
5
COLUMN 3
4
COLUMN 3
4
COLUMN 3
4

3
GRID REL OF HOH=12 SIBLING
NO
GRID REL OF HOH=13 STEP-SIBLING
NO
GRID REL OF HOH=14 FOSTER SIBLING
NO
GRID REL OF HOH=15 SIBLING-IN-LAW
NO

YES
YES
YES
YES

COLUMN 3
5
COLUMN 3
5
COLUMN 3
5
COLUMN 3
5

4
GRID REL OF HOH=16 SIBLING-IN-LAW
NO

YES

COLUMN 3
5
**HHSPOU: Sequence number of spouse or cohabiting partner**

**Columns 4/5**

**PAGE 1 OF 3**

1. **START**
   - NURSE=1
   - NO
   - HALLRES=1
   - NO
   - MARSTA=2,6
   - YES
   - 1

2. **YES**
   - COLUMNS 4/5
   - 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)

3. **NO**
   - 1
   - Loop \(i\) = 1 to 16
   - YES
   - 4
   - NO
   - 2

4. **YES**
   - Loop \(i\) = 1 to 16

5. **YES**
   - i = PERSNO OF THIS RESPONDENT

6. **YES**

7. **NO**
HHSPOU: Sequence number of spouse or partner
Columns 4/5

COLUMNS 4/5 = i

3
NURSE[i] = 1
NO

HALLRES[i] = 1
NO

MARSTA[i] = 2,6
YES

LIVWTH[i] = 1
YES

LOOP = FINISHED (i=16)
YES

NEXT [i] IN LOOP
NO

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)
HHFATH - Sequence number of father

Columns 6/7

PAGE 1 OF 2

START

NURSE#1

NO

HALRES#1

NO

1

YES

YES

COLUMN 6/7

99

1

PERSNO>PERSNO

OF RESPONDENT

YES

GRID

RELATIONSHIP

OF PERSON=7, 9

YES

SEX OF PERSON #

1

YES

NO

NO

NO

2

COLUMN 6/7

99

COLUMN 6/7

99

COLUMN 6/7 =
PERSNO

KEY

00 - 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)
HHFATH - Sequence number of father
Columns 6/7

PAGE 2 OF 2

2

PERSON=PERSON OF RESPONDENT

YES

GRID RELATIONSHIP OF RESPONDENT TO PERSON=3

YES

SEX OF PERSON=1

YES

COLUMNS 6/7
99

COLUMNS 6/7
99

COLUMNS 6/7
99

COLUMNS 6/7
= PERSNO

NO

NO

NO
HHMOTH: Sequence number of mother

Columns 8/9

PAGE 1 OF 2

START

NURSE=1

NO

HALLRES=1

NO

YES

YES

COLUMN 8/9

99

1

PERSNO=PERSNO OF RESPONDENT

YES

NO

2

COLUMN 8/9

99

GRID RELATIONSHIP OF PERSON=7, 9

YES

NO

COLUMN 8/9

99

SEX OF PERSON = 2

YES

COLUMN 8/9 = PERSNO

KEY

00-98 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)
**HHMOTH: Sequence number of mother**

Columns 8/9
SEX: Sex
Column 10

START → SEX=1

YES → COLUMN 10
  1 Male

NO → COLUMN 10
  2 Female

KEY
1 Male
2 Female
YEARBIR: Year of birth
Column 11/14

Notes:
- Purpose is to calculate year of birth if not stated by respondent
DATEBIR: Date of birth in relation to end of reference week
Column 15

NOTE: DERIVE EYOB FIRST

KEY
1  Person’s birthday falls between 1 January and the end of the reference week.
2  Person’s birthday falls after the end of the reference week.
MARSTAT: Marital status

Column 16

START → MARSTA=1 → NO → MARSTA=2,6 → NO → MARSTA=5,9 → NO → MARSTA=3,4,7,8 → NO

YES → COLUMN 16
1 Single

YES → COLUMN 16
2 Married

YES → COLUMN 16
3 Widowed

YES → COLUMN 16
4 Divorced or legally separated

COLUMN 16
BLANK
No answer
For Coding, see ISO country classification
N.B. Kosovo, Montenegro and Serbia still coded under YU
YEARSD: Years of residence in this country
Column 19/20

START
CRY01=1 to 5
OR
CRY0=1,7,8,49

NO

CAMEYR= (REFWRY-1)

YES

YES

RESTM=2-6

NO

YES

YES

YES

CAMEYR=8

CAMEYR=9

CAMEYR= (REFWRY-11)

COLUMNS 19/20
00
COLUMNS 19/20
02
COLUMNS 19/20
01
COLUMNS 19/20
BLANK
COLUMNS 19/20
01
COLUMNS 19/20
REFWRY-
CAMEYR
COLUMNS 19/20
11

NB - Channel Island (7), Isle of Man (8) & Gibraltar (40) have been added to UK because they are not specified in 2006 codification

KEY
00 Born in this country
01-10 Number of years for person who has been in this country for 1 to 10 years
11 Been in this country for more than 10 years
BLANK No answer

COUNTRYB: Country of Birth
Columns 21/22

CRYO=89 → YES →
COLUMNS 21/22
YU

CRYO=74 → YES →
COLUMNS 21/22
AL

CRYO=92 → 124 → NO →
COLUMNS 21/22
TR

CRYO=91 → YES →
COLUMNS 21/22
BY

CRYO=115 → YES →
COLUMNS 21/22
BA

CRYO=116 → YES →
COLUMNS 21/22
HR

CRYO=117 → YES →
COLUMNS 21/22
BG

CRYO=75 → NO →
COLUMNS 21/22
BG

CRYO=14 → YES →
COLUMNS 21/22
KE

CRYO=15 → YES →
COLUMNS 21/22
UG

CRYO=16 → YES →
COLUMNS 21/22
TZ

CRYO=17 → YES →
COLUMNS 21/22
MW

CRYO=18 → YES →
COLUMNS 21/22
ZM

CRYO=19 → YES →
COLUMNS 21/22
ZW

CRYO=20 → YES →
COLUMNS 21/22
06

CRYO=21 → YES →
COLUMNS 21/22
GM

CRYO=22 → YES →
COLUMNS 21/22
GH

CRYO=23 → YES →
COLUMNS 21/22
NU

CRYO=24 → YES →
COLUMNS 21/22
SL

CRYO=42 → YES →
COLUMNS 21/22
SC

CRYO=43 → YES →
COLUMNS 21/22
MJ

CRYO=96 → YES →
COLUMNS 21/22
AO

CRYO=97 → YES →
COLUMNS 21/22
ET

CRYO=98 → YES →
COLUMNS 21/22
SO

COUNTRYB: Country of Birth
Columns 21/22

KEY
99  Not applicable (col. 19/20 = 00)
blank  No answer

For coding, see ISO country classification
PROXY: Nature of participation in survey
Column 23

Key:
1. Direct participation
2. Participation via another member of the household
9. Not applicable (child less than 15 years old)
blank. No answer
WSTATOR: Work status during the reference week (reported)
Column 24

START

AGE=0-14

NO

YES

AGE=15

NO

INECACOS = 1

NO

YES

COLUMN 24

9

COLUMN 24

5

YES

YTETMP = 4, 5

NO

JBAWAY = 1

NO

ILLDAYS = ACTWKDY

see note 1

YES

COLUMN 24

2

YES

HOURS = 0-99

see note 2

YES

COLUMN 24

1

YES

SUM of HOURS = 0

see note 3

YES

COLUMN 24

1

KEY
1. Did any work for pay or profit during the reference week - one hour or more
2. Was not working but had a job or business from which he/she was absent during the reference week
3. Was not working because on lay-off
4. Was a conscript on compulsory military or community service
5. Other (15 years or more) who neither worked nor had a job or business during the reference week
9. Not applicable (child less than 15 years old)

Note 1:
Number of ILLDAYS (1-7) = Number of ACTWKDY (1-7)
(and number of ILLDAYS (1-7) > 0)

Note 2:
(TOTAC1 >= 0 AND <= 99) or (TOTAC2 >= 0 AND <= 99) or (ACTHR2 >= 0 AND <= 99)

Note 3:
(TOTAC1 (if TOTAC1 >=0 and <= 99) + TOTAC2 (if TOTAC2 >=0 and <= 99) + ACTHR2 (if ACTHR2 >=0 and <= 99) = 0
NOWKREAS: Reason for not having worked at all though having a job

Column 25/26

Page 1 of 2

START

This Q36 = 1, 3, 4 (MJUS/CD)

NO 1

YES

EWKSTAT = 2

NO

COLUM 25/26

99

Not applicable (col.24=1,3-5,9)

YES

YLESS6=10

NO

YLESS6=12

NO

YLESS6=11

NO

YLESS6=7

NO

NO

YLESS6=6

NO

YLESS6=3

NO 2

YES

Y

YES

Y

YES

Y

YES

Y

Y

Y

YES

YES

Y

COLUM 25/26

00

COLUM 25/26

01

COLUM 25/26

02

COLUM 25/26

03

COLUM 25/26

04

COLUM 25/26

05

COLUM 25/26

06

COLUM 25/26

07

COLUM 25/26

09

COLUM 25/26

09

COLUM 25/26

09

COLUM 25/26

09

COLUM 25/26

09

NO of positive LLDAYS, NO of ACTWKO

KEY

00 Bad weather

01 Slack work for technical or economic reasons

02 Labour dispute

03 School education or training

04 Own illness, injury or temporary disability

05 Maternity leave

06 Parental leave

07 Holidays

08 Compensation leave (within the framework of working time banking or an annualised hours contract)

09 Other reasons (e.g. personal or family responsibilities)

99 Not applicable (WSTATOR = 1, 3-5, 9)

NB - LSSOTH asked in April - June only
NOWKREAS: Reason for not having worked at all though having a job
Column 25/26

* No. of positive replies in ILLDAYS(1-7) and ACTWKDY(1-7)
STAPRO: Professional status (reported)

Column 27

START

EVKSTATR 1,2 NO
YES

COLUMNS 27 9

YES

YTETMP 3,5 NO
YES

1

YES

YTETJB 1 NO
YES

1

YES

STAT2 1,8 NO
YES

COLUMNS 27 3

COLUMNS 27 2

YES

SOLO2 2 NO
YES

COLUMNS 27 1

COLUMNS 27 2

YES

NEWDBA4 1,6,8,9,19 NO
YES

COLUMNS 27 3

COLUMNS 27 2

KEY

1 Self-employed with employees
2 Self-employed without employees
3 Employee
4 Family worker
9 Not applicable (YSTATOR 3-5, 9)
blank No answer
STAPRO: Professional status (reported)
Column 27
SIGNISAL - Continuing receipt of wage or salary

Column 28

1. **START**

2. **EWKSTATR = 2**
   - **NO**
   - **COLUMN 28 = 9**
     - (Not Applicable)
   - **YES**
   - **EREASAWYR = 00,01,02,03,06,07,08,09**
     - **NO**
     - **COLUMN 28 = 9**
       - (Not Applicable)
     - **YES**
     - **ESTATR = 3**
       - **NO**
       - **EWKSTATR = 3**
         - **NO**
         - **COLUMN 28 = 9**
           - (Not Applicable)
         - **YES**
         - **HWLNG = 1**
           - **NO**
           - **HWLNG = 2**
             - **NO**
             - **COLUMN 28 = 4**
             - **YES**
           - **YES**
           - **FIFSAL = 2**
             - **NO**
             - **FIFSAL = 1**
               - **NO**
               - **COLUMN 28 = 4**
               - **YES**
             - **YES**
             - **COLUMN 28 = 3**
           - **COLUMN 28 = 2**
           - **COLUMN 28 = 1**

3. **COLUMN 28 = 9**

**KEY**

1. Absent for up to and including 3 months
2. Absent for more than 3 months and receiving a wage, salary or social allowances corresponding to half or more of the salary
3. Absent for more than 3 months and receiving a wage, salary or social allowances corresponding to less than half of the salary
4. Don’t know
9. Not applicable (EWKSTATR ≠ 2 or EREASAWYR ≠ 04 or EREASAWYR ≠ 05 or ESTATR ≠ 3) and EWKSTATR ≠ 3
NACE3D: Economic activity of the establishment
Columns 29/31

KEY
000  Not applicable (WSTATGR = 3-5,9)
blank  No answer
ISCO4D: Main job occupation coded using ISCO-88 (COM)

Columns 32/35

NB: the questionnaire variables SOLO and MPNE/MPNS can be used as EWKSTATR filters for current job only.

KEY

9999 Not applicable (WSTATOR = 3-5,9)
blank No answer

ISCO-88 (COM) coded at 3 or if possible 4 digit level
ISCO4D: Main job occupation coded using ISCO-88 (COM)
Columns 32/35
Page 2 of 5
ISCO4D: Main job occupation coded using ISCO-88 (COM)
Columns 32/35
ISCO4D: Main job occupation coded using ISCO-88 (COM)
Columns 32/35

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ISCO4D: Main job occupation coded using ISCO-88 (COM)
Columns 32/35

1. SOC2KM=1221, 1223, 1224
   - NO
   - YES
     - SOLO=1
       - NO
         - MPNE02 = 1 or MPNS02 = 1
           - NO
             - COLUMNS 32/35 1225
             - YES
               - ONETEN = 1-9
                 - NO
                   - COLUMNS 32/35 1225
                   - YES
                     - COLUMNS 32/35 1315
     - YES
       - COLUMNS 32/35 1315

2. COLUMNS 32/35 Use SOC2K to ISCO-88 conversion list
SUPVISOR: Supervisory responsibilities
Column 36

START

ESTATR = 3

YES

SUPVIS = 1

NO

SUPVIS = 2

NO

COLUMNS 36 9

COLUMNS 36 Blank

COLUMNS 36 1

COLUMNS 36 2

YES

YES

KEY

1 Yes
2 No
9 STAPRO is not equal to 3
Blank No answer
SIZEFIRM: Number of persons working at local unit of establishment
Columns 37/38

START → ESTATR = 1, 3, 4, BLANK → NO →
COLUMNS 37/38 99
(Not Applicable)

YES →

MPNR02 = 1 → NO →
COLUMNS 37/38 11

YES →

ONETEN >= 1 and <= 10 → NO →
COLUMNS 37/38 14

YES →

COLUMNS 37/38 01-10

MPNR02 = 2 → NO →
COLUMNS 37/38 12

YES →

COLUMNS 37/38 13

MPNR02 = 3-5 → NO →
COLUMNS 37/38 15

YES →

COLUMNS 37/38 16-9

MPNR02 = 6-9 → NO →
COLUMNS 37/38 17

YES →

COLUMNS 37/38 18

MPNR02 = 4 → NO →
COLUMNS 37/38 19

YES →

COLUMNS 37/38 20

COLUMN 37/38 BLANK (No Answer)

KEY
01-10 Exact number of persons, if between 1 and 10
11 11-19 persons
12 20 to 49 persons
13 50 persons or more
14 Do not know but less than 11 persons
15 Do not know but more than 10 persons
99 Not applicable (ESTATR = 2,9)
Blank No answer
COUNTRYW: Country of place of work
Columns 39/40

Page 1 of 7

START

EWKSTATR = 1,2

NO

YES

COLUMNS 39/40

UK

NO

YES

WKPL99=999997

NO

YES

COLUMNS 39/40

NL

NO

YES

COLUMNS 39/40

IT

NO

YES

COLUMNS 39/40

FR

NO

YES

COLUMNS 39/40

DE

NO

YES

COLUMNS 39/40

UK

NO

YES

COLUMNS 39/40

IE

NO

YES

COLUMNS 39/40

DK

NO

YES

COLUMNS 39/40

GR

NO

YES

COLUMNS 39/40

ES

NO

YES

COLUMNS 39/40

PT

KEY

99 Not applicable (WSTATOR = 3-5,9) blank No answer

For coding, see ISO country classification

NB

WKABRC is a coding frame in Blaise

WKABRC is the same as NATO
COUNTRYW: Country of Place of work
Columns 39/40
**COUNTRYW: Country of place of work**

*Columns 39/40*

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<table>
<thead>
<tr>
<th>WKABRC= 89 NO</th>
<th>WKABRC= 74 NO</th>
<th>WKABRC= 92,124 NO</th>
<th>WKABRC= 91 NO</th>
<th>WKABRC= 115 NO</th>
<th>WKABRC= 116 NO</th>
<th>WKABRC= 117 NO</th>
<th>COLUMNS 39/40 YU</th>
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<th>WKABRC= 121 NO</th>
<th>WKABRC= 122 NO</th>
<th>WKABRC= 123 NO</th>
<th>WKABRC= 125 NO</th>
<th>WKABRC= 126 NO</th>
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<th>WKABRC= 14 NO</th>
<th>WKABRC= 15 NO</th>
<th>WKABRC= 16 NO</th>
<th>WKABRC= 17 NO</th>
<th>WKABRC= 18 NO</th>
<th>WKABRC= 19 NO</th>
<th>COLUMNS 39/40 UA</th>
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<td>YES</td>
<td>YES</td>
<td></td>
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</tbody>
</table>
COUNTRYW: Country of place of work
Columns 39/40

8

WKABRC= 20
NO
YES

WKABRC= 21

NO
YES

COLUMNS 39/40
06

COLUMNS 39/40
GM

9

WKABRC= 96
NO
YES

WKABRC= 97

NO
YES

COLUMNS 39/40
AO

COLUMNS 39/40
CT

10

WKABRC= 49
NO
YES

WKABRC= 48

NO
YES

COLUMNS 34/35
EG

COLUMNS 39/40
LY

11

WKABRC= 130
NO
YES

WKABRC= 25

NO
YES

COLUMNS 39/40
JM

COLUMNS 39/40
TT

Page 4 of 7
COUNTRYW: Country of place of work
Columns 39/40

Page 5 of 7

12

NO

WKABRC= 31

YES

COLUMNS 39/40 BZ

NO

WKABRC= 100

YES

COLUMNS 39/40 CU

NO

WKABRC= 134

YES

COLUMNS 39/40 PM

NO

WKABRC= 52

YES

COLUMNS 39/40 US

NO

WKABRC= 12

YES

COLUMNS 39/40 CA

NO

WKABRC= 101

YES

COLUMNS 39/40 MX

13

NO

WKABRC= 32

YES

COLUMNS 39/40 GU

NO

WKABRC= 103

YES

COLUMNS 39/40 BR

NO

WKABRC= 102

YES

COLUMNS 39/40 AR

NO

WKABRC= 109

YES

COLUMNS 39/40 LB

NO

WKABRC= 39

YES

COLUMNS 39/40 CY

NO

WKABRC= 63

YES

COLUMNS 39/40 IL

14

NO

WKABRC= 108

YES

COLUMNS 39/40 IQ

NO

WKABRC= 142

YES

COLUMNS 39/40 KZ

NO

WKABRC= 33

YES

COLUMNS 39/40 BD

NO

WKABRC= 62

YES

COLUMNS 39/40 IR

NO

WKABRC= 56

YES

COLUMNS 39/40 PK

NO

WKABRC= 34

YES

COLUMNS 39/40 IN

15
COUNTRYW: Country of place of work
Columns 39/40

Page 5 of 7

15

WKBRC= 131
YES

WKBRC= 61
YES

WKBRC= 137
YES

WKBRC= 38, 58, 112
YES

WKBRC= 140
YES

WKBRC= 59
YES

16

COLUMNS 39/40 KH

COLUMNS 39/40 VN

COLUMNS 39/40 TW

COLUMNS 39/40 CN

COLUMNS 39/40 TH

COLUMNS 39/40 JP

16

WKBRC= 60
YES

WKBRC= 110, 112
YES

WKBRC= 135
YES

WKBRC= 136
YES

WKBRC= 104
YES

WKBRC= 105
YES

17

COLUMNS 39/40 PH

COLUMNS 39/40 ID

COLUMNS 39/40 GL

COLUMNS 39/40 BM

COLUMNS 39/40 CL

COLUMNS 39/40 CO

17

WKBRC= 106
YES

WKBRC= 107
YES

WKBRC= 141
YES

WKBRC= 142
YES

WKBRC= 39
YES

WKBRC= 37
YES

18

COLUMNS 39/40 UY

COLUMNS 39/40 VE

COLUMNS 39/40 11

COLUMNS 39/40 11

COLUMNS 39/40 LK

COLUMNS 39/40 MY
COUNTRYW: Country of place of work

Columns 39/40

Page 7 of 7

NB
Kosovo, Montenegro and Serbia coded under YU
REGIONW: Region of place of work
Columns 41/42

PAGE 2 OF 5
REGIONW: Region of place of work
Columns 41/42

PAGE 3 OF 5
REGIONW: Region of place of work
Columns 41/42

PAGE 4 OF 5


160
REGIONW: Region of place of work
Columns 41/42

Page 5 of 5

KEY
99  Not applicable (WSTATOR ≠ 3-5.9)
blank  No answer
YSTARTWK - Year started with current employer/self-employed
Columns 43/46

START → EWKSTATR=1,2 → NO → COLUMNS 43/46
    YES → STAT = 1, 3 → NO → RELBUS = 1 → NO → STAT = 2 → NO → OWNBUS = 1 → NO → COLUMNS 43/46
                      YES → 1
                      YES → 1
                      YES → 2
                      YES → 2
                      YES → CONMPY
                      YES → CONSEY

1 → CONMPY = -8, -9 → NO → COLUMNS 43/46 BLANK
    YES → COLUMNS 43/46 CONMPY

2 → CONSEY = -8, -9 → NO → COLUMNS 43/46 BLANK
    YES → COLUMNS 43/46 CONSEY

KEY
Enter the 4 digits of the year concerned
9999 Not applicable (WSTATOR = 3-5,9)
blank No answer
MSTARTWK: Month started with current employer/self-employed
Columns 47/48

KEY
01-12 Enter the number of the month concerned
99 Not applicable (YSTARTWK = 9999, blank or REFYEAR-YSTARTWK<2)
blank No answer

WAYJFOUN: Involvement of the public employment office at any moment in finding the present job

Column 49

**Diagram**

START → ESTATR = 3 → NO → COLUMN 49 = 9 (Not Applicable)

YES → HOWGET = 2 → NO → HOWGET = 1, 4, 5, 6, 7, 8 → NO → COLUMN 49 = Blank

YES → COLUMN 49 = 1

YES → COLUMN 49 = 0

**KEY**

0  No
1  Yes
9  Not Applicable (STAPRO is not equal to 3 or has started this job more than 1 year ago)
Blank  No answer
FTPT - Full-time/part-time distinction (of first job)
Column 50

START
1 EWKSTATR = 1, 2
NO
COLUM 50
9
Not Applicable
YES
YETETJ=1
NO
2
YES
YETETJ=1
NO
2
YES
NEWDEA=1, 6, 8, 9, 19
NO
ACTHR2 $ 31.97
NO
YES
COLUM 50
1
Full-time job
YES
COLUM 50
1
Full-time job
COLUM 50
BLANK
(- 9 No Answer)
COLUM 50
1
Full-time job
COLUM 50
2
Part-time job
COLUM 50
BLANK
(- 9 No Answer)

KEY
1 Full-time job
2 Part-time job
9 Not applicable (col 24- EWKSTATR - is not equal to 1,2)
BLANK No answer
TEMP: Permanency of first job
Column 52

KEY
1  Person has a permanent job or work contract of unlimited duration
2  Person has temporary job/work contract of limited duration
9  Not applicable (STAPRO is not equal to 3)
blank  No answer
**TEMPREAS: Reasons for having a temporary job/work contract of limited duration**

Column 53

**KEY**
Person has temporary job/work contract of limited duration because:

1. It is a contract covering a period of training (apprentices, trainees, research assistants, etc.)
2. Person could not find a permanent job
3. Person did not want a permanent job
4. It is a contract for a probationary period
9. Not applicable (TEMP is not equal to 2)
Blank. No answer
TEMPDUR: Duration of temporary job
Column 54

This Qtr = 2
(April - June)

START

Yes

No

COLUMN 54
= Blank
(- 9 No Answer)

EPERM=2

Yes

No

COLUMN 54
= 9
(Not Applicable)

TEMLEN=1

Yes

No

TEMLEN=2

Yes

No

TEMLEN=3

Yes

No

TEMLEN=4

Yes

No

TEMLEN=5

Yes

No

1

TEMLEN=6

Yes

No

TEMLEN=7

Yes

No

TEMLEN=8-10

Yes

No

TEMLEN asked in Q2 (April - June) only

KEY
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 (TEMP is not equal to 2)
Blank No answer

COLUMN 54
1

COLUMN 54
2

COLUMN 54
3

COLUMN 54
4

COLUMN 54
5

COLUMN 54
6

COLUMN 54
7

COLUMN 54
8
TEMPAGCY: Contract with a temporary employment agency
Column 55

START

ESTATR = 3

YES

NO

COLUMN 55 = 9
(Not Applicable)

TMPCON

1

NO

TMPCON

2

NO

COLUMN 55

= Blank
(-9 No Answer)

YES

YES

COLUMN 55

1

COLUMN 55

0

KEY

0 No

1 Yes

2 Not applicable (STAPRO is not equal to 3)

blank No answer
**SHIFTWK: Shift work (main job)**

**Column 56**

START

- **This Qtr = 2** (April - June)
  - NO
    - COLUMN 56 = Blank (-9 No Answer)
  - YES
    - **ESTATR = 3**
      - NO
        - COLUMN 56 = 9 (Not Applicable)
      - YES
        - **SHFTWK99 = 3**
          - NO
            - COLUMN 56 = Blank (-9 No Answer)
          - YES
            - COLUMN 56 = 3
    - YES
      - **SHFTWK99 = 1, 2**
        - NO
          - COLUMN 56 = Blank (-9 No Answer)
        - YES
          - COLUMN 56 = 1

**KEY**

1  Person does shift work
3  Person never does shift work
9  Not applicable (STAPRO is not equal to 3)
Blank   No answer

**NB** - SHFTWK99 asked in Q2 (April - June) only
EVENWK - Evening work in main job  
Column 57

START

This Qtr  
(April - June)

NO

YES

EWKSTATR = 1, 2

NO

YES

USUWRK2 = 1

NO

KEY

1 Person usually works in the evening
2 Person sometimes works in the evening
3 Person never works in the evening
9 Not applicable (WSTATOR = 3-9)
Blank No Answer

USUWRK2/EVE = asked in Q2 (April - June) only
**NIGHTWK: Night work in main job**  
*Column 58*

**Flowchart**

**START**

- **This Qtr = 2 (April - June)**
  - **NO:** COLUMN 58 = Blank (-9 No Answer)
  - **YES:** EWKSTATR = 1, 2

  - **NO:** COLUMN 58 = 9 (Not Applicable)
  - **YES:** USUWRK3 = 1

    - **NO:** EVNGHT = 1
      - **NO:** EVNGHT = 2
        - **NO:** COLUMN 58 = Blank (-9 No Answer)
        - **YES:** COLUMN 58 = 1
      - **YES:** COLUMN 58 = 2
    - **YES:** COLUMN 58 = 3

  - **YES:** USUWRK3 = 1

**KEY**

1. Person usually works at night
2. Person sometimes works at night
3. Person never works at night
9. Not applicable (WSTATOR = 3-5,9)
Blank. No Answer

**NB - EVNGHT/USUWRK3 asked in Q2 (April - June) only**
SATWK: Saturday work in main job
Column 59

START
This Qtr = 2 (April - June) → NO

YES

EWKSTATR ≠ 1, 2 → NO

COLUMN 59 = Blank ( - 9 No Answer)

YES

WCHDAY1-7 = 6 → NO

COLUMN 59 = 9 (Not Applicable)

YES

EVSAT = 1 → NO

COLUMN 59 = Blank ( - 9 No Answer)

YES

EVSAT = 2 → NO

COLUMN 59 = Blank ( - 9 No Answer)

YES

COLUMNS 1

KEY
1  Person usually works on Saturdays
2  Person sometimes works on Saturdays
3  Person never works on Saturdays
9  Not applicable (WSTATOR = 3-5,9)
Blank  No Answer

NB - WCHDAY1-7/EVSAT asked in Q2 (April - June) only
**SUNWK: Sunday work in main job**

**Column 60**

```
START
  This Qtr = 2
    (April - June)
      NO
        COLUMN 60 = Blank
                    (- 9 No Answer)
        YES
          EWKSTATR ≠ 1, 2
            NO
              COLUMN 60 = 9
                              (Not Applicable)
            YES
              WCHDAY1-7 ≠ 7
                NO
                  EVSUN ≠ 1
                  NO
                      COLUMN 60 = Blank
                                      (- 9 No Answer)
                  YES
                      EVSUN = 2
                      NO
                          COLUMN 60 = 2
                          YES
                              COLUMN 60 = 3
```

**KEY**

1. Person usually works on Sundays
2. Person sometimes works on Sundays
3. Person never works on Sundays
9. Not applicable (WSTATOR = 3-5,9)
Blank: No Answer

**NB** - EVSUN/WCHDAY[1-7] asked in Q2 (April - June) only
HWUSUAL: Number of hours per week usually worked in main job
Columns 61/62

START

EWKSTATR = 1 or 2

YES

COLUMNS 61/62

NO

EWKSTATR = 99 or 9

YES

COLUMNS 61/62

VARYHR = 1

YES

COLUMNS 61/62

00

NO

TOTUS1=99 or -8

NO

COLUMNS 61/62

TOTUS1=0.01 to 0.99

NO

COLUMNS 61/62

TOTUS1=XX.50

NO

COLUMNS 61/62

TOTUS1 rounded to nearest even number

NO

COLUMNS 61/62

TOTUS1 rounded to nearest whole number

YES

COLUMNS 61/62

TOTUS1=0.01 to 0.99

YES

COLUMNS 61/62

TOTUS1 rounded to 01

YES

COLUMNS 61/62

TOTUS1=XX.50

NO

COLUMNS 61/62

TOTUS1 rounded to nearest even number

Note: XX is a number in the range 01 to 97.

KEY

00 Usual hours cannot be given because hours worked vary considerably from week to week or from months to month
01-98 Number of hours usually worked in the main job
99 Not applicable (WSTATOR = 3-5, 9)
blank No answer
HWUSUAL: Number of hours usually worked
Columns 61/62

Note: XX is a number in the range 01 to 97.
**HWACTUAL**: Number of hours actually worked during reference week in main job

Columns 63/64

---

**KEY**

- **00**: Person having a job or business and not having worked at all in the main activity during the reference week (WSTATOR = 2)
- **01-98**: Number of hours actually worked in the main job during the reference week
- **99**: Not applicable (WSTATOR = 3-5, 9)
- **Blank**: No answer
HWACTUAL: Number of hours actually worked during reference week in main job
Columns 63/64

Note 1:
Number of ILLDAYS (1-7) = Number of ACTWKDY (1-7) (and number of ILLDAYS (1-7) > 0)
XX is a number in the range 01 to 97.
**HWOVERP: Paid overtime in reference week - main job**

**Column 65/66**

**KEY**

- 00-98: Number of paid overtime hours
- 99: Not applicable (STAPRO is not equal to 3)
- blank: No answer
HWOVERPU: Unpaid overtime in reference week - main job
Columns 67/68

START

ESTATR = 3

Yes

No

ACTUOT =

$\geq 0.5$ and $\leq 97$

No

Yes

Col 67/68 = ACTOUT

Col 67/68 =

99
(Not Applicable)

Col 67/68 =

BLANK
(- 9 No Answer)

KEY

00 - 98  Number of unpaid overtime hours
99  Not Applicable (STAPRO = 3)
BLANK  No answer
HOURREAS: Main reason why hours actually worked differed from usual hours
Columns 69/70
Page 1 of 2

START

EUSUHRR
00-98

NO

YES

EACTHRR
01 to 98

NO

YES

EUSUHRR = EACTHRR

NO

YES

YMORE = 2

NO

YES

YMORE = 3

NO

YES

YMORE = 1

NO

YES

VARYHR = 1

NO

YES

NO

YES

YLESS6=12

NO

YES

YLESS6=11

NO

YES

YLESS6=7

NO

YES

YLESS6=1

NO

YES

YES

COLUMNS 69/70
99

COLUMNS 69/70
97

COLUMNS 69/70
03

COLUMNS 69/70
04

COLUMNS 69/70
05

COLUMNS 69/70
06

COLUMNS 69/70
07

COLUMNS 69/70
16

COLUMNS 69/70
02

COLUMNS 69/70
01

COLUMNS 69/70
98

COLUMNS 69/70
BLANK
HOURREAS: Main reason why hours actually worked differed from usual hours
Columns 69/70

Page 2 of 2

**KEY**

- 01 variable hours (e.g. flexible working hours)
- 15 overtime
- 02 other reasons
- 03 person has worked less than usual due to:
- 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 (HWUSUAL = HWACTUAL = 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 (HWUSUAL = 00 & HOURREAS 01-16)
- 99 not applicable (WSTATOR = 2-5.9 or HWUSUAL = blank or HWACTUAL = blank)
- blank no answer
WISHMORE Willingness to work more hours than current number of hours
Column 71

KEY
0 No
1 Yes
9 Not applicable (WSTATOR = 3-5, 9)
Blank No answer
WAYMORE: Way that a person who wants to work more hours, can
Column 72

**KEY**

1. Through an additional job
2. Through a job working more hours than the present job
3. Only within the present job
4. In any of the above ways
9. Not applicable (MISHORE = 1)
BLANK No Answer
HWWISH: Number of hours would like to work in total
Columns 73/74

START

EWKSTATR = 1 or 2

YES

EMHRSR = 1

YES

EUSUHRR = 1 to 98

YES

UNDHRS = 1-97

YES

(EUSUHRR + UNDHRS) > 98

YES

COLUMNS 73/74

98

99

COLUMNS 73/74

99

COLUMNS 73/74

BLANK

COLUMNS 73/74

BLANK

COLUMNS 73/74

BLANK

COLUMNS 73/74

EUSUHRR + UNDHRS

KEY

01 - 98 Number of hours wished to work in total
99 Not applicable (WSTATOR = 3-5,9)
BLANK No answer
HOMEWK: Working at home in the first job
Column 75

**KEY**
1  Person usually works at home
2  Person sometimes works at home
3  Person never works at home
9  Not applicable (WSTATOR = 3-5,9)
Blank  No Answer

**NB** - HOMED[1-3]/EVHM98 asked in Q2 (April - June) only

1

COLUMN 75 = Blank
(- 9 No Answer)

2

COLUMN 75 = 9
(Not Applicable)

3

COLUMN 75 = Blank
(- 9 No Answer)
LOOKOJ: Looking for another job
Column 76

START

EWKSTATR = 1 or 2

NO

COLUMN 76
9

YES

DIFJOB = 1

NO

LOOK4 = 1

NO

LKYT4 = 1

NO

DIFJOB = 2

NO

LOOK4 = 2

NO

LKYT4 = 2

NO

COLUMN 76
BLANK

YES

ADDJOB = 2

NO

ADDJOB = 1

NO

COLUMN 76
BLANK

YES

COLUMN 76
1

KEY

0  Person is not looking for another job
1  Person is looking for another job
9  Not applicable (WSTATOR = 3-5, 9)
BLANK No answer
**LOOKREAS: Reasons for looking for another job**

**Column 77**

---

**START**

- **EADWDWR = 1**
  - **NO**
    - **COLUMN 77 9**
      - (Not Applicable)
    - **YES**
      - **DIFJOB = 1**
        - **NO**
          - **LOOK4 = 1**
            - **NO**
              - **LKYT4 = 1**
                - **NO**
                  - **COLUMN 77 BLANK**
                    - (-9 No Answer)
                - **YES**
                  - **COLUMN 77 7**
        - **YES**
          - **COLUMN 77 7**

- **ADDJOB = 2**
  - **NO**
    - **ADDJOB = 1**
      - **NO**
        - **COLUMN 77 BLANK**
          - (-9 No Answer)
      - **YES**
        - **UNHRS > 0 AND < 99**
          - **NO**
            - **COLUMN 77 BLANK**
              - (-9 No Answer)
          - **YES**
            - **LOOKM1-3 = 1**
              - **NO**
                - **LOOKM1-3 = 2**
                  - **NO**
                    - **LOOKM1-3 = 5**
                      - **NO**
                        - **LOOKM1-3 = 6**
                          - **NO**
                            - **1**
                          - **YES**
                            - **COLUMN 77 5**
                        - **YES**
                          - **COLUMN 77 4**
                    - **YES**
                      - **COLUMN 77 2**
                  - **YES**
                    - **COLUMN 77 1**
              - **YES**
                - **COLUMN 77 3**
LOOKREAS: Main reason for looking for another job
Column 77

KEY
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
4 - seeking a job with more hours worked than in present job
5 - seeking a job with less hours worked than in present job
6 - of wish to have better working conditions (e.g. pay, working or travel time, quality of work)
7 - of other reasons
9 - Not applicable (Col 76 = 1)
BLANK - No answer
**EXIST2J: Existence of more than one job or business**

**Column 78**

**KEY**

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 (WSTATOR = 3-5,9)
BLANK. No answer
STAPRO2J: Professional status in second job
Column 79

START

ESECJOB=2

NO

COLUMN 79

9

YES

STAT2=2

NO

COLUMN 79

1

YES

STAT2=1

NO

COLUMN 79

3

YES

SOLC2=1

NO

COLUMN 79

2

YES

SOLC2=1

KEY

1  Self-employed with employees
2  Self-employed without employees
3  Employee
4  Family worker
9  Not applicable (EXIST2) = 1,9,BLANK
BLANK No answer
NACE2J2D: Economic Activity of the Establishment in second job
Columns 80/81

START

ESECJOBRI<2

COLUMNS 80/81 00

YES

NO

INDD92S * -8

COLUMNS 80/81 DERIVE FROM INDD92S-NACE92 CONVERSION LIST

YES

NO

COLUMNS 80/81 BLANK

KEY

00 Not applicable (EXIST2J = 1,9, BLANK)
BLANK No answer
HWACTUA2: Number of hours actually worked during reference week in second job
Columns 82/83

START \rightarrow\ ESECJOBR \#2 \rightarrow
\begin{align*}
\text{YES} & \quad \rightarrow \text{COLUMN 82/83} = 99 \\
\text{NO} & \quad \rightarrow \text{ACTHR2} = 99 \text{ or } 98

downward

\text{YES} & \quad \rightarrow \text{COLUMN 82/83} = \text{BLANK} \\
\text{NO} & \quad \rightarrow \text{ACTHR2} = 00

downward

\text{YES} & \quad \rightarrow \text{COLUMN 82/83} = 00 \\
\text{NO} & \quad \rightarrow \text{ACTHR2} = 01

downward

\text{YES} & \quad \rightarrow \text{COLUMN 82/83} = 01 \\
\text{NO} & \quad \rightarrow \text{ACTHR2} = \text{XX,5}

downward

\text{YES} & \quad \rightarrow \text{COLUMN 82/83} = \text{ACTHR2 rounded to nearest whole number}

Note: XX is a number in the range 01-97

KEY

00 \quad \text{Person not having worked in the second job during the reference week}
01 - 98 \quad \text{Number of hours actually worked in their second job during the reference week}
99 \quad \text{Not applicable (EXISTJ = 1, 9, BLANK)}
BLANK \quad \text{No answer}
EXISTPR Existence of previous employment experience
Column 84

KEY
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 (WSTATOR = 1, 2 OR 9)
BLANK No answer
YEARPR: Year in which person last worked
Columns 85/88

KEY
Enter the 4 digits of the year in which person last worked
9999 - Not applicable (EXISTPR = 0, 9, BLANK)
BLANK - No answer
MONTHPR Month in which person last worked
Columns 89/90

START

EYRLASTR ≠ 9999 or BLANK

NO

YES

COLUMNS 89/90

99

EYEAR - EYRLASTR <= 2

NO

YES

COLUMNS 89/90

99

LEFTM = -8, -9

NO

YES

COLUMNS 89/90

LEFTM

YES

COLUMNS 89/90

BLANK

KEY

01 - 12 Enter the number of the month in which person last worked
99 Not applicable (YEARPR = 9999, BLANK or REFYEAR-YEARPR>2)
BLANK No answer
LEAVREAS: Main reason for leaving last job or business
Column 91/92

START

- EEWKR = 1
  - YES
    - REDYLFT = 1, 2
      - YES
        - REDYLFT = 3
          - YES
            - REDYLFT = 8
              - NO
                - COLUMN 91/92 00
              - NO
                - NO
                  - NO
                    - REDYLFT = 5
                      - NO
                        - COLUMN 91/92 04
                      - NO
                        - REDYLFT = 6
                          - NO
                            - COLUMN 91/92 06
                          - NO
                            - REDYLFT = 7
                              - NO
                                - COLUMN 91/92 07
          - NO
            - REDYLFT = 4 or 9
              - NO
                - COLUMN 91/92 09
              - YES
                - REDYRS = 1
                  - NO
                    - COLUMN 91/92 02
                  - YES
                    - REDYRS = 2
                      - NO
                        - COLUMN 91/92 BLANK
                      - YES
                        - COLUMN 91/92 03

- NO
  - LEFTM = 1-12 or -8
    - YES
      - COLUMN 91/92 09
  - YES
    - COLUMN 91/92 9

1

KEY

- 00 Dismissed or made redundant
- 01 A job of limited duration has ended
- 02 Looking after children or incapacitated adults
- 03 Other personal or family responsibilities
- 04 Own illness or disability
- 05 Education or training
- 06 Early retirement
- 07 Normal retirement
- 08 Compulsory military or community service
- 09 Other reasons
- 99 Not applicable (EXISTPR = 0, 9, BLANK, or EXISTPR = 1 and did not work in last 8 years)
- BLANK No answer
STAPROPR: Professional status in last job
Column 93

START

EEVWKR = 1

Yes

COLUMN 93

9

NO

LEFTM = 1-12, -8

Yes

COLUMN 93

9

NO

STATLR = 2

Yes

COLUMN 93

9

NO

SOLOLR = 2

Yes

COLUMN 93

1

NO

STATLR = 1, 3

Yes

COLUMN 93

BLANK

NO

COLUMN 93

2

 COLUMN 93

3

KEY

1  Self-employed with employees
2  Self-employed without employees
3  Employee
4  Family worker
9  Not applicable (EXISTPR = 0, 9, BLANK, or EXISTPR = 1 and did not work in last 8 years)
BLANK  No answer
NACEPR2D: Economic activity of the establishment in last job
Columns 94/95

START

EEVWKR=1

NO

COLUMNS 94/95

00

YES

LEFTM=1-12,-8

NO

COLUMNS 94/95

00

YES

ICDM=-8, BLANK

NO

COLUMNS 94/95

DERIVE FROM INDD92L - NACE92 CONVERSION LIST

YES

COLUMNS 94/95 BLANK

INDD92L ENACE
1 01
2 02
3 05
4 10
5 11
6 12
7 13
8 14
9 15
10 16
11 17
12 18
13 19
14 20
15 21
16 22
17 23
18 24
19 25
20 26
21 27
22 28
23 29
24 30
25 31
26 32
27 33
28 34
29 35
30 36
31 37
32 40
33 41
34 45
35 50
36 51
37 52
38 55
39 60
40 61
41 62
42 63
43 64
44 65
45 66
46 67
47 70
48 71
49 72
50 73
51 74
52 75
53 80
54 85
55 90
56 91
57 92
58 93
59 95
60 99
ISCOPR3D: Occupation of last job coded using ISCO-88 (COM)
Columns 96/98

START

\[ EEVKR = 1 \rightarrow \]

COLUMNS 96/98
999

\[ LEFTM = 1-12, -8 \rightarrow \]

COLUMNS 96/98
999

\[ SOC2KL = \text{list A} \rightarrow \]

COLUMNS 96/98
Use SOC2K to ISCO-88 conversion list

\[ SOLO = 1 \rightarrow \]

\[ MPNE02 = 1 \text{ or } MPNS02 = 1 \rightarrow \]

COLUMNS 96/98 = 122

\[ MPNE02 = 1 \text{ or } MPNS02 = 1 \rightarrow \]

COLUMNS 96/98 = 131

KEY
999 Not applicable (EXISTPR=0,9,BLANK or EXISTPR=1 and did not work in last 8 years)
BLANK No answer

List A=
1121, 11/22, 1151, 1222, 1231, 1161, 1162, 1226, 1163, 1232, 1192, 1193, 1229, 1238, 1239, 1185, 1233, 1211, 1212, 1219, 1221, 1223, 1224
SEEKWORK: Seeking employment for persons without employment in the 4 weeks ending in ref week
Columns 99

Key
1 Person has already found a job which will start within a period of at most 3 months
2 Person has already found a job which will start in more than 3 months and is not seeking employment
3 Person is not seeking employment and has not found any job to start later
4 Person is seeking employment
9 Not applicable (col 24 = 1, 2 or 9 and col 28 is not equal to 3) or Age equal or greater than 75
SEEKREAS: Reasons for not seeking employment

Column 100

Page 1 of 2

START

THIS QTR = 4
(Oct-Dec)

NO

COLUMNS 51
BLANK
(- 9 No Answer)

YES

ELOOKR = 3

NO

COLUMN 100
9
Not Applicable

YES

(SEX=1 & AGE>=70) or
(SEX=2 & AGE>=65)

NO

LIKEWK=2

NO

NOLWM=1

NO

NOLWM=2

NO

NOLWM=3

NO

1

YES

COLUMNS 100
6

YES

COLUMNS 100
8

YES

COLUMNS 100
8

YES

COLUMNS 100
5

YES

NOLWF =1,2,3

NO

COLUMNS 100
4

YES

COLUMNS 100
3

KEY
1 - Awaiting recall to work (person on lay-off)
2 - of own illness or disability
3 - looking after children or incapacitated adults
4 - of other personal or family responsibilities
5 - of education or training
6 - of retirement
7 - of belief that no work is available
8 - of other reasons
9 - Not applicable (ELOOKR is not equal to 3)
BLANK - No answer

NB - NOLWF is asked in Q4 (Oct-Dec) only.
**SEEKREAS: Reasons for not seeking employment**

Column 100

Page 2 of 2
SEEKTYPE: Type of employment sought/found

Column 101

**START**

- If Qn 1 = 1, 3, 4 (JMU/JO/D)
  - **NO**
  - If ELOOKR = 1, 2, 4
    - **NO**
    - If EADDWKR = 1
      - **YES**
      - If COLUMN 101 = 9
        - **(Not Applicable)**
    - **YES**
  - **YES**
  - If COLUMN 101 = Blank
    - **( - 9 No Answer)**
- If ELOOKR = 1, 2, 4
  - **NO**
  - If EADDWKR = 1
    - **YES**
    - If COLUMN 101 = 9
      - **(Not Applicable)**
  - **YES**
  - If EADDWKR = 1
    - **YES**
    - If COLUMN 101 = Blank
      - **( - 9 No Answer)**
- If EADDWKR = 1
  - **NO**
  - If COLUMN 101 = Blank
    - **( - 9 No Answer)**
- If EADDWKR = 1
  - **YES**
  - If COLUMN 101 = Blank
    - **( - 9 No Answer)**

**KEY**

1. AS SELF-EMPLOYED
2. As Employee
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)
7. Not applicable (WSTATOR = 9 or SEEKWORK = 3 or LOOKOJ = 0, BLANK)
8. Blank
9. No Answer

**NB** - AXPB/AXPA/AXFA asked in Q2 (April - June) only
SEEKTYPE: Type of employment sought/found
Column 101

1

DIFJOB = 1
NO

LOOK4 = 1
NO

YES

YES

LKSELA = 2
NO

LKSELA = 1; 3, -8
NO

YES

YES

COLUMNS
101
1

COLUMNS
101
= Blank
(-9 No Answer)

COLUMNS
101
= Blank
(-9 No Answer)

COLUMNS
101
3

LKFTPA = 3, -8
NO

YES

COLUMNS
101
6

LKFTPA = 1
NO

YES

AXPA = 1
NO

COLUMNS
101
3

AXPA = 2
NO

YES

COLUMNS
101
2

COLUMNS
101
= Blank
(-9 No Answer)
SEEKTYPE: Type of employment sought/found
Column 101

2
LKFTPC = 2
NO
YES
AXFB = 1
NO
YES
COLUMN 101
4

2
LKFTPC = 2
6

3
LKFTPA = 2
NO
YES
AXFA = 1
NO
YES
COLUMN 101
4

3
LKFTPA = 2
= Blank
(- 9 No Answer)

3
AXFA = 2
NO
YES
COLUMN 101
5

3
AXFA = 2
= Blank
(- 9 No Answer)
SEEKDUR: Duration of search for employment
Column 102

START

ELOOKR

= 1, 4

NO

EADDWKR

= 1

NO

YES

COLUMN 102

9

YES

WAIT

= 1

NO

JBAWAY

= 3

NO

1

YES

LKTIMB=1

YES

LKTIMB=2

YES

LKTIMB=3

YES

LKTIMB=4

YES

COLUMN 102

0

COLUMN 102

1

COLUMN 102

2

COLUMN 102

3

COLUMN 102

4

COLUMN 102

5

COLUMN 102

6

COLUMN 102

7

COLUMN 102

8

COLUMN 102

BLANK

1

LKTIMB=5

NO

LKTIMB=6

NO

LKTIMB=7

NO

LKTIMB=8 or 9

NO

LKTIMB=10 or 11

NO
SEEKDUR: Duration of search for employment

Column 102

**KEY**

- 0: Search not yet started
- 1: Less than 1 month
- 2: 1-2 months
- 3: 3-5 months
- 4: 6-11 months
- 5: 12-17 months
- 6: 18-23 months
- 7: 24-47 months
- 8: 4 years or longer
- 9: Not applicable (WSTATOR = 9 or SEEKWORK = 2,3 or LOOKOJ = 0, BLANK)
- BLANK: No answer
METHODA: Contacted public employment office to find work
Column 103

KEY
0  No
1  Yes
9  Not applicable (WSTATOR = 9 or SEEKWORK = 1-3 or LOOKOJ = 0, BLANK
BLANK  No answer
**METHOD: Contacted private employment agency to find work**

Column 104

![Flowchart Diagram]

**KEY**

- 0: No
- 1: Yes
- 9: Not applicable (WSTATOR = 9 or SEEKWORK = 1-3 or ELOOKR = 0, blank)
**EMETH3R Applied to employers directly**

**Column 105**

**KEY**

<table>
<thead>
<tr>
<th>Value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>No</td>
</tr>
<tr>
<td>1</td>
<td>Yes</td>
</tr>
<tr>
<td>9</td>
<td>Not applicable (WSTATOR = 9 or SEEKWORK = 1-3 or LOKOJ = 0, blank)</td>
</tr>
</tbody>
</table>
METHODOLOGY Asked friends, relatives, trade unions etc

Column 106

KEY
0  No
1  Yes
9  Not applicable (WSTATOR =9 or SEEKWORK =1-3 or LOOKOJ = 0. BLANK)
METHODE Inserted or answered adverts in newspapers or journals
Column 107

KEY
0 No
1 Yes
9 Not applicable (WSTATOR =9 or SEEKWORK =1-3 or LOOKOJ = 0, BLANK)
**METHODF Studied adverts in newspapers or journals**

**Column 108**

![Diagram](image-url)

**KEY**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>No</td>
</tr>
<tr>
<td>1</td>
<td>Yes</td>
</tr>
<tr>
<td>9</td>
<td>Not applicable (WSTATOR =9 or SEEKWORK =1-3 or LOOKOJ =0, BLANK)</td>
</tr>
</tbody>
</table>
**METHOD: Took a test, interview or examination**

**Column 109**

![Flowchart Diagram]

**KEY**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>No</td>
</tr>
<tr>
<td>1</td>
<td>Yes</td>
</tr>
<tr>
<td>9</td>
<td>Not applicable (WSTATOR =9 or SEEKWORK =1-3 or LOOKD =0, BLANK)</td>
</tr>
</tbody>
</table>

---

**METHODH: Looked for land, premises or equipment**

Column 110

**KEY**

- 0: No
- 1: Yes
- 9: Not applicable (WSTATOR =9 or SEEKWORK =1-3 or LOKOJ = 0, BLANK)
METHOD: Looked for permits, licenses or financial resources
Column 111

START

ELOOKR=4

NO

EADDWKR = 1

NO

COLUMN 111

9

YES

METHAL=12 or 13

NO

METHSE=12 or 13

NO

COLUMN 92

0

YES

COLUMN 111

1

KEY

0 No
1 Yes
9 Not applicable (WSTATOR =9 or SEEKWORK =1-3 or LOOKOJ = 0. BLANK)
METHODJ  Awaiting results of job application
Column 112

KEY
0  No
1  Yes
9  Not applicable (WSTATOR = 9 or SEEKWORK = 1-3 or LOOKOJ = 0, BLANK)
METHODK Waiting for a call from a public employment office
Column 113

![Flowchart Diagram]

KEY

<table>
<thead>
<tr>
<th></th>
<th>Value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Not applicable</td>
<td>(WSTATOR =9 or SEEKWORK =1-3 or LOOKOJ = 0, BLANK)</td>
</tr>
</tbody>
</table>
**METHOD**

Awaiting results of a competition for recruitment to public sector

**Column 114**

![Diagram](https://via.placeholder.com/150)

<table>
<thead>
<tr>
<th>Key</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
</tr>
<tr>
<td>1</td>
</tr>
<tr>
<td>9</td>
</tr>
</tbody>
</table>
METHODM Other job search method used
Column 115

START

ELOOKR = 4
NO → 1

YES

METHMP = 14
NO → METHAL = 14
NO → METHSE = 14
NO → COLUMN 115
0

YES

COLUMN 115
1

COLUMN 115
1

COLUMN 115
1

EADDWKR = 1
NO → COLUMN 115
9

YES

METHMP = 14
NO → METHAL = 14
NO → METHSE = 14
NO → COLUMN 115
0

YES

COLUMN 115
1

COLUMN 115
1

COLUMN 115
1

KEY
0 No
1 Yes
9 Not applicable (WSTATOR =9 or SEEKWORK =1-3 or LOOKOJ = 0, BLANK)
WANTWORK: Willingness to work for persons not seeking employment
Column 116

KEY
1 - but would nevertheless like to have work
2 - and does not want to have work
9 Not applicable (SEEKWORK = 3)
BLANK No answer
AVAILABLE: Availability to start work within two weeks
Column 117

KEY
If work were found now:
1 Person could start to work immediately (within 2 weeks)
2 Person could not start to work immediately (within 2 weeks)
9 Not applicable (SEEKWORK = 1 and SEEKWORK = 4 and WANTWORK = 1 and WANTWORK = BLANK and WISHMORE = 1 and SIGNISAL = 3)
AVAIREAS: Reasons for not being available to start work within two weeks
Column 118

KEY
- Person could not start to work immediately (within 2 weeks) because:
  1 - he/she must complete education or training
  2 - he/she must complete compulsory military or community service
  3 - he/she cannot leave present employment within two weeks due to period of notice
  4 - of personal or family responsibilities (including maternity)
  5 - of own illness or incapacity
  6 - of other reasons
  9 - Not applicable (AVAILBLE = 2)
  BLANK - No answer
PRESEEK Situation immediately before seeking work
Column 119

**KEY**
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 (SEEKWORK =3,9)
BLANK No answer
NEEDCARE: Need for care facilities
Column 120

START

THIS QTR = Q4 Oct - Dec

NO

Column 120 = Blank
(-9 No Answer)

YES

EYPTJOB = 3

NO

ENOLWM = 3

NO

Column 120 = 9
(not applicable)

YES

YES

NWNCRE [1-2] = 1 and 2

NO

NWNCRE [1] = 1

NO

NWNCRE [1] = 2

NO

NWNCRE [1] = 3

NO

COLUMN 120 = Blank
(-9 No Answer)

YES

COLUMN 120 = 3

YES

COLUMN 120 = 1

YES

COLUMN 120 = 2

YES

COLUMN 120 = 4

KEY
Person is not searching for a job or is working part-time because:
1 Suitable care services for children are not available or affordable
2 Suitable care services for ill, disabled, elderly are not available or affordable
3 Suitable care services for both children and ill, disabled and elderly are not available or affordable
4 Care facilities do not influence decision for working part-time or not searching for a job
9 Not applicable (FPTTREAS is not equal to 3 and SEEKREAS is not equal to 3)
Blank No answer

NB - NWNCRE [1-2] is asked in Q4 (Oct-Dec) only
REGISTER: Registration at a public employment office

**Column 121**

1. START
   - AGE=0-14
     - NO
     - AGE=15,70-99
       - NO
       - SEX=2
         - NO
         - 1
         - YES
         - AGE=65-69
           - NO
           - 1
           - YES
           - COLUMN 121
             - 4

2. COLUMN 121
   - 9

3. COLUMN 121
   - 4

4. COLUMN 121
   - 4

5. COLUMN 121
   - BLANK

**Key**

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 (person aged less than 15 years or older than 75
BLANK No answer
EDUCSTAT  Student or apprentice in regular education during last four weeks
Column 123

START

AGE = 0-14

NO

AGE = 15

NO

EDAGE = 96

NO

ATTEND = 1

NO

ATTEND = 2

NO

QUNOW = 1

NO

1

YES

YES

YES

YES

YES

COLUMNS 123

9

COLUMNS 123

1

COLUMNS 123

1

COLUMNS 123

1

COLUMNS 123

3

COLUMNS 123

2

COLUMNS 123

2

COLUMNS 123

1

APPR4 = 2,3

NO

YES

COLUMNS 123

1

KEY

1  Has been a student or an apprentice
2  Has not been a student or apprentice
3  Person in regular education but on holidays
9  Not applicable (child less than 15 years)
BLANK  No answer
EDUCLEV: Level of this (EDUCSTA) education or training
Col 124.

Page 1 of 2

START

EDUCSTA = 1,3

YES

COLUMN 124
9

NO

AGE=15

YES

COLUMN 124
3
ISCED 3

NO

QULHi4=1

YES

COLUMN 124
6
ISCED 6

NO

QULHi4=2,3,
7,8,9

YES

COLUMN 124
5
ISCED 5

NO

QULHi4=5

YES

COLUMN 124
3
ISCED 3

NO

TecnOw = 1

YES

COLUMN 124
5
ISCED 5

KEY

1 ISCED 1
2 ISCED 2
3 ISCED 3
4 ISCED 4
5 ISCED 5
6 ISCED 6
9 Not applicable (EDUCSTAT = 2,9,BLANK)
BLANK No answer
EDUCLEVEL Level of this (EDUCSTA) education or training
Col 124.
Page 2 of 2

1
   QULH4=6
       NO
           YES
               SCNOW=1
                   NO
                       YES
                                   COLUMN 124
                                       5
                                           ISCED 5
                   YES
                                   COLUMN 124
                                       5
                                           ISCED 5
       NO
           YES
               QULH4=10,
               11, 12, 13, 15, 16, 17,
               18, 20, 21, 23, 24,
               25, 30.
                   NO
                       YES
                               COLUMN 124
                                   3
                                       ISCED 3
                       NO
                               COLUMN 124
                                   3
                                       ISCED 3
                   NO
                       YES
                               NVQLE2 = 4.5
                                   NO
                                           COLUMN 124
                                               3
                                                   ISCED 3
                                           YES
                                                   COLUMN 124
                                                       5
                                                           ISCED 5
                   YES
                       YES
                               APPR4 = 2, 3
                                   NO
                                           COLUMN 124
                                               3
                                                   ISCED 3
                       NO
                       YES
                               COLUMN 124
                                   5
                                       ISCED 3
                       NO
       NO

2
   QULH4=26,
   27, 28, 29
       NO
           YES
           COLUMN 124
               2
                   ISCED 2
       NO
           NO
                COLUMN 124
                    BLANK

EDUCFILD Field of this (EDUCSTA) education or training
Col 125/127
Page 1 of 2

START

EDUCSTA = 1, 3

YES

NO

COLUMNS 125/127

BLANK

YES

EDUCLEV = 3-6

NO

NO

COLUMNS 125/127

999

YES

AGE = 15

NO

YES

COLS 125/127

999

CURCODE = 01, 08, 09

YES

COLUMNS 125/127

000

NO

CURCODE = 14.0-14.6

YES

COLUMNS 125/127

100

NO

CURCODE = 21.0-22.1, 22.3-22.6

YES

CURCODE = 22.2

YES

COLUMNS 125/127

200

NO

CURCODE = 31.0 - 38.0

YES

COLUMNS 125/127

300

NO

QULH4 = 7

YES

COLUMNS 125/127

100

NO
EDUCFILD Field of this (EDUCSTA) education or training
Col 125/127

Page 2 of 2

CURCODE = 42.0-42.2

NO

YES

COLUMNS 125/127 420

CURCODE = 44.0-44.3

NO

YES

COLUMNS 125/127 440

CURCODE = 46.1-46.2

NO

YES

COLUMNS 125/127 460

CURCODE = 48.0-48.1

NO

YES

COLUMNS 125/127 481

CURCODE = 48.2

NO

CURCODE = 52.0-58.2

NO

YES

COLUMNS 125/127 500

CURCODE = 62.0-64.0

NO

YES

COLUMNS 125/127 600

CURCODE = 72.0 - 76.2

NO

YES

COLUMNS 125/127 700

CURCODE = 81.0 - 86.3

NO

YES

COLUMNS 125/127 800

CURCODE = 81.0 - 86.3

NO

YES

COLUMNS 125/127 900

KEY

000 General programmes
100 Teacher training and education science
200 Humanities, language and arts
222 Foreign languages
300 Social science, business and law
400 Science, mathematics and computing
420 Life science (including biology and environmental science)
440 Physical science (including physics, chemistry and earth science)
460 Mathematics and statistics
481 Computer science
482 Computer use
500 Engineering, manufacturing and construction
600 Agriculture and veterinary
700 Health and welfare
800 Services
900 unknown
999 Not applicable (EDUCSTAT =2,9 BLANK or EDUCLEV = 3-6)
BLANK No answer

Note: CURCODE values output as string not numeric, see attached coding frame
**COURATT**: Attendance at courses, seminars, private lessons etc. outside regular education within last four weeks

**Column 128**

- **START**
  - **AGE = 0 - 14**
  - **AGE = 15**
  - **SCHM04 = 1, 2, 3, 10, 15, 50**
  - **ED4WK=1**
  - **FUTUR4=1**
  - **LEISCL=1**

**KEY**

1  Yes
2  No
9  Not applicable (child less than 15 years)
  blank  No answer

Note: Data not collected for 15 year olds
COURLEN: Number of hours spent on all taught learning activities within the last four weeks
Columns 129/131

START

ECOURA = 1

NO

YES

T4HRS>=0

AND==999

NO

YES

COLUMN 129/131 = T4HRS

COLUMN 129/131 = 999

COLUMN 129/131 = Blank

KEY

3 digits Number of hours
999 Not applicable (COURATT = 2, 9, blank)
blank No answer
COURPURP: Purpose of the most recent taught learning activity
Column 132

KEY
1 Mostly job related (professional)
2 Mostly personal/social
9 Not applicable (COURATT = 2,9,blank)
blank No answer
COURFILD - Field of the most recent taught learning activity
Column 133/135
COURFILD - Field of the most recent taught learning activity
Column 133/135

PAGE 3 OF 3

T4CODE = 84 or 85
or 85.0 or 85.1 or 85.2
or 85.3

NO

T4CODE = 86 or 86.0
or 86.2 or 86.3

NO

Column 133/135
900

YES

Column 133/135
800

YES

Column 133/135
800

KEY

000 General programmes
100 Teacher training and education science
200 Humanities, languages and arts
222 Foreign languages
300 Social sciences, business and law
400 Science, mathematics and computing
420 Life science (including biology and environmental science)
440 Physical science (including physics, chemistry and earth science)
460 Mathematics and statistics
481 Computer science
482 Computer use
500 Engineering, manufacturing and construction
600 Agriculture and veterinary
700 Health and welfare
800 Services
900 Unknown
999 Not applicable (CURATT - 2, 9, blank)
blank No answer
COURWORK: Whether recent taught learning activity took place during paid working hours
Column 136

START

ECOURA = 1

YES

NO

Column 136 9

T4WORK = 1

YES

NO

Column 136 1

T4WORK = 2

YES

NO

Column 136 2

T4WORK = 3

YES

NO

Column 136 3

T4WORK = 4

YES

NO

Column 136 4

T4WORK = 5

YES

NO

Column 136 5

Column 136 blank

KEY
1 Only during paid working hours
2 Mostly during paid working hours
3 Mostly outside paid working hours
4 Only outside paid working hours
5 No job at that time
9 Not applicable (COURATT = 2,9,blank)
blank No answer
HATLEVEL: Highest level of education or training successfully completed

Columns 137/138

START

AGE=0-14 NO

YES

AGE=15 NO

YES

EDAGE=97 NO

YES

HIQUAL5=1 NO

YES

HIGHHO=1 NO

YES

COLUMNS 137/138 99

COLUMNS 137/138 BLANK

COLUMNS 137/138 00

COLUMNS 137/138 60

COLUMNS 137/138 52

HIQUAL5=2,5,6,7,13,14,15 NO

YES

HIQUAL5=26 NO

YES

COLUMNS 137/138 51

COLUMNS 137/138 41

COLUMNS 137/138 32

COLUMNS 137/138 31

APPR4=1.3 NO

YES

HIQUAL5=29-34 NO

YES

COLUMNS 137/138 31
HATLEVEL: Highest level of education or training successfully completed
Columns 137/138

**KEY**
- 00 No formal education or below ISCED 1
- 11 ISCED 1
- 21 ISCED 2
- 22 ISCED 3c (shorter than two years)
- 31 ISCED 3c (two years and more)
- 32 ISCED 3a, b
- 30 ISCED 3 (without distinction a, b or c possible)
- 41 ISCED 4a, b
- 42 ISCED 4c
- 43 ISCED 4 (without distinction a, b or c possible)
- 51 ISCED 5b
- 52 ISCED 5a
- 60 ISCED 6
- 99 Not applicable (child less than 15 years)
- BLANK No answer
HATFIELD: Field of highest level of education or training successfully completed
Columns 139/141

Note: SUBCOD1 values output as string not numeric, see attached coding frame.
HATFIELD: Field of highest level of education or training successfully completed
Columns 139/141

Note: SUBCOD1 values output as string not numeric, see attached coding frame.

Key

000 General programmes
100 Teacher training and education science
200 Humanities, language and arts
222 Foreign languages
300 Social science, business and law
400 Science, mathematics and computing
420 Life science (including biology and environmental science)
440 Physical science (including physics, chemistry and earth science)
460 Mathematics and statistics
481 Computer science
482 Computer use
500 Engineering, manufacturing and construction
600 Agriculture and veterinary
700 Health and welfare
800 Services
900 unknown
999 Not applicable (EHATLEV = 00, 11, 21, 99, blank)
BLANK No answer
**HATYEAR: Year when highest level of education or training successfully completed**
Columns 142/145

### Flowchart Diagram

1. **START**
   - **AGE** >= 15
     - **NO** → Column 142/145
       - 9999
     - **YES**
       - **YERQAL1** = 1
         - **NO** → Column 142/145
           - BLANK
         - **YES**
           - **YERQAL2** >= 13 AND <= 100
             - **NO** → Column 142/145
               - BLANK
             - **YES**
               - **YERQAL3**
                 - **NO** → Column 142/145
                   - BLANK
                 - **YES**
                   - **YERQAL3** >= 100 AND <= 2010
                     - **NO** → Column 142/145
                       - BLANK
  - **YES**
    - Column 142/145
    - EYOB + YERQAL2

### KEY
- 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
WSTAT1Y: Situation with regard to economic activity one year ago

Column 146

START

This Qtr = Q2 (April - June)

NO

COLUMN 146 = Blank (- 9 No Answer)

YES

AGE = 0-14

NO

COLUMN 146 = 9 Not Applicable

YES

AGE = 15

NO

COLUMN 146 = 3

YES

OYCIRC=1,2,4,5

NO

COLUMN 146 = 1

YES

OYCIRC=3

NO

COLUMN 146 = 2

YES

OYCIRC=6

NO

COLUMN 146 = 3

YES

OYCIRC=7

NO

COLUMN 146 = 7

1

OYCIRC=9

NO

COLUMN 146 = 5

YES

OYCIRC=10

NO

COLUMN 146 = 4

YES

OYCIRC=11, 8

NO

COLUMN 146 = 8

COLUMN 146 = Blank (- 9 No Answer)

KEY

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

NB - OYCIRC is asked in Q2 (April - June) only
STAPRO1Y: Professional status one year ago
Column 147

START

This Quarter = 2 (April - June)

YES

COLUMN 147 = 9 (Not Applicable)

NO

ESITONE = 1

YES

COLUMN 147 = 9 (Not Applicable)

NO

OYCIRC = 5

YES

COLUMN 147 4

NO

OYCIRC = 4

YES

COLUMN 147 3

NO

OYSTAT = 2

YES

OYSOLO = 2

YES

COLUMN 147 1

NO

OYSTAT = 1

YES

COLUMN 147 2

YES

COLUMN 147 3

COLUMN 147 = BLANK (-9 No Answer)

KEY
1 Self-employed with employees
2 Self-employed without employees
3 Employee
4 Family-worker
9 Not applicable (ESITONE is not equal to 1)
BLANK No answer

NB - OYSOLO/OYSTAT/OYCIRC are asked in Q2 (April - June) only
NACE1Y2D: Economic activity of local unit in which person was working one year before survey
Columns 148/149

KEY
00  Not applicable (col 146 is not equal to 1)
Blank No answer

NB - OYSIND is asked in Q2 (April - June) only

START
This Qtr = 2 (April - June)

YES

ESITONE = 1

NO

YES

OYSIND = 1

NO

YES

ICOD92 = -8

NO

YES

COLUMN 148/149 = Blank (- 9 No Answer)

COLUMN 148/149 = 00
(Not Applicable)

COLUMN 148/149 = Blank (- 9 No Answer)

COLUMN 148/149 = Blank (- 9 No Answer)

COLUMN 148/149 = Blank (- 9 No Answer)

COLUMN 148/149 = Blank (- 9 No Answer)
COUNTRY: Country of residence one year before survey
Columns 150/151

Key
99  Not Applicable (child less than one year old)
Blank  No Answer

NB - OYEQM3/OYCRY are asked in April - June Quarter (2) only

This Qtr = 2
(April - June)

START

COLUMNS
150/151 = Blank

AGE
< 1

RESBBY = 1

OYEQM3 = 3

NO

YES

COLUMNS
150/151 = 99
(Not Applicable)

RESMTH = 3-11

RESMTH = 3-11

OYCRY = 1

OYCRY = 1

COLUMNS
150/151

UK

FR

UK

DE

FR
COUNTRY: Country of Residence one year before survey
Columns 150/151
COUNTRY: Country of Residence one year before survey
Columns 150/151

PAGE 3 OF 12

COUNTRIES: Country of Residence one year before survey
Columns 150/151

PAGE 4 OF 12

8 M3CRYO = 125 NO M3CRYO = 126 NO M3CRYO = 127 NO M3CRYO = 14 NO M3CRYO = 15 NO M3CRYO = 16 NO M3CRYO = 17 NO 9

YES

COLUMNS 150/151 SK

YES

COLUMNS 150/151 SI

YES

COLUMNS 150/151 UA

NO

COLUMNS 150/151 KE

YES

COLUMNS 150/151 UG

YES

COLUMNS 150/151 TZ

YES

COLUMNS 150/151 MW

NO

9 M3CRYO = 18 NO M3CRYO = 19 NO M3CRYO = 20 NO M3CRYO = 21 NO M3CRYO = 22 NO M3CRYO = 23 NO M3CRYO = 24 NO 10

YES

COLUMNS 150/151 ZM

YES

COLUMNS 150/151 ZW

YES

COLUMNS 150/151 06

NO

COLUMNS 150/151 GM

YES

COLUMNS 150/151 GH

YES

COLUMNS 150/151 NU

YES

COLUMNS 150/151 SL

NO

10 M3CRYO = 42 NO M3CRYO = 43 NO M3CRYO = 96 NO M3CRYO = 97 NO M3CRYO = 98 NO M3CRYO = 99 NO M3CRYO = 45 NO 11

YES

COLUMNS 150/151 SC

YES

COLUMNS 150/151 MU

YES

COLUMNS 150/151 AO

NO

COLUMNS 150/151 CT

YES

COLUMNS 150/151 SO

YES

COLUMNS 150/151 CD

YES

COLUMNS 150/151 DZ

NO

COUNTRY: Country of Residence one year before survey
Columns 150/151
COUNTRY 1Y: Country of Residence one year before survey
Columns 150/151

PAGE 7 OF 12

255
COUNTRY: Country of Residence one year before survey
Columns 150/151

PAGE 9 OF 12

COUNTRY: Country of Residence one year before survey
Columns 150/151

37

OYCRYO

65

YES

NO

COLUMNS 150/151
12

COLUMNS 150/151
08

28-30, 53,
54

YES

NO

COLUMNS 150/151
BLANK
REGION1Y: Region of residence one year before survey

Column 152/153

START

This Qtr = 1, 3, 4 (JM/JS/OD)

AGE < 1 year

OYCRY = 2 OR 3

RESTME >=2 AND RESTME <=6

RESTME = 1

COLUMN 152/153 = Blank

COLUMN 152/153 = 99 (Not Applicable)

COLUMN 152/153 recode to UALDO

COLUMN 152/153 recode to EREGN00

COLUMN 152/153

= Blank

( - 9 No Answer)

= 99 (Not Applicable)

KEY

99 Not applicable (person who has changed country of residence or child less than one year old)

Blank No answer

NB - OYCRY is asked in Q2 (April - June) only
**INCMON: Monthly net (take home) pay from main job**

**Columns 154/161**

- **START**
  - **STAT = 1, 3**
    - **NO**
      - 99999999
        - **Not applicable**
    - **YES**
      - **YES**
        - **NEWDEA4=4,5**
          - **NO**
            - **EVERWK=1,2**
              - **NO**
                - **INCNOW=9**
                  - **NO**
                    - **INCNOW=1**
                      - **NO**
                        - Col 154/161
                          - **Blank**
                      - **YES**
                        - Col 154/161
                          - **= NET99**
                          - **= (NET99 * 52/12)**
                          - **= (NET99 * 26/12)**
                          - **= (NET99 * 51/36)**
                          - **= (NET99 * 13/12)**
                          - **= NET99/2**
              - **YES**
                - Col 154/161
                  = 99999999
                  (Not applicable)
         - **YES**
           - Col 154/161
             = 99999999
             (Not applicable)
    - **YES**
      - **YES**
        - Col 154/161
          = NET99
          = (NET99 * 52/12)
          = (NET99 * 26/12)
          = (NET99 * 51/36)
          = (NET99 * 13/12)
          = NET99/2

---

INCMON: Monthly net (take home) pay from main job
Columns 154/161
INCMON: Monthly net (take home) pay from main job
Columns 154/161

PAGE 3 OF 4

GROSS99=0-99995

NO

GROSS99=99996

NO

GROSS99=99998

NO

Col 154/161
Blank
(No answer)

YES

YES

Col 154/161 = 99999999
(Not applicable)

YES

GRSPRD=5

NO

GRSPRD=1

NO

GRSPRD=2

NO

GRSPRD=3

NO

GRSPRD=4

NO

GRSPRD=7

NO

Col 154/161 = GROSS99

Col 154/161 = (GROSS99 * 52/12)

Col 154/161 = (GROSS99 * 26/12)

Col 154/161 = (GROSS99 * 51/36)

Col 154/161 = (GROSS99 * 13/12)

Col 154/161 = GROSS99/2

YES

YES

YES

YES

YES
INCMON: Monthly net (take home) pay from main job
Columns 154/161

Page 4 of 4

<table>
<thead>
<tr>
<th>GRSPRD</th>
<th>Condition</th>
<th>Formula</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>NO</td>
<td>Col 154/161 = (GROSS99*8)/12</td>
</tr>
<tr>
<td>9</td>
<td>NO</td>
<td>Col 154/161 = (GROSS99*9)/12</td>
</tr>
<tr>
<td>10</td>
<td>NO</td>
<td>Col 154/161 = (GROSS99*10)/12</td>
</tr>
<tr>
<td>13</td>
<td>NO</td>
<td>Col 154/161 = GROSS99/3</td>
</tr>
<tr>
<td>26</td>
<td>NO</td>
<td>Col 154/161 = GROSS99/6</td>
</tr>
<tr>
<td>52</td>
<td>NO</td>
<td>Col 154/161 = GROSS99/12</td>
</tr>
<tr>
<td>90</td>
<td>NO</td>
<td>Col 154/161 = GROSS99/10</td>
</tr>
<tr>
<td>95</td>
<td>NO</td>
<td>Col 154/161 = 99999999 (Not applicable)</td>
</tr>
<tr>
<td>97</td>
<td>NO</td>
<td>Col 154/161 = 99999999 (Not applicable)</td>
</tr>
</tbody>
</table>

KEY
00000000-99999998 The 8 digits of monthly (take home) pay from main job, including extra payments monthly paid (national currency)
99999999 Not applicable (STAPRO is not equal to 3)
blank No answer
REFYEAR: Year of survey
Columns 162/165

START

COLUMNS 162/165
Take value from REFWKY
REFWEEK: Reference week
Columns 166/167
**INTWEEK: Interview week**
Columns 168/169

Reference week
Number of the week running from Monday to Sunday
**COUNTRY: Member state**

**Column 170/171**

![Diagram showing Country column with UK as an example](image)

*Country*
For coding, see ISO country classification
REGION: Region of household
Column 172/173
Labour Force Survey - United Kingdom

DEGURBA: Degree of urbanisation
Column 174

Page 1 of 3

1=DENSELY POPULATED (>500 PER SQ KM)
2=INTERMEDIATE (100-500 PER SQ KM)
3=THINLY POPULATED

START
FOOTNOTE A NO NO NO NO LAD=26X (NI)
YES YES YES YES NO

EURBAN=1
EURBAN=1
EURBAN=2
EURBAN=3
EURBAN=1

01=01A
=01C
=01E
=01G
=05A
=05B
=05C
=05G
=05J

09=09A
09C
=09E
09G
=09J

28=28A
28B
28C
28D
28E
28F
33=33A
33B
33E
33F
33G
33J
33K
33L

61=61A
61D
61F
61H
61K
61L
61R

64=64A
67=67A
64C
64D
64G
64J
64L
67C
67D
67F
67G
67H
68K
67K
67P
67R
67T

64=64A


271
DEGURBA: Degree of urbanisation

Column 174

Page 2 of 3

DEGURBA: Degree of urbanisation
Column 174

Page 3 of 3

1=DESEPLY POPULATED (>500 PER SQ KM)
2=INTERMEDIATE (100 PER SQ KM)
3=THINLY POPULATED

FOOTNOTE E: WAD = 04, 06, 07, 0, 14, 30
FOOTNOTE F: WAD = 03, 04, 09, 0, 10, 15
FOOTNOTE G: WAD = 22, 23, 24
FOOTNOTE H: LAD = 02X, 03X, 04X, 05X, 06X, 07X, 08X, 09X, 10X, 11X, 12X, 13X, 16X, 18X, 20X
FOOTNOTE E1: WAD = 01, 02, 03, 05
FOOTNOTE F1: WAD = 01, 02, 05, 06, 07

EURBAN=2
EURBAN=3
EURBAN=1

MISSING
HHNUM: Serial number of household

Columns 175/180

START

COLUMN 175/180
Number households
000001 to 999999
HHTYPE: Type of household

Column 181

START

NURSE=1

NO

HALLRES=1

NO

YES

YES

COLUMN 181

2

COLUMN 181

3

COLUMN 181

1

KEY
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 country but surveyed in this household of origin
HHINST: Type of institution
Column 182

KEY
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 (HHTYPE = 1,4)
   blank  No answer
COEFFY: Yearly weighting factor
Columns 183/188

KEY
0000-9999 Cols 183-186 contain whole numbers
00-99 Cols 187-188 contain decimal places
COEFFQ: Quarterly weighting factor
Columns 189/194

![Diagram](image)

Columns 189/194
The SOEC file quarterly weighting factor will be the same as the UK file. Factor in the format XXXX.XX

KEY
0000-9999 Cols 183-186 contain whole numbers
00-99 Cols 187-188 contain decimal places
COEFFH: Household yearly weighting factor
Columns 195/200

KEY
0000-9999 Cols 195-198 contain whole numbers
00-99 Cols 199-200 contain decimal places
**INTWAVE: Sequence number of the survey wave**

Column 201

```
RECODE EWave = THISWV
```
INTQUEST - Questionnaire used
Column 202

COLUMN 202 = 2
WHOLE QUESTIONNAIRE

KEY
1  Only core variables
2  Whole questionnaire
ANNEX I Regional codes used in the EU Labour Force Survey from 2005 (according to the Classification of Territorial Units (NUTS))

The following codes are used to identify the regions for which data are collected in the EU LFS from 2005 onwards.

<table>
<thead>
<tr>
<th>CODE</th>
<th>NUTS 2 - REGION</th>
<th>COUNTRY</th>
</tr>
</thead>
<tbody>
<tr>
<td>BE00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BE10</td>
<td>Région de Bruxelles-Capitale / Brussels Hoofdstedelijk Gewest</td>
<td></td>
</tr>
<tr>
<td>BE21</td>
<td>Prov. Antwerpen</td>
<td></td>
</tr>
<tr>
<td>BE22</td>
<td>Prov. Limburg (B)</td>
<td></td>
</tr>
<tr>
<td>BE23</td>
<td>Prov. Oost-Vlaanderen</td>
<td></td>
</tr>
<tr>
<td>BE24</td>
<td>Prov. Vlaams-Brabant</td>
<td></td>
</tr>
<tr>
<td>BE25</td>
<td>Prov. West-Vlaanderen</td>
<td></td>
</tr>
<tr>
<td>BE31</td>
<td>Prov. Brabant Wallon</td>
<td></td>
</tr>
<tr>
<td>BE32</td>
<td>Prov. Hainaut</td>
<td></td>
</tr>
<tr>
<td>BE33</td>
<td>Prov. Liège</td>
<td></td>
</tr>
<tr>
<td>BE34</td>
<td>Prov. Luxembourgeois (B)</td>
<td></td>
</tr>
<tr>
<td>BE35</td>
<td>Prov. Namur</td>
<td></td>
</tr>
<tr>
<td>CZ00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CZ01</td>
<td>Praha</td>
<td></td>
</tr>
<tr>
<td>CZ02</td>
<td>Stredni Cechy</td>
<td></td>
</tr>
<tr>
<td>CZ03</td>
<td>Jihozapad</td>
<td></td>
</tr>
<tr>
<td>CZ04</td>
<td>Severozapad</td>
<td></td>
</tr>
<tr>
<td>CZ05</td>
<td>Severovychod</td>
<td></td>
</tr>
<tr>
<td>CZ06</td>
<td>Jihovychod</td>
<td></td>
</tr>
<tr>
<td>CZ07</td>
<td>Stredni Morava</td>
<td></td>
</tr>
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### Labour Force Survey - United Kingdom

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Labour Force Survey - United Kingdom

AT31 Oberösterreich
AT32 Salzburg
AT33 Tirol
AT34 Vorarlberg

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PL12 Mazowieckie
PL21 Małopolskie
PL22 Śląskie
PL31 Lubelskie
PL32 Podkarpackie
PL33 Świętokrzyskie
PL34 Podlaskie
PL41 Wielkopolskie
PL42 Zachodniopomorskie
PL43 Lubuskie
PL51 Dolnośląskie
PL52 Opolskie
PL61 Kujawsko-Pomorskie
PL62 Warmińsko-Mazurskie
PL63 Pomorskie

PT00 PORTUGAL
PT11 Norte
PT15 Algarve
PT16 Centro (P)
PT17 Lisboa
PT18 Alentejo
PT20 Região Autónoma dos Açores
PT30 Região Autónoma da Madeira

SI00 SLOVENIJA
SI00 Slovenija

SK00 SLOVENSKA REPUBLIKA
SK01 Bratislavský kraj
SK02 Západné Slovensko
SK03 Stredné Slovensko
SK04 Východné Slovensko

FI00 SUOMI / FINLAND
FI13 Itä-Suomi
FI18 Etelä-Suomi
FI19 Länsi-Suomi
FI1A Pohjois-Suomi
FI20 Åland

SE00 SVERIGE
SE01 Stockholm
SE02 Östra Meller Lansverige
SE04 Sydsvenska
SE06 Norra Meller Lansverige
SE07 Mellersta Norrland
SE08 Övre Norrland
SE09 Småland med Öarna
SE0A Västsverige

UK00 UNITED KINGDOM
UK1 Tees Valley and Durham
UK2 Northumberland and Tyne and Wear
UKD1 Cumbria
UKD2 Cheshire
UKD3 Greater Manchester
UKD4 Lancashire
UKD5 Merseyside
UKE1 East Riding and North Lincolnshire
UKE2 North Yorkshire
UKE3 South Yorkshire
UKE4 West Yorkshire
UKF1 Derbyshire and Nottinghamshire
UKF2 Leicestershire, Rutland and Northamptonshire

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### ANNEX II

**Statistical Classification of economic activities at 2 and 3 digits**

(NACE Rev.1.1 – used from 2005 onwards)

#### A  
**Agriculture, hunting and forestry**

- 01  
  - Agriculture, hunting and related service activities
  - 01.1 Growing of crops; market gardening; horticulture
  - 01.2 Farming of animals
  - 01.3 Growing of crops combined with farming of animals (mixed farming)
  - 01.4 Agricultural and animal husbandry service activities, except veterinary activities; landscape gardening
  - 01.5 Hunting, trapping and game propagation, including related service activities

- 02  
  - Forestry, logging and related service activities
  - 02.0 Forestry, logging and related service activities

#### B  
**Fishing**

- 05  
  - Fishing, fish farming and related service activities
  - 05.0 Fishing, fish farming and related service activities

#### C  
**Mining and quarrying**

- 10  
  - Mining of coal and lignite; extraction of peat
  - 10.1 Mining and agglomeration of hard coal
  - 10.2 Mining and agglomeration of lignite
  - 10.3 Extraction and agglomeration of peat

- 11  
  - Extraction of crude petroleum and natural gas; service activities incidental to oil and gas extraction, excluding surveying
  - 11.1 Extraction of crude petroleum and natural gas
  - 11.2 Service activities incidental to oil and gas extraction, excluding surveying

- 12  
  - Mining of uranium and thorium ores
  - 12.0 Mining of uranium and thorium ores

- 13  
  - Mining of metal ores
  - 13.1 Mining of iron ores
  - 13.2 Mining of non-ferrous metal ores, except uranium and thorium ores

- 14  
  - Other mining and quarrying
  - 14.1 Quarrying of stone
  - 14.2 Quarrying of sand and clay
  - 14.3 Mining of chemical and fertilizer minerals
  - 14.4 Production of salt
  - 14.5 Other mining and quarrying n.e.c.

#### D  
**Manufacturing**

- 15  
  - Manufacture of food products and beverages
  - 15.1 Production, processing and preserving of meat and meat products
  - 15.2 Processing and preserving of fish and fish products
15.3 Processing and preserving of fruit and vegetables
15.4 Manufacture of vegetable and animal oils and fats
15.5 Manufacture of dairy products
15.6 Manufacture of grain mill products, starches and starch products
15.7 Manufacture of prepared animal feeds
15.8 Manufacture of other food products
15.9 Manufacture of beverages
16 Manufacture of tobacco products
16.0 Manufacture of tobacco products
17 Manufacture of textiles
17.1 Preparation and spinning of textile fibres
17.2 Textile weaving
17.3 Finishing of textiles
17.4 Manufacture of made-up textile articles, except apparel
17.5 Manufacture of other textiles
17.6 Manufacture of knitted and crocheted fabrics
17.7 Manufacture of knitted and crocheted articles
18 Manufacture of wearing apparel; dressing and dyeing of fur
18.1 Manufacture of leather clothes
18.2 Manufacture of other wearing apparel and accessories
18.3 Dressing and dyeing of fur; manufacture of articles of fur
19 Tanning and dressing of leather; manufacture of luggage, saddlery, harness and footwear
19.1 Tanning and dressing of leather
19.2 Manufacture of luggage, handbags and the like, saddlery and harness
19.3 Manufacture of footwear
20 Manufacture of wood and of products of wood and cork, except furniture; manufacture of articles of straw and plaiting materials
20.1 Sawmilling and planing of wood; impregnation of wood
20.2 Manufacture of veneer sheets; manufacture of plywood, laminboard, particle board, fibre board and other panels and boards
20.3 Manufacture of builders’ carpentry and joinery
20.4 Manufacture of wooden containers
20.5 Manufacture of other products of wood; manufacture of articles of cork, straw and plaiting materials
21 Manufacture of pulp, paper and paper products
21.1 Manufacture of pulp, paper and paperboard
21.2 Manufacture of articles of paper and paperboard
22 Publishing, printing and reproduction of recorded media
22.1 Publishing
22.2 Printing and service activities related to printing
22.3 Reproduction of recorded media
23 Manufacture of coke, refined petroleum products and nuclear fuel
23.1 Manufacture of coke oven products
23.2 Manufacture of refined petroleum products
23.3 Processing of nuclear fuel
24 Manufacture of chemicals and chemical products
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<td>Manufacture of pesticides and other agro-chemical products</td>
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<td>24.3</td>
<td>Manufacture of paints, varnishes and similar coatings, printing ink and mastics</td>
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<td>24.4</td>
<td>Manufacture of pharmaceuticals, medicinal chemicals and botanical products</td>
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<td>24.5</td>
<td>Manufacture of soap and detergents, cleaning and polishing preparations, perfumes and toilet preparations</td>
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<td>Manufacture of other chemical products</td>
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<td>Manufacture of glass and glass products</td>
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<td>Manufacture of non-refractory ceramic goods other than for construction purposes; manufacture of refractory ceramic products</td>
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<td>Manufacture of ceramic tiles and flags</td>
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<td>Manufacture of bricks, tiles and construction products, in baked clay</td>
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<td>Manufacture of cement, lime and plaster</td>
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<td>Manufacture of articles of concrete, plaster and cement</td>
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<td>Cutting, shaping and finishing of ornamental and building stone</td>
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<td>Manufacture of tanks, reservoirs and containers of metal; manufacture of central heating radiators and boilers</td>
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<td>Manufacture of steam generators, except central heating hot water boilers</td>
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<td>Forging, pressing, stamping and roll forming of metal; powder metallurgy</td>
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<td>28.5</td>
<td>Treatment and coating of metals; general mechanical engineering</td>
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<td>28.6</td>
<td>Manufacture of cutlery, tools and general hardware</td>
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<td>Manufacture of other special purpose machinery</td>
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31.1 Manufacture of electric motors, generators and transformers
31.2 Manufacture of electricity distribution and control apparatus
31.3 Manufacture of insulated wire and cable
31.4 Manufacture of accumulators, primary cells and primary batteries
31.5 Manufacture of lighting equipment and electric lamps
31.6 Manufacture of electrical equipment n.e.c.
32 Manufacture of radio, television and communication equipment and apparatus
32.1 Manufacture of electronic valves and tubes and other electronic components
32.2 Manufacture of television and radio transmitters and apparatus for line telephony and line telegraphy
32.3 Manufacture of television and radio receivers, sound or video recording or reproducing apparatus and associated goods
33 Manufacture of medical, precision and optical instruments, watches and clocks
33.1 Manufacture of medical and surgical equipment and orthopaedic appliances
33.2 Manufacture of instruments and appliances for measuring, checking, testing, navigating and other purposes, except industrial process control equipment
33.3 Manufacture of industrial process control equipment
33.4 Manufacture of optical instruments and photographic equipment
33.5 Manufacture of watches and clocks
34 Manufacture of motor vehicles, trailers and semi-trailers
34.1 Manufacture of motor vehicles
34.2 Manufacture of bodies (coachwork) for motor vehicles; manufacture of trailers and semi-trailers
34.3 Manufacture of parts and accessories for motor vehicles and their engines
35 Manufacture of other transport equipment
35.1 Building and repairing of ships and boats
35.2 Manufacture of railway and tramway locomotives and rolling stock
35.3 Manufacture of aircraft and spacecraft
35.4 Manufacture of motorcycles and bicycles
35.5 Manufacture of other transport equipment n.e.c.
36 Manufacture of furniture; manufacturing n.e.c.
36.1 Manufacture of furniture
36.2 Manufacture of jewellery and related articles
36.3 Manufacture of musical instruments
36.4 Manufacture of sports goods
36.5 Manufacture of games and toys
36.6 Miscellaneous manufacturing n.e.c.
37 Recycling
37.1 Recycling of metal waste and scrap
37.2 Recycling of non-metal waste and scrap

Electricity, gas and water supply

40 Electricity, gas, steam and hot water supply
40.1 Production and distribution of electricity
40.2 Manufacture of gas; distribution of gaseous fuels through mains
40.3 Steam and hot water supply
41 Collection, purification and distribution of water
Labour Force Survey - United Kingdom

41.0 Collection, purification and distribution of water

F Construction

45 Construction
45.1 Site preparation
45.2 Building of complete constructions or parts thereof; civil engineering
45.3 Building installation
45.4 Building completion
45.5 Renting of construction or demolition equipment with operator

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

50 Sale, maintenance and repair of motor vehicles and motorcycles; retail sale of automotive fuel
50.1 Sale of motor vehicles
50.2 Maintenance and repair of motor vehicles
50.3 Sale of motor vehicle parts and accessories
50.4 Sale, maintenance and repair of motorcycles and related parts and accessories
50.5 Retail sale of automotive fuel
51 Wholesale trade and commission trade, except of motor vehicles and motorcycles
51.1 Wholesale on a fee or contract basis
51.2 Wholesale of agricultural raw materials and live animals
51.3 Wholesale of food, beverages and tobacco
51.4 Wholesale of household goods
51.5 Wholesale of non-agricultural intermediate products, waste and scrap
51.8 Wholesale of machinery, equipment and supplies
51.9 Other wholesale
52 Retail trade, except of motor vehicles and motorcycles; repair of personal and household goods
52.1 Retail sale in non-specialized stores
52.2 Retail sale of food, beverages and tobacco in specialized stores
52.3 Retail sale of pharmaceutical and medical goods, cosmetic and toilet articles
52.4 Other retail sale of new goods in specialized stores
52.5 Retail sale of second-hand goods in stores
52.6 Retail sale not in stores
52.7 Repair of personal and household goods

H Hotels and restaurants

55 Hotels and restaurants
55.1 Hotels
55.2 Camping sites and other provision of short-stay accommodation
55.3 Restaurants
55.4 Bars
55.5 Canteens and catering
I  Transport, storage and communication

60  Land transport; transport via pipelines
60.1  Transport via railways
60.2  Other land transport
60.3  Transport via pipelines
61  Water transport
61.1  Sea and coastal water transport
61.2  Inland water transport
62  Air transport
62.1  Scheduled air transport
62.2  Non-scheduled air transport
62.3  Space transport
63  Supporting and auxiliary transport activities; activities of travel agencies
63.1  Cargo handling and storage
63.2  Other supporting transport activities
63.3  Activities of travel agencies and tour operators; tourist assistance activities n.e.c.
63.4  Activities of other transport agencies
64  Post and telecommunications
64.1  Post and courier activities
64.2  Telecommunications

J  Financial intermediation

65  Financial intermediation, except insurance and pension funding
65.1  Monetary intermediation
65.2  Other financial intermediation
66  Insurance and pension funding, except compulsory social security
66.0  Insurance and pension funding, except compulsory social security
67  Activities auxiliary to financial intermediation
67.1  Activities auxiliary to financial intermediation, except insurance and pension funding
67.2  Activities auxiliary to insurance and pension funding

K  Real estate, renting and business activities

70  Real estate activities
70.1  Real estate activities with own property
70.2  Letting of own property
70.3  Real estate activities on a fee or contract basis
71  Renting of machinery and equipment without operator and of personal and household goods
71.1  Renting of automobiles
71.2  Renting of other transport equipment
71.3  Renting of other machinery and equipment
71.4 Renting of personal and household goods n.e.c.
72 Computer and related activities
72.1 Hardware consultancy
72.2 Software consultancy and supply
72.3 Data processing
72.4 Database activities
72.5 Maintenance and repair of office, accounting and computing machinery
72.6 Other computer related activities
73 Research and development
73.1 Research and experimental development on natural sciences and engineering
73.2 Research and experimental development on social sciences and humanities
74 Other business activities
74.1 Legal, accounting, book-keeping and auditing activities; tax consultancy; market research and public opinion polling; business and management consultancy; holdings
74.2 Architectural and engineering activities and related technical consultancy
74.3 Technical testing and analysis
74.4 Advertising
74.5 Labour recruitment and provision of personnel
74.6 Investigation and security activities
74.7 Industrial cleaning
74.8 Miscellaneous business activities n.e.c.

L Public administration and defence; compulsory social security
75 Public administration and defence; compulsory social security
75.1 Administration of the State and the economic and social policy of the community
75.2 Provision of services to the community as a whole
75.3 Compulsory social security activities

M Education
80 Education
80.1 Primary education
80.2 Secondary education
80.3 Higher education
80.4 Adult and other education

N Health and social work
85 Health and social work
85.1 Human health activities
85.2 Veterinary activities
85.3 Social work activities

O Other community, social and personal service activities
90 Sewage and refuse disposal, sanitation and similar activities
90.0 Sewage and refuse disposal, sanitation and similar activities
91 Activities of membership organizations n.e.c.
91.1 Activities of business, employers' and professional organizations
91.2 Activities of trade unions
91.3 Activities of other membership organizations
92 Recreational, cultural and sporting activities
92.1 Motion picture and video activities
92.2 Radio and television activities
92.3 Other entertainment activities
92.4 News agency activities
92.5 Library, archives, museums and other cultural activities
92.6 Sporting activities
92.7 Other recreational activities
93 Other service activities
93.0 Other service activities

P Activities of households

95 Activities of households as employers of domestic staff
95.0 Activities of households as employers of domestic staff
96 Undifferentiated goods producing activities of private households for own use
96.0 Undifferentiated goods producing activities of private households for own use
97 Undifferentiated services producing activities of private households for own use
97.0 Undifferentiated services producing activities of private households for own use

Q Extra-territorial organizations and bodies

99 Extra-territorial organizations and bodies
99.0 Extra-territorial organizations and bodies
ANNEX III – International Standard classification of occupations 2, 3 and 4 digits (ISCO-88 (com))

MAJOR GROUP 1: LEGISLATORS, SENIOR OFFICIALS AND MANAGERS

11 Legislators and senior officials
   111 Legislators and senior government officials
      1110 Legislators and senior government officials
   114 Senior officials of special-interest organisations
      1141 Senior officials of political party organisations
      1142 Senior officials of employers', workers' and other economic-interest organisations
      1143 Senior officials of humanitarian and other special-interest organisations

12 Corporate managers
   121 Directors and chief executives
      1210 Directors and chief executives
   122 Production and operations managers
      1221 Production and operations managers in agriculture, hunting, forestry and fishing
      1222 Production and operations managers in manufacturing
      1223 Production and operations managers in construction
      1224 Production and operations managers in wholesale and retail trade
      1225 Production and operations managers in restaurants and hotels
      1226 Production and operations managers in transport, storage and communications
      1227 Production and operations managers in business services enterprises
      1228 Production and operations managers in personal care, cleaning and related services
      1229 Production and operations managers not elsewhere classified
   123 Other specialist managers
      1231 Finance and administration managers
      1232 Personnel and industrial relations managers
      1233 Sales and marketing managers
      1234 Advertising and public relations managers
      1235 Supply and distribution managers
      1236 Computing services managers
      1237 Research and development managers
      1239 Other specialist managers not elsewhere classified

13 Managers of small enterprises
   131 Managers of small enterprises
      1311 Managers of small enterprises in agriculture, hunting, forestry and fishing
      1312 Managers of small enterprises in manufacturing
      1313 Managers of small enterprises in construction
      1314 Managers of small enterprises in wholesale and retail trade
      1315 Managers of small enterprises in restaurants and hotels
      1316 Managers of small enterprises in transport, storage and communications
      1317 Managers of small enterprises in business services enterprises
      1318 Managers of small enterprises in personal care, cleaning and related services
      1319 Managers of small enterprises not elsewhere classified

MAJOR GROUP 2: PROFESSIONALS

21 Physical, mathematical and engineering science professionals
   211 Physicists, chemists and related professionals
      2111 Physicists and astronomers
      2112 Meteorologists
      2113 Chemists
      2114 Geologists and geophysicists
   212 Mathematicians, statisticians and related professionals
      2121 Mathematicians and related professionals
      2122 Statisticians
   213 Computing professionals
      2131 Computer systems designers, analysts and programmers
      2139 Computing professionals not elsewhere classified
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<td>2212</td>
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<td>Archivists, librarians and related information professionals</td>
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<td>Archivists and curators</td>
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<td>2432</td>
<td>Librarians and related information professionals</td>
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<td>Social science and related professionals</td>
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<td>2441</td>
<td>Economists</td>
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<td>Sociologists, anthropologists and related professionals</td>
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<tr>
<td>2443</td>
<td>Philosophers, historians and political scientists</td>
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<td>2444</td>
<td>Philologists, translators and interpreters</td>
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<td>2445</td>
<td>Psychologists</td>
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<td>2446</td>
<td>Social work professionals</td>
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<tr>
<td>245</td>
<td>Writers and creative or performing artists</td>
</tr>
<tr>
<td>2451</td>
<td>Authors, journalists and other writers</td>
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</tbody>
</table>
Labour Force Survey - United Kingdom

2452 Sculptors, painters and related artists
2453 Composers, musicians and singers
2454 Choreographers and dancers
2455 Film, stage and related actors and directors

246 Religious professionals
2460 Religious professionals

247 Public service administrative professionals
2470 Public service administrative professionals

MAJOR GROUP 3: TECHNICIANS AND ASSOCIATE PROFESSIONALS

31 Physical and engineering science associate professionals
   311 Physical and engineering science technicians
      3111 Chemical and physical science technicians
      3112 Civil engineering technicians
      3113 Electrical engineering technicians
      3114 Electronics and telecommunications engineering technicians
      3115 Mechanical engineering technicians
      3116 Chemical engineering technicians
      3117 Mining and metallurgical technicians
      3118 Draughtspersons
      3119 Physical and engineering science technicians not elsewhere classified

312 Computer associate professionals
   3121 Computer assistants
   3122 Computer equipment operators
   3123 Industrial robot controllers

313 Optical and electronic equipment operators
   3131 Photographers and image and sound recording equipment operators
   3132 Broadcasting and telecommunications equipment operators
   3133 Medical equipment operators
   3139 Optical and electronic equipment operators not elsewhere classified

314 Ship and aircraft controllers and technicians
   3141 Ships' engineers
   3142 Ships' deck officers and pilots
   3143 Aircraft pilots and related associate professionals
   3144 Air traffic controllers
   3145 Air traffic safety technicians

315 Safety and quality inspectors
   3151 Building and fire inspectors
   3152 Safety, health and quality inspectors

32 Life science and health associate professionals
   321 Life science technicians and related associate professional
      3211 Life science technicians
      3212 Agronomy and forestry technicians
      3213 Farming and forestry advisers

322 Health associate professionals (except nursing)
   3221 Medical assistants
   3222 Hygienists, health and environmental officers
   3223 Dieticians and nutritionists
   3224 Optometrists and opticians
   3225 Dental assistants
   3226 Physiotherapists and related associate professionals
   3227 Veterinary assistants
   3228 Pharmaceutical assistants
   3229 Health associate professionals (except nursing) not elsewhere classified

323 Nursing and midwifery associate professionals
   3231 Nursing associate professionals
   3232 Midwifery associate professionals

33 Teaching associate professionals
   331 Primary education teaching associate professionals
      3310 Primary education teaching associate professionals
### MAJOR GROUP 4: CLERKS

#### 332 Pre-primary education teaching associate professionals
- 3320 Pre-primary education teaching associate professionals

#### 333 Special education teaching associate professionals
- 3330 Special education teaching associate professionals

#### 334 Other teaching associate professionals
- 3340 Other teaching associate professionals

#### 34 Other associate professionals

##### 341 Finance and sales associate professionals
- 3411 Securities and finance dealers and brokers
- 3412 Insurance representatives
- 3413 Estate agents
- 3414 Travel consultants and organisers
- 3415 Technical and commercial sales representatives
- 3416 Buyers
- 3417 Appraisers, valuers and auctioneers
- 3419 Finance and sales associate professionals not elsewhere classified

##### 342 Business services agents and trade brokers
- 3421 Trade brokers
- 3422 Clearing and forwarding agents
- 3423 Employment agents and labour contractors
- 3429 Business services agents and trade brokers not elsewhere classified

##### 343 Administrative associate professionals
- 3431 Administrative secretaries and related associate professionals
- 3432 Legal and related business associate professionals
- 3433 Bookkeepers
- 3434 Statistical, mathematical and related associate professionals

##### 344 Customs, tax and related government associate professionals
- 3441 Customs and border inspectors
- 3442 Government tax and excise officials
- 3443 Government social benefits officials
- 3444 Government licensing officials
- 3449 Customs, tax and related government associate professionals not elsewhere classified

##### 345 Police inspectors and detectives
- 3450 Police inspectors and detectives

##### 346 Social work associate professionals
- 3460 Social work associate professionals

##### 347 Artistic, entertainment and sports associate professionals
- 3471 Decorators and commercial designers
- 3472 Radio, television and other announcers
- 3473 Street, night-club and related musicians, singers and dancers
- 3474 Clowns, magicians, acrobats and related associate professionals
- 3475 Athletes, sports persons and related associate professionals

##### 348 Religious associate professionals
- 3480 Religious associate professionals

#### 41 Office clerks

##### 411 Secretaries and keyboard-operating clerks
- 4111 Stenographers and typists
- 4112 Word-processor and related operators
- 4113 Data entry operators
- 4114 Calculating-machine operators
- 4115 Secretaries

##### 412 Numerical clerks
- 4121 Accounting and book-keeping clerks
- 4122 Statistical and finance clerks

##### 413 Material-recording and transport clerks
4131 Stock clerks
4132 Production clerks
4133 Transport clerks
414 Library, mail and related clerks
4141 Library and filing clerks
4142 Mail carriers and sorting clerks
4143 Coding, proof-reading and related clerks
4144 Scribes and related workers
419 Other office clerks
4190 Other office clerks
42 Customer services clerks
421 Cashiers, tellers and related clerks
4211 Cashiers and ticket clerks
4212 Tellers and other counter clerks
4213 Bookmakers and croupiers
4214 Pawnbrokers and money-lenders
4215 Debt-Collectors and related workers
422 Client information clerks
4221 Travel agency and related clerks
4222 Receptionists and information clerks
4223 Telephone switchboard operators

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

51 Personal and protective services workers
511 Travel attendants and related workers
5111 Travel attendants and travel stewards
5112 Transport conductors
5113 Travel guides
512 Housekeeping and restaurant services workers
5121 Housekeepers and related workers
5122 Cooks
5123 Waiters, waitresses and bartenders
513 Personal care and related workers
5131 Child-care workers
5132 Institution-based personal care workers
5133 Home-based personal care workers
5139 Personal care and related workers not elsewhere classified
514 Other personal services workers
5141 Hairdressers, barbers, beauticians and related workers
5142 Companions and valets
5143 Undertakers and embalmers
5149 Other personal services workers not elsewhere classified
516 Protective services workers
5161 Fire-fighters
5162 Police officers
5163 Prison guards
5169 Protective services workers not elsewhere classified
52 Models, salespersons and demonstrators
521 Fashion and other models
5210 Fashion and other models
522 Shop, stall and market salespersons and demonstrators
5220 Shop, stall and market salespersons and demonstrators

MAJOR GROUP 6: SKILLED AGRICULTURAL AND FISHERY WORKERS

61 Skilled agricultural and fishery workers
611 Market gardeners and crop growers
6111 Field crop and vegetable growers
<table>
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<th>Description</th>
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<tr>
<td>6112</td>
<td>Gardeners, horticultural and nursery growers</td>
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<tr>
<td>612</td>
<td>Animal producers and related workers</td>
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<tr>
<td>6121</td>
<td>Dairy and livestock producers</td>
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<td>6122</td>
<td>Poultry producers</td>
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<td>Animal producers and related workers not elsewhere classified</td>
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<tr>
<td>613</td>
<td>Crop and animal producers</td>
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<tr>
<td>6130</td>
<td>Crop and animal producers</td>
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<td>614</td>
<td>Forestry and related workers</td>
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<tr>
<td>6141</td>
<td>Forestry workers and loggers</td>
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<tr>
<td>6142</td>
<td>Charcoal burners and related workers</td>
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<td>615</td>
<td>Fishery workers, hunters and trappers</td>
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<tr>
<td>6151</td>
<td>Aquatic life cultivation workers</td>
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<tr>
<td>6152</td>
<td>Inland and coastal waters fishery workers</td>
</tr>
<tr>
<td>6153</td>
<td>Deep-sea fishery workers</td>
</tr>
<tr>
<td>6154</td>
<td>Hunters and trappers</td>
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**MAJOR GROUP 7: CRAFT AND RELATED TRADES WORKERS**

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<tr>
<th>Code</th>
<th>Description</th>
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<tbody>
<tr>
<td>71</td>
<td>Extraction and building trades workers</td>
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<tr>
<td>711</td>
<td>Miners, shotfirers, stone cutters and carvers</td>
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<td>Miners and quarry workers</td>
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<td>7112</td>
<td>Shotfirers and blasters</td>
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<tr>
<td>7113</td>
<td>Stone splitters, cutters and carvers</td>
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<tr>
<td>712</td>
<td>Building frame and related trades workers</td>
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<td>7121</td>
<td>Builders</td>
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<td>7122</td>
<td>Bricklayers and stonemasons</td>
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<tr>
<td>7123</td>
<td>Concrete placers, concrete finishers and related workers</td>
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<tr>
<td>7124</td>
<td>Carpenters and joiners</td>
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<tr>
<td>713</td>
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<td>Roofers</td>
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<td>7132</td>
<td>Floor layers and tile setters</td>
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<td>Plasterers</td>
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<td>Insulation workers</td>
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<td>7139</td>
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<td>Metal, machinery and related trades workers</td>
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<td>Metal moulders and coremakers</td>
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<tr>
<td>7212</td>
<td>Welders and flame cutters</td>
</tr>
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<td>7213</td>
<td>Sheet-metal workers</td>
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<td>7214</td>
<td>Structural-metal preparers and erectors</td>
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<td>7215</td>
<td>Riggers and cable splicers</td>
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<td>Underwater workers</td>
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<td>722</td>
<td>Blacksmiths, tool-makers and related trades workers</td>
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<td>Tool-makers and related workers</td>
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<td>Machine-tool setters and setter-operators</td>
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<td>Metal wheel-grinders, polishers and tool sharpeners</td>
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<td>Telegraph and telephone installers and services</td>
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<td>Electrical line installers, repairers and cable jointers</td>
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**302**

**73**  
**Precision, handicraft, craft printing and related trades workers**

<table>
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<tr>
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<th>Description</th>
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<td>731</td>
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<td>7313</td>
<td>Jewellery and precious-metal workers</td>
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<td>732</td>
<td>7321</td>
<td>Abrasive wheel formers, potters and related workers</td>
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<tr>
<td>7322</td>
<td>Glass-makers, cutters, grinders and finishers</td>
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<td>7323</td>
<td>Glass engravers and etchers</td>
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<td>7324</td>
<td>Glass, ceramics and related decorative painters</td>
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<td>7331</td>
<td>Handicraft workers in wood and related materials</td>
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<tr>
<td>7332</td>
<td>Handicraft workers in textile, leather and related materials</td>
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<td>734</td>
<td>7341</td>
<td>Compositors, typesetters and related workers</td>
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<td>Stereotypes and electrotypers</td>
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<td>7343</td>
<td>Printing engravers and etchers</td>
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<tr>
<td>7344</td>
<td>Photographic and related workers</td>
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<td>7345</td>
<td>Bookbinders and related workers</td>
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<tr>
<td>7346</td>
<td>Silk-screen, block and craft textile printers</td>
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**74**  
**Other craft and related trades workers**

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<th>Description</th>
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<td>Butchers, fishmongers and related food preparers</td>
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<td>Bakers, pastry-cooks and confectionery makers</td>
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<td>Dairy-products workers</td>
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<tr>
<td>7414</td>
<td>Fruit, vegetable and related preservers</td>
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<td>Food and beverage tasters and graders</td>
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<td>Tobacco preparers and tobacco products makers</td>
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<td>742</td>
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<td>7422</td>
<td>Cabinetmakers and related workers</td>
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<td>Woodworking machine setters and setter-operators</td>
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<td>7424</td>
<td>Basketry weavers, brush makers and related workers</td>
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<table>
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<th>Code</th>
<th>Description</th>
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<td>743</td>
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<td>Fibre preparers</td>
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<td>7432</td>
<td>Weavers, knitters and related workers</td>
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<td>Tailors, dressmakers and hatters</td>
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<td>Furriers and related workers</td>
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<td>Textile, leather and related pattern-makers and cutters</td>
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<td>Sewers, embroiderers and related workers</td>
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<td>7437</td>
<td>Upholsterers and related workers</td>
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<th>Code</th>
<th>Description</th>
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<tbody>
<tr>
<td>744</td>
<td>7441</td>
<td>Pelt dressers, tanners and fellmongers</td>
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<tr>
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<td>Shoe-makers and related workers</td>
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**MAJOR GROUP 8: PLANT AND MACHINE OPERATORS AND ASSEMBLERS**

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<td>Mineral-ore and stone-processing-plant operators</td>
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82 Machine operators and assemblers

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<td>Construction and maintenance labourers: roads, dams, and similar constructions</td>
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## Labour Force Survey - United Kingdom

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### MAJOR GROUP 0: ARMED FORCES

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Annex IV - ISO country classification in the LFS from 2006 onwards

These codes apply to the variables: nationality, country of birth, country of place of work and country of residence one year before survey.

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* To be used temporarily
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